

eVoucher Quick Reference Guide

Entering time and expenses

- 1) Log on – you should be taken to your homepage.
- 2) Go to your **“Appointments List”** window on the bottom left side.
- 3) Click on the case number for the case that you want to enter billing into. Click **“CJA 20...Create”** on the left side of your screen.
- 4) Go to the **“Services”** tab.
- 5) Enter all fields that have a red asterisk, then click “add.” To change or delete an entry, highlight the entry and it will repopulate the above fields. Then either make the change and click “add” or click “delete.” You might see an error flag at the top of the screen regarding your dates. You can ignore this flag until you are ready to submit your voucher to the court.
- 6) The **“Expenses”** tab works just like the “Services” tab.
- 7) **Click “SAVE” at the bottom of the screen periodically. There is no auto-save on this program.**
- 8) Unless you are ready to submit the voucher you are working on, you can click "Home" on the menu bar at the top of the page to go to your home screen, or "logout" if you are done with the program completely. Please note that from this point on you should link to this voucher in your **“Active Vouchers”** window on your homepage. You only hit **“CJA 20...Create”** the first time, or each time after you submit, if you are submitting additional vouchers.

Submitting your voucher

- 1) If you ready to submit, then you need go to the **“Claim Status”** tab within your active voucher. You must “manually” enter the date range for the time period you are claiming. Unfortunately this version of the system does not automatically populate this field from your other entries. Fixing this date range will also remove any error flags you had previously. These dates should include the earliest date for a service or an expense and the latest date for a service or expense, as reflected in your entries.
- 2) Answer the questions regarding previous payment.
- 3) **If your claim is in excess of the statutory maximum, please attach your justification**

letter under the **“Documents”** tab. The Ninth Circuit does not require a Form CJA 27 to be submitted as part of your justification.

4) A Court of Appeals Information Summary Form **must** be included with each voucher submission. This form can be located under the **“LINKS”** tab on the eVoucher program or on the Court’s public website, www.ca9.uscourts/gov/attorneys/. Click on the link for the CJA Information Summary Form. Save the blank form to your personal drive using the **“Save AS”** option. You can then complete the form at your convenience, and attach it as a document under the **“Documents”** tab. Make sure you clearly identify the form as Information Summary form.

5) Go to the **“Confirmation”** tab. Review your submission one last time. Scroll down to the bottom. Check the box **“I swear and affirm...”** box. Then click **“submit.”** You should get a message saying **“Success.”** If nothing happens, you have an error to fix. Check your dates first. It is the most common error.

Submitting a prior authorization request for an expert or service provider

1) Finish the same letter you have done in the past on your letterhead and save it as a PDF in the directory that you normally save documents in.

2) Log onto the eVoucher system and go to your **“Appointments List”** window on the bottom left side of the page.

3) Click on the case number for the case that you want to work on.

4) Click the **“Auth.....Create”** option on the left side of the screen.

5) You will be viewing the **“Basic Info”** tab. You should only fill out only three of the nine fields you see. **a)** Enter your total \$ figure for this request in the **“estimated amount”** field. **b)** Select the type of service provider from the drop down menu (ie, investigator) **c)** For any service provider OTHER than interpreters, please fill in the person’s name in the last/bottom field. Since interpreters are interchangeable, we do not want that name in the field even though you have a name selected in your letter.

6) Click **“next”** which takes you to the **“Documents”** tab. Browse out to your directory and attach your letter. Put in a simple description like **“investigator request”** and the click **“Upload.”** Confirm the letter is attached.

7) Go to the **“Confirmation”** tab. Review your submission. Scroll down to the bottom. Click the **“swear and affirm...”** box, then click **“Submit.”**

8) If you were successful, you will getting a message saying **“success.”**