



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

Release 5.1

**September
2017**



Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic transfer to the circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
 - Chrome, Mozilla Firefox, and other browsers may not be used with CJA eVoucher.

Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.



CJA eVoucher
Electronic Voucher Management System

USER LOGIN Release
Training District 5.0

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

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.

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character
- One uppercase character
- One number
- One special character

If you forget your username or password, click the **Forgot your Login?** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

Forgot your Login? Please tell us your username and/or email address. We will send you an email to reset your password.

 An email with instructions on how to reset your password was sent to the email address stored on our system.

IMPORTANT: The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username: and/or

Email:

Profile

Your profile contains your logon information and your contact information, as well as the billing information that will be used to pay for your services. Your district may allow you to manage and update this information.

Home Operations Reports Links Help logout

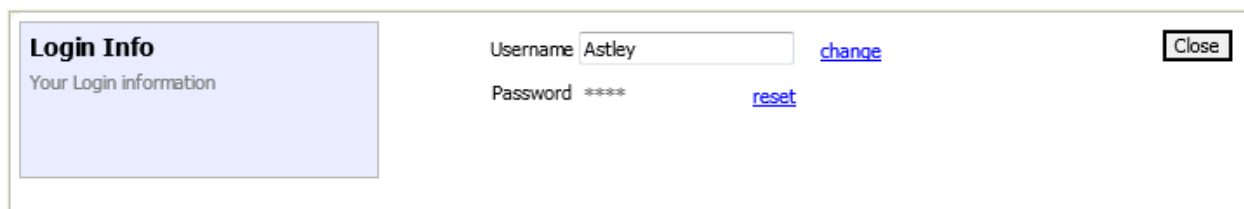
> Help > [My Profile](#) Welcome Abraham Astley (Expert)

Login Info Your Login information	UserName Astley	Edit
Expert Info Your personal info	Your Name: Abraham Astley Your Contact Info: Phone: 210-555-3434 Fax: deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US	Edit
Billing Info List all available billing info records	Your default billing info is: Abraham Astley Billing Code: 0101-000002 110 Main Street San Antonio, TX 78210 - US Phone: 210-555-3434 Fax:	Select Add Edit
Expert Specialties List your assigned specialties	Your current assigned specialties are: [General]: Chemist, Toxicologist	Edit

Changing Your Username and Password

You may change both your user name and password in your profile. You may access your profile from the home page by clicking the **My Profile** hyperlink to the right of the user profile picture. Or, you may select **My Profile** from the **Help** menu.

Click **Edit** on the right side of the **Login Info** section.

The screenshot shows a user profile interface. On the left, there is a light blue box titled "Login Info" with the subtitle "Your Login information". To the right of this box, there are two input fields. The first is labeled "Username" and contains the text "Astley"; to its right is a blue hyperlink labeled "change". The second is labeled "Password" and contains four asterisks "****"; to its right is a blue hyperlink labeled "reset". In the top right corner of the overall section, there is a button labeled "Close" inside a black-bordered box.

To change your username, type the new username and click **Change**.

Passwords expire every 180 days.

To change your password, click **reset**. Type the new password, retype it in the confirm field, then click **reset** again. Click **Close** to exit the **Login Info** section.

Expert Info

The **Expert Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.

Only self-employed service providers must enter a Social Security number in the user profile. Company-employed service providers will need to enter the employee identification number (EIN). Once you have saved your Social Security number, it becomes read-only and the record is transmitted to CJA6x. Once your record has been transmitted to CJA6x, any changes to the Social Security number can only be made by an eVoucher administrator. If you need to make a change, you must contact your court.

Expert Info	
Your personal info	
SSN Instructions: If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field. If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.	
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.).	
* Required Fields First Name * (If self-employed) Middle Last Name Abraham Astley ☐ Inactive Tax Identification Number: * (If self-employed) SSN: 123-45-6788 Confirm: 123-45-6788 Main Email * deadmail@support.aobx.uscourts.gov 2nd Email deadmail@support.aobx.uscourts.gov 3rd Email deadmail@support.aobx.uscourts.gov Phone * Cell Phone Fax 210-555-3434 Address 1 * City * 110 Main Street San Antonio Address 2 State * (US only) Zip * (US only) TEXAS 78210 Address 3 Country * UNITED STATES	
Save cancel	

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the **Copy Address from Profile** check box. You are not allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking **Edit** to the far right of the **Billing Info** section of the profile.

Company-employed service providers are required to enter their name, email information, company's EIN, name, and payment address information in the **Billing Info** section of the user profile. This information is used to establish the company's record in CJA 6x.

Billing Info	
List all available billing info records	
* Required Fields Billing Type: ☒ Self-Employed ☐ Company ☐ Copy Address from Profile Name: * Abraham Astley Phone: * Fax: 210-555-3434 Address 1: * 110 Main Street Address 2: Address 3: City: * State: * (US only) Zip Code: * (US only) San Antonio TEXAS 78210 Country: * UNITED STATES	
Save cancel	

You may add additional billing records by clicking **Add**. You, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Payments cannot be made if the Social Security number or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher is interfacing.

The **Billing Info** section has added **Billing Type** radio buttons that include:

- **Self-Employed** – used when payments are made to the expert’s Social Security number.
- **Company** – used when payments are made to a firm’s EIN.

Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system. If the data is not in the proper format, payments cannot be made. The system alerts you if there are problems with your billing information data. You will need to fix those problems before payments can be made. We ask that you access your profile and verify your Social Security number, add your Social Security number if it is not there (unless you are acting only as an associate on the system) and verify your billing information. Please do this as soon as possible so there is no interruption in your payments.

Please note that you are not able to change your Social Security number or your EIN once it has been synced with the interface. Only the **CJA6XAdmin** user has rights to change Social Security numbers. Also, remember to add new or additional billing records if your billing information changes. Do not edit the existing record.

Expert Specialties

The **Expert Specialties** section lists any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty populates your name and billing information (with Social Security number/EIN masked). That specialty is also checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

- ☐ Accountant
- ☐ Ballistics Expert
- ☐ CALR(Westlaw, Lexis, etc)
- ☒ Chemist, Toxicologist
- ☐ Computer (Hardware, Software, Systems)
- ☐ Computer Forensics Expert
- ☐ Documents Examiner
- ☐ Duplication Services
- ☐ Fingerprint Analyst
- ☐ Hair, Fiber Expert
- ☐ Interpreter Translator
- ☐ Investigator
- ☐ Jury Consultant
- ☐ Legal Analyst/Consultant
- ☐ LitigationSupport Services
- ☐ Mitigation Specialis
- ☐ Other
- ☐ Other Medical Expert
- ☐ Paralegal Services
- ☐ Pathologist, Medical Examiner
- ☐ Polygraph Examiner
- ☐ Psychiatrist
- ☐ Psychologist
- ☐ Voice, Audio Analyst
- ☐ Weapons Firearms Explosive Expert

Transcript

- ☐ Court Reporter

Home Page and Navigation menu

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

The screenshot shows the Home Page of the Service Provider Expert Manual. The navigation menu at the top includes Home, Operations, Reports, Links, Help, and Logout. The main content area is divided into three sections: My Documents, My Submitted Documents, and Closed Documents. Each section contains a table of cases and documents. Callouts point to each section: 'My Documents' points to the first table, 'My Submitted Documents' points to the second table, and 'Closed Documents' points to the third table.

My Documents

Case	Defendant	Type	Date Entered
1:14-CR-08805-CC- Start: 04/09/2014 End: 04/09/2014	Beatriz Ramos (# 1) Claimed Amount: 0.00	Teresa Transcripts Voucher Entry	04/09/2014
1:14-CR-08809-AA- Start: 01/01/1901 End: 01/01/1901	Al Perez (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts Voucher Entry	10/13/2015

Page 1 of 1 (2 items)

My Submitted Documents

Case	Defendant	Type	Status	Date
1:13-CR-08810-FF- Start: 10/13/2015 End: 10/13/2015	Jeffrey Gardner (# 1) Claimed Amount: 42.90	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.00000004	10/13/2015

Page 1 of 1

Closed Documents

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

My Documents

The **My Documents** folder contains vouchers that have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.

My Submitted Documents

The **My Submitted Documents** folder contains documents that have been submitted to the court for processing.

Closed Documents

The **Closed Documents** folder contains documents that have been completely processed.

The eVoucher menu

Home Operations Reports Links Help logout

Menu Bar Items	
Home	The eVoucher home page
Operations	Appointments you have been assigned
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: • Another link to your Profile • "Contact Us" email • Privacy Notice • Link to external help feature
Logout	Logs user off the eVoucher program

Expert v. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: **Expert** and **Expert Enter**. When the service provider logs on, he or she will see a list of all of his or her documents on the home page. The **Expert** role allows the service provider to log on to eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The **Expert Enter** role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has these privileges, he or she is able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.

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

CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If the expert selected is authorized to use eVoucher (**Expert Enter** rights), the attorney can choose to let the expert enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider.

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

My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:13-CR-07387-BB- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	Voucher Entry Edit
1			Page 1 of 1 (1 items)

To enter your fees and expenses, under the **Status** column, click the **Edit** hyperlink.

The voucher opens to the **Basic Info** screen. The left panel displays a running summary of the services and expenses as they are entered and saved.

Home Operations Reports Links Help logout

CJA-21 Voucher Entry
Def.: Jeffrey Gardner
[Link to CM/ECF](#)
Voucher #:
Start Date: 10/30/2015
End Date: 10/30/2015
Summary: \$0.00

Services
Totals: \$0.00

Travel
Expense Type Amount
Travel Miles \$0.00
Travel Misc \$0.00
Totals: \$0.00

Expenses
Expense Type Amount
FAX \$0.00
Long Distance Charges \$0.00
Photocopies \$0.00
Postage \$0.00
Other Expenses \$0.00
Totals: \$0.00

Tasks
[Link to Appointment](#)
[Link to Representation](#)

Reports

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jeffrey Gardner	VOUCHER NUMBER	
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DEFNUMBER 1:13-CR-08810-1-FF	5. APPEALS. DKT/DEFNUMBER	6. OTHER. DKT/DEFNUMBER
7. IN CASE/MATTER OF(Case Name) USA v Gardner	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:1035.F FALSE STATEMENTS RELATING TO HEALTH CARE MATTERS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Forrest Fudd 110 Main Street San Antonio TX 78210 Phone: 210-834-8823		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ F Subs for Federal Defender ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court	
14. LAW FIRMNAME AND MAILING ADDRESS		Fanny Farkle Date of Order 8/1/2013 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	

Payment Info
Preferred Payee: Abraham Astley
Abraham Astley
Billing Code:0101-000002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

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

To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of the screen or click **Next** at the bottom of the screen.

Note:

- At any time, while entering services or expenses, click **Audit Assist** to view any warnings or errors in the document.

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

Services

Date *  Description *

Hours *

Rate *

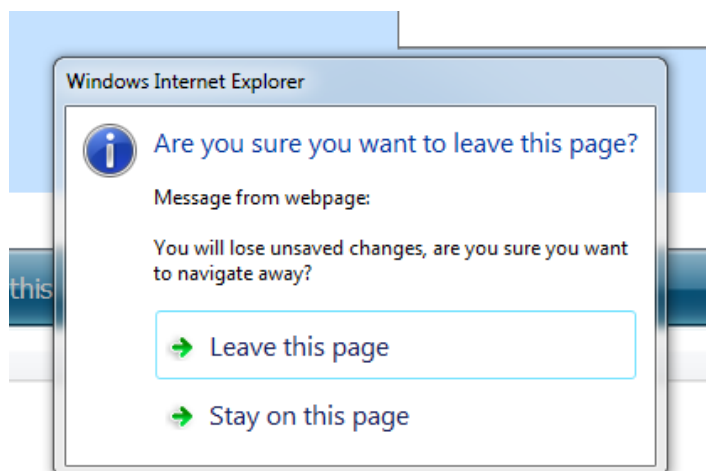
* Required Fields

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

Date	Description	Hrs	Rate	Amt
No data				

Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed and the rate. A description of the service provided is required. Click **Add**.

You may continue to add additional entries until you have entered all of your service dates. There is no autosave feature in eVoucher, so make sure to click **Save** after every few additions. A dialog box prompts to save if you try to navigate to another area within eVoucher.



To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

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

Expenses

Date: 08/08/2014 *  Description: round trip travel to interpret for interview. *

Expense Type: Travel Miles * 

Miles: 56 * at \$0.5600 per mile.

Amount: 31.36

Add Remove

* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	08/08/2014	round trip travel to interpret for interview.	56	\$0.56	\$31.36

1 Page 1 of 1 (1 items)

Enter expenses and click **Add**. Be sure to save your items.

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

Claim Status

Start Date: 8/3/2015 *  End Date: 11/3/2015 * 

Payment Claims

☒ Final Payment

☐ Interim Payment (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

The **Claim Status** tab includes the date range of your services. Ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Final payment indicates you are not billing more on this particular appointment. Interim payments must be OK'd by the court, but may be applicable for those involved in long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested. Withholding Return Payment allows you to submit a voucher without services or expenses to receive payment for previously withheld funds on this appointment.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. In the **Description** field, label and describe the attachment, then click **Upload** to attach the PDF documents.

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

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
No Attachments		

When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You are able to review the summary of the voucher and can add any notes that will be available for the attorney and the court staff auditing the voucher.

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: 8/8/2014 15:41:0

Submit

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

To submit the voucher, select the *"I swear and affirm..."* check box. This action also date and time stamps the submission. The **Submit** button becomes active. Click **Submit** to move your voucher forward to the attorney, who must review it before submitting it to the court.

Returned Vouchers

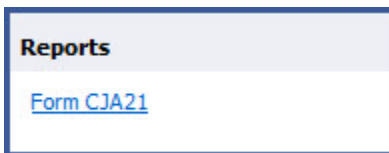
My Documents			
To group by a particular Header, drag the column to this area.			Search:
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

1 Page 1 of 1 (2 items)

Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you appears with a gold-yellow background. The returned voucher is often accompanied by an email explaining the circumstances. Additionally, you can examine the attorney notes on the **Confirmation** page to find additional direction.

Printing a Form CJA21

If you wish to print a copy of your submission, from the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Any reports to which the expert may have access are displayed in the **Reports** section. On the menu bar, click **Reports** to see which reports are accessible.

