



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

Release 6.8

**August
2022**



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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 attorneys 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

CJA eVoucher is compatible with the following browsers:

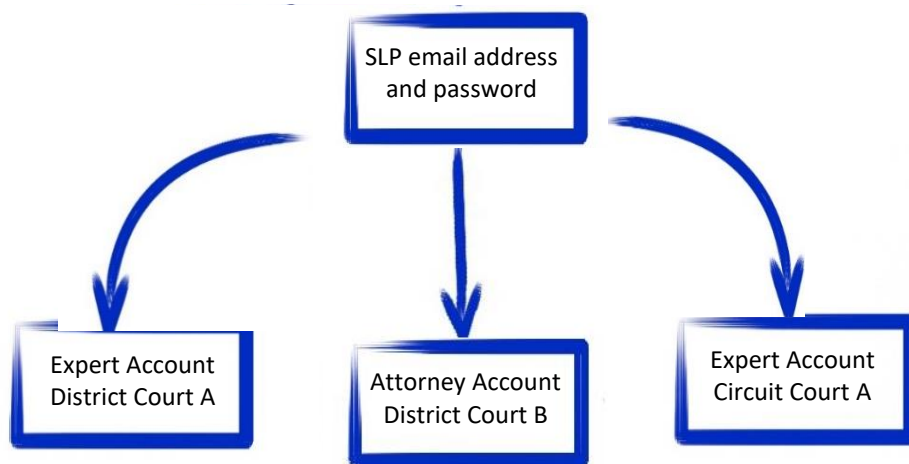
- Internet Explorer 10.1 (with Compatibility Mode)
- Internet Explorer 11
- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out of eVoucher and sign in to each individual court account in which you wanted to work. You had a separate username and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

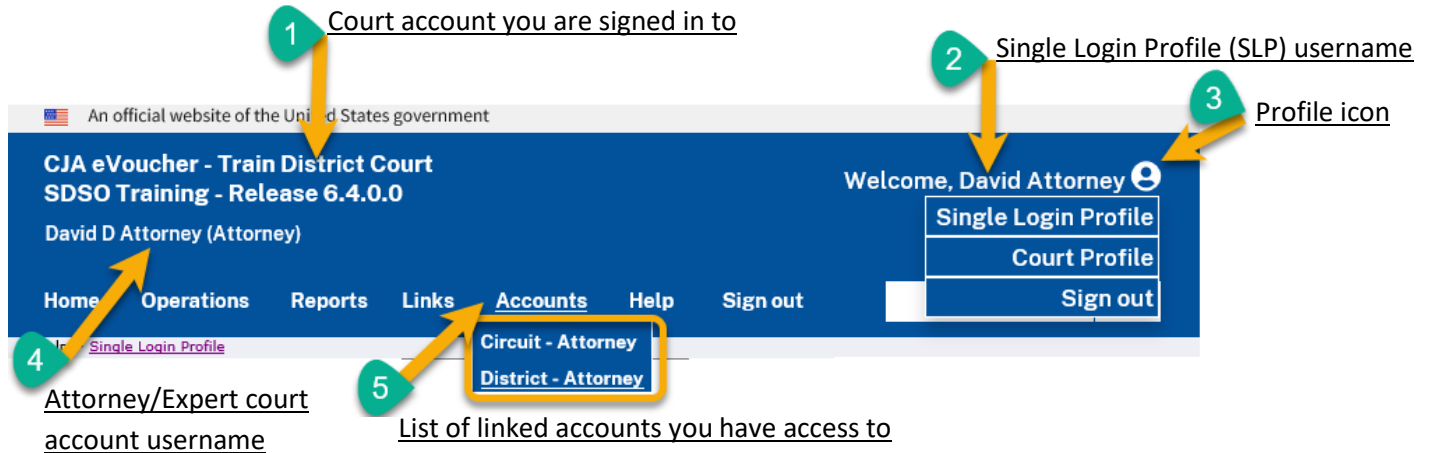
Note: If you have more than one eVoucher account, you must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.

Single Login Profile for David D. Expert



Single Login Profile vs. Court Profile

Below are tips on how to view which court account you are in and who you are within that court.



- 1. Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
- 2. Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).
- 3. Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the **Help** menu.
- 4. Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
- 5. Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Creating a Single Login Profile

You only need to create your Single Login Profile (SLP) once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

Step 1

In the **Email Address** field, enter your email address, and then click **Next**.

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 **CJA eVoucher - Texas Western District Court**
SDSO Training - Release 6.8.0.0

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile, you will be prompted to create one.

Email Address



Next

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Step 2

If you use more than one court account, choose one, and then click **Next**.

Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

Username

Password

[Forgot your password?](#)



Next

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Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name	Middle name	Last name	Suffix
Edward	B	Astley	-Select-

Email address

Confirm email address

Step 4

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.

Security Questions

Select three security questions and enter your answers.

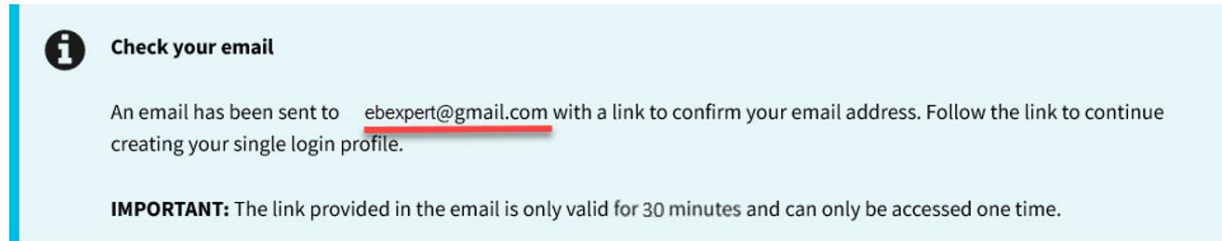
Question 1**Answer 1****Question 2****Answer 2****Question 3****Answer 3**

When you click Next, we will send an email with a link to confirm your email address.

Next

Step 5

A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

Note: The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.

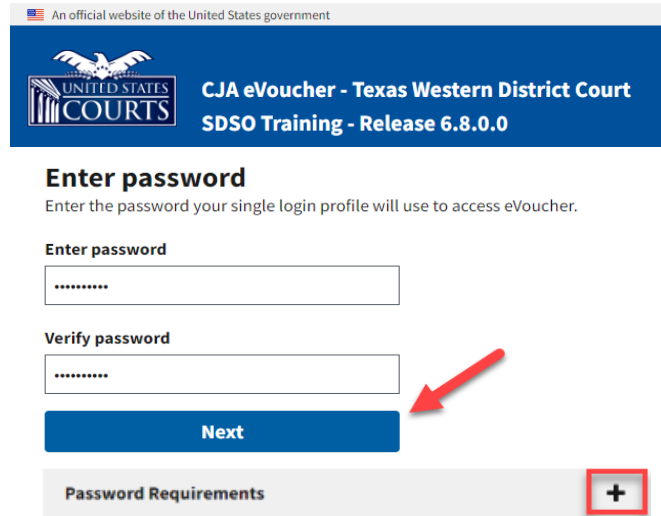


Step 7

In the **Enter password** field, enter a new password to be used for your Single Login Profile (SLP). The new password must:

- Be at least eight characters.
- Be alphanumeric.
- Contain at least one lowercase and one uppercase character.
- Contain at least one special character.
- Not be a password used in the past 365 days.

To view current password requirements, click the plus sign (+) icon to expand the Password Requirements section. You must change your password every 180 days. In the **Verify password** field, verify the password, and then click **Next**.



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UNITED STATES COURTS CJA eVoucher - Texas Western District Court
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Enter password
Enter the password your single login profile will use to access eVoucher.

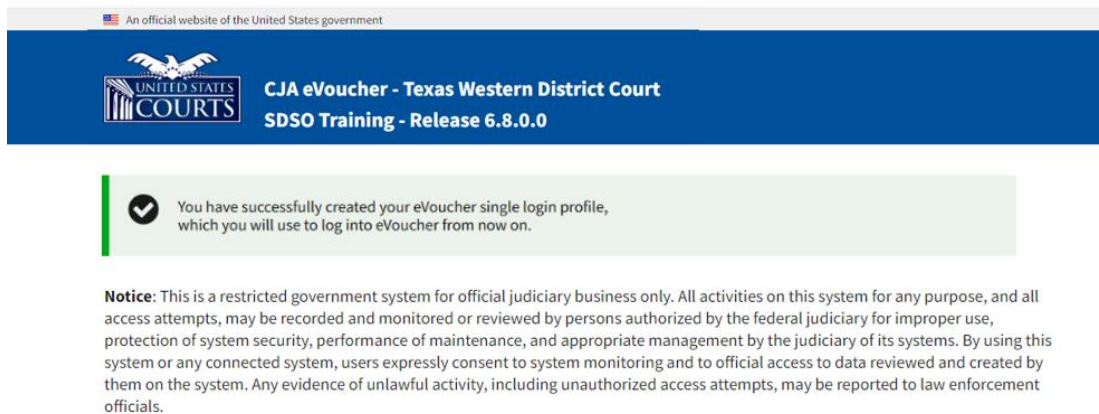
Enter password

Verify password

Next

Password Requirements 

A success message appears, and you are directed to the eVoucher home page. Your email address and new password are now your new login credentials. You have now successfully created your Single Login Profile (SLP) and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.



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UNITED STATES COURTS CJA eVoucher - Texas Western District Court
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 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

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Forgotten Password – Legacy

If you have forgotten your current court password or entered it incorrectly, a login failed message appears. To recover your password, click the **Forgot your password?** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact your court administrator.

**Login failed.**

Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Step 1

Click the **Forgot your password?** link.

Username

ebexpert

Password

[Forgot your password?](#)

Next

Notice: This is a restricted government system for official judiciary business only. All activity access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

Step 2

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username

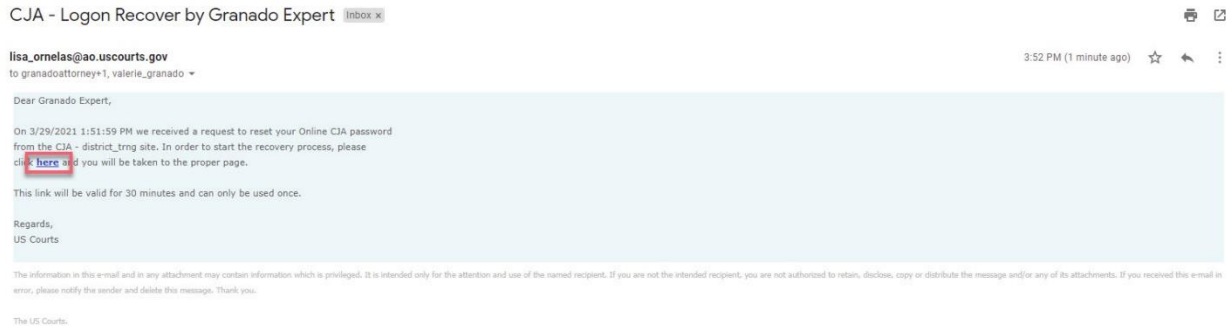
Email

[Back to sign in](#)

Recover Logon

Step 3

In the email message, click the **here** link to create a new password.



Note: The password link expires after 30 minutes and can be used only once. If you don't reset your password within that time, you must return to the login page and repeat the process.

Step 4

You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, username, and email address, and then click **Reset**.

IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

Reset your password

New Password

Confirm Password

Username

Email

Reset

Step 5

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or, if you have already created one, enter your email address and click **Next** to sign in to eVoucher.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

**Password updated.**

Your password was successfully updated.

Email Address

Next

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Signing In to eVoucher

Step 1

On the eVoucher webpage, in the **Email Address** field, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.

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CJA eVoucher - Texas Western District Court
SDSO Training - Release 6.8.0.0

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile, you will be prompted to create one.

Email Address

eexpert@gmail.com

Next

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Step 2

In the **Password** field, enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.

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CJA eVoucher - Texas Western District Court
SDSO Training - Release 6.8.0.0

Sign in to CJA eVoucher
Please enter your password to continue.

Password

.....

[Forgot your password?](#)

Sign In

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Single Login Profile (SLP)

In the Single Login Profile section, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Edit your Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

Step 1

To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or click the **Single Login Profile** link to the right of the menu bar.

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David D Attorney (Attorney)

Home Operations Reports Links Accounts Help Sign out

> Home

Welcome, Expert Longoria

Single Login Profile
Court Profile
Sign out

Account Information

In the Account Information section, you can change your name, email address, and password.

Step 1

To edit your name, click the **Edit** link to the right of your name.

Single Login Profile

Account Information			
First name	Middle name	Last name	Suffix
Charlene		Campos	-
			Edit

Step 2

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

Account Information			
First name	Middle name	Last name	Suffix
Charlie		Campos	-Select-
Cancel		Save changes	

Step 3

To edit your email address, click the **Edit** link to the right of your email address.

Email address
charlie210@gmail.com
Edit

Step 4

Enter your new email address, confirm it, and then click **Save changes**.

Email address

campos210@gmail.com

Confirm email address

campos210@gmail.com

Cancel

Save changes

Step 5

To edit your password, click the **Edit** link to the right of your password.

Password

[Edit](#)

Step 6

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

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

|

Confirm password

Cancel

Save changes

Security Questions

Step 1

To access your security questions, click the plus sign (+) icon to expand the **Security Questions** section.

Single Login Profile

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

Step 2

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

Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

Question 1

In what city or town was your first job?

Answer 1

.....

Question 2

What street did you live on in third grade?

Answer 2

.....

Question 3

In what year (YYYY) did you graduate from high school?

Answer 3

.....

Cancel

Save changes

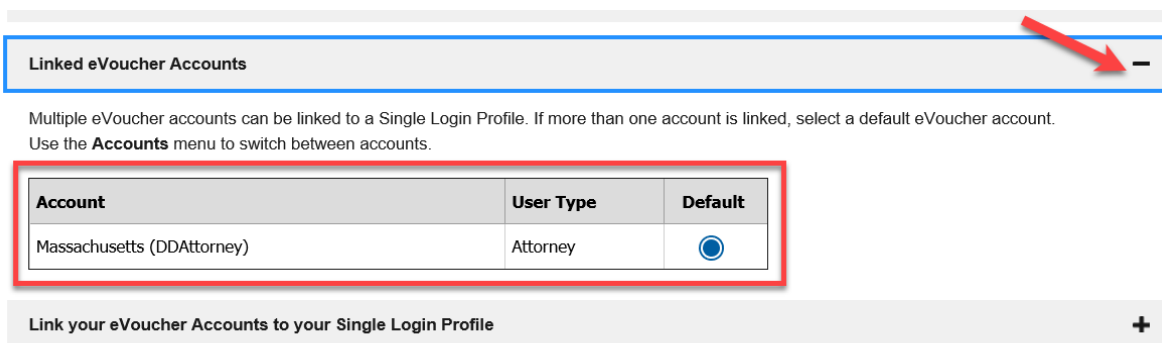
Note: The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.

Link Your eVoucher Accounts to Your Single Login Profile (SLP)

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

Step 1

Click the plus or minus sign (+/-) icons to expand and collapse the Linked eVoucher Accounts section. When expanded, you can view any accounts that are currently linked. If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.



Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

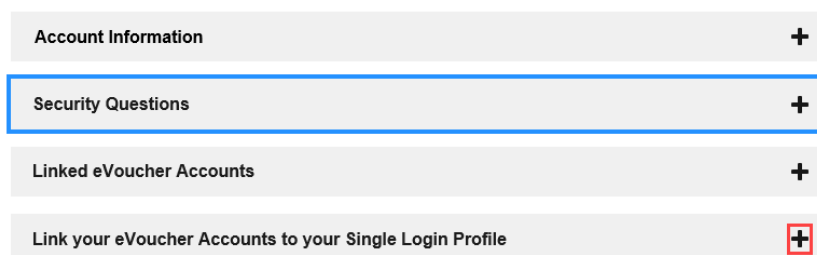
Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	☒

Link your eVoucher Accounts to your Single Login Profile +

Note: You can also change your default court in the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

Step 2

If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.



- Account Information +
- Security Questions +
- Linked eVoucher Accounts +
- Link your eVoucher Accounts to your Single Login Profile +

Step 3

Click **District** or **Appellate** for the type of court you want to link to. From the **Court** drop-down list, select your court, and then in the **Court login username** and **Court login password** fields, enter your username and password for that court.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District **Appellate**

Court

-Select-
Train District Court

Court login username

Court login password

Cancel Link Account

Step 4

Click **Link Account**.

Court login username

ebexpert

Court login password

.....

Cancel Link Account

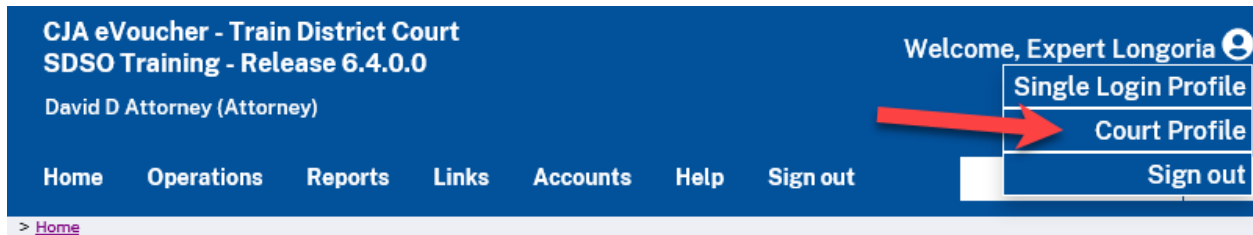
A success message appears, stating that your account(s) is now linked.

**Link Success!**

You have successfully linked this District account to your single login profile.

Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page, you can:

- Edit contact information, phone, email, and/or physical address.
- Update the Social Security number (SSN) or employee identification number (EIN).
Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Enter expert specialties.
- Document any continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> [Help](#) > [Court Profile](#)

Court Profile

Expert Info Your personal info	Your Name: Charlene Campos Your Contact Info: Phone: 210-477-2344 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US	Edit Select Add Edit Edit
Billing Info List all available billing info records	Your default billing info is: Charlene Campos Billing Code: 0101-000009 110 Main Street San Antonio, TX 78210 - US Phone: 210-477-2344 Fax:	
Expert Specialties List your assigned specialties	Your current assigned specialties are: [General]: Chemist/Toxicologist	

Expert Info

Step 1

In the Expert Info section, click **Edit** to access your personal information.

Expert Info
Your personal info

Your Name: Charlene Campos

Your Contact Info:
 Phone: 210-477-2344
 Fax:
 lisa_ornelas@aotx.uscourts.gov
 deadmail@support.aotx.uscourts.gov
 deadmail@support.aotx.uscourts.gov

Your Address:
 110 Main Street
 San Antonio, TX 78210
 US

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Expert Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile

i For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.
 Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

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

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.

** Required Fields*

First Name * (if self-employed) Middle Last Name
 Charlene Campos ☐ Inactive

Tax Identification Number: * (if self-employed) ☐ Foreign Vendor?
 SSN:
Must be SSN format (###-##-####).
 Confirm:

Main Email *
 lisa_ornelas@aotx.uscourts.gov

2nd Email
 deadmail@support.aotx.uscourts.gov

3rd Email
 deadmail@support.aotx.uscourts.gov

Phone * Cell Phone Fax
 210-477-2344

Address 1 * City *
 110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)
 TEXAS 78210

Address 3 Country *
 UNITED STATES

Save

cancel

Note: If you are a self-employed service provider, you must enter an SSN in the user profile. If you are a company-employed service provider, you must enter an EIN. When the SSN is saved, it becomes read-only, and the record is transmitted to CJA6x. Once this occurs, only an eVoucher administrator can change an SSN, and you must contact your court to do so.

Billing Info

The Billing Info section of the profile contains the billing information for your services.

Step 1

Click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Billing Info

List all available billing info records

Your default billing info is:

Charlene Campos

Billing Code: 0101-000009

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-477-2344

Fax:

Select

Add

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

Court Profile

! Changes made to the Billing Info section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile Billing Info section separately.

Step 2

The Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button if payments are made to your SSN.
- Click the **Company** radio button if payments are made to a firm's EIN.

*** Required Fields**

Billing Type:

☒ Self-Employed

☐ Company

Self-Employed Service Provider

If you are a self-employed service provider, you must enter all required information, and then click **Save**.

Billing Info
List all available billing info records

*** Required Fields**

Billing Type:

☒ Self-Employed

☐ Company

☐ Copy Address from Profile

Name: *
Charlene Campos

Phone: *
210-477-2344

Fax: *

Address 1: *
110 Main Street

Address 2: *

Address 3: *

City: *
San Antonio

State: * (US only)
TEXAS

Zip Code: * (US only)
78210

Country: *
UNITED STATES

Save

cancel

Note: You can select the **Copy Address from Profile** check box to populate your information. If the payment address is different from the address in your profile, you should enter your information.

Company Employed

If you are a company-employed service provider, you are required to enter the company's EIN, name, and payment address information, and then click **Save**.

*** Required Fields**

Billing Type:

☐ Self-Employed

☒ Company

Save

cancel

Tax Identification Number: * ☐ Foreign Vendor?

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name: *

Phone: * Fax:

Address 1: *

Address 2:

Address 3:

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

Country: *

Notes:

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been synced with the interface. Only the CJA6XAdmin user has rights to change SSNs.
- Add new or additional billing records if the billing information changes. Do not edit the existing record.
- Billing information must be complete to submit a voucher in CJA eVoucher.
- You or the attorney for whom you are providing services must choose the billing information you wish to use when creating vouchers or authorizations.

Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

Court Profile



Changes made to this court profile will not be applied to any other linked accounts.

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

Select the check box(es) for any specialties that apply to you.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

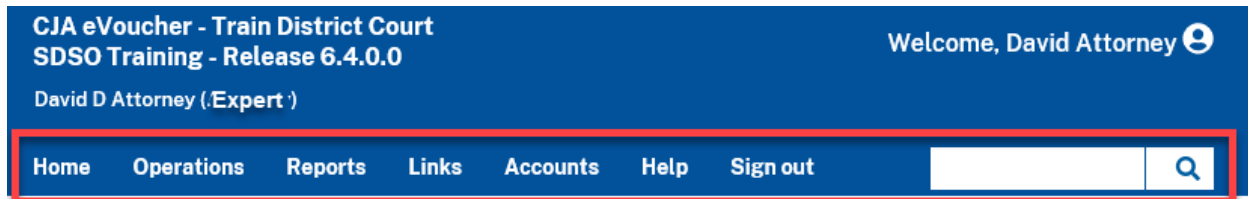
- ☐ Accountant
- ☐ Ballistics Expert
- ☐ CALR(Westlaw, Lexis, etc)
- ☒ Chemist, Toxicologist
- ☐ Computer (Hardware, Software, Systems)
- ☐ Computer Forensics Expert
- ☐ Documents Examiner
- ☐ Duplication Services
- ☐ Fingerprint Analyst
- ☐ Hair, Fiber Expert
- ☐ Interpreter Translator
- ☐ Investigator
- ☐ 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

Menu and Home Page

Use the menu bar to navigate to the different areas of the application.



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: • Another link to your Single Login Profile (SLP). • Another link to your court profile. • The Contact Us email address. • The privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.

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

Home

My Documents				
To group by a particular Header, drag the column to this area.				
Case	Defendant	Type	Status	Date Entered
1:13-CR-08810 Start: 06/03/2015 End: 11/03/2015	Jeffrey Gardner (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry FINAL PAYMENT	10/30/2015
1:14-CR-08805 Start: 03/03/2014 End: 11/25/2015	Jebediah Branson (# 1)	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist	Voucher Entry FINAL PAYMENT	11/25/2015
1:15-CR-07654 Start: End:	(# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	05/16/2016
1:17-CR-01234 Start: End:	Kelsey Conaway (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	05/16/2017
1:14-CR-08805 Start: End:	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	04/02/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry	04/17/2020

Page 1 of 3 (29 items)

My Submitted Documents		
To group by a particular Header, drag the column to this area.		
Case	Defendant	Type
1:14-CR-08 Start: 06/23/2017 End: 06/23/2017	Jebediah Branson (# 1)	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist
1:17-CR-09 Start: 10/17/2017 End: 10/17/2017	Diana Evans (# 1)	CJA-21 Rick Astley Chemist/Toxicologist
1:17-CR-01 Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1)	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07 Start: 06/15/2018 End: 06/15/2018		CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08 Start: 06/21/2018 End: 06/21/2018	Thomas Howell (# 1)	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07 Start: 06/27/2018 End: 06/27/2018		CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08 Start: 04/28/2020 End: 04/28/2020	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08 Start: 05/06/2020 End: 05/06/2020	Jebediah Branson (# 1)	CJA-21 Rick Astley Chemist/Toxicologist

1

Closed Documents		
To group by a particular Header, drag the column to this area.		
Case	Defendant	Type

Section Name	Contents
My Documents	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This section contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible through the Appointment page.

Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When you log on, a list of all your documents appears on the home page.

Step 1

Click the **Expert** radio button to log on to eVoucher.



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

Step 2

View any documents the attorney is creating on your behalf.

Step 3

Verify the information is correct and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter right allows you to complete your voucher after the attorney has created it. If you have these privileges, the attorney can choose to let you complete the voucher. You can then enter the correct information and submit the voucher back to the attorney for approval.

CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, the attorney can choose to let you enter the services and expenses. You will receive an email informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

Step 1

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

Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.

My Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-II- Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	 Voucher Entry Edit	12/07/2015

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



CJA-21
Voucher Entry

[Read Only]

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Summary: \$0.00

Services	
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

Authorization Number: 0101.0000002
Specialty: Chemist/Toxicologist
Total Approved Amount: \$1,500.00

Fee Amount Remaining After Approved and Pending: \$873.00

Tasks

[Link To Appointment](#)
[Link To Representation](#)
[Link to Authorization](#)

Reports

[Form CJA21](#)

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	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
15:1825 F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
☒ Authorization to obtain the service. Estimated compensation: \$1,000.00 (Approved Amount: \$1,000.00)
☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-853-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@actx.uscourts.gov

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)	14. TYPE OF SERVICE PROVIDER
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/04/2014 Nunc Pro Tunc Date Repayment: ☐ YES ☒ NO	☒ 10 Chemist/Toxicologist

NOTES
Abraham Astley

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount \$1,500.00
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	

Payment Info

Preferred Payee: Abraham Astley

Abraham Astley
Billing Code: 0101-000004
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

« First < Previous Next > Last » Save Delete Draft Audit Assist

Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab, or click **Next** on the progress bar. Required fields are marked with a red asterisk.

Step 2

Enter the date of the service, the number of hours billed, and the rate. A description of the service provided is also required.

Step 3

Click **Add**. There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears, prompting you to save.

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

Services

Date: 5/5/2020 * Description: *

Units: * Rate: *

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Date	Description	Units	Rate	Amt
(Empty)				

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

Entering Expenses

Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

Step 2

Enter the expenses, click **Add**, and then click **Save**.

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

Expenses

Date *  Description *

Expense Type *

Miles at \$0.535 per mile.

Amount *

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last »

Claim Status

Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.

Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earliest. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

Step 3

Answer all the questions regarding previous payments in this case, and then click **Save**.

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

Claim Status

Start Date * End Date *

Payment Claims *

☐ Final Payment (payment #)
☐ Interim Payment
☐ Supplemental Payment
☐ Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * ☐ Yes ☐ No
 If Yes, were you paid? ☐ Yes ☐ No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? * ☐ Yes ☐ No

*** Required Fields**

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

Radio Button	Payment Claims Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

Documents

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

To add an attachment, to the right of the **File** field, click **Browse** to locate your file.

Step 3

In the **Description** field, add a description of the attachment.

Step 4

Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column. Click **Save**.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

Description	Delete	View

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

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 the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens.

Step 2

Verify the information is correct, and then scroll to the bottom of the screen.

Step 3

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

Confirmation

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: ☒ Authorization to obtain the service. Estimated compensation: \$1000.00 ☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov			
Public/Attorney Notes 			
☐ I swear and affirm the truth or correctness of the above statements Date:			
			

[« First](#)
[< Previous](#)
[Next >](#)
[Last »](#)
[Save](#)
[Delete Draft](#)
[Audit Assist](#)

Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlighted in gold.

My Documents			
To group by a particular Header, drag the column to this area.			Search:
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)

Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

