



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

U.S. District Court

Middle District of Pennsylvania

Release 6.0

April

2019



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

eVoucher is compatible with the following browsers:

- Internet Explorer 10.1(with Compatibility Mode)
- Internet Explorer 11
- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.



USER LOGIN
Third Circuit Court of Appeals
TSD Release 6.0

Existing user? Please log in.

Username:

Password:

[Forgot Your Login/Reset Password.](#)

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.

Adobe reader is required to view reports and documents. Click the button to get the latest version for your Browser.



COMPATIBLE BROWSERS

eVoucher has been tested and is compatible with Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11, and Safari 10.1.

Ensure that your cache setting is set to - Every time I visit the webpage - to avoid data loss!
[Instructions for making this setting](#)

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords requirements:

- Must be at least eight characters in length
- Contain one lowercase character
- Contain one uppercase character
- Contain one special character
- Be alphanumeric
- Cannot be a password used in the past 365 days

You are required to change your password every 180 days.

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

Profile

Your profile contains your logon information and 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.

The screenshot shows a web interface for a user profile. At the top, there is a navigation bar with links: Home, Operations, Reports, Links, Help, and logout. Below this, a breadcrumb trail reads '> Help > My Profile' and a welcome message says 'Welcome Abraham Astley (Expert)'. The profile is divided into four main sections, each with an 'Edit' button:

- Login Info:** 'Your Login Information' section showing 'UserName Astley'.
- Expert Info:** 'Your personal info' section showing 'Your Name: Abraham Astley', 'Your Contact Info' (Phone: 210-555-3434, Fax: deadmail@support.aotx.uscourts.gov), and 'Your Address' (110 Main Street, San Antonio, TX 78210, US).
- Billing Info:** 'List all available billing info records' section showing 'Your default billing info is: Abraham Astley' with details like Billing Code, address, and phone/fax numbers. It includes 'Select', 'Add', and 'Edit' buttons.
- Expert Specialties:** 'List your assigned specialties' section showing 'Your current assigned specialties are: [General]: Chemist, Toxicologist'.

Changing Your User Name and Password

You may change both your user name and password in your profile. You may access your profile from the home page by clicking the **My Profile** hyperlink 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.

The screenshot shows the 'Login Info' edit form. On the left is a blue box labeled 'Login Info' with the text 'Your Login information'. To the right are two input fields: 'Username' containing 'Astley' and 'Password' containing '****'. Next to the Username field is a blue 'change' link, and next to the Password field is a blue 'reset' link. A 'Close' button is located in the top right corner of the form area.

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

Passwords expire every 180 days.

To change your password, click **reset**. Type the new password, retype it in the confirm field, then click **reset** again. Click **Close** to exit the **Login Info** section.

Expert Info

The **Expert 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 employee identification number (EIN). Once you have saved your Social Security number, it becomes read-only and the record is transmitted to CJA6x. 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 your 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)
 Address 3 Country *

[cancel](#)

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. This information is entered by court personnel and may not be changed by you. If a change is necessary, you must contact the court.

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 you have 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.

We ask that you access your profile and verify your Social Security number and billing information. Please do this as soon as possible so there is no interruption in your payments.

Expert Specialties

The **Expert Specialties** section lists 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 populates your name and billing information (with Social Security number/EIN masked). That specialty is also checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

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

Transcript

- Court Reporter

Home Page and Navigation menu

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

The screenshot shows the Home Page of the system. At the top, there is a navigation menu with links: Home, Operations, Reports, Links, Help, and logout. Below this, a welcome message reads "Welcome Teresa Transcripts: My Profile" and "My Appointments: View". A prominent "EXPERT" badge is visible on the left. The main content area is divided into three sections:

- My Documents:** A table with columns Case, Defendant, Type, and Date Entered. It lists two items:

Case	Defendant	Type	Date Entered
1:14-CR-08805-CC- Start: 04/09/2014 End: 04/09/2014	Beatriz Ramos (# 1) Claimed Amount: 0.00	Teresa Transcripts Voucher Entry	04/09/2014
1:14-CR-08809-AA- Start: 01/01/1901 End: 01/01/1901	Al Perez (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts Voucher Entry	10/13/2015
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date. It lists one item:

Case	Defendant	Type	Status	Date
1:13-CR-08810-FF- Start: 10/13/2015 End: 10/13/2015	Jeffrey Gardner (# 1) Claimed Amount: 42.90	CJA-24 Teresa Transcripts	Submitted to Attorney 9101.0000034	10/13/2015
- Closed Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It contains the message: "No rows have been recorded on the database".

My Documents

The **My Documents** folder contains vouchers that 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 that have been submitted to the court for processing.

Closed Documents

The **Closed Documents** folder contains documents that 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” email • Privacy Notice • Link to external help feature
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 on, he or she will see a list of all of his or her documents on the home page. The **Expert** role allows the service provider to log on 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.

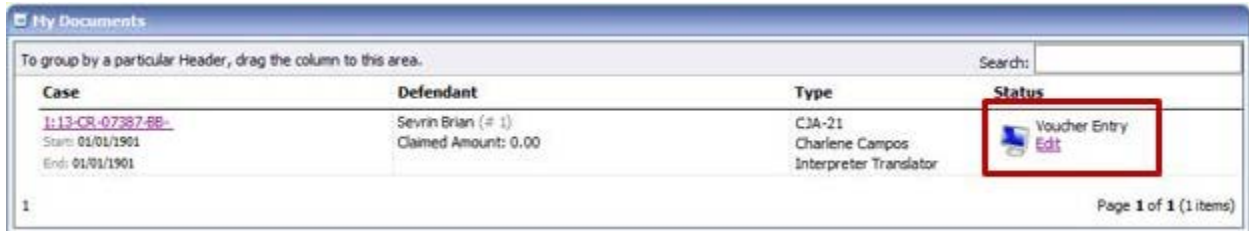
The **Expert Enter** role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has these privileges, he or she is able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval. All of the experts/service providers in the Middle District of Pennsylvania have been given the designation of **Expert Enter**.

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

CJA-21/31 Entry

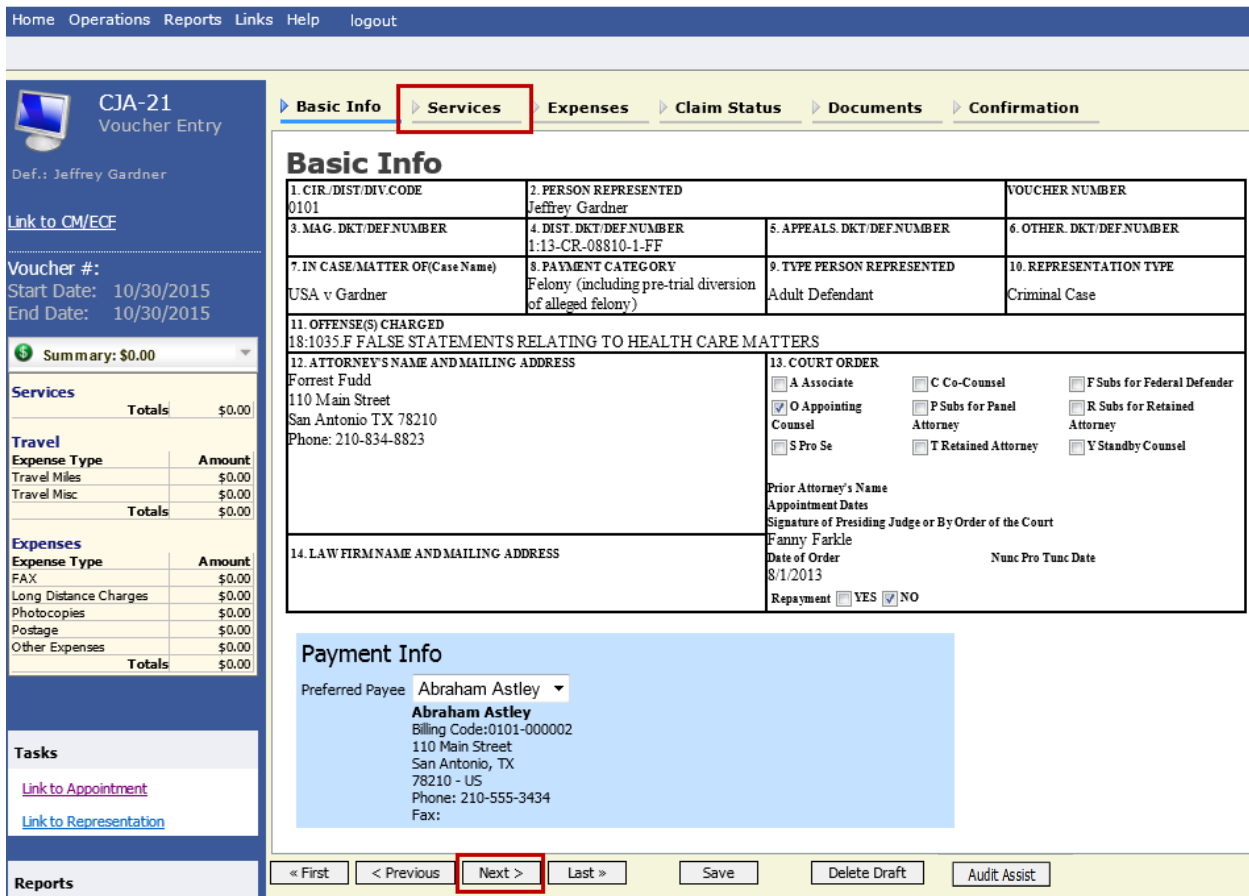
The attorney creates the CJA-21 or CJA-31 voucher. If the expert selected is authorized to use eVoucher (**Expert Enter** rights), the attorney can choose to let the expert enter the services and expenses. Upon creation of the voucher, the expert is notified via e-mail that the voucher has been created and is awaiting completion by the expert.

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



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

The voucher opens to the **Basic Info** screen. The left panel displays a running summary of the services and expenses as they are entered and saved.




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

Note:

- At any time, while entering services or expenses, click **Audit Assist** to view any warnings or errors in the document.

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

Services

Date: * 
 Description: *

Hours: *

Rate: *

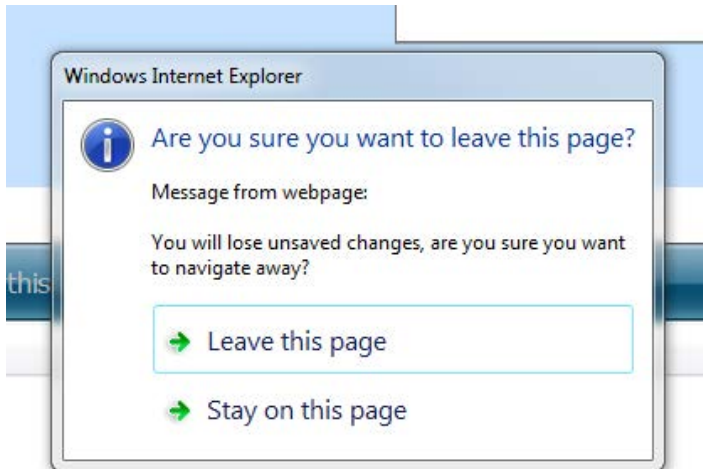
* Required Fields

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, so make sure to click **Save** after every few additions. A dialog box prompts 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: 8/3/2015 * End Date: 11/3/2015 *

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

The **Claim Status** tab includes the date range of your services. Ensure that the date range covers the days for which you are billing services and expenses. If they do not match, you will get an error message and the system will not allow the submission of your voucher.

Under **Payment Claims**, make a payment selection. Final payment indicates you are not 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. Withholding Return Payment allows you to submit a voucher without services or expenses to receive payment for previously withheld funds on this appointment.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. In the **Description** field, label and describe the attachment, then click **Upload** to attach the PDF documents.

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

To submit the voucher, select the *"I swear and affirm..."* check box. This action also date and time stamps the submission. The **Submit** button becomes active. Click **Submit** to move your voucher forward to the attorney, who must review it before submitting it to the court.

Returned Vouchers

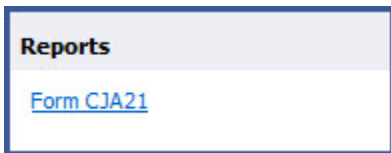
My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- 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 appears with a gold-yellow background. The returned voucher is often 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

If you wish to print a copy of your submission, from the left side 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, your supporting pages will not be available to print and/or save



Any reports to which the expert may have access are displayed in the **Reports** section. On the menu bar, click **Reports** to see which reports are accessible.

