

CJA eVoucher ATTORNEY MANUAL

May 2016

CJA eVoucher for Attorneys

Table of Contents

Introduction	3
Accessing the CJA eVoucher Program.....	3
IE10:	3
IE11:	4
Logging In	7
The Home Page.....	7
Folders on the Home Page	8
Navigating in the CJA eVoucher Program.....	9
My Profile (including changing your username and password).....	10
Attorney Info	11
Billing Info	12
Links.....	14
Creating and Submitting Documents.....	15
Appointments	15
Creating the CJA 20/30 Voucher	17
Services	18
Expenses	19
Claim Status	20
Documents.....	22
Confirmation	23
Printing a copy of the voucher	25
Rejected Documents.....	26
Closed Documents	27
Requests for Interim Payments	28

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice Act (CJA) functions. It allows the attorney to create, complete and submit various CJA documents via the internet. Likewise, the court (including CJA staff and judges) are able to perform their functions electronically. The result is more efficient submission and processing of all CJA-related documents.

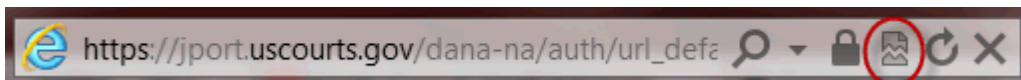
Accessing the CJA eVoucher Program

In order for eVoucher to function properly, you must use Internet Explorer, version 8 or higher (refer to the Help item on the IE menu bar to determine which version of Internet Explorer you are currently using). You may also use Safari on an Apple device. If you are using IE 10 or 11, you will need to set your browser to "compatibility mode."

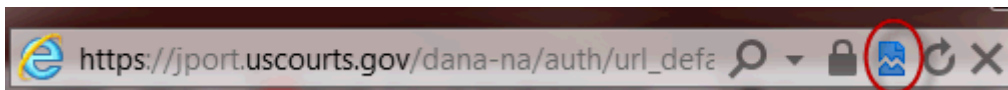
IE10:

In IE 10 turn on "compatibility mode" by clicking on what looks like a torn piece of paper after the web address. If compatibility mode is on (as it should be for eVoucher to work properly) the icon will be blue:

Compatibility mode Off:

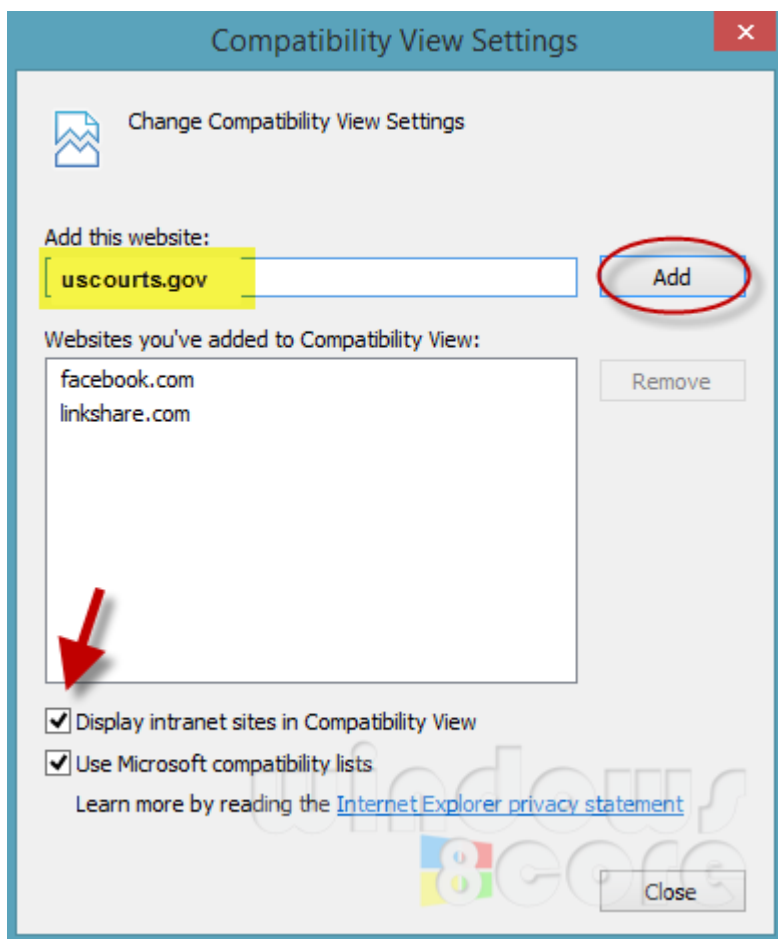


Compatibility mode On:



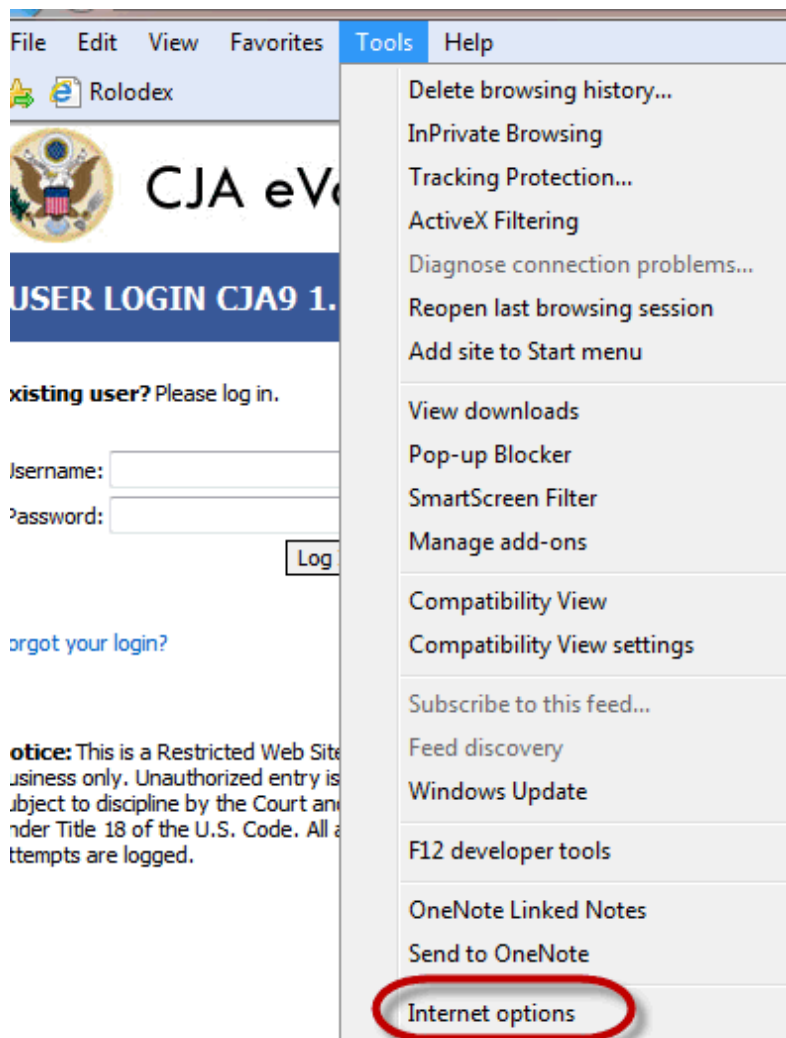
IE11:

1. In Internet Explorer, go to the eVoucher website.
https://circ03-evapp.ada.dcn/CJA_c03_prod/CJAeVoucher/
2. Click Tools on the menu bar (if you can't see the menu bar, there should be a "cog" icon in the upper right corner of the browser -- click on that to get the menu bar)
3. Scroll down to Compatibility View Settings. The website you are currently viewing should pop up, but it might just say uscourts.gov (which is correct).
4. Click the Add button and it should add "uscourts.gov" in the area below.
5. Make sure the two boxes below that are checked.

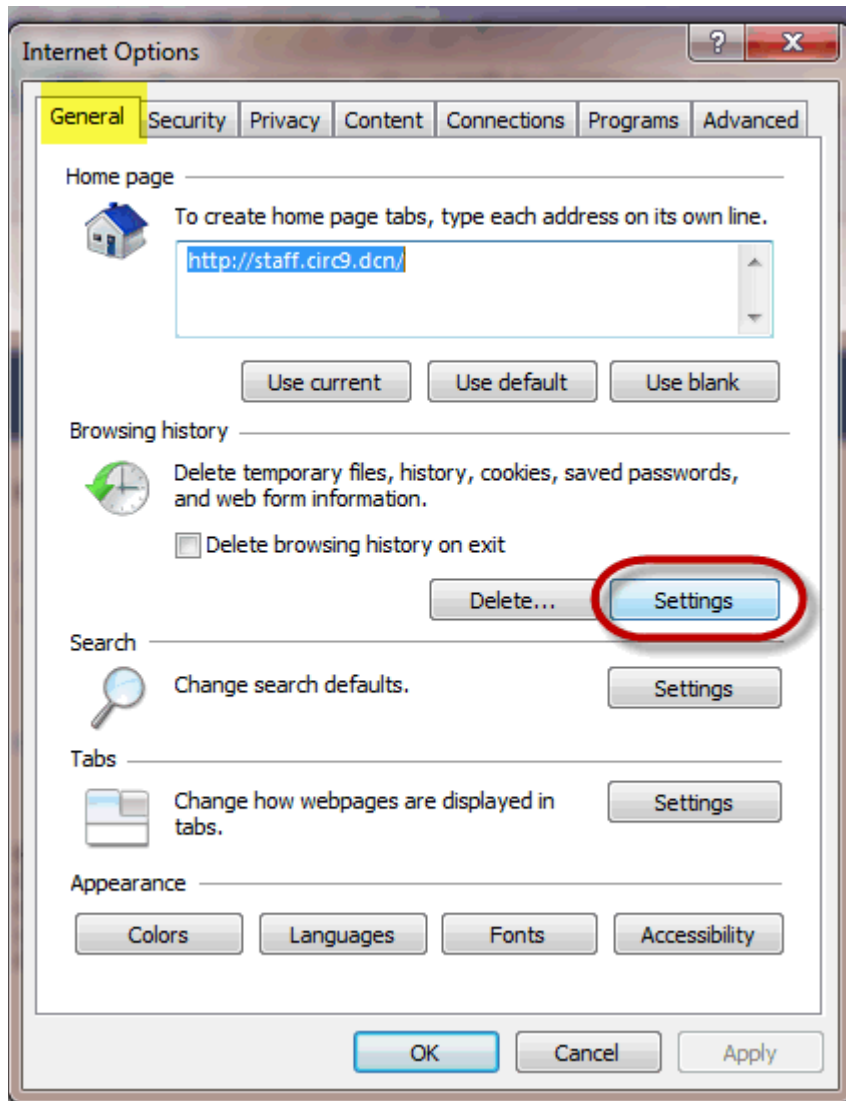


To insure against data loss, you should also set your cache settings as indicated here:

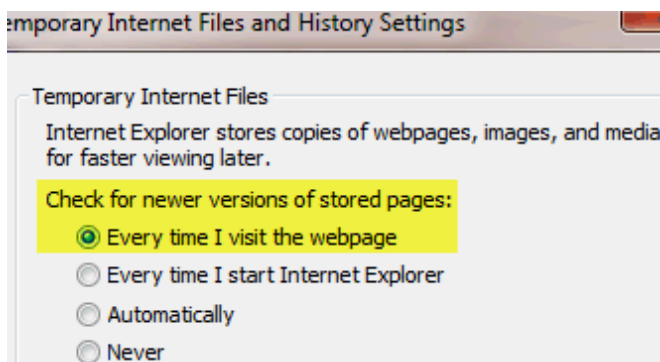
1. Go to TOOLS on your browser menu bar and click on "Internet Options"



2. From the General tab, click on Settings



3. Choose this option:



Logging In

Log into eVoucher using your Username and Password (both of which are initially assigned by the court).



The image shows the CJA eVoucher login interface. At the top left is the official seal of the Third Circuit Court of Appeals. To its right is the text "CJA eVoucher". Below this is a blue header bar with the text "USER LOGIN" in white. Under the header, the text "Existing user? Please log in." is displayed. Below this are two input fields: "Username:" and "Password:". To the right of the password field is a yellow "Log In" button. Below the input fields is a blue hyperlink "Forgot your login?". At the bottom, a "Notice" is displayed in a small font, stating that the site is restricted to official court business and that unauthorized entry is prohibited.

CJA eVoucher

USER LOGIN

Existing user? Please log in.

Username:

Password:

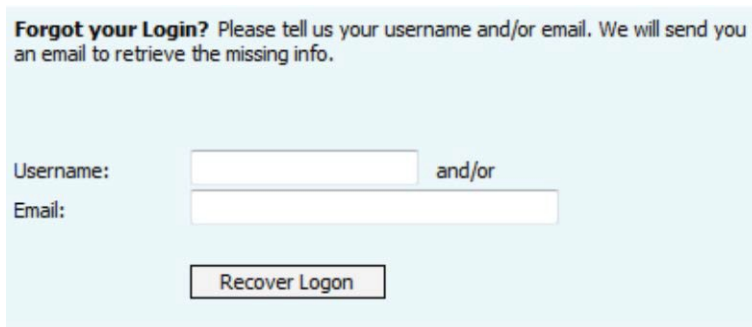
Log In

[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.

If you forget your username or password, you may click on the “Forgot your login?” hyperlink.

Enter your Username or e-mail address to retrieve your information.



The image shows the "Forgot your Login?" form. It has a light blue background. At the top, the text "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." is displayed. Below this are two input fields: "Username:" and "Email:". To the right of the "Username:" field is the text "and/or". Below the input fields is a button labeled "Recover Logon".

Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

Recover Logon

The Home Page

Your home page provides access to all of your appointments and CJA documents. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

Folders on the Home Page

Your home page has several folders to organize your appointments and documents:

FOLDER	
My Active Documents	Contains documents (including vouchers and authorizations) that you have already created and are still in “edit” mode as well as those that have been submitted to you for approval by an expert service provider.
Appointments’ List	A list of all your active appointments.
My Submitted Documents	<p>Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment.</p> <p>Documents submitted to the court requesting expert services (authorizations) or interim payments will also appear in this folder.</p>
My Service Provider’s Documents	<p>Contains all the documents for your service providers. This will include:</p> <ul style="list-style-type: none">• Vouchers in progress by the experts• Vouchers submitted to the attorney for approval and submission to the court• Vouchers signed off by the attorney and submitted to the court for payment <p>Note: Attorneys will have access to all their service provider vouchers.</p>
Closed Documents	<p>Contains documents including vouchers that have been approved by the court and automatically entered into the CJA Payment System, as well as approved authorizations.</p> <p>Note: Closed documents are periodically archived by the court and at that point will no longer be displayed on your home page. However, they are still accessible through the search features.</p>

Navigating in the CJA eVoucher Program



Menu Item	
Home	The eVoucher home page (see section on 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, training materials, 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.

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

Resizing of Column:

1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

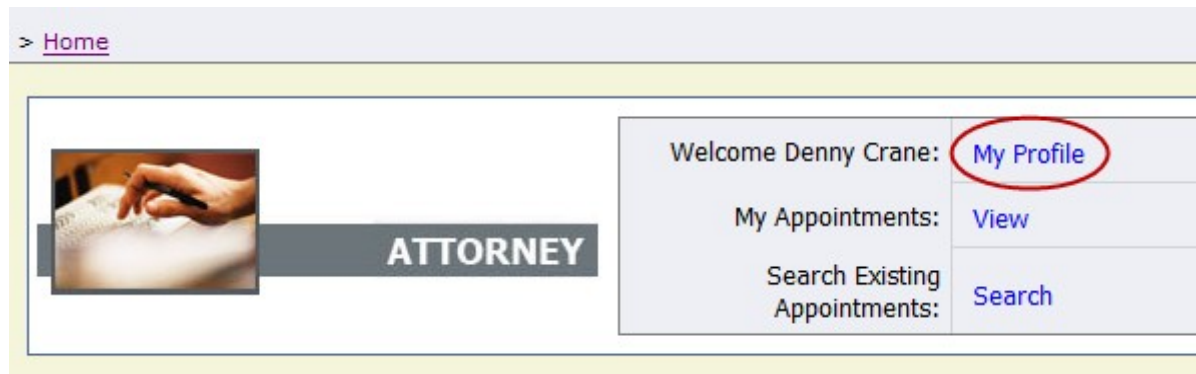
The folder size does not increase, therefore some columns may move off the screen.

My Profile (including changing your username and password)

The My Profile section contains:

- Login Info: Change username (not required) and password
- Attorney Info: Enter Social Security Number, edit contact information, add additional e-mail address(es)
- Billing Info: Enter EIN number and any firm affiliation

To access your profile page, click on the My Profile hyperlink on your home page (you can also access My Profile from Help on the blue menu bar):



Click the Edit button on the far right of the Login Info section to access the username and password fields. To edit the Username, type over the existing username and click the [change](#) hyperlink.

To edit the password, click Reset. Type the new password in both fields. The new password must be at least eight characters in length and must contain all of the following:

- at least one uppercase letter,
- at least one number and
- one (basic) special character (a dash constitutes a special character)

For example, DCrane#1. You are strongly urged to change your password immediately and to select a secure password (eVoucher will prompt you if your password strength is deemed weak).

After typing the new password in the Password and Confirm fields, click the Reset button again (as shown below).

Note: Click and hold the “eye” icon to unmask this field to check the accuracy of your password.

CJA eVoucher for Attorneys
Third Circuit Court of Appeals

Page

Login Info

Your Login information

Username

DennyCrane

[change](#)

Password

••••••••

Strength:Excellent

Confirm

*

Reset

[cancel](#)

CM/ECF

Username

[validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

You do not have to complete the CM/ECF information – the COA’s eVoucher does not currently link to CM/ECF so you can **ignore the “NOT validated” message**.

Note: If you work in any district court that also uses eVoucher, you can have the same Username and Password for all courts. However, keep in mind that the eVoucher programs look essentially the same once you are logged in. **To avoid potential issues, DO NOT have multiple versions of eVoucher open at the same time, be it different courts or multiple versions for the same court.**

Attorney Info

Also on the profile page is a section to enter your personal information (“Attorney Info”). Attorneys must enter their Social Security Number into the Attorney Info section in order to be paid, even if there is a firm EIN/TIN.

You can enter up to three email addresses in this section. These addresses will receive automatic notifications from the system to alert you that a case has been entered into eVoucher, if you have a document that is rejected, and when your voucher has gone through all the approval processes and has been entered into the payment system.

Note: associates are not required to enter their SSNs. Associates will enter the billing code of the attorney they are working with as described in the following Billing Info section.

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.

Payee Certification:

This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:

1 - The number entered as my SSN or EIN is my correct taxpayer identification number: and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).

Bar Number

Tax Identification Number:

SSN:

Confirm:

First Name

Middle

Last Name

Main Email

X

2nd Email

3rd Email

Phone

Cell Phone

Fax

Address 1

City

Address 2

State

Zip

Address 3

Country

Billing Info

The billing information section is for you to enter your billing information. Under Billing Type, choose the Self-Employed option if the income is to be reported to your Social Security Number. (NOTE: if you choose this option, the Tax Identification Number fields will not appear.) If you work with a Firm, choose that option and enter the firm's EIN/TIN in both fields.

Billing Info	
List all available billing info records	
EIN Instructions: If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).	Billing Type: <input type="radio"/> Self-Employed <input checked="" type="radio"/> Firm <input type="radio"/> Associate
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.).	Tax Identification Number: EIN/TIN: <input type="text"/> Confirm: <input type="text"/> <input type="checkbox"/> Copy Address from Profile Name: <input type="text"/> Phone: <input type="text"/> Fax: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Country: <input type="text"/> UNITED STATES

You will be required to type your name (or the name of the firm) in the Name field. If the address information is the same as that entered into the Attorney Info section, you can check the "Copy Address from Profile" box and the program will copy that information for you.

Whether you choose Self-Employed or Firm, when you close this section, you will be assigned a Billing Code:

The screenshot shows a web interface with a light blue sidebar on the left containing the text "Billing Info" and "List all available billing info records". To the right, the text "Your default billing info is:" is followed by the name "Denny Crane". Below the name, the "Billing Code:09AC-001141" is highlighted in yellow. Further down, the address "100 Main Street, Suite 100", "San Francisco, CA", "94104 - US", and phone number "Phone: (415) 555-1212" are listed, followed by a "Fax:" label.

Associates

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

The screenshot shows the same web interface as before, but with the "Billing Type:" section. It contains three radio button options: "Self-Employed", "Firm", and "Associate". The "Associate" option is selected, indicated by a filled circle. Below these options, there is a "Billing Code:" label followed by an empty text input box and a "Verify" button.

The Billing Code must be obtained from the appointed attorney (see above screenshot).

Holding Period

The Holding Period section does not apply at the Appellate level, so you don't need to do anything with that section.

Continuing Legal Education

The section for Continuing Legal Education is provided as a convenient place to store information regarding CLE credits. The Third Circuit does not require CLE; however you may choose to utilize this section for your own personal record management.

Links

In the Links section on the blue menu bar, the eVoucher program provides links to commonly used resources for CJA panel attorneys. Below is small example of the kind of information available.


<div>Home Operations Reports Links Help Logout</div>	
General Information	
CJA Guidelines	CJA Guidelines
CJA Reference	National CJA Voucher Reference Tool
Voucher info	CJA voucher policies and procedures
Forms	
Attv Acknowledgement	Complete this form for electronic signature authorization
Info Summary	Court of Appeals Information Summary Form
Training Materials	
Attv Training Manual	CJA eVoucher Attorney User Manual
Websites	
COA Website	Attorney section of the Court of Appeals public website

Creating and Submitting Documents

Appointments

Locate the Appointment in the Appointments' List area on your home page.

Click on the case number hyperlink to open the appointment record.

Appointments' List	
Appointments	Defendant
Case: 2:11-CR-02465-MMD Defendant #: 1 Case Title: USA v. Darth Vader Attorney: Denny Crane	Defendant: Vader, Darth Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/11 Pres. Judge: Miranda M. Du Adm./Mag Judge:
Case: 9:14-AP-06450-NRS Defendant #: 2 Case Title: USA v. Lord Voldemort Attorney: Denny Crane	Defendant: Riddle, Tom (aka Lord Voldemort) Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 01/01/14 Pres. Judge: N. Randy Smith Adm./Mag Judge:
Case: 9:13-AP-00587-NRS  Defendant #: 1 Case Title: Ground Control v. Major Tom Attorney: Denny Crane	Defendant: Tom, Major Representation Type: Other Types of Appeals Order Type: Subs for Panel Attorney Order Date: 01/10/13 Pres. Judge: N. Randy Smith Adm./Mag Judge:
1	Page 1 of 1 (3 items)

Note: There could be several pages of cases, so if you don't see your case on the first page, you may need to check the other pages:

	
1 2 3 4	Page 1 of 4 (36 items)

You can also use the Search Existing Appointments link in the "Welcome" section of your home page by typing in the basic case number (e.g., 13-2354).

The Appointment page for this case will open on the Appointment Info page:

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

CJA-20 [Create](#)

Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)

Authorization and Voucher for Expert and other Services

CJA-27 [Create](#)

Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

Reports

[Appointment Report](#)

[Attorney Time Report](#)

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)

Appointment Info

1. CIR./DIST./DIV.CODE --09	2. PERSON REPRESENTED Major Tom	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER 9:11-AP-03254-1	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) Ground Control v. Major Tom	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Other Types of Appeals
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456789 Mason & Street 123 Justice Avenue San Francisco CA 94101 Phone: 415-555-1313		13. COURT ORDER <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 District Judge Date of Order Nunc Pro Tunc Date 2/1/2011 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
9:11-AP-03254-- Start: 06/13/2011 End: 06/20/2011	Major Tom (# 1) Claimed Amount: 5,000.00 Approved Amount: 2,500.00	AUTH Psychologist	Voucher Closed --09.0000063
9:11-AP-03254-- Start: 05/01/2011 End: 05/31/2011	Major Tom (# 1) Claimed Amount: 1,437.50	CJA-20 Perry Mason	
9:11-AP-03254-- Start: 06/29/2011 End: 06/29/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	
9:11-AP-03254-- Start: 06/01/2011 End: 06/05/2011	Major Tom (# 1) Claimed Amount: 1,674.23 Approved Amount: 1,597.70	CJA-20 Perry Mason	
9:11-AP-03254-- Start: 07/14/2011 End: 07/15/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	Voucher Closed --09.0000078 FINAL PAYMENT
9:11-AP-03254-- Start: 01/01/2011 End: 01/31/2011	Major Tom (# 1) Claimed Amount: 490.50 Approved Amount: 490.50	CJA-21 Lisa Gara Paralegal Services	Voucher Closed --09.0000080 INTERIM PAYMENT 1

Detailed Payment Reports

All vouchers associated with this case are shown in this section.

Creating the CJA 20/30 Voucher

From the list on the left hand side of the appointment page, choose the CJA-20 option and hit Create.

Note: If you are working on a capital case, your options will be a CJA-30 and CJA-31.

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-24** [Create](#)
Authorization and Voucher for Payment of Transcript

The CJA-20 document will open onto the Basic Info tab. Navigation through this voucher can be accomplished by clicking on the “tabs” shown below in yellow.

CJA-20 Voucher Entry

Def.: Tom, Major

[Link to CM/ECF](#)

Voucher #:

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

1. CIR./DIST./DIV.CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0978	Tom, Major		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
		9:13-AP-00587-1-NRS	
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
Ground Control v. Major Tom	Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	Adult Defendant	Other Types of Appeals

Services

Click on the Services tab. Enter the Date, Service Type (choose correct category from the pull-down menu), Hours (in tenth of an hour increments) and a detailed Description. Click the Add button to add the entry to the list:

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

CJA-20 Voucher Entry

Def.: Tom, Major

Link to CM/ECF

Voucher #:

Start Date: 4/24/2014
End Date: 4/24/2014

Services: \$3200.00

Expenses: \$0.00

Reports

[Defendant Detail Budget Report](#)

[Form CJA20](#)

Services

Date: 2/21/2013

Service Type: a. Interviews and Conferences

Doc. # (ECF): Pages:

Hours: 1.0 * at \$125.00 per hour.

Description: Discussion with co-counsel regarding investigative work to be done.

Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
b. Obtaining and Reviewing Records	03/04/2013	Continue with record review	2.4	\$125.00	\$300.00
a. Interviews and Conferences	03/01/2013	letter to client	0.5	\$125.00	\$62.50
c. Legal Research and Brief Writing	02/26/2013	Research re motion for change of venue	1.7	\$125.00	\$212.50
e. Investigative or Other Work	02/26/2013	Initial meeting with possible investigator to discuss locating witnesses	2.3	\$125.00	\$287.50
b. Obtaining and Reviewing Records	02/20/2013	Continue review of record	3.3	\$125.00	\$412.50
a. Interviews and Conferences	02/18/2013	Travel to and from prison	1.6	\$125.00	\$200.00
a. Interviews and Conferences	02/18/2013	Preparation for, interview with, client	1.1	\$125.00	\$137.50
c. Legal Research and Brief Writing	02/15/2013	Draft motion for continuance	1.4	\$125.00	\$175.00
b. Obtaining and Reviewing Records	02/13/2013	Continue review of trial transcript	0.8	\$125.00	\$100.00
b. Obtaining and Reviewing Records	02/11/2013	Reviewing trial transcript	2.1	\$125.00	\$262.50

1 2 Page 1 of 2 (12 items)


« First < Previous Next > Last » Save Delete Draft

Please note there is NO AUTOSAVE function on this program. You must hit the Save button periodically in order to save your work.

When you hit the save button, you may see what looks like an error message appear in pink at the top of the page. This is a notification message that will be discussed in a later section. It will not prevent you from entering your data (however, you won't be able to submit this voucher until the corrections are made).

Note: the hourly rate is based on the date entered and will change accordingly if your entries span different rate periods.

If you will not be completing your voucher at this point, hit the save button to save what you have entered. When you return to your Home Page, this voucher will now appear in your “My Active Documents” section. You may return to this voucher at any time by clicking on the “Edit” hyperlink.


My Active Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 04/24/2014 End: 04/24/2014	Tom, Major (# 1) Claimed Amount: 3,325.00	CJA-20 Denny Crane	Voucher Entry  Edit

Expenses

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

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

Expenses

Date: 02/28/2013 * 
Expense Type: Postage *
Miles: at \$0.5650 per mile.
Amount: 1.68 *
Description: February postage

Add Remove

* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
Long Distance Charges	02/28/2013	Collect calls in February from client	0	0	28.24
Travel Miles	02/18/2013	Round trip mileage to prison for client visit	64	0.5650	36.16

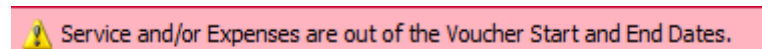
Page 1 of 1 (2 items)

« First
< Previous
Next >
Last »
[Save](#)
Delete Draft

To make a correction to an entry in either the Services or Expenses section, click on the entry you wish to change (the entry will be displayed in the top section), make your change and click the Add button again.

Note: The Delete Draft button will delete the entire document so DO NOT click on this button unless you want to delete the document you are working on.

As mentioned above, once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:



This error message will be removed when you complete the next section.

Claim Status

A screenshot of a web form titled "Claim Status". At the top is a navigation bar with tabs: "Basic Info", "Services", "Expenses", "Claim Status" (highlighted in yellow), "Documents", and "Confirmation". Below the tabs, the "Claim Status" section has a light blue background. It contains two date fields: "Start Date" with the value "2/5/2013" and "End Date" with the value "3/5/2013", each followed by a calendar icon and an asterisk. Below these is a red asterisk and the text "* Required Fields". The main content area is divided into two sections. The top section is titled "Payment Claims" and has three radio buttons: "Final Payment", "Interim Payment" (which is selected), and "Supplemental Payment". To the right of the "Interim Payment" button is a small red box containing the number "1". A yellow error box with a warning icon and the text "Payment Number is required (##)" is pointing to this red box. The bottom section contains two questions, each with "Yes" and "No" radio buttons. Question 1: "1. Have you previously applied to the court for compensation and/or reimbursement for this?" with "Yes" and "No" options. Below it, "If Yes, were you paid?" with "Yes" and "No" options. Question 2: "2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?" with "Yes" and "No" options. At the bottom of the form is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".

CJA eVoucher for Attorneys
Third Circuit Court of Appeals

[Table of Contents](#)

Enter the start and end date of this voucher. To easily find out what are the earliest and latest dates, go to the Services (or Expenses) tab and click on the “Date” column heading once to sort chronologically by the date:

Services

* Required Fields

Date: 2/23/2012 *

Service Type: *

Doc. # (ECF): Pages: *

Hours: * at rate 125.00

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

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Click on Date again and it will sort in reverse chronological order (to find the end date). Once you have entered the correct start and end dates in the Claim Status section, save the voucher and the error message should go away (if it does not, try refreshing your browser).

Note: Not having the correct start and end dates on the Claim Status tab is the most common problem experienced by attorneys with the eVoucher system.

Documents

The documents tab is available for you to attach pertinent documents to the voucher (or any other document) you are submitting to the court. For example, if you are submitting a voucher that exceeds the statutory maximum, you would upload your justification statement here. This section is also where you would attach receipts for expenses.

Click on Browse to locate your file within your computer. **[Note:** In Safari, it will say Choose File.] A separate window will open for you to search for the file you wish to attach. Once you find the file, click the Open button within the pop-up window. You then have the option to rename the file in the Description field. If you do not rename it, it will default to the original name of the file. Click the Upload button to upload the file to eVoucher. The document will appear in the list below. You can add as many documents as you wish, but there is a 10MB limit for each document.

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation
Supporting Documents					
File Upload (Only Pdf files of 10MB size or less!)					
File		<input type="text" value="Browse..."/>			
Description		<input type="text"/>			
				<input type="button" value="Upload"/>	
Description			Delete	View	
InfoSummaryFill.pdf			Delete	View	

You can Delete or View the documents as necessary.

If you are not submitting your voucher at this time, **remember to hit the Save button** once you have uploaded your documents.

Confirmation

The last tab is the Confirmation tab which resembles the paper version of the CJA voucher. It will list all the inputted hours in the appropriate categories as well as the expenses.

CLAIMS FOR SERVICES AND EXPENSES			
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS
15. a. Arraignment and/or Plea	0	\$0.00	
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	\$0.00	
16. a. Interviews and Conferences	4.8	\$600.00	
b. Obtaining and Reviewing Records	18.7	\$2,337.50	
c. Legal Research and Brief Writing	5.4	\$675.00	
d. Travel Time	0	\$0.00	
e. Investigative or Other Work	4.2	\$525.00	
Totals	33.1	\$4,137.50	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$36.16	
18. Other Expenses (other than expert, transcripts, etc.)		\$28.24	
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$4,201.90	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE		20. APPOINTMENT TERMINATION THAN CASE COMPLETION	
FROM: 2/5/2013 TO: 3/29/2013			
12. CLAIM STATUS <input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (#:) <input type="checkbox"/> Supplemental Payment			


At the bottom of the voucher is an area where you can type a note to the court. Once you are ready to submit the voucher, check the box and hit the Submit button.

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

Public/Attorney Notes

^
v

☒ I swear and affirm the truth or correctness of the above statements
 Date: 4/25/2014 10:43:42



If you have done everything correctly, you will receive a Success notification and the program will automatically assign the document a voucher number.

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

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0978.0009032

Back to:

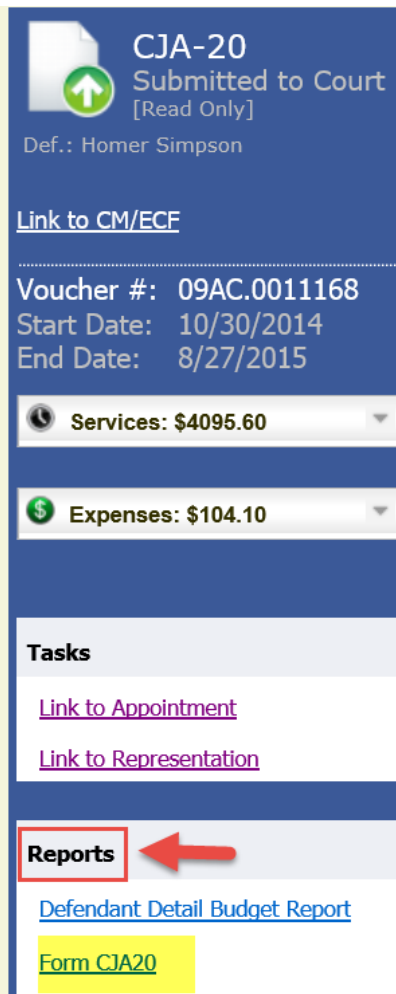
[Home Page](#)

[Appointment Page](#)

Go back to your Home Page and you will see that the voucher has moved from the “My Active Documents” section to the “My Submitted Documents” section. You can still click on the voucher number hyperlink and view the document, but it will be in Read Only format.

My Submitted Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201...	CJA-20 Denny Crane	<div>Submitted to Court</div> <div>0978.0009032</div> <div>INTERIM PAYMENT 1</div>

Printing a copy of the voucher



CJA-20
Submitted to Court
[Read Only]
Def.: Homer Simpson

[Link to CM/ECF](#)

Voucher #: 09AC.0011168
Start Date: 10/30/2014
End Date: 8/27/2015

Services: \$4095.60

Expenses: \$104.10

Tasks

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

Reports

[Defendant Detail Budget Report](#)
[Form CJA20](#)

To view, save in pdf, and/or print a hard copy of this voucher, go to the Reports section within the voucher and click on the report entitled Form CJA20 (or 30).

The document will include the confirmation page (i.e., the “face” page of the voucher, and the detailed service and expense entries.

Note: Each individual court has the ability to name reports. This report may be called something different in each court (e.g., it could be called simply CJA20 or CJA20 printout, etc.).

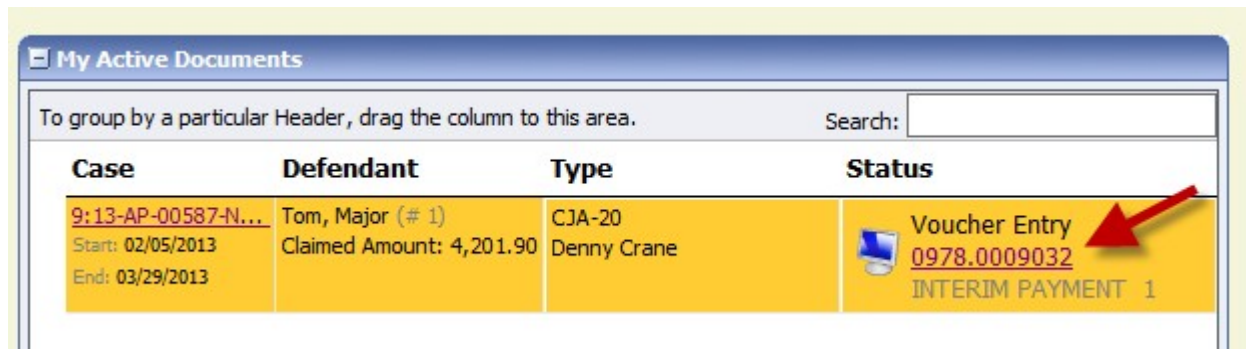
This feature is available at any point (e.g., prior to submission, once submitted to the court, and when the voucher is closed). It is also available for CJA21/31s.

Rejected Documents

A voucher may be rejected by the court for a number of reasons. The most common reason a voucher is rejected is missing documentation. The court may also reject a voucher and ask for clarification.

The court will write the reason the voucher is being rejected in the Public/Attorney Notes section of the Confirmation page (see page 22). A separate email detailing the reason(s) for the rejection will be sent to the attorney using the email address on the attorney's profile page.

If you receive an email that your voucher has been rejected, log into eVoucher and you will see the voucher in the "My Active Documents" folder highlighted in gold:



My Active Documents			
To group by a particular Header, drag the column to this area.			
Search:			
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201.90	CJA-20 Denny Crane	Voucher Entry 0978.0009032 INTERIM PAYMENT 1


It is a good idea to periodically log into eVoucher and check to make sure you have no rejected documents (in case the email fails to reach you). Click on the voucher number and go straight to the confirmation page to check the Notes section to determine the reason the voucher was rejected. Once the voucher has been corrected, it can be resubmitted by checking the "swear and affirm" box again and clicking the Submit button.

Closed Documents

Once submitted, the document will go through the court review process:

- Initial review by a CJA staff person
- Review by the authoring judge
- Review by the Chief Circuit Judge or his designee (if the statutory maximum has been exceeded)
- Return to the CJA court staff for final certification for payment

Once the document goes through this procedure, it will move from the My Submitted Documents” folder to the “Closed Documents” folder:

Closed Documents			
To group by a particular Header, drag the column to this area.		Search:	
Case	Defendant	Type	Status
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201.90 Approved Amount: 4,201.90	CJA-20 Denny Crane	 Voucher Closed 0978.0009032 INTERIM PAYMENT 1

The system will automatically send an email to the address(es) in the attorney profile section to alert you that the voucher has been approved for payment.

You can still view this document by clicking on the voucher number, but it will be in Read Only format.

Note: Periodically, court staff will archive closed vouchers. When a document is archived, it will be removed from the Closed Documents list. However, you can still access the voucher by clicking on the case number on the Appointments’ List (on the Home page) or using the search features.

Requests for Interim Payments

Counsel may request an interim voucher in a hardship situation.

Submitting the Request

- A request for interim payments is submitted to the court through the CJA eVoucher program, and is no longer filed in CM/ECF. The motion/letter can be attached to the voucher as a document. (See instructions on page 22).
- The Court will authorize the request within the eVoucher program.
- If the request for interim payment is denied, the voucher will be rejected and counsel may resubmit the voucher at the end of the case.