

CJA eVOUCHER ATTORNEY USER MANUAL

**U.S. COURT OF APPEALS
NINTH CIRCUIT**

Updated 10/17/2016

CJA eVoucher for Attorneys

Introduction	2
Accessing the CJA eVoucher Program	2
Logging In	6
The Home Page.....	6
Folders on the Home Page	7
Navigating in the CJA eVoucher Program.....	8
My Profile (including changing your username and password).....	9
Attorney Info.....	11
Billing Info.....	12
Associates.....	13
Links	14
Appointments.....	15
Creating the CJA 20/30 Voucher	17
Services	18
Expenses	19
Claim Status.....	20
Documents	22
Confirmation.....	23
Printing a copy of the voucher	25
Rejected Documents	26
Rejected Attorney Documents	26
Rejected Service Provider Documents	27
Closed Documents	27
Payment Problems.....	28
Requests for Interim Payments	29
Relevant Factors for granting a Motion for Interim Payments	29
Submitting the Request.....	29
Reports and Case Management.....	30
Defendant Detailed Voucher Report	31
Defendant Summary Report	32
Service Provider Authorizations and Vouchers	33
Creating a Request for the Authorization of Service Providers	33
Requesting Additional Funds for an Existing Authorization	35
Creating a CJA21 (or 31) with an approved authorization.....	36
Creating a CJA21 without an authorization	42
Creating a 21/31 that the Service Provider will complete:	44

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. It allows the attorney to create, complete and submit various CJA documents via the internet. Likewise, the court (including CJA staff and judges) are able to perform their functions electronically. The result is more efficient submission and processing of all CJA-related documents.

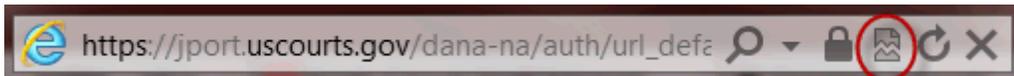
Accessing the CJA eVoucher Program

In order for eVoucher to function properly, you must use Internet Explorer, version 8 or higher (refer to the Help item on the IE menu bar to determine which version of Internet Explorer you are currently using). You may also use Safari on an Apple device. If you are using IE 10 or 11, you will need to set your browser to "compatibility mode."

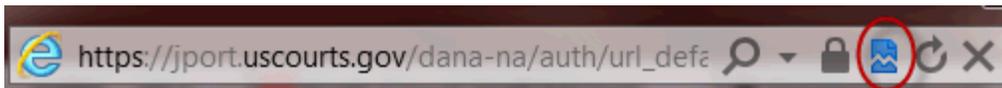
IE10:

In IE 10 turn on "compatibility mode" by clicking on what looks like a torn piece of paper after the web address. If compatibility mode is on (as it should be for eVoucher to work properly) the icon will be blue:

Compatibility mode Off:

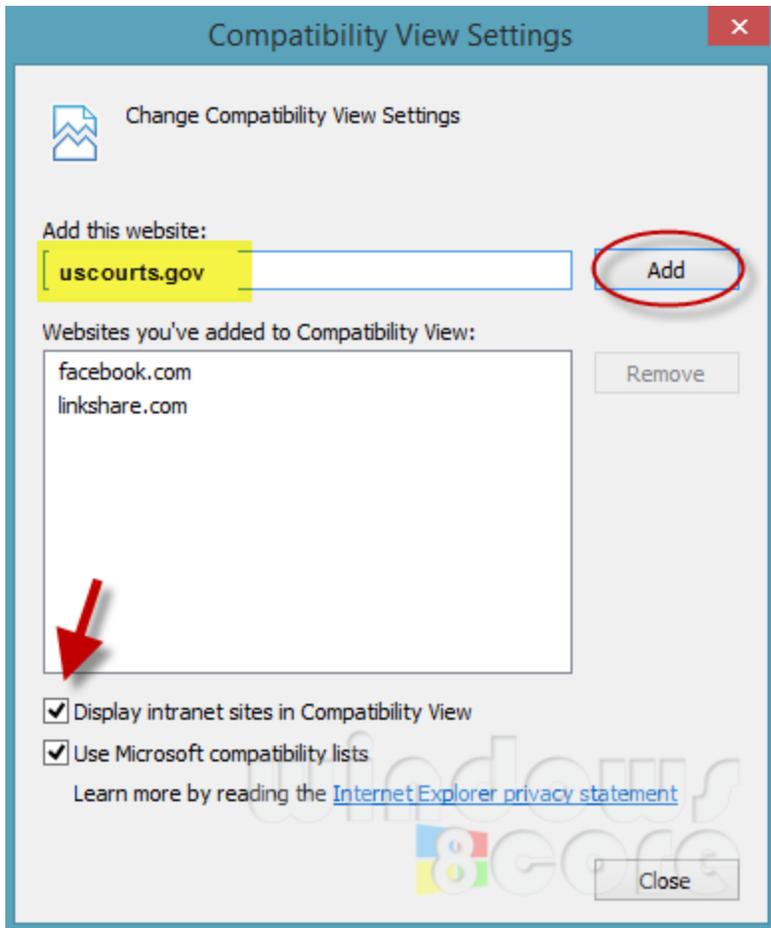


Compatibility mode On:



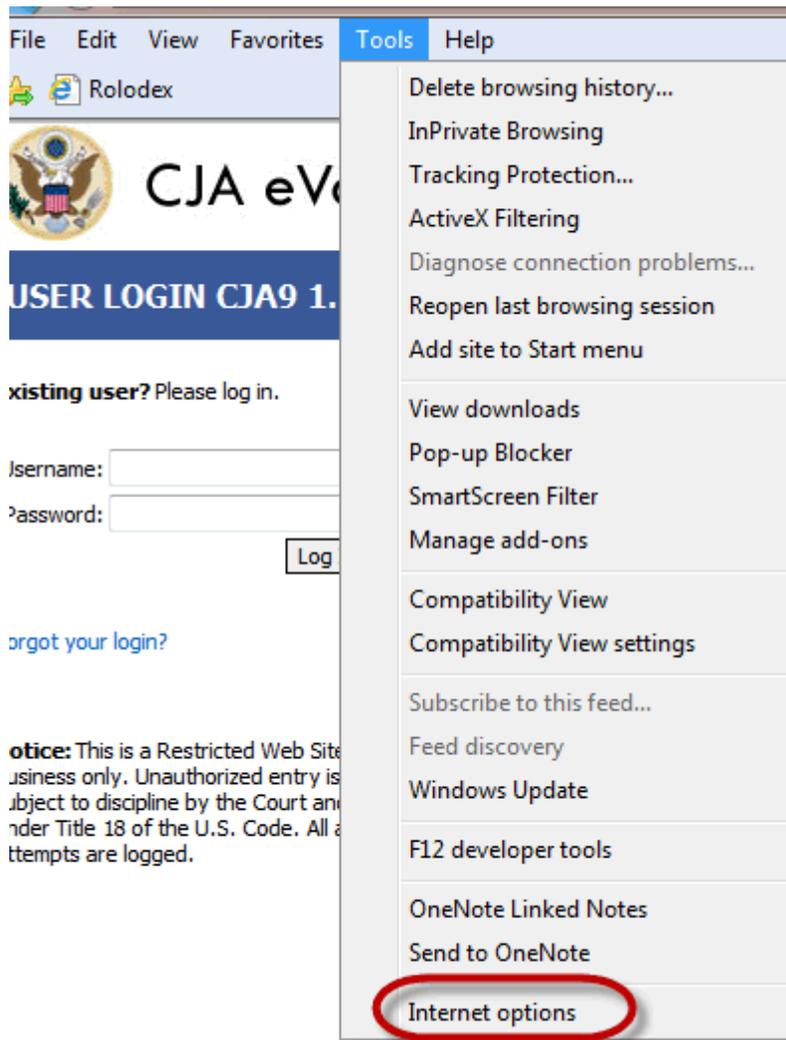
IE 11:

1. In Internet Explorer, go to the eVoucher website.
2. Click Tools on the menu bar (if you can't see the menu bar, there should be a "cog" icon in the upper right corner of the browser -- click on that to get the menu bar)
3. Scroll down to Compatibility View Settings. The website you are currently viewing should pop up, but it might just say uscourts.gov (which is correct).
4. Click the Add button and it should add "uscourts.gov" in the area below.
5. Make sure the two check boxes below that are checked.

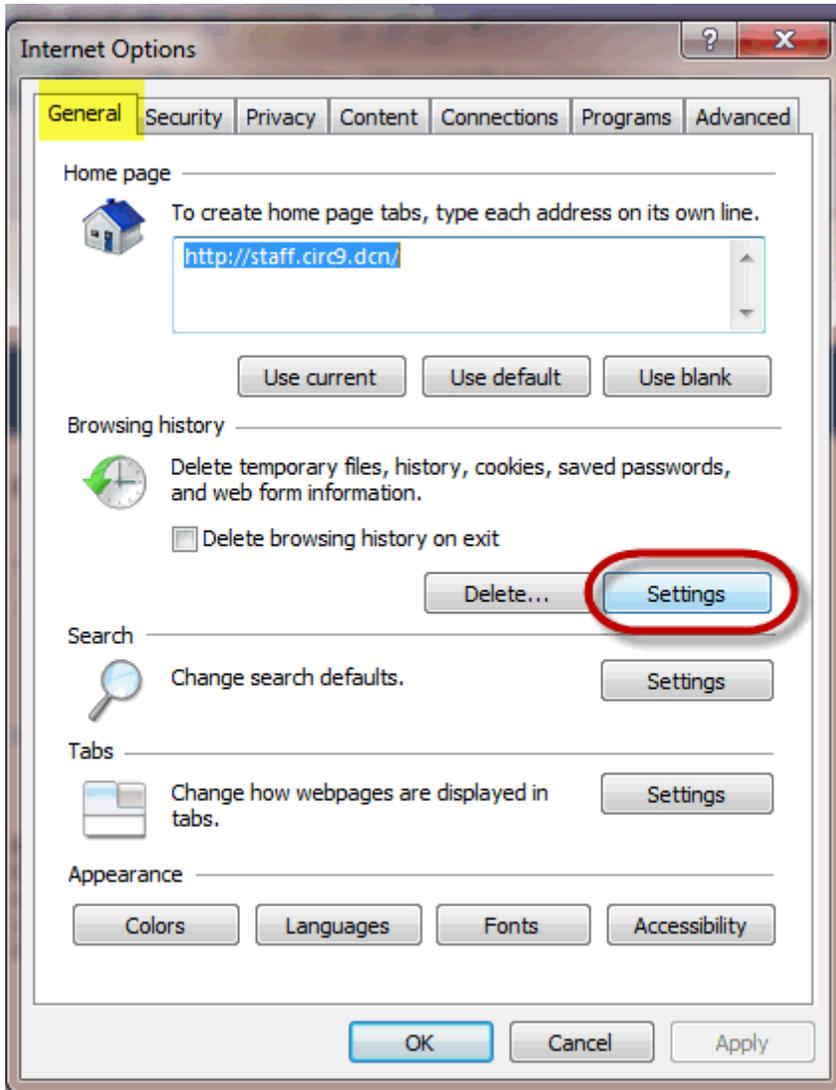


To insure against data loss, you should also set your cache settings as indicated here:

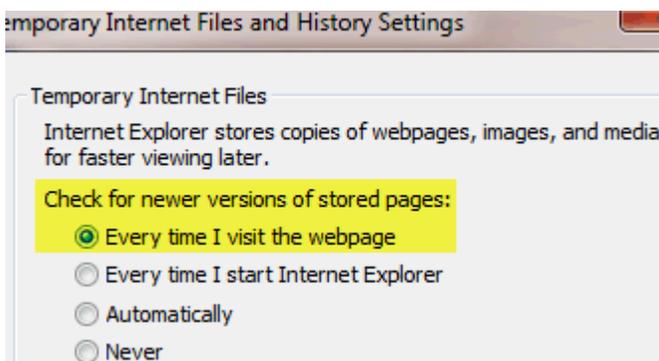
1. Go to TOOLS on your browser menu bar and click on "Internet Options"



2. From the General tab, click on Settings



3. Choose this option:



Logging In

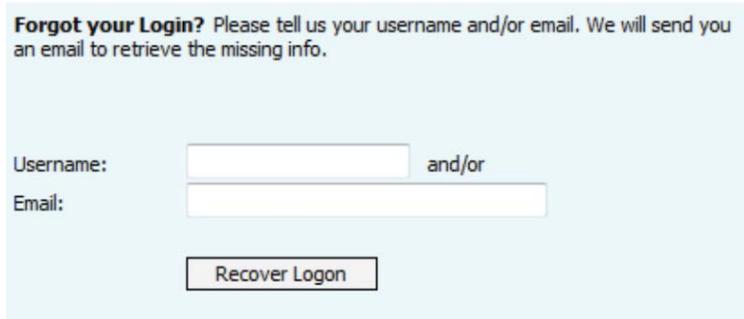
Log into eVoucher using your Username and Password (both of which are initially assigned by the court).



The screenshot shows the CJA eVoucher login interface. At the top left is the official seal of the Ninth Circuit Court of Appeals. To its right is the text "CJA eVoucher". Below this is a blue header with the text "USER LOGIN". Underneath the header, there is a prompt: "Existing user? Please log in." This is followed by two input fields: "Username:" and "Password:". To the right of the password field is a yellow "Log In" button. Below the input fields is a blue hyperlink: "Forgot your login?". At the bottom of the form area is a "Notice" in small black text: "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."

If you forget your username or password, you may click on the “Forgot your login?” hyperlink.

Enter your Username or e-mail address to retrieve your information.



The screenshot shows the "Forgot your Login?" form. At the top, it says "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below this are two input fields: "Username:" followed by a text box and "and/or", and "Email:" followed by a text box. At the bottom of the form is a button labeled "Recover Logon".

The Home Page

Your home page provides access to all of your appointments and CJA documents. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

Folders on the Home Page

Your home page has several folders to organize your appointments and documents:

FOLDER	
My Active Documents	Contains documents (including vouchers and authorizations) that you have already created and are still in “edit” mode as well as those that have been submitted to you for approval by an expert service provider.
Appointments’ List	A list of all your active appointments.
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you, and you have not accepted or rejected the appointment. (Not used by COA.)
My Submitted Documents	<p>Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment.</p> <p>Documents submitted to the court requesting expert services (authorizations) or interim payments will also appear in this folder.</p>
My Service Provider’s Documents	<p>Contains all the documents for your service providers. This will include:</p> <ul style="list-style-type: none"> • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment <p>Note: If the service provider is entering their own voucher, they will not have access to any other information except their own voucher. Attorneys will have access to all their service provider vouchers.</p>
Closed Documents	<p>Contains documents including vouchers that have been approved by the court and automatically entered into the CJA Payment System, as well as approved authorizations.</p> <p>Note: Closed documents are periodically archived by the court and at that point will no longer be displayed on your home page. However, they are still accessible through the search features.</p>

Navigating in the CJA eVoucher Program



Menu Item	
Home	The eVoucher home page (see section on Home Page)
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
Links	Hyperlinks to CJA resources: forms, training materials, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Sorting: Click on the column heading (e.g., Case, Description, Type) to sort in either ascending or descending chronological (or alphabetical) order.

Resizing of Column:

1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

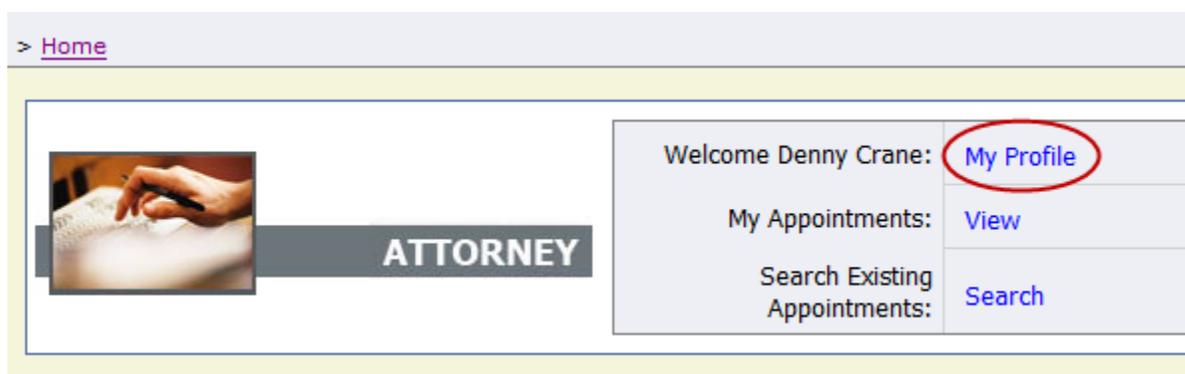
The folder size does not increase, therefore some columns may move off the screen.

My Profile (including changing your username and password)

The My Profile section contains:

- Login Info: Change username (not required) and password
- Attorney Info: Enter Social Security Number, edit contact information, add additional e-mail address(es)
- Billing Info: Enter EIN number and any firm affiliation
- Continuing Legal Education: If desired, document any CLE attendance – this section is optional.

To access your profile page, click on the My Profile hyperlink on your home page (you can also access My Profile from Help on the blue menu bar):



Click the Edit button on the far right of the Login Info section to access the username and password fields. To edit the Username, first type over the existing username and then click the [change](#) hyperlink.

To edit the password, click Reset. Type the new password in both fields. The new password must be at least eight characters in length and must contain all of the following:

- at least one uppercase letter,
- at least one number and
- at least one (basic) special character

For example, DCrane#1. You are strongly urged to change your password immediately and to select a secure password (eVoucher will prompt you if your password strength is deemed weak).

After typing the new password in the Password and Confirm fields, click the Reset button again (as shown below). For security purposes, passwords are required to be changed every six months and you cannot use the same password that you've used in the past year.

Note: Click and hold the “eye” icon to unmask this field to check the accuracy of your password.

Login Info
Your Login information

Username [change](#)

Password  * **Strength:Excellent**

Confirm

[cancel](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Important Note: If you work in any district court that also uses eVoucher, you can have the same Username and Password for all courts. However, keep in mind that the eVoucher programs look essentially the same once you are logged in. **To avoid potential issues, DO NOT have multiple versions of eVoucher open at the same time, be it different courts or multiple versions for the same court.**

Attorney Info

Also on the profile page is a section to enter your personal information (“Attorney Info”). Attorneys must enter their Social Security Number into the Attorney Info section in order to be paid, even if there is a firm EIN/TIN.

You can enter up to three email addresses in this section. These addresses will receive automatic notifications from the system to alert you that a case has been entered into eVoucher, if you have a document that is rejected, and when your voucher has gone through all the approval processes and has been entered into the payment system.

Note: associates are not required to enter their SSNs. Associates will enter the billing code of the attorney they are working with as described in the following Billing Info section.

Attorney Info

Your personal info

SSN Instructions:
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate 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.).

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email
 X

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

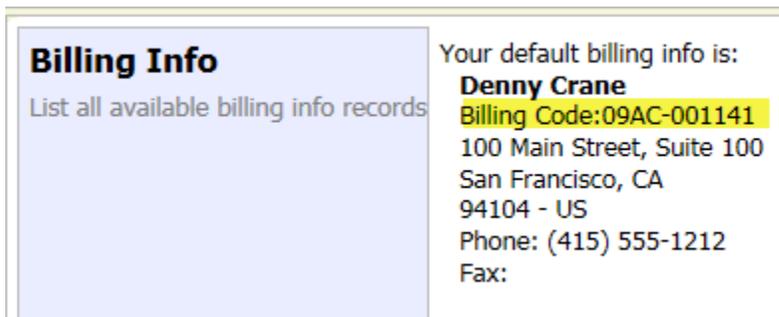
Billing Info

The billing information section is for you to enter your billing information. Under Billing Type, choose the Self-Employed option if the income is to be reported to your Social Security Number. (NOTE: if you choose this option, the Tax Identification Number fields will not appear.) If you work with a Firm, choose that option and enter the firm's EIN/TIN in both fields.

Billing Info	
List all available billing info records	
EIN Instructions: If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).	Billing Type: <input type="radio"/> Self-Employed <input checked="" type="radio"/> Firm <input type="radio"/> Associate
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.).	Tax Identification Number: EIN/TIN: <input type="text"/> Confirm: <input type="text"/> <input type="checkbox"/> Copy Address from Profile Name: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Country: <input type="text"/> UNITED STATES

You will be required to type your name (or the name of the firm) in the Name field. If the address information is the same as that entered into the Attorney Info section, you can check the "Copy Address from Profile" box and the program will copy that information for you.

Whether you choose Self-Employed or Firm, when you close this section, you will be assigned a Billing Code:



Billing Info
List all available billing info records

Your default billing info is:
Denny Crane
Billing Code: 09AC-001141
100 Main Street, Suite 100
San Francisco, CA
94104 - US
Phone: (415) 555-1212
Fax:

Associates

Associates will choose the Associate option with the Billing Info field and will be prompted to enter a billing code:



Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code:

The Billing Code must be obtained from the appointed attorney (see above screenshot).

Holding Period

The Holding Period section does not apply at the Appellate level, so you don't need to do anything with that section.

Continuing Legal Education

The section for Continuing Legal Education is provided as a convenient place to store information regarding CLE credits. It is not mandatory to provide this information, but you may find it useful to keep track of your CLE using this section. You are also able to upload CLE certification documents in this section.

Links

In the Links section on the blue menu bar, the eVoucher program provides links to commonly used resources for CJA panel attorneys. Below is small example of the kind of information available.



General Information	
CJA Guidelines	CJA Guidelines
CJA Reference	National CJA Voucher Reference Tool
Voucher info	CJA voucher policies and procedures

Forms	
Atty Acknowledgement	Complete this form for electronic signature authorization
Info Summary	Court of Appeals Information Summary Form

Training Materials	
Atty Training Manual	CJA eVoucher Attorney User Manual

Websites	
COA Website	Attorney section of the Court of Appeals public website

The Court of Appeals' Information Summary Form can be found on the Links page. This form **must** accompany every voucher submitted to the Court. To access, click on the link for **CJA Information Summary Form**. The document will open as a new page in your browser. Complete the form, save it, and attach it to your voucher as a PDF in the Documents section of the voucher. (See instructions on page 21.) **Failure to include this document will result in the voucher being rejected by the Court, delaying timely payment.**

Creating and Submitting Documents

Appointments

Locate the Appointment in the Appointments' List area on your home page.

Click on the case number hyperlink to open the appointment record.

Appointments	Defendant
Case: 2:11-CR-02465-MMD Defendant #: 1 Case Title: USA v. Darth Vader Attorney: Denny Crane	Defendant: Vader, Darth Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Miranda M. Du Adm./Mag Judge:
Case: 9:14-AP-06450-NRS Defendant #: 2 Case Title: USA v. Lord Voldemort Attorney: Denny Crane	Defendant: Riddle, Tom (aka Lord Voldemort) Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 01/01/14 Pres. Judge: N. Randy Smith Adm./Mag Judge:
Case: 9:13-AP-00587-NRS  Defendant #: 1 Case Title: Ground Control v. Major Tom Attorney: Denny Crane	Defendant: Tom, Major Representation Type: Other Types of Appeals Order Type: Subs for Panel Attorney Order Date: 01/10/13 Pres. Judge: N. Randy Smith Adm./Mag Judge:

1 Page 1 of 1 (3 items)

Note: There could be several pages of cases, so if you don't see your case on the first page, you may need to check the other pages:



You can also use the Search Existing Appointments link in the "Welcome" section of your home page by typing in the basic case number (e.g., 13-587).

The Appointment page for this case will open on the Appointment Info page:

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-27 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

Reports

[Appointment Report](#)

[Attorney Time Report](#)

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)

Appointment Info

1. CIR./DIST./DIV.CODE --09	2. PERSON REPRESENTED Major Tom	VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER 9-11-AP-03254-1
6. OTHER. DKT/DEF.NUMBER	7. IN CASE/MATTER OF(Case Name) Ground Control v. Major Tom	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)
9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Other Types of Appeals	
11. OFFENSE(S) CHARGED		
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456789 Mason & Street 123 Justice Avenue San Francisco CA 94101 Phone: 415-555-1313		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court District Judge Date of Order Nunc Pro Tunc Date 2/1/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Vouchers on File

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

Case	Defendant	Type	Status
9:11-AP-03254-- Start: 06/13/2011 End: 06/20/2011	Major Tom (# 1) Claimed Amount: 5,000.00 Approved Amount: 2,500.00	AUTH Psychologist	Voucher Closed --09.0000063
9:11-AP-03254-- Start: 05/01/2011 End: 05/31/2011	Major Tom (# 1) Claimed Amount: 1,437.50	CJA-20 Perry Mason	
9:11-AP-03254-- Start: 06/29/2011 End: 06/29/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	
9:11-AP-03254-- Start: 06/01/2011 End: 06/05/2011	Major Tom (# 1) Claimed Amount: 1,674.23 Approved Amount: 1,597.70	CJA-20 Perry Mason	FINAL PAYMENT
9:11-AP-03254-- Start: 07/14/2011 End: 07/15/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	Voucher Closed --09.0000078
9:11-AP-03254-- Start: 01/01/2011 End: 01/31/2011	Major Tom (# 1) Claimed Amount: 490.50 Approved Amount: 490.50	CJA-21 Lisa Gara Paralegal Services	Voucher Closed --09.0000080 INTERIM PAYMENT 1

Detailed Payment Reports

All voucher associated with this case are shown in this section.

Creating the CJA 20/30 Voucher

Create New Voucher

AUTH	Create
Authorization for Expert and other Services	
AUTH-24	Create
Authorization for payment of transcript	
CJA-20	Create
Appointment of and Authority to Pay Court-Appointed Counsel	
CJA-21	Create
Authorization and Voucher for Expert and other Services	
CJA-24	Create
Authorization and Voucher for Payment of Transcript	

From the list on the left hand side of the appointment page, choose the CJA-20 option and hit Create. If you are working on a capital case, your options will be a CJA-30 and CJA-31.

The CJA-20 document will open onto the Basic Info tab. Navigation through this voucher can be accomplished by clicking on the “tabs” shown below in yellow.

CJA-20 Voucher Entry

Def.: Tom, Major

[Link to CM/ECF](#)

Voucher #:

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

Basic Info

1. CIR./DIST./DIV.CODE 0978	2. PERSON REPRESENTED Tom, Major		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER 9:13-AP-00587-1-NRS	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) Ground Control v. Major Tom	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Other Types of Appeals

Services

Click on the Services tab. Enter the Date, Service Type (choose correct category from the pull-down menu), Hours (in tenth of an hour increments) and a detailed Description. Click the Add button to add the entry to the list:

Service and/or Expenses are out of the Voucher Start and End Dates.

CJA-20 Voucher Entry
Def.: Tom, Major
[Link to CM/ECF](#)

Voucher #: Start Date: 4/24/2014 End Date: 4/24/2014
Services: \$3200.00
Expenses: \$0.00

Reports
[Defendant Detail Budget Report](#)
Form CJA20

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

Services

Date: 2/21/2013 * Description: Discussion with co-counsel regarding investigative work to be done.
Service Type: a. Interviews and Conferences *
Doc.# (ECF): Pages:
Hours: 1.0 * at \$125.00 per hour. **Add** **Remove**

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Obtaining and Reviewing Records	03/04/2013	Continue with record review	2.4	\$125.00	\$300.00
a. Interviews and Conferences	03/01/2013	letter to client	0.5	\$125.00	\$62.50
c. Legal Research and Brief Writing	02/26/2013	Research re motion for change of venue	1.7	\$125.00	\$212.50
e. Investigative or Other Work	02/26/2013	Initial meeting with possible investigator to discuss locating witnesses	2.3	\$125.00	\$287.50
b. Obtaining and Reviewing Records	02/20/2013	Continue review of record	3.3	\$125.00	\$412.50
a. Interviews and Conferences	02/18/2013	Travel to and from prison	1.6	\$125.00	\$200.00
a. Interviews and Conferences	02/18/2013	Preparation for, interview with, client	1.1	\$125.00	\$137.50
c. Legal Research and Brief Writing	02/15/2013	Draft motion for continuance	1.4	\$125.00	\$175.00
b. Obtaining and Reviewing Records	02/13/2013	Continue rreview of trial transcript	0.8	\$125.00	\$100.00
b. Obtaining and Reviewing Records	02/11/2013	Reviewing trial transcript	2.1	\$125.00	\$262.50

1 2 Page 1 of 2 (12 items)

« First < Previous Next > Last » **Save** Delete Draft

Please note there is NO AUTOSAVE function on this program. You must hit the Save button periodically in order to save your work.

When you hit the save button, you may see what looks like an error message appear in pink at the top of the page. This is a notification message that is explained on page 20. It will not prevent you from entering your data (however, you won't be able to submit this voucher until the corrections are made).

Important Note: the hourly rate is based on the date entered and will change accordingly if your entries span different rate periods.

If you will not be completing your voucher at this point, hit the save button to save what you have entered. When you return to your Home Page, this voucher will now appear in your “My Active Documents” section. You may return to this voucher at any time by clicking on the “Edit” hyperlink.

My Active Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 04/24/2014 End: 04/24/2014	Tom, Major (# 1) Claimed Amount: 3,325.00	CJA-20 Denny Crane	Voucher Entry  Edit

Expenses

Next, enter your expenses in the same manner as Service entries. Mileage will be calculated automatically based on the date entered.

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

Expenses

Date: *  Description: *

Expense Type: *

Miles: at \$0.5650 per mile.

Amount: *

*** Required Fields**



To group by a particular Header, drag the column to this area.					
Expense Type	Date	Description	Mile	Rate	Amt
Long Distance Charges	02/28/2013	Collect calls in February from client	0	0	28.24
Travel Miles	02/18/2013	Round trip mileage to prison for client visit	64	0.5650	36.16

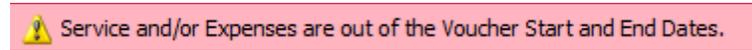
1 Page 1 of 1 (2 items)

« First | < Previous | Next > | Last » | **Save** | Delete Draft

To make a correction to an entry in either the Services or Expenses section, click on the entry you wish to change (the entry will be displayed in the top section), make your change and click the Add button again.

Important Note: The Delete Draft button will delete the entire document so DO NOT click on this button unless you want to delete the document you are working on.

As mentioned above, once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:



This error message will be removed when you complete the next section (assuming you complete it correctly).

Claim Status

The screenshot shows the 'Claim Status' section of a web form. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status' (which is highlighted), 'Documents', and 'Confirmation'. Below the tabs, the 'Claim Status' section has a header and two date fields: 'Start Date' (2/5/2013) and 'End Date' (3/5/2013), both with calendar icons and asterisks indicating they are required. A red asterisk and the text '* Required Fields' are shown below the dates. The main content area is titled 'Payment Claims' and has three radio button options: 'Final Payment', 'Interim Payment' (which is selected), and 'Supplemental Payment'. A red box highlights the 'Interim Payment' option, and a yellow error message box with a warning icon points to it, stating 'Payment Number is required (##)'. Below this, there are three questions with 'Yes' and 'No' radio button options: 1. 'Have you previously applied to the court for compensation and/or reimbursement for this?'; 'If Yes, were you paid?'; and 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?'. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

Enter the start and end date of this voucher. To easily find out what are the earliest and latest dates, go to the Services (or Expenses) tab and click on the “Date” column heading once to sort chronologically by the date:

Basic Info Services Expenses Claim S

Services

* Required Fields

Date *

Service Type *

Doc. # (ECF) Pages

Hours * at rate 125.00

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

Service Type	Date ↑	Description
a. Interviews and Confer...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confer...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confer...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Click on Date again and it will sort in reverse chronological order (to find the end date). Once you have entered the correct start and end dates in the Claim Status section, save the voucher and the error message should go away (if it does not, try refreshing your browser).

Important Note: Not having the correct start and end dates on the Claim Status tab is the most common problem experienced by attorneys with the eVoucher system.

Documents

The documents tab is available for you to attach pertinent documents to the voucher (or any other document) you are submitting to the court. For example, in the Court of Appeals, every voucher submitted to the court must have an Information Summary Form attached (a pdf-fillable form is located in the Links section of eVoucher). This section is also where you would attach receipts for expenses.

Click on Browse to locate your file within your computer. **[Note:** In Safari, it will say Choose File.] A separate window will open for you to search for the file you wish to attach. Once you find the file, click the Open button within the pop-up window. You then have the option to rename the file in the Description field. If you do not rename it, it will default to the original name of the file. Click the Upload button to upload the file to eVoucher. The document will appear in the list below. You can add as many documents as you wish, but there is a 10MB limit for each document.

Description	Delete	View
InfoSummaryFill.pdf	Delete	View

You can Delete or View the documents as necessary.

If you are not submitting your voucher at this time, **remember to hit the Save button** once you have uploaded your documents.

Confirmation

The last tab is the Confirmation tab which resembles the paper version of the CJA voucher. It will list the total hours in the appropriate categories as well as the expenses.

CLAIMS FOR SERVICES AND EXPENSES			
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS
15. a. Arraignment and/or Plea	0	\$0.00	
b. Bail and Detention Hearing	0	\$0.00	
c. Motion	0	\$0.00	
d. Trial	0	\$0.00	
e. Sentencing Hearings	0	\$0.00	
f. Revocation Hearings	0	\$0.00	
g. Appeals Court	0	\$0.00	
h. Other	0	\$0.00	
Totals	0	\$0.00	
16. a. Interviews and Conferences	4.8	\$600.00	
b. Obtaining and Reviewing Records	18.7	\$2,337.50	
c. Legal Research and Brief Writing	5.4	\$675.00	
d. Travel Time	0	\$0.00	
e. Investigative or Other Work	4.2	\$525.00	
Totals	33.1	\$4,137.50	
17. Travel Expenses (<i>lodging, parking, meals, mileage, etc.</i>)		\$36.16	
18. Other Expenses (<i>other than expert, transcripts, etc.</i>)		\$28.24	
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$4,201.90	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE		20. APPOINTMENT TERMINATION THAN CASE COMPLETION	
FROM: 2/5/2013 TO: 3/29/2013			
22. CLAIMSTATUS <input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (#:) <input type="checkbox"/> Supplemental Payment			

At the bottom of the voucher is an area where you can type a note to the court. Once you are ready to submit the voucher, check the box and hit the Submit button.

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date: 4/25/2014 10:43:42



If you have done everything correctly, you will receive a Success notification and the program will automatically assign the document a voucher number.

Home Operations Reports CMECF Links Help logout

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:

0978.0009032

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

Go back to your Home Page and you will see that the voucher has moved from the “My Active Documents” section, to the “My Submitted Documents” section. You can still click on the voucher number hyperlink and view the document, but it will be read only.

My Submitted Documents

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

Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201...	CJA-20 Denny Crane	Submitted to Court 0978.0009032 INTERIM PAYMENT 1

Important Note: Anything in the “My Active Documents” section of your home page means the document is still in your control and awaiting some action by you. Only when documents move to the “My Submitted Documents” section are they submitted to the court.

Printing a copy of the voucher

To view, save in pdf, and/or print a hard copy of this voucher, go to the Reports section within the voucher and click on the report entitled Form CJA20 (or 30).

The document will include the confirmation page (*i.e.*, the “face” page of the voucher, and the detailed service and expense entries.

Each individual court has the ability to name reports. This report may be called something different in each court (*e.g.*, it could be called simply CJA20 or CJA20 printout, etc.).

This feature is available at any point – prior to submission, once submitted to the court, and when the voucher is closed. It is also available for CJA21/31s.

Rejected Documents

Rejected Attorney Documents

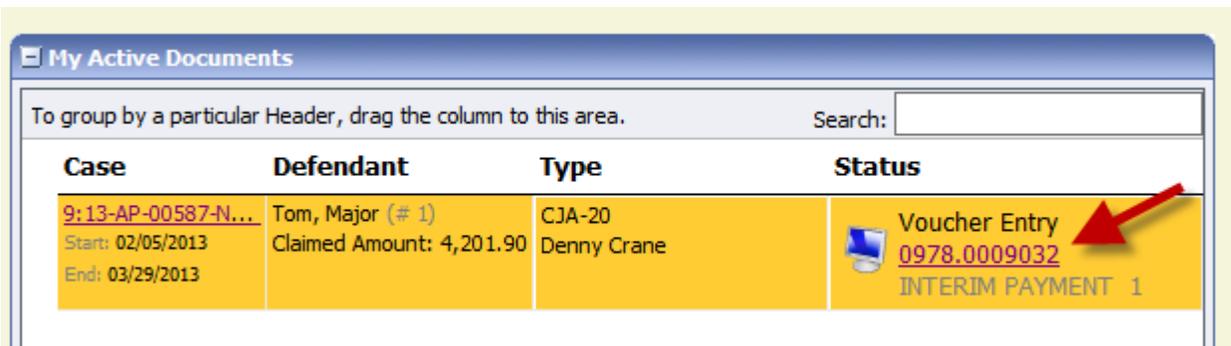
A voucher may be rejected by the court for a number of reasons. The most common reason a voucher is rejected by the Court of Appeals is that the required Information Summary form has not been attached. The court may also reject a voucher to ask for clarification.

The court will write the reason the voucher is being rejected in the Public/Attorney Notes section of the Confirmation page (see page 22). The program will send to the attorney (using the email address(es) on the attorney's profile page) an email with the reason stated:

To: [Denny Crane],
Date: 5/20/2014 9:54:27 AM.

Document 0978.0009032 submitted for your appointment in case Ground Control v. Major Tom 9:13-AP-00587 is being returned to you for the following reason(s):
Information Summary Form not attached. Please download the pdf from the Links section of eVoucher, complete the form, attached to this voucher, and resubmit.
The document can be accessed via the CJA eVoucher program at [\(site link given\)](#)
Please make the requisite changes and resubmit the document to the court.

If you receive an email that your voucher has been rejected, log into eVoucher and you will see the voucher in the "My Active Documents" folder highlighted:



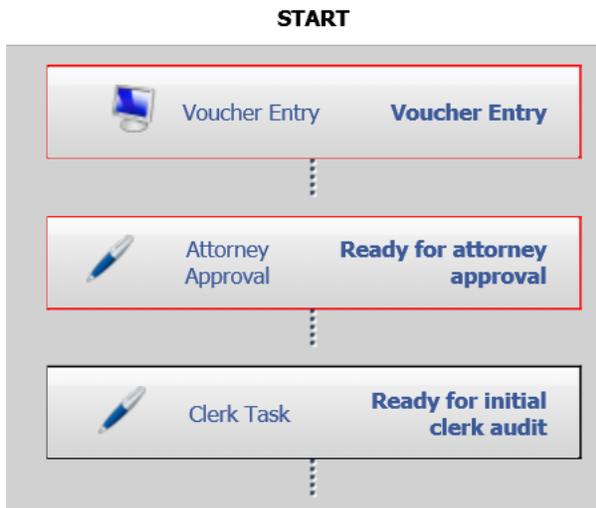
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201.90	CJA-20 Denny Crane	Voucher Entry 0978.0009032 INTERIM PAYMENT 1

It is a good idea to periodically log into eVoucher and check to make sure you have no rejected documents (in case the email fails to reach you). Click on the voucher number and go straight to the confirmation page to check the Notes section to determine the reason the voucher was rejected. Once the voucher has been corrected, it can be

resubmitted by checking the “swear and affirm” box again and clicking the Submit button.

Rejected Service Provider Documents

If the court rejects a CJA21/31, the process is slightly different. To illustrate, service provider documents are on an eVoucher “workflow” that starts like this:



When a CJA21/31 is rejected by the court, it can only go back one step. So when the clerk rejects a 21/31, it goes back to the Attorney Approval level. Even if the attorney created the voucher, that level is not editable -- it's for approval only. So in order for it to get back to the first (editable) step, the document needs to be rejected by the attorney. Open the voucher, go to the confirmation page and click the Reject button. Assuming the attorney is the one that entered the information (and not the service provider), the attorney will be able to edit the document. If the service provider entered the information, that person will have to do it (it will be read only for the attorney). Once the correction has been made and the voucher is resubmitted (whether by the service provider or the attorney), it will come back to the Attorney Approval level and the attorney must open the document, go to the Confirmation page and click Approve. As always, the bottom line is: anything in the “My Active Documents” area of the home page requires some sort of action by the Attorney.

Closed Documents

Once submitted, the document will go through the court review process:

- Initial review by a CJA staff person
- Review by the circuit’s Appellate Commissioner

- Review by the Administrative Circuit Judge (if the statutory maximum has been exceeded)
- Return to the CJA court staff for final certification for payment

Once the document goes through this procedure, it will move from the My Submitted Documents” folder to the “Closed Documents” folder:

Closed Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201.90 Approved Amount: 4,201.90	CJA-20 Denny Crane	 Voucher Closed 0978.0009032 INTERIM PAYMENT 1

The system will automatically send an email to the address(es) in the attorney profile section to alert you that the voucher has been approved for payment.

You can still view this document by clicking on the voucher number, but it will be in Read Only format.

Important Note: Periodically, court staff will archive closed voucher. When a document is archived, it will be removed from the Closed Documents list. However, you can still access the voucher by clicking on the case number on the Appointments’ List (on the Home page) or using the search features.

Payment Problems

If you have not received payment on a CJA voucher within four weeks, contact the CJA unit of the Court to obtain the date of payment, check number and voucher number. Then, furnish this information to the Administrative Office of the United States Courts via email or phone number listed below:

Email - tomas_nolasco@ao.uscourts.gov or Telephone: 703-295-1804

Requests for Interim Payments

Where it is considered necessary and appropriate in a specific case, the Appellate Commissioner may arrange for periodic or interim payments to counsel. This payment option is designed to strike a balance between the interest in relieving court-appointed attorneys of financial hardships in extended and complex cases, and the practical application of the statutorily imposed responsibility of the judge to provide a meaningful review of claims for excess compensation.

Relevant Factors for granting a Motion for Interim Payments

Relevant factors in designating the case as extended or complex may be:

- The number of defendants in the case.
- Unusual characteristics of the defendant (unable to speak English, mentally deficient, particularly uncooperative).
- Location of defendant.
- Type and number of crimes charged.
- Complexity or novelty of legal issues.
- Volume of record review.

Submitting the Request

- A motion for interim payments is submitted to the court through the CJA eVoucher program, and no longer filed in CM/ECF. The motion can be attached to the voucher as a document. (See instructions on page 21).
- In a multi-defendant case, each attorney requesting interim payments will need to submit their own request.
- The Court will authorize the request within the eVoucher program.

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending upon which screen you are viewing, may have different reports available.

Each Report will have a short description of the information received when viewing that report.

The two main reports are the Defendant's Defendant Detailed Voucher Report Summary Budget Report.

The screenshot displays the CJA eVoucher program interface. At the top, there is a blue header for 'Appointment' with a sub-header 'View Representation'. Below this, there are three sections for creating new vouchers: 'AUTH' (Authorization for Expert and other Services), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), and 'CJA-21' (Authorization and Voucher for Expert and other Services). Below these is a section for 'CJA-26' (Statement for a Compensation Claim in Excess of the Statutory Case). At the bottom, there is a 'Reports' section highlighted with a red box, containing two links: 'Defendant Detailed Voucher Report' and 'Defendant Summary Budget Report'. The 'Defendant Detailed Voucher Report' link is accompanied by a short description: 'Provides details on time spent and remaining money for attorney and authorized experts for this appointment.'

Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the voucher submitted against those authorizations and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service

Total Requested;
Total Approved

Requests for
Excess Payments

Counsel Budget		Defendant: Marisela Isela Quintana de Tarango		Document	Document Number	Amount Claimed	Amount Adjusted
Type of Representation:	Criminal Case			CJA-26	0976.0000056	\$35,000.00	\$35,000.00
Budget Amount Requested:	\$50,000.00			CJA-26	0976.0000077	\$15,000.00	\$15,000.00
Budget Amount Approved:	\$50,000.00				Total:	\$50,000.00	\$50,000.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) Active											
12/21/2008 to 01/30/2009	0976.0000054	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$46,900.00	\$46,900.00
01/01/2011 to 02/28/2011	0976.0000058	\$62.50	\$5.10	\$10.00	\$77.60	\$0.00	\$0.00	\$0.00	\$0.00	\$46,900.00	\$46,837.50
		Total Pending:			\$77.60	Total Approved:			\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00			Amount Authorized: \$15,500.00			Attorney: F. Lee Bailey			
Vendor: (Investigator)											
No Voucher		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
		Pending For Vendor:			\$0.00	Approved For Vendor:			\$0.00		
		Total Pending:			\$0.00	Total Approved:			\$0.00	\$15,500.00	\$15,500.00

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.

Counsel Budget									
Defendant: Marisela Isela Quintana de Tarango									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$50,000.00	CJA-26	0976.0000056	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$50,000.00	CJA-26	0976.0000077	\$15,000.00	\$15,000.00				
		Total:		\$50,000.00	\$50,000.00				

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) Active											
		Total Pending:			\$77.60	Total Approved:			\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00			Amount Authorized: \$15,500.00			Attorney: F. Lee Bailey			
Vendor: (Investigator)											
		Pending For Vendor:			\$0.00	Approved For Vendor:			\$0.00		
		Total Pending:			\$0.00	Total Approved:			\$0.00	\$15,500.00	\$15,500.00

Service Provider Authorizations and Vouchers

Creating a Request for the Authorization of Service Providers

Appointments

[Case: 9:14-AP-00258-DCJ](#)
Defendant #: 1
Case Title: USA v. Simpson
Attorney: Denny Crane

[Case: 9:15-CR-00674-DCJ](#)
Defendant #: 1
Case Title: USA v Hannibal Lecter
Attorney: Denny Crane

[Case: 9:13-CR-00114-DCJ](#)
Defendant #: 1
Case Title: USA v. Durden
Attorney: Denny Crane

From your Home page, click on the appropriate representation:

At the next screen, choose AUTH from the list of options on the left side of the screen, and click on Create.

Create New Voucher

AUTH	Create
Authorization for Expert and other Services	
CJA-20	Create
Appointment of and Authority to Pay Court-Appointed Counsel	
CJA-21	Create
Authorization and Voucher for Expert and other Services	
TRAVEL	Create
Authorization for payment of Travel	

At the AUTH screen, the basic case information will appear at the top of the screen.



AUTH

Attorney requests authorization

Def.: Homer Simpson

[Link to CM/ECF](#)

Voucher #:

Request Date: 1/1/1901

Decision Date: 1/1/1901

Tasks

[Link to Appointment](#)

[Link to Representation](#)

Reports

[Defendant Detail Budget Report](#)

[Defendant Summary Budget Report](#)

▶ **Basic Info**
▶ Documents
▶ Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 09AC	2. PERSON REPRESENTED Homer Simpson	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. A 9:14
7. IN CASE/MATTER OF(Case Name) USA v. Simpson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. T Adt
11. OFFENSE(S) CHARGED 21:859A=CD.F DISTRIBUTE TO PERSONS UNDER 21/CONTROLLED SU		
12. ATTORNEY'S NAME AND MAILING ADDRESS Denny Crane 100 Main Street, Suite 100 San Francisco CA 94104 Phone: (415) 555-1212		13. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Prior App Sign Dist Date 7/1/ Rep
14. LAW FIRM NAME AND MAILING ADDRESS		

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type ▼ *

Requested Provider

« First
< Previous
Next >
Last »
Save

The only fields the program requires are the Estimated Amount and the Service Type. The Service Type has a pulldown menu with the available options for this field. Hit the Save button, especially if you are not ready to submit the authorization to the court. To proceed, click on Documents at the top of the screen, or the Next button at the bottom of the screen.

Basic Info Documents Confirmation

Supporting Documents

File Upload

File 1

Description (2)

3

Description	Delete	View
Thomas Magnum CV.pdf	Delete	View

Use the Documents section to upload any documents relevant to the Service Provider, e.g., CV/resume, justification memo, etc. Documents are uploaded to this screen in the same manner discussed in the section on [page 21](#).

Once your documents are uploaded, click on Confirmation from the top progress bar at the top of the page. On the Confirmation page, you must check the 'swear and affirm' box and then hit the Submit button.

You should receive a Success message:

The authorization has now been submitted to the court.

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:

--09.0000030

Back to:

[Home Page](#)

[Appointment Page](#)

Important Note: An authorization request is for service provider TYPE and not individual service providers. For example, if you have two paralegals working on your appointed case, you need only submit a single AUTH, requesting an amount for both.

Requesting Additional Funds for an Existing Authorization

If you need additional funds for an existing (already approved) service provider TYPE, create a new AUTH as described in the preceding section. The amount requested should be the amount you need in addition to the amount that has already been approved. In the public notes section on the Confirmation page, write a note to inform the court that this is a second (or third, etc.) request for funds in addition to the original request. Submit the request. Be sure and upload into the Documents section, any supporting justification for the additional funds.

CJA staff will note the additional amount requested in the new AUTH and download the documents attached. The court will then re-open the previously closed request and add the additional funds requested to the existing, previously approved amount. The newly re-opened and updated original AUTH will go through the regular review process (*i.e.*, review by the Appellate Commissioner and, if appropriate, the circuit administrative judge. When the AUTH is approved by the court, it will appear back in your Closed

Documents section and whatever additional funds are ultimately approved will show as the approved amount.

At that time, the court will Reject the new AUTH you submitted for the additional funds with instructions for you to Delete it. Since the amount requested in this AUTH will have been added to the previously approved original AUTH, this one is no longer needed. It is important for the court's records that the attorney delete the rejected AUTH. To Delete, click on the document number hyperlink to open the AUTH and then click on the Delete Draft button.

Basis of Estimate	<input type="text"/>
Description	this is second request for an additional \$2500.
Service Type	Investigator *
Requested Provider	<input type="text"/>

< First < Previous Next > Last » Save Delete Draft

Important Note: The approved amount is a total of the all the AUTHs that have been approved for that service provider type to date, NOT an amount in addition to the originally approved amount. For example, if the original AUTH was approved for \$2000 and you put in a new request for another \$1500, the total amount that can be used for that particular service provider TYPE is \$3500, including any services previously approved or paid.

Creating a CJA21 (or 31) with an approved authorization

Once again, go into your Appointments' List on your home page and click on the case number hyperlink.

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

Select Create under the CJA-21 option.

Note: If your case is a capital case, the option will be for a CJA-31.

Then choose the “Use Previous Authorization” option.

Authorization Selection

You can select a previous authorization request

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.

[Use Previous Authorization](#)
Select this option to display a list of previous authorizations and requests in this appointment.

A list of all previously approved authorizations will appear. Select the authorization you wish to use by clicking on it. The Service type will be filled in from the information located in the approved authorization.

Existing Requests for Authorization	
ID Number: 31 Order Date: 09/15/2009 Authorized Amount: 4000	Service Type: Psychiatrist Estimated Amount: 4000 Requested Provider:
ID Number: 32 Order Date: 09/15/2009 Authorized Amount: 2000	Service Type: Investigator Estimated Amount: 3000 Requested Provider:

Then select the requested Expert from the drop-down list.

Unless the court has given this particular service provider rights to complete their own vouchers, the Voucher Assignment section will be grayed out (with “Attorney” pre-selected). If the court has given the expert rights to complete their own vouchers, the attorney will have the option to choose either Attorney or Expert, but even if Expert is chosen, **the attorney always create the voucher.**

New Voucher Information

Service Type Psychiatrist

Description

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

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert [Dropdown]

First Name Middle Last Name *

SSN/EIN: *

Email *

After the name is selected, the Expert info will appear. Click on the Create Voucher button.

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert Crane, Frasier

Expert Info
Details

Frasier Crane
95 7th St
SF CA 94104 USA
Phone: 415-355-8984

[Create Voucher](#)

You will be taken to the CJA21 Voucher entry screen (identical to the CJA20 Voucher entry screen). If the expert will be completing the voucher, it will become “read only” for the attorney at this point and will be available for the expert to complete and submit to the attorney for review.

If the attorney will be completing the voucher, proceed to the “Services” tab and enter the date the service started, the total number of hours worked and the hourly rate. For Description, you can reference an attached invoice. Click the Add button.

Services
* Required Fields

Date: 09/01/2011 *
Hours: 10 *
Rate: 275 *
Description: See Attached invoice *

Buttons: Add (circled in red), Delete Item

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

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.

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

Expenses
* Required Fields

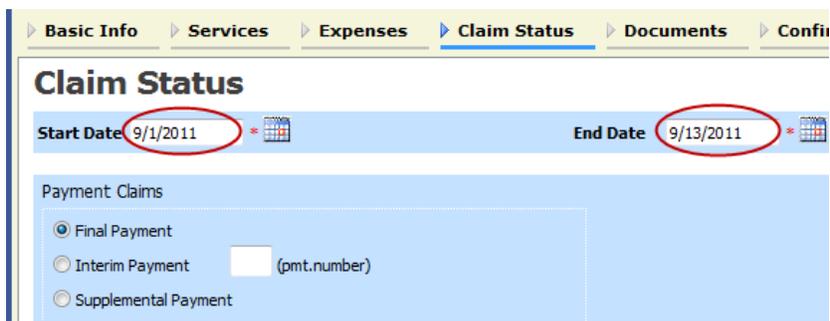
Date: 09/13/2011 *
Expense Type: Travel Miles *
Miles: 20 * rate per mile is 0.5100
Amount: 10.2
Description: Travel to/from meeting with defendant *

Buttons: Add (highlighted with red arrow), Remove

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. It can be the same date, e.g., if no expenses had been entered, both the start and end dates would be 9/1/2011.



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 voucher will appear on your home page in your “My Active Documents” folder. Remember, the prior procedure assumes the attorney submitted the voucher acting as the expert. Whether the attorney completed and submitted the voucher, or the expert did, the attorney must now approve the voucher. Click on the voucher number.

My Active Vouchers			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011	Lecter, Hannibal (# 1) Claimed Amount: 2,760.20	CJA-21 Frasier Crane Psychiatrist	 Submitted to Attorney --09.0000033 FINAL PAYMENT

It will take you to the Basic Info screen. If you have entered the information, you can go directly to the Confirmation screen; if the expert has entered the information, you should review it for accuracy. Since you are approving this voucher (instead of submitting it), the bottom of the form will be slightly different:

<input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 10/18/2011 11:14:37	 Approve	 Reject
---	--	---

Check the certify box and click approve. You will receive a Success message. If you return to your Home page, the voucher will now appear in your “My Submitted Documents” folder and the status will be “Submitted to Court.”

My Submitted Vouchers			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011	Lecter, Hannibal (# 1) Claimed Amount: 2,760.20	CJA-21 Frasier Crane Psychiatrist	 Submitted to Court --09.0000033 FINAL PAYMENT

It will also appear in your “My Service Provider’s Vouchers” folder.

Creating a CJA21 without an authorization

After selecting the appropriate case from the Appointments' List on your Home Page, select Create under the CJA-21 option.

Choose the "No Authorization Required" option:

Authorization Selection

You can select a previous authorization request, re

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-27 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals	Create

The New Voucher Information Screen will appear. Use the drop down arrow to select the Service Type (1). **Even if there is no authorization for this particular case, the expert may already be in the database from other cases in the system.** Check for the name using the drop down arrow next to the field for Expert (2). If the expert's name does not appear in the list, type the appropriate information into the required fields (3). Once you are done, click the "Create Voucher" button (4).

New Voucher Information

Service Type Paralegal Services 1

Description

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

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert 2

First Name Middle Last Name
Della Street

SSN/EIN:
555-11-6666

Email
dellastreet@justiceblind.com 3

Phone 415-555-6677 Fax

Address 1 123 Legal Lane City San Francisco
Address 2 State CA Zip 94114
Address 3 Country

[Create Voucher](#) 4

You will be taken to the CJA-21 voucher. A message will appear saying that the voucher cannot be submitted until the expert is approved by the court. However, you can create (and work on) the voucher while you are waiting for the court to approve the expert. Once you click the Create Voucher button, the proposed expert will appear on the CJA staff's home page as a pending user. Once staff approves the expert, the voucher can be submitted.

Home Operations Reports CMECF Links Help logout

You cannot submit a voucher for an expert that has not been approved by the court.

CJA-21
Voucher entry

Def.: Bomber, Yuen A.

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/8/2012
End Date: 6/8/2012

Basic Info

1. CIR. DIST. DIV. CODE -09	2. PERSON REPRESENTED Bomber, Yuen A.	VOUCHER NUM	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS DKT/DEF NUMBER 9-11-AP-00173-1	6. OTHER DKT/
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor,	9. TYPE PERSON REPRESENTED	10. REPRESENT

From this point, the process is the same as if the expert had an existing authorization. Refer back to the instruction starting on [page 36](#) of this manual on how to complete and submit the CJA-21 voucher.

Creating a 21/31 that the Service Provider will complete:

If the expert has already been given rights to complete and submit their own vouchers (usually reserved for paralegals and investigators), the attorney will follow the steps below.

After clicking on “No Authorization Requested” or “Use Previous Authorization”:

- (1) Click on the Service Type drop down arrow to choose the type of service provider
- (2) In the Expert field, use the drop down arrow to find the service provider.
- (3) Choose whether the Attorney or the Expert will complete and submit the CJA 21/31. Only if the court has given the Expert the rights to complete and submit their own voucher, will this be an option. If those rights have not been given, Attorney will be selected and this section will not be accessible.
- (4) Click the Create Voucher button

The screenshot shows the 'New Voucher Information' form. It includes a 'Service Type' dropdown menu set to 'Paralegal Services' (callout 1), a 'Description' field, a 'Voucher Assignment' section with radio buttons for 'Attorney' (selected) and 'Expert' (callout 3), a 'Service Provider' section with an 'Expert' dropdown menu set to 'Street, Della' (callout 2), and an 'Expert Info' section showing details for 'Della Street' (95 Seventh Street, San Francisco CA 94103 USA, Phone: 415-555-5555). At the bottom is a 'Create Voucher' button (callout 4) with a red arrow pointing to it.

At this point, the voucher will become “read only” for the attorney. The service provider will then be able to log in with their own credentials. The voucher will appear in their “My Vouchers” folder on their Home Page. Once they complete and submit the voucher (using the same manner described in this manual, starting on page 35), it will appear in the attorney’s “My Active Documents” folder for their review and approval.

Note: Service providers **SHOULD NOT** be paid directly by counsel. The eVoucher system does not provide for counsel being reimbursed for any payment made directly to a service provider. If counsel pays a service provider directly, they will need to seek reimbursement from the service provider once the service provider is paid from CJA via eVoucher. Attorneys paying service providers directly do so at the risk of not being paid. The only exception to this rule is for copy services – attorney may pay out-of-pocket for photocopying expenses that have not been pre-approved. That cost may be claimed as an expense on the attorney’s CJA20/30.