



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Service Provider User Manual

U.S. District Court

Middle District of Pennsylvania

Release 4.3

November 2015



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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic transfer to the Circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
 - Chrome, Mozilla Firefox, and other browsers may not be used with CJA eVoucher

Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. The link may also be found under the "Criminal Justice Act" tab on the court's website (www.pamd.uscourts.gov). It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.



CJA eVoucher

Electronic Voucher Management System

USER LOGIN Release 4.3

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

Forgot your Login? Please tell us your username and/or email address. We will send you an email to reset your password.

Username: and/or
Email:

Profile

Your profile contains your login information, your contact information, as well as the billing information that will be used to pay for your services. You may change your personal information and expert specialties, but you must contact the court should you need to change your payment/billing information.

Home Operations Reports Links Help logout

> Help > [My Profile](#) Welcome Abraham Astley (Expert)

Login Info
Your Login information Edit

Expert Info
Your personal info Edit

Your Name: **Abraham Astley**

Your Contact Info:
Phone: 210-555-3434
Fax:
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
US

Billing Info
List all available billing info records Select

Your default billing info is:
Abraham Astley
Billing Code:0101-000002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax: Add Edit

Expert Specialties
List your assigned specialties Edit

Your current assigned specialties are:
[General]: Chemist, Toxicologist

Changing Your Username and Password

You may change both your username and password in your profile. You may access your profile from the home page by clicking the **My Profile** link to the right of the user profile picture. Or, you may select **My Profile** from the **Help** menu.

Click **Edit** on the right side of the **Login Info** section.

Login Info
Your Login information

Username [change](#) Close

Password [reset](#)

To change your username, type the new username and click **Change**.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically. To change your password, click **Reset**. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

Personal Info

The **Personal Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.

Only self-employed Service Providers must enter a social security number in the user profile, Company-employed service providers will need to enter the EIN. Once you have saved your social security number, it becomes read-only and the record is transmitted to CJA 6x. Once your record has been transmitted to CJA6x, any changes to the social security number can only be made by an eVoucher administrator. If you need to make a change, you must contact the court.

Expert Info
Your personal info

SSN Instructions:
If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.

If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

*** Required Fields**

First Name * (If self-employed) Middle Last Name
 Abraham Astley Inactive

Tax Identification Number: * (If self-employed)
 SSN:
 Confirm:

Main Email *

2nd Email

3rd Email

Phone * Cell Phone Fax

Address 1 * City *

Address 2 State * (US only) Zip * (US only)
 TEXAS

Address 3 Country *
 UNITED STATES

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the **Copy Address from Profile** check box. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may not edit the billing info once it has been entered. To make any changes, you must contact the court.

Company-employed service providers are required to enter their name, email information, company's EIN, name, and payment address information in the billing information section of the user profile. This information is used to establish the company's record in CJA 6x.

Billing Info

List all available billing info records

* Required Fields

Billing Type:

Self-Employed

Company

Copy Address from Profile

Name: *
Abraham Astley

Phone: * Fax:
210-555-3434

Address 1: *
110 Main Street

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)
San Antonio TEXAS 78210

Country: *
UNITED STATES

[cancel](#)

If there is more than one billing record, you or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Payments cannot be made if the social security number or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher is interfacing.

The **Billing Info** section has added **Billing Type** radio buttons that include:

- **Self-Employed** - used when payments are made to the expert's social security number.
- **Company** - used when payments are made to a firm's EIN number.

Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system. If the data is not in the proper format, payments cannot be made. The system will alert you if there are problems with your billing information data. You will need to fix those problems before payments can be made. We ask that you access your profile and verify your social security number, add your social security number if it is not there (unless you are acting only as an associate on the system) and verify your billing information. Please do this as soon as possible so there will not be an interruption in your payments.

Please note that you will not be able to change your social security number or your EIN once it has been synced with the interface. Only the CJA6XAdmin user will have rights to change social security numbers. Also, remember to add new or additional billing records if your billing information changes. Do not edit the existing record.

Expert Specialties

The **Expert Specialties** section will list any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty will populate your name and billing information

(with social security number/EIN masked). That specialty will also be checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

<p>Expert Specialties List your assigned specialties</p>	<p>Please, select what specialties apply to you:</p> <p>General</p> <ul style="list-style-type: none"><input type="checkbox"/> Accountant<input type="checkbox"/> Ballistics Expert<input type="checkbox"/> CALR(Westlaw, Lexis, etc)<input checked="" type="checkbox"/> Chemist, Toxicologist<input type="checkbox"/> Computer (Hardware, Software, Systems)<input type="checkbox"/> Computer Forensics Expert<input type="checkbox"/> Documents Examiner<input type="checkbox"/> Duplication Services<input type="checkbox"/> Fingerprint Analyst<input type="checkbox"/> Hair, Fiber Expert<input type="checkbox"/> Interpreter Translator<input type="checkbox"/> Investigator<input type="checkbox"/> Jury Consultant<input type="checkbox"/> Legal Analyst/Consultant<input type="checkbox"/> LitigationSupport Services<input type="checkbox"/> Mitigation Specialis<input type="checkbox"/> Other<input type="checkbox"/> Other Medical Expert<input type="checkbox"/> Paralegal Services<input type="checkbox"/> Pathologist, Medical Examiner<input type="checkbox"/> Polygraph Examiner<input type="checkbox"/> Psychiatrist<input type="checkbox"/> Psychologist<input type="checkbox"/> Voice, Audio Analyst<input type="checkbox"/> Weapons Firearms Explosive Expert <p>Transcript</p> <ul style="list-style-type: none"><input type="checkbox"/> Court Reporter
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Home Page and Navigation (menu)

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

The screenshot displays the home page of the Service Provider Expert Manual. At the top, there is a navigation bar with links for Home, Operations, Reports, Links, Help, and Logout. Below this, a welcome message for Teresa Transcripts is visible, along with links for My Profile and My Appointments. The main content area is divided into three sections: My Documents, My Submitted Documents, and Closed Documents. Each section contains a table of documents with columns for Case, Defendant, Type, Status, and Date Entered. Callout boxes highlight each of these sections.

My Documents

Case	Defendant	Type	Date Entered
1:14-CR-08896-CC-	Beatriz Ramos (# 1) Claimed Amount: 0.00	Teresa Transcripts	04/09/2014
1:14-CR-08809-AA-	Al Perez (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	10/13/2015

My Submitted Documents

Case	Defendant	Type	Status	Date Entered
1:13-CR-08810-FF-	Jeffrey Gardner (# 1) Claimed Amount: 42.90	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000034	10/13/2015

Closed Documents

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

My Documents

The **My Documents** folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.

My Submitted Documents

The **My Submitted Documents** folder contains documents which have been submitted to the court for processing.

Closed Documents

The **Closed Documents** folder contains documents which have been completely processed.

The eVoucher menu

Home Operations Reports Links Help logout

Menu Bar Items	
Home	The eVoucher home page
Operations	Appointments you have been assigned
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program

Expert v. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: **Expert** and **Expert Enter**. When the service provider logs in, he or she will see a list of all of his or her documents on the home page. The **Expert** role will allow the service provider to log in to eVoucher, view any documents the attorney is creating on his or her behalf, verify 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 his or her voucher after the attorney has created it. If the attorney selects an expert who has Expert Enter privileges, he or she will be able to choose 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. All of the experts/service providers in the Middle District of Pennsylvania have been designated the role of **Expert Enter**.

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

CJA-21/31 Entry

The attorney will create the CJA-21 or CJA-31 voucher. If the expert selected is authorized to use eVoucher (**Expert Enter** rights), the attorney can choose to let the expert enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider.

Log in to the eVoucher application. The voucher should appear in your **My Documents** folder on your home page.

Case	Defendant	Type	Status
1:13-CR-07387-RE- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	Voucher Entry Edit

Page 1 of 1 (1 items)

To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column.

The Voucher will open to the **Basic Info** tab screen. The left panel will display a running summary of the services and expenses as they are entered and saved.

Home Operations Reports Links Help logout

CJA-21 Voucher Entry
Def.: Jeffrey Gardner
[Link to CM/ECF](#)
Voucher #: Start Date: 10/30/2015 End Date: 10/30/2015
Summary: \$0.00

Services Totals: \$0.00
Travel Expense Type Amount: Travel Miles \$0.00, Travel Misc \$0.00, Totals \$0.00
Expenses Expense Type Amount: FAX \$0.00, Long Distance Charges \$0.00, Photocopies \$0.00, Postage \$0.00, Other Expenses \$0.00, Totals \$0.00

Tasks
[Link to Appointment](#)
[Link to Representation](#)

Reports

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jeffrey Gardner	VOUCHER NUMBER	
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DEFNUMBER 1:13-CR-08810-1-FF	5. APPEALS. DKT/DEFNUMBER	6. OTHER. DKT/DEFNUMBER
7. IN CASE/MATTER OF(Case Name) USA v Gardner	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 18:1035.F FALSE STATEMENTS RELATING TO HEALTH CARE MATTERS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Forrest Fudd 110 Main Street San Antonio TX 78210 Phone: 210-834-8823		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel	
14. LAW FIRMNAME AND MAILING ADDRESS		Fanny Farkle Date of Order 8/1/2013 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Payment Info
Preferred Payee: Abraham Astley
Abraham Astley
Billing Code:0101-000002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

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

To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of screen or click **Next** at the bottom of the screen.

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

Services

Date: * 
 Description: *

Hours: *

Rate: *

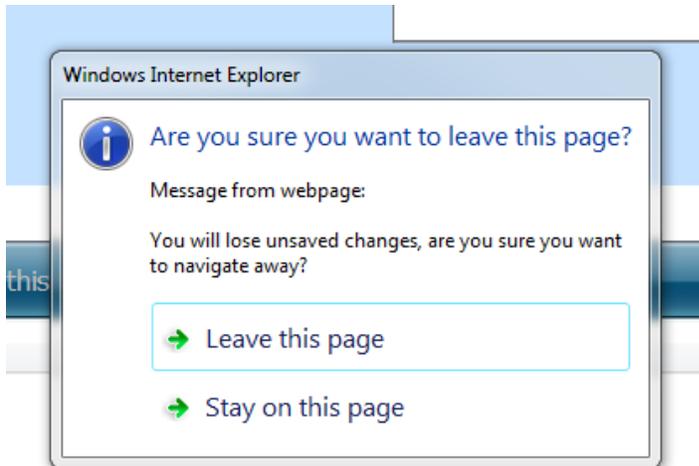
* Required Fields

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

Date	Description	Hrs	Rate	Amt
No data				

Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed and the rate. A description of the service provided is required. Click **Add**.

You may continue to add additional entries until you have entered all of your service dates. There is no autosave feature in eVoucher – make sure to click **Save** after every few additions. You will be prompted to save if you try to navigate to another area within eVoucher.



To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

Expenses

Date: 08/08/2014 * Description: round trip travel to interpret for interview. *

Expense Type: Travel Miles *

Miles: 56 * at \$0.5600 per mile.

Amount: 31.36 Add Remove

* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	08/08/2014	round trip travel to interpret for interview.	56	\$0.56	\$31.36

1 Page 1 of 1 (1 items)

Enter expenses and click **Add**. Be sure to save your items.

Claim Status

Start Date: 8/8/2014 * End Date: 8/8/2014 *

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Final payment indicates you will not be billing more on this particular appointment. Interim payments must be OK'd by the court but may be applicable for

those involved in long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Description	Delete	View
No Attachments		

When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.

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: 8/8/2014 15:41:0

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

To submit the voucher, select the **“I swear and affirm...”** check box. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court. **NOTE:** If you wish to print and/or save a copy of your voucher, you must do so prior to submitting it as once submitted, you will not have access to the supporting pages or documents. See printing instructions below.

Returned Vouchers

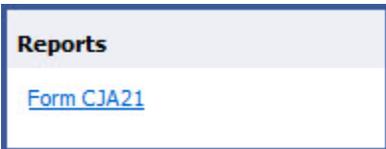
My Documents			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 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)

Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you will appear with a gold-yellow background. Often the return of the voucher will be accompanied by an email explaining the circumstances. Additionally, you can examine the attorney notes on the **Confirmation** page to find additional direction.

Printing a Form CJA21

Should you wish to print a copy of your submission, from the left-hand panel, click the **Form CJA21** link to print a standard version of the voucher. It is suggested that you do this step prior to submission as once your voucher has been submitted to the court, your supporting pages will not be available to print and/or save.



Any reports the expert may have access to will be displayed in the **Reports** section. Click on the **Reports** menu item to see which reports are accessible.

