



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Service Provider Expert User Manual

Release 4.1.2

2015



Introduction

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

Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
- Apple Mobile: Safari is approved (but with limitations)
 - 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**.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

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.

Profile

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

The screenshot shows a user profile page with a navigation bar at the top containing links: Home, Operations, Reports, CM/ECF, Links, Help, and Logout. The user is logged in as Abraham Astley. The profile is divided into four sections, each with an 'Edit' button:

- Login Info:** Username: Astley, CM/ECF Access is NOT validated.
- Expert Info:** Your Name: Abraham Astley, Your Contact Info: Phone: 210-555-3434 | Cell Phone: 702-555-1212, Fax: deadmail@support.aetx.uscourts.gov, Your Address: 123 Main Street, San Antonio, TX 78210, USA.
- Billing Info:** Your default billing info is: Abraham Astley, SSN/EIN: ***-**-6789, 123 Legal Blvd. South, Anytown, DC, 12345 - USA, Phone: 888-555-4000, Fax: 888-555-4001.
- Expert Specialties:** Your current assigned specialties are: [General] Chemist, Toxicologist.

Changing Your Username and Password

You may change both your username and password in your profile. You may access your profile from the home page by clicking the **My Profile** link 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 the 'Login Info' section with the following fields and links:

- Username:** Astley, with a [change](#) link.
- Password:** ****, with a [reset](#) link.
- CM/ECF Username:** (empty field), with a [validate](#) link.
- CM/ECF Password:** (empty field).

Below the fields, it states: CM/ECF Access is **NOT validated**.

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

Passwords will expire every 180 days.

Passwords must be a minimum of eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

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

Personal Info

The **Personal 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 EIN. Once you have saved your social security number, it becomes read-only and the record is transmitted to CJA 6x. 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.	First Name	Middle	Last Name	☐ Inactive
	Abraham X		Astley	
	Tax Identification Number:			
	SSN: 999-33-4444			
	Confirm: 999-33-4444			
	Main Email			
	deadmail@support.aotx.uscourts.gov			
	2nd Email			
	3rd Email			
Phone	Cell Phone	Fax		
210-555-3434				
Address 1	City			
110 Main Street	San Antonio			
Address 2	State	Zip		
	TEXAS ▼	78210		
Address 3	Country			
	UNITED STATES ▼			

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 checkbox to **Copy Address from Profile**. You will not be 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 information 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

Billing Type:

☐ Self-Employed

☒ Company

Tax Identification Number:

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name:

Phone: **Fax:**

Address 1:

Address 2:

Address 3:

City: **State:** **Zip Code:**

Country:

You may add additional billing records by clicking the **Add** button. 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 which eVoucher is interfacing with.

The "Billing Info section has added a "Billing Type" which includes:

- "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 number.

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 will alert 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 will not be an interruption in your payments.

Also, please note that you will not be able to change your social security number or your EIN once it has been synced with the interface. Only the CJA6XAdmin user will have rights to change SSNs. Also, please 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 will list 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 will populate your name and billing information (with SSN/EIN masked). That specialty will also be 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 which you submit.

The screenshot shows the Home Page of the eVoucher system. The navigation menu at the top includes: Home, Operations, Reports, CHECK, Links, Help, 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 with columns for Case, Defendant, Type, and Status. The 'My Documents' section shows two cases with 'Voucher Entry' status. The 'My Submitted Documents' section shows one case with 'Submitted to Attorney' status. The 'Closed Documents' section shows no data.

My Documents

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

My Submitted Documents

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

Closed Documents

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

Search

Experts are generally not given rights to search in eVoucher. If you click the **Search** hyperlink near the top of the home page, you may receive a message indicating that you do not have access to these functions.

Note:

The **Search** option is not a valid link. A Pop up will indicate that you have been redirected.



You don't have access to the requested page. The system has redirected you here.

The eVoucher menu

Home Operations Reports CMECF 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.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: • Another link to your Profile • “Contact Us” e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

CJA-21/31 Entry

The attorney will create the CJA-21 or CJA-31 voucher. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider.

Log in 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.			
			Search:
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, click the **Edit** hyperlink under the **Status** column.

The Voucher will open to the **Basic Info** tab screen. The left-hand panel will display a running summary of the services and expenses as they are entered and saved.

Home Operations Reports CMECF Links Help logout																											
CJA-21 Voucher Entry Def.: Sevrin Brian Link to CM/ECF Voucher #: Start Date: 8/8/2014 End Date: 8/8/2014 Summary: \$0.00 Services <table border="1"> <tr> <th>Expense Type</th> <th>Amount</th> </tr> <tr> <td>Travel Miles</td> <td>\$0.00</td> </tr> <tr> <td>Travel Misc</td> <td>\$0.00</td> </tr> <tr> <td>Totals</td> <td>\$0.00</td> </tr> </table> Expenses <table border="1"> <tr> <th>Expense Type</th> <th>Amount</th> </tr> <tr> <td>FAX</td> <td>\$0.00</td> </tr> <tr> <td>Long Distance Charges</td> <td>\$0.00</td> </tr> <tr> <td>Photocopies</td> <td>\$0.00</td> </tr> <tr> <td>Postage</td> <td>\$0.00</td> </tr> <tr> <td>Other Expenses</td> <td>\$0.00</td> </tr> <tr> <td>Totals</td> <td>\$0.00</td> </tr> </table> Reports Form CJA21				Expense Type	Amount	Travel Miles	\$0.00	Travel Misc	\$0.00	Totals	\$0.00	Expense Type	Amount	FAX	\$0.00	Long Distance Charges	\$0.00	Photocopies	\$0.00	Postage	\$0.00	Other Expenses	\$0.00	Totals	\$0.00		
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Photocopies	\$0.00																										
Postage	\$0.00																										
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Basic Info Services Expenses Claim Status Documents Confirmation Basic Info <table border="1"> <tr> <td>1. CIR./DST./DIV.CODE 0101</td> <td>2. PERSON REPRESENTED Sevrin Brian</td> <td colspan="2">VOUCHER NUMBER</td> </tr> <tr> <td>3. MAG. DKT/DEF.NUMBER</td> <td>4. DST. DKT/DEF.NUMBER 1:13-CR-07387-1-BB</td> <td>5. APPEALS. DKT/DEF.NUMBER</td> <td>6. OTHER. DKT/DEF.NUMBER</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name) USA v. Brian</td> <td>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td> <td>9. TYPE PERSON REPRESENTED Adult Defendant</td> <td>10. REPRESENTATION TYPE Criminal Case</td> </tr> <tr> <td colspan="2">11. OFFENSE(S) CHARGED 17A:102.F COPYRIGHT LAWS</td> <td colspan="2">13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ F Subs for Federal Defender ☒ O Appointing Counsel ☐ F Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ Y Standby Counsel </td> </tr> <tr> <td colspan="2">12. ATTORNEY'S NAME AND MAILING ADDRESS Cindy Caltagione - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-378-2343</td> <td colspan="2"> Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Barney Ball Date of Order Nunc Pro Tunc Date 8/1/2013 Repayment ☐ YES ☒ NO </td> </tr> <tr> <td colspan="2">14. LAW FIRM NAME AND MAILING ADDRESS</td> <td colspan="2"></td> </tr> </table> Payment Info Preferred Payee: Charlene Campos Charlene Campos SSN/EIN: ***-**-6789 123 Legal Blvd. South AnyTown, DC 12345 - USA Phone: 888-555-4000 Fax: 888-555-4001				1. CIR./DST./DIV.CODE 0101	2. PERSON REPRESENTED Sevrin Brian	VOUCHER NUMBER		3. MAG. DKT/DEF.NUMBER	4. DST. DKT/DEF.NUMBER 1:13-CR-07387-1-BB	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Brian	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 17A:102.F COPYRIGHT LAWS		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ F Subs for Federal Defender ☒ O Appointing Counsel ☐ F Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ Y Standby Counsel		12. ATTORNEY'S NAME AND MAILING ADDRESS Cindy Caltagione - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-378-2343		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Barney Ball Date of Order Nunc Pro Tunc Date 8/1/2013 Repayment ☐ YES ☒ NO		14. LAW FIRM NAME AND MAILING ADDRESS			
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« First < Previous Next > Last » Save Delete Draft																											

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

Services

Date: 8/8/2014 *  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 – make sure to click **Save** after every few additions. Do not click on eVoucher menu items without saving.

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.

Expenses

Date: 08/08/2014 *

Expense Type: Travel Miles *

Description: round trip travel to interpret for interview. *

Miles: 56 * at \$0.5600 per mile.

Amount: 31.36

*** 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.

Claim Status

Start Date: 8/8/2014 *

End Date: 8/8/2014 *

Payment Claims

☐ Final Payment

☐ Interim Payment (payment #)

☐ Supplemental Payment

**** Reminder: Please select the appropriate claim status.**

*** Required Fields**

The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. 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 will not be 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.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents.

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

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

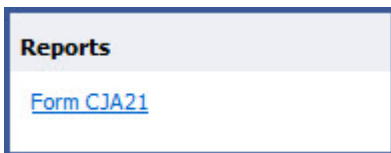
Returned Vouchers

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 will appear with a gold-yellow background. Often the return of the voucher will be 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

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



Any reports the expert may have access to will be displayed in the **Reports** section. Click on the **Reports** menu item to see which reports are accessible.

