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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 user name 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)

Creating your Single Login Profile (SLP) only has to be done 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**.
On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

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**.
Step 5

A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).

Check your email

An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

IMPORTANT: The link provided in the email is only valid for 15 minutes and can only be accessed one time.

Step 6

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

Note: The email is valid for only 15 minutes and can be used only once. In the email message, click the confirm your email address link.

Step 7

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. 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.

Click the **Forgot your password?** link.
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 15 minutes and can only be used 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, user name, and email, and then click **Reset**.

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click “Forgot your login” to repeat the process.

**Step 5**

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

From the eVoucher webpage, 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

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.

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 1

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

### 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 15 minutes and can only be used 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).
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**.

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.
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 at this time. 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 areas from the Help menu.

4. **Court account user name** – 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.

### My Active Documents

- **Case:** 401-03-0014512-0
  - **Defendant:** Mauer Badman
  - **Type:** TRAVEL
  - **Claimed Amount:** $0.00
  - **Date Entered:** 12/19/2019
  - **Voucher Entry:** CA

- **Case:** 401-03-0014512-0
  - **Defendant:** Mauer Badman
  - **Type:** TRAVEL
  - **Claimed Amount:** $0.00
  - **Date Entered:** 01/28/2020
  - **Voucher Entry:** CA

### My Proposed Assignments

- **Appointments:**
  - All cases have been currently assigned
  - **Status:** No data

### My Submitted Documents

- **Appointments:**
  - **Case:** 110-99-0014631-0
    - **Defendant:** Practice Voucher
    - **Type:** TRAVEL
    - **Claimed Amount:** $0.00
    - **Date Entered:** 01/31/2019
    - **Status:** Submitted to Court
    - **Judge:** Judge Longoria
    - **Voucher Closed:** 02/20/2019

### My Service Provider’s Documents

- **Appointments:**
  - **Case:** 110-99-0014631-0
    - **Defendant:** Practice Voucher
    - **Type:** TRAVEL
    - **Claimed Amount:** $0.00
    - **Date Entered:** 01/31/2019
    - **Status:** Submitted to Court
    - **Judge:** Judge Longoria
    - **Voucher Closed:** 02/20/2019

### Closed Documents

- **Appointments:**
  - **Case:** 110-99-0014631-0
    - **Defendant:** Practice Voucher
    - **Type:** TRAVEL
    - **Claimed Amount:** $0.00
    - **Date Entered:** 01/31/2019
    - **Status:** Submitted to Court
    - **Judge:** Judge Longoria
    - **Voucher Closed:** 02/20/2019

---

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Active Documents</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>Appointments’ List</td>
<td>This is a quick reference to all your appointments.</td>
</tr>
<tr>
<td>My Proposed Assignments</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>My Submitted Documents</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>
<tr>
<td>My Service Provider’s Documents</td>
<td>This folder contains all the vouchers for your service providers, including:</td>
</tr>
<tr>
<td></td>
<td>• Vouchers in progress by the experts.</td>
</tr>
<tr>
<td></td>
<td>• Vouchers submitted to the attorney for approval and submission to the court.</td>
</tr>
<tr>
<td></td>
<td>• Vouchers signed off by the attorney and submitted to the court for payment.</td>
</tr>
<tr>
<td>Closed Documents</td>
<td>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 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.</td>
</tr>
</tbody>
</table>
Navigating in the CJA eVoucher Program

### 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 may 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:
- 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
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 first, middle, and last name.
- Edit mail address.
- Edit 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>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
</tr>
<tr>
<td>David</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>B</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

[Cancel]  [Save changes]
Updating Your Password

Step 1

Click the Edit link to access your password.

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

| Enter your password here |

Confirm password

| Enter your password confirmation here |

[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**

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

**Step 2**

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

**Security Questions**
Select three security questions and enter your answers.

**Question 1**
In what city or town was your first job? [Show my Answers]

**Answer 1**

[Input field]

**Question 2**
What street did you live on in third grade? [Show my Answers]

**Answer 2**

[Input field]

**Question 3**
In what year (YYYY) did you graduate from high school? [Show my Answers]

**Answer 3**

[Input field]

[Save changes button]

[Cancel button]

**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 from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.
Link 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>
<th>+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Questions</td>
<td>+</td>
</tr>
<tr>
<td>Linked eVoucher Accounts</td>
<td>+</td>
</tr>
<tr>
<td>Link your eVoucher Accounts to your Single Login Profile</td>
<td>+</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 enter your user name and password for that court in the corresponding fields.
Click **Link Account**.

Court

Train Circuit Court

Court login username
daattorney

Court login password

**********

[Link Account button]

[Cancel button]

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**.

In the Court Profile 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 CLE attendance.
Changes made to your court profile are not applied to any of your other linked accounts. This is noted 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.

Click **Edit, Select, Add, or View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.
Attorney Info

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

<table>
<thead>
<tr>
<th>Attorney Info</th>
<th>Bar Number:</th>
<th>Your Name: <strong>Andrew Anders</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your personal info</td>
<td>Phone: 210-833-5623</td>
<td>Cell Phone: 210-555-1234</td>
</tr>
<tr>
<td></td>
<td>Fax: <a href="mailto:lisa_ornelas@ao.tx.uscourts.gov">lisa_ornelas@ao.tx.uscourts.gov</a></td>
<td><a href="mailto:deadmail@support.ao.tx.uscourts.gov">deadmail@support.ao.tx.uscourts.gov</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:deadmail@support.ao.tx.uscourts.gov">deadmail@support.ao.tx.uscourts.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Your Address:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>110 Main Street</td>
<td>San Antonio, TX 78210</td>
</tr>
<tr>
<td></td>
<td>US</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Billing Info</th>
<th>Your default billing info is:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Andrew Anders</strong></td>
</tr>
<tr>
<td></td>
<td>Billing Code: 0101-00002</td>
</tr>
<tr>
<td></td>
<td>110 Main Street</td>
</tr>
<tr>
<td></td>
<td>San Antonio, TX</td>
</tr>
<tr>
<td></td>
<td>78210 - US</td>
</tr>
<tr>
<td></td>
<td>Phone: 210-833-5623</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
</tbody>
</table>

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.

Appointments’ List

On your home page, locate the Appointments column in the Appointments’ List section.

Click the case number link to open the Appointment Info page.
In the Appointment section, click the View Representation link.

The Representation Info page appears.

The table is represented as follows:

<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>View Representation</td>
<td>Click the View Representation link to view 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

Clicking the View Representation link displays 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.

### Representation Info

<table>
<thead>
<tr>
<th>Representation Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CASE NO.</td>
</tr>
<tr>
<td>0351</td>
</tr>
<tr>
<td>3. MGR. PRTY NUMBER</td>
</tr>
<tr>
<td>2. IN CASE OF OFFICE NAME</td>
</tr>
<tr>
<td>USA v. Brown</td>
</tr>
<tr>
<td>6. COVERAGE NUMBER</td>
</tr>
<tr>
<td>1C0516411</td>
</tr>
<tr>
<td>7. VIOLATION PENALTIES</td>
</tr>
<tr>
<td>$2,000.00</td>
</tr>
<tr>
<td>8. ORDER TYPE</td>
</tr>
<tr>
<td>Appointed</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

CJA eVoucher | Version 6.4 | January 2020
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 Appointment 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.
Click the **Service Type** drop-down arrow and select the service type.

**Note:** You can add dates in any order, or sort in chronological order at any time.

**Step 4**

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

**Step 5**

The entry is added to the voucher, and appears at the bottom of the Service Type column. The Date header sorts by date. Be sure to click **Save**. Click an entry to edit.
Entering Expenses

Step 1

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

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

If **Travel Miles** is selected, enter the round-trip mileage, and then click in the **Description** field to enter a description. Click **Add**.

Step 2

Step 3
The entry is added to the voucher and appears at the bottom of the Expense Type column.
Click in the **Date** column header to sort expenses by date. Click **Save**.

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Mile Rate</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/17/2020</td>
<td>Travel to and from court</td>
<td>20</td>
<td>$10.70</td>
</tr>
<tr>
<td>04/17/2020</td>
<td>Copies: 100 pages @ $.50 per page</td>
<td>0</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**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.
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:**

The Payment Claims section features the following payment claims type 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, 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:

![Warning Message](image)

The message will be removed 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.

Supporting Documents

To add an attachment, click Browse to locate your file. Add a description of the attachment. Click Upload. The attachment and description is added to the voucher and appears at the bottom of the Description column.
Signing and Submitting to Court — Step 1

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..

When you have completed reviewing the Confirmation page, click Submit to send the voucher to the court.
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.

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.

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

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.

You can find other accessible reports by clicking **Reports** on the menu bar.
Defendant Detailed Budget Report

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

The report provides the information in two sections: attorney appointment and authorized expert service.

---

**Defendant Detail Budget Report - Attorney**

1:14-CR-08805-1-AA

<table>
<thead>
<tr>
<th>Counsel Budget</th>
<th>Defendant: Jebediah Branson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Representation:</td>
<td>Criminal Case</td>
</tr>
<tr>
<td>Budget Amount Requested:</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Budget Amount Approved:</td>
<td>$9,300.00</td>
</tr>
</tbody>
</table>

**Pending**

<table>
<thead>
<tr>
<th>Time Period For Voucher</th>
<th>Voucher Number</th>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approved**

<table>
<thead>
<tr>
<th>Time Period For Voucher</th>
<th>Voucher Number</th>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Amount Remaining**

<table>
<thead>
<tr>
<th>Time Period For Voucher</th>
<th>Voucher Number</th>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expert and Other Services Budget - Requiring Authorization**

<table>
<thead>
<tr>
<th>Time Period For Voucher</th>
<th>Voucher Number</th>
<th>Fees</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Totals for the Representation**

<table>
<thead>
<tr>
<th></th>
<th>Pending</th>
<th>Approved</th>
<th>Combined Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>Travel</td>
<td>Other</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>Travel</td>
<td>Other</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Thursday, November 05, 2010 - Ver. 1.1

Page 1 of 1
Defendant Summary Budget Report

The report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

<table>
<thead>
<tr>
<th>Voucher Number</th>
<th>Time Period for Voucher</th>
<th>Amount Remaining</th>
<th>Approved</th>
<th>Other Approved</th>
<th>Total Approved</th>
<th>Other Approved</th>
<th>Total</th>
<th>Approved and Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Defendant Summary Budget Report - Attorney**

1:14-CR-08895-1-AA

**Defendant: Jebediah Branson**

<table>
<thead>
<tr>
<th>Time Period for Voucher</th>
<th>Voucher Number</th>
<th>Amount Remaining</th>
<th>Approved</th>
<th>Other Approved</th>
<th>Total Approved</th>
<th>Other Approved</th>
<th>Total</th>
<th>Approved and Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial Budget**

Type of Representation: Criminal Case

Budget Amount Requested: $0.00

Budget Amount Approved: $9,900.00

**Expert and Other Services Budget - Requiring Authorization**

Authorization Number: 0161.0000062

Amount Requested: $1,000.00

Amount Authorized: $0.00

**Grand Totals for the Representation**

<table>
<thead>
<tr>
<th></th>
<th>Amount Remaining</th>
<th>Approved</th>
<th>Other Approved</th>
<th>Total Approved</th>
<th>Other Approved</th>
<th>Total</th>
<th>Approved and Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 **Create** from the CJA-21 voucher template. The voucher opens the Basic Info page.

### Step 2

When submitting a CJA-21 voucher, you have two options from which to choose in the Authorization Selection section.

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

If you click **Use Existing Authorization**, a list of associated authorizations appears. Click the desired authorization, which turns blue when clicked. *You cannot continue until it 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 Astley</td>
</tr>
<tr>
<td>Grand Total Amount: $1,500.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID Number: 186</th>
<th>Service Type: Interpreter/Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Date: 02/21/2017</td>
<td>Estimated Amount: $5,000.00</td>
</tr>
<tr>
<td>Authorized Amount: $100.00</td>
<td>Notes:</td>
</tr>
<tr>
<td>Grand Total Amount: $100.00</td>
<td></td>
</tr>
</tbody>
</table>

Step 4

The service type automatically 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.

**New Voucher Information**

- **Service Type**: Chemist/Toxicologist
- **Description**: Toxicology report

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**.

**Service Provider**

You can search one of the service providers already in the system OR you can enter the required information for another provider

- **Expert**: Astley, Rick

**Expert Info**

- Details:
  - 110 Main Street
  - San Antonio TX 78210 US
  - Phone: 210-555-3494

**Voucher Assignment**

- **Attorney**
- **Expert**

This indicates who will be responsible for filing the voucher claim part

[Create Voucher]
Notes:

- Only experts registered with the service type selected appear in the drop-down list. To submit a person for approval, steps on how to add 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 fill in their information. In the Voucher Assignment section, the Attorney radio button is automatically selected. Fill in all required information for the person you wish to submit for approval.
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**

- **Service Type**: Interpreter/Translator
- **Description**: 
- **Service Provider**
  - **Expert**: Campos, Charlene
  - **Expert Info**: Charlene Campos
    - 110 Main Street
    - San Antonio TX 78210 US
    - Phone: 210-477-2344
  - **Voucher Assignment**: 
    - This indicates who will be responsible for filling the voucher claim part

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

**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 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 item appears at the bottom of the Services section. Click **Save**.

<table>
<thead>
<tr>
<th>Basic Info</th>
<th>Services</th>
<th>Expenses</th>
<th>Claim Status</th>
<th>Documents</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Required Fields**

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 item appears in the Expense Type column. Click **Save**.

<table>
<thead>
<tr>
<th>Basic Info</th>
<th>Services</th>
<th>Expenses</th>
<th>Claim Status</th>
<th>Documents</th>
<th>Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Description</th>
<th>Mile</th>
<th>Rate</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Fields</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Empty)
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**.

### 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 is added to the voucher and appears in the Description column. Click **Save**.

### Notes:

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

![Image of the Confirmation tab](image-url)
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**.

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 is added to the voucher and appears 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**.
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.

The Basic Info page appears.

Creating a Travel 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 TRAVEL.
The Basic Info page appears. The Travel Agency to be Used section automatically populates.

Step 3

Click the Authorization Request tab or click Next on the progress bar. Complete all required fields marked with red asterisks, and then click Add. The information appears in the table at the bottom of the screen. Click Save.

Step 4

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 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.
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.