

Step 2

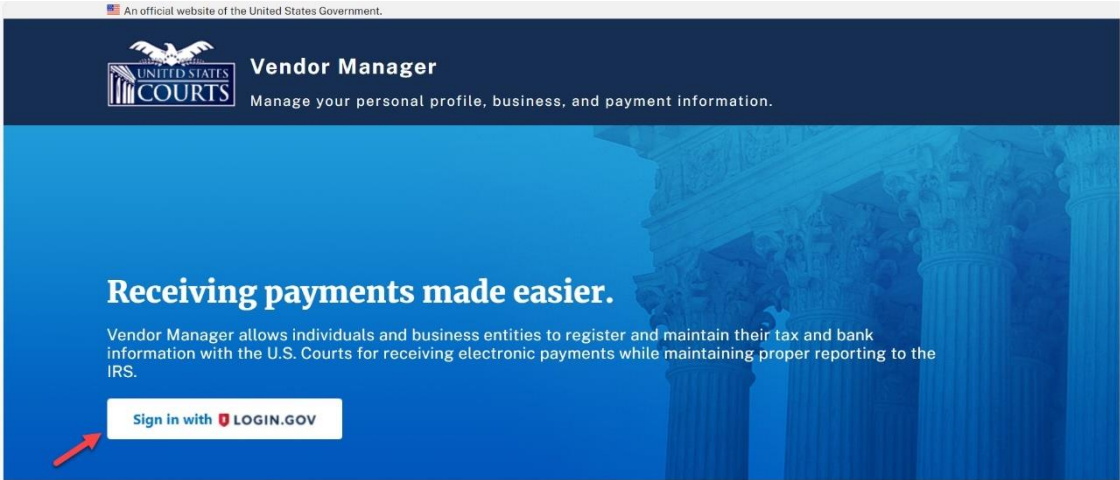
Click the **Manage at Vendor Manager** link to access VMS.

Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

Manage at Vendor Manager

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.



Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

Changes made in this section are not applied to any of your other linked accounts. This information appears at the top of your Court Profile page.

Court Profile



Changes made to this court profile will not be applied to any other linked accounts.

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

Select the check box(es) for any specialties that apply to you.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

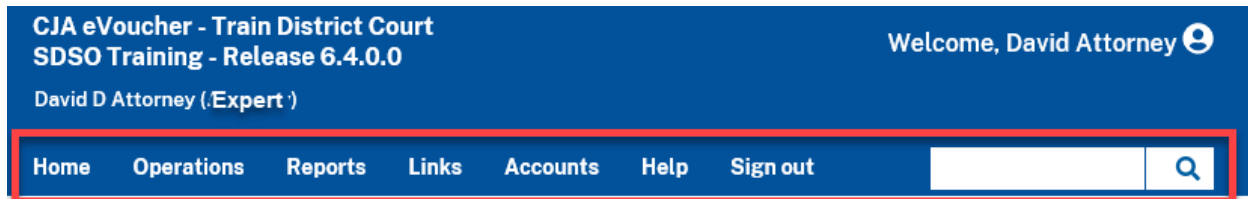
- Accountant
- Ballistics Expert
- CALR(Westlaw, Lexis, etc)
- Chemist, Toxicologist
- Computer (Hardware, Software, Systems)
- Computer Forensics Expert
- Documents Examiner
- Duplication Services
- Fingerprint Analyst
- Hair, Fiber Expert
- Interpreter Translator
- Investigator
- Jury Consultant
- Legal Analyst/Consultant
- LitigationSupport Services
- Mitigation Specialis
- Other
- Other Medical Expert
- Paralegal Services
- Pathologist, Medical Examiner
- Polygraph Examiner
- Psychiatrist
- Psychologist
- Voice, Audio Analyst
- Weapons Firearms Explosive Expert

Transcript

- Court Reporter

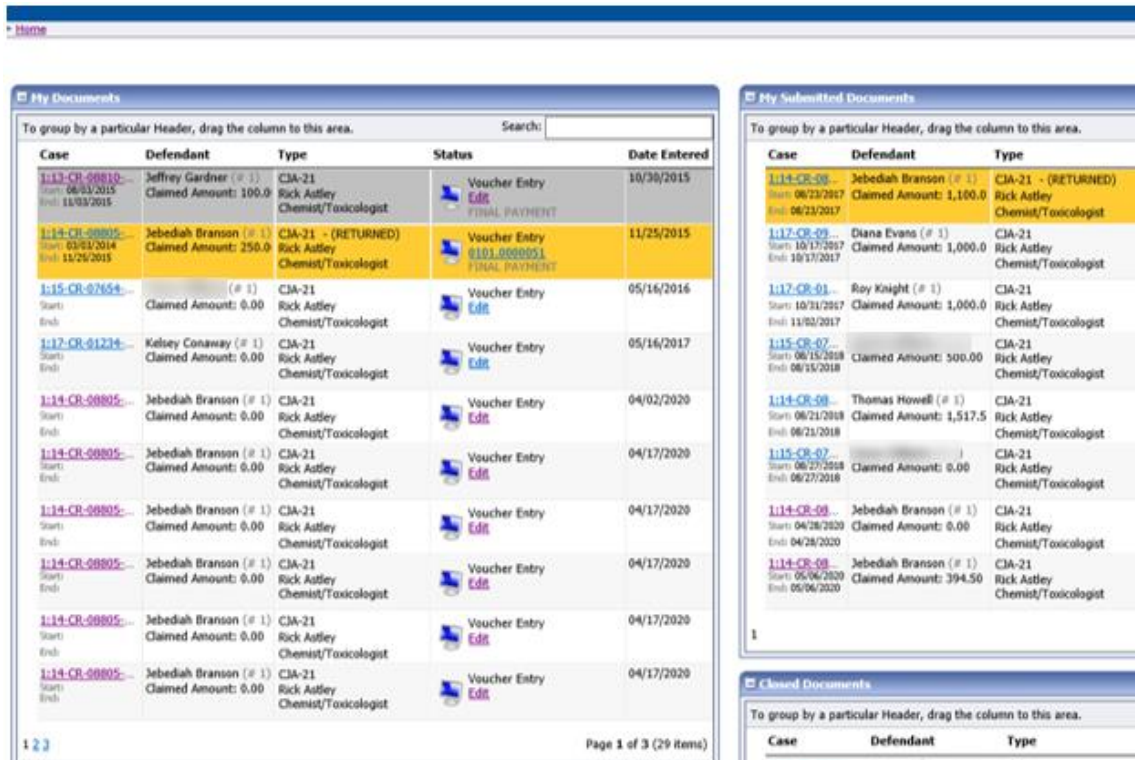
Menu and Home Page

Use the menu bar to navigate to the different areas of the application.



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your SLP. • Another link to your court profile. • The Contact Us email address. • The privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.

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

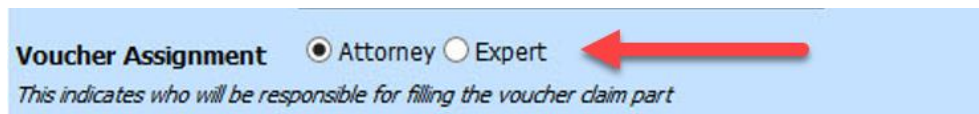


Section Name	Contents
My Documents	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This section contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents display only for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment page.

Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When a service provider signs in, they see a list of all of their documents on the home page. The Expert role allows the service provider to sign in to eVoucher, view any documents the attorney is creating on their behalf, verify that the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter role allows the expert to complete their voucher after the attorney has created it. If the attorney selects an expert who has these privileges, they can decide if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.



CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, the attorney can allow you to enter the services and expenses. You will receive an email message informing you that a voucher has been created on your behalf and that you can enter your information on the voucher. **The following steps are those with EXPERT ENTER rights.**

Step 1

Sign in to the eVoucher application. The voucher should appear in the My Documents section of your home page.

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805... Start: ... End: ...	Jebediah Branson (...) Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	04/28/2020
1:15-CV-08850... Start: ... End: ...	Thomas Watson (# ...) Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	01/20/2016
1:13-CR-08810... Start: 11/23/2015 End: 11/24/2015	Jeffrey Gardner (# 1) Claimed Amount: 2...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit FINAL PAYMENT	11/24/2015
1:14-CR-08809... Start: ... End: ...	Al Perez (# 1) Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	11/04/2015

Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805...	Jebediah Branson (... Claimed Amount: 0....	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	04/28/2020

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

CJA-21
Voucher Entry

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Summary: \$0.00

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

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

Specialty: Chemist/Toxicologist
Maximum on Services Without Prior Authorization: \$900.00

Fee Amount Remaining After Approved and Pending: \$900.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

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

Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:73-CR-00210-SB-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M.PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-1185 Email: daviddattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson	
14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order 7/1/2024	Nonc Pro Tusc Date
Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

Expert Contact Info

Charlene Campos
110 Main Street
San Antonio, TX 78210
US
210-555-5900
deadmail@support.aotx.uscourts.gov

Payment Details

Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#).

Charlene Campos

Charlene Campos
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24

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 tabs 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.

Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab, or click **Next** on the progress bar. Required fields are marked with a red asterisk.

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

Services

Date: 7/25/2024 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$152.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous **Next >** Last »

Step 2

Enter the date of the service, the number of hours billed, the rate, and a description of the service.

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

Services

Date: 7/25/2024 * Description: PC analysis

Units: 4 *

Rate: 25 *

* Required Fields

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

Date	Description	Units	Rate	Amt

Page 1 of 1 (1 items) View items per page: [10](#) [25](#) [50](#) [100](#)

Step 3

Click **Add**.

[Basic Info](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [Documents](#) | [Confirmation](#)

Services

Date: *
 Description: *

Units: *

Rate: *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears, prompting you to save.

Leave site?

Changes you made may not be saved.

Entering Expenses

Step 1

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

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

Expenses

Date * Description *

Expense Type *

Miles * at \$0.535 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate View items per page: [10](#) [25](#) [50](#) [100](#)

Step 2

Enter the expenses, click **Add**, and then click **Save**.

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

Expenses

Date * Description *

Expense Type *

Miles * at \$0.545 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	07/25/2024	Travel	22	\$0.545	\$11.99

Page 1 of 1 (1 items) View items per page: [10](#) [25](#) [50](#) [100](#)

Claim Status

Step 1

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

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

- Navigation tabs: Basic Info, Services, Expenses, **Claim Status** (highlighted with a red box), Documents, Confirmation.
- Form fields: Start Date (empty), End Date (empty).
- Payment Claims section:
 - Final Payment (payment #)
 - Interim Payment
 - Supplemental Payment
 - Withholding Return Payment
- Reminder: **** Reminder: Please select the appropriate claim status.**
- Required Fields: * Required Fields
- Navigation buttons: < First, < Previous, **Next >** (highlighted with a red box), Last >, Save, Delete Draft, Audit Assist.

Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earlier. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

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



- Navigation tabs: Basic Info, Services, Expenses, **Claim Status** (highlighted with a red box), Documents, Confirmation.
- Form fields: Start Date (7/25/2024, highlighted with a red box), End Date (empty).
- Payment Claims section:
 - Final Payment (payment #)
 - Interim Payment
 - Supplemental Payment
 - Withholding Return Payment
- Reminder: **** Reminder: Please select the appropriate claim status.**
- Required Fields: * Required Fields
- Navigation buttons: < First, < Previous, Next >, Last >, Save, Delete Draft, Audit Assist.

Step 3

In the Payment Claims section, click the radio button for the appropriate claim status, and then click **Save**.

[Basic Info](#) | [Services](#) | [Expenses](#) | **[Claim Status](#)** | [Documents](#) | [Confirmation](#)

Claim Status

Start Date * 
End Date * 

Payment Claims *

Final Payment (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

| | | | | |

Radio Button	Payment Claims Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court’s practice may differ. If using this type of payment, indicate the number of interim payments.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	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.

Documents

Step 1

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

The screenshot shows the 'Supporting Documents' page with the 'Documents' tab selected in the progress bar. The 'File Upload' section is empty, and the 'Next >' button in the navigation bar is highlighted with a red box.

Step 2

Click **Choose File** to attach any receipts, invoices, or documents as PDF documents. In the **Description** field, optionally label and describe the attachment, and then click **Upload** to attach the PDF document. Click **Save**.

The screenshot shows the 'Supporting Documents' page with a file named 'February R... - Parking.pdf' uploaded. The 'Description' field contains 'February Receipts for Parking/Travel Expenses'. The 'Choose File', 'Upload', and 'Save' buttons are highlighted with red boxes.

Signing and Submitting to Court

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

Step 1

Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify that the information is correct, and then scroll to the bottom of the screen.

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

Confirmation

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
12:1437M PENALTIES - PROHIBITED ACTIVITIES

12. ATTORNEY'S STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to obtain the service. Estimated compensation: \$
 Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney
David Dd Attorney - Bar Number: 1234123
2500 Main St
San Antonio TX 78209
Phone: 210552500
Email: daviddattorney@gmail.com

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	14. TYPE OF SERVICE PROVIDER
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Date of Order _____ Name Pro Tunc Date _____ Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 10 Chemist/Toxicologist

NOTES

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$100.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$11.99	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$111.99	0.0	

17. PAYEE'S NAME
Charlene Campos
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24

Final Payment Interim Payment (#) Supplemental Payment Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 07/25/2024 TO 07/25/2024
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
Signature of Claimant Payee: _____ Date: _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
Signature of Attorney: _____
Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.

23. Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.
 Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.

Signature of Presiding Judge _____ Date _____ Judge Code _____

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____ Total Amt. Certified For Payment _____

Step 2

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

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$100.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$11.99	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$111.99	0.0	

17. PAYEE'S NAME

Charlene Campos
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24

Final Payment Interim Payment (*) Supplemental Payment Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 07/26/2024 TO 07/26/2024
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
Signature of Claimant/Payee: Date:

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
Signature of Attorney:
Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
-----------------	---------------------	--------------------	----------------------------

23. Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.
 Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.

Signature of Presiding Judge Date Judge Code

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
-----------------	---------------------	--------------------	------------------

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD


Signature of Chief Judge, Court of Appeals (or Delegate) Date Judge Code Total Amt. Certified For Payment

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date: _____



Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlighted in gold.

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

1 Page 1 of 1 (2 items)

Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

