

# CJA eVoucher Program

## Instructions for Creating and Submitting Service Provider Vouchers

### 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 includes several modules including one for the submission of CJA 21s and 31s that 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 to the court by the attorney
- On-line review by the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for the service providers they use. However, at the court's discretion, service providers that are used frequently or by multiple attorneys, can be given access to eVoucher in order to submit and monitor their own vouchers.

Service providers that have been given access to eVoucher can login using the username and password provided by the court. After a successful login, your homepage will look something like this:

The screenshot displays the CJA eVoucher System interface for user Thomas Magnum (Expert). The page features a navigation bar at the top with links for Home, Operations, Reports, CMECF, Links, Help, and Logout. Below the navigation bar, there is a welcome message and a profile section with options for My Profile, My Appointments (View), and Search Existing Appointments (Search). The main content area is divided into three sections: My Documents, My Submitted Documents, and Closed Documents. Each section contains a table with columns for Case, Defendant, Type, and Status. The My Documents section shows one document with Case 9:11-AP-00657, Defendant Vader, Darth (# 1), Type CJA-21, and Status Voucher Entry. The My Submitted Documents section shows one document with Case 9:11-AP-01234, Defendant Riddle, Tom (# 1), Type CJA-21, and Status Submitted to Attorney. The Closed Documents section shows no data.

Case	Defendant	Type	Status
9:11-AP-00657-- Start: 01/01/1901 End: 01/01/1901	Vader, Darth (# 1) Claimed Amount: 0.00	CJA-21 Thomas Magnum Investigator	Voucher Entry Edit

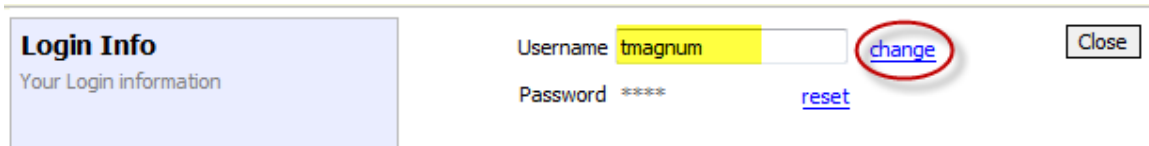
Case	Defendant	Type	Status
9:11-AP-01234-- Start: 07/01/2014 End: 07/31/2014	Riddle, Tom (# 1) Claimed Amount: 1,699.70	CJA-21 Thomas Magnum Investigator	Submitted to Attorney --09.0005294

Case	Defendant	Type	Status
No rows have been recorded on the database			

## Your Profile

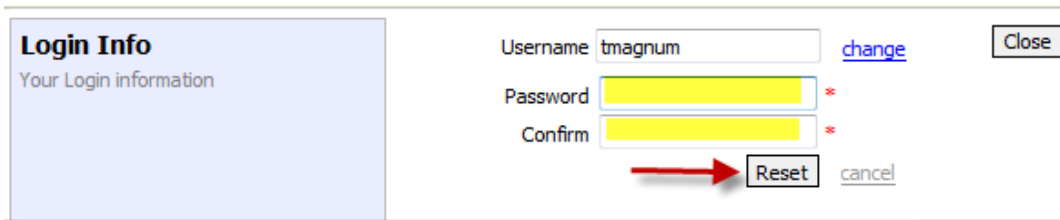
By clicking on the My Profile hyperlink, you will be taken to the section of the program where you will be able to change your username and/or password, and make additions or changes to your billing information.

To change your username, first click the Edit button on the far right side of the Login Info section. Highlight the current username, type over it with the desired username and click change.



The screenshot shows a 'Login Info' section with the title 'Your Login information'. The 'Username' field contains 'tmagnum' and is highlighted in yellow. To the right of the field is a blue 'change' button, which is circled in red. Below the username field is the 'Password' field, which contains '\*\*\*\*' and a blue 'reset' link. A 'Close' button is located to the right of the 'change' button.

To reset your password, click reset to open the password fields, type in your new password twice, and hit reset again. Click the Close button when you are finished in the Login Info section.

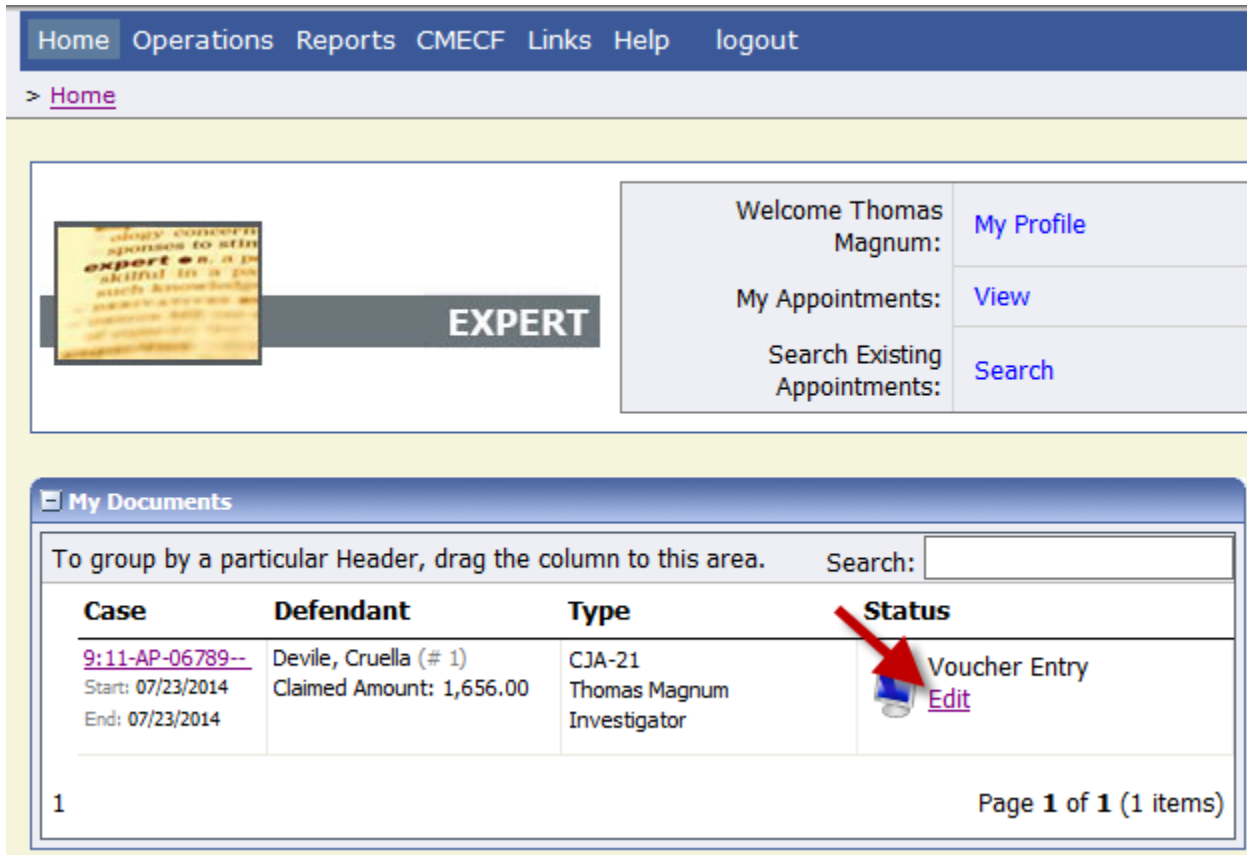


The screenshot shows the 'Login Info' section with the title 'Your Login information'. The 'Username' field contains 'tmagnum' and has a blue 'change' link to its right. The 'Password' and 'Confirm' fields are highlighted in yellow and each has a red asterisk to its right. Below these fields is a 'Reset' button, which is highlighted with a red arrow, and a 'cancel' link. A 'Close' button is located to the right of the 'change' link.

## Submitting a CJA21/31 Voucher

The attorney always create a CJA21/31 voucher. Once created, if a service provider has been given rights by the court to complete the voucher, he/she can add service and expense entries as well as upload relevant documents.

Once created by the attorney, the voucher(s) will be in the “My Documents” folder on your home page:



Home Operations Reports CMECF Links Help logout

> Home

Welcome Thomas Magnum: [My Profile](#)


My Appointments: [View](#)

Search Existing Appointments: [Search](#)

**EXPERT**

**My Documents**

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

Case	Defendant	Type	Status
<a href="#">9:11-AP-06789--</a> Start: 07/23/2014 End: 07/23/2014	Devile, Cruella (# 1) Claimed Amount: 1,656.00	CJA-21 Thomas Magnum Investigator	 <a href="#">Voucher Entry</a> <a href="#">Edit</a>


1 Page 1 of 1 (1 items)

Click Edit to open the document. The document opens onto the Basic Information page. You won't need to do anything on this page. Click the Services tab. On this page, you can document the detail of your time by day (as shown), or, if approved by the court, you can make a single entry that refers to your regular invoice. A single entry would include the date of the invoice, the total number of hours being billed, the rate, and the description "See attached invoice." Please note that if there are differing hourly rates (for example, investigators may have a lesser rate for record gathering), there should be two entries with the appropriate rates. Whether you are entering the detail of your time or making a single entry, make sure all the required fields are complete and click the Add button.

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

### Services

\* Required Fields

Date: 06/18/2014 \*  Description: Telephone calls re location of Witness B

Hours: .4 \* Rate: 75 \*

**Add** Delete Item

Drag a column to this area to group by it.

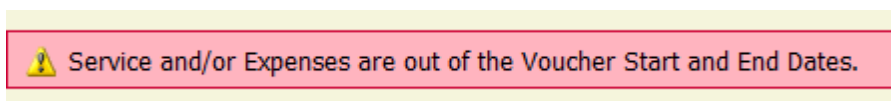
Date	Description	Hrs	Rate	Amt
06/30/2014	Review notes; write report to attorney on Witness B	3.2	\$75.00	\$240.00
06/27/2014	Continue interview with Witness B	4.1	\$75.00	\$307.50
06/26/2014	Interview Witness B	3.0	\$75.00	\$225.00
06/23/2014	Phone calls to set up meeting with Witness B	0.3	\$75.00	\$22.50
06/19/2014	Research to locate Witness B	1.6	\$75.00	\$120.00
06/10/2014	Telephone call with attorney	0.5	\$75.00	\$37.50
06/06/2014	Write report regarding Witness A	2.1	\$75.00	\$157.50
06/04/2014	Interview witness A	4.2	\$75.00	\$315.00
06/02/2014	Gather records from prison	4.2	\$55.00	\$231.00

1 Page 1 of 1 (9 items)

<< First < Previous Next > Last >> Save Delete Draft

**IMPORTANT NOTE: eVoucher does not autosave – in order to save this information you must click the Save button.**

Once you click the save button, you may get what looks like an error message:



Don't worry about this message unless/until you are ready to submit your voucher (it will be discussed on the next page). If you are keeping time contemporaneously, and are not yet ready to submit your voucher, **after you click Save** you can logout. Your voucher, with the time you have entered, will remain in your My Documents folder on your Home page.

If you need to edit an entry, click on the entry in the lower section. The information will repopulate the top section. Make your edits and re-click the Add button.

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

\* Required Fields

Date: 09/01/2011 \*  Description: See Attached invoice

Hours: 10 \*

Rate: 275 \*

Drag a column to this area to group by it.

Date	Description	Hrs	Rate	Amt
09/01/2011	See Attached invoice	10	275	2750.00

If the invoice contains expenses, those must be entered separately on the Expenses tab (in the same manner as Services). Click on Expenses in the navigation bar.

Basic Info Services Expenses Claim Status Documents Confirmation

### Expenses

\* Required Fields

Date: 09/13/2011 \*  Description: Travel to/from meeting with defendant


Expense Type: Travel Miles \*

Miles: 20 \* rate per mile is 0.5100

Amount: 10.2



Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	09/13/2011	Travel to/from meeting with defendant	20	0.51	10.20

The next section is the Claim Status section. As with other date fields, the eVoucher program will default date the voucher with today's date. You may get the following message:  Service and/or Expenses are out of the Voucher Start and End Dates. Enter the earliest (start) date and latest (end) date that corresponds with the dates entered in the services/and or expenses section.

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

### Claim Status

Start Date 9/1/2011 \*  End Date 9/13/2011 \* 

Payment Claims

Final Payment  
 Interim Payment  (pmt.number)  
 Supplemental Payment

The Payment Claims section must be completed by choosing one of the three options. If the Interim Payment option is chosen, the payment number becomes a required field and must be entered.

The next section is the Documents section. In this section, you can upload any relevant documents. For example, if you are not using eVoucher to keep the detail of your expended time, you would upload your daily time record here. First, click the Browse button to open the window with your files. Locate the file you wish to upload and click the "Open" button in the popup window. You have the option of typing a description of the document in the Description field, otherwise it will default to the name of the file. Click Upload. If successful, your document(s) will be listed in the Description area.

Basic Info Services Expenses Claim Status **Documents**

### Supporting Documents

**File Upload**

File  **Browse...**

Description

**Upload**

Description	Delete	View
September 2011 invoice.pdf	<a href="#">Delete</a>	<a href="#">View</a>

The final section is the Confirmation section, which is the actual CJA21 (or 31) form. The bottom half of the form contains the payment information. To complete this voucher, check the 'swear and affirm' box and click Submit.

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$2,750.00		
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$10.20		
c. Other Expenses	\$0.00		
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	<b>\$2,760.20</b>		

17. PAYEE'S NAME  
 Frasier Crane TIN: \*\*\*-\*\*-5555  
 95 7th  
 SF CA 94104 USA  
 Phone: 415-355-8984

Final Payment  
 Interim Payment (#)  
 Supplemental Payment

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 9/1/2011 TO 9/13/2011  
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.  
 Signature of Claimant/Payee: /S/ Date: 10/17/2011 16:35:3

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.  
 Signature of Attorney:  
 Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP. \$0.00	20. TRAVEL EXPENSES \$0.00	21. OTHER EXPENSES \$0.00	22. TOTAL AMT. APPR. CERT. \$0.00

23.  Either the cost (excluding expenses) of these services does not exceed \$500, or prior authorization was obtained, OR  
 In the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds \$500

Signature of Presiding Judge \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_


24. TOTAL COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMOUNT \$0.00
---------------------------	-------------------------------	------------------------------	----------------------------

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Presiding Judge \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_

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

I swear and affirm the truth or correctness of the above statements  
 Date: 10/17/2011 16:37:0



< First < Previous Next > Last >> Save Delete Draft

You should get a Success message and the program will assign a voucher number to the document:

**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:


**--09.0000033**

Back to:  
[Home Page](#)  
[Appointment Page](#)


Click on the link to return to your home page.

Once submitted, the voucher will move from your “My Documents” folder to the “My Submitted Documents” folder. From this point on, the voucher becomes “read only” for you – no changes can be made. If you discover you have made a mistake, or forgotten to include something, contact the attorney and ask him/her to “reject” the voucher. This will put the voucher back in your control (back into your My Voucher folder). The voucher will be highlighted in orange. If a voucher is in your “My Documents” folder, it means it is still in your control and needs some action from you.

You will be able to track the progress of the voucher. The first step in for the attorney to review and approve your submission:

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">9:11-AP-03254--</a> Start: 06/18/2011 End: 06/18/2011	Major Tom (# 1) Claimed Amount: 1,500.00	CJA-21 Thomas Magnum Investigator	 Submitted to Attorney --09.0000144 FINAL PAYMENT


Once the attorney approves the voucher, it will be transmitted to the court:

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">9:11-AP-03254--</a> Start: 06/18/2011 End: 06/18/2011	Major Tom (# 1) Claimed Amount: 1,500.00	CJA-21 Thomas Magnum Investigator	 Submitted to Court --09.0000144 FINAL PAYMENT

When the court approves the voucher for payment, it will move to the “Closed Documents” section of eVouchers.



As mentioned above, if you notice your voucher has reappeared in your My Documents folder on your Home page and is highlighted in orange, it means that the attorney has rejected your voucher. You may also get an email informing you that the voucher has been rejected and the reason why.

My Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">9:11-AP-01234--</a> Start: 07/01/2014 End: 07/31/2014	Riddle, Tom (# 1) Claimed Amount: 1,674.50	CJA-21 Thomas Magnum Investigator	 Voucher Entry <a href="#">--09.0005294</a>

Access this voucher by clicking on the voucher number. Go straight to the confirmation page to check the notes section. The reason for the rejection should be in the Public/Attorney Notes section and could be from either the attorney or the court.

Attention: The notes you enter will be available to the next approval level.	
Public/Attorney Notes	Tom -- did you forget to include your travel expenses?

Once you determine the reason for the rejection, fix the problem and resubmit the voucher in the same manner as the first time.

Once the document appears in your "Closed Documents" folder on your Home page, it means your voucher has gone through the court approval process and has been certified for payment. Usually you will receive a check within 5-10 business days after the final approval by the court is made.