

Introduction

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

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

Browser Compatibility

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

Accessing the CJA eVoucher Program

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



CJA eVoucher

Electronic Voucher Management System

USER LOGIN Release 4.3

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 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

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

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

Username: and/or

Email:

Profile

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

Home Operations Reports Links Help logout

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

Login Info Your Login Information	UserName Astley	<input type="button" value="Edit"/>
Expert Info Your personal info	Your Name: Abraham Astley Your Contact Info: Phone: 210-555-3434 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 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: Abraham Astley Billing Code:0101-000002 110 Main Street San Antonio, TX 78210 - US Phone: 210-555-3434 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Expert Specialties List your assigned specialties	Your current assigned specialties are: [General]: Chemist, Toxicologist	<input type="button" value="Edit"/>

Changing Your Password

You may change your 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.

Login Info
Your Login information

Username [change](#)

Password [reset](#)

[Close](#)

Passwords will expire every 180 days.

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

Expert Info

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

Only self-employed Service Providers must enter a social security number in the user profile, Company-employed service providers will need to enter the 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

*** Required Fields**

First Name ***** (If self-employed) Middle Last Name ☐ Inactive

Tax Identification Number: ***** (If self-employed)

SSN:

Confirm:

Main Email *****

2nd Email

3rd Email

Phone ***** Cell Phone Fax

Address 1 ***** City *****

Address 2 State ***** (US only) Zip ***** (US only)

Address 3 Country *****

SSN Instructions:
If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.

If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

[Save](#) [cancel](#)

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the **Copy Address from Profile** check box. You 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

* Required Fields

Billing Type:

☒ Self-Employed

☐ Company

☐ Copy Address from Profile

Name: *

Abraham Astley

Phone: * Fax:

210-555-3434

Address 1: *

110 Main Street

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)

San Antonio TEXAS 78210

Country: *

UNITED STATES

Save

cancel

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

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

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

- **Self-Employed** - used when payments are made to the expert's social security number.
- **Company** - used when payments are made to a firm's EIN 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.

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 social security numbers. Also, remember to add new or additional billing records if your billing information changes. Do not edit the existing record.

Expert Specialties

The **Expert Specialties** section 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 social security number/EIN masked). That specialty will also be checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Home Page and Navigation (menu)

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

The screenshot shows the Home Page of the system. At the top, there is a navigation bar with links: Home, Operations, Reports, Links, Help, and Logout. Below this, a welcome message reads 'Welcome Teresa Transcripts'. The main content area is divided into three sections: 'My Documents', 'My Submitted Documents', and 'Closed Documents'. Each section contains a table of documents with columns for Case, Defendant, Type, Status, and Date Entered. Callouts point to each section: 'My Documents' (top left), 'My Submitted Documents' (top right), and 'Closed Documents' (bottom right).

My Documents

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

Page 1 of 1 (2 items)

My Submitted Documents

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

Page 1 of 1

Closed Documents

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

My Documents

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

My Submitted Documents

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

Closed Documents

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

The eVoucher menu

Home Operations Reports Links Help logout

Menu Bar Items	
Home	The eVoucher home page
Operations	Appointments you have been assigned
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program

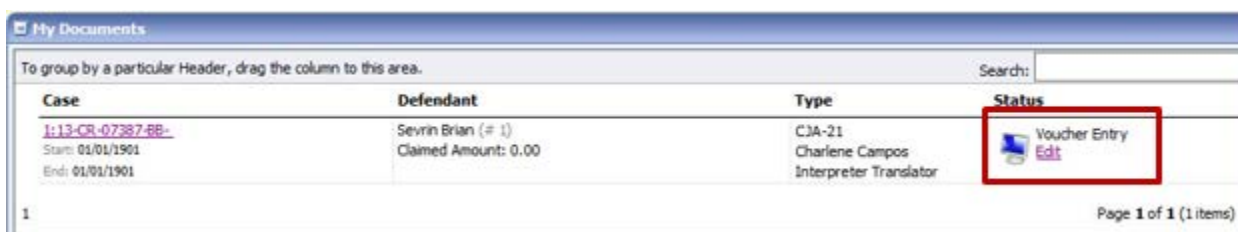
AUTH-24


The attorney will create and submit an AUTH-24 to the court requesting permission from a Judge to order transcripts. Once permission has been granted, the attorney will complete the Transcript Request Form available on the District Court website. After the transcript is completed, please contact the attorney to let him or her know that they must create the CJA-24 voucher. After the CJA-24 voucher has been created you can send the transcript.

CJA-24

The attorney will create the CJA-24 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.



Case	Defendant	Type	Status
1:13-CR-07387-RE- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	 Voucher Entry Edit

Page 1 of 1 (1 items)

(Note: The same options and procedures apply for CJA21s and CJA24s. Your screen will list CJA-24 under Type)

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 panel will display a running summary of the services and expenses as they are entered and saved.

(Note: The same options and procedures apply for CJA21s and CJA24s. Your screen will say CJA-24 Voucher Entry)

Home Operations Reports Links Help logout

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

Services
Totals: \$0.00

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

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

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

Reports

Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jeffrey Gardner	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:13-CR-08810-1-FF	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v Gardner	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:1035 F FALSE STATEMENTS RELATING TO HEALTH CARE MATTERS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Forrest Fudd 110 Main Street San Antonio TX 78210 Phone: 210-834-8823		13. COURT ORDER <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Fanny Farkle Date of Order 8/1/2013 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: Abraham Astley
Abraham Astley
Billing Code: 0101-000002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

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

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.

Entering Services on a CJA-24 Voucher

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.

There is no autosave feature in eVoucher – make sure to click **Save** after every few additions. You will be prompted to save if you try to navigate to another area within eVoucher.

Step 1 Click the **Services** tab or click **Next**.

Step 2 Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description**.

Note: You'll have two options to choose from under **Service Type**: **Original** or **Copy**. The rate should vary between the two choices.

Step 3 Click **Add**.

The screenshot shows the 'Services' tab in the eVoucher system. The form includes fields for Date (7/1/2014), Service Type (Original), Include Page Numbers, No. of Pages (100), Rate Per Page (4.85), Less Amount Apportioned, and Less Amount Adjusted. A description field is also present. Below the form is a table with columns: Service Type, Date, Description, Incl. Page Numbers, No. Pages, Rate, Apportioner, Discount, and Total. The table contains one row: Original, 07/01/2014, Sentencing, 100, 4.85, 485.00. At the bottom, there are buttons for First, Previous, Next, Last, Save, and Delete Draft.

The item will appear in the bottom of the **Service Type** section.

Step 4 Click **Save**.

Step 1 Click the **Expenses** tab or click **Next**.

Step 2 Enter the **Date**, **Expense Type**, and **Description**.

Step 3 Click **Add**.

The screenshot shows the 'Expenses' tab in the eVoucher system. The form includes fields for Date (7/1/2014), Expense Type, Miles, Amount, and Description. A rate per mile of \$0.5600 is displayed. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty. At the bottom, there are buttons for First, Previous, Next, Last, Save, and Delete Draft.

The item will appear below in the **Expense** section.

Step 4 Click **Save**.

Creating a CJA-24 Voucher (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **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 at the bottom of the **Description** section.

Step 4 Click **Save**.

Step 1 Click on the **Confirmation** tab. Verify all information



Step 2 Select the affirmation check 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 an additional document for this appointment.

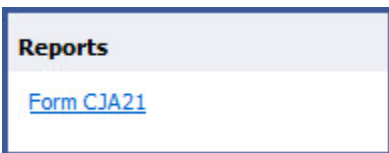
Returned Vouchers

My Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
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 CJA24

Should you wish to print a copy of your submission, from the left-hand panel, click the **Form CJA24** link to print a standard version of the voucher.



(Note: The same options and procedures apply for CJA21s and CJA24s. Your screen will say Form CJA24)