CJA eVoucher for Attorneys

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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 Off]

Compatibility mode On:

![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).

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 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:

<table>
<thead>
<tr>
<th>FOLDER</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Active Documents</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Appointments’ List</strong></td>
<td>A list of all your active appointments.</td>
</tr>
<tr>
<td><strong>My Proposed Assignments</strong></td>
<td>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.)</td>
</tr>
<tr>
<td><strong>My Submitted Documents</strong></td>
<td>Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services (authorizations) or interim payments will also appear in this folder.</td>
</tr>
</tbody>
</table>
| **My Service Provider’s Documents** | Contains all the documents for your service providers. This will include:  
  - 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  
  
  **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. |
| **Closed Documents**            | Contains documents including vouchers that have been approved by the court and automatically entered into the CJA Payment System, as well as approved authorizations.  
  
  **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. |
Navigating in the CJA eVoucher Program

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td>The eVoucher home page (see section on Home Page)</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>Allows you to search for specific appointments.</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>Selected reports you may run on your appointments.</td>
</tr>
<tr>
<td><strong>Links</strong></td>
<td>Hyperlinks to CJA resources: forms, training materials, publications, etc.</td>
</tr>
</tbody>
</table>
| **Help** | Provides:  
  - 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.

**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.

<table>
<thead>
<tr>
<th>Attorney Info</th>
</tr>
</thead>
</table>
| **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: 666-12-3456  
Confirm: 666-12-3456 |

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denny</td>
<td></td>
<td>Crane</td>
</tr>
</tbody>
</table>

| **Main Email**  
DCrane@JusticeIsBlind.com |

| 2nd Email |
|          |

| 3rd Email |
|          |

| **Phone**  
(415) 555-1212 |
| **Cell Phone** |
| **Fax** |

| **Address 1**  
100 Main Street, Suite 100  
San Francisco |
| **City** |

| **Address 2**  
| **State**  
CALIFORNIA |
| **Zip**  
94104 |

| **Address 3**  
| **Country**  
UNITED STATES |
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.

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:

Associates

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

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA Guidelines</td>
</tr>
<tr>
<td>CJA Reference</td>
</tr>
<tr>
<td>Voucher Info</td>
</tr>
<tr>
<td>CJA Guidelines</td>
</tr>
<tr>
<td>National CJA Voucher Reference Tool</td>
</tr>
<tr>
<td>CJA voucher policies and procedures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atty Acknowledgement</td>
</tr>
<tr>
<td>Info Summary</td>
</tr>
<tr>
<td>Complete this form for electronic signature authorization</td>
</tr>
<tr>
<td>Court of Appeals Information Summary Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atty Training Manual</td>
</tr>
<tr>
<td>CJA eVoucher Attorney User Manual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Websites</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA Website</td>
</tr>
<tr>
<td>Attorney section of the Court of Appeals public website</td>
</tr>
</tbody>
</table>

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.

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:

### Detailed Payment Reports

<table>
<thead>
<tr>
<th>Case</th>
<th>Defendant</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:11-A-03254-1</td>
<td>Major Tom (16)</td>
<td>AUTH Psychologist</td>
<td>Voucher Closed (09/06/2011)</td>
</tr>
</tbody>
</table>

All voucher associated with this case are shown in this section.
Creating the CJA 20/30 Voucher

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.
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:

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.

Expenses

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

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

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

**Claim Status**

![Claim Status Image]
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:

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 attached 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.

![Supporting Documents](image)

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.

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>HOURS CLAIMED</th>
<th>TOTAL AMOUNT CLAIMED</th>
<th>ADJUSTED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Arraignment and/or Plea</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>b. Bail and Detention Hearing</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>c. Motion</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>d. Trial</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>e. Sentencing Hearings</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>f. Revocation Hearings</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>g. Appeals Court</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>h. Other</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>0</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
<tr>
<td>a. Interviews and Conferences</td>
<td>4.8</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td>b. Obtaining and Reviewing Records</td>
<td>18.7</td>
<td>$2,337.50</td>
<td></td>
</tr>
<tr>
<td>c. Legal Research and Brief Writing</td>
<td>5.4</td>
<td>$675.00</td>
<td></td>
</tr>
<tr>
<td>d. Travel Time</td>
<td>0</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>e. Investigative or Other Work</td>
<td>4.2</td>
<td>$525.00</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>33.1</strong></td>
<td><strong>$4,137.50</strong></td>
<td></td>
</tr>
<tr>
<td>Travel Expenses (lodging, parking, meals, mileage, etc.)</td>
<td></td>
<td>$36.16</td>
<td></td>
</tr>
<tr>
<td>Other Expenses (other than expert, transcripts, etc.)</td>
<td></td>
<td>$28.24</td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTALS</strong></td>
<td></td>
<td><strong>$4,201.90</strong></td>
<td></td>
</tr>
<tr>
<td>CLAIMED AND ADJUSTED</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


20. APPOINTMENT TERMINATION THAN CASE COMPLETION

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.

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.

**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:

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:

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:

![Workflow Diagram]

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:

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 two weeks (10 business days), contact the CJA help desk:

Email – cja_ca09evoucher.ca9.uscourts.gov
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.
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 services.
Defendant Summary Report

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

<table>
<thead>
<tr>
<th>Counsel Budget</th>
<th>Defendant: Marisela Isela Quintana de Tarango</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Representation:</td>
<td>Criminal Case</td>
</tr>
<tr>
<td>Budget Amount Requested:</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Budget Amount Approved:</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Voucher Number</th>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
<th>After Approved</th>
<th>After Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Voucher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>After Remaining</td>
<td>And Pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attorney: F. Lee Bailey (Appointing Counsel)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Pending: $77.00</td>
</tr>
<tr>
<td>Total Approved: $3,541.24</td>
</tr>
<tr>
<td>Total After Approved: $46,906.00</td>
</tr>
<tr>
<td>Total After Approved And Pending: $46,837.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expert and Other Services Budget - Requiring Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Period</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>For Voucher</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorization Number: 0976.00000053</th>
<th>Amount Requested: $15,300.00</th>
<th>Amount Authorized: $15,300.00</th>
<th>Attorney: F. Lee Bailey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: (Investigator)</td>
<td>Pending For Vendor: $0.00</td>
<td>Approved For Vendor: $0.00</td>
<td>Total Pending: $0.00</td>
</tr>
</tbody>
</table>
Service Provider Authorizations and Vouchers

Creating a Request for the Authorization of Service Providers

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

**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**

You can increase the amount approved on an existing authorization. When generating an authorization, click Request Additional Funds:
This option should be used if you have an AUTH that has been approved for a particular service TYPE (not an individual service provider). For example, if you have an existing AUTH for a paralegal and need to request additional funds (whether for the same paralegal, a different one, or more than one paralegal), you would choose the Request Additional Funds option.

After choosing Request Additional Funds, a list of your closed authorizations will appear. Select the authorization that needs to be increased by clicking on it. If there is more than one AUTH for that particular service provider, choose the one with the greatest ID number (it will be the most recent request).

Once the Authorization is selected, enter only the amount of ADDITIONAL funds you are requesting. Once this additional authorization is approved by the court, the approved amount will be added to the amount of the original authorization. The original authorization is the one that holds all the approved funds and is the only authorization presented when CJA21/31s are created.

You may click on the original authorization hyperlink to view it in a separate tab. Remember to close the newly opened tab after viewing, as having multiple tabs open in eVoucher can lead to problems.
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.

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.

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.

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

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.

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.
<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Description</th>
<th>Mile</th>
<th>Rate per mile</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Miles</td>
<td>09/13/2011</td>
<td>Travel to/from meeting with defendant</td>
<td>20</td>
<td>0.50</td>
<td>10.00</td>
</tr>
</tbody>
</table>
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: 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.

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 will upload the actual invoice provided to you by the service provider and any other relevant documents. The final section is the Confirmation section, which is the actual CJA21 form. The bottom half of the form contains the payment information. To complete this voucher, check the ‘swear and affirm’ box and click Submit.

You should get a Success message:

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.
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.

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:

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.”

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:

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).
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.

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

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.