



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

CJA eVoucher Attorney User Manual

Release 5.1

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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. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider or by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

In the District of New Jersey, attorneys will be required to create and submit vouchers on behalf of their service providers for approval. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility


- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.

Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

The Court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access.

Login using your Username and Password you were provided, and click 



USER LOGIN New Jersey District Court Production Release 5.1

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.

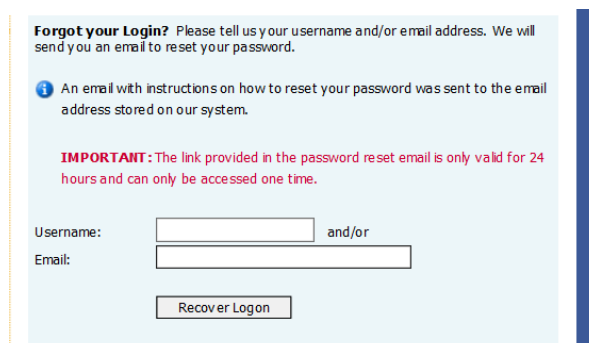
Users will be required to change their passwords within **30 days** of the first time they login to eVoucher. Passwords must be at least eight characters in length and contain:

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

Users are required to change their passwords every 180 days. The system will prompt you when your password is about to expire.

If you forget your user name or password, click **Forgot your Login**.

Enter your user name or email address, and click **Recover Logon** to retrieve your information.



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

i 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:

Home Page

Your home page provides access to all of your appointments and vouchers.

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.

Folder Descriptions

My Active Documents Contains documents that you are currently working on or have been submitted to you by the Court for correction or approval. These documents are waiting for action by you.

Appointments List Quick reference to all your 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. This feature will not be used in the District of New Jersey at this time.

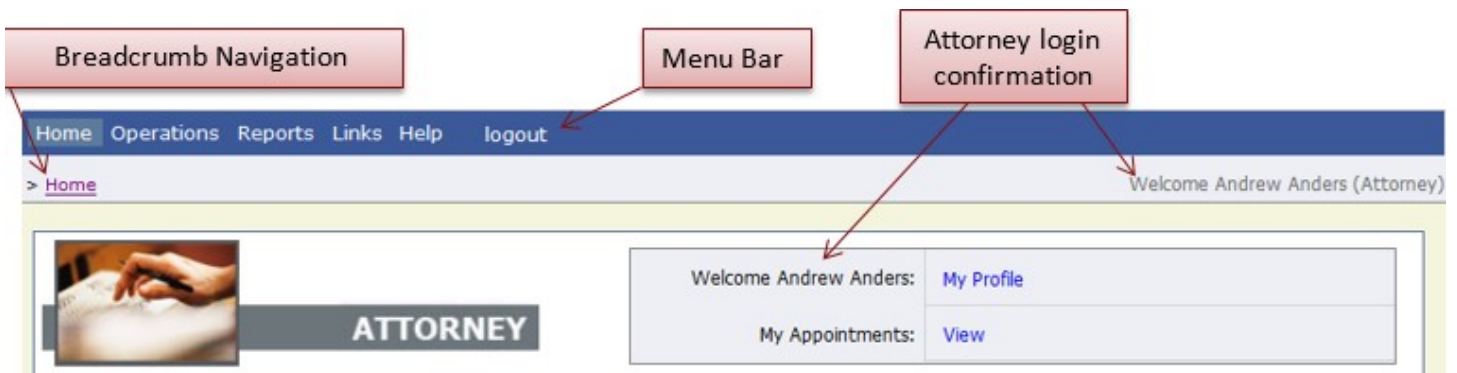
My Submitted Documents Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.

My Service Provider's Documents Contains all the vouchers for your service providers. This will include:

- Vouchers in progress by the experts
- Vouchers submitted by the attorney for approval and submission to the court
- Vouchers signed off by the attorney and submitted to the court for payment

Closed Documents Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.



Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher 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, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" email • Privacy Notice • eVoucher help documentation for attorneys and experts
Logout	Logs user off the eVoucher program


Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.
A crosshair icon  will appear.


Step
2

Drag the folder to the new location and release the mouse.

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

Resizing of Column

Step
1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step
2

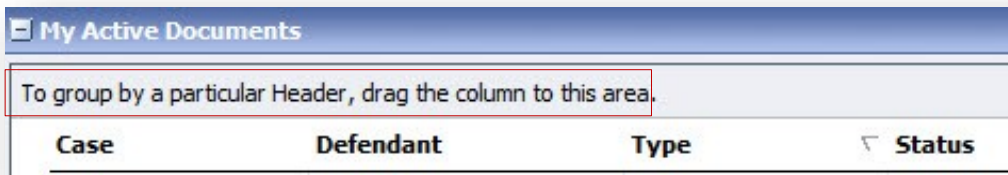
Drag the line in the desired direction to enlarge or reduce the column size.

Note:

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

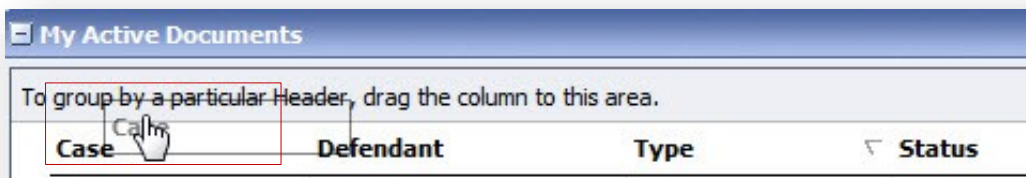
Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

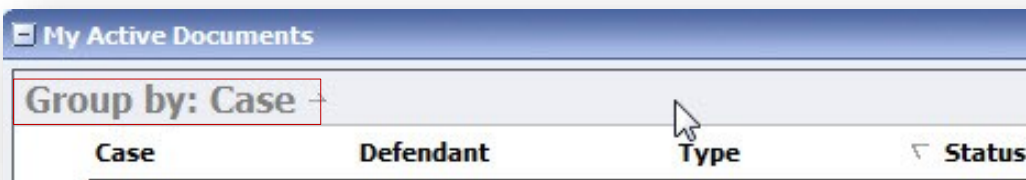


Step 1 Click the header for the column you wish to group.

Step 2 Hold the cursor and drag the header to the “Group by Header” bar.



Step 3 Release the cursor and all the information in that folder will be grouped and sorted by that selection.



My Profile

In the My Profile section, the attorney may:

- Change user name and password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Any changes to SSN after the first login must be made through the court.
- Document any CLE attendance (Continuing Legal Education section.)

Click the **My Profile** link from either the Home screen or the Help menu bar to open the “My Profile” page.

The screenshot shows the user interface for the 'My Profile' page. At the top, there is a navigation bar with links: Home, Operations, Reports, Links, Help, and logout. A dropdown menu is open under 'Help', with 'My Profile' highlighted. Below the navigation bar, there is a section for 'ATTORNEY' with a welcome message: 'Welcome Andrew Anders: My Profile'. The main content area is titled 'My Profile' and contains several sections:

- Login Info:** Your Login information. Username: Anders. Edit button.
- Attorney Info:** Your personal info. Bar Number: Andrew Anders. Your Name: Andrew Anders. Your Contact Info: Phone: 210-833-5623, Fax: deadmail@support.aotx.uscourts.gov. Your Address: 110 Main Street, San Antonio, TX 78210, US. Edit button.
- Billing Info:** List all available billing info records. Your default billing info is: Andrew Anders, Billing Code: 0101-000001, 110 Main Street, San Antonio, TX 78210 - US, Phone: 210-833-5623, Fax: . Select, Add, Edit buttons.
- Holding Period:** There is 1 period of time during which case cannot be taken. View button.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info. View button.

Changing My Profile Username and Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName Anders Edit

Step
2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Step
3

To reset your password, click **reset**.

Step
4

Type the new password and retype it in the confirm field.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password ●●●●●● * Strength:Strong

Confirm Reset cancel

Step
5

Press the **Reset** button to save.

Step
6

Click the **Close** button to exit the login Info section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Attorney Info

Step 1

Under the **Attorney Info** section, click the **Edit** button to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Make any necessary changes.

Note: A social security number is required of all attorneys in eVoucher (except Associates). If the number entered is incorrect, please contact the help desk as soon as possible.

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.

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

Save

cancel

Step 3

Click **Save**.

Note:

- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the Billing Info section, please review the default billing information entered by the Court.

Biling Info

List all available billing info records

Your default billing info is:

Andrew Anders

Billing Code:0101-000001

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Step 2

- Click **Edit** if you wish to change the information already entered. **NOTE:** You may only edit your name and contact information. If you wish to add new billing information, please see Step 4.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

Make any necessary changes to your name and/or contact information and click **Save**.

Billing Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Save

cancel

Step 4

If necessary, you may **Add** Billing Info for a Firm by entering the EIN/TIN number and completing the profile and clicking Save.

NOTE: If an Associate has been approved in one of your cases, please contact the help desk for an Associate user name and password. Please refer to Addendum #1 for more information on Associate use.

Billing Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Tax Identification Number:

EIN/TIN:

Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Save

cancel

Step 5

If you choose to add additional billing information, please be sure to select your default billing information for payment by clicking on the appropriate radio button and hitting **Select**.

Billing Info	Please select your Default Billing Info:	Select
List all available billing info records	<input checked="" type="radio"/> Test Attorney - Test Firm	Add
	Billing Code:0312-000019 402 E State St Trenton, NJ 19030 - US Phone: 1111111111 Fax:	Edit
	<input type="radio"/> Test Attorney	Delete
	Billing Code:0312-000038 402 E State St Trenton, NJ 19030 - US Phone: 1111111111 Fax:	cancel

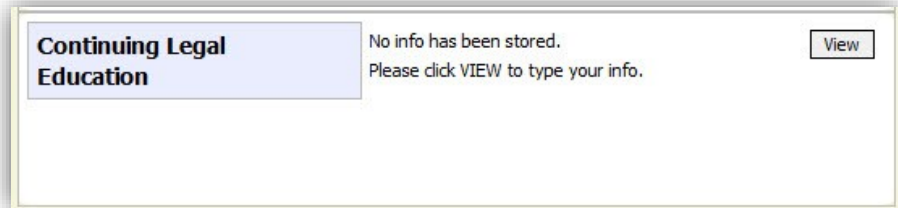
Note:

- Attorneys with a pre-existing agreement must enter the firm's EIN and name (required)

Continuing Legal Education

Step
1

Under the **Continuing Legal Education** section, click the **View** button to access your CLE information.



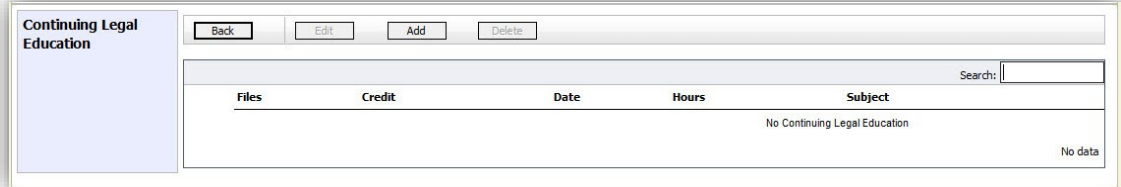
Continuing Legal Education

No info has been stored.
Please click VIEW to type your info.

[View](#)

Step
2

To add CLE information, click **Add**.



Continuing Legal Education

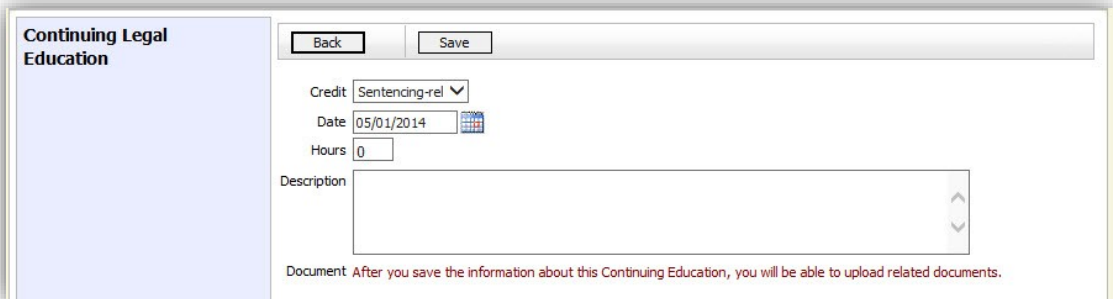
[Back](#) [Edit](#) [Add](#) [Delete](#)

Search:

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				
No data				

Step
3

Click the **Credit** dropdown menu to select CLE categories.



Continuing Legal Education

[Back](#) [Save](#)

Credit:

Date:

Hours:

Description:

Document: After you save the information about this Continuing Education, you will be able to upload related documents.

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note:

After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step
6

Click **Browse**, to upload and attach a PDF document.

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Step
7

Click **Save**.

All entries will appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencin...	05/15/2014	0	

1 Page 1 of 1 (1 items)

Appointment's List

Locate the **Appointments** section under the Appointment's List on your home page.

Step 1

Click the case number hyperlink to open the **Appointment** page.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

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

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-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court.

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Attorney Time Report](#)

Appointment Info

1. CIR./DIST./DIV CODE D101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF. NUMBER
6. OTHER DKT./DEF. NUMBER	7. IN CASE MATTER OF(Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES		
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date 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
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
2

From the Appointment page open, click **View Representation**.

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](#)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [logout](#)

Representation

In this page you can access information of an existing representation.

Reports

[Representation Report](#)

Representation Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE
App.ID	Attorney	Order Type	Order
2	Andrew Anders	Appointing Counsel	03/03/14
			Email deadmail@support.aotx.uscourts.gov

Step
3

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview



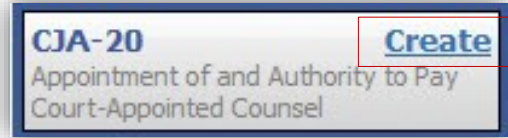
Creating the CJA 20 Voucher

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step 1 From the **Appointment** page click **Create** from the CJA 20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

CJA-20
Attorney Enters
Basic Info | Services | Expenses | Claim Status | Documents | Confirmation

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P 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 Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Andrew Anders

Andrew Anders
SSN/EIN: ***-**-6789
123 Legal Blvd. South
AnyTown, DC
12345 - USA
Phone: 888-555-4000
Fax: 888-555-4001

« First
< Previous
Next >
Last »
Save
Delete Draft

Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete the voucher, click **Delete Draft** at any time prior to submitting the voucher.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

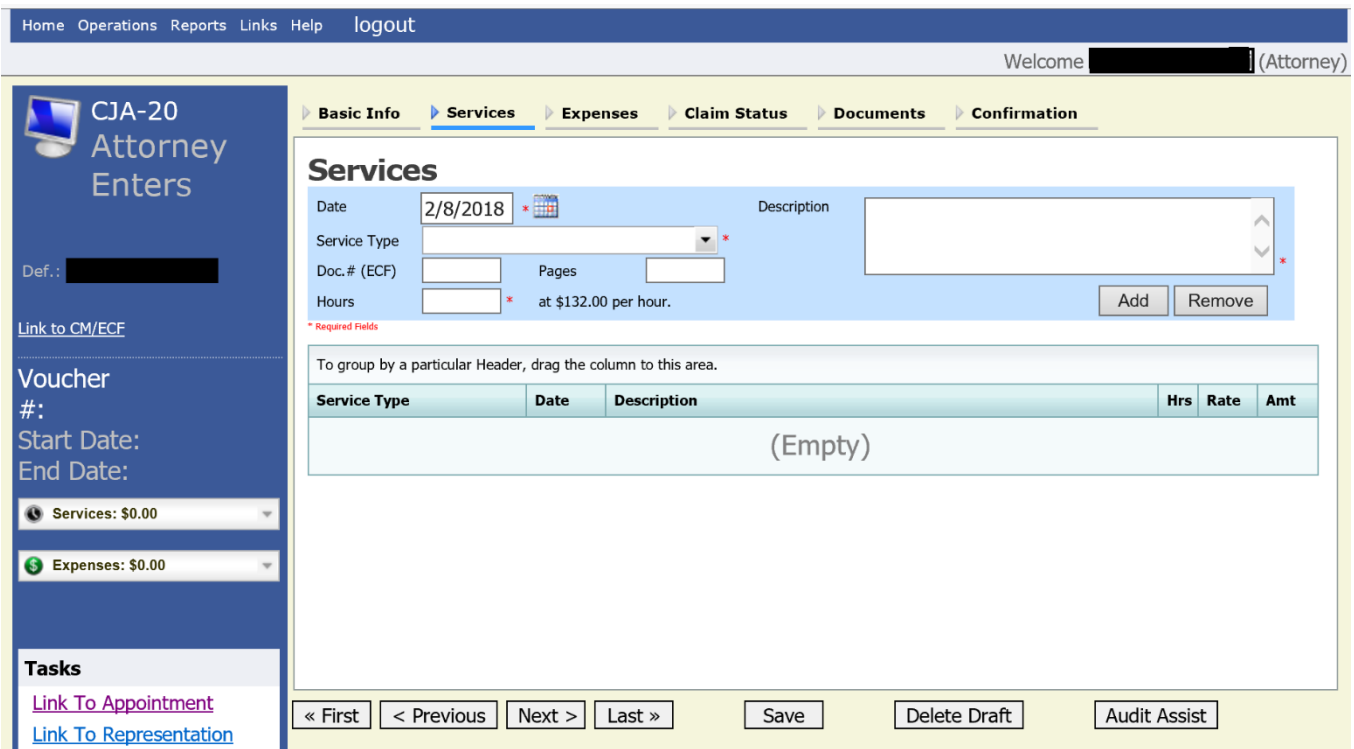
Entering Services

Line item time entries should be entered on the Services tab.
Both In-Court and Out-of Court time should be recorded on this screen.

Step 2

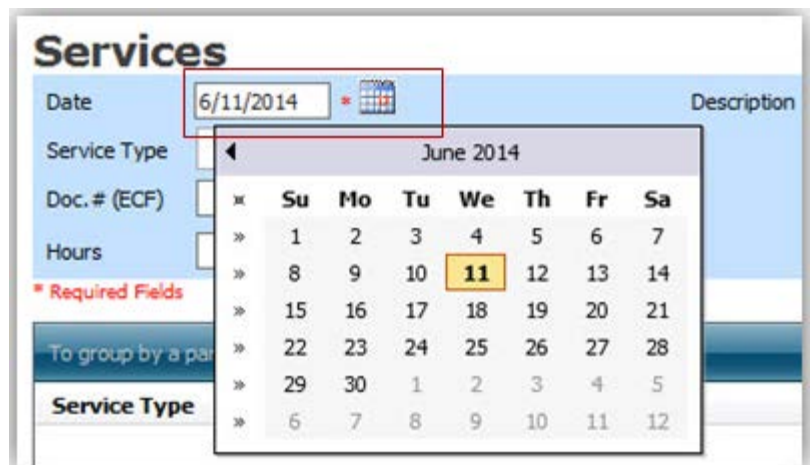
Click the **Services** tab or click **Next**, located on the progress bar.

Note:
There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.



Step 3

Enter the date of the service. The default date is always the current date. You may type the date or click the **calendar** icon to select a date from the pop-up calendar.



Services (cont'd)

Step 4 Select **Service Type** from the drop-down menu.

Note:
You may add dates in any order. You can sort in chronological order at any time.

Step 5 Enter hours of service in tenths of an hour.

Step 6 Enter a description.

Step 7 Click **ADD**.

Note:

- You may add time in any order.
- Double click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the Service Type section.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Step 8 Click the **Date** header. This will sort services according to date.

Step 9 Click **Save**.

Entering Expenses

Step 1 Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the Expense Type from the Expense Type drop-down menu.


Note: Attorneys will continue to bill “In-House” Paralegals as “Other Expenses” on the Panel Attorney’s voucher. A summary of services for each Paralegal is required in notes or as an attachment.

Entering Expenses (cont'd)

Step 3 If Travel Miles is chosen, enter the round trip mileage.

Step 6 Enter a description.

Expenses

Date: 6/12/2014 *  *
 Expense Type: Travel Miles *
 Miles: 20 * at \$0.5600 per mile.
 Amount:

Description: Travel to and from Court *

Add Remove

* Required Fields

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


Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

Step 4 Click **ADD**.

The entry will be added to the voucher and will appear at the bottom of the Expense Type section.

Expenses

Date: 6/12/2014 *  *
 Expense Type: *
 Miles: * at \$0.5600 per mile.
 Amount:

Description: *

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

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

Entering Expenses (cont'd)

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

Expenses

Date *

Expense Type *

Miles at \$0.5600 per mile.

Amount *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

Page 1 of 1 (2 items)

Step
5


Click the **Date** header. This will sort expenses according to date.

Step
6

Click **SAVE**.

Claim Status

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.

The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher. The District of New Jersey recommends starting with the **Claim Status** section when creating any voucher.

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

Step
3

Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments by Order of the Court. If using this type of payment, indicate the number of this request payment. It is the attorney's responsibility to keep track of the number of requested payments.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

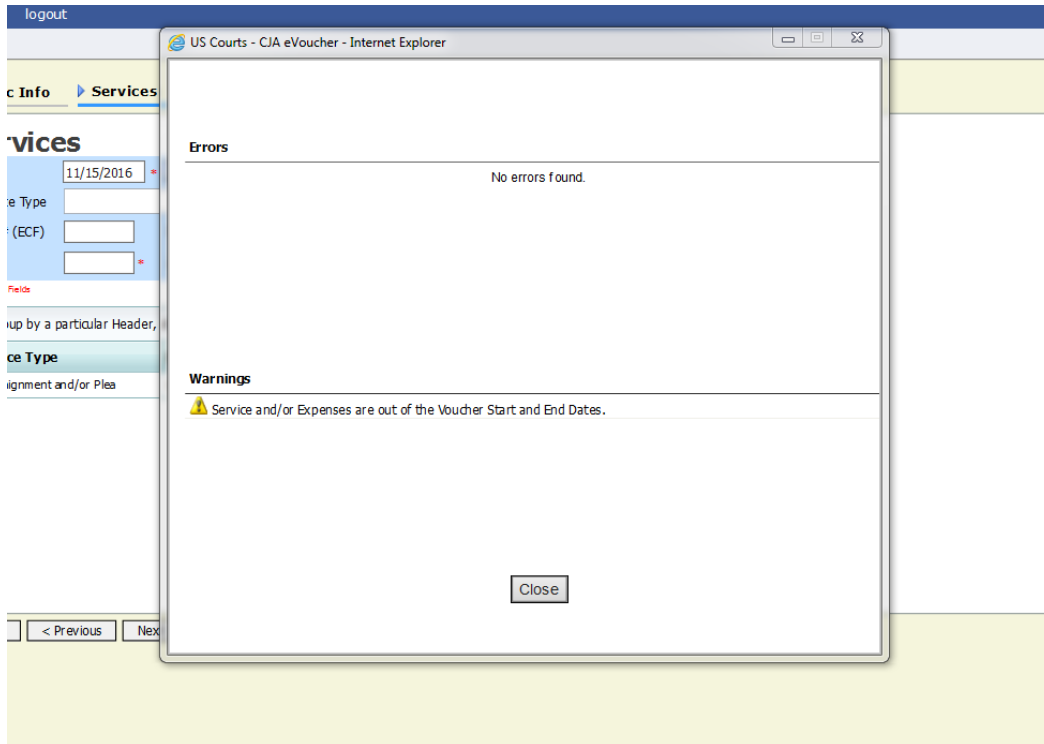
Step
4

Answer all the questions regarding previous payments in this case.

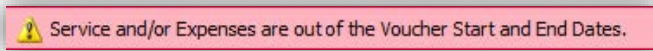
Step
5

Click **SAVE**.

At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.



If you try to submit with errors, you may receive the following pink error message:



The message will be removed when you complete the **Claim Status** section with correct start and end dates that include all service and expenses dates for the voucher.

Documents

Attorneys (as well as the Court) may attach documents. Attach any documentation which supports the voucher, i.e. excess compensation memo, travel or other expense receipts, orders from the Court.

Please do not attach your office billing records. You must enter claims in eVoucher, not as an attachment.

Step 1 To add an attachment, click the **Browse** button to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

The attachment and description is added to the voucher and appears in the bottom of the Description section.

Description	Delete	View
Copies of receipts	Delete	View

Step 4 Click **SAVE**

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step 1 Click Confirmation tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.

Confirmation

1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebedah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT./DEF. NUMBER	
6. OTHER. DKT./DEF. NUMBER		7. IN CASE MATTER OF (Case Name) USA v. Branson		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 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <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"/> V Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
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	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
--	--	--	--	----------------------	--

22. CLAIM STATUS Final Payment Interim Payment (e) Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this? YES NO
 If yes, were you paid? YES NO
 Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? YES NO If yes, please attach supporting documentation
 I swear or affirm the truth or correctness of the above statements.

Signature of Attorney: _____ Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE

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: _____

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

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any information to the Court in the Public/Attorney Notes section.

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

Public/Attorney Notes: Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/12/2014 16:32:35

Submit

Navigation: << First | < Previous | Next > | Last >> | Save | Delete Draft

Step 5 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

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:

0101.0000150

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

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

Signing and Submitting to Court (cont'd)

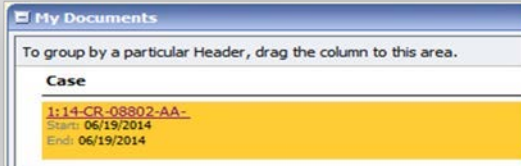
The active voucher is removed from the “My Active Documents” folder and now appears in the “My Submitted Documents” section.

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

Page 1 of 1 (3 items)

Notes:

- If a voucher is rejected by the Court, it will reappear in the “My Documents” section and will be highlighted in gold.

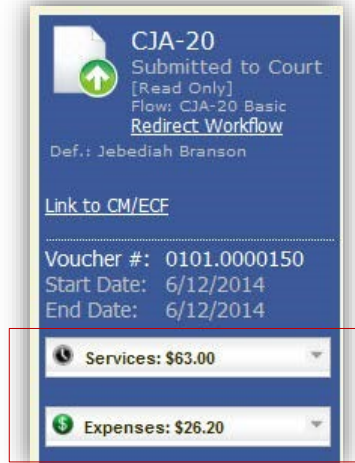


- An email message generated by the system will be sent explaining why the voucher was rejected. The reason for rejection can also be found on the **Confirmation** page of the voucher under **Public/Attorney Notes**.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.



- Expand the item by clicking on the down arrow ▼ to reveal specifics.



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. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

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

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

Budget Detail Report For Defendant 1:14-CR-08805-1-AA													
Counsel Budget		Defendant: Jebediah Branson											
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted								
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00								
Budget Amount Approved:	\$9,800.00			Total:	\$35,000.00	\$35,000.00							
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: Andrew Anders (Appointing Counsel) Active													
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00		
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	\$6,700.00		
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,944.00		
06/12/2014 to 06/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,881.00		
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,629.00		
		Total Pending:				\$1,119.60	Total Approved:				\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization													

Expert and Other Services Budget - Not Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Vendor: Luz Garcia (Hair, Fiber Expert) Approved Amount: \$800.00 Attorney: Andrew Anders												
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	
		Total Pending:				\$0.00	Total Approved:				\$0.00	
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders												
01/20/2009 To 05/26/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00	
		Total Pending:				\$215.00	Total Approved:				\$0.00	
Grand Totals for the Representation												
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending				Approved				Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending			
		Travel	Other			Travel	Other		Fees	Fees and Expenses		
	\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34		

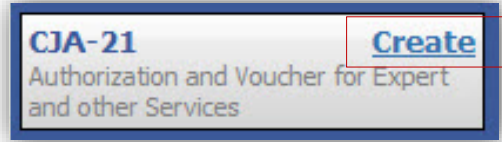
Defendant Summary Report

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

Budget Summary Report For Defendant											
1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$9,800.00				Total:	\$35,000.00	\$35,000.00				
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: Andrew Anders (Appointing Counsel)		Active									
				Total Pending:	\$1,119.60			Total Approved:	\$3,541.24	\$6,700.00	\$5,629.00
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:		Amount Requested: \$0.00		Amount Authorized: \$0.00		Attorney: Andrew Anders					
Vendor: ()											
				Pending For Vendor:	\$0.00			Approved For Vendor:	\$0.00		
				Total Pending:	\$0.00			Total Approved:	\$0.00	\$0.00	\$0.00

Creating a CJA 21 Voucher

Step 1 From the **Appointment** page, click **Create** from the CJA-21 Voucher template.



The voucher opens the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection
You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

When submitting a CJA-21 Voucher, you have two options from which to choose under the **Authorization Selection** section.

Step 2 If the request does not require advance authorization (\$800 or less), click **No Authorization Required**.
If you have a previously approved authorization, click **Use Existing Authorization**.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Creating a CJA 21 Voucher (cont'd)

If you click **Use Existing Authorization**, an **Associated Authorization** list appears.

Step 3 Select the authorization you wish to use. It will turn beige when selected. **You cannot continue until it is highlighted.**

Step 4 The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

Step 5 Enter a description of the service to be provided in the **Description** field.

Step 6 From the **Expert** drop-down list, select the expert. If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** buttons remain locked, indicating the attorney will be responsible for filling the voucher claim part.

If the expert selected is authorized to enter expenses on their own voucher, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.

Please Select the Associated Authorization	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type *

Description

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

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

Expert Info Details	Charlene Campos 110 Main Street San Antonio TX 78210 US Phone: 210-477-2344
-------------------------------	---

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

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

Note:

Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined in the next section.

Creating a CJA 21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

- If all information is not entered you cannot advance to the next screen.
- In the District of New Jersey, you will file the voucher on behalf of the expert. The voucher will appear in the “My Active Documents” section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the “**Confirmation**” page and approving the voucher. The voucher will then move to the “My Submitted Documents” section. Outlined steps are on page 41.
- **REMINDER: FILING A VOUCHER ON BEHALF OF AN EXPERT OR SERVICE PROVIDER IS A 2-STEP PROCESS.**

If you wish to submit a person as an **Expert**, follow steps 3 through 5 on page 35.

Step
8

From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.

Step
9

Fill in all required information on the person you wish to submit for approval.

Step
10

Click Create Voucher.

Existing Requests for Authorization

ID Number: 155	Service Type: Weapons Firearms
Order Date: 05/27/2014	Explosive Expert
Authorized Amount: 0	Estimated Amount: 1000
	Requested Provider: Robert Arms

New Voucher Information

Service Type Weapons Firearms Explosive Expert ▼

Description ⬆️ ⬇️

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

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 ▼

First Name	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN/EIN: *	Email *	
<input type="text"/>	<input type="text"/>	
Phone *	Fax	
<input type="text"/>	<input type="text"/>	
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	Country	
<input type="text"/>	<input type="text"/>	

Create Voucher

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Creating a CJA 21 Voucher (cont'd)

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Note:

- When entering Services and Expenses for the expert, attorneys are required to enter line by line descriptions based on the service dates.
- Since you will be submitting the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the "My Active Documents" section.

Step 1

Click the **Services** tab or click the **Next** option located on the Progress bar.

Step 2

Enter the **Date, Hours, Rate, and Description**.

Step 3

Click **Add**.

The item will appear in the bottom of the Services list section.

Step 4

Click **Save**.

Date	Description	Hrs	Rate	Amt

Step 1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step 2

Enter the **Date, Expense Type, Description and Miles**.

Step 3

Click **Add**.

The item will appear in the bottom of the Expense Type section.

Step 4

Click **Save**.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/19/2014	Travel to/from meeting with defendant	30	0.5600	16.80

Note:

At any point, click **Audit Assist** and the system will search for any warnings or errors.

Creating a CJA 21 Voucher (cont'd)

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step
3

Select an option under the **Payment Claims** section.

Step
4

Click **Save**.

The screenshot shows the 'Claim Status' form with the following details:

- Tabs: Basic Info, Services, Expenses, **Claim Status**, Documents, Confirmation
- Start Date: 6/12/2014
- End Date: 6/14/2014
- Payment Claims section:
 - Final Payment
 - Interim Payment (payment #)
 - Supplemental Payment
 - Withholding Return Payment
- Reminder: *** Reminder: Please select the appropriate claim status.
- Required Fields: *
- Buttons: First, Previous, Next, Last, **Save**, Delete Draft, Audit Assist

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. If using this type of payment indicate the number of this request payment.

Creating a CJA 21 Voucher (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.

Note:

- Attorneys must upload a **SIGNED** invoice from the expert. If the attorney fails to upload a signed invoice, the Court will reject the submission.
- All documents must be submitted in PDF format and must be 10 MB or less.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a navigation bar with tabs: Basic Info, Services, Expenses, Claim Status, Documents (selected), and Confirmation. Below the navigation bar, the title 'Supporting Documents' is displayed. The main content area is divided into two sections. The first section is titled 'File Upload (Only Pdf files of 10MB size or less!)' and contains a 'File' input field with a 'Browse...' button, a 'Description' input field, and an 'Upload' button. The second section is titled 'Description' and contains a table with one row: 'invoice from Expert'. The table has 'Delete' and 'View' links next to the description. At the bottom of the form, there is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

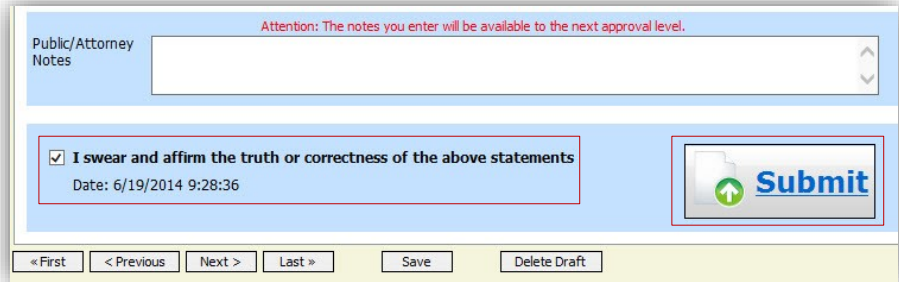
The document will appear in the bottom of the Description section.

Step 4 Click **Save**.

Creating a CJA 21 Voucher (cont'd)

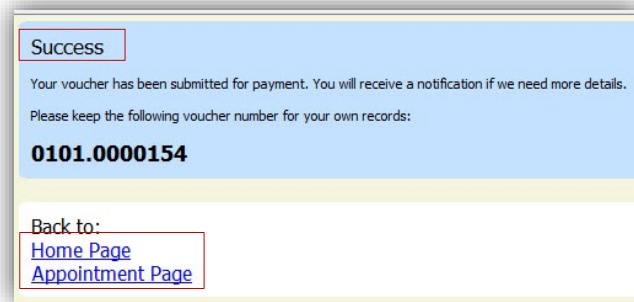
A confirmation page will appear.

- Step 1** Verify all information is correct.
- Step 2** Check the affirmation box. This will automatically time stamp the voucher.
- Step 3** Click **Submit**.



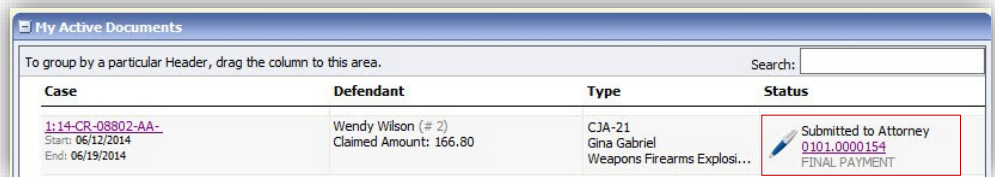
A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

- Step 4** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.



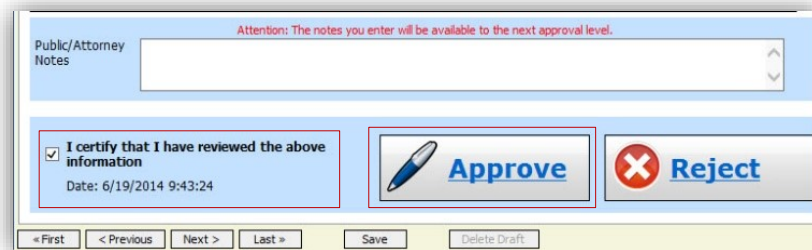
The voucher will appear in the “My Active Documents” section.

- Step 5** Select the file.



Navigate to the Confirmation tab.

- Step 6** Verify all information is correct.
- Step 7** Certify the information by checking the box. This will automatically time stamp the voucher.
- Step 8** Click **Approve**.



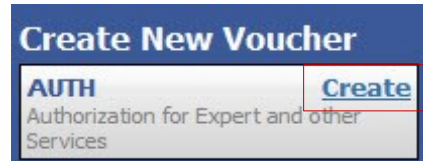
Submitting an Authorization Request for Expert Services, Associates, and Partners

Step 1

Open the Appointment record.

Step 2

Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note:

- Attorneys are required to use the "AUTH" feature to submit requests for use of Associates and Partners. Please refer to Addendum #1 for more information on Associate use. Attorneys can also use the "AUTH" feature to request to exceed the District's hourly rate benchmarks, if necessary.

Basic Info		Documents	Confirmation
Basic Info			
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P 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 Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Order Date	<input type="text"/>		
Nunc Pro Tunc Date	<input type="text"/>		
Repayment	<input type="checkbox"/>		
Estimated Amount	\$ <input type="text"/> *		
Authorized Amount	\$ <input type="text"/>		
Basis of Estimate	<input type="text"/>		
Description	<input type="text"/>		
Service Type	<input type="text"/> *		
Requested Provider	<input type="text"/>		
<input type="button" value="« First"/> <input type="button" value="< Previous"/> <input type="button" value="Next >"/> <input type="button" value="Last »"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>			

Submitting an Authorization Request for Expert Services, Associates, and Partners (cont'd)

Step
3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

NOTE: When requesting Authorization for an Associate or Partner, use “Other” as Service Type.

The screenshot shows a form with the following fields and values:

- Order Date: [Empty]
- Nunc Pro Tunc Date: [Empty]
- Repayment:
- Estimated Amount: \$ 8000.00 *
- Authorized Amount: \$ [Empty]
- Basis of Estimate: 100 hours at \$80/hour
- Description: [Empty]
- Service Type: Investigator *
- Requested Provider: John Doe

Navigation buttons at the bottom: < First, < Previous, Next >, Last >, Save, Delete Draft.

Step
4

Click **Save**.

Step
5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

Submitting an Authorization Request for Expert Services, Associates, and Partners (cont'd)

Step 1 To add the attachment, click the **Browse** button to locate your file.

Note:

Documents are limited to PDF files, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

The attachment and description will be uploaded and appear in the bottom of the Description section.

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

Step 4 Click **SAVE**.

Submitting an Authorization Request for Expert Services, Associates, and Partners (cont'd)

Step 5 Click **Next**.

The Confirmation screen will open.

Step 6 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any notes to the Court in the Public/Attorney Notes section.

Step 7 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the “My Submitted Documents” section on the Attorney home page.

Creating an Authorizations for Transcripts (AUTH 24)

Step
1

From the Appointment page click **Create** Auth 24.
The Authorization opens to the **Basic Info** page.

AUTH-24 **Create**
Authorization for payment of transcript

Basic Info page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

Basic Info | Documents | Confirmation

Basic Info

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER	
Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Nunc Pro Tunc Date Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts

Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal

Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

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

Step
2

Enter the details for the transcript required on the **Basic Info** screen.

Step
3

Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Save**
Click **Upload**.

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear in the bottom of the Description section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 Check the affirmation box.

Step 7 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Auth 24 will now appear in the “My Submitted Documents” section on the Attorney home page. You will receive an e-mail from the Court once the authorization request has been approved. **At that time**, you will contact the Court Reporter or Transcription Agency to make arrangements for the transcript.

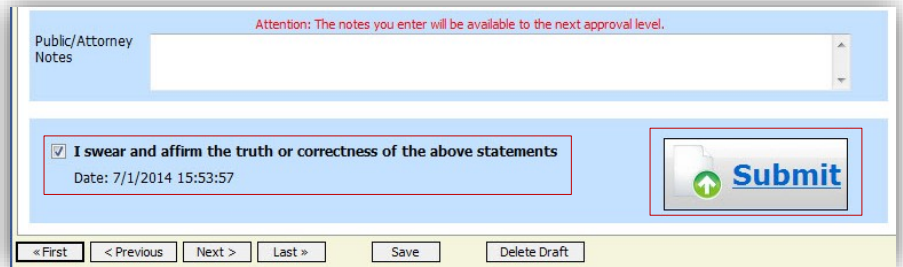
CJA 24 Voucher

After a transcript request has been fulfilled, the attorney will receive a voucher from the Court Reporter or Transcription Agency via eVoucher for approval and submission to the Court.

The voucher will appear in the “My Active Documents” section.

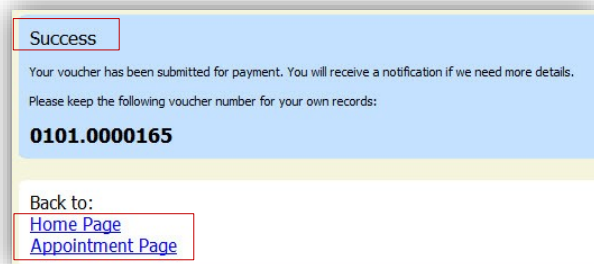
A confirmation page will appear.

- Step 1** Verify all information is correct.
- Step 2** Check the affirmation box. This will automatically time stamp the voucher.
- Step 3** Click Submit.



A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

- Step 4** Click [Home Page](#) to return to the page. Click [Appointment Page](#) if you wish to create additional document For this appointment.



Creating a Travel Voucher (See Addendum #2)

Step
1

From the **Appointment** page click **Create** from the Travel Voucher Template.

TRAVEL [Create](#)
Authorization for payment of Travel

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

The Basic Info screen will open.

TRAVEL
Attorney Enters

Def.: Test Defendant

[Link to CM/ECE](#)

Voucher #:
Request Date: 1/1/1901
Decision Date: 1/1/1901

\$ Amount Claimed: \$0.00

Tasks

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

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Form Travel Authorization](#)

▶ Basic Info
▶ Authorization Request
▶ Documents
▶ Confirmation

Basic Info

1. CIR./DIST./DIV. CODE 0312	2. PERSON REPRESENTED Test Defendant	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 3:15-CR-01111-1	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA vs. Test	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 22D:3202A.F ARMED ROBBERY			
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney 402 E State St Trenton NJ 19030 Phone: 1111111111		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P 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 Peter Sheridan Date of Order Nunc Pro Tunc Date 6/1/2015 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: National Travel Service (NTS) ▼

National Travel Service (NTS)
 707 Virginia Street East
 Suite 100
 Charleston, WV 25301

Phone: (800) 445-0668
 Fax:
 Email:

The "Travel Agency to be Used" section will automatically populate.

Step
2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Creating a Travel Voucher (cont'd)

Step 3 Fill out all required fields marked with a red asterisk.

The screenshot shows the 'Request For Travel' form with the following sections and fields:

- Basic Info** | **Authorization Request** | Documents | Confirmation
- Request For Travel***
- * Required Fields** (highlighted in red):
 - Name and Title of Person Traveling: [Text Field] *
 - Address of Person Traveling: [Text Field] *
 - Purpose of Travel: [Text Field] *
 - Travel From location: [Text Field] *
 - Travel To Location: [Text Field] *
 - Estimated Dates of Travel: [Text Field] *
- Travel Requested** | **Estimated Cost**
 - Airline Tickets via CJA Government Travel Agency [Text Field]
 - Ground Transportation [Text Field]
 - Per Diem (Hotel & Meals)** [Text Field]
 - Other [Text Field]
- Total Estimated Cost:** [Text Field] *
- Justification for Request:** [Text Area] *
- [Add] [Remove]
- * All travel and expenses must be in compliance with government travel regulations.
** Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.
- To group by a particular Header, drag the column to this area.
- | Name | Purpose | Travel To | Travel Date | Requested |
|--------------|------------------|-----------------|-------------|-----------|
| Wendy Wilson | Aquire documents | Los Angeles, CA | July14,15 | 490.00 |
- Page 1 of 1 (1 items)
- Navigation: << First | < Previous | Next > | Last >> | Save | Delete Draft

Step 4 Click Add.

The information will appear in the bottom section.

Step 5 Click Save.

Creating a Travel Voucher (cont'd)

Step 1 Click **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 3 Click Upload.

The document will appear in the bottom of the Description section.

Step 4 Click **Save**.

The Confirmation tab will appear.

Step 1 Verify all information is correct.

Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click Submit.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click [Home Page](#) to return to the home page. [Appointment Page](#) if you wish to create additional document for this appointment.

The Travel Voucher will now appear in the “My Submitted Documents” section.

ADDENDUM #1

**INSTRUCTIONS TO REQUEST CJA AUTHORIZATION TO USE
ASSOCIATE IN YOUR FIRM**

NOTE: All Associate use will require the creation of an Associate Account.

**AUTHORIZATION TO UTILIZE AN ASSOCIATE IN YOUR FIRM IN EXCESS OF TEN (10)
HOURS (See Guideline section 1.1 attached)**

- Create an Auth. in eVoucher to use an Associate (pursuant to the Circuit Guidelines effective 1/1/16- previously provided and currently on our public website and attached).
- Provide in the description box in the Auth. and/or attach a supporting document under documents tab in eVoucher, the specifics of your request.
- Submit to Court via eVoucher.
- Upon the Court granting authorization for an Associate, an Associate Account needs to be created. Information will be sent to appointed counsel on requirements.

CREATION OF ASSOCIATE ACCOUNT IN EVOUCHER FOR ALL ASSOCIATE WORK

- Contact the eVoucher help desk for information and requirements to have an Associate Account created.
- Once the Associate Account is created, the appointment is added to that particular case in eVoucher.
- The Associate user account can be used for any case in which you have received authorization to use an Associate in your firm.
- Associate creates a voucher and bills their time using this account in eVoucher.
- Associate needs to have appointed counsel approve the voucher being submitted. To do this, Counsel must print and sign a copy of the Associate voucher and upload same as a pdf document.
- See attached Circuit Guidelines effective 1/1/16 and the Attorney's Manual on our Public Website at www.njd.uscourts.gov.
- **If an Associate Account has already been established, contact the help desk so that the Associate Account can be attached to the specific case that you are utilizing an Associate : eVoucher help desk: 973-645-4582.**

*Please contact the Clerk's Office if you obtain an authorization to use an Associate who **is not** a member of your Firm.

**UNITED STATES COURT OF APPEALS FOR THE
THIRD CIRCUIT**

**GUIDELINES FOR CLAIMS SUBMITTED FOR REIMBURSEMENT UNDER
THE CRIMINAL JUSTICE ACT
IN ALL DISTRICT COURT AND COURT OF APPEALS REPRESENTATIONS**

1. Payment for Legal Services

1.1 Pre-Approval for Non-Appointed Co-Counsel in Non-Capital Cases

Appointed counsel may not claim compensation for services furnished by an associate, partner, or co-counsel, unless specifically authorized or separately appointed in accordance with Guide to Judiciary Policy, Vol. 7A, § 230.53.20(b), except if co-counsel is a partner or associate of appointed counsel, no prior authorization is required to receive compensation for up to ten hours of work by the partner or associate. If appointed counsel anticipates requesting compensation for more than ten hours of work by a partner or associate, appointed counsel should promptly request authorization. If co-counsel is not a partner or associate of appointed counsel, prior authorization is required to receive compensation for any work by co-counsel.

1.2 Presumptive Hourly Rate for Non-Appointed Co-Counsel in Non-Capital Cases

The hourly rate for non-appointed co-counsel who are not members of the CJA Panel shall not exceed 80% of the hourly rate for CJA Panel Attorneys, except when the presiding judge determines that there are special circumstances justifying a higher hourly rate, such as when co-counsel possesses specialized knowledge or skills relevant to the case.

1.3 Compensation of CJA Panel Attorneys

Attorneys who are members of the CJA Panel shall be paid the full CJA hourly rate in all representations, regardless of whether they are appointed as counsel or serve as non-appointed co-counsel.

ADDENDUM #2

UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

**GOVERNMENT TRAVEL INFORMATION FOR
CJA-COURT APPOINTED ATTORNEYS, INVESTIGATORS OR EXPERTS**

GOVERNMENT TRAVEL:

A Government Travel Account (GTA) has been established for use by CJA Court-Appointed Attorneys, Experts, and Investigators. This GTA account allows authorized CJA Attorneys and Experts to (1) obtain discounted government travel rates on official CJA business trips, and (2) charge authorized tickets to a government credit card; such charges then are paid directly by the Court rather than by the authorized traveler. Travel related to CJA representation must be arranged by adhering to the following procedures:

- a. Travel must be authorized via eVoucher (signed by the presiding judicial officer) for the CJA Court Appointed Attorney(s), Investigator(s), Expert(s), etc. The attorney should initiate a Travel Authorization for each traveler separately.
- b. The Attorney or Expert may contact National Travel Service at 1-800-445-0668, to get an estimate as to the cost of the travel. The traveler should inform National Travel that they are traveling as a CJA Court-Appointed Attorney or a CJA Court-Appointed Expert, and provided them with the following:
 1. Defendant's Name;
 2. District Court Information;
 3. Travel Authorization Information.
- c. After obtaining a Travel Authorization approved by the presiding judge, the attorney or expert may then call National Travel Service, and request tickets based on the estimate or itinerary previously requested. Because the Travel Authorization is an official government document, it should enable the traveler to obtain official government rates at hotels as well. National Travel is a full-service travel agency and can provide assistance with hotel reservations, ground transportation, etc., for the area you are traveling to.

LODGING & MEALS:

Traveling as a CJA Court-Appointed Attorney or Expert, there is an emphasis on the prudent traveler rules, specifically, it is suggested that CJA Court Appointed travelers use the GSA per diem rate for the area you will be staying, as a guide, (which you can retrieve from our public website at [www.njd.uscourts.gov/criminal justice act](http://www.njd.uscourts.gov/criminal_justice_act)), so as to avoid excessive claims for meals or hotels.

EXPENSE DOCUMENTATION:

Receipts are required for all expenses claimed; e.g., ground transportation, meals, etc. Receipts must be detailed from the restaurant or establishment, not just your charge slip. It must have detailed information such as the name of the restaurant, what was ordered, date and amount.

REIMBURSEMENT:

When submitting your claims in eVoucher for reimbursement for the travel, please attach a copy of the travel authorization approved by presiding judge, or court order. Also attach all receipts for expenses related to the travel; (e.g., hotel, car rental, meals, etc.). Only the airline tickets will be paid using the GTA Account directly. All other claims will be reimbursed through your eVoucher CJA 20 or CJA 30, under Expenses. If you are an expert, you will be reimbursed through your CJA 21 or CJA 31.

If you have any questions on specific guidelines or procedures for travel as a CJA Court-Appointed Attorney or Expert, please contact Anna Irwin, CJA Specialist at (609) 989-2398 or Bill Holland, Director of Court Services at (609) 989-2328 for further assistance.

12/2016