



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

## Expert User Manual

**Release 6.4**

**December  
2020**



## Introduction

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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 attorneys 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

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CJA eVoucher is compatible with the following browsers:

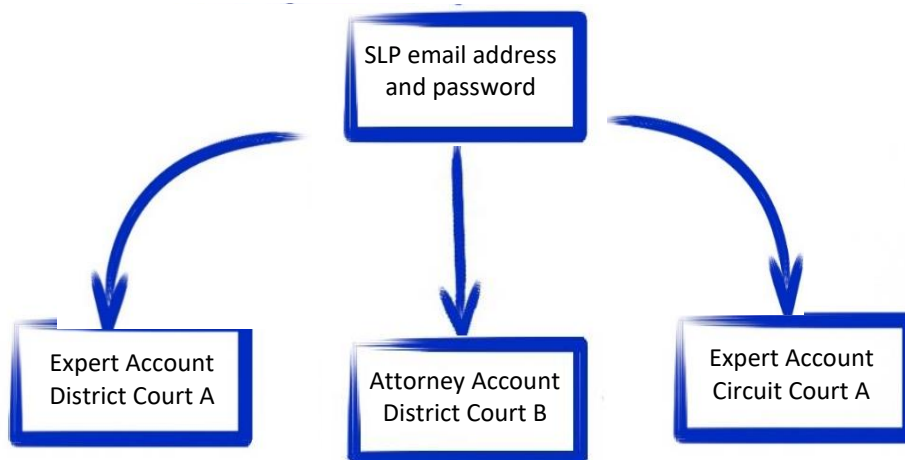
- Internet Explorer 10.1 (with Compatibility Mode)
- Internet Explorer 11
- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

## Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out of eVoucher and sign in to each individual court account in which you wanted to work. You had a separate username 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:** If you have more than one eVoucher account, you 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. Expert



## Single Login Profile vs. Court Profile

Below are tips on how to view which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface. At the top, it says "An official website of the United States government". Below that, the header includes "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". The user is signed in as "David D Attorney (Attorney)". A navigation menu includes "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu is open under "Accounts", showing "Circuit - Attorney" and "District - Attorney". A "Sign out" button is visible. A profile icon is located next to the user's name. A "Single Login Profile" link is also visible in the header area.

Numbered callouts in the image:

- 1: Court account you are signed in to (points to the "Accounts" menu)
- 2: Single Login Profile (SLP) user's name (points to the "Single Login Profile" link)
- 3: Profile icon (points to the profile icon next to the user's name)
- 4: Attorney/Expert court account user's name (points to the user's name "David D Attorney (Attorney)")
- 5: List of linked accounts you have access to (points to the "Accounts" dropdown menu)

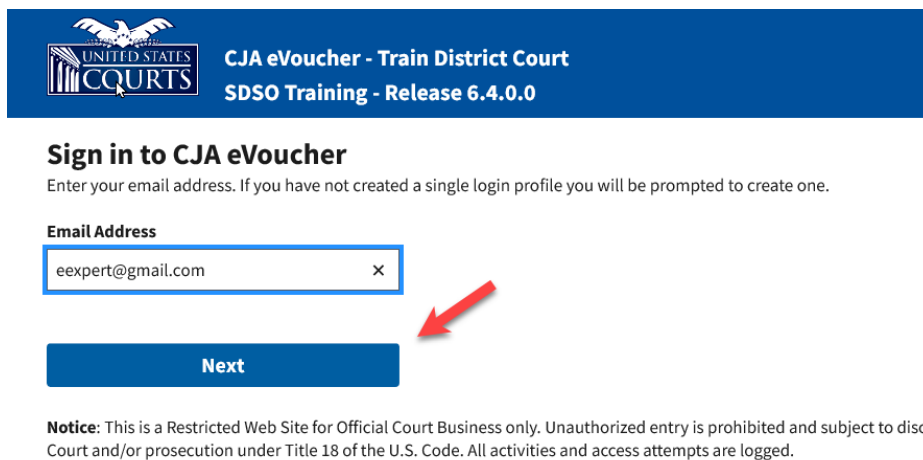
1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single 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 username** – 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.

## Creating a Single Login Profile

You must create your Single Login Profile (SLP) only 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**.



**Sign in to CJA eVoucher**  
Enter your email address. If you have not created a single login profile you will be prompted to create one.

**Email Address**  
eexpert@gmail.com

**Next**

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

### Step 2

If you use more than one court account, choose one, and then click **Next**.

### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

**Username**

ebexpert

**Password**

••••••••

[Forgot your password?](#)

**Next**

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

## Step 3

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.

### Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.  
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

<b>First name</b>	<b>Middle name</b>	<b>Last name</b>	<b>Suffix</b>
<input type="text" value="Edward"/>	<input type="text" value="B"/>	<input type="text" value="Astley"/>	<input type="text" value="-Select-"/>
<b>Email address</b>			
<input type="text" value="ebexpert@gmail.com"/>			
<b>Confirm email address</b>			
<input type="text" value="ebexpert@gmail.com"/>			

## Step 4

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**.

### Security Questions

Select three security questions and enter your answers.

#### Question 1

#### Answer 1

#### Question 2

#### Answer 2

#### Question 3

#### Answer 3

When you click Next, we will send an email with a link to confirm your email address.

## 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

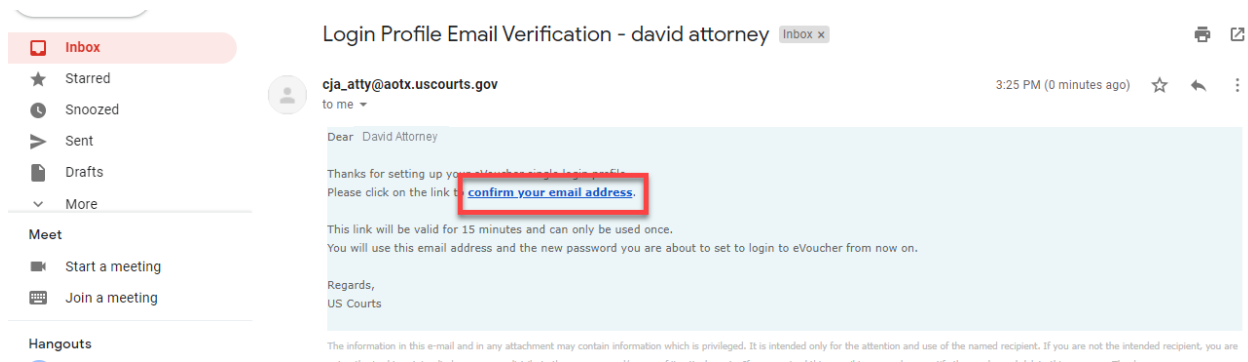
An email has been sent to [ebexpert@gmail.com](mailto:ebexpert@gmail.com) with a link to confirm your email address. Follow the link to continue creating your single login profile.

**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 8 characters long.
- Must be alpha-numeric.
- Must contain at least one lowercase and one uppercase character.
- Must contain at least one special character.
- Cannot be a password used within 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**.

An official website of the United States government

**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

### Enter password

Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password

**Next**

Password Requirements +

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.

An official website of the United States government

**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
TSD NV1 - Release 6.4.0.0

✓ You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

**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.

Please wait ...



## Forgotten Password – Legacy

If you have forgotten your current court password or entered it incorrectly, a failure message appears: Login failed. 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.



### Login failed.

Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

### Step 1

Click the **Forgot your password?** link.

**Username**

**Password**

[Forgot your password?](#)

**Next**

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

### Step 2

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**

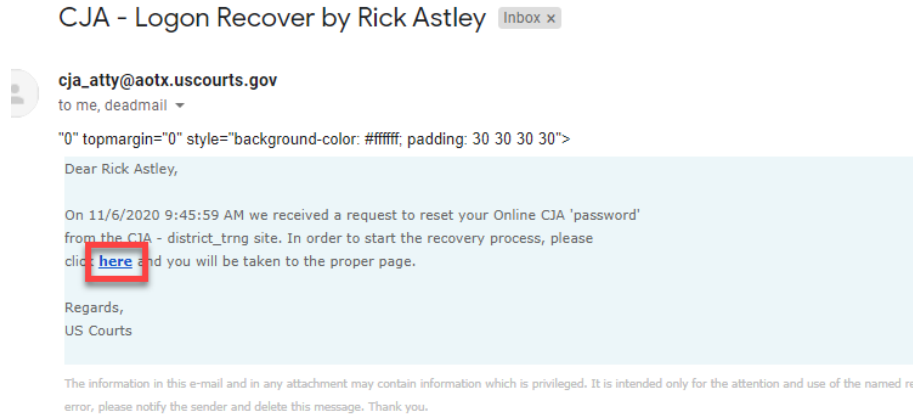
**Email**

[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 be used only once. If you don't reset your password within that time, you must return to the login page and repeat the process.

## Step 4

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, enter your username and email, and then click **Reset**.

**i 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.

### Reset your password

**New Password**

**Confirm Password**

**Username**

**Email**

[Reset](#)

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.

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.



**Password updated.**  
Your password was successfully updated.

Email Address

Next

**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.

## Signing in to eVoucher

### 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.



**CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

Email Address


Next

**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.

## Step 2

Enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.

An official website of the United States government

 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

**Sign in to CJA eVoucher**  
Please enter your password to continue.

Password

[Forgot your password?](#)

**Sign In**

**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.

## Single Login Profile (SLP)


In the Single Login Profile section, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Edit your SLP password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher Accounts to your SLP.

## Step 1

To access the Single Login Profile page, from the menu bar, click **Help** and then click **Single Login Profile**, or click the **Single Login Profile** link to the right of the menu bar.

**CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0  
David D Attorney (Attorney)

Welcome, Expert Longoria 

**Single Login Profile**  
Court Profile  
Sign out

Home Operations Reports Links Accounts Help Sign out

> [Home](#)

## Account Information

In the account information section you can change your name, email address, and password.

### Step 1

To edit your name, click the **Edit** link to the right of your name.

#### Single Login Profile

Account Information			
<b>First name</b> Edward	<b>Middle name</b> B	<b>Last name</b> Astley	<b>Suffix</b> - <a href="#">Edit</a>

### Step 2

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

Account Information			
<b>First name</b> Rick	<b>Middle name</b> B	<b>Last name</b> Astley	<b>Suffix</b> -Select-
<a href="#">Cancel</a>		<a href="#">Save changes</a>	

### Step 3

Click the **Edit** link to the right of your email address.

<b>Email address</b> ebexpert@gmail.com	<a href="#">Edit</a>
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**Step 4**

Enter your new email address, confirm it, and then click **Save changes**.

---

**Email address**

**Confirm email address**

**Cancel**  **Save changes**

---

**Step 5**

To edit your password, click the **Edit** link to the right of your password.

---

**Password** [Edit](#)

\*\*\*\*\*

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**Step 6**


Make any necessary changes, and 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**

**Confirm password**

**Cancel**  **Save changes**

## Security Questions

### Step 1

To access your security questions, click the plus sign (+) icon to expand the Security Questions section.

**Single Login Profile**

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

### Step 2

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

**Note:** The answers to the security questions are hidden. To view your answers click the **Show my Answers** link.

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

[Show my Answers](#)

**Question 1**  
In what city or town was your first job?

**Answer 1**  
.....

**Question 2**  
What street did you live on in third grade?

**Answer 2**  
.....

**Question 3**  
In what year (YYYY) did you graduate from high school?

**Answer 3**  
.....

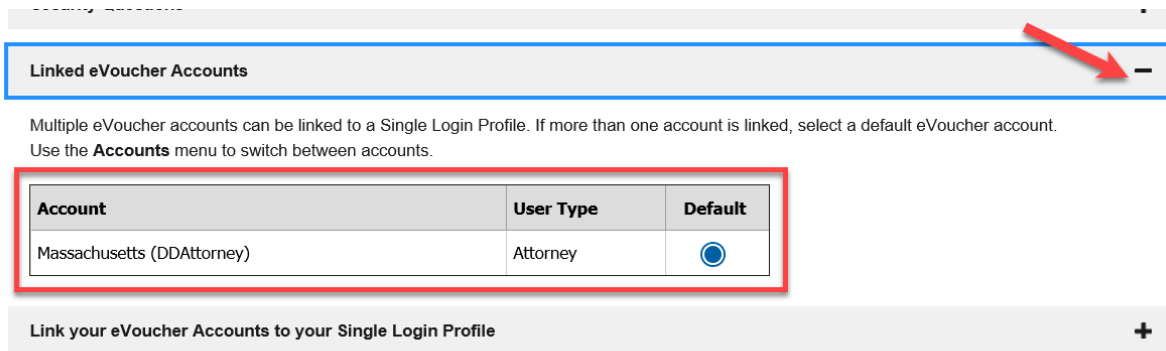
**Cancel** **Save changes**

## Link Your eVoucher Accounts to Your Single Login Profile (SLP)

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

### 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.



Linked eVoucher Accounts

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

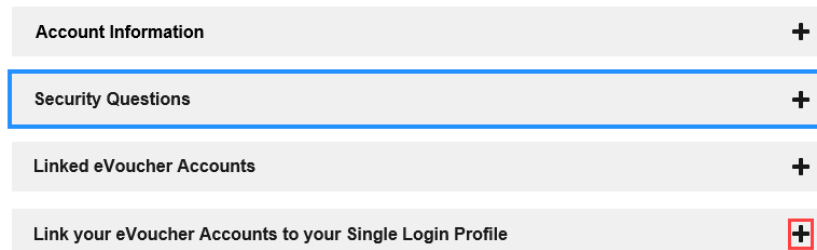
Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Link your eVoucher Accounts to your Single Login Profile +

**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

### Step 2

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.



- Account Information +
- Security Questions +
- Linked eVoucher Accounts +
- Link your eVoucher Accounts to your Single Login Profile +



## Step 3

Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select your court from the drop-down list and enter your username and password for that court.

**Link your eVoucher Accounts to your Single Login Profile** —

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District
Appellate

Court

-Select-
Train District Court

Court login username

Court login password

Cancel
Link Account

## Step 4

Then, click **Link Account**.

Court login username

Court login password

Cancel
Link Account

A success message appears, stating that your account(s) is now linked.

**Link Success!**

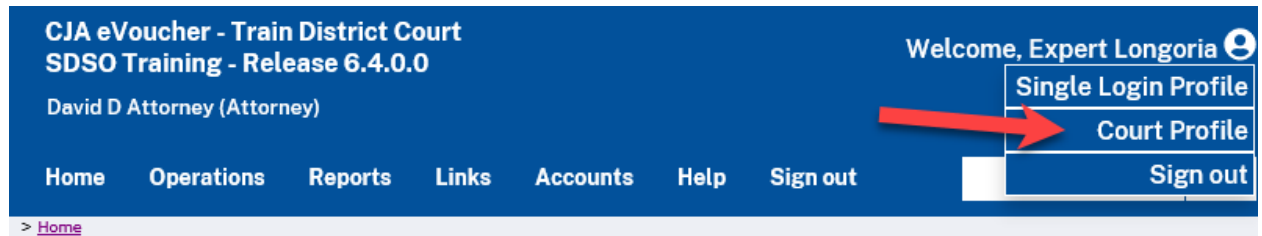
You have successfully linked this District account to your single login profile.

## Court Profile

If given access by your court, you can make changes to your eVoucher account information.

### Step 1

On the home page, point to your profile icon, and then click **Court Profile**.



In the Court Profile section, you can:

- Edit contact information, phone, email, and/or physical address.
- Update the Social Security number (SSN) or employee identification number (EIN).  
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.
- Enter expert specialties.
- 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

**i** **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.

Attorney Info

Bar Number: TX125568  
Your Name: David D Attorney

Step 2

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

> Help > [Court Profile](#)

### Court Profile

<p><b>Expert Info</b> Your personal info</p>	<p>Your Name: <b>Longoria Expert</b></p> <p><i>Your Contact Info:</i> Phone: 2102222222 Fax: attorneyl210+9@gmail.com</p> <p><i>Your Address:</i> 123 Drive San Antonio, TX 78229 US</p>	<p><input type="button" value="Edit"/></p> <p><input type="button" value="Select"/></p> <p><input type="button" value="Add"/></p> <p><input type="button" value="Edit"/></p> <p><input type="button" value="Edit"/></p>
<p><b>Billing Info</b> List all available billing info records</p>	<p>Your default billing info is: <b>Longoria Expert</b> Billing Code:0101-000071 123 Way San Antonio, TX 78229 - US Phone: 2102222222 Fax:</p>	
<p><b>Expert Specialties</b> List your assigned specialties</p>	<p>Your current assigned specialties are: <b>[General]:</b> Accountant</p>	

## Expert Info

Step 1

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

<p><b>Expert Info</b> Your personal info</p>	<p>Your Name: <b>Rick Astley</b></p> <p><i>Your Contact Info:</i> Phone: 210-555-3434 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov</p> <p><i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US</p>	<p><input type="button" value="Edit"/></p>
--	--	--

Step 2

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

### 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 \*

Save

[cancel](#)

**Note:** If you are a self-employed service provider, you must enter an SSN in the user profile. If you are a company-employed service provider, you must enter an EIN. Once the SSN is saved, it becomes read-only, and the record is transmitted to CJA6x. Once the record has been transmitted to CJA6x, any changes to the SSN can be made only by an eVoucher administrator. You must contact your court to make any changes to the SSN.

## Billing Info

The billing information for your services is contained in the Billing Info section of the profile.

### Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

Your default billing info is:  
**Abraham Astley**  
 Billing Code: 0101-000004  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-555-3434  
 Fax:

Select

Add

Edit

### Step 2

In the Billing Info section, the Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button if payments are made to your SSN.
- Click the **Company** radio button if payments are made to a firm's EIN.

**\* Required Fields**

Billing Type:

Self-Employed

  
 Company

## Self-Employed Service Provider

If you are a self-employed service provider, you must enter all required information in the Billing Info section, and then click **Save**.

**Billing Info**  
List all available billing info records

**\* Required Fields**

Billing Type:

Self-Employed

Company

Copy Address from Profile

**Name: \***  
Abraham Astley

**Phone: \*** 210-555-3434 **Fax:**

**Address 1: \***  
110 Main Street

**Address 2:**

**Address 3:**

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

**Country: \***  
UNITED STATES

**Save** cancel

**Note:** You can select the **Copy Address from Profile** check box to populate your information. If the payment address is different from the address in your profile, you should enter your information.

## Company Employed

If you are a company-employed service provider, you are required to enter the company's EIN, name, and payment address information in the Billing Info section, and then click **Save**.

**\* Required Fields**

Billing Type:

Self-Employed

Company

**Save**  
[cancel](#)

Tax Identification Number: \*  Foreign Vendor?

EIN/TIN:

Confirm:

Copy Address from Profile

Name: \*

Phone: \*  Fax:

Address 1: \*

Address 2:

Address 3:

City: \*  State: \* (US only)  Zip Code: \* (US only)

Country: \*

### Note:

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been synced with the interface. Only the CJA6XAdmin user has rights to change SSNs.
- Add new or additional billing records if the billing information changes. Do not edit the existing record.
- Billing information must be complete to submit a voucher in CJA eVoucher.
- You or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

## Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

### Step 1

Select the check box for any specialties that apply to you.

### 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

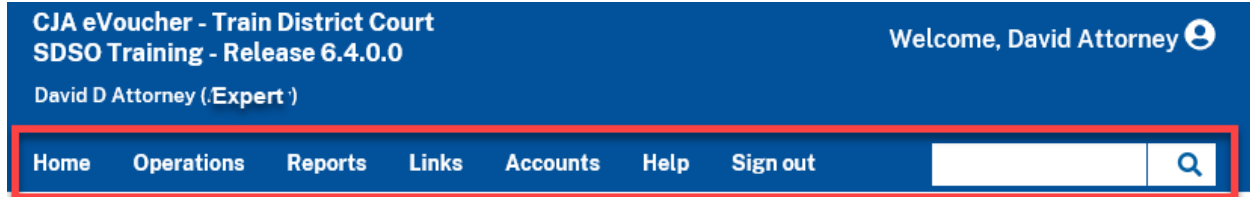
**Transcript**

- Court Reporter



## Menu and Home Page

The menu allows you to navigate to the different areas within the application.



Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you may run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your SLP.</li> <li>• Another link to your court profile.</li> <li>• The Contact Us email address.</li> <li>• The privacy notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to log off the eVoucher program.

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

> [Home](#)

#### My Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08810...</a> Start: 08/03/2015 End: 11/03/2015	Jeffrey Gardner (# 1) Claimed Amount: 100.0	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit FINAL PAYMENT	10/30/2015
<a href="#">1:14-CR-08805...</a> Start: 03/03/2014 End: 11/25/2015	Jebediah Branson (# 1) Claimed Amount: 250.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist	Voucher Entry 0101.0000051 FINAL PAYMENT	11/25/2015
<a href="#">1:15-CR-07654...</a> Start: End:	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2016
<a href="#">1:17-CR-01234...</a> Start: End:	Kelsey Conaway (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2017
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/02/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020

1 2 3 Page 1 of 3 (29 items)

#### My Submitted Documents

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

Case	Defendant	Type
<a href="#">1:14-CR-08...</a> Start: 08/23/2017 End: 08/23/2017	Jebediah Branson (# 1) Claimed Amount: 1,100.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist
<a href="#">1:17-CR-09...</a> Start: 10/17/2017 End: 10/17/2017	Diana Evans (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:17-CR-01...</a> Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:15-CR-07...</a> Start: 08/15/2018 End: 08/15/2018	Serena Williams (# 2) Claimed Amount: 500.00	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:14-CR-08...</a> Start: 08/21/2018 End: 08/21/2018	Thomas Howell (# 1) Claimed Amount: 1,517.5	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:15-CR-07...</a> Start: 08/27/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:14-CR-08...</a> Start: 04/28/2020 End: 04/28/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:14-CR-08...</a> Start: 05/06/2020 End: 05/06/2020	Jebediah Branson (# 1) Claimed Amount: 394.50	CJA-21 Rick Astley Chemist/Toxicologist

1

#### Closed Documents

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

Case	Defendant	Type
<a href="#">1:15-CR-07654...</a> Start: 08/01/2018 End: 08/01/2018	Venus Williams (# 1) Claimed Amount: 493.50	CJA-21 Rick Astley Chemist/Toxicologist

Folder Name	Contents
<b>My Documents</b>	This folder contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
<b>My Submitted Documents</b>	This folder contains vouchers for you that have been submitted to the court for payment.
<b>Closed Documents</b>	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 to 90 days after the appointment is terminated. They are still accessible on the Appointment page.

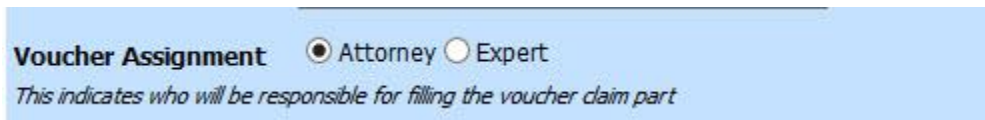
## Expert vs. Expert Enter

---

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When you log on, you will see a list of all your documents on the home page.

### Step 1

Click the **Expert** radio button to log on to eVoucher.



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

### Step 2

View any documents the attorney is creating on your behalf.

### Step 3

Verify the information is correct and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter right allows you to complete your voucher after the attorney has created it. If you have these privileges, the attorney can choose to let you complete the voucher. You can then enter the correct information and submit the voucher back to the attorney for approval.

## CJA-21/31 Entry

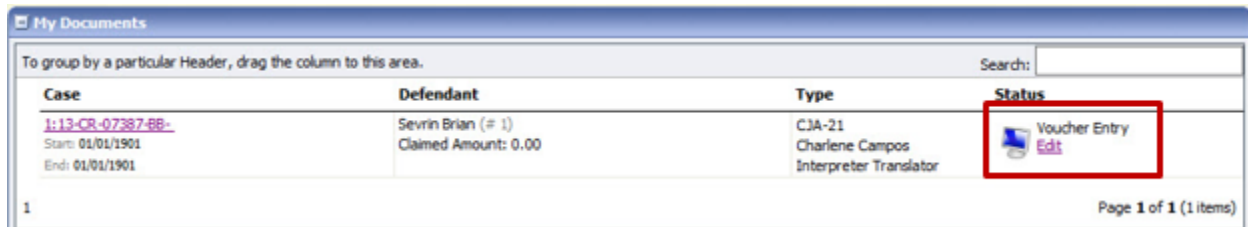
The attorney creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, the attorney can choose to let you enter the services and expenses. You will receive an email informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

### Step 1

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

### Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.



Case	Defendant	Type	Status
<a href="#">1:13-CR-07387-BB-</a> Start: 01/01/1901 End: 01/01/1901	Sevin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	Voucher Entry <a href="#">Edit</a>

Page 1 of 1 (1 items)

The voucher opens to the Basic Info page, which displays the information in the paper voucher format.

**CJA-21**  
Voucher Entry

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

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](#)  
[Link To Authorization](#)

**Reports**

[Form CJA21](#)

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

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Num: Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input checked="" type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input checked="" type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 13 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert	
NOTES Abraham Astley			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
			Total Approved Amount 1500.00

**Payment Info**

Preferred Payee: Abraham Astley

**Abraham Astley**  
Billing Code: 0101-000004  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-555-3434  
Fax:

< First | 
 < Previous | 
 Next > | 
 Last > | 
 Save | 
 Delete Draft | 
 Audit Assist

**Note:**

- 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 tabs 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.

### Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab or click **Next** on the progress bar. Required fields are marked with a red asterisk.

### Step 2

Enter the date of the service, the number of hours billed, and the rate. A description of the service provided is also required.

### Step 3

Click **Add**. There is no auto-save feature in eVoucher, so click **Save** after every few additions. A dialog box prompts you to save if you try to navigate to another section.

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

---

### Services

Date  \* 
Description  \*

Units  \*

Rate  \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

## Entering Expenses

Step 1

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

Step 2

Enter the expenses, click **Add**, and then click **Save**.

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

### Expenses

Date  \* Description  \*

Expense Type  \*

Miles  at \$0.535 per mile.

Amount  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

## Claim Status

### Step 1

Click the **Claim Status** tab or click **Next** on the progress bar.

### Step 2



In the **Start Date** field, enter the start date from the services or expenses entries, whichever is earliest. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

### Step 3

Answer all the questions regarding previous payments in this case, and then click **Save**.

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

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

Final Payment

Interim Payment  (payment #)

Supplemental Payment

Withholding Return Payment

**\*\* Reminder: Please select the appropriate claim status.**

\* Required Fields

« First < Previous **Next >** Last » **Save** Delete Draft Audit Assist



Radio Button	Description
<b>Final Payment</b>	Request payment after all services have been completed.
<b>Interim Payment</b>	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
<b>Supplemental Payment</b>	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
<b>Withholding Return Payment</b>	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.

## Documents

### Step 1

Click the **Documents** tab or click **Next** on the progress bar.

### Step 2

To add an attachment, to the right of the **File** field, click **Browse** to locate your file.

### Step 3

In the **Description** field, add a description of the attachment.

### Step 4

Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column. Click **Save**.

Basic Info Services Expenses Claim Status Documents Confirmation

### Supporting Documents

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

File  Browse...

Description

Upload

Description	Delete	View
-------------	--------	------

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

## Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1

Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens.

Step 2

Verify the information is correct, and then scroll to the bottom of the screen.

Step 3

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**.

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

### Confirmation

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ormelas@aotx.uscourts.gov">lisa_ormelas@aotx.uscourts.gov</a>			

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:

Submit

[« First](#)
[< Previous](#)
[Next >](#)
[Last »](#)
[Save](#)
[Delete Draft](#)
[Audit Assist](#)

## Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear with a yellow background.

My Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	 Voucher Entry <a href="#">0101.0000030</a> FINAL PAYMENT
<a href="#">1:14-CR-08808-AA-</a> Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	 Voucher Entry <a href="#">Edit</a>

1 Page 1 of 1 (2 items)

## Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



## Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

