Contents

Introduction .................................................................................................................. 4
  Panel Management .................................................................................................. 4
  Voucher and Authorization Request Submission .................................................. 4
  Browser Compatibility ............................................................................................. 4
Court Appointment .................................................................................................... 5
Accessing the CJA eVoucher Program ..................................................................... 5
Creating a Single Login Profile (SLP) ....................................................................... 6
Forgotten Password - Legacy .................................................................................... 10
Signing In to eVoucher with Single Login Profile (SLP) ........................................ 13
Forgotten or Expired Passwords .............................................................................. 14
Locked Accounts ...................................................................................................... 17
Single Login Profile (SLP) vs. Court Profile ............................................................ 18
Home Page ............................................................................................................... 19
Navigating in the CJA eVoucher Program ............................................................... 20
Customizing the Home Page .................................................................................... 20
Accessing Single Login Profile (SLP) ...................................................................... 22
Account Information ................................................................................................. 22
Modifying Your Name ............................................................................................... 23
Updating Your Email Address .................................................................................. 23
Updating Your Password .......................................................................................... 24
Updating Your Security Questions .......................................................................... 25
Linked eVoucher Accounts ...................................................................................... 26
Linking Your eVoucher Accounts to Your Single Login Profile (SLP) .................... 27
Court Profile ............................................................................................................. 28
Attorney Info ............................................................................................................. 30
Billing Info ................................................................................................................ 31
Holding Period ......................................................................................................... 32
Continuing Legal Education (CLE) ......................................................................... 34
Appointments’ List .................................................................................................... 36
View Representation ................................................................................................. 37
Creating the CJA-20 Voucher .................................................................................. 38
Entering Services ....................................................................................................... 39
Importing Service Entries ................................................................. 41
Importing Service Entries on Previously Created CJA-20s ................................................................. 45
Entering Expenses .................................................................................. 48
Claim Status .......................................................................................... 50
Documents ............................................................................................ 52
Signing and Submitting to Court ............................................................ 53
CJA-20 Quick Review Panel .................................................................... 55
Reports and Case Management ................................................................. 56
  Defendant Detailed Budget Report .......................................................... 57
  Defendant Summary Budget Report ......................................................... 58
Creating a CJA-21 Voucher .................................................................... 59
Submitting an Authorization Request for Expert Services .............................. 66
Creating an Authorization for Transcripts (AUTH-24) ................................... 69
Creating a CJA-24 Voucher .................................................................... 72
Page left intentionally blank .................................................................... 77
Page left intentionally blank .................................................................... 80
Appendix A: Correcting Errors in Your .csv File ........................................... 85
Appendix B: Creating the Excel File for Import ............................................ 86
Appendix C: Converting the Excel File to .csv Format .................................... 87
CJA attorneys must first submit the **CJA Panel Attorney Information Form** to be established in the eVoucher program with the Western District of Texas.

The form may be found at txwd.uscourts.gov, CJA tab, Criminal Justice Act Forms link.
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 allows for:

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

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates. 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 and Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1
Court Appointment

When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and sign in to each individual court account in which you wanted to work. You had a separate username and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

**Note:** Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court unless you change it.

Single Login Profile for David D. Attorney

- SLP email address
- Password

David D. Attorney
Account linked to
X District Court

David D. Attorney
Account linked to
Y Circuit Court

David D. Expert
Account linked to
Z District Court
Creating a Single Login Profile (SLP)

You only need to create your Single Login Profile (SLP) once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

**Step 1**

In the **Email Address** field, enter your email address, and then click **Next**.

**Step 2**

If you use more than one court account, choose one, and then click **Next**.
Step 3

On the Create New Single Login Profile page, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

---

Step 4

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).

Go to your email account. Click the link in the email message to continue creating the profile.

*Note:* The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.

In the **Enter password** field, enter a new password to be used for your Single Login Profile (SLP). The new password must:

- Be at least eight characters.
- Be alphanumeric.
- Contain at least one lowercase and one uppercase character.
- Contain at least one special character.
- Not be a password used in the past 365 days.
To view current password requirements, click the plus sign (+) icon to expand the Password Requirements section. You must change your password every 180 days. In the Verify password field, verify the password, and then click Next.

A success message appears, and you are directed to the eVoucher home page. Your email address and new password are now your new login credentials. You have now successfully created your Single Login Profile (SLP) and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.
Forgotten Password – Legacy

If you have forgotten your current court password or entered it incorrectly, a login failed message appears. To recover your password, click the **Forgot your password** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact your court administrator.

**Step 1**

Click the **Forgot your password** link.

**Notice:** This is a Restricted Web Site for Official Court Business only. Use Court and/or prosecution under Title 16 of the U.S. Code. All activities
In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

**Forgot your Login?**
Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

- Username
- Email

**Back to sign in**

**Recover Logon**

**Step 3**
In the email message, click the **here** link to create a new password.

**Note**: The password link expires after 30 minutes and can be used only once. If you don’t reset your password within that time, you must return to the login page and repeat the process.
You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, username, and email address, and then click **Reset**.

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.
Signing In to eVoucher with Single Login Profile (SLP)

Step 1

On the eVoucher webpage, in the Email Address field, enter the email address you used to create your Single Login Profile (SLP), and then click Next. If you forget this email address, contact the security administrator for your court.

Step 2

In the Password field, enter your password, and then click Sign In. You have now successfully signed in to eVoucher.
Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message appears, stating that your password is expired, invalid, or locked.

**Step 1**

To reset your password, click the **Forgot your password?** link.

**Note:** You should follow this same process if you have not reset your password in the last 180 days.

**Step 2**

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.
Note: If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact your court to unlock it.

Step 3
A message appears, telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

Note: The link expires after 30 minutes and can be used only once.

**Reset your password?**
Please answer the following challenge question to have a password reset link sent to your email.

- **Check your email**
  If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.
  IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Step 4
In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).
**Step 5**

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click Reset.

![Reset your password](image)

**Step 6**

A message appears, stating that your password was successfully updated. You can now enter your email address, click Next, and then enter your new password to sign in.

![Sign in to CJA eVoucher](image)
Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and you can no longer enter a correct password. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.

Note: If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creation attempts resets to zero after 30 minutes.
Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.

1. **Court account** – This is the court account you selected from the Accounts menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the Help menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.
## Home Page

Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys’ information. Likewise, no one else can view your information.

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Active Documents</strong></td>
<td>This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.</td>
</tr>
<tr>
<td><strong>Appointments’ List</strong></td>
<td>This is a quick reference to all your appointments.</td>
</tr>
<tr>
<td><strong>My Proposed Assignments</strong></td>
<td>Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.</td>
</tr>
<tr>
<td><strong>My Submitted Documents</strong></td>
<td>This folder contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.</td>
</tr>
</tbody>
</table>
| **My Service Provider’s Documents** | This folder contains all the vouchers for your service providers, including:  
  - 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. |
| **Closed Documents**      | This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible through the Appointment page. |
Navigating in the CJA eVoucher Program

<table>
<thead>
<tr>
<th>Menu Bar Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to access the eVoucher home page.</td>
</tr>
<tr>
<td>Operations</td>
<td>Click to search for specific appointments.</td>
</tr>
<tr>
<td>Reports</td>
<td>Click to view selected reports you can run on your appointments.</td>
</tr>
<tr>
<td>Links</td>
<td>Click to access links to CJA resources such as forms, guides, publications, etc.</td>
</tr>
<tr>
<td>Accounts</td>
<td>Click to access your different court accounts.</td>
</tr>
</tbody>
</table>
| Help          | Click to access:  
|               | • Another link to your Single Login Profile (SLP).  
|               | • Another link to your court profile.  
|               | • Contact Us email.  
|               | • Privacy Notice.  
|               | • eVoucher help documentation for attorneys and experts. |
| Sign out      | Click to sign out of the eVoucher program. |
| Search field  | Use this field to look up any of your cases. |

Customizing the Home Page

You can customize your home page to change the way your information displays in the folders.

Expand/Collapse a Folder: Click the plus sign (+) icon to expand a folder. Click the minus sign (-) to collapse a folder.

Resize a Column

**Step 1**

Along the folder headings (e.g., Case, Description, Type, etc.), point to the line between the columns until a double arrow ⇨ appears.

**Step 2**

Click and 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.

**Group by Column Heading:** To sort all the information within a folder, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

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

**Step 2**
Click and drag the header to the **group by** header bar.

All the information in that folder is now grouped and sorted by that selection.
Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Edit your Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

To access the Single Login Profile page, from the menu bar, click Help, and then click Single Login Profile, or point to the profile icon, and then click Single Login Profile.

Account Information

In the Account Information section, you can change your name, email address, and password.
Modifying Your Name

**Step 1**
To edit your name, click the **Edit** link to the right of your name.

**Single Login Profile**

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td></td>
<td>Attorney</td>
<td>-</td>
</tr>
</tbody>
</table>

**Step 2**
Make any necessary changes, and then click **Save changes**.

**Account Information**

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td></td>
<td>Attorney</td>
<td>-</td>
</tr>
</tbody>
</table>

Updating Your Email Address

**Step 1**
Click the **Edit** link to the right of your email address.

**Email address**
attorney210@gmail.com

**Step 2**
Enter your new email address, confirm it, and then click **Save changes**.

**Email address**
attorney210@gmail.com

**Confirm email address**
attorney210@gmail.com
Updating Your Password

**Step 1**

Click the **Edit** link to the right of your password.

<table>
<thead>
<tr>
<th>Password</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*********</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2**

Make any necessary changes, and then click **Save changes**.

**Password Requirements**

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Confirm password

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[Cancel]  [Save changes]
Updating Your Security Questions

**Step 1**

To access your security questions, click the plus sign (+) icon to expand the Security Questions section.

![Single Login Profile](image)

**Step 2**

Make any necessary changes, and then click **Save changes**.

![Security Questions](image)

**Note:** The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.
Linked eVoucher Accounts

Step 1

Click the plus sign (+) icon to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.

**Note:** You can also change your default court in the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.
Linking Your eVoucher Accounts to Your Single Login Profile (SLP)

**Step 1**
If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

<table>
<thead>
<tr>
<th>Account Information +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Questions +</td>
</tr>
<tr>
<td>Linked eVoucher Accounts +</td>
</tr>
<tr>
<td>Link your eVoucher Accounts to your Single Login Profile +</td>
</tr>
</tbody>
</table>

**Step 2**
Click **District** or **Appellate** for the type of court you want to link to. From the **Court** drop-down list, select your court, and then in the **Court login username** and **Court login password** fields, enter your username and password for that court.
Click **Link Account**.

A success message appears, stating that your account(s) is now linked.

---

**Court Profile**

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.
On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any Continuing Legal Education (CLE) attendance.

Changes made to your court profile are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

Click Edit, Select, Add, or View to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.
Attorney Info

Step 1

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

![Attorney Info Section](image)

Step 2

Make any necessary changes, and then click **Save**.

![Attorney Info Section](image)

Notes:

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select the **Foreign Vendor** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.
Billing Info

**Step 1**

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Your default billing info is:

**Andrew Anders**
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

**Step 2**

Make any necessary changes and click **Save**. If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.
Notes:
- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN. When you click the Associate radio button for the billing type, no information is required in the Billing Code field. Once you save, the screen displays Associate - No Billing Info.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the Copy Address from Profile check box if your billing address is the same as your attorney info address.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, attorneys are not given a new assignment.

Step 1
In the Holding Period section, click View.
Step 2

Click Add.

Step 3

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click Save.
Continuing Legal Education (CLE)

**Step 1**
In the Continuing Legal Education section, click **View** to access the CLE information.

![View CLE](image)

**Step 2**
To add CLE information, click **Add**.

![Add CLE](image)

**Step 3**
Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

![Enter CLE Details](image)

**Note:** After you save information, you can upload related PDF documents.
Step 4
Click **Browse** to upload and attach a PDF document. Once uploaded, click **Save**.

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.
Appointments’ List

On your home page, in the Appointment’s List section, locate the desired case.

Step 1

Click the case number link to open the Appointment Info page.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Info</td>
<td>This section contains all information about the appointment.</td>
</tr>
<tr>
<td>Vouchers on File</td>
<td>This section contains all vouchers for the appointment.</td>
</tr>
<tr>
<td>Appointment</td>
<td>This section describes the information found on the page. Click the View Representation link to open the Representation Info page.</td>
</tr>
<tr>
<td>Create New Voucher</td>
<td>Click the Create link next to the voucher to create a voucher for the appointment.</td>
</tr>
<tr>
<td>Reports</td>
<td>This section contains reports for the appointment.</td>
</tr>
</tbody>
</table>
View Representation

Click the **View Representation** link to display the following information:

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

**Step 1**

In the Appointment section, click the **View Representation** link.

The Representation Info page appears.

<table>
<thead>
<tr>
<th>Representation Info</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Representation Info</th>
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<tr>
<th>Representation Info</th>
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<th>Representation Info</th>
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<table>
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<tr>
<th>Representation Info</th>
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<th>Representation Info</th>
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<th>Representation Info</th>
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</table>

<table>
<thead>
<tr>
<th>Representation Info</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

The Representation Info page appears.
Creating the CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 voucher.

**Note:** All voucher types and documents function in primarily the same way.

In the Create New Voucher section, from the CJA-20 voucher template, click the **Create** link.

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

**Notes:**

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

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

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

**Step 1**

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

**Step 2**

Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.
Step 3
Click the Service Type drop-down arrow and select the service type.

![Service Type dropdown]

Note: You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

Step 4
Enter your hours of service in tenths of an hour, enter a description, and then click Add.

![Services entry]

Step 5
The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Be sure to click Save. Click an entry to edit.
Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

**Note:** If you have an associate on your voucher and want to use the import service entry function, the lead attorney MUST import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

**Step 1**

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.
The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the Additional Information link to view instructions for importing time from a .csv file.
Step 3

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

**Note:** The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 4

Your file directory browser opens. Click the correct .csv file, and then click **Open**.
A success message appears, indicating the number of entries that were imported and saved to the services table.
Importing Service Entries on Previously Created CJA-20s

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

**Step 1**

On the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

**Step 2**

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.
Step 3

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.
Step 4

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

![Image of Import Service Entries (.csv) button]

Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

**Note**: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.

![Image of Warning Message]

Click **Proceed** to continue.
Entering Expenses

**Step 1**
Click the Expenses tab, or click Next on the progress bar.

**Step 2**
Click the Expense Type drop-down arrow and select the applicable expense.

**Step 3**
If Travel Miles is selected, in the Miles field, enter the round-trip mileage, and then click in the Description field to enter a description. Click Add.
The entry is added to the voucher and appears at the bottom of the Expense Type column.
Step 4

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

---

**Notes:**
- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

---

**Claim Status**

**Step 1**

Click the **Claim Status** tab, or click **Next** on the progress bar.
In the **Start Date** field, enter the start date from the services or expenses entries, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**. Click **Audit Assist** at any time to view any errors or warnings regarding your document.

### Notes:
In the Payment Claims section, click one of the following radio buttons:

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow for payment throughout the appointment, but each court’s practice may differ. If using this type of payment, in the **(payment #)** field, indicate the number of interim payments.
- **Supplemental Payment** to request payment due to a missed or forgotten receipt after the final payment has been submitted.
- **Withholding Return Payment** for an attorney to request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

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

![Error Message]

The message disappears when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.
Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher, e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

**Step 1**
Click the **Documents** tab, or click **Next** on the progress bar.

**Step 2**
To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.
Sign Up and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.
Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

![Submit button](image)

Step 3

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

![Confirmation screen](image)

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

![Submitted documents](image)

**Note:** If a voucher is rejected by the court, it reappears in the **My Documents** section highlighted in gold. The system generates an email message explaining the corrections that must be made.
CJA-20 Quick Review Panel

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

The **Services** and **Expenses** fields tally as entries are entered in the voucher.

Expand the item by clicking the drop-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, and expert services by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear in the left review panel.
- Each panel, depending on the 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.

To find other accessible reports, from the menu bar at the top of the screen, click Reports.
Defendant Detailed Budget Report

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

It provides the information in two sections: attorney appointment and authorized expert service.
Defendant Summary Budget Report

The report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.
Creating a CJA-21 Voucher

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

### Step 1

On the Appointment page, click the **Create** link from the CJA-21 voucher template to open the Basic Info page.

### Step 2

When submitting a CJA-21 voucher, in the Authorization Selection section you can select from two options.

If the request does not require advance authorization, click the **No Authorization Required** link. If you have a previously approved authorization, click the **Use Existing Authorization** link.
Step 3

If you click the **Use Existing Authorization** link, a list of associated authorizations appears. Click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

<table>
<thead>
<tr>
<th>ID Number: 4</th>
<th>Service Type: Chemist/Toxicologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date: 03/04/2014</td>
<td>Estimated Amount: $1,000.00</td>
</tr>
<tr>
<td>Authorized Amount: $1,000.00</td>
<td>Notes: Abraham Adlay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID Number: 106</th>
<th>Service Type: Interpreter/Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date: 02/01/2017</td>
<td>Estimated Amount: $5,000,000.00</td>
</tr>
<tr>
<td>Authorized Amount: $100.00</td>
<td>Notes:</td>
</tr>
</tbody>
</table>

Step 4

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

Step 5

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become available, and you can choose if you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.
Notes:

- Only experts registered with the service type selected appear in the drop-down list. Steps on how to submit a person for approval and add them as an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click Home or Sign out.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

**Step 6**

If the expert is not currently in the eVoucher system, you must complete their information. In the Voucher Assignment section, the Attorney radio button is automatically selected. Complete all required information for the person you wish to submit for approval.
Step 7

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

![New Voucher Information](image)

**Notes:**

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list, and their information automatically populates.
- If the attorney submitted the voucher for the expert, they must 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 8

Once you have made your selection, click **Create Voucher**.
Step 9

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the Services section. Click **Save**.

![Services tab screenshot]

Step 10

Click the **Expenses** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The entry now appears in the Expense Type column. Click **Save**.

![Expenses tab screenshot]
Step 11

Click the **Claim Status** tab, or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the Payment Claims section, click the appropriate radio button, and then click **Save**.

![Claim Status](image)

**Notes:**
- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court’s practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

Step 12

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

![Documents](image)

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.
Step 13

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.
Step 14

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

---

**Submitting an Authorization Request for Expert Services**

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

**Step 1**

In the Appointments’ List section, open the appointment record.

**Step 2**

On the Appointment page, in the Create New Voucher section, click the **Create** link next to **AUTH**.
Step 3
Click **Create New Authorization**.

### Authorization Type Selection
You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

---

Step 4
The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Requested Provider** field

Click **Save**.
Step 5

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

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

Step 6

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.
Step 7
A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the Home Page link to return to the home page. Click the Appointment Page link if you wish to create an additional document for this appointment.

Creating an Authorization for Transcripts (AUTH-24)

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

Step 1
On the Appointment page, in the Create New Voucher section, click the Create link next to AUTH-24.

Step 2
The authorization opens to the Basic Info page. Click the No Authorization Required link.
Step 3

On the Basic Info page, enter the details for the required transcript. Click Save.

Step 4

Click the Documents tab, or click Next on the progress bar. To add an attachment, click Browse to locate your file, and then add a description of the attachment. Click Upload. The attachment and description are added to the voucher and appear in the Description column. Click Save.

Note: All documents must be submitted in PDF format and must be 10 MB or less.
Step 5
Click the Confirmation tab, or click Next on the progress bar. In the Public/Attorney Notes field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click Submit.

Step 6
A confirmation screen appears, indicating that the previous action was successful, and the authorization request has been submitted. Click the Home Page link to return to the home page. Click the Appointment Page link if you wish to create an additional document for this appointment.
Creating a CJA-24 Voucher

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

**Step 1**

On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-24.

**Step 2**

The Basic Info page appears.

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link. If your court does require an AUTH-24, click the **Use Existing Authorization in eVoucher** link.
Step 3

Click the applicable AUTH-24, which highlights it in blue. You cannot continue until it is highlighted.

Notes:
- To enter a new transcriptionist into the system, select the expert from the Expert drop-down list, and enter details in the Expert Info section.
- Selecting a transcriptionist already in the system automatically populates that expert’s information.
- Select whether the attorney or the court reporter will be filling out the voucher claim portion.
- If the attorney clicks the Expert radio button, the expert fills out the required expense information and submits the form. The attorney then approves and submits to the court.

Step 4

Click the Expert drop-down arrow and select the transcriptionist. In the Voucher Assignment section, click the appropriate radio button indicating whether the attorney or the transcriptionist will be entering information. Click Create Voucher.
Step 5
Click the Services tab, or click Next on the progress bar. Complete the Date, Service Type, No. of Pages, Rate Per Page, and Description fields, and then click Add. The entry appears in the Service Type column. Click Save.

Step 6
Click the Expenses tab, or click Next on the progress bar. Complete the Date, Expense Type, and Description fields, and then click Add. The entry appears in the Expense Type column. Click Save.
Step 7

Click the Documents tab, or click Next on the progress bar. Click Browse to locate your file, and then add a description of the attachment. Click Upload. The attachment and description are added to the voucher and appear in the Description column.

Note: All documents must be submitted in PDF format and must be 10 MB or less.
Step 8

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.
Step 9

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the Home Page link to return to the home page. Click the Appointment Page link if you wish to create an additional document for this appointment.
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Appendix A: Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

**Step 1**

A message appears at the top of the page, indicating the number of errors found.

Click the **View Report** link to view errors.

**Step 2**

The default Errors Only report opens, highlighting the errors in the file. Review the error report and correct the original .csv file.

**Note:** Click the **Full Report** radio button to view an error report that includes all imported service lines.
Step 3

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.

Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.

Appendix B: Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headings, as seen below. The header row contains four mandatory column headings (Date, Hours, Description, Service Type) and two optional column headings (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the first row contains service entry information instead of headings, the data in row 1 will be ignored and won’t be imported into your voucher. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow a user to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

**Step 1**

In your Excel file, click the File tab.
Step 2

From the navigation menu on the left, click **Save As**.

Step 3

On the Save As page, click the drop-down arrow and select **CSV (Comma delimited) (*.csv)**.

Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.