

eVoucher
Attorney Guide to Creating and Submitting
CJA21/CJA31 Vouchers

United States District Court
Northern District of California
Criminal Justice Act Unit

Updated November 18, 2015

Contents

Guide for Attorney User to Create and Submit CJA21/31 Pages 2 - 7
Guide for Attorney to Create Voucher without Prior Authorization of Funds (\$800 maximum) Page 8
Mistakes and Rejected Vouchers Page 9

GUIDE FOR ATTORNEYS CREATING AND SUBMITTING EXPERT SERVICE PROVIDER VOUCHERS IN eVOUCHER

The eVoucher program includes several modules including one for the submission of CJA 21s and 31s that will allow for:

- On-line voucher completion by the service provider **or** by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Attorneys are required to create vouchers for all of their service providers. Attorneys will also be responsible for entering the dates of service for all expert service providers except paralegals, investigators, and discovery coordinators.

To create a voucher:

1) Access the CJA eVoucher Program

You must use either Internet Explorer or Safari to access the system. You can access the program from the CJA eVoucher link on the Courts website:

<http://www.cand.uscourts.gov/cja/evoucher>

You can also bookmark the web address.

- 2) On the Home Page, go into your "Appointments' List".**
3) Click on the case number hyperlink.

Appointments	Defendant
Case: 9:09-AP-35411 Defendant #: 1 Case Title: USA v. Lecter Attorney: Perry Mason	Defendant: Lecter, Hannibal Representation Type: Other Types of Appeals Order Type: Appointing Counsel Order Date: 09/15/09 Pres. Judge: Richard R. Clifton Adm./Mag Judge:
Case: 9:10-AP-07894 ← Defendant #: 1 Case Title: Kyle v. City of Gotham Attorney: Perry Mason	Defendant: Kyle, Selena Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 10/08/10 Pres. Judge: Richard R. Clifton Adm./Mag Judge:

4) Select Create under the CJA-21 option.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create ←
CJA-27 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals	Create

- 5) Choose the "Use Previous Authorization" option. If you are submitting a claim for less than \$800 and do not require an authorization, skip this step and go to page 8 for instructions.

Authorization Selection
You can select a previous authorization request

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

- 6) A list of all previously approved authorizations will appear. Select the authorization you wish to use by clicking on it.

Existing Requests for Authorization

ID Number: 31 Order Date: 09/15/2009 Authorized Amount: 4000	Service Type: Psychiatrist Estimated Amount: 4000 Requested Provider:
ID Number: 32 Order Date: 09/15/2009 Authorized Amount: 2000	Service Type: Investigator Estimated Amount: 3000 Requested Provider:

- 7) In the "New Voucher Information" box, the Service Type will be filled in from the information located in the approved authorization.

New Voucher Information

Service Type Psychiatrist

Description

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

Attorney
 Expert

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 [Dropdown]

First Name Middle Last Name *

SSN/EIN: *

Email *

- 8) In the **Voucher Assignment** section, the "Attorney" will be preselected and "Expert" will be greyed out. IF the voucher you are creating is for a paralegal, investigator, or Discovery Coordinator you will be given a choice and you MUST select "Expert".

- 9) Service Provider selection- choose the requested Expert from the drop-down list. After the name is selected, the Expert's information will automatically populate the required fields.

NOTE: If the expert is not in the system, please contact the CJA Unit via email to request that the expert be added. The CJA unit email is: cja@cand.uscourts.gov

- 10) Click on the Create Voucher button.

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 Crane, Frasier

Expert Info
Details

Frasier Crane
95 7th St
SF CA 94104 USA
Phone: 415-355-8984

Create Voucher

The Voucher has now been created.

The next step is to enter the claim information (time and expenses).

If the expert is a paralegal, investigator or discovery coordinator and will be completing the voucher themselves, it will become "read only" for the attorney at this point. The attorney can log out of eVoucher and these specified expert service providers (paralegals, investigators, discovery coordinators) can now log in and enter their own time. The attorney will be notified via email once the expert service provider has entered all of their time and has submitted the voucher for the attorney to review. See "Attorney Review" section below for instructions on reviewing and submitting vouchers. **OR**

If the attorney will be completing the voucher, s/he will be responsible for entering the time on the voucher for the Expert Service provider, follow these steps:

- 1) The attorney should proceed to the "Services" tab:
 - a) Enter the date the service started
 - b) Enter the total number of hours worked
 - c) Enter the hourly rate.
 - d) The "Description" box can simply state "See attached invoice".
 - e) Click the "ADD" button.
 - f) Click "SAVE".

The screenshot shows the 'Services' tab in the eVoucher system. At the top, there are navigation tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the tabs, the 'Services' section is titled. Underneath, there are input fields for 'Date' (09/01/2011), 'Hours' (10), and 'Rate' (275), each with an asterisk indicating it is a required field. A 'Description' field contains the text 'See Attached invoice'. To the right of these fields are 'Add' and 'Delete Item' buttons. Below the form is a table with the following data:

Date	Description	Hrs	Rate	Amt
09/01/2011	See Attached invoice	10	275	2750.00

2) If the invoice contains expenses, go to the **Expenses** tab and click on it to open.

Expenses
* Required Fields

Date: 09/13/2011 *
Expense Type: Travel Miles *
Miles: 20 * rate per mile is 0.5100
Amount: 10.2
Description: Travel to/from meeting with defendant

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	09/13/2011	Travel to/from meeting with defendant	20	0.51	10.20

All boxes with a red * are required to have information

- Enter the date
- Choose Expense Type from the drop down menu e.g. Travel Miles, Parking etc.
- If appropriate, enter number of miles
- Enter amount of miles
- Enter description of why expenses incurred
- Press SAVE

3) The next section is the **Claim Status** tab. As with other date fields, the eVoucher program will default date the voucher with today's date. You may get the following message:

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

Enter the earliest (start) date and latest (end) date

that corresponds with the dates entered in the services and/or expenses section. You can use the same date for "Service" and "Expense" dates e.g., if no expenses had been entered, both the start and end dates would be 9/1/2011.

Claim Status

Start Date: 9/1/2011 * End Date: 9/13/2011 *

Payment Claims

Final Payment
 Interim Payment (omt.number)
 Supplemental Payment

The Payment Claims section must be completed by choosing one of the three options. If the Interim Payment option is chosen, the payment number becomes a required field and must be entered. Payment numbers refer to consecutively numbered submissions for the same expert type.

- ** The additional questions regarding whether you have received payment for these services before or whether anyone else has is **NO** unless the expert service provider has received funds from some other source for the same exact work that s/he is claiming compensation for on this voucher.

4) The next section is the **Documents tab**. In this section, you will upload 1) the actual invoice provided to you by the expert service provider, 2) other relevant documents received from the expert service provider e.g, receipts for bridge tolls, parking, and 3) Certificate of Service Form. To upload documents follow these easy steps:

- a) Click the Browse button and locate the pdf file on your computer that you wish to attach. You have the option of typing a description of the document, otherwise it will default to the name of the file.
- b) Click UPLOAD
- c) Click SAVE

**The expert MUST complete and sign the Certificate of Service Form available on the CJA website.

5) The final section is the **Confirmation tab**, which is the actual CJA21 form. The bottom half of the form contains the payment information. To complete this step in the voucher submission process, **check the 'swear and affirm' box and click Submit.**

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$2,750.00		
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$10.20		
c. Other Expenses	\$0.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$2,760.20		

17. PAYEE'S NAME
 Frasier Crane TIN: ***-**-5555
 95 7th
 SF CA 94104 USA
 Phone: 415-355-8984

Final Payment
 Interim Payment (#)
 Supplemental Payment

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 9/1/2011 TO 9/13/2011
 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: /S/ Date: 10/17/2011 16:35:3

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. \$0.00	20. TRAVEL EXPENSES \$0.00	21. OTHER EXPENSES \$0.00	22. TOTAL AMT. APPR./CERT. \$0.00

23. Either the cost (excluding expenses) of these services does not exceed \$500, or prior authorization was obtained; OR
 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 \$500

Signature of Presiding Judge _____ Date _____ Judge Code _____

24. TOTAL COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMOUNT \$0.00
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28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Presiding Judge _____ Date _____ Judge Code _____

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

I swear and affirm the truth or correctness of the above statements
 Date: 10/17/2011 16:37:0

<< First < Previous Next > Last >> Save Delete Draft

You will then get a Success message:

Success

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

Please keep the following voucher number for your own records:

--09.0000033


Click on the link to return to your home page.

Back to:
[Home Page](#)
[Appointment Page](#)

NEXT STEP:

ATTORNEY REVIEWING AND APPROVING THE EXPERT SERVICE PROVIDERS VOUCHER AND SUBMITTING TO CJA FOR PAYMENT:

Whether the attorney completed and submitted the voucher, or the expert service provider did, the attorney must now approve the voucher. The voucher will appear on your home page in the "My Active Documents" folder. The voucher status will be "Submitted to Attorney".

Case	Defendant	Type	Status
9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011	Lecter, Hannibal (# 1) Claimed Amount: 2,760.20	CJA-21 Frasier Crane Psychiatrist	 Submitted to Attorney --09.0000033 FINAL PAYMENT


- 1) Click on the case number
- 2) You will be taken to the Basic Info screen.
 - a. If you have entered the information, you can go directly to the CONFIRMATION tab; **or**
 - b. if the expert has entered their time on the voucher, you should go to the "SERVICES" tab to review the entries for accuracy.
- 3) Once the voucher entries have been reviewed, the final step is to "**Approve**" the voucher. The bottom of the form will look like this:

I certify that I have reviewed the above information
Date: 10/18/2011 11:14:37

 **Approve**

 **Reject**

- 4) Check the certify box and click approve.
- 5) You will receive a Success message.
- 6) If you return to your Home page, the voucher will now appear in the "My Submitted Documents" folder and the status will be "Submitted to Court." It will also appear in your "My Service Provider's Vouchers" folder.

Case	Defendant	Type	Status
9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011	Lecter, Hannibal (# 1) Claimed Amount: 2,760.20	CJA-21 Frasier Crane Psychiatrist	 Submitted to Court --09.0000033 FINAL PAYMENT

Creating a CJA21 Without an Authorization

This option is to be used **only** if you have used the \$800 per case maximum that is allowable without seeking prior authorization

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

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CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
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CJA-27 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals	Create

Select **Create** under the CJA-21 option.

Choose the “**No Authorization Required**” option:

Authorization Selection

You can select a previous authorization request, re

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

The New Voucher Information Screen will appear.

(1) Use the drop down arrow to select the Service Type.

(2) Enter the Experts Name. Check for the name using the drop down arrow next to the field for Expert. Even if there is no authorization for this particular case, the expert may already be in the database from other cases in the system.

(3) If the expert’s name does not appear in the list, type the appropriate information into the required fields.

(4) Once you are done, click the “Create Voucher” button

New Voucher Information

Service Type Paralegal Services 1

Description

Voucher Assignment
This indicates who will be responsible for filing the voucher claim part.
 Attorney
 Expert

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 2

First Name Middle Last Name
Della Street

SSN/EIN:
555-11-6666

Email
dellastreet@justiceblind.com 3

Phone 415-555-6677 Fax

Address 1 City
123 Legal Lane San Francisco

Address 2 State Zip
CA 94114

Address 3 Country

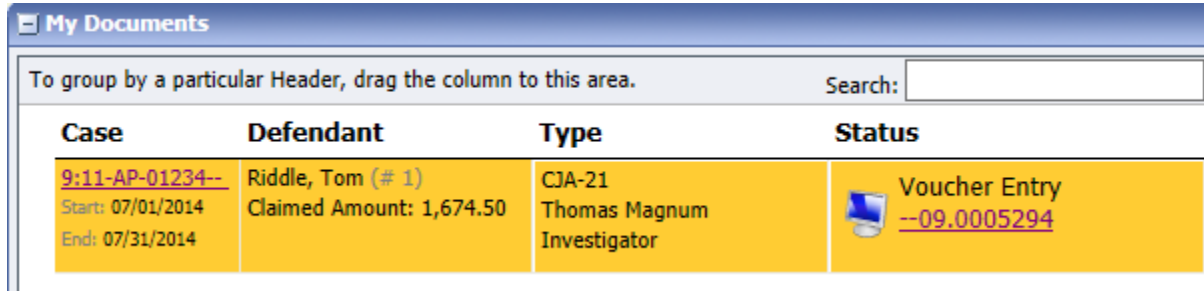
[Create Voucher](#) 4


From this point, the process is the same as if the expert had an existing authorization. Refer back to the instruction starting on page 4 of this manual on how to complete and submit the CJA-21 voucher.

Mistakes / Rejected Vouchers

**If you discover you have made a mistake, or forgotten to include something, contact the attorney and ask him/her to “reject” the voucher. This will put the voucher back in your control (back into your My Voucher folder).

The rejected voucher will be highlighted in orange and needs some action from you.



Case	Defendant	Type	Status
9:11-AP-01234 Start: 07/01/2014 End: 07/31/2014	Riddle, Tom (# 1) Claimed Amount: 1,674.50	CJA-21 Thomas Magnum Investigator	 Voucher Entry --09.0005294

Access this voucher by clicking on the voucher number.

For a rejected voucher:

- A) Go straight to the confirmation page to check the notes section. The reason for the rejection should be in the Public/Attorney Notes section and could be from either the attorney or the court.
- B) Once you determine the reason for the rejection, fix the problem, and resubmit the voucher by clicking submit. The voucher will then be returned to the attorney for approval.