



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

Release 5.1

September

2017



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
 - 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**.



USER LOGIN Release
Training District 5.0

Existing user? Please log in.

Username:

Password:

[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.

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character
- One uppercase character
- One number
- One special character

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 Login? Please tell us your username and/or email address. We will send you an email to reset your password.

i An email with instructions on how to reset your password was sent to the email address stored on our system.

IMPORTANT: The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username: and/or

Email:

Profile

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

Home Operations Reports Links Help Logout

> Help > [My Profile](#) Welcome Abraham Astley (Expert)

Login Info Your Login information
 Username: **Astley**

Expert Info Your personal info
 Your Name: **Abraham Astley**
 Your Contact Info:
 Phone: 210-555-3434
 Fax:
 deadmail@support.aobr.uscourts.gov
 deadmail@support.aobr.uscourts.gov
 deadmail@support.aobr.uscourts.gov
 Your Address:
 110 Main Street
 San Antonio, TX 78210
 US

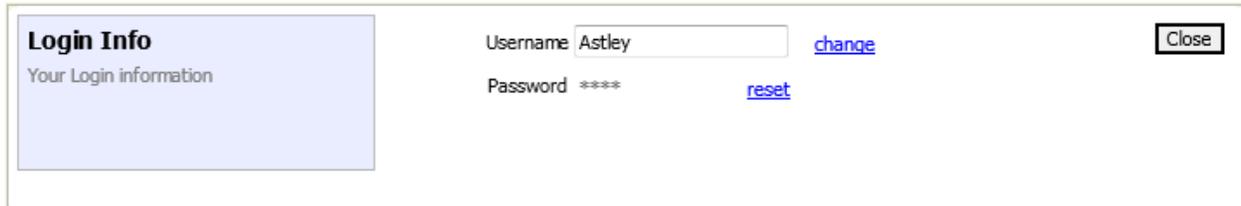
Billing Info List all available billing info records
 Your default billing info is:
Abraham Astley
 Billing Code: 0101-000002
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-555-3434
 Fax:

Expert Specialties List your assigned specialties
 Your current assigned specialties are:
[General]: Chemist, Toxicologist

Changing Your Username and Password

You may change both your user name and password in your profile. You may access your profile from the home page by clicking the **My Profile** hyperlink 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.



The screenshot shows a user profile section titled "Login Info" with the subtitle "Your Login information". To the right of this section, there are two input fields. The first is labeled "Username" and contains the text "Astley", with a blue "change" link to its right. The second is labeled "Password" and contains masked characters "****", with a blue "reset" link to its right. In the top right corner of the section, there is a "Close" button.

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

Passwords expire every 180 days.

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

Expert Info

The **Expert 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. Company-employed service providers will need to enter the employee identification number (EIN). Once you have saved your Social Security number, it becomes read-only and the record is transmitted to CJA6x. 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

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.

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

*** Required Fields**

First Name ***** (If self-employed) Middle Last Name
 Abraham Astley Inactive

Tax Identification Number: ***** (If self-employed)
 SSN:
 Confirm:

Main Email *****

2nd Email

3rd Email

Phone ***** Cell Phone Fax

Address 1 ***** City *****

Address 2 State ***** (US only) Zip ***** (US only)
 TEXAS

Address 3 Country *****
 UNITED STATES

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 **Copy Address from Profile** check box. You are not 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 Info** 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

*** Required Fields**

Billing Type:
 Self-Employed
 Company

Copy Address from Profile

Name: *****

Phone: ***** Fax:

Address 1: *****

Address 2:

Address 3:

City: ***** State: ***** (US only) Zip Code: ***** (US only)
 TEXAS

Country: *****

You may add additional billing records by clicking **Add**. 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 with which eVoucher is interfacing.

The **Billing Info** section has added **Billing Type** radio buttons that include:

- **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.

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 alerts 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 is no interruption in your payments.

Please note that you are not able to change your Social Security number or your EIN once it has been synced with the interface. Only the **CJA6XAdmin** user has rights to change Social Security numbers. Also, 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 lists 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 populates your name and billing information (with Social Security number/EIN masked). That specialty is also checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

- Accountant
- Ballistics Expert
- CALR(Westlaw, Lexis, etc)
- Chemist, Toxicologist
- Computer (Hardware, Software, Systems)
- Computer Forensics Expert
- Documents Examiner
- Duplication Services
- Fingerprint 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 information that you submit, or the billing information the attorney submitted on your behalf.

The screenshot shows the home page of the Service Provider Expert Manual. At the top, there is a navigation menu with links for Home, Operations, Reports, Links, Help, and Logout. Below this, there is a welcome message for Teresa Transcripts and a profile link. The main content area is divided into three sections, each with a blue callout box pointing to it:

- My Documents:** A table with columns Case, Defendant, Type, and Date Entered. It contains two rows of data. A blue callout box labeled "My Documents" points to this section.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date. It contains one row of data. A blue callout box labeled "My Submitted Documents" points to this section.
- Closed Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It contains no data. A blue callout box labeled "Closed Documents" points to this section.

My Documents

The **My Documents** folder contains vouchers that 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 that have been submitted to the court for processing.

Closed Documents

The **Closed Documents** folder contains documents that have been completely processed.

The eVoucher menu

Home Operations Reports 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 |
| Links | Hyperlinks to CJA resources: forms, guides, publications, etc. |
| Help | Provides: <ul style="list-style-type: none"> • Another link to your Profile • “Contact Us” email • Privacy Notice • Link to external help feature |
| 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 on, he or she will see a list of all of his or her documents on the home page. The **Expert** role allows the service provider to log on 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 these privileges, he or she is 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.

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

CJA-21/31 Entry

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

| Case | Defendant | Type | Status |
|---|--|---|---------------------------------------|
| 1:13-CR-07387-BB- Start: 01/01/1901 End: 01/01/1901 | Sevrin Brian (# 1) Claimed Amount: 0.00 | CJA-21 Charlene Campos Interpreter Translator | Voucher Entry Edit |

Page 1 of 1 (1 items)

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

The voucher opens to the **Basic Info** screen. The left panel displays a running summary of the services and expenses as they are entered and saved.

Home Operations Reports Links Help logout

CJA-21 Voucher Entry
Def.: Jeffrey Gardner
[Link to CM/ECF](#)
Voucher #: Start Date: 10/30/2015 End Date: 10/30/2015
Summary: \$0.00

Services Totals: \$0.00
Travel Expense Type Amount: Travel Miles \$0.00, Travel Misc \$0.00, Totals \$0.00
Expenses Expense Type Amount: FAX \$0.00, Long Distance Charges \$0.00, Photocopies \$0.00, Postage \$0.00, Other Expenses \$0.00, Totals \$0.00

Tasks
[Link to Appointment](#)
[Link to Representation](#)

Reports

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

| | | | |
|---|---|---|--|
| 1. CIR./DIST./DIV.CODE 0101 | 2. PERSON REPRESENTED Jeffrey Gardner | VOUCHER NUMBER | |
| 3. MAG. DKT./DEFNUMBER | 4. DIST. DKT./DEFNUMBER 1:13-CR-08810-1-FF | 5. APPEALS. DKT./DEFNUMBER | 6. OTHER. DKT./DEFNUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA v Gardner | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case |
| 11. OFFENSE(S) CHARGED 18:1035.F FALSE STATEMENTS RELATING TO HEALTH CARE MATTERS | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Forrest Fudd 110 Main Street San Antonio TX 78210 Phone: 210-834-8823 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court | |
| 14. LAW FIRMNAME AND MAILING ADDRESS | | Fanny Farkle Date of Order 8/1/2013 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |

Payment Info
Preferred Payee: Abraham Astley
Abraham Astley
Billing Code:0101-000002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

<< First < Previous **Next >** Last >> Save Delete Draft Audit Assist

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

Note:

- At any time, while entering services or expenses, click **Audit Assist** to view any warnings or errors in the document.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

Services

Date *  Description *

Hours *

Rate *

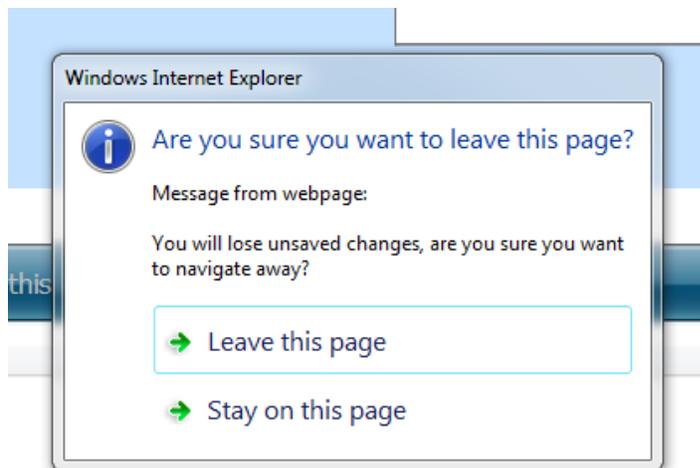
* Required Fields

To group by a particular Header, drag the column to 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, so make sure to click **Save** after every few additions. A dialog box prompts to save if you try to navigate to another area within eVoucher.



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.

Expenses

Date: 08/08/2014 * Description: round trip travel to interpret for interview. *

Expense Type: Travel Miles *

Miles: 56 * at \$0.5600 per mile.

Amount: 31.36 Add Remove

* Required Fields

Drag a column to this area to group by it.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------------|---|------|--------|---------|
| Travel Miles | 08/08/2014 | round trip travel to interpret for interview. | 56 | \$0.56 | \$31.36 |

1 Page 1 of 1 (1 items)

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

Claim Status

Start Date: 8/3/2015 * End Date: 11/3/2015 *

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

The **Claim Status** tab includes the date range of your services. 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 are not 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. Withholding Return Payment allows you to submit a voucher without services or expenses to receive payment for previously withheld funds on this appointment.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. In the **Description** field, label and describe the attachment, then click **Upload** to attach the PDF documents.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there are navigation tabs: 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents' (which is selected and highlighted in blue), and 'Confirmation'. Below the tabs is a header 'Supporting Documents'. Underneath is a blue box titled 'File Upload (Only Pdf files of 10MB size or less!)'. This box contains a 'File' input field with a 'Browse...' button, a 'Description' text area, and an 'Upload' button. Below this box is a table with one row containing the text 'No Attachments'. The table has columns for 'Description', 'Delete', and 'View'.

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

The screenshot shows the 'Confirmation' section of a web application. At the top, there is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text area containing the text 'I have attached a PDF copy of the invoice.' Below the notes is a checkbox labeled 'I swear and affirm the truth or correctness of the above statements', which is checked. To the right of the checkbox is a 'Submit' button with a green arrow icon. Below the checkbox is a date and time stamp: 'Date: 8/8/2014 15:41:0'. At the bottom of the page, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

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

Returned Vouchers

| My Documents | | | |
|---|--|--|--|
| To group by a particular Header, drag the column to this area. | | | |
| Case | Defendant | Type | Status |
| 1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010 | Jebediah Branson (# 1) Claimed Amount: 215.00 | CJA-21 Abraham Astley Interpreter Translator | Voucher Entry 0101.0000030 FINAL PAYMENT |
| 1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014 | Thomas Howell (# 1) Claimed Amount: 0.00 | CJA-21 Abraham Astley Chemist, Toxicologist | Voucher Entry Edit |

1 Page 1 of 1 (2 items)

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 appears with a gold-yellow background. The returned voucher is often 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

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



Any reports to which the expert may have access are displayed in the **Reports** section. On the menu bar, click **Reports** to see which reports are accessible.

