United States District Court
Western District of New York

CJA eVoucher

Attorney User Manual

Release 4.1.2

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider or by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).
- Chrome, Firefox and other browsers may not be used with CJA.

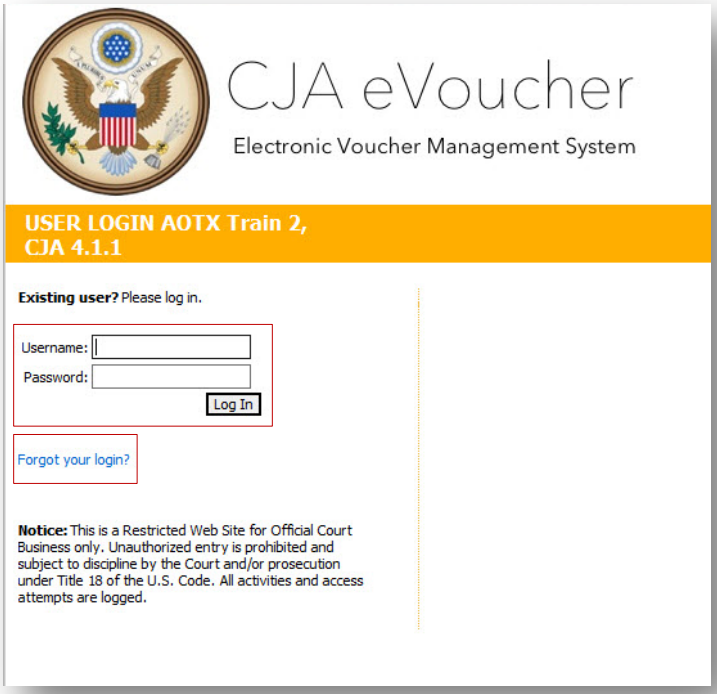
Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

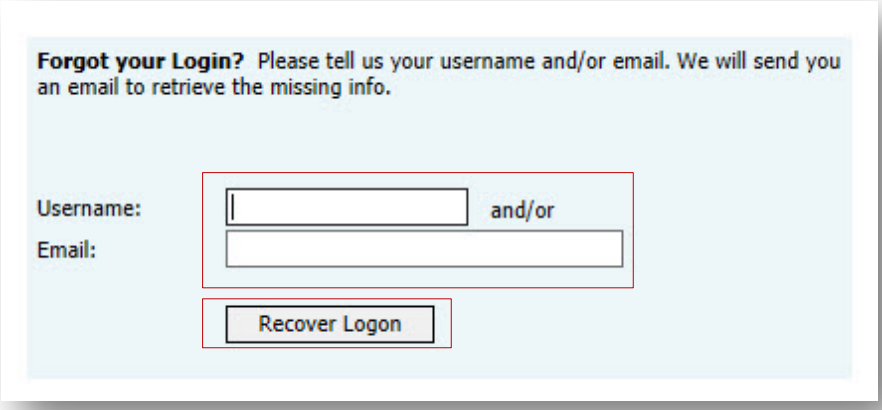
Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access.

Log in using your Username and Password you were provided, and click Log In

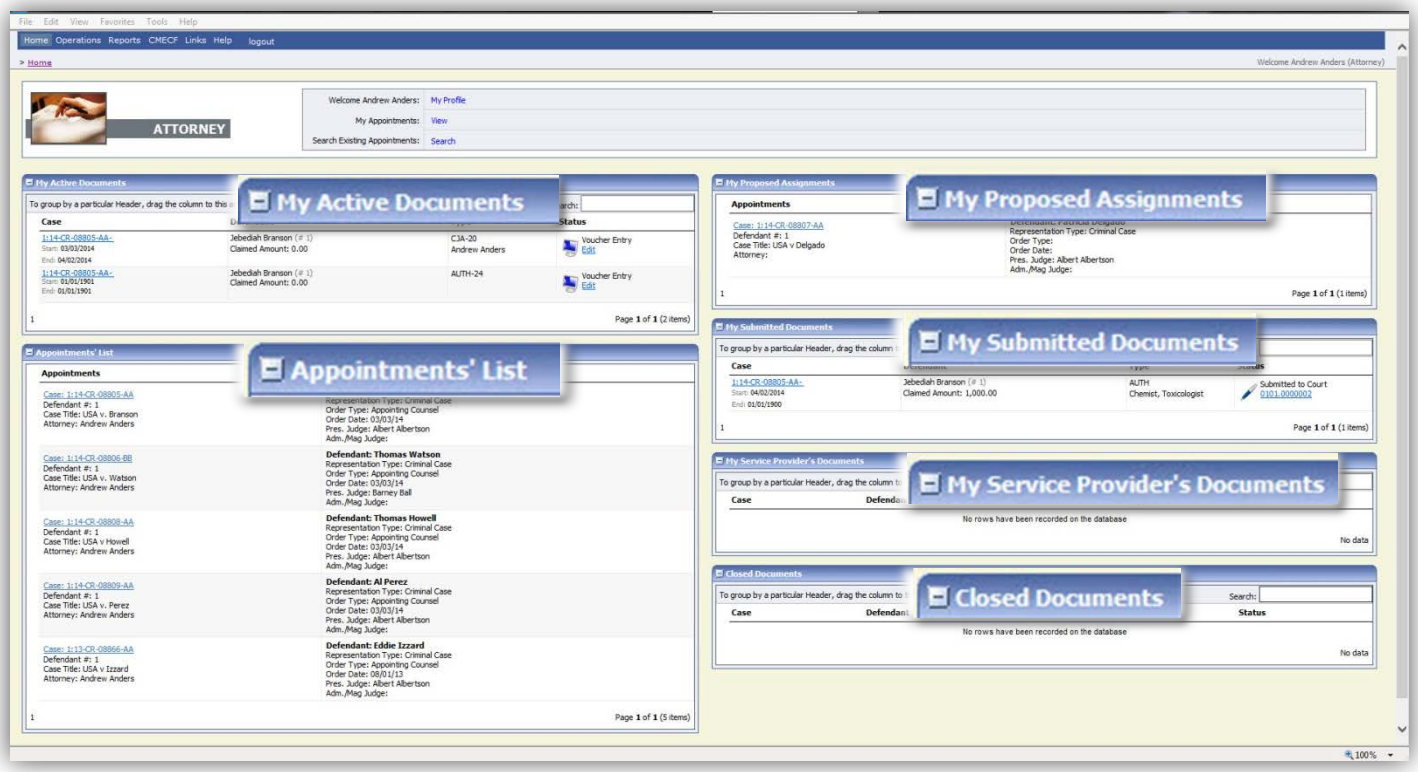


If you forget your username or password, click the **Forgot your login?** hyperlink.
Enter your Username or Email address, and click Recover Logon to retrieve your information.



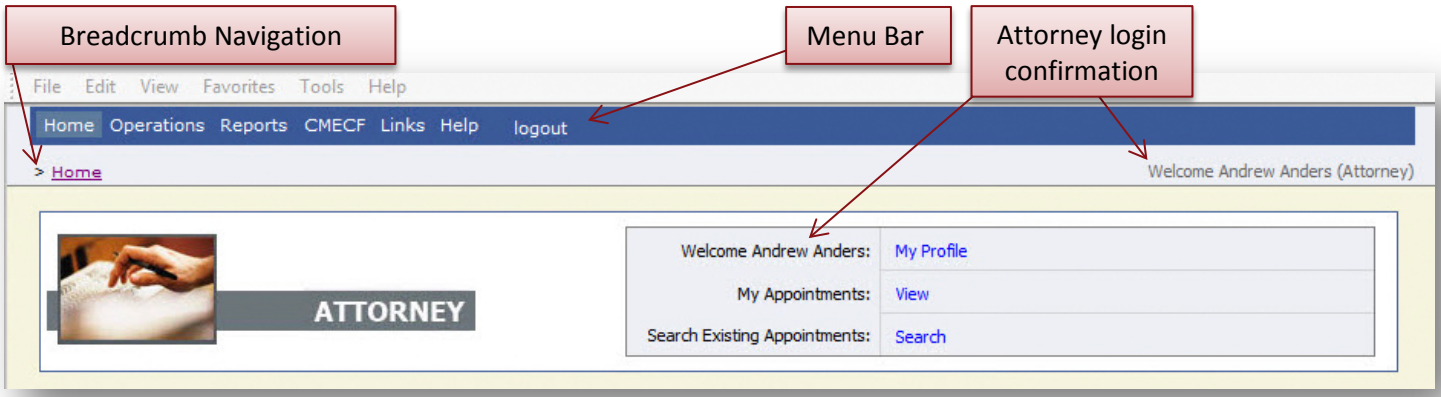
Home Page

Your home page provides access to all of your appointments and vouchers.
Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.



Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. This will include: • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

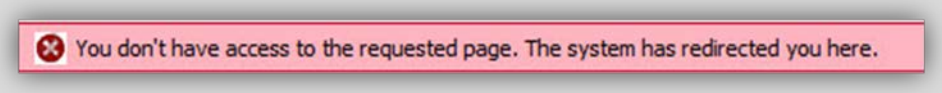
Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Note:

The **Search** option is not a valid link. A Pop up will indicate that you have been redirected.



Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the plus sign to expand a folder. Click the minus sign to collapse a folder.

Moving Folders

Step 1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon will appear.

Step 2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., Case, Description, Type) to sort in either ascending or descending order.

Resizing of Column

Step 1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow (⇔) appears.

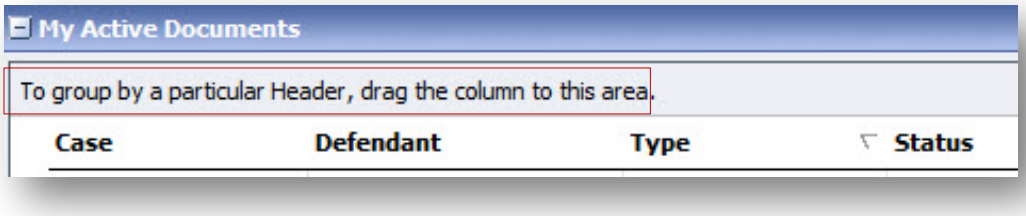
Step 2

Drag the line in the desired direction to enlarge or reduce the column size.

> **Note:**
> The folder size does not increase; therefore, some columns may move off the screen.

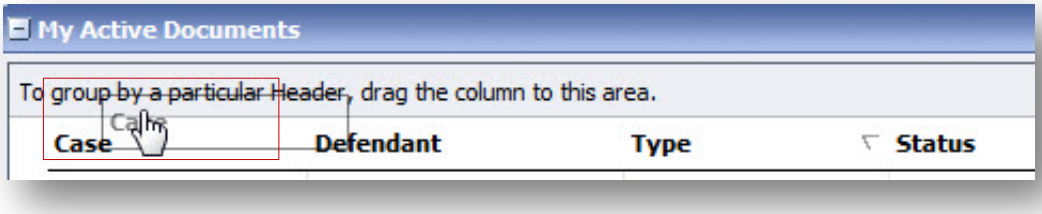
Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the "Group Header bar" may be sorted in this manner.

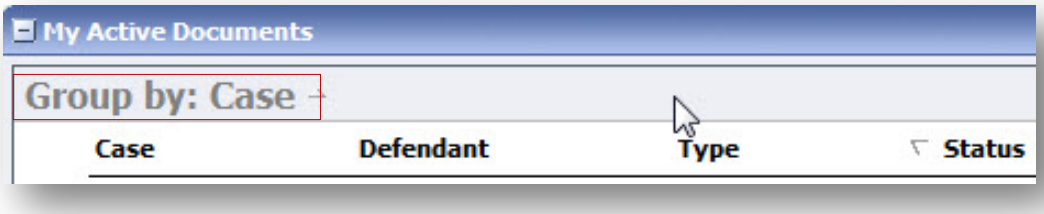


Step 1 Click the header for the column you wish to group.

Step 2 Hold the cursor and drag the header to the "Group by Header" bar.



Step 3 Release the cursor and all the information in that folder will be grouped and sorted by that selection.

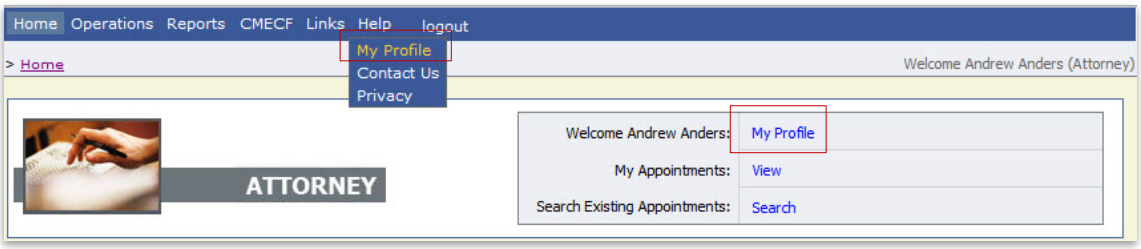


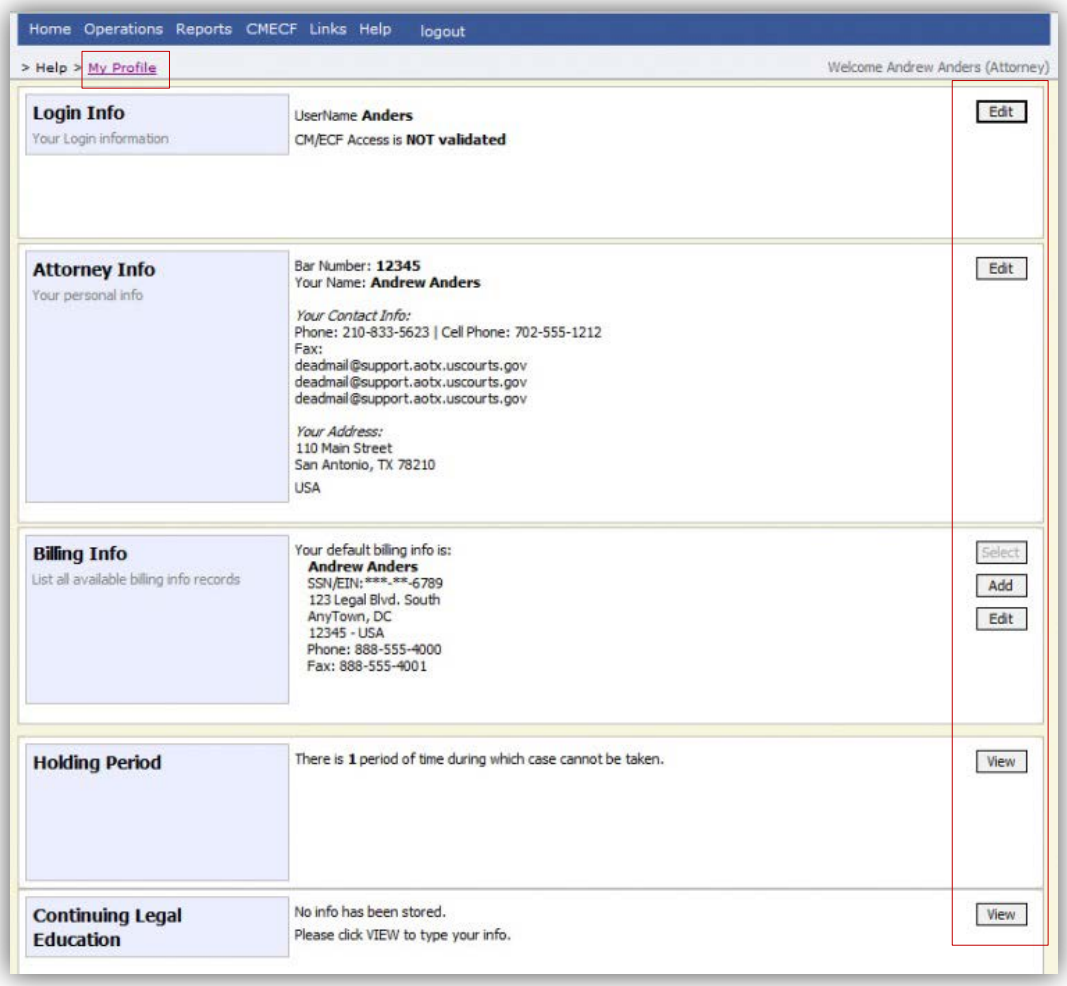
My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)

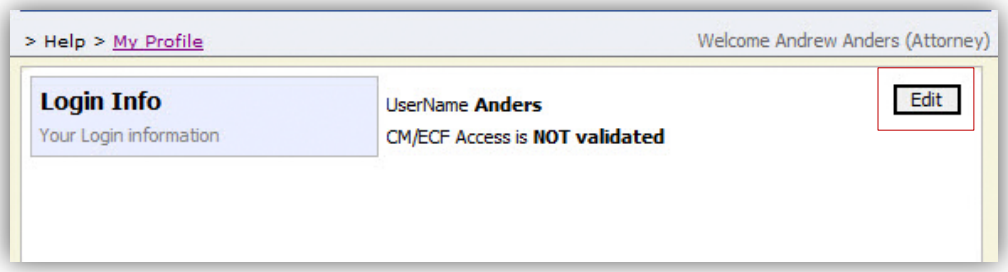
Click the My Profile link from either the Home screen or the Help menu bar to open the "My Profile" page.





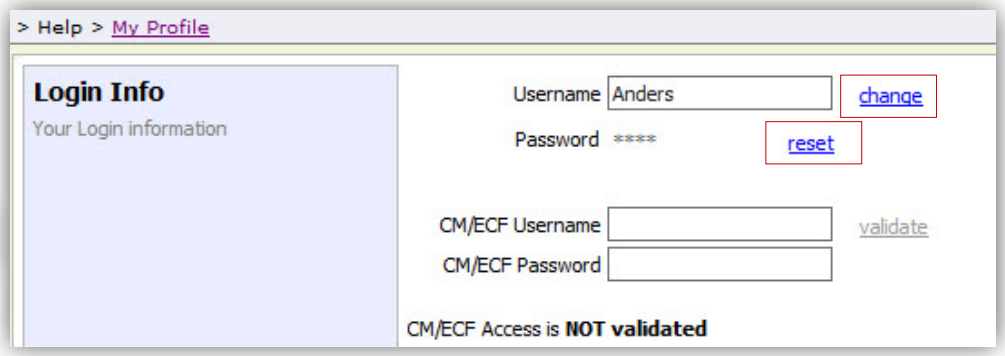
Changing My Profile Username and Password

Step 1 Under the **Login Info** section, click **Edit** to change your Password.



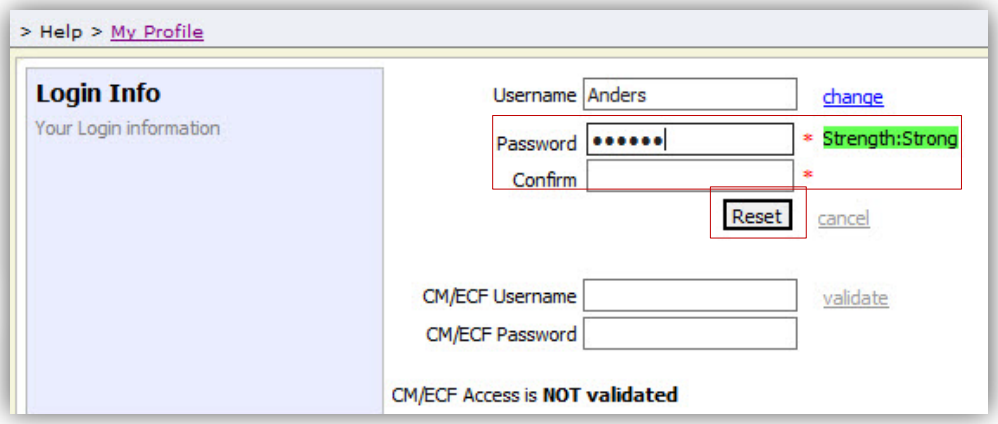
Step 2 To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

Step 3 To reset your password, click **reset**.

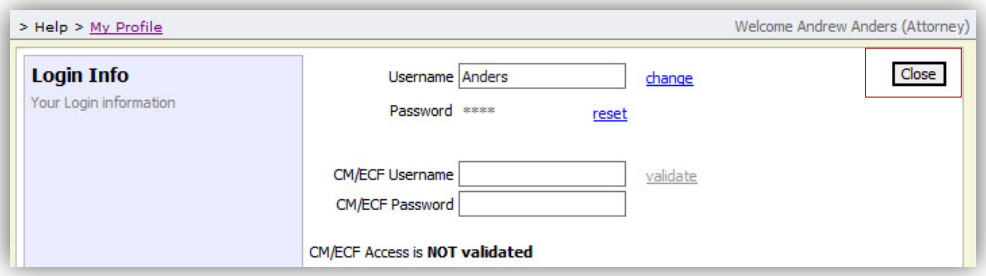


Step 4 Type the new password and retype it in the confirm field.

Step 5 Press the **Reset** button to save.

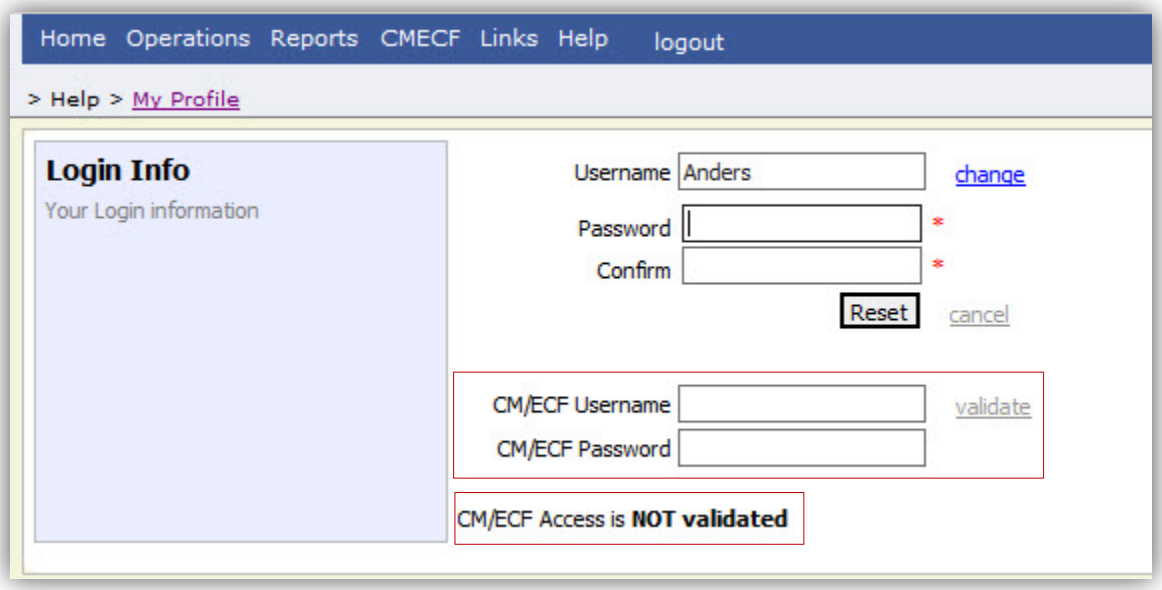


Step 6 Click the **Close** button to exit the login Info section.



CM/ECF Login

If your Court is allowing access to CM/ECF, log in using your CM/ECF Username/Password, and selecting validate. This will allow for synchronization between CJA eVoucher and CM/ECF. Once you've logged in, access will show as validated.



Attorney Info

Step 1

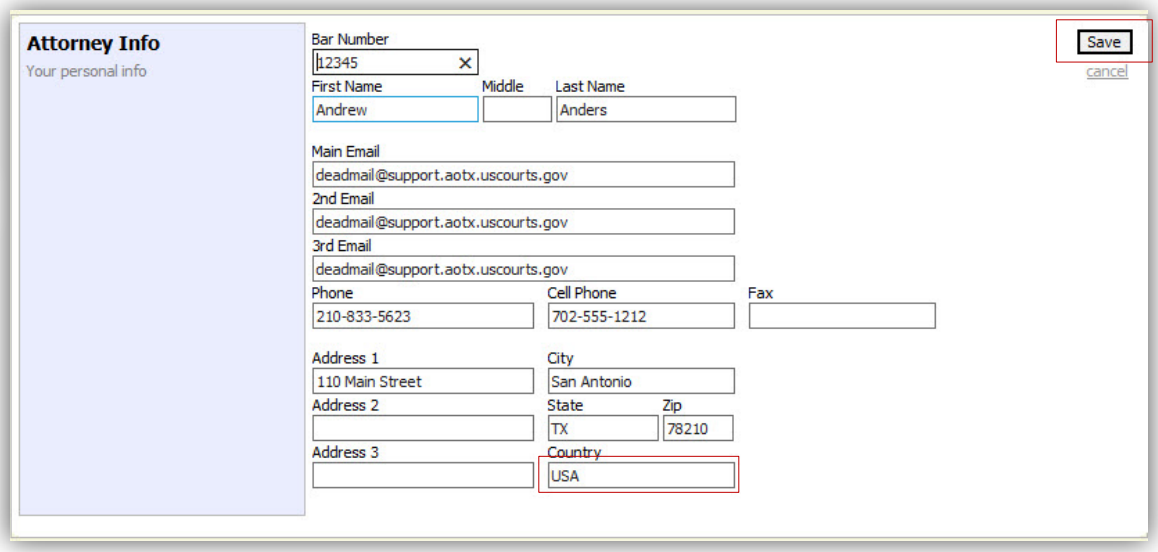
Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Step 2

Make any necessary changes.

Step 3

Click **Save**.



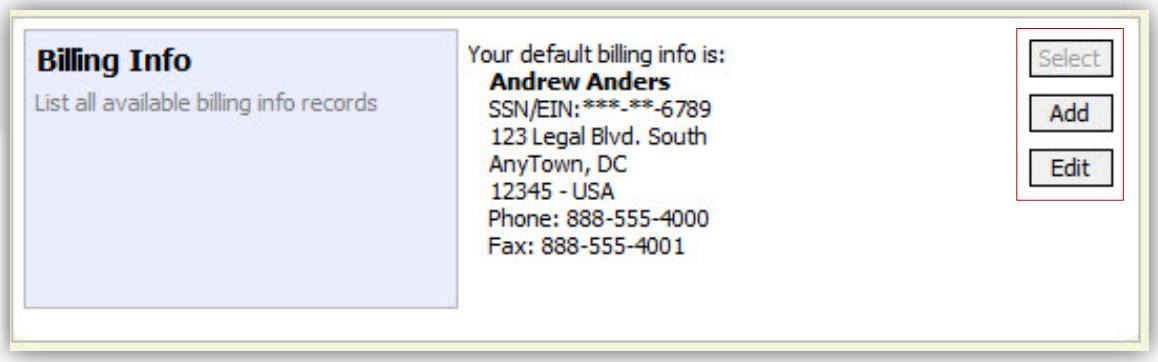
Note:

- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.



Step 2

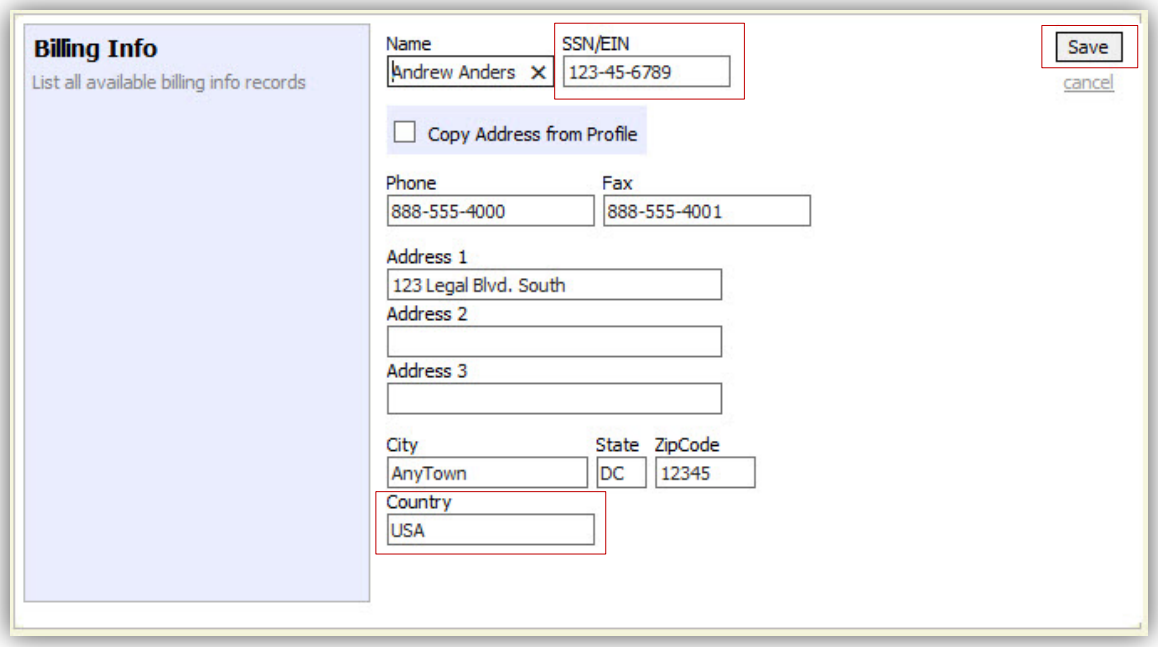
Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

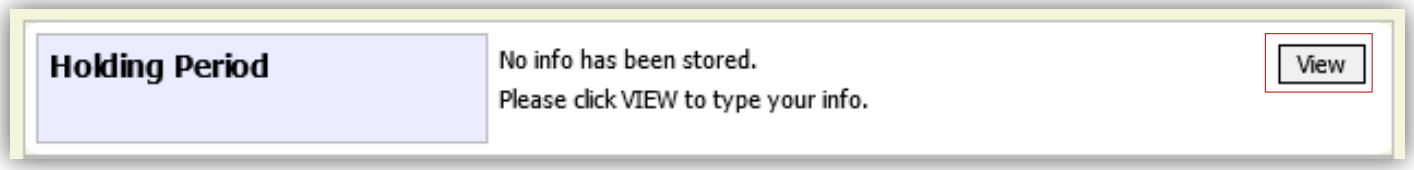
Make any necessary changes and click **Save**.



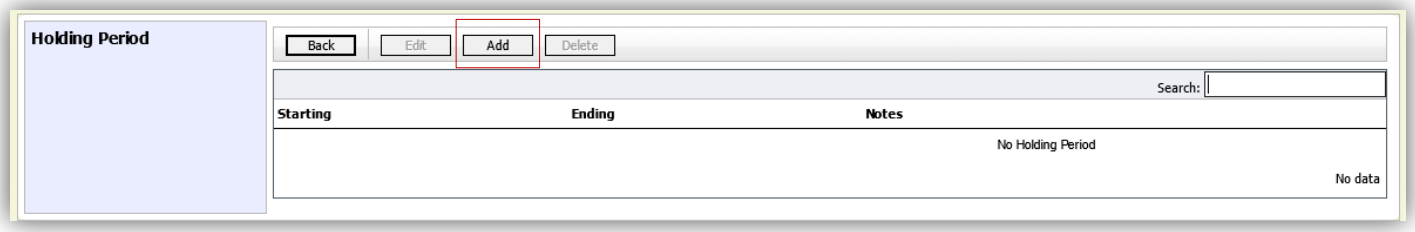
Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you will not be given a new assignment.

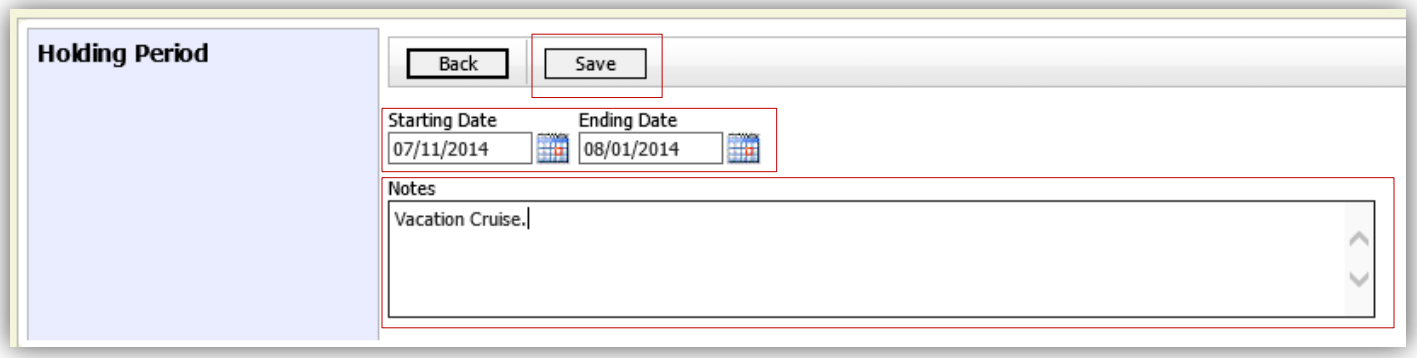
Step 1 Under the **Holding Period** section click **View**.



Step 2 Click **Add.**



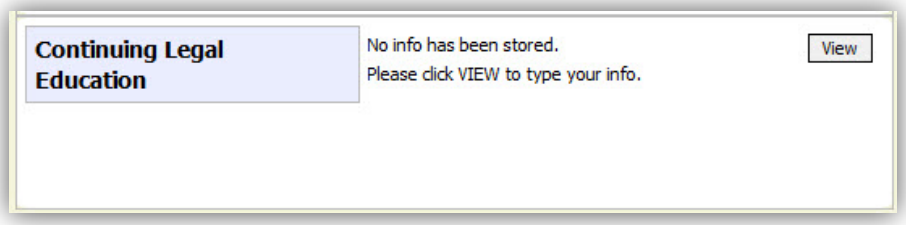
Step 3 Enter the **Starting** and **Ending Date**, along with **Notes**.



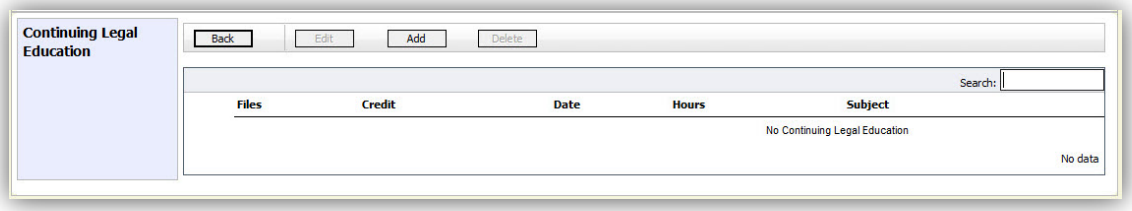
Step 4 Click **Save.**

Continuing Legal Education

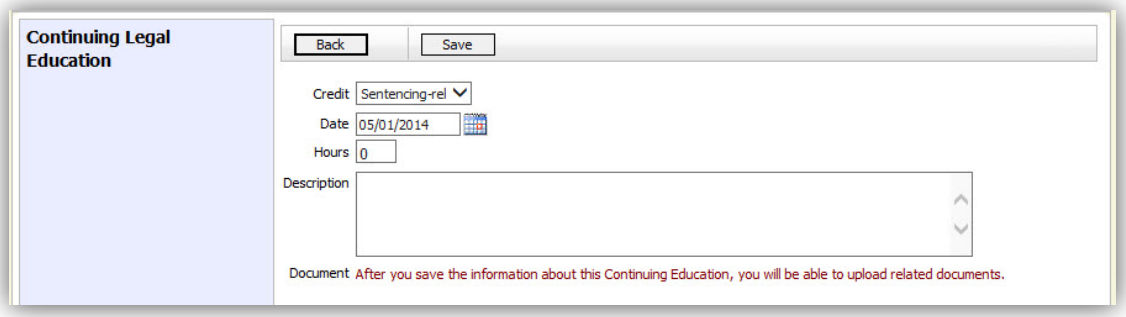
Step 1 Under the **Continuing Legal Education** section, click the **View** button to access your CLE information.



Step 2 To add CLE information, click **Add**.



Step 3 Click the **Credit** dropdown menu to select CLE categories.



Step 4 Enter the **Date**, the number of **Hours,** and a **Description**.

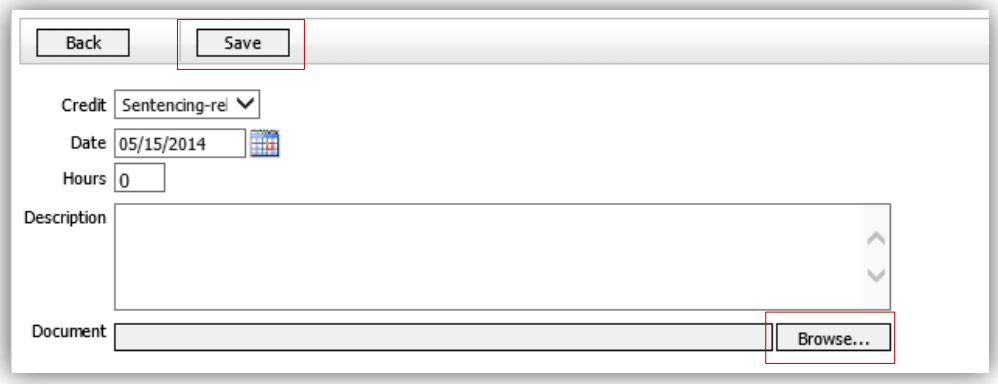
Step 5 Click **Save**.

Note:
After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step 6

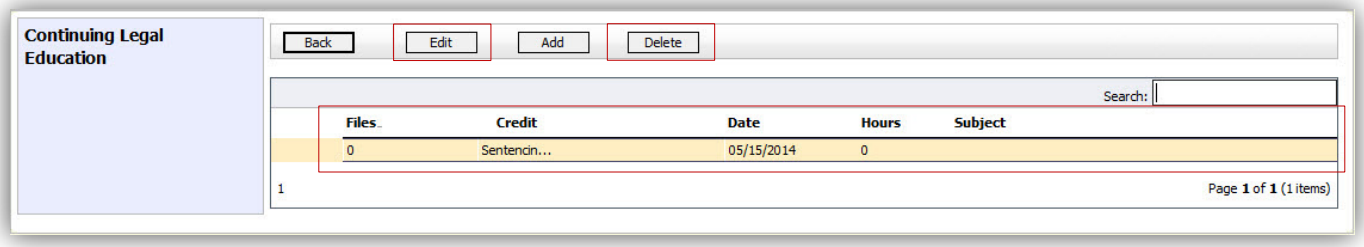
Click **Browse,** to upload and attach a PDF document.



Step 7

Click **Save**.

All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

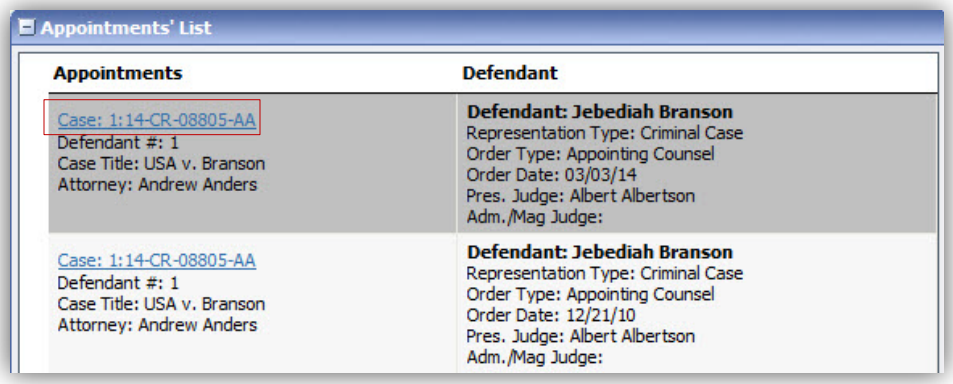


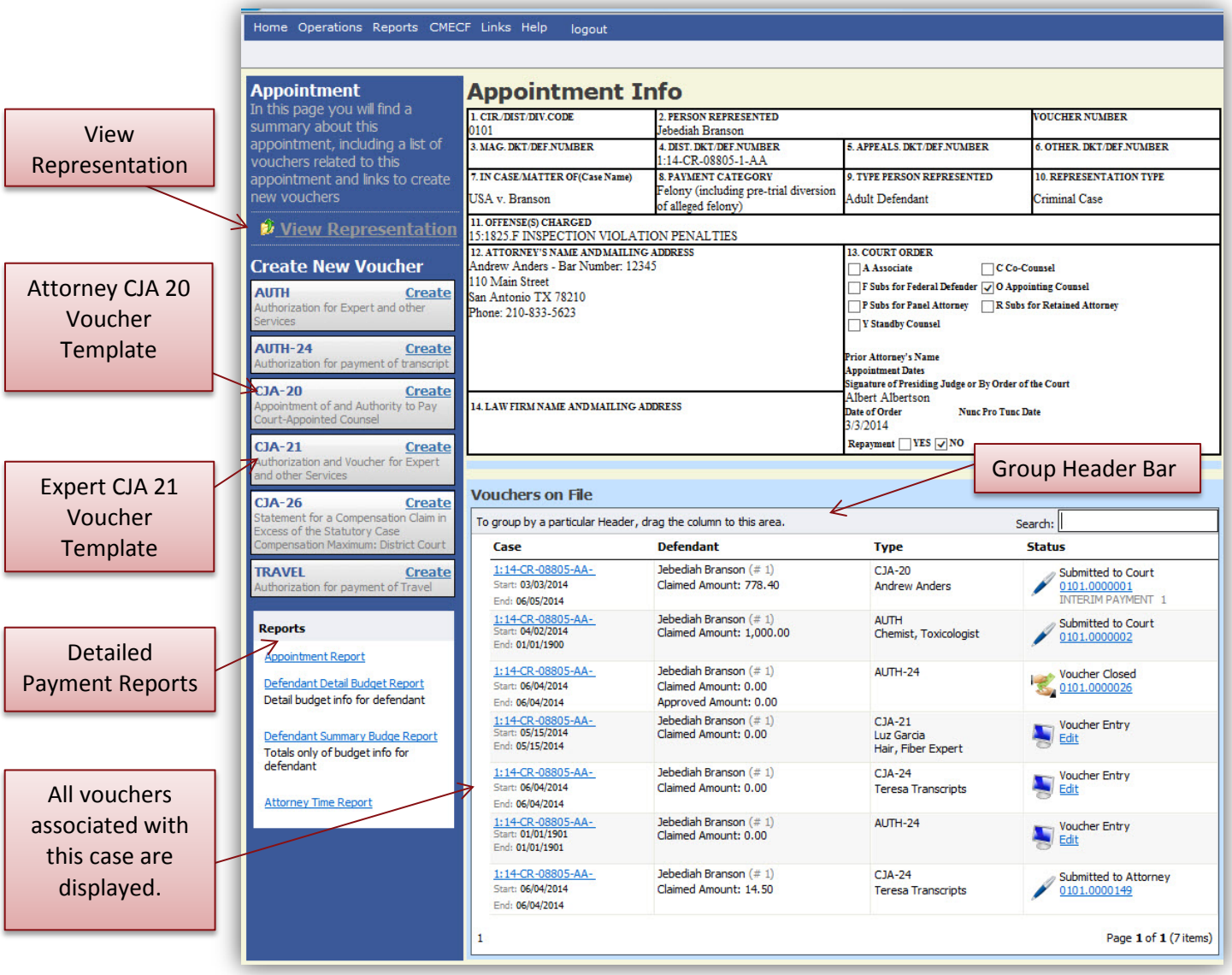
Appointment's List

Locate the **Appointments** section under the Appointment's List on your home page.

Step 1

Click the case number hyperlink to open the **Appointment** page.





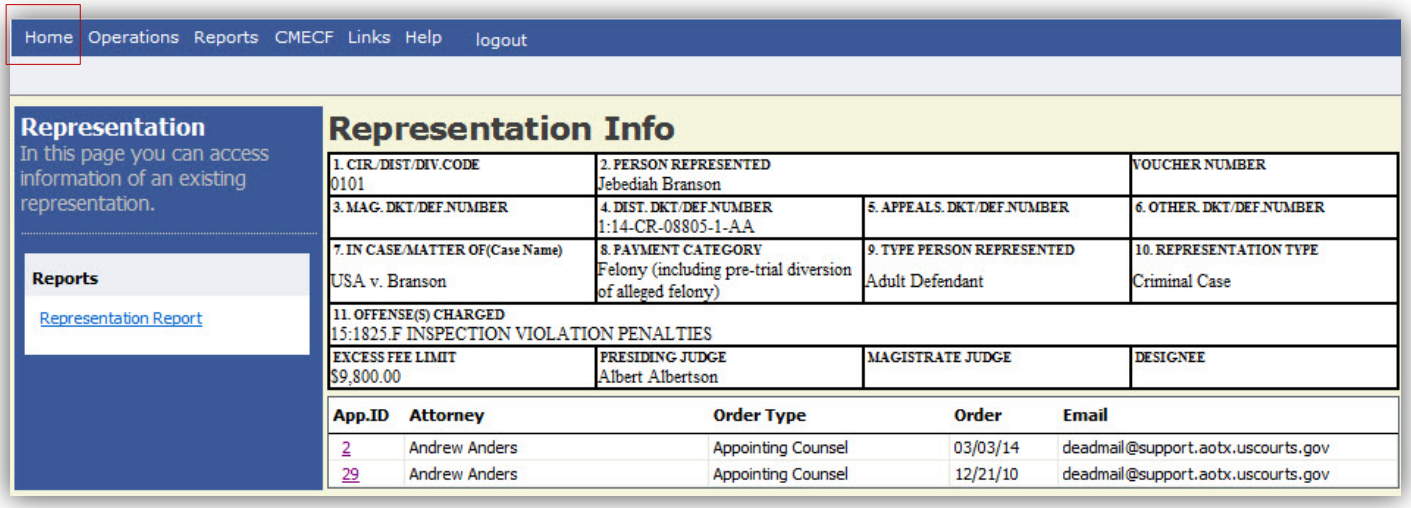
View Representation

The **View Representation** information will display:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 2

From the Appointment page open, click **View Representation**.



Step 3

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview

Attorney enters time/expenses and submits voucher → Voucher audited by Court CJA Unit → Voucher review and approval (or rejection) by Court → Voucher processed for payment by Court

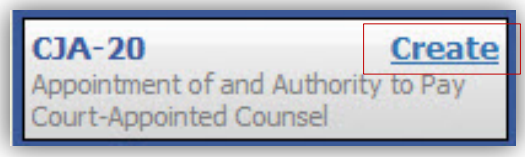
Creating the CJA 20 Voucher

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

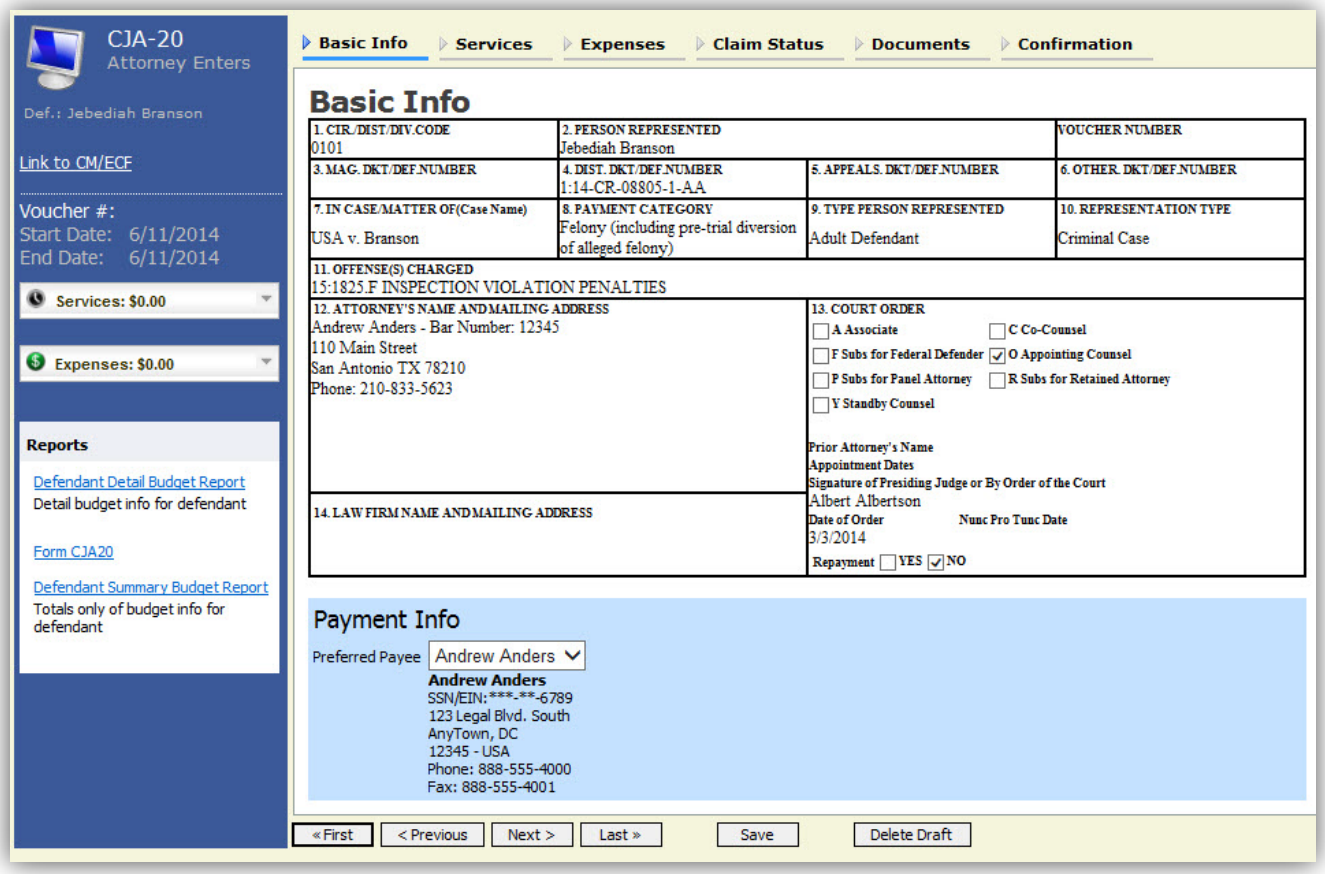
Note:
All voucher types and documents function primarily the same.

Step 1

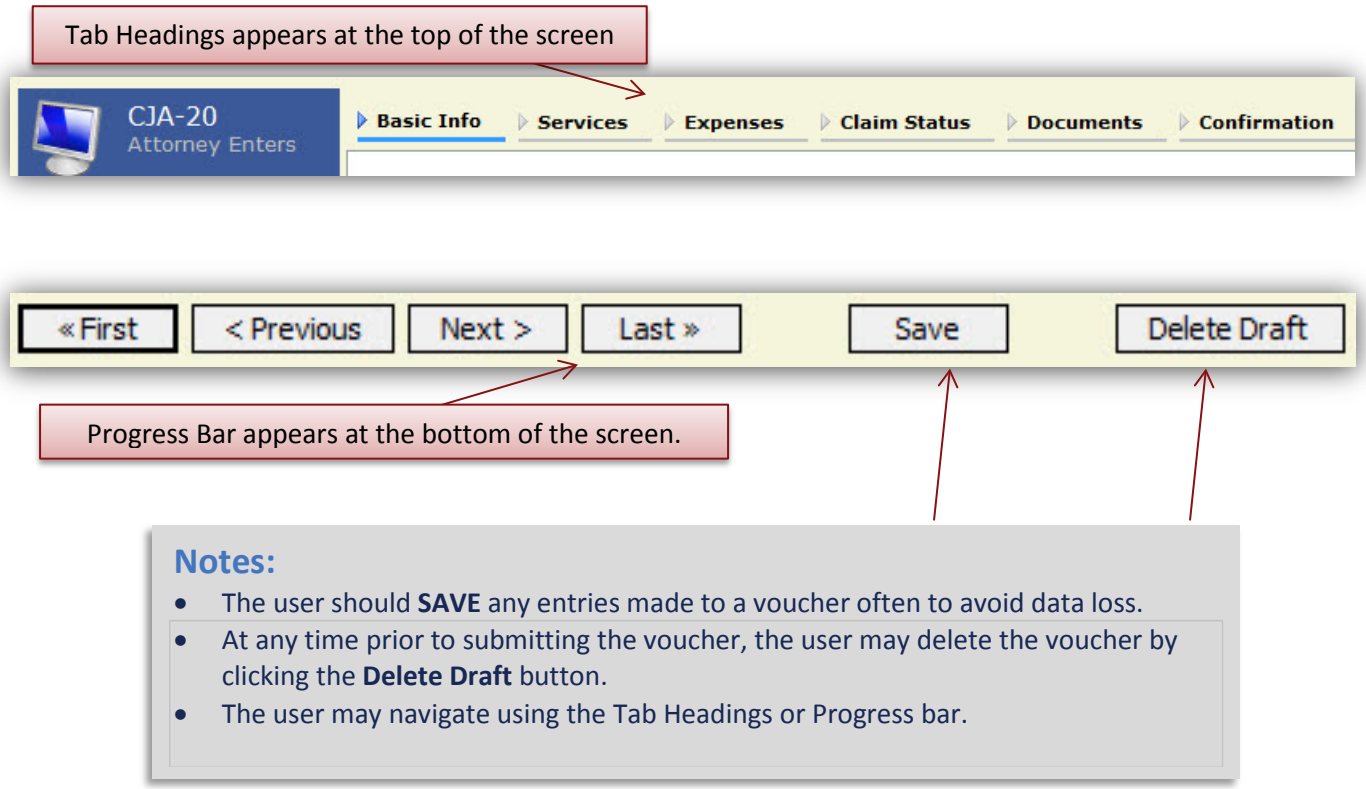
From the **Appointment** page click **Create** from the CJA 20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.



Creating the CJA 20 Voucher (cont'd)



Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

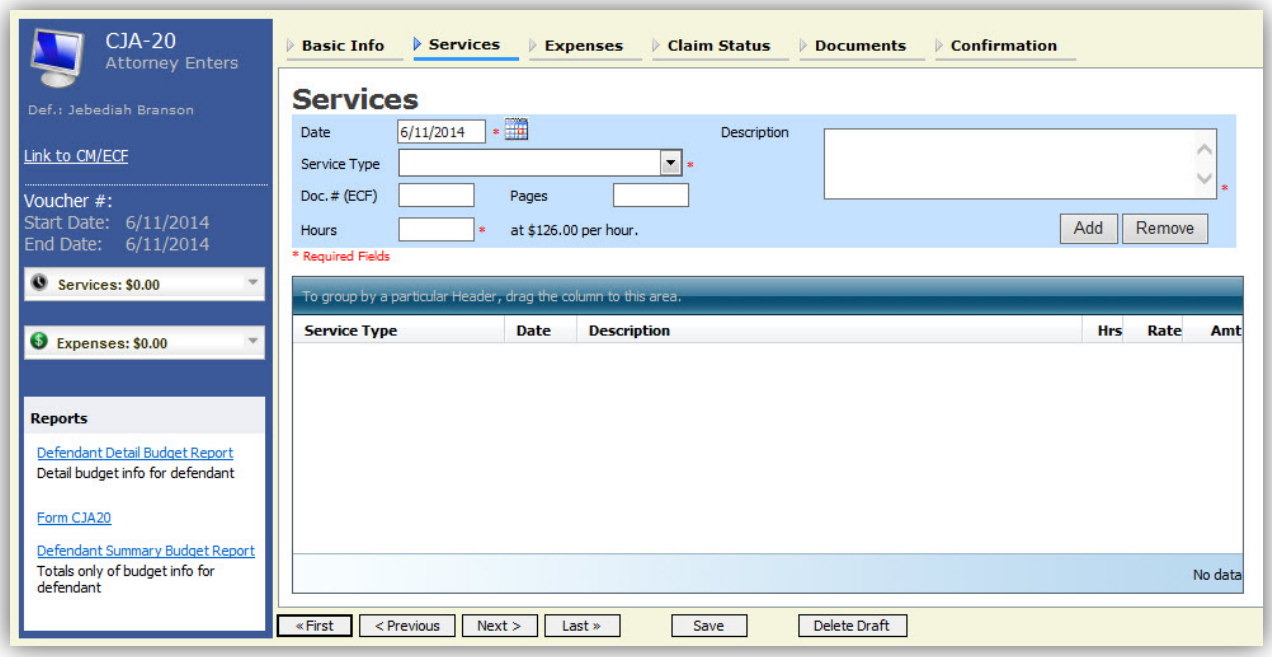
Entering Services

Line item time entries should be entered on the Services tab.
Both In-Court and Out-of Court time should be recorded on this screen.

Step 2

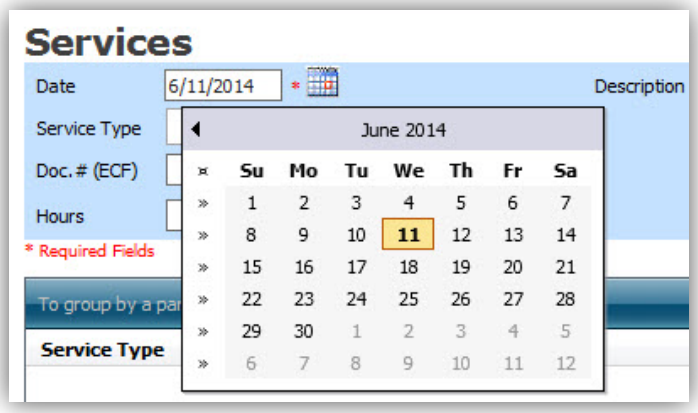
Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



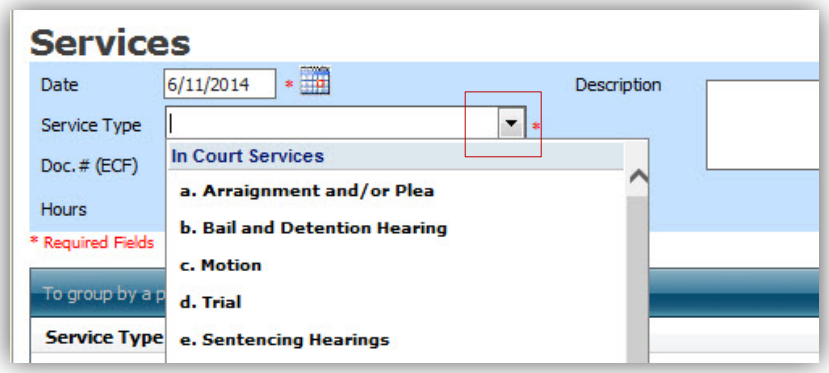
Step 3

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.



Services (cont'd)

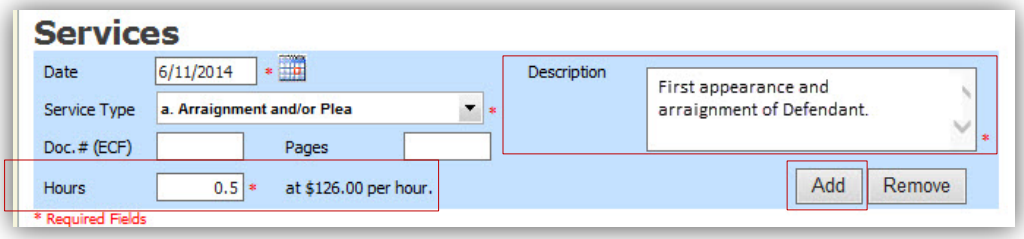
Step 4 Select **Service Type** from the drop-down menu.



Note:
You may add dates in any order. You can sort in chronological order at any time.

Step 5 Enter hours of service in tenths of an hour.

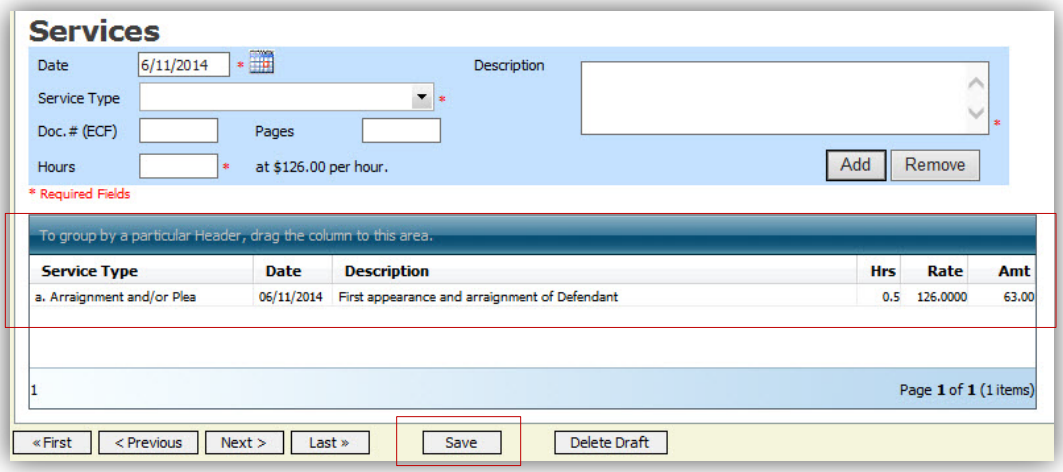
Step 6 Enter a description.



Step 7 Click **ADD.**

Note:
- You may add time in any order.
- Double click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the Service Type section.



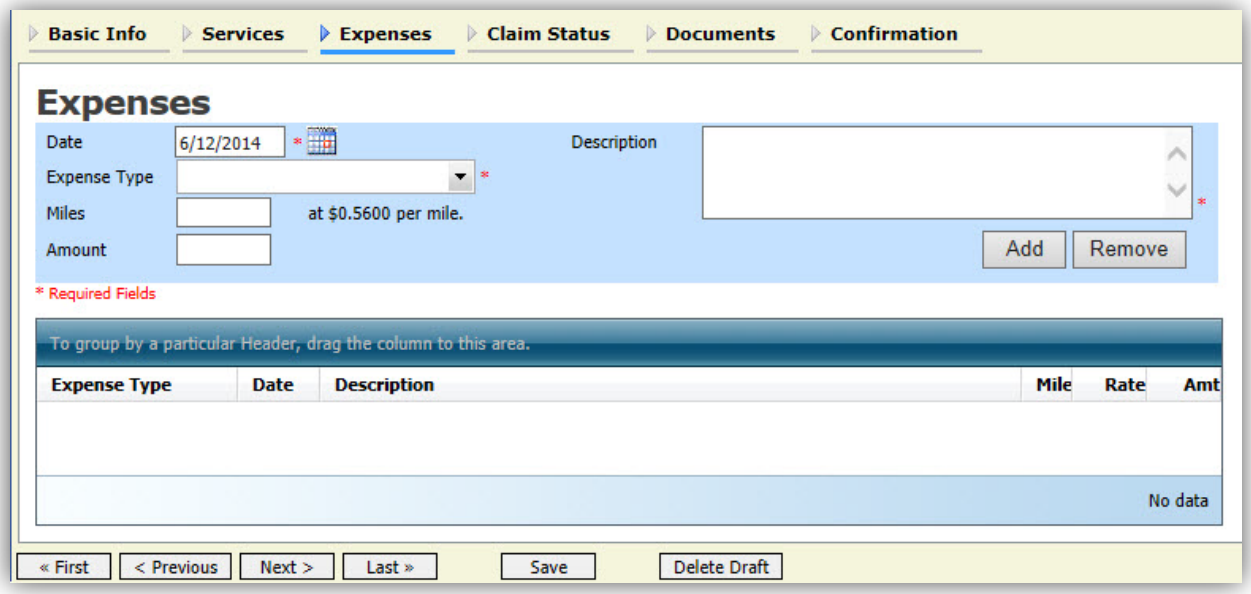
Step 8 Click the **Date** header**.** This will sort services according to date.

Step 9 Click **Save.**

Entering Expenses

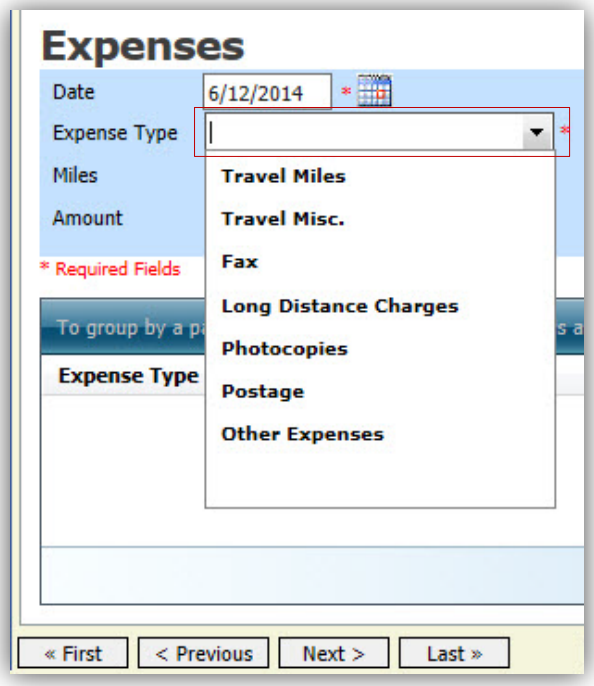
Step 1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.



Step 2

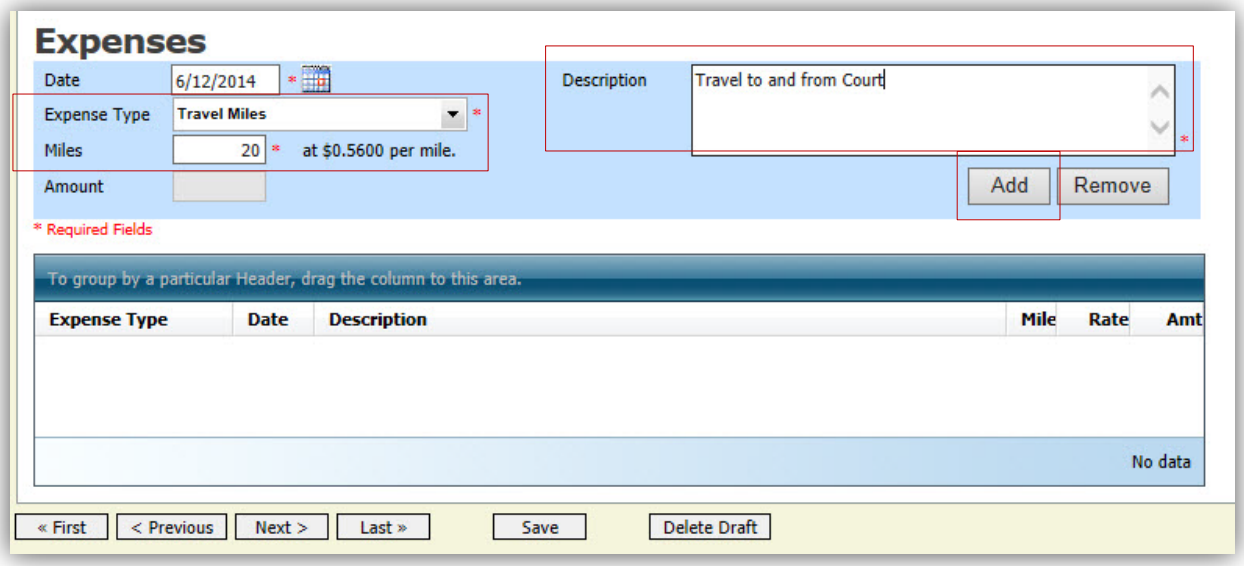
Enter the Expense Type from the Expense Type drop-down menu.



Entering Expenses (cont'd)

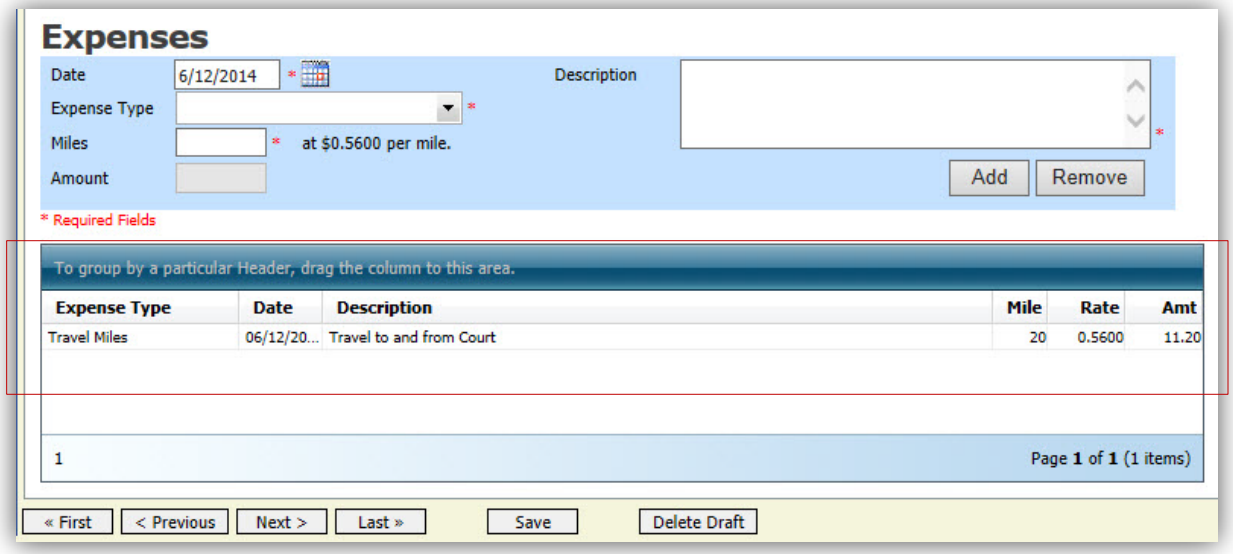
Step 3 If Travel Miles is chosen, enter the round trip mileage.

Step 6 Enter a description.



Step 4 Click **ADD**.

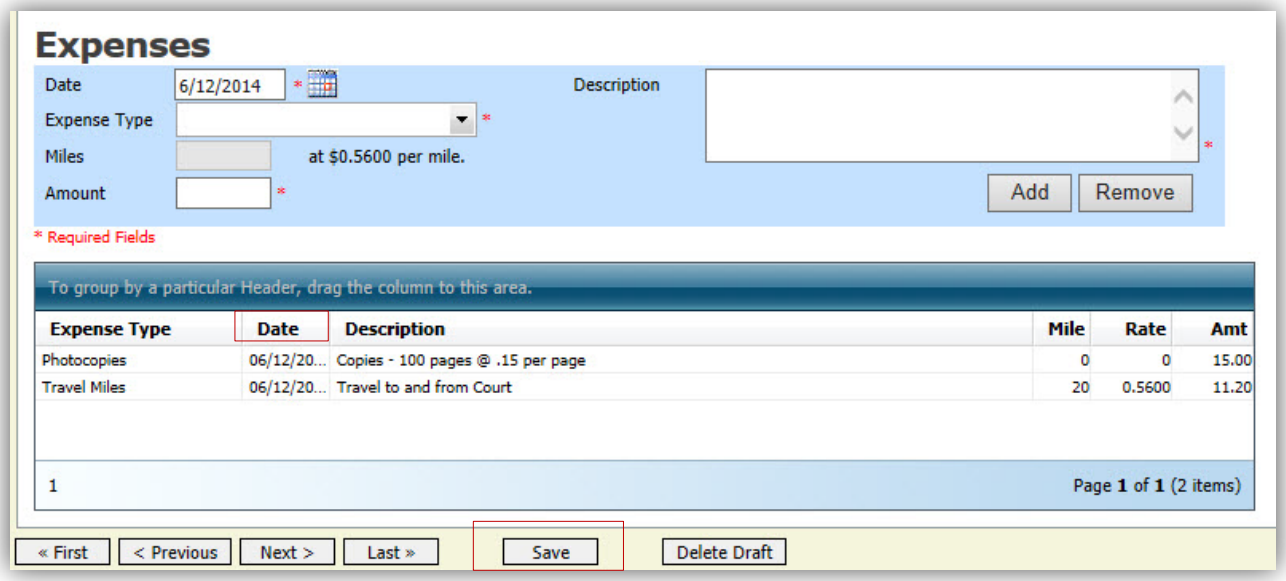
The entry will be added to the voucher and will appear at the bottom of the Expense Type section.



Entering Expenses (cont'd)

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

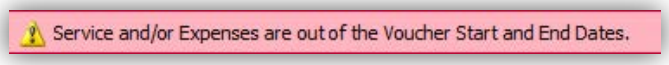


Step 5 Click the **Date** header**.** This will sort expenses according to date.

Step 6 Click **SAVE**.

Claim Status

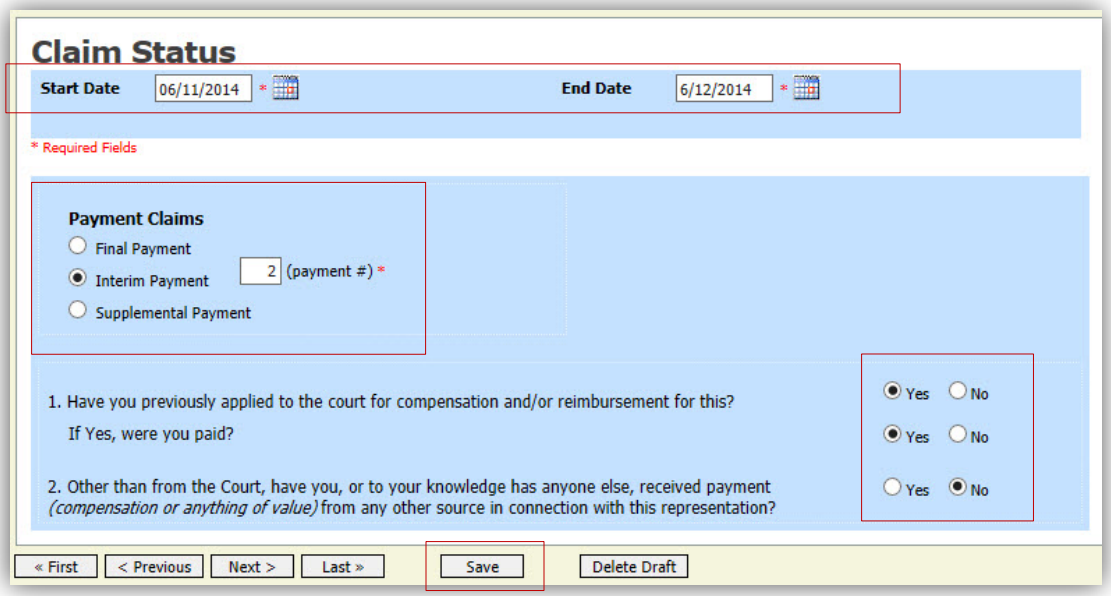
Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:



The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.



Step 3 Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **SAVE**.

Documents

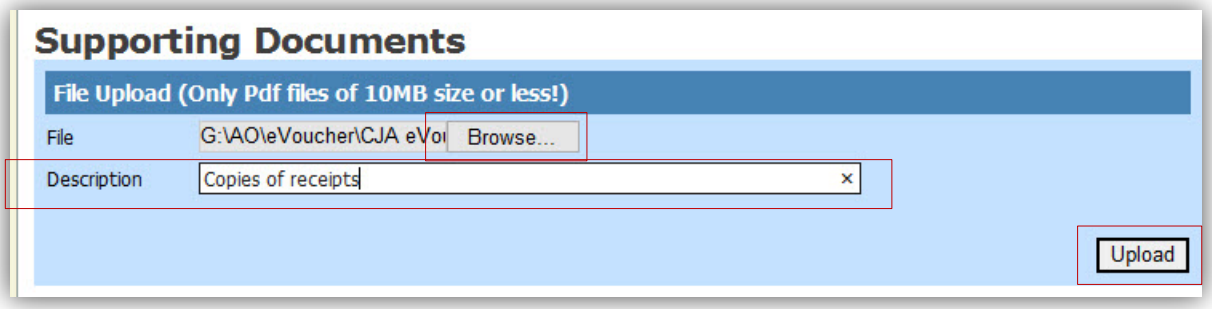
Attorneys (as well as the Court) may attach documents.
Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

Step 1 To add an attachment, click the **Browse** button to locate your file.

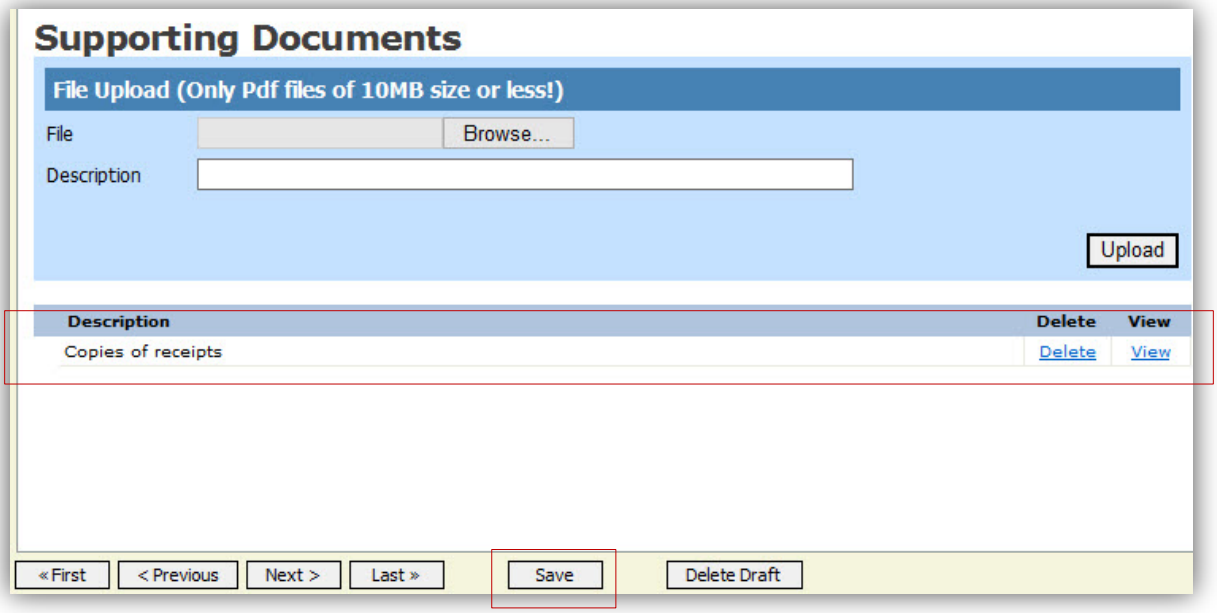
Note:
All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The attachment and description is added to the voucher and appears in the bottom of the Description section.



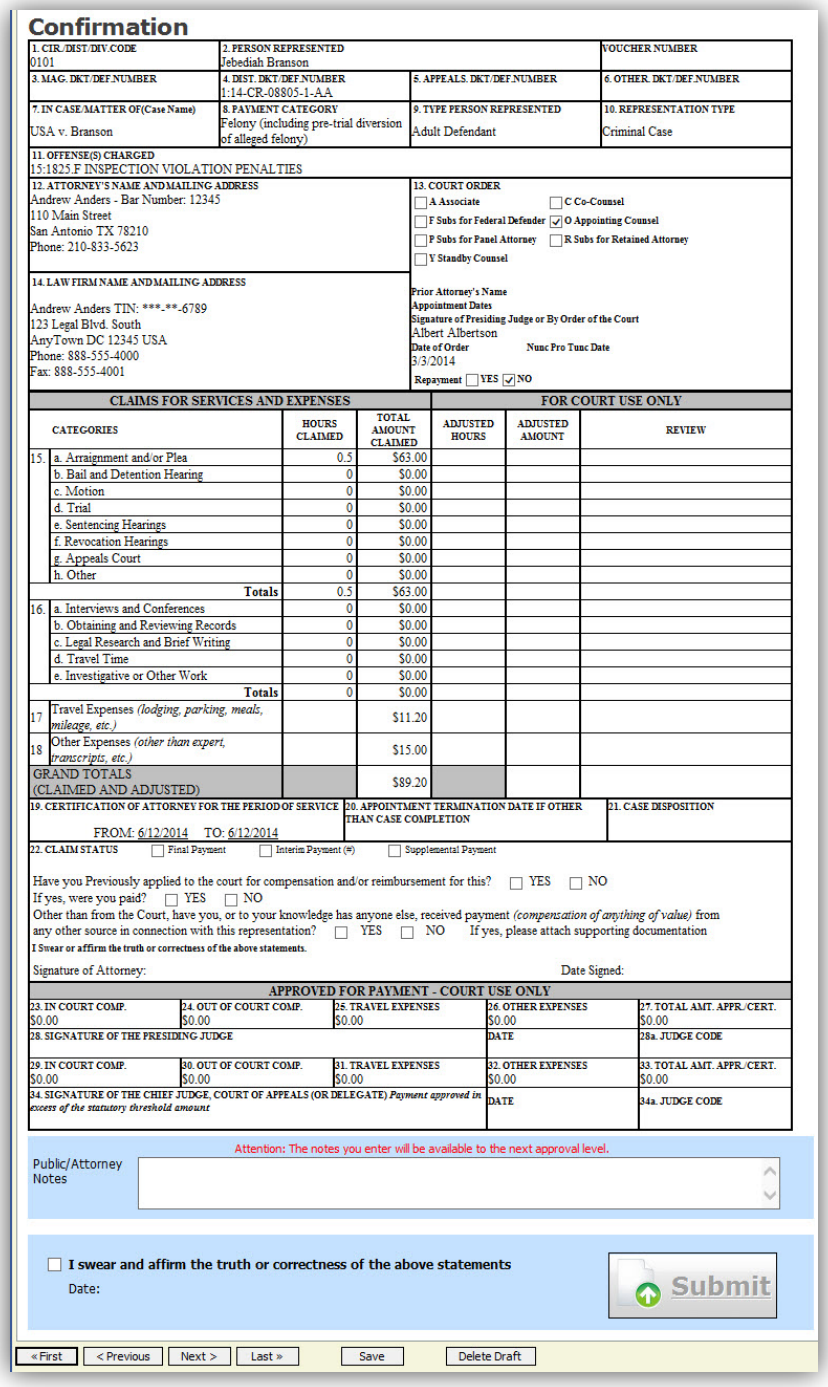
Step 4 Click **SAVE**.

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step 1 Click Confirmation tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.



Confirmation

1. CIR./DIST./DIV. CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0101	Jebediah Branson		
3. MAG. DKT./DEF. NUMBER	**4. DIST. DKT./DEF. NUMBER**	**5. APPEALS DKT./DEF. NUMBER**	**6. OTHER DKT./DEF. NUMBER**
	1:14-CR-08805-1-AA		
7. IN CASE/MATTER OF (Case Name)	**8. PAYMENT CATEGORY**	**9. TYPE PERSON REPRESENTED**	**10. REPRESENTATION TYPE**
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel
☐ F Subs for Federal Defender ☑ O Appointing Counsel
☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ Y Standby Counsel

14. LAW FIRM NAME AND MAILING ADDRESS
Andrew Anders TIN: ***-**-6789
123 Legal Blvd. South
AnyTown DC 12345 USA
Phone: 888-555-4000
Fax: 888-555-4001

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order: 3/3/2014 Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

CLAIMS FOR SERVICES AND EXPENSES				FOR COURT USE ONLY		
	CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15.	a. Arraignment and/or Plea	0.5	$63.00			
	b. Bail and Detention Hearing	0	$0.00			
	c. Motion	0	$0.00			
	d. Trial	0	$0.00			
	e. Sentencing Hearings	0	$0.00			
	f. Revocation Hearings	0	$0.00			
	g. Appeals Court	0	$0.00			
	h. Other	0	$0.00			
	Totals	0.5	$63.00			
16.	a. Interviews and Conferences	0	$0.00			
	b. Obtaining and Reviewing Records	0	$0.00			
	c. Legal Research and Brief Writing	0	$0.00			
	d. Travel Time	0	$0.00			
	e. Investigative or Other Work	0	$0.00			
	Totals	0	$0.00			
17	Travel Expenses *(lodging, parking, meals, mileage, etc.)*		$11.20			
18	Other Expenses *(other than expert, transcripts, etc.)*		$15.00			
	GRAND TOTALS (CLAIMED AND ADJUSTED)		$89.20			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
FROM: 6/12/2014 TO: 6/12/2014		

22. CLAIM STATUS ☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this? ☐ YES ☐ NO
If yes, were you paid? ☐ YES ☐ NO
Other than from the Court, have you, or to your knowledge has anyone else, received payment *(compensation of anything of value)* from any other source in connection with this representation? ☐ YES ☐ NO If yes, please attach supporting documentation

I Swear or affirm the truth or correctness of the above statements.

Signature of Attorney: Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR./CERT.
$0.00	$0.00	$0.00	$0.00	$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR./CERT.
$0.00	$0.00	$0.00	$0.00	$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) *Payment approved in excess of the statutory threshold amount*			DATE	34a. JUDGE CODE

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☐ **I swear and affirm the truth or correctness of the above statements**
Date:

Submit

« First | < Previous | Next > | Last » | Save | Delete Draft

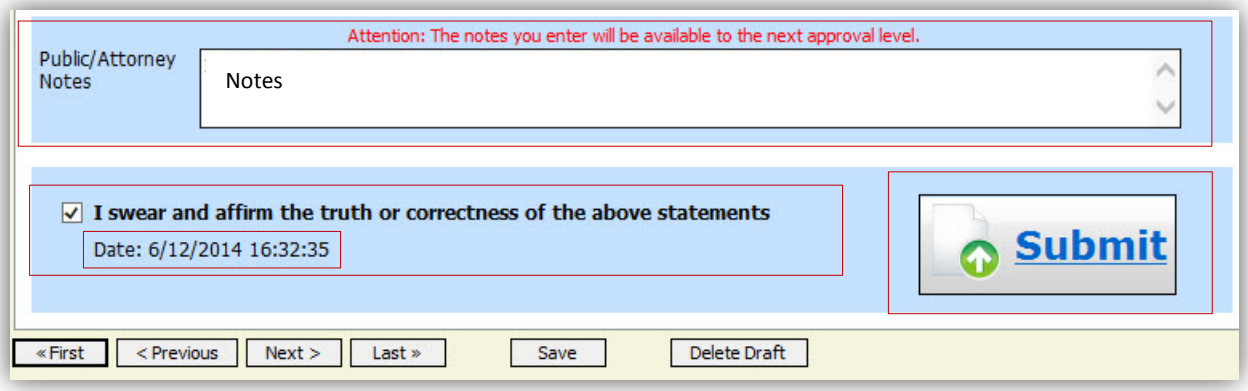
Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

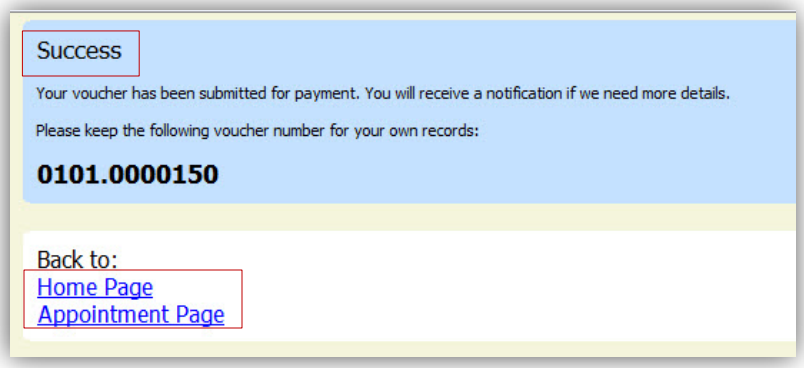
Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:
You may include any information to the Court in the Public/Attorney Notes section.



Step 5 Click **Submit** to send to the Court.

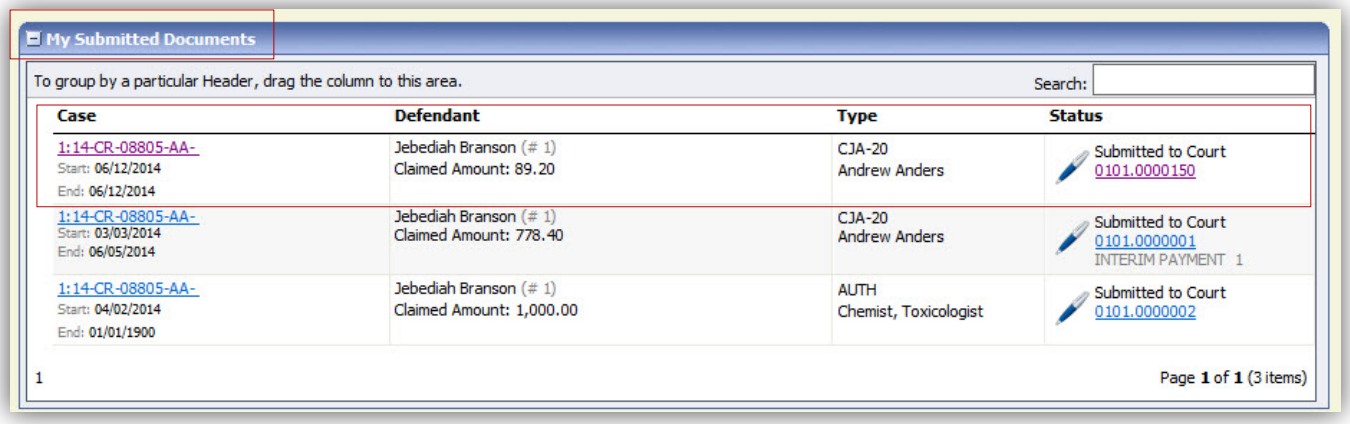
A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.



Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

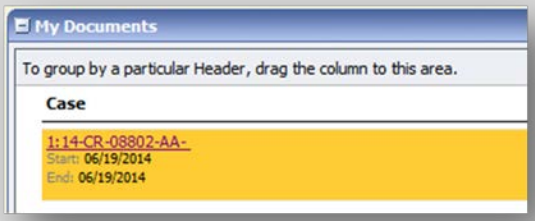
Signing and Submitting to Court (cont'd)

The active voucher is removed from the "My Active Documents" folder and now appears in the "My Submitted Documents" section.



Notes:

- If a voucher is rejected by the Court, it will reappear in the "My Documents" section and will be highlighted in gold.

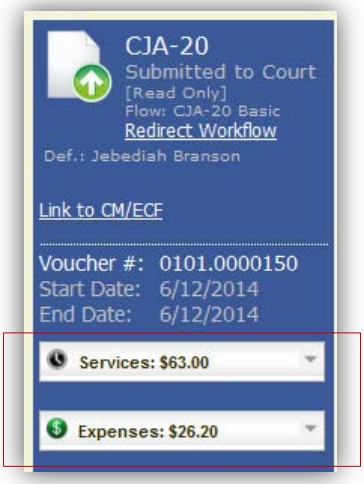


- An email message generated by the system will be sent explaining what corrections need to be made.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.



- Expand the item by clicking on the down arrow (▾) to reveal specifics.

Services: $63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	$63.00
Bail and Detention Hearing	0	$0.00
Motion Hearings	0	$0.00
Trial	0	$0.00
Sentencing Hearing	0	$0.00
Revocation Hearings	0	$0.00
Appeals Court	0	$0.00
Other	0	$0.00
Totals	0.5	$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	$0.00
Obtaining and Reviewing Records	0	$0.00
Legal Research and Brief Writing	0	$0.00
Travel Time	0	$0.00
Investigative and Other Work	0	$0.00
Totals	0.0	$0.00

Expenses: $26.20

Travel

Expense Type	Amount
Travel Miles	$11.20
Travel Misc	$0.00
Totals	$11.20

Expenses

Expense Type	Amount
Fax	$0.00
Long Distance Charges	$0.00
Photocopies	$15.00
Postage	$0.00
Other Expenses	$0.00
Totals	$15.00

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum ($800) allowed for representation.
Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

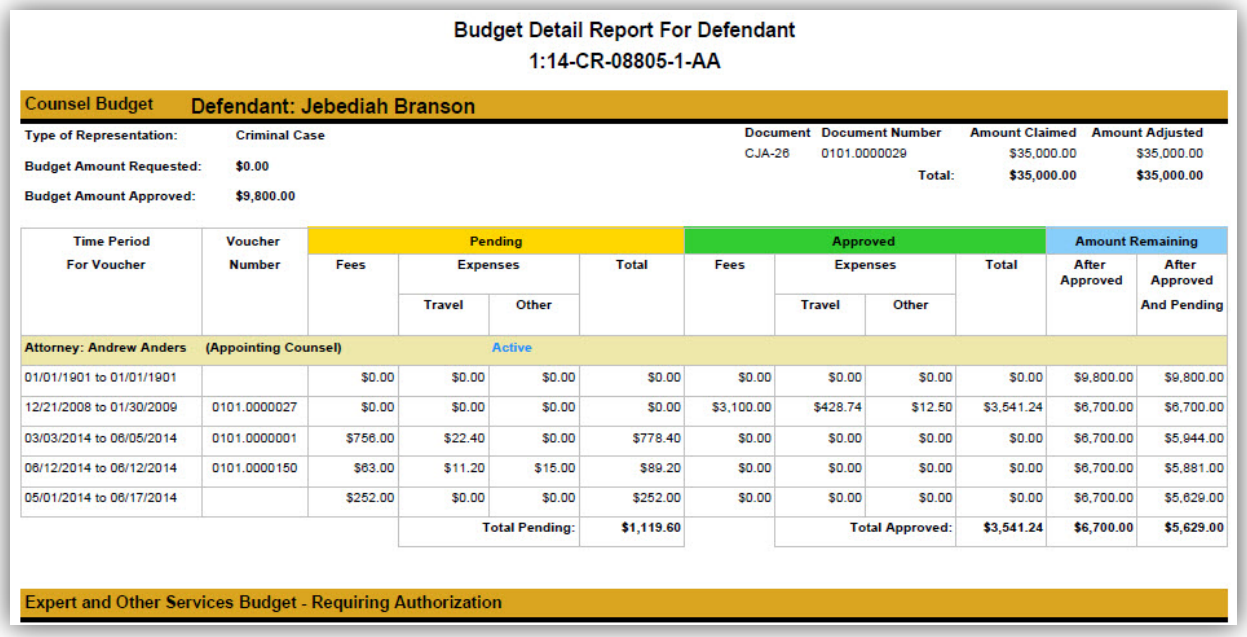
- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.

Other accessible reports can be found on the Menu bar.

Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.



Budget Detail Report For Defendant
1:14-CR-08805-1-AA

Counsel Budget — **Defendant: Jebediah Branson**

Type of Representation:	Criminal Case
Budget Amount Requested:	$0.00
Budget Amount Approved:	$9,800.00

Document	Document Number	Amount Claimed	Amount Adjusted
CJA-26	0101.0000029	$35,000.00	$35,000.00
	Total:	$35,000.00	$35,000.00

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Attorney: Andrew Anders	(Appointing Counsel)			Active							
01/01/1901 to 01/01/1901		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,800.00	$9,800.00
12/21/2008 to 01/30/2009	0101.0000027	$0.00	$0.00	$0.00	$0.00	$3,100.00	$428.74	$12.50	$3,541.24	$6,700.00	$6,700.00
03/03/2014 to 06/05/2014	0101.0000001	$756.00	$22.40	$0.00	$778.40	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,944.00
06/12/2014 to 06/12/2014	0101.0000150	$63.00	$11.20	$15.00	$89.20	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,881.00
05/01/2014 to 06/17/2014		$252.00	$0.00	$0.00	$252.00	$0.00	$0.00	$0.00	$0.00	$6,700.00	$5,629.00
				Total Pending:	$1,119.60			Total Approved:	$3,541.24	$6,700.00	$5,629.00

Expert and Other Services Budget - Requiring Authorization

Expert and Other Services Budget - Not Requiring Authorization

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Vendor: Luz Garcia (Hair, Fiber Expert)						Approved Amount: $800.00				Attorney: Andrew Anders	
05/15/2014 To 05/15/2014		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$800.00	$800.00
				Total Pending:	$0.00			Total Approved:	$0.00		

Time Period For Voucher	Voucher Number	Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Amount Remaining After Approved	Amount Remaining After Approved And Pending
Vendor: Abraham Astley (Interpreter Translator)						Approved Amount: $800.00				Attorney: Andrew Anders	
01/20/2009 To 05/26/2010	0101.0000030	$215.00	$0.00	$0.00	$215.00	$0.00	$0.00	$0.00	$0.00	$800.00	$585.00
				Total Pending:	$215.00			Total Approved:	$0.00		

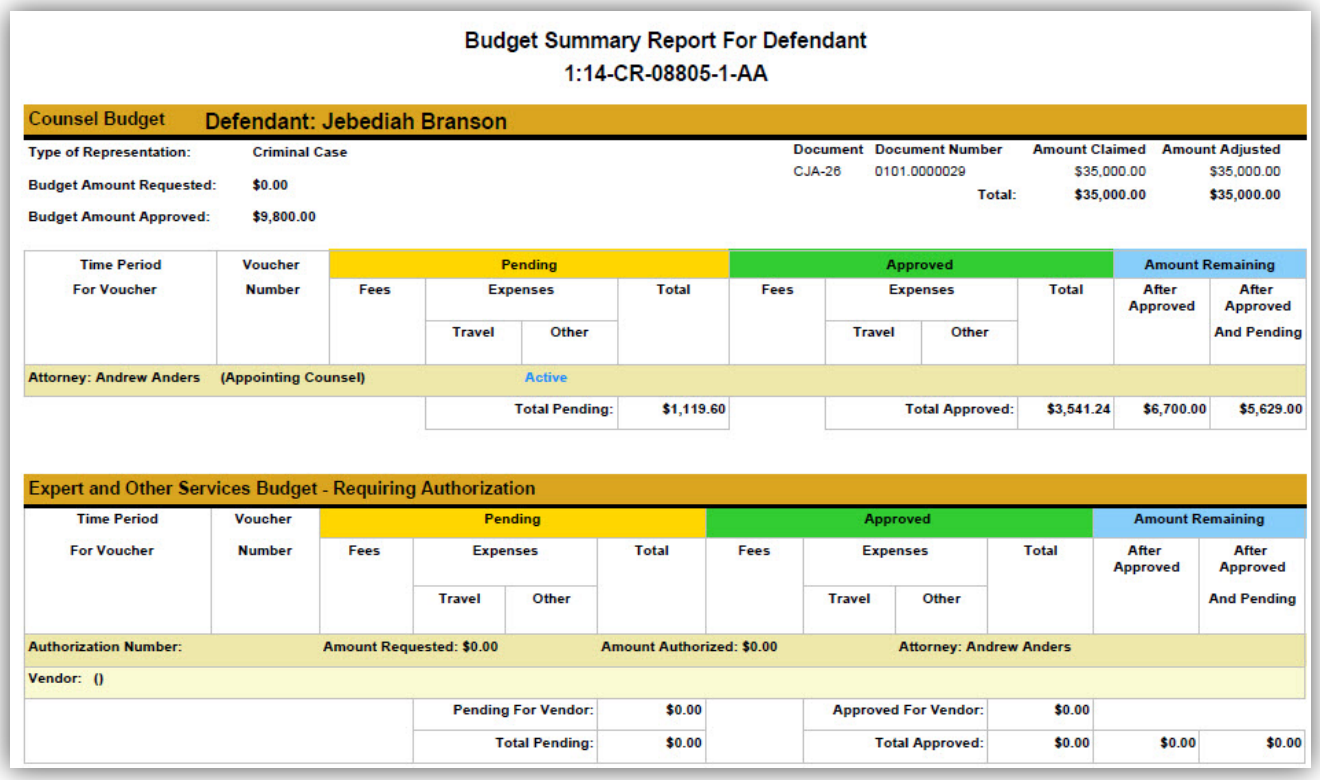
Grand Totals for the Representation

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.

Pending Fees	Pending Expenses Travel	Pending Expenses Other	Pending Total	Approved Fees	Approved Expenses Travel	Approved Expenses Other	Approved Total	Combined Total Approved and Pending Fees	Combined Total Approved and Pending Fees and Expenses
$1,300.50	$33.60	$15.00	$1,349.10	$3,100.00	$428.74	$12.50	$3,541.24	$4,400.50	$4,890.34

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.



Budget Summary Report For Defendant
1:14-CR-08805-1-AA

Counsel Budget — Defendant: Jebediah Branson

Type of Representation: Criminal Case
Budget Amount Requested: $0.00
Budget Amount Approved: $9,800.00

Document	Document Number	Amount Claimed	Amount Adjusted
CJA-26	0101.0000029	$35,000.00	$35,000.00
	Total:	$35,000.00	$35,000.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)			Active								
				Total Pending:	$1,119.60			Total Approved:	$3,541.24	$6,700.00	$5,629.00

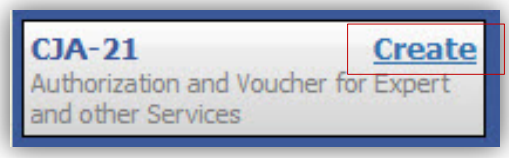
Expert and Other Services Budget - Requiring Authorization

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number:		Amount Requested: $0.00			Amount Authorized: $0.00			Attorney: Andrew Anders			
Vendor: ()											
				Pending For Vendor:	$0.00			Approved For Vendor:	$0.00		
				Total Pending:	$0.00			Total Approved:	$0.00	$0.00	$0.00

Creating a CJA 21 Voucher

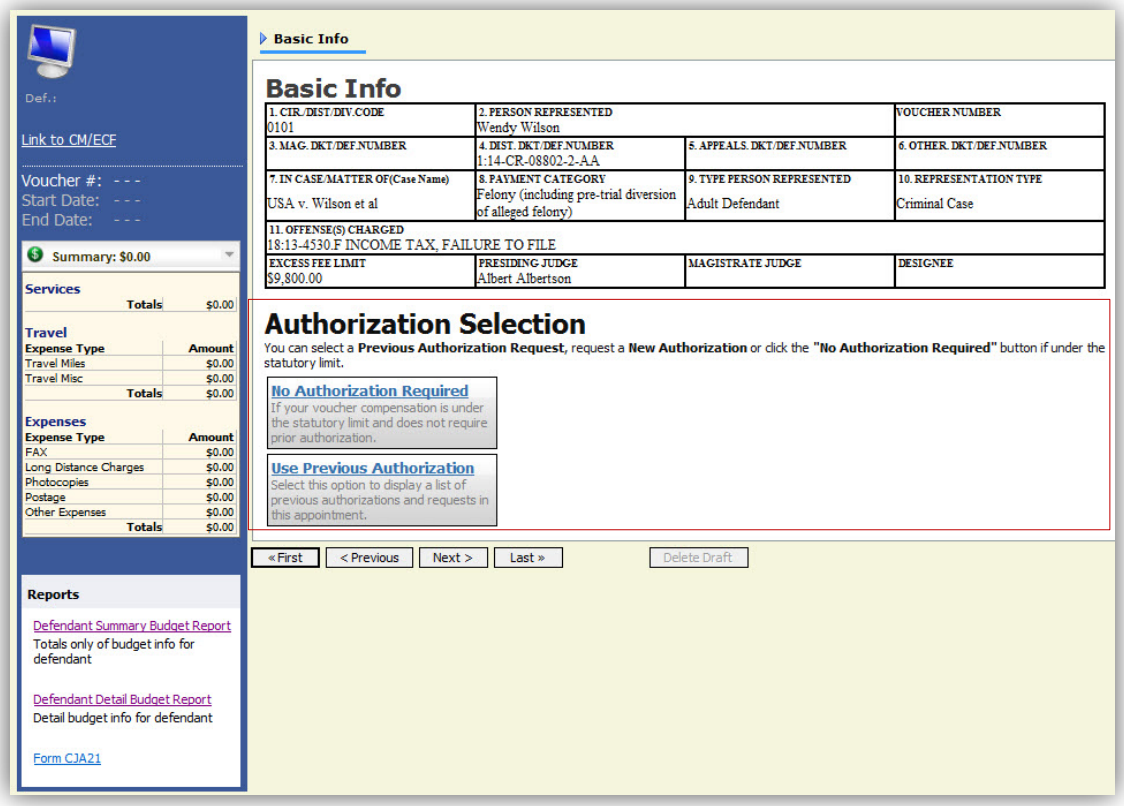
Step 1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.



The voucher opens to the **Basic Info** page.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

Step 2

If the request does not require advance authorization ($800 or less), click on the No Authorization Required option.

If you have a previous authorization received through an order from the Court, click on the Use Previous Authorization option.

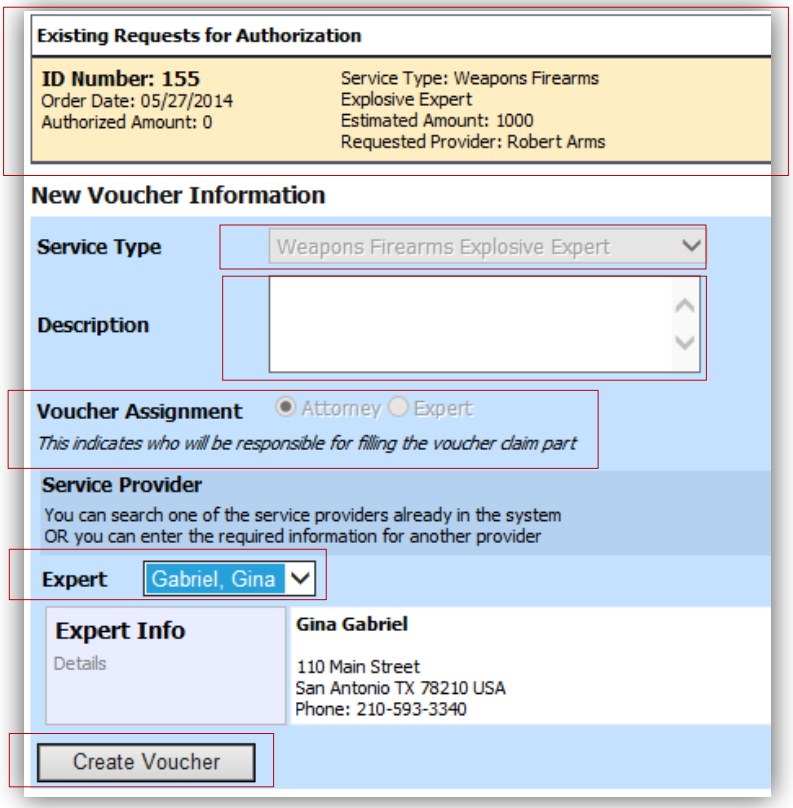
Creating a CJA 21 Voucher (cont'd)

If you click "Use Previous Authorization" a list of Existing Requests for Authorization will appear.

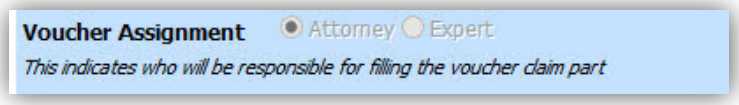
Step 3 Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step 4 The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

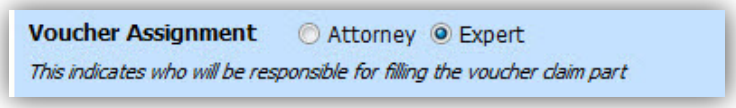
Step 5 Enter a description of the service to be provided.



Step 6 Select the Expert.
If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.



If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part.



Note:
Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page36.

Creating a CJA 21 Voucher (cont'd)

Step 7 Click Create Voucher.

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the "My Active Documents" section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 36-39.

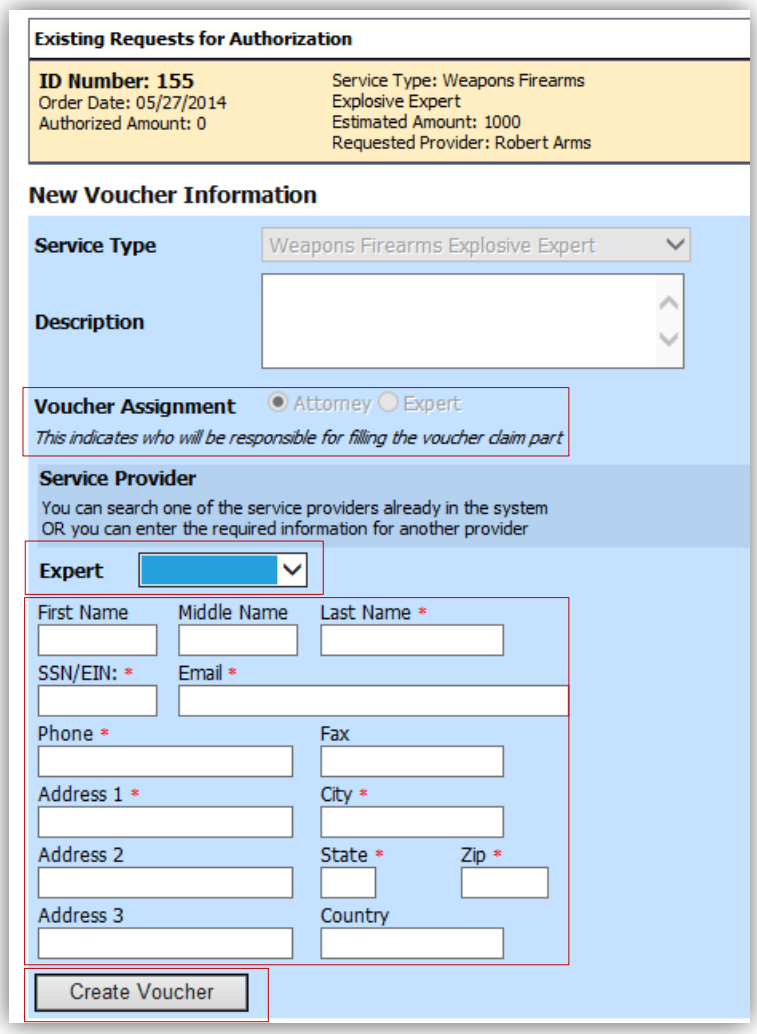
Creating a CJA 21 Voucher (cont'd)

If you wish to submit a person as an **Expert**, follow steps 3 through 5 on page 34.

Step 6 From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.

Step 7 Fill in all required information on the person you wish to submit for approval.

Step 8 Click Create Voucher.



Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Creating a CJA 21 Voucher (cont'd)

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

> **Note:**
> If you have submitted the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the "My Active Documents" section.

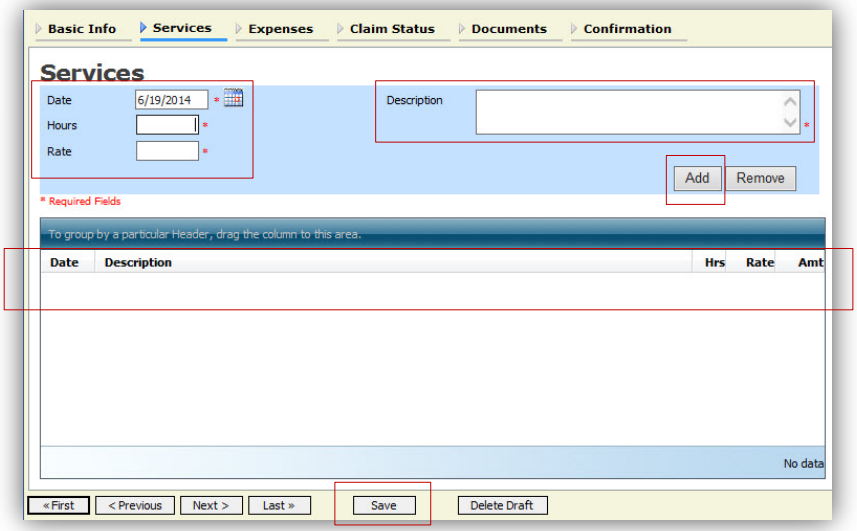
Step 1 Click the **Services** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Date**, **Hours**, **Rate,** and **Description**.

Step 3 Click **Add**.

The item will appear in the bottom of the Services list section.

Step 4 Click **Save**.



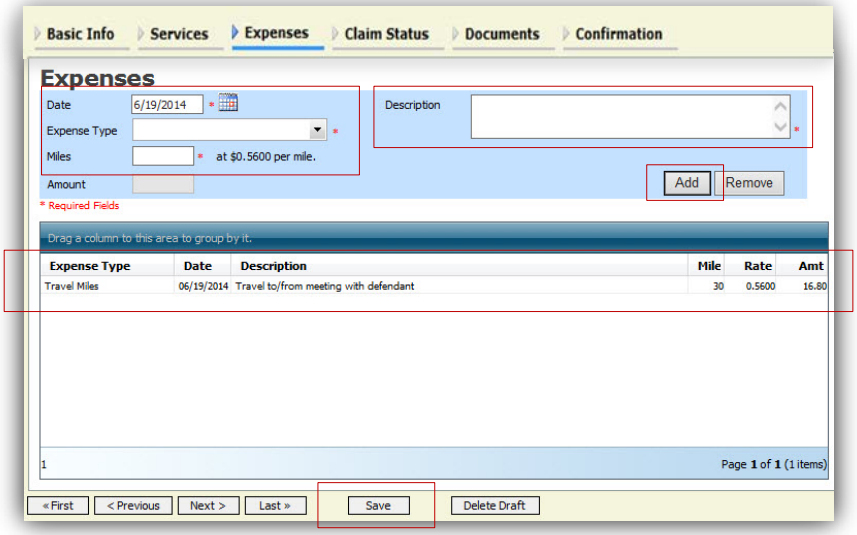
Step 1 Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Date**, **Expense Type**, **Description** and **Miles**.

Step 3 Click **Add**.

The item will appear in the bottom of the Expense Type section.

Step 4 Click **Save**.



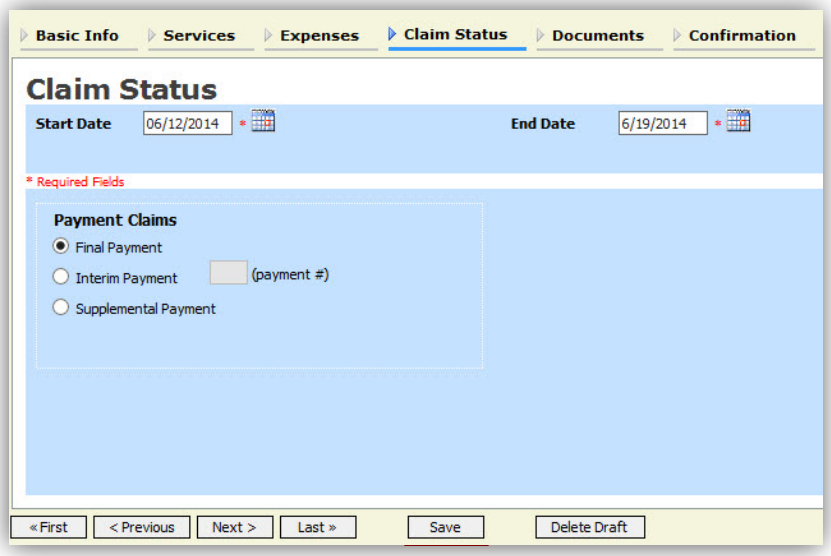
Creating a CJA 21 Voucher (cont'd)

Step 1 Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step 3 Select an option under the **Payment Claims** section.

Step 4 Click **Save**.



Note:

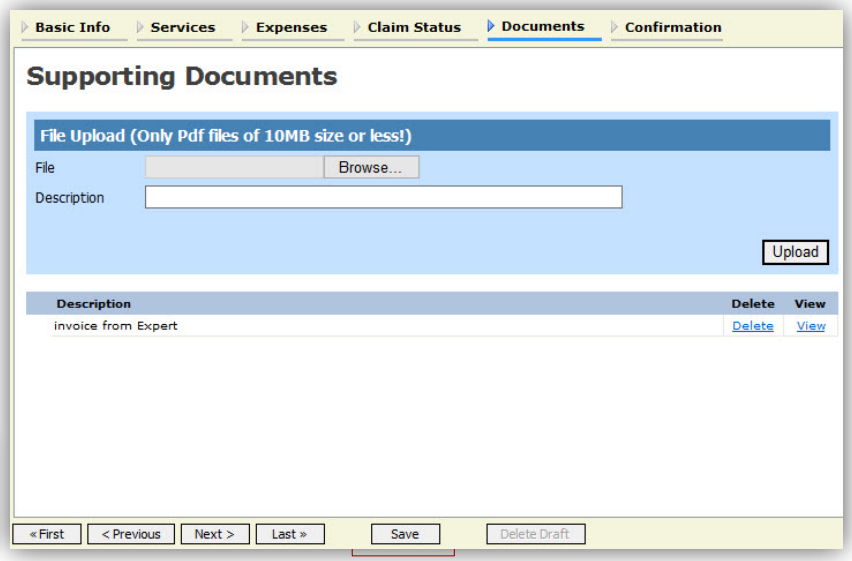
- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.

Note:
All documents must be submitted in PDF format and must be 10 MB or less.

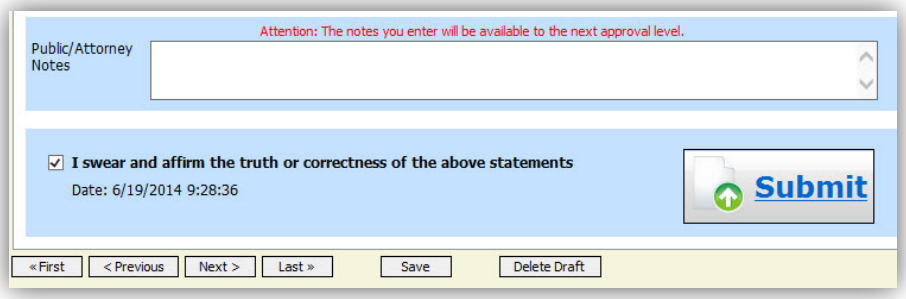


The document will appear in the bottom of the Description section.

Step 4 Click **Save**.

Creating a CJA 21 Voucher (cont'd)

A confirmation page will appear.



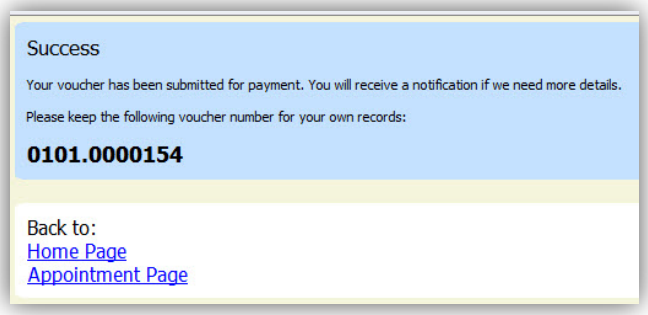
Step 1 Verify all information is correct.

Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.

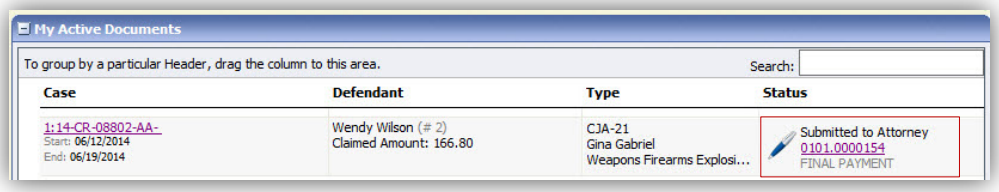
A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.



The case file will appear in the "My Active Documents" section.

Step 5 Select the file.

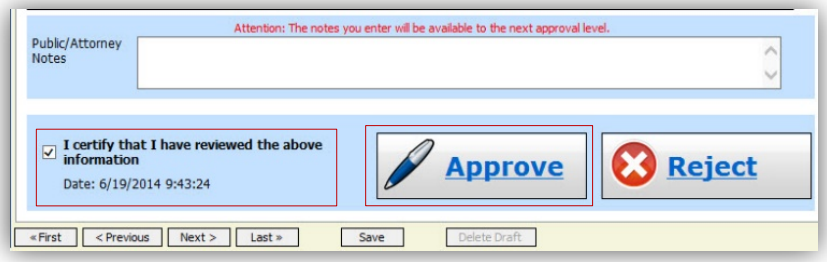


Navigate to the Confirmation tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by checking the box. This will automatically time stamp the voucher.

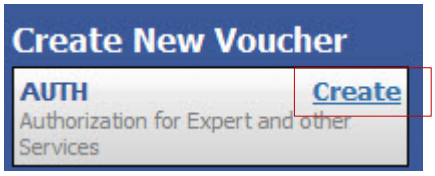
Step 8 Click **Approve.**



Submitting an Authorization Request for Expert Services

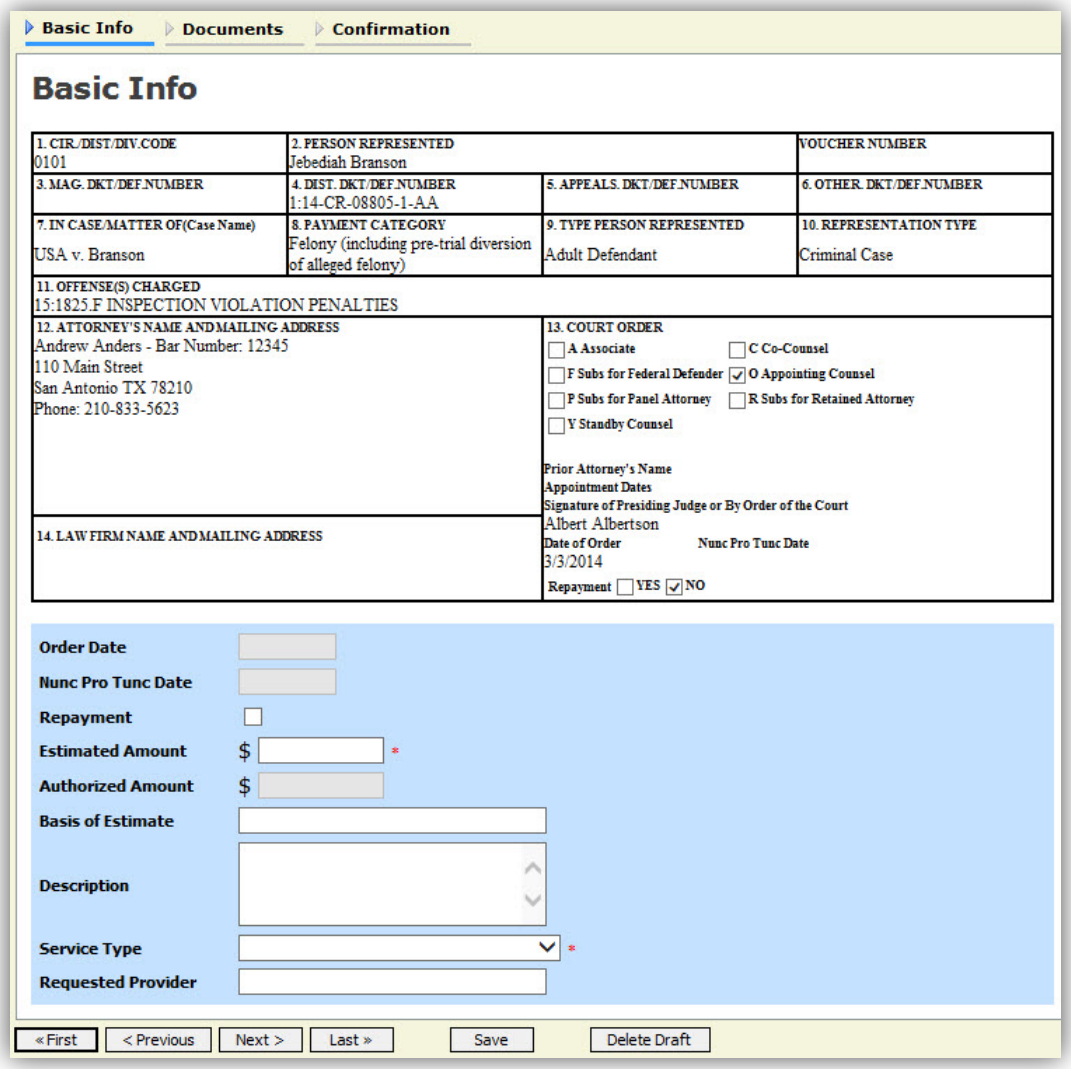
Step 1 Open the Appointment record.

Step 2 Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

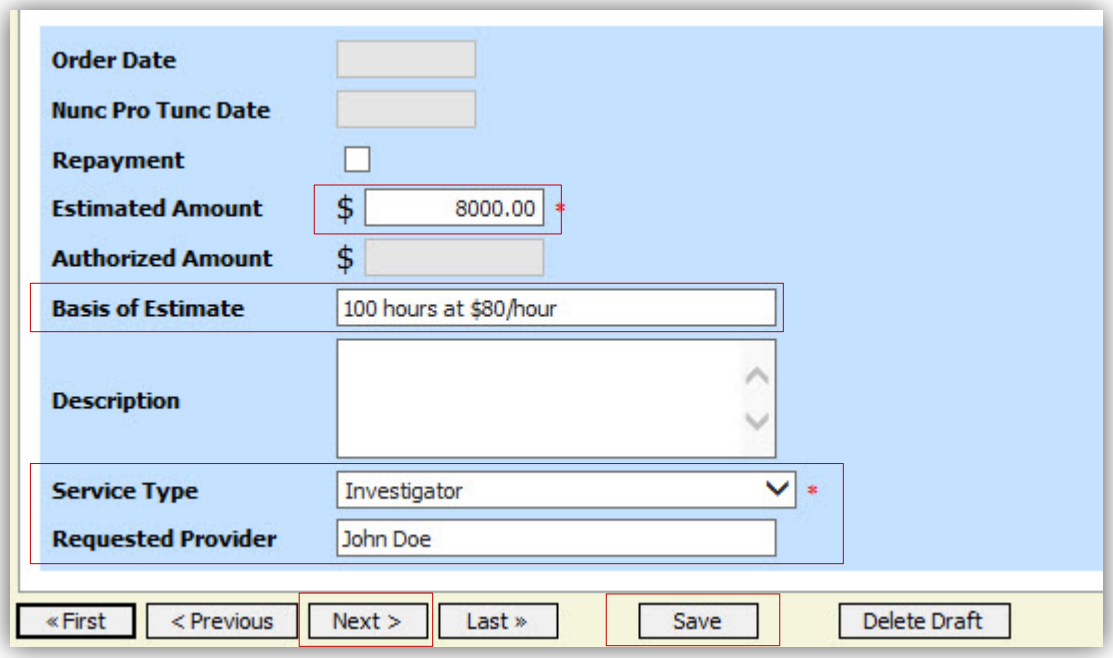


Submitting an Authorization Request for Expert Services (cont'd)

Step 3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider



Step 4

Click **Save.**

Step 5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

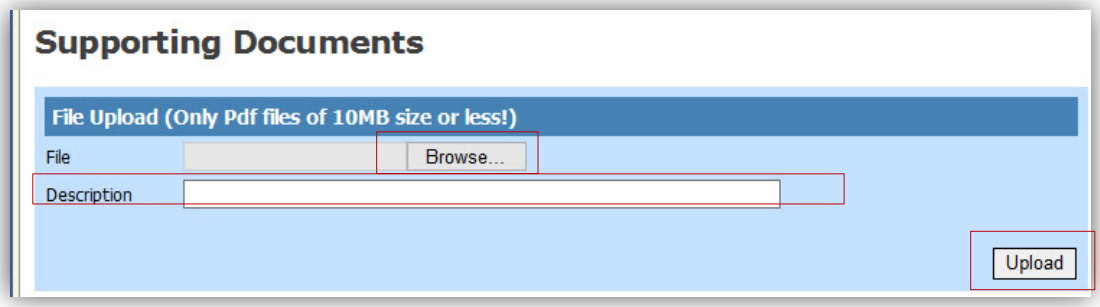
Submitting an Authorization Request for Expert Services (cont'd)

Step 1 To add the attachment, click the **Browse** button to locate your file.

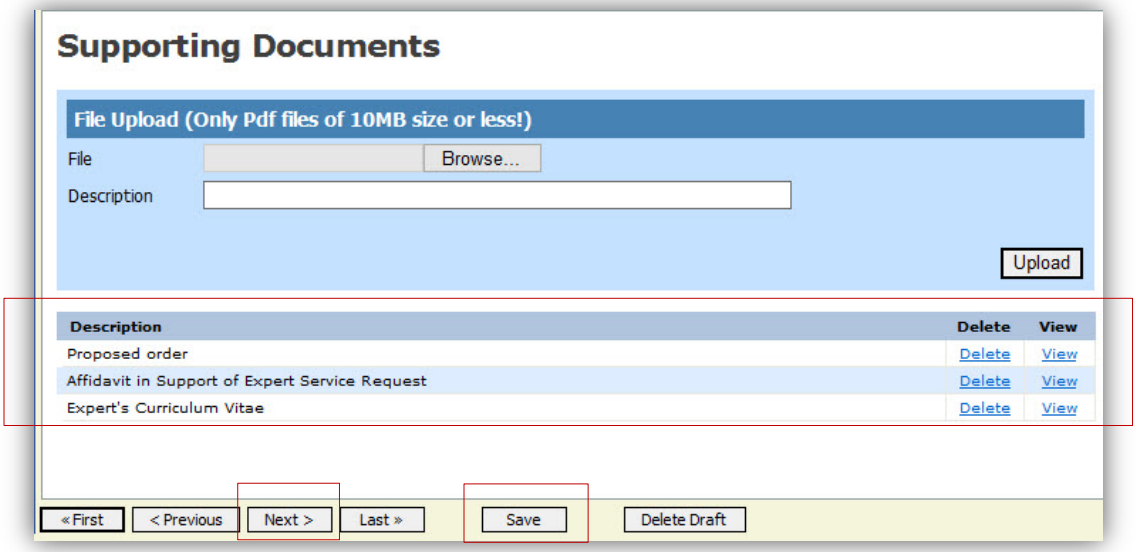
> **Note:**
> Documents are limited to PDF files, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The attachment and description will be uploaded and appear in the bottom of the Description section.



Step 4 Click **SAVE**.

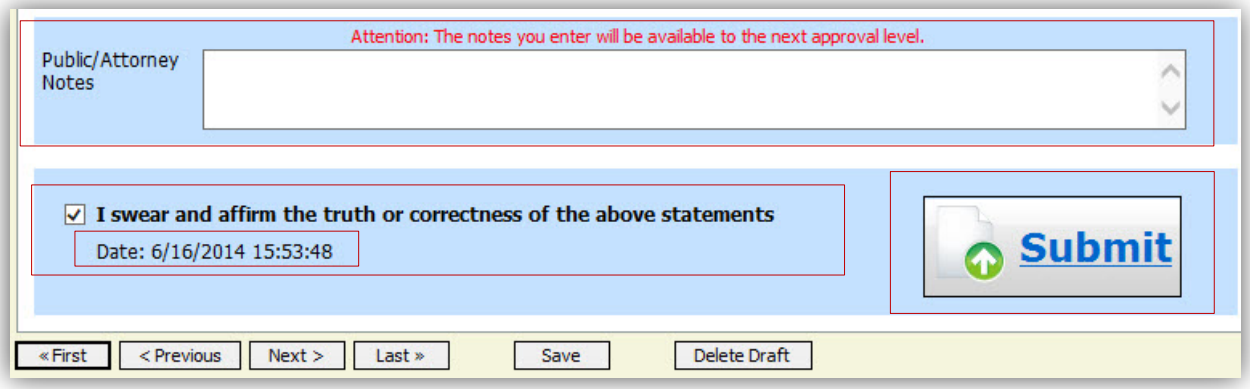
Submitting an Authorization Request for Expert Services (cont'd)

Step 5 Click **Next.**

The Confirmation screen will open**.**

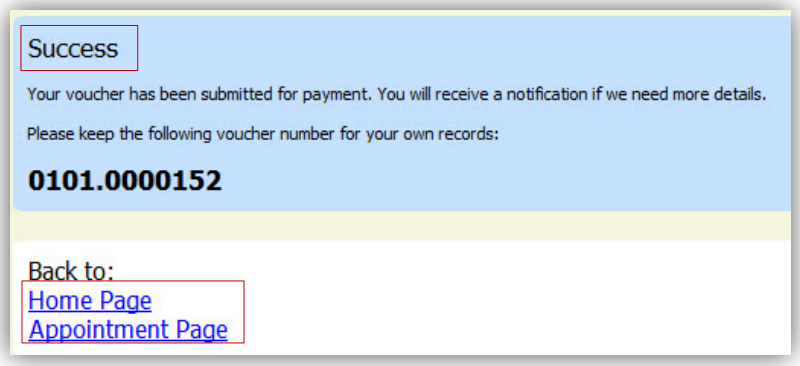
Step 6 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:
You may include any notes to the Court in the Public/Attorney Notes section.



Step 7 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

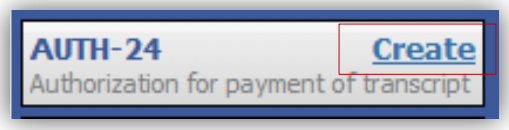


Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the "My Submitted Documents" section on the Attorney home page.

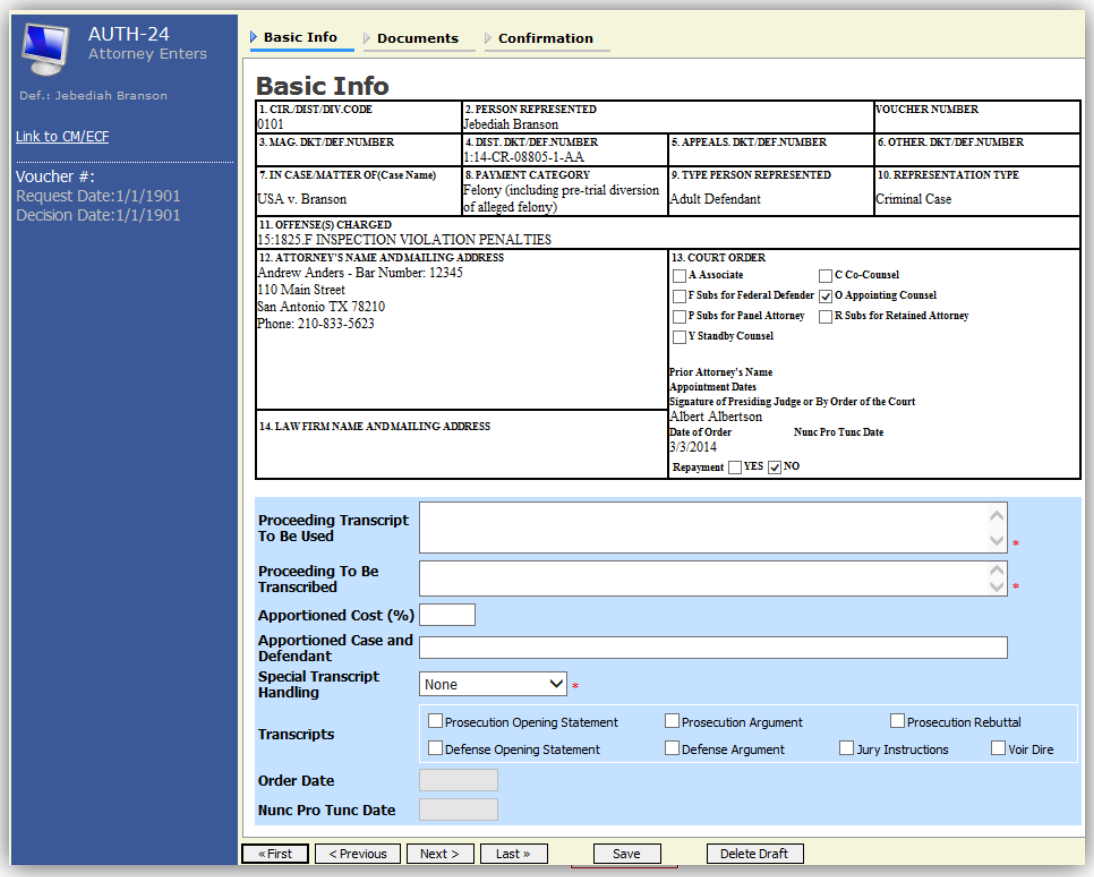
Creating an Authorizations for Transcripts (AUTH 24)

Step 1 From the Appointment page click **Create** Auth 24.



The Authorization opens to the **Basic Info** page.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



Step 2 Enter the details for the transcript required on the **Basic Info** screen.

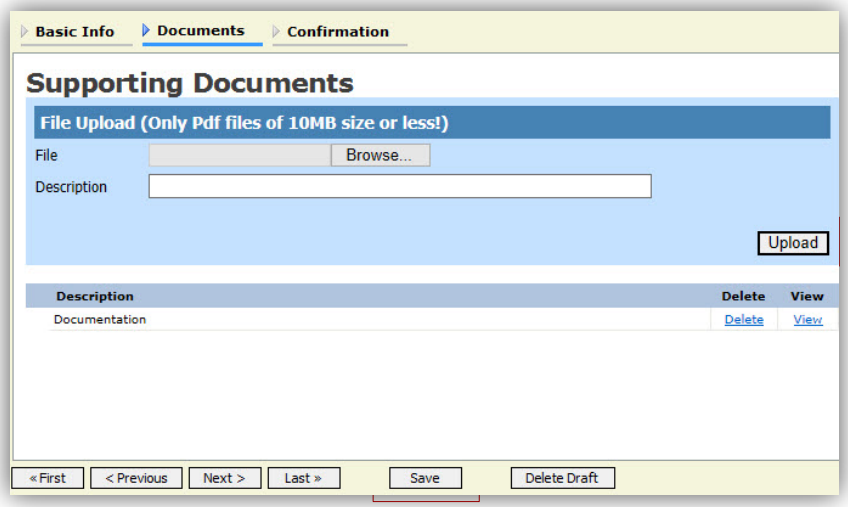
Step 3 Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.



Note:
All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear in the bottom of the Description section.

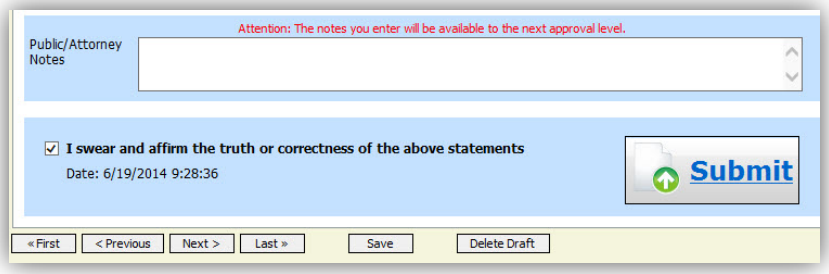
Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

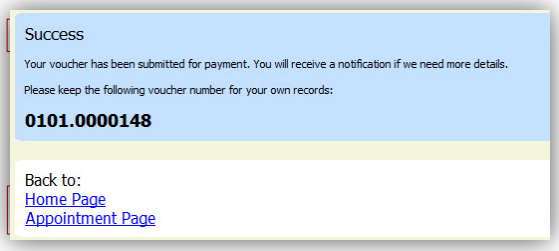
Step 6 Check the affirmation box.

Step 7 Click **Submit**.



A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

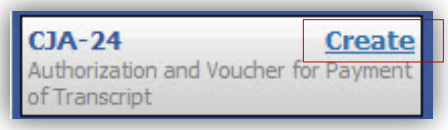


The Auth 24 will now appear in the "My Submitted Documents" section on the Attorney home page.

Creating a CJA 24 Voucher

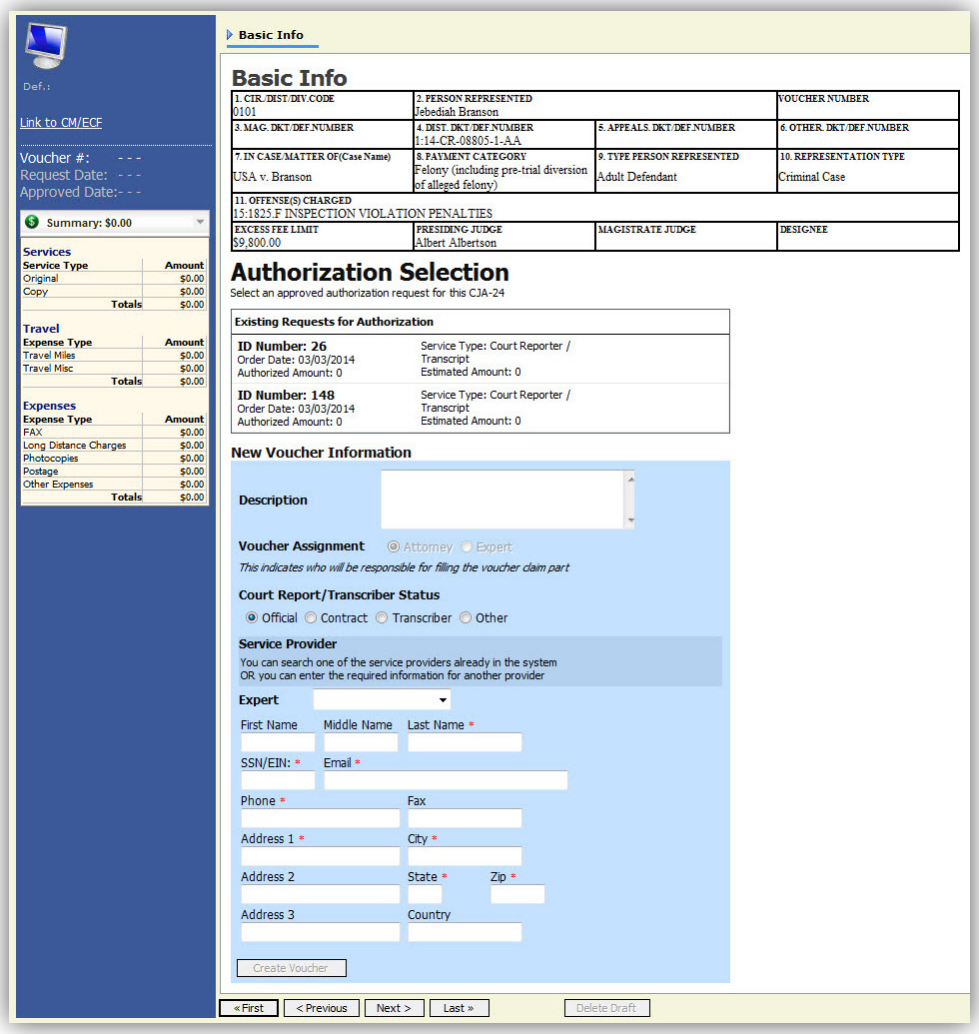
After submission and approval of Auth-24, you can create the CJA 24 voucher for payment.

Step 1 From the Appointment page click **Create** from the CJA 24 voucher template.



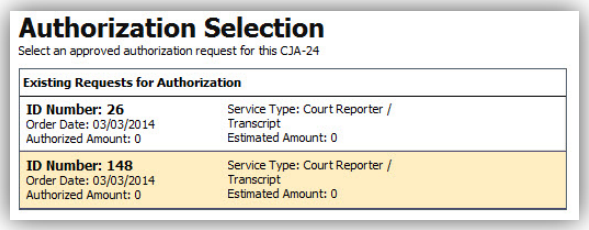
The Basic Info page will open, showing approved authorizations.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



Creating a CJA 24 Voucher (cont'd)

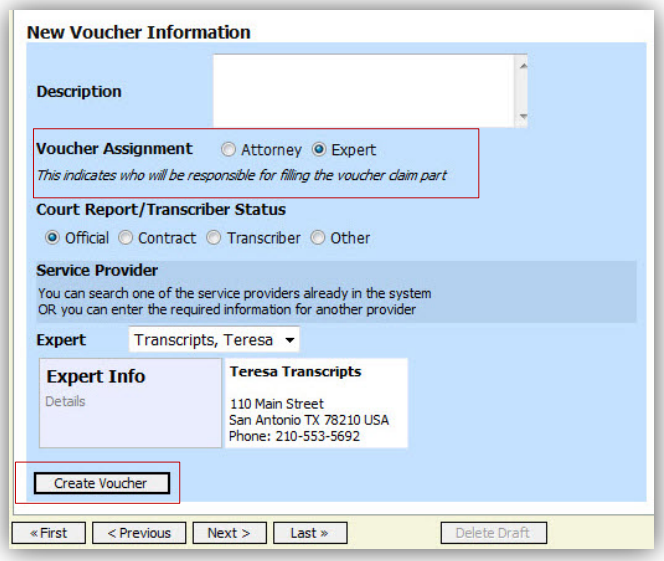
Step 2 Select the authorization you wish to use by clicking it, this will highlight it in yellow. **You will not be able to move forward until it is highlighted**.



Step 3 Select the Voucher Assignment radio button indicating if you will be entering the information for the transcriptionist, or if the transcriptionist will do the expense entries.

Note:
You must select whether you, the attorney, or the court reporter will be filling the voucher claim portion.

Step 4 Click the **Expert** drop-down and select the transcriptionist.



Note:

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Step 5 Click the **Create Voucher**.

Creating a CJA 24 Voucher (cont'd)

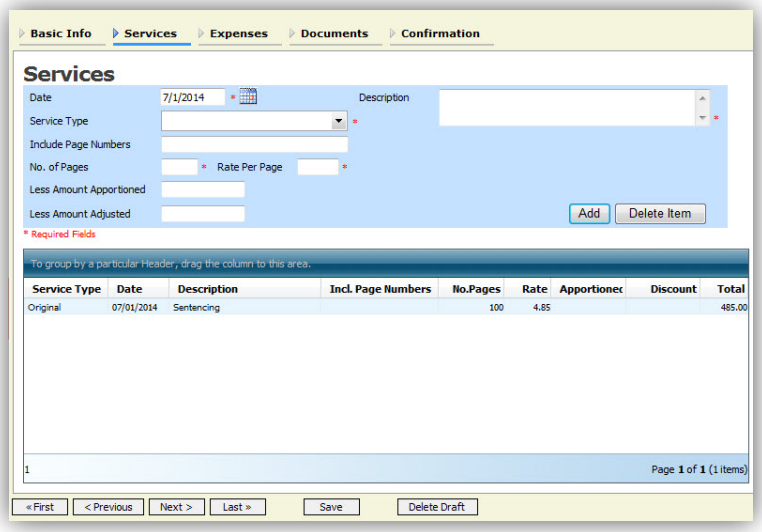
Note:
If Expert has been selected under the Voucher Assignment, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the Court.

Step 1 Click the **Services** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Date**, **Service Type**, **No. Pages**, **Rate,** and **Description**.

Note:
You'll have two options to choose from under Service Type: Original or Copy. The rate should vary between the two choices.

Step 3 Click **Add**.



The item will appear in the bottom of the Service Type section.

Step 4 Click **Save**.

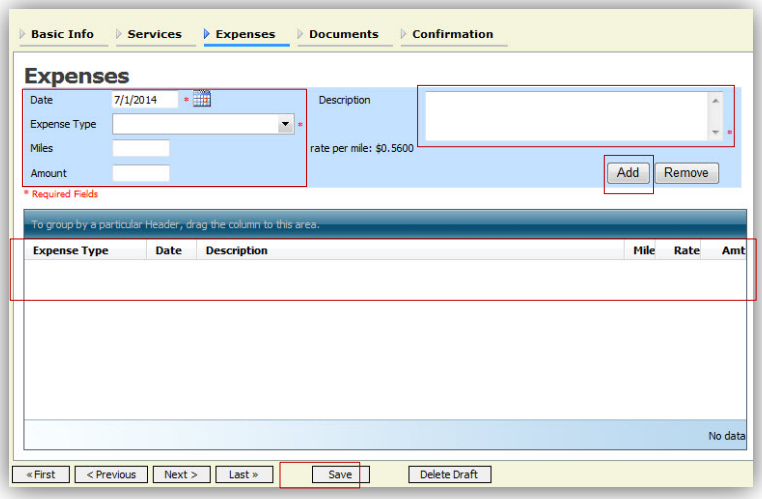
Step 1 Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Date**, **Expense Type**, and **Description**.

Step 3 Click **Add**.

The item will appear below in the Expense section.

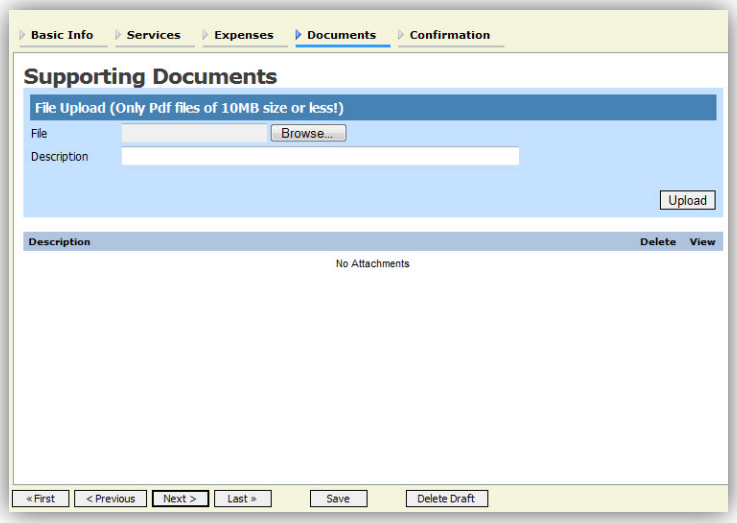
Step 4 Click **Save**.



Creating a CJA 24 Voucher (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.



> **Note:**
> All documents must be submitted in pdf format, and must be 10 MB or less.

Step 3 Click **Upload**.

The document will appear in the bottom of the Description section.

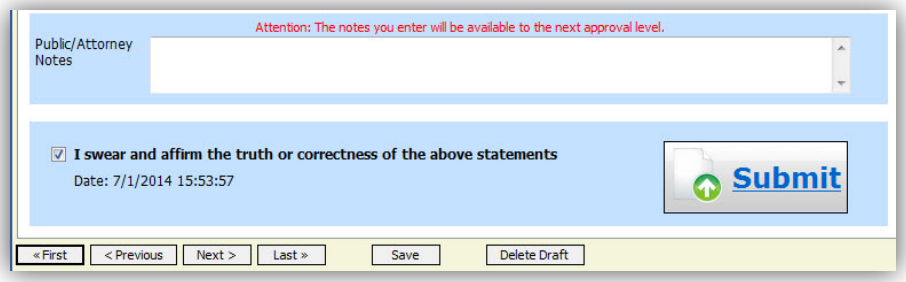
Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

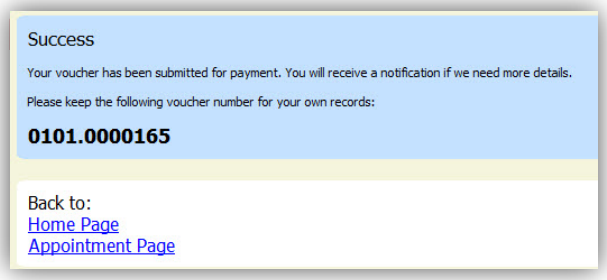
Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click Submit.



A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

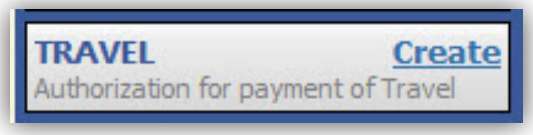
Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.



Creating a Travel Voucher

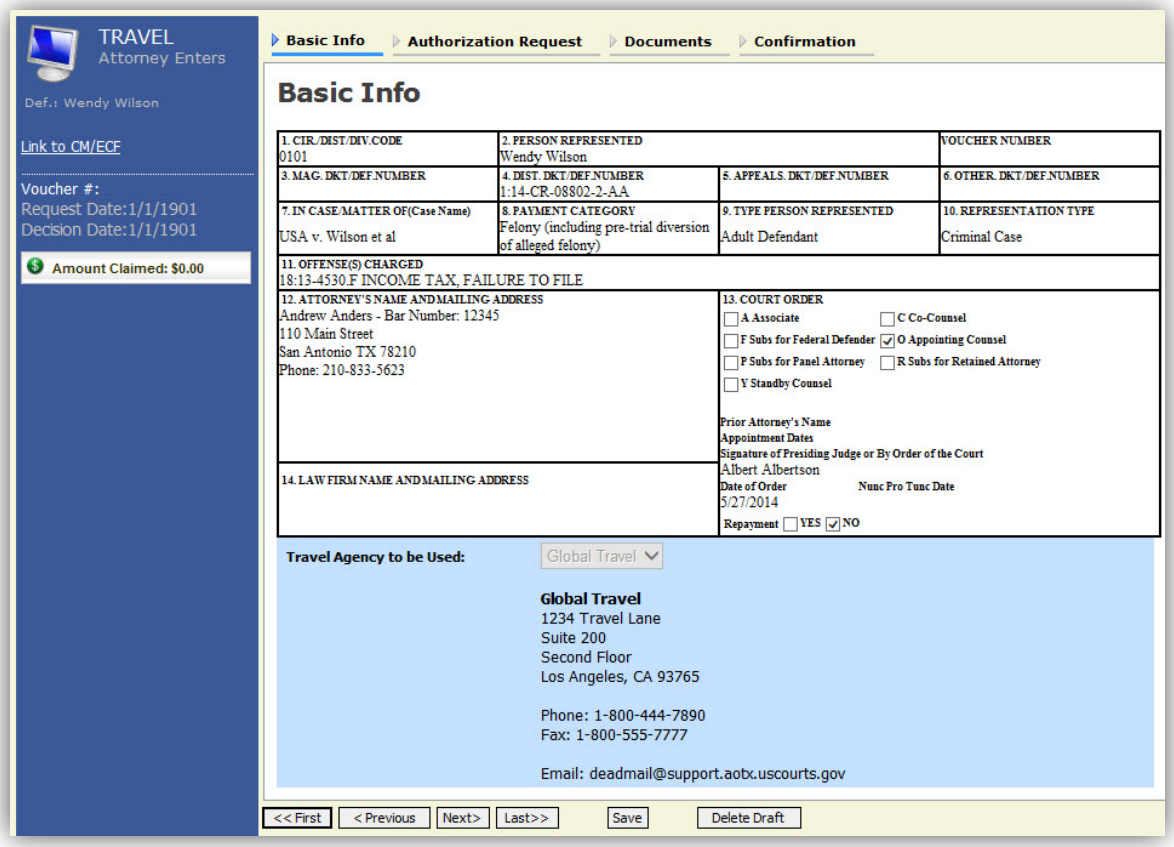
Step 1

From the **Appointment** page click **Create** from the Travel Voucher template.



Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

The Basic Info screen will open.



The “Travel Agency to be Used” section will automatically populate.

Step 2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

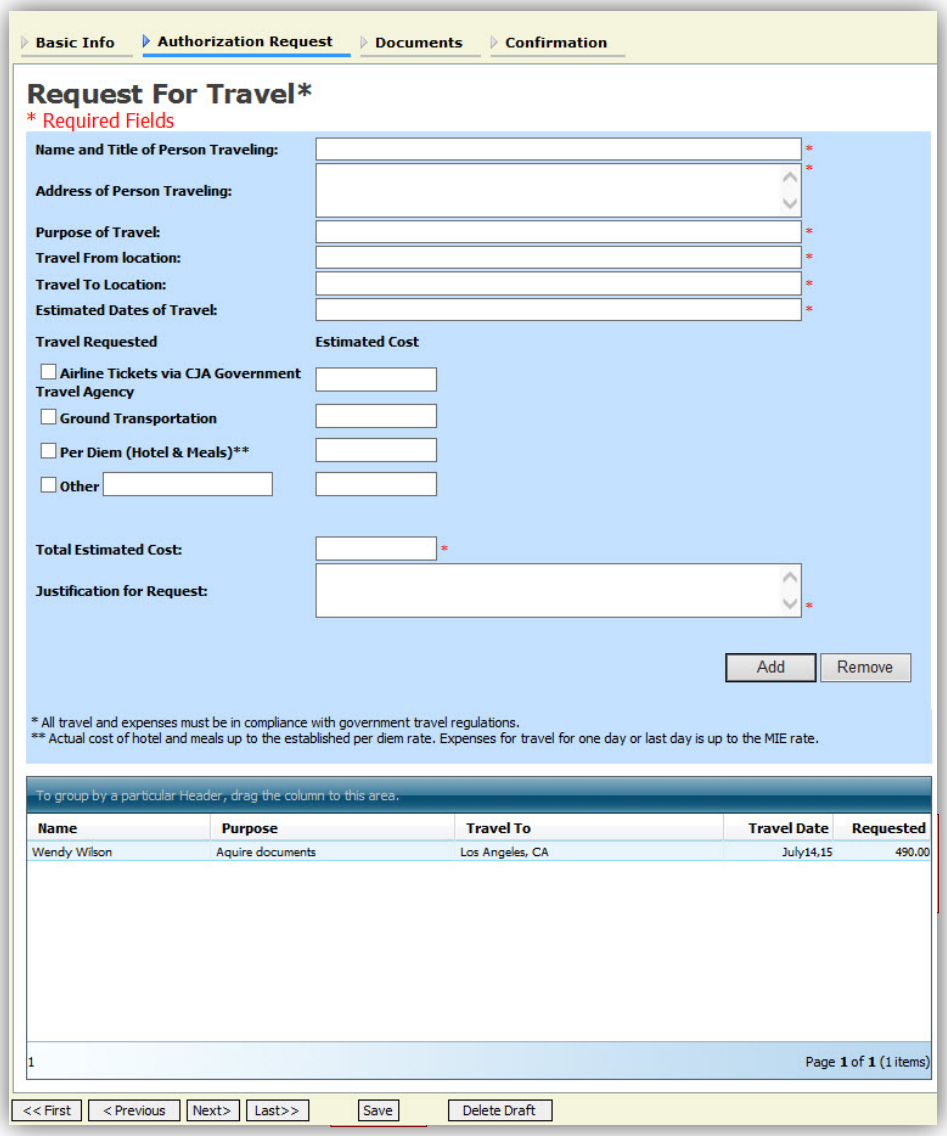
Creating a Travel Voucher (cont'd)

Step 3 Fill out all required fields marked with a red asterisk.

Step 4 Click Add.

The information will appear in the bottom section.

Step 5 Click Save.

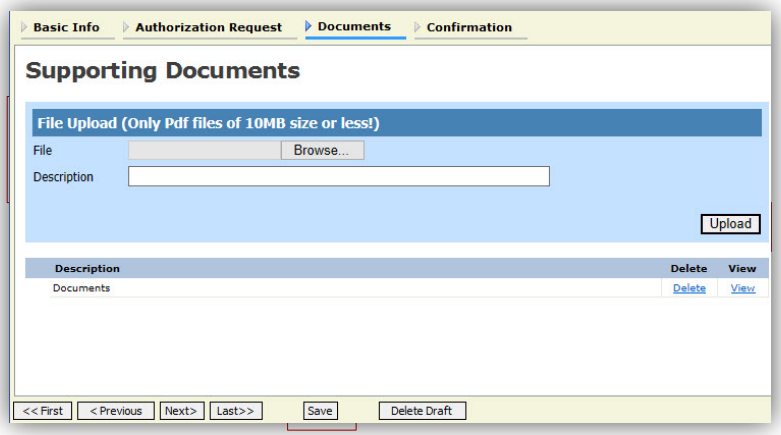


Creating a Travel Voucher (cont'd)

Step 1 Click **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Note:
All documents must be submitted in PDF format, and must be 10 MB or less.



Step 3 Click Upload.

The document will appear in the bottom of the Description section.

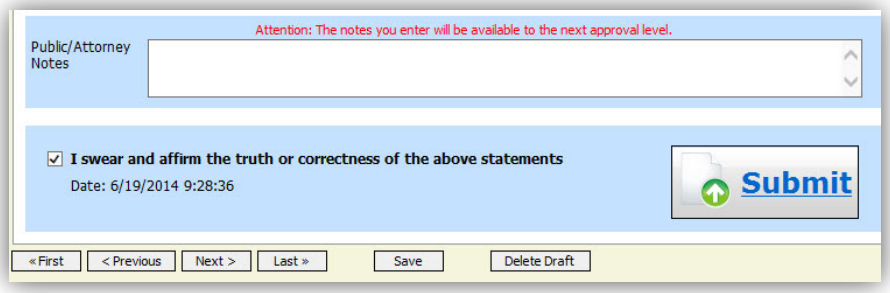
Step 4 Click **Save**.

The Confirmation tab will appear.

Step 1 Verify all information is correct.

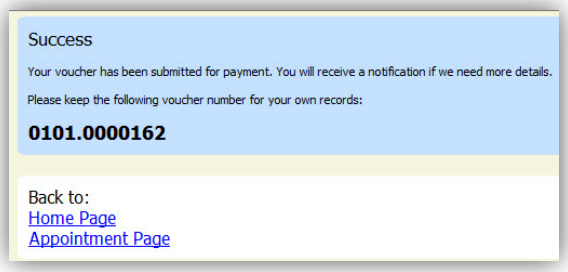
Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click Submit.



A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

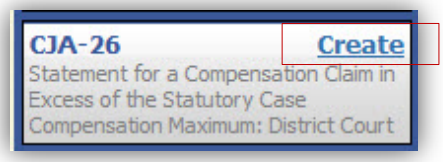


The Travel Voucher will now appear in the "My Submitted Documents" section.

Creating a CJA 26 Voucher

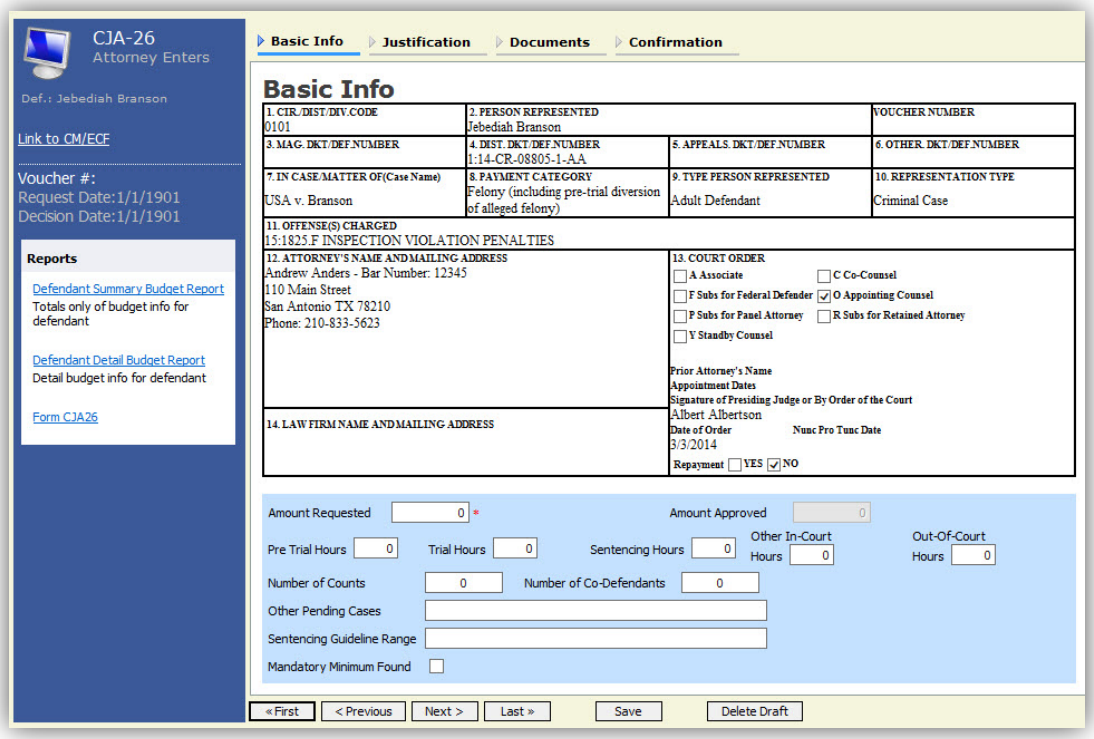
This is a request and justification for expenses outside the statutory limits.

Step 1 From the Appointment page click **Create** from the AUTH 26 Voucher template.



The voucher opens to the **Basic Info** page.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.



Step 2 Enter the details for information required on the **Basic Info** screen.

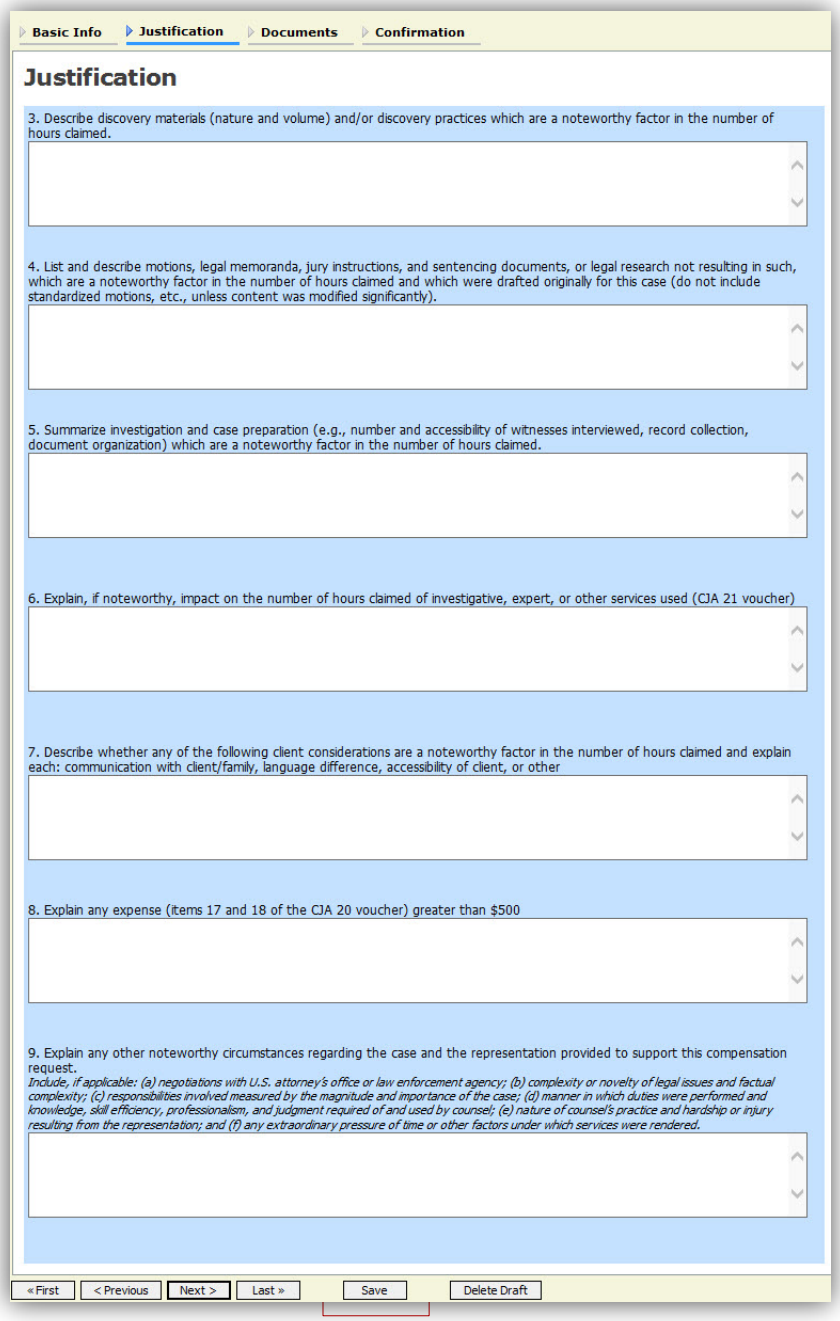
Step 3 Click **Save**.

Creating a CJA 26 Voucher (cont'd)

Step 1 Click the **Justification** tab or click the **Next** option located on the Progress bar.

Step 2 Fill out justification sections.

Step 3 Click **Save**.

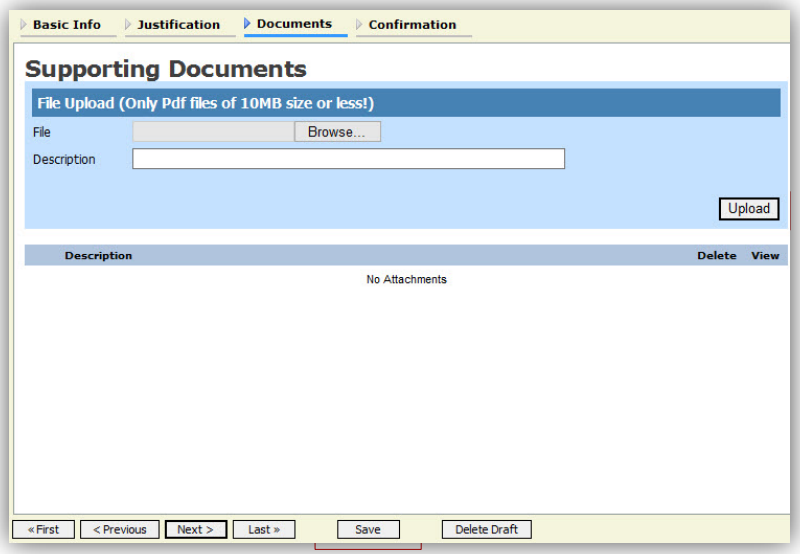


Creating a CJA 26 Voucher (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.



Note:
All documents must be submitted in PDF format, and must be 10 MB or less.

The Document will appear in the bottom of the Supporting Documents section.

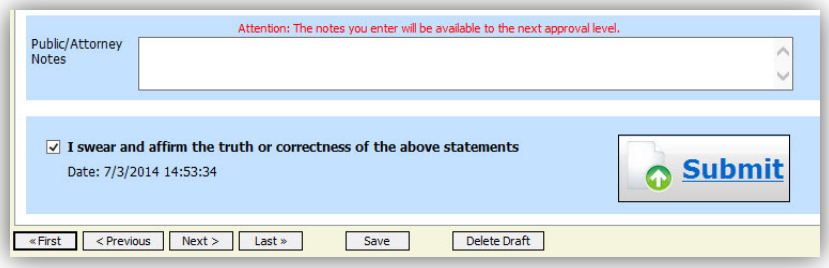
Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

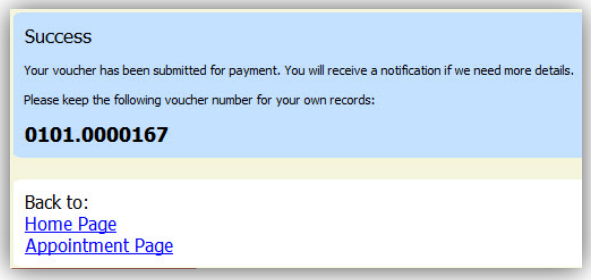
Step 6 Check the affirmation box.

Step 7 Click **Submit**.



A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.



The CJA 26 will now appear in the "My Submitted Documents" section.