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Access eVoucher at the United States District Court’s site txwd.uscourts.gov.

NOTE: eVoucher is now compatible with all internet browsers.
Amended Western District of Texas Criminal Justice Act Plan (Approved July 24, 2018)

Order Amending Membership of the CJA Panel Committee121719.pdf
Training Materials

Documentation

- CJA 24 Flowchart.pdf
- CJA eVoucher Attorney Manual.pdf
- Instructions for eVoucher AUTH and CJA 21 Voucher.pdf

Electronic Learning Modules

- Creating Your Single Login Profile – Step by Step.mp4
Criminal Justice Act Forms

General Download Instructions

Please note: The CJA Questionnaires and Application forms are specific to the location where you download the form, please be sure that it applies to the desired location (i.e., a form titled Waco Division will not apply to the Austin Division).

The CJA Hourly Rates Tables for Capital Cases and Non-Capital Cases applies to all CJA 20 and CJA 30 (Death Penalty) forms submitted for payment.

CJA Compensation Maximums for Capital and Non-Capital Cases for attorneys and service providers.

Current Privately Owned Vehicle (POV) Mileage Reimbursement Rates and Archived (POV) Mileage Reimbursement Rates for attorneys and service providers.

Downloadable Local Forms

- CJA Expert Services Provider Information Form.pdf
- CJA Panel Attorney Information Form.pdf

Downloadable National Forms

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA Form 0020 - Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum District Court</td>
<td></td>
</tr>
</tbody>
</table>
CJA Helpful Links

Criminal Justice Act Helpful Links

- 5th Circuit CJA Home Page
- Capital Defense Network
- Criminal Law Resources
- Defender Services, Administrative Office of the U.S. Courts
- Federal Public Defender Services Division
- National Association of Criminal Defense Lawyers
- Office of the Federal Public Defender, Western District of Texas
- Texas Association of Criminal Defense Lawyers
- U.S. Attorney (Texas/Western), Illegal Reentry Fast-Track Program
- United States Courts
REQUIRED ACTION
There are two required steps for all eVoucher users. If you have not created your eVoucher Single Login Profile, please view the seven-minute training video, “Creating Your Single Login Profile - Step by Step” found under the Training Materials link to assist you with completing these steps. You will not be able to proceed in accessing your account without creating your profile.
Attorney HOME page

My Active Documents – Holds vouchers that have been created yet not submitted to court or rejected vouchers.

My Appointments’ List – Lists your cases. Please call your division’s Clerk’s Office directly if you require a case added.

My Proposed Assignments – Inactive folder.

My Submitted Documents – Shows vouchers submitted to court pending approval.

My Service Providers Documents – Contains vouchers for your experts.

Closed Documents – Contains paid vouchers.
Updated/New profiles

Found at the top right corner on your HOME page. Users can update either profile directly at any time.
Single Login Profile page – Available capabilities are:

- Edit your Account Information
- Edit your Email Address
- Edit your Password – user must now reset his/her own password
- Edit your Security Questions
- Link eVoucher Accounts – set default
- Link your eVoucher Accounts to your Single Login Profile – this new feature allows you to switch between accounts without having to log out. Example: TXWD (district) and 5th Circuit (appellate) accounts.
If you have gone through the process of linking multiple eVoucher accounts, by clicking on the **Accounts** menu option, you will be able to switch between those linked accounts. The current view of the eVoucher account will be underlined in the drop-down.

*For example: If you have TXWD and 5th Circuit accounts listed and you are currently viewing your TXWD account, *that* account will be *underlined*. 

![Screenshot of eVoucher interface with Accounts option highlighted]
You may update your **Attorney Info** and **Billing Info**, enter a **holding period** (you must first advise the division’s Clerk’s Office of the hold) and add **Continuing Legal Education (CLE)** information directly, at any time.
Types of Vouchers

CJA 20 – Appointment of and Authority to Pay Court-Appointed Counsel

AUTH – Authorization for expert and other services
CJA 21 – Voucher for payment to expert and other service providers

AUTH 24 – Authorization for transcript requests
CJA 24 – Voucher for payment of transcripts
By clicking on a case in your “Appointments’ List” folder on your HOME page, the Appointment Info screen is shown where you are able to create your specific voucher(s) as well as view “Vouchers on File.”
CJA 20 Voucher
Attorney Services and Expenses
“Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown...

...Every effort should be made to have counsel submit the claim as soon as possible upon completion of services rendered”
Helpful Tips

Do’s:
✓ Provide a brief, meaningful description of services.

Note by a judge in an approved voucher: “Great summary of work completed. This is the perfect level of detail I like to see. You were able to provide me sufficient explanation without disclosing attorney client privileged materials. Much appreciated!”

✓ Indicate in either Service line item or Public/Attorney Notes section if:
  • Substitute counsel stood in for hearing(s).
  • Cross-referencing claims on another voucher (provide case number or voucher number). Ex: travel time or mileage.

✓ Include description of document reviewed rather than docket #.

✓ Include receipts for expenses $50 or more.

✓ Include parking receipts.

✓ Indicate cost per page for copy expense.

✓ Indicate to/from address locations for travel time or mileage claims.

✓ Recommend looking at paid vouchers for notes.
Helpful Tips
Don’ts:
- Claim clerical duties (ex. downloading, calendaring, copying, printing, opening/closing or creating physical files, etc.).

- Claim time pertaining to the disposition of client’s property unless ordered by the court.

- Claim items and/or services of a personal nature.

- Claim time pertaining to vouchers (ex. eVoucher email notification, preparing and/or submitting to court).

- Use the appointment date as your “Start Date” under the **Claim Status** tab. Use only if your claimed services begin on that day.
Error Message pertaining to the Claim Status tab

Dates under the **Claim Status** tab must correspond to the **starting and ending dates** taken from the **Services** tab.

This common error message may display in your attempt to submit your voucher.

![Warning]

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

To resolve this issue, under the **Services** tab, click on the column heading word “Date” in the area where all your entries are listed. This will arrange your entries in ascending (click once)/descending (click twice) order to verify your starting and ending dates. If you have entered claims under your **Expenses** tab, double-check the date(s) fall between those two dates. You will then enter the verified dates under the **Claim Status** tab, click SAVE and resume steps to submit your voucher.
Returned Voucher

You will receive an email notification in the event a voucher is returned for action. The voucher will reappear in the “My Active Documents” folder highlighted in gold. Click on the voucher number, then Confirmation tab for reason(s). Address the matter, click SAVE and resubmit.
Every attempt to request verifications or corrections is to make the payment process run smoothly from start to finish. Requests are for auditing purposes and more importantly, the judges’ review of your voucher.
Interim Vouchers

Chapter 2, § 230: Compensation and Expenses of Appointed Counsel
§ 230.73 Interim Payments to Counsel
Non-Death Penalty Cases
Death Penalty Cases

~ May be requested for extended or designated complex cases.
~ An order must be granted prior to submitting voucher(s) to court.
CJA 20 vouchers must be submitted through the Fifth Circuit Court of Appeals’ eVoucher program.

However, the courtroom deputy will ultimately create the appointment in eVoucher (#:AP:#####-###) solely for the purpose of transcript requests.
AUTH 24 and CJA 24 Vouchers
Transcript Requests
Transcript Request

Traditional Transcript Order forms (DKT 13 or AO 435) are to continue to be submitted to court. In addition to the CJA 24 Transcript Authorization and Voucher Flowchart, detailed information may also be found under the Court Info tab, Transcript Request and Fees link.

This is a 2–Step Process.

Creating and submitting the AUTH 24 voucher is NOT payment to the court reporter or transcriber.
CJA 24 Transcript Authorization and Voucher Flowchart

Found under the Training Materials link.
AUTH and CJA 21 Vouchers
Expert Services Provider
A motion to request Expert services in excess of $900 must be submitted to court and must include the anticipated amount of expert fees.

~ No AUTH or order is required if less than $900.

~ Authorization (AUTH) must be submitted and approved if an order is granted (attach or reference order).

~ Email notification sent to attorney when AUTH is approved.

~ Expert must be established. The Expert Services Provider User Form may be found under the Criminal Justice Act Forms link.

~ CJA 21 voucher is created and submitted on behalf of the expert by the attorney.

~ Enter all information from expert’s invoice under the Services and/or Expenses tabs and attach invoice under the Documents tab.
Instructions for eVoucher AUTH and CJA 21 Vouchers

Found under the Training Materials link.
Statutory Limits for Voucher Processing
<table>
<thead>
<tr>
<th>Voucher Type</th>
<th>Current Maximum As of 01/01/21</th>
<th>Previous Maximum As of 01/01/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA 20 Felony</td>
<td>$12,100.00</td>
<td>$11,800.00</td>
</tr>
<tr>
<td>CJA 20 Misd or Petty</td>
<td>$3,400.00</td>
<td>$3,400.00</td>
</tr>
<tr>
<td>CJA 21 Expert and Other Services</td>
<td>$2,700.00 (must have judge’s approval if over $900)</td>
<td>$2,600.00 (must have judge’s approval if over $900)</td>
</tr>
<tr>
<td>CJA 24 Transcript Request</td>
<td>No limit</td>
<td>No Limit</td>
</tr>
<tr>
<td>CJA 30</td>
<td>$35,000.00 (if over, must have 5th Circuit approval)</td>
<td>$35,000.00 (if over, must have 5th Circuit approval)</td>
</tr>
<tr>
<td>CJA 31</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Material Witness PR/SR and Other</td>
<td>$2,600.00</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>
Over Statutory Limit Voucher – 5th Circuit Approval Required

CJA 20 Voucher
Under the Documents tab of your voucher, include:
- A letter addressed to the judge, to support and justify the claim.
  or
- The CJA 26 form found under the Criminal Justice Act Forms link.

If approved, the voucher will be forwarded to the 5th Circuit for final approval. The approved voucher will then be returned to district court to process for payment.

*If you choose to waive the excess, make a notation in the Public/Attorney Notes section under the Confirmation tab.*

CJA 21 Voucher
An order from the 5th Circuit must be granted prior to submitting the voucher.
Case Budgeting
CJA eVoucher is the Electronic Voucher Management System for use by court-appointed counsel. The system allows for electronic submission, management, and approval of CJA vouchers.

https://www.lb5.uscourts.gov/cja2/
Case budgeting is a tool which should be employed in cases where it is anticipated that the CJA representation will become extraordinary in terms of cost. These include all capital prosecutions, capital habeas proceedings and “mega” cases.

Available information:
• Case Budgeting Overview
• Case Budgeting and Payment of Interim Vouchers
• Special Procedures for Review Attorney Compensation Requests in Death Penalty Cases
Case Budgeting Contacts

Margaret “Meg” Alverson
Circuit Case Budgeting Attorney
Circuit Mediation and Judicial Support Office
504-310-7799
margaret_alverson@ca5.uscourts.gov

Laura Cannon
Administrative Attorney
Circuit Mediation and Judicial Support Office
504-310-7799
laura_cannon@ca5.uscourts.gov
Voucher Payment Process

1. Voucher submitted by attorney
2. Voucher audited by CJA clerk
3. Voucher submitted to judge
4. Approved voucher received
5. Voucher processed for payment
Once a voucher is approved, the status will show “Voucher Closed, (Check Processed) Paid” and will move from your “My Submitted Documents” folder to your “Closed Documents” folder on your HOME page.

Approximately four days after this has occurred, the U.S. Treasury will then issue and mail a paper check.

NOTE: Direct deposit is not currently an option.
Unsuccessful login attempts
There is a maximum of six attempts to login. On the seventh unsuccessful attempt, the account is locked, a message is displayed, and an email notification is sent. In this event, you must contact your eVoucher representative for assistance.
Steps for resetting forgotten or expired passwords
Passwords expire in 180 days. Thirty days prior to password expiration, a message appears on your **Sign In** page indicating it will expire soon.

Users will reset their own forgotten or expired passwords by clicking on “Forgot your password?” and taking the following steps.

**NOTE:** eVoucher representatives no longer have the capability to reset passwords.
First, enter your email address and security answer.

**NOTE**: You will have three attempts at answering your security questions. If all are answered incorrectly, the account is locked, and an email is sent with further instructions.
Upon correctly answering your security questions, you will receive this email notification.

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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.

Back to sign in
Next, enter a new password, confirm, and enter your email address.
Successful reset.
If you have any questions or would like a copy of this information (.pdf format), please call 210-472-4955, select Option 4 to reach your eVoucher representative.