## Introduction

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

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic transfer to the Circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

## **Browser Compatibility**

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
  - o Chrome, Mozilla Firefox, and other browsers may not be used with CJA eVoucher

## Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.

CJA eVoucher Electronic Voucher Management System
USER LOGIN, Train 6 Release 4.2
Existing user? Please log in.
Username: Password: Log In
Forgot your login?
Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

Forgot your Lo	gin? Please tell us your username and/or email address. We will
send you an ema	il to reset your password.
Username: Email:	and/or Recover Logon

## **Profile**

Your profile contains your login information, your contact information, as well as the billing information which will be used to pay for your services. Your district may allow you to manage and update this information.

Home Operations Reports CME	CF Links Help logout	
> Help > My Profile		Welcome Abraham Astley (Exper
Login Info Your Login information	UserHane Astley CM(ECF Access & ROT validated	Eat
Expert Info Your personal info	Toor Source         Annual Activy           Doc Source (25):531         Cell Prime 702:555:1212           Pair         Cell Prime 702:555:1212           dockshall Report Active Active Too         Prime 702:555:1212           dockshall Report Active Active Too         Prime 702:555:1212           dockshall Report Active Active Too         Prime 702:555:1212           John Prime 702:555:1212         Prime 702:555:1212           John Prime 702:55:1212         Prim 702:555:1212           John Prime 70	ER
Billing Info List all available billing info records	Your Advance         Advance           Advance         Advance           SURE:#************************************	[dec]] Add Edt
Expert Specialties List your assigned specialtes	Your current assigned specialists are: [General]: Ovenst, Toxicologist	Edt

## **Changing Your Username and Password**

You may change both your username and password in your profile. You may access your profile from the home page by clicking the **My Profile** link to the right of the user profile picture. Or, you may select **My Profile** from the **Help** menu.

Click Edit on the right side of the Login Info section.

Login Info Your Login information	Username Astley <u>change</u> Password **** <u>reset</u>
	CM/ECF Username <u>validate</u>
	CM/ECF Access is NOT validated

To change your username, type the new username and click **change**.

Passwords will expire every 180 days.

Passwords must be a minimum of eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

To change your password, click the **reset** hyperlink. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

## **CM/ECF** Login

If your court is allowing access to CM/ECF through eVoucher, log in using your CM/ECF username and password and click **Validate**. Once your login is verified, access will show as validated.

## **Personal Info**

The **Personal Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.

Only self-employed Service Providers must enter a social security number in the user profile, Companyemployed Service Providers will need to enter the EIN. Once you have saved your social security number, it becomes read-only and the record is transmitted to CJA 6x. Once your record has been transmitted to CJA6x, any changes to the social security number can only be made by an eVoucher administrator. If you need to make a change, you must contact your court.

Expert Info Your personal info	First Name     Middle       Abraham     X       Tax Identification Number:	Last Name Astley	Inactive
SSN Instructions: If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field. If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.	SSN: 999-33-4444 Confim: 999-33-4444 Main Email de admail@support.aotx.uscourts 2nd Email 3rd Email	s.gov	
	Phone 210-555-3434 Address 1 110 Main Street Address 2 Address 3	Cell Phone City San Antonio State TEXAS Country UNITED STATES	Fax Zip 78210

## **Billing Info**

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the checkbox to **Copy Address from Profile**. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking **Edit** to the far right of the **Billing Info** section of the profile.

Company-employed service providers are required to enter their name, email information, company's EIN, name, and payment address information in the billing information section of the user profile. This information is used to establish the company's record in CJA 6x.

Billing Info List all available billing info records	Billing Type: Self-Employed
	Tax Identification Number: EIN/TIN: 44-5268569 Confirm: 44-5268569
	Copy Address from Profile
	Name: Compnay Name
	Phone:         Fax:           210-555-3434
	Address 1: 110 Main Street Address 2:
	Address 3:
	City:     State:     Zip Code:       San Antonio     TEXAS     78210
	Country: UNITED STATES

You may add additional billing records by clicking the **Add** button. You, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Payments cannot be made if the social security number or EIN is missing from your profile. This is a requirement of the payment system which eVoucher is interfacing with.

The "Billing Info section has added a "Billing Type" which includes:

- "Self-Employed" used when payments are made to the expert's social security number.
- "Company" used when payments are made to a firm's EIN number.

Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system. If the data is not in the proper format, payments cannot be made. The system will alert you if there are problems with your billing information data. You will need to fix those problems before payments can be made. We ask that you access your profile and verify your social security number, add your social security number if it is not there (unless you are acting only as an associate on the system) and verify your billing information. Please do this as soon as possible so there will not be an interruption in your payments.

Also, please note that you will not be able to change your social security number or your EIN once it has been synced with the interface. Only the CJA6XAdmin user will have rights to change SSNs. Also, please remember to add new or additional billing records if your billing information changes. Do not edit the existing record.

## **Expert Specialties**

The **Expert Specialties** section will list any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty will populate your name and billing information (with social security number/EIN masked). That specialty will also be checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Expert Specialties	Please, select what specialties apply to you:
List your assigned specialties	General
	Accountant
	Ballistics Expert
	CALR(Westlaw, Lexis, etc)
	Chemist, Toxicologist
	Computer (Hardware, Software, Systems)
	Computer Forensics Expert
	Documents Examiner
	Duplication Services
	Eingerprint Analyst
	Hair, Fiber Expert
	Interpreter Translator
	Investigator
	Jury Consultant
	Legal Analyst/Consultant
	LitigationSupport Services
	Mitigation Specialis
	Other
	Other Medical Expert
	Paralegal Services
	Pathologist, Medical Examiner
	Polygraph Examiner
	Psychiatrist
	Psychologist
	Voice, Audio Analyst
	Weapons Firearms Explosive Expert
	Transcript
	Court Reporter

## Home Page and Navigation (menu)

The home page provides access to information about your cases and billing which you submit, or billing the attorney submits on your behalf.



#### **My Documents**

The **My Documents** folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.

#### **My Submitted Documents**

The **My Submitted Documents** folder contains documents which have been submitted to the court for processing.

#### **Closed Documents**

The Closed Documents folder contains documents which have been completely processed.

#### Search

Experts are generally not given rights to search in eVoucher. If you click the **Search** hyperlink near the top of the home page, you may receive a message indicating that you do not have access to these functions.

# *Note:* The Search option is not a valid link. A Pop up will indicate that you have been redirected. You don't have access to the requested page. The system has redirected you here.

## The eVoucher menu

Home Operations Reports CMECF Links Help logout

Menu Bar Items	
Home	The eVoucher home page.
Operations	Appointments you have been assigned.
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.

### **Expert v. Expert Enter**

CJA eVoucher allows two designations for Experts to complete the voucher: Expert and Expert Enter. When the service provider logs in, he or she will see a list of all of his or her documents on the home page. The Expert role will allow the service provider to log in to eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has Expert Enter privileges, they will be able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.

## CJA-21/31 Entry

The attorney will create the CJA-21 or CJA-31 voucher. If the expert selected is authorized to use eVoucher (Expert Enter rights), the attorney can choose to let the expert enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider.

Log in to the eVoucher application. The voucher should appear in your **My Documents** folder on your home page.

group by a particular Header, drag th	e column to this area.		Search:
Case	Defendant	Туре	Status
1:13-CR-07387-BB-	Sevrin Brian (# 1)	CJA-21	Voucher Entry
End: 01/01/1901	Claimed Anount: 0.00	Interpreter Translator	

To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column.

The Voucher will open to the **Basic Info** tab screen. The left-hand panel will display a running summary of the services and expenses as they are entered and saved.

Home Operations Reports CME	:CF Links Help logout			
CJA-21 Voucher Entry	Basic Info	Expenses Claim Stat	us Documents Documents	onfirmation
Def.: Sevrin Brian	Basic Info			
	1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Saurin Brian		VOUCHER NUMBER
Link to CM/ECF	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:13-CR-07387-1-BB	5. APPEALS, DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
Voucher #:	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
Start Date: 8/8/2014	USA v. Brian	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
End Date: 8/8/2014	11. OFFENSE(S) CHARGED			
🚯 Summary: \$0.00 👻	17A:102.F COPYRIGHT LAWS 12. ATTORNEY'S NAME AND MAILING	ADDRESS	13. COURT ORDER	
Services Totals \$0.00 Travel Expense Type Amount Travel Miles \$0.00	Cindy Caltagirone - Bar Number: 12: 110 Main Street San Antonio TX 78210 Phone: 210-378-2343	345	A Associate       C C         F Subs for Federal Defender       ✓ O A;         P Subs for Panel Attorney       R Su         Y Standby Counsel	o-Counsel ppointing Counsel ubs for Retained Attorney
Travel Misc \$0.00 Totals \$0.00 Expenses Expense Type Amount FAX \$0.00 Loss Pictures \$0.00	14. LAW FIRM NAME AND MAILING AD	DRESS	Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Orde Barney, Ball Date of Order Nunc Pro Tur 8/1/2013	r of the Court ac Date
Photocopies \$0.00			Repayment VES 🗸 NO	
Postage \$0.00 Other Expenses \$0.00 Totals \$0.00	Payment Info Preferred Payee Charlene Cam	npos 🗸		
Reports	SSN/EIN:***-**- 1231.eoal.Blvd. S	6789 outh		
Form CJA21	AnyTown, DC 12345 - USA Phone: 888-555- Fax: 888-555-40	4000 D1		
	<pre>«First &lt; Previous Next &gt;</pre>	Last » Save	Delete Draft	

To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of screen or click **Next** at the bottom of the screen.

👂 Basic I	nfo Services Expense	es  > Claim Status  > D	ocuments Confirmation
Serv	rices		
Date Hours Pate	8/8/2014 *	Description	×
* Required	Fields		Add Remove
To group	by a particular Header, drag the column t	o this area.	
Date	Description		Hrs Rate Amt
			No data

Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed and the rate. A description of the service provided is required. Click **Add**.

You may continue to add additional entries until you have entered all of your service dates. There is no autosave feature in eVoucher – make sure to click **Save** after every few additions. Do not click on eVoucher menu items without saving.

To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

Add		*
Add		
Add		100
	Remove	
Mile	Rate	A
56	\$0.56	\$31
	Mile: 56	Mile: Rate 56 \$0.56

Enter expenses and click Add. Be sure to save your items.

laim S	Status			
tart Date	8/8/2014 *	End Date	8/8/2014 *	
Payment	Claims			
<ul> <li>Final Pay</li> <li>Interim P</li> </ul>	ment (payment #)			
	ental Payment			

The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Final payment indicates you will not be billing more on this particular appointment. Interim payments must be OK'd by the court but may be applicable for those involved in long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested. Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents.

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation		
Support	ting Doc	uments					
File Upload	(Only Pdf file	s of 10MB size	e or less!)				
File			Browse				
Description							
						Up	load
Descript	ion					Delete	View
			No Attachme	ents			

When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.

Public/Attorney Notes	Attention: The notes you enter will be available to the next I have attached a PDF copy of the invoice.	approval level.
✓ I swear an Date: 8/8/2	nd affirm the truth or correctness of the above statements 2014 15:41:0	<b>Submit</b>
«First < Previ	ous Next > Last » Save Delete Draft	

To submit the voucher, select the **"I swear and affirm..."** checkbox. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.

## **Returned Vouchers**

roup by a particular Header, drag	the column to this area.		Search:
ase	Defendant	Туре	Status
<u>: 14-CR-08805-AA-</u> itart: 01/20/2009 ind: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
<u>:14-CR-08808-AA-</u> itart: 05/08/2014 ind: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you will appear with a gold-yellow background. Often the return of the voucher will be accompanied by an email explaining the circumstances. Additionally, you can examine the attorney notes on the **Confirmation** page to find additional direction.

## **Printing a Form CJA21**

Should you wish to print a copy of your submission, from the left-hand panel click the **Form CJA21** link to print a standard version of the voucher.

Reports
Form CJA21

Any reports the expert may have access to will be displayed in the **Reports** section. Click on the **Reports** menu item to see which reports are accessible.

	out	lelp		Links	CMECF	Reports	Operations	Home
							<u>ts</u>	Repor
Ì							rts	Exper
						207 200	intments	Арро
		orking	W	xpert is	ich the e	nents for v	ays the appoint	Displa
		orking	: w	xpertis	ich the e	nents for v	<b>ts</b> i <u>ntments</u> ays the appoint	Exper Appo Displa