

CJA eVoucher

Attorney Quick Reference Guide



ILND
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Voucher Tips

- Enter the correct “start” and “end” dates on **Claim Status** page. Do not use the default date as ending date for your voucher.
- Be specific with travel, include start and stop addresses.
- Submit authorization requests for service providers BEFORE work begins; don’t wait until you receive the invoice.
- List the docket entry number and corresponding number of pages for court documents.
- Attach supporting documentation.
 - All relevant financial documentation (attach copies of receipts for expenses over \$50)
 - Supporting memorandum order for interim payments
 - Case budget motions and orders (including supplemental orders)
- Include the name of the court reporter on the AUTH24 in the **Proceeding to be Transcribed** box.
- Enter the **Disposition Code** in the **Public/Attorney Notes** section on the confirmation page of final vouchers.

Type of Disposition	Code
Acquitted by court, or government motion for judgment of acquittal granted	2
Acquitted by jury	3
Convicted/court trial	8
Convicted/final plea guilty	4
Convicted/final plea nolo	5
Convicted/jury trial	9
Dismissed	1
Guilty/insane/court trial	F
Guilty/insane/jury trial	H
Habeas/Petitions/Writs – Denied	DE
Habeas/Petitions/Writs – Granted.....	GR
Mistrial	C
Not Guilty/insane/court trial	E
Not guilty/insane/jury trial	G
Other (PTD matters, other reps. Transfers)	X
Probation/Parole/Supervised Release - Revoked.....	RV
Probation/Parole/Supervised Release -Restored.....	RS

Representation Types

	Description
CC	A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the United States Code, or an assimilated crime under a state code including ancillary matters.
NT	A new trial either directed from the court of appeals on remand or as a result of a mistrial.
MA	Motion attaching a sentence (28 U.S.C. § 2255).
MC	Motion to correct or reduce sentence (Fed. R. Crim. P. 35)
HC	Habeas corpus, non-capital (28 U.S.C. § 2254)
BP	Bail Presentment
WI	Material Witness (in custody)
WW	Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)
PR	Probation Revocation
PA	Parole Revocation
SR	Supervised Release Hearing
EW	Extraordinary Writs (Prohibition, Mandamus)
CH	Mental Competency Hearings (See Chapter 313 of Title 18 U.S. Code)
PT	Pretrial Diversion
EX	Extradition Cases (See Chapter 209 of Title 18 U.S. Code)
OT	Other Types (e.g., line ups, consultants, prisoner transfer, etc.)
TD	Appeal of a Trial Disposition
CA	Other Types of Appeals
AP	Appeal from Magistrate's Decision
CF	Civil Asset Forfeiture (18 U.S.C. § 983(b)(1))
AF	Appeal of Civil Asset Forfeiture (18 U.S.C. § (b)(1))
HA	Habeas Appeal (28 U.S.C. § 2254)
JU	Juror Employment Issue (28 U.S.C. § 1875(d)(1))
ML	Malpractice Representation (18 U.S.C. § 3006A(d)(1))
PL	Parole Appeal (18 U.S.C. § 4106A)
SC	Supreme Court
CK	Crack Cocaine Retroactive Sentencing Guidelines Amendment (effective 2008)
AA	Appeal of CK
CK2	Crack Cocaine Retroactive Sentencing Guidelines Amendment (effective 2011)
AA2	Appeal of CK2
DR1	Retroactive 2-Level Reduction to Sentencing Guidelines for Drug Cases
DRA	Appeal of DR1
JRV	Review for <i>Johnson</i> Eligibility
JHB	<i>Johnson</i> Representation for a § 2255 Motion or § 2241 Petition
JHP	Appeal of JHB

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions.

The eVoucher program allows you to

- submit Authorization requests for expert service providers;
- upload supporting documents to claims or Authorization requests;
- submit your claims electronically to the court; and
- take an active part in monitoring costs through reports.

Claims are not viewable by Clerk's Office staff until they are submitted, nor can any other attorney view your claim information.

Browser Compatibility

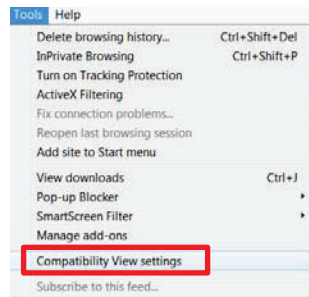
- Windows: Internet Explorer 8 or newer
- Apple Macintosh: Safari 5.1
- Apple Mobile: Safari.

CJA eVoucher will not work with Chrome, Firefox, Microsoft Edge, or any other browser not listed above. Additionally, you may need to reset the browser's cache for the program to work correctly.

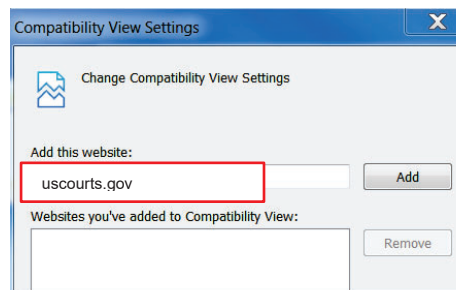
USER LOGIN Illinois Northern District Court Test Release 5.0

You may only login to CJA using one of the approved browsers listed below..On Windows 8 or IE 11 you must set the browser to Compatibility mode to log in.

1. Click the **Tools** menu, and then select **Compatibility View settings**.

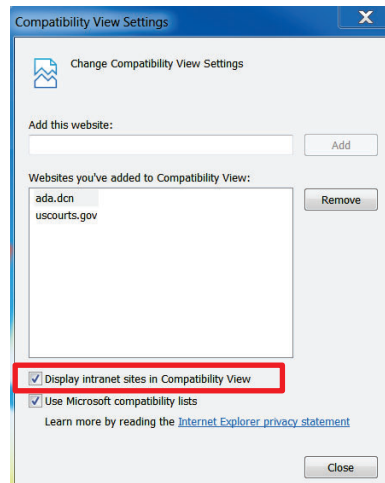


2. Type **uscourts.gov** in the Add this website field.



3. Click **Add**.

4. Check the box next to **Display intranet sites in Compatibility View**.



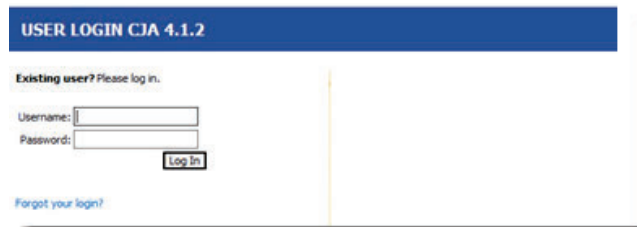
5. Click **Close**.

Login

- Passwords must be a minimum of eight characters, and include uppercase, lower case, number, and symbol.
- Passwords expire every 180 days.
- If you enter an incorrect password more than three times, you will be locked out. Please email cja_ilnd@ilnd.uscourts.gov to have your password reset.

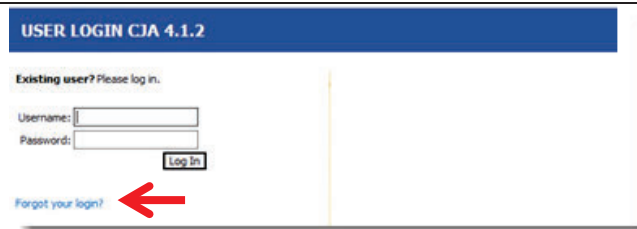
1. Enter your court issued login and password.

2. Click **Log In**.



Forgotten Login

1. If you have forgotten your login ID, click **Forgot your login?**



2. Enter your user name or email address and click **Recover**.

3. Follow the instructions in the email that you will receive.

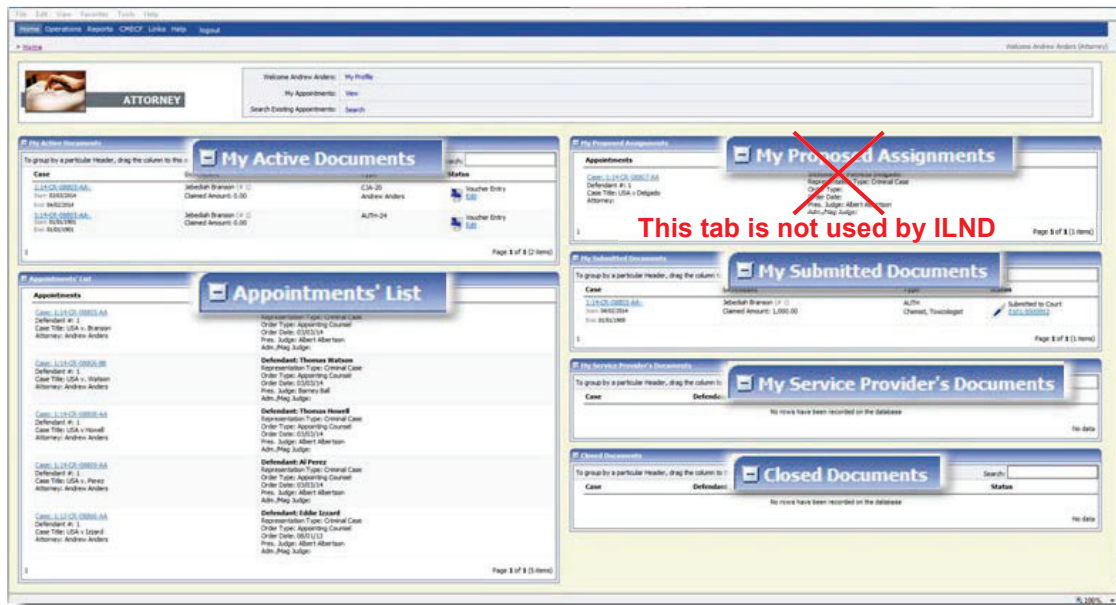


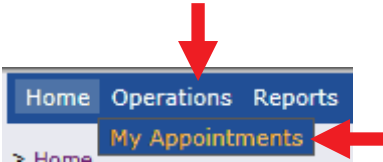
Security Enhancement to Expired Password Reset Functionality

Users clicking on the “Forgot your login?” link on the eVoucher home page receive an email with instructions and a link to reset their password.

- In CJA eVoucher v5.0, this link now expires if it is not used within 24 hours.
- The user may only click on the link once, after which the link becomes invalid.

Home Page



Folder	Contents
<p>My Active Documents</p>	<ul style="list-style-type: none"> • Documents you are on which you are currently working. • Documents created by an expert service provider.
<p>Appointments List</p>	<p>For a complete list of all your appointments click Operations, and then select My Appointments.</p> 
<p>My Submitted Documents</p>	<p>Vouchers that you have submitted to the court for payment.</p>
<p>My Service Provider's Documents</p>	<ul style="list-style-type: none"> • Vouchers for all service providers. • Vouchers submitted to attorney for approval and submission. • Vouchers approved by attorney and submitted for payment.
<p>Closed Documents</p>	<ul style="list-style-type: none"> • Documents/Vouchers paid or approved by the court. • Documents/Vouchers appear until archived by Fiscal. Fiscal archives at the start of each month.

My Profile

1. Click **My Profile**.

Welcome Test Attorney:	My Profile
My Appointments:	View
Search Existing Appointments:	Search

Login Info

- Edit your username.
- Edit your password.

Login Info Your Login information	Username <input type="text"/> change
	Password **** reset
	CM/ECF Username <input type="text"/> validate
	CM/ECF Password <input type="text"/>
	CM/ECF Access is linked

Attorney Info

- Add your Bar number.
- Change your contact information.
- Change your email address.

Attorney Info Your personal info	Bar Number: Your Name: Test Attorney <i>Your Contact Info:</i> Phone: 312-435-5670 Fax: cja_ilnd@ilnd.uscourts.gov <i>Your Address:</i> 219 S Dearborn St Chicago, IL 60604 USA
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Billing Info

To change your billing information email your current W9 to cja_ilnd@ilnd.uscourts.gov

Billing Info List all available billing info records	Your default billing info is: Test Attorney SSN/EIN:*****9999 219 S Dearborn St Chicago, IL 60604 - USA Phone: 312-435-5670 Fax:
--	--

Continuing Legal Education

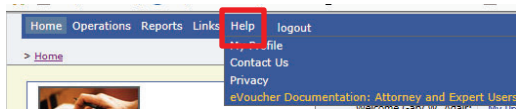
This tab is not used by ILND.

Continuing Legal Education	No info has been stored. Please click VIEW to type your info.
-----------------------------------	--

This tab is not used by ILND

Online Help

A **Help** feature is now imbedded in eVoucher. Help content is tailored to each user type. When the user accesses the links, a new window opens to display the help content.



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eVoucher | Home > Welcome to eVoucher

Welcome

eVoucher is an automated solution for the paper-based Criminal Justice Act (CJA) vouchering system to prepare, submit, review, and certify CJA vouchers for payment. It is designed with built-in features to support other CJA-related business functions from case budgeting to reporting.

The purpose of this help system is to provide guidance and explain various features and concepts of CJA eVoucher. It is intended for attorneys, expert service providers. The information contained in this document is meant to supplement training materials created by individual courts.

Some features of eVoucher may not be available. Contact the appropriate federal defender organization¹, district or appeals court² with questions.

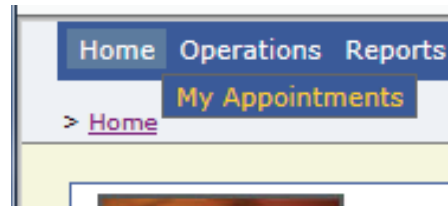
Online Help Topics

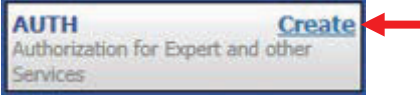
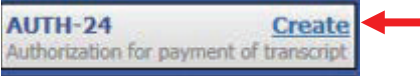
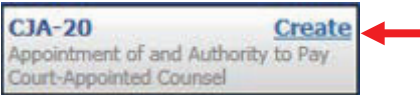
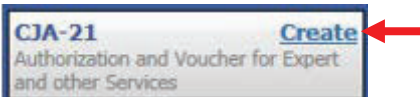
- o **Get Started**
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- o **CJA Resources**
 - o [Criminal Justice Act \(CJA\) Guidelines](#)¹
 - o [GSA Travel Resources](#)²
 - o [National CJA Voucher Reference Tool](#)³
 - o [Defender Services - Appointment of Counsel](#)⁴
 - o [Federal Defender Services](#)⁵

Court Appointment

When the Court makes an appointment, CJA eVoucher generates and sends an email notifying the appointed attorney. This email confirms the appointment and includes a link to CJA eVoucher.

A complete list of your appointments can be found by clicking **Operations**, then **My Appointments**.



If you want to	Then click the Appointments List on the home page and
Create an authorization for expert and other services	Click Create AUTH under Create New Voucher. 
Create an authorization to obtain a transcript	Click Create AUTH-24 under Create New Voucher. 
Create a voucher to pay court-appointed counsel	Click Create CJA-20 under Create New Voucher. 
Create a voucher for expert and other services	Click Create CJA-21 under Create New Voucher. 

Audit Assist

Audit Assist helps you to identify errors and issues with your vouchers BEFORE you submit them to the Clerk’s Office for processing. We strongly encourage you to use this tool, as it will reduce the amount of time that it takes to process your voucher and send your payment.

The screenshot shows the 'Basic Info' tab of a voucher form. The form contains several sections:

- 1. CIR./DIST./DIV. CODE:** 0752
- 2. PERSON REPRESENTED:** Sam Jones
- VOUCHER NUMBER:** (blank)
- 3. MAG. DKT/DEF. NUMBER:** (blank)
- 4. DIST. DKT/DEF. NUMBER:** 1:44-CR-00999-100-RC
- 5. APPEALS. DKT/DEF. NUMBER:** (blank)
- 6. OTHER. DKT/DEF. NUMBER:** (blank)
- 7. IN CASE/MATTER OF (Case Name):** US V Sam Jones
- 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:** (blank)
- 12. ATTORNEY'S NAME AND MAILING ADDRESS:** FEDERAL DEFENDER - Bar Number: 123456, 55 E MONROE, CHICAGO IL 60604, Phone: 3124356066
- 13. COURT ORDER:** Includes checkboxes for A Associate, C Co-Counsel, F Subs for Federal Defender, O Appointing Counsel, P Subs for Panel Attorney, R Subs for Retained Attorney, S Pro Se, T Retained Attorney, Y Standby Counsel. Below this is a section for 'Prior Attorney's Name', 'Appointment Dates', and 'Signature of Presiding Judge or By Order of the Court' (Ruben Castillo, Date of Order: 1/1/2017, Nunc Pro Tunc Date). A 'Repayment' checkbox is set to 'NO'.
- 14. LAW FIRM NAME AND MAILING ADDRESS:** (blank)

 At the bottom of the form, there is a 'Payment Info' section with a 'Preferred Payee' dropdown menu. Below the form are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist' (highlighted with a red box).

In this example, an attorney user would be required to resolve the error before submitting the document to the court. Warnings are for informational purposes. However, we recommend that you resolve any issues before submitting your voucher.

The screenshot shows the same 'Basic Info' tab, but with a dialog box overlaid. The dialog box has a title bar with the URL 'https://sds0-testevapp.ada.dcn/CJA_tsd_50district/CJAeVoucher/Pages/Vouchering/Audi...'. It contains two sections:

- Errors:** A red error icon and the text: 'There are in-court services dates that exist on weekend days.'
- Warnings:** Two yellow warning icons. The first says: 'The date of the voucher is before the appointment or nunc pro tunc date.' The second says: 'Service and/or Expenses are out of the Voucher Start and End Dates.'

 A 'Close' button is located at the bottom of the dialog box.

Red errors must be corrected prior to submitting your voucher.

Yellow warnings are information and items that you should double check before submitting your voucher.

Create a Voucher for Expert and Other Services (Auth)

All AUTHs in excess of \$2,500 must be approved by the presiding judge on the case and the Chief Judge of the 7th Circuit. Clerk's Office staff will submit these completed AUTHs for approval.

1. Select the case from the **Appointments List on the Home** page.

2. Click **Create** next to **AUTH** on the **Appointment Info** page.

3. Enter the **Estimated Amount**.

4. Enter the hourly rate in the **Basis of Estimate** field.

5. Enter a brief description of and justification for services in the **Description** field.

6. Select the **Service Type**.

7. If you know the name of your provider, enter the name in the **Requested Provider** field.

8. Click **Save**.

Basic Info			
1. CIR. DIST. DIV. CODE 0752	2. PERSON REPRESENTED Sample Defendant 1	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-70001-1-YJ	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA V. Sample Defendant 1	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		11. 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"/> Y Standby Counsel	
12. ATTORNEY'S NAME AND MAILING ADDRESS Test Attorney 219 S Dearborn St Chicago IL 60604 Phone: 312-435-5670		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court VISITING JUDGE Date of Order Nunc Pro Tunc Date 1/1/2014	
14. LAW FIRM NAME AND MAILING ADDRESS		Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Order Date:

Nunc Pro Tunc Date:

Repayment:

Estimated Amount: \$

Authorized Amount: \$

Basis of Estimate:

Description:

Service Type:

Requested Provider:

Navigation:

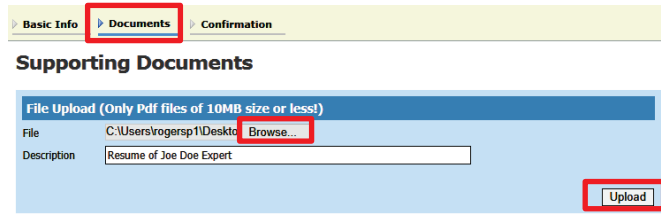
Optional: Upload documents (steps 9-12.)

9. Click the Documents tab.

10. **Browse** and select the document to be attached.

11. Add the title of the document in the description field.

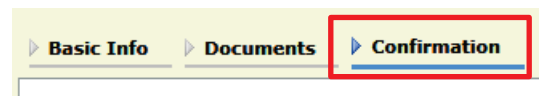
12. Click **Upload**, and then click **Save**.



Examples of documents that may be attached

- Resumes of experts
- References for experts
- Justification of services


14. Click the **Confirmation** tab.



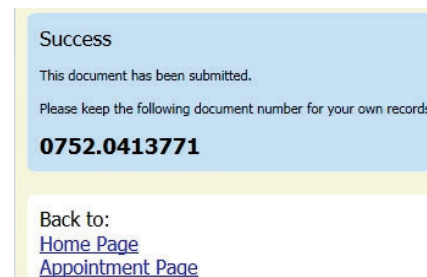
15. Add any brief notes.

16. Check the affirmation box.

17. Click **Submit**.



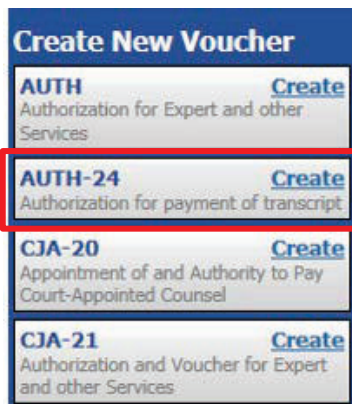
18. A confirmation screen displays indicating successful submission.



Create a Voucher to Obtain a Transcript (AUTH 24)

1. Select the case from the **Appointments List on the Home page**.

2. Click **Create** next to **AUTH24** on the **Appointment Info** page.



Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

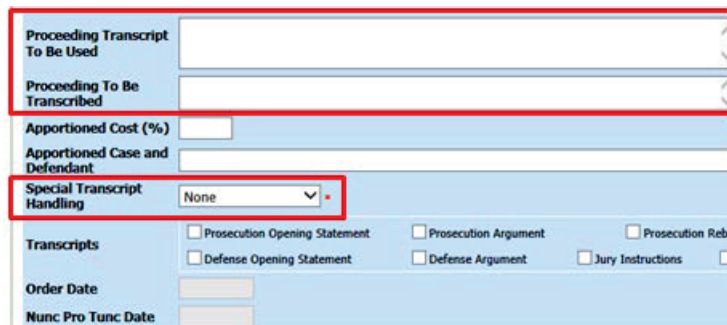
AUTH-24 [Create](#)
Authorization for payment of transcript

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

3. Complete the **Processing Transcript to Be Used, Proceeding to be Transcribed, and Special Transcript Handling** fields.

4. Click **Save**.



Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling None

Transcripts

Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal

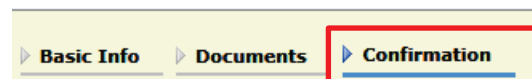
Defense Opening Statement Defense Argument Jury Instructions

Order Date

Nunc Pro Tunc Date

5. Click the **Confirmation** tab.

6. Review the information on the form.

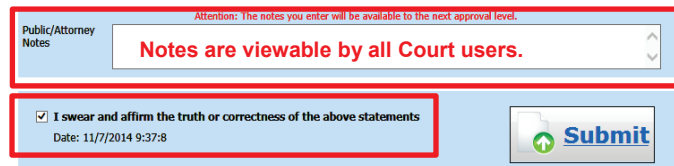


Basic Info **Documents** **Confirmation**

7. Add any brief notes.

8. Check the affirmation box.

9. Click **Submit**.



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

Public/Attorney Notes

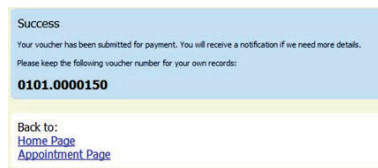
Notes are viewable by all Court users.

I swear and affirm the truth or correctness of the above statements

Date: 11/7/2014 9:37:8

Submit

10. A confirmation screen displays indicating successful submission.



Success

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

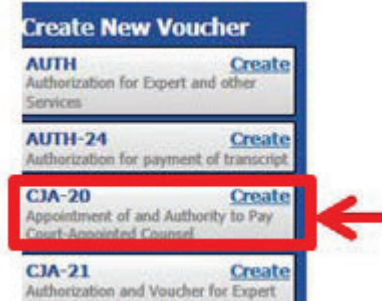
Please keep the following voucher number for your own records:

0101.0000150

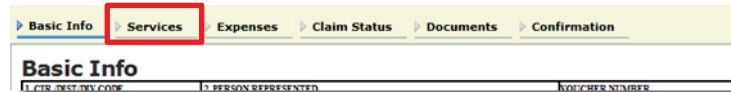
Back to:
[Home Page](#)
[Appointment Page](#)

Create a CJA20 Voucher

1. Select the case from the **Appointments List** on the home page.
2. Click **Create** next to **CJA-20** on the **Appointment Info** page.

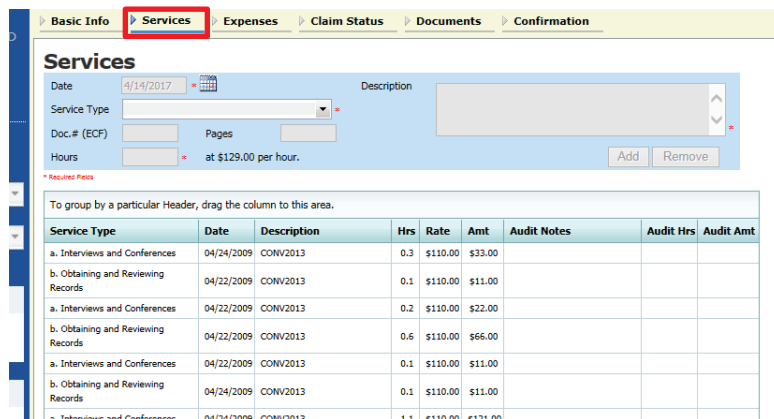


3. Click the **Services** tab to enter services.



4. Enter the required fields; including the service type from the drop down menu.

5. Click **Add** and then click **Save**.

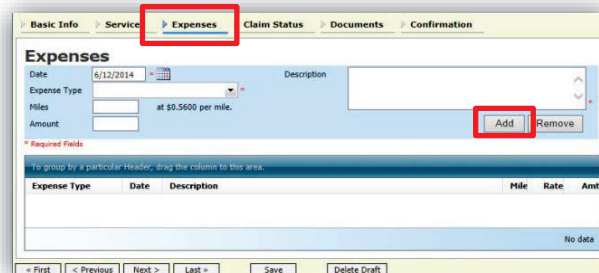


Service Type	Date	Description	Hrs	Rate	Amt	Audit Notes	Audit Hrs	Audit Amt
a. Interviews and Conferences	04/24/2009	CONV2013	0.3	\$110.00	\$33.00			
b. Obtaining and Reviewing Records	04/22/2009	CONV2013	0.1	\$110.00	\$11.00			
a. Interviews and Conferences	04/22/2009	CONV2013	0.2	\$110.00	\$22.00			
b. Obtaining and Reviewing Records	04/22/2009	CONV2013	0.6	\$110.00	\$66.00			
a. Interviews and Conferences	04/22/2009	CONV2013	0.1	\$110.00	\$11.00			
b. Obtaining and Reviewing Records	04/24/2009	CONV2013	0.1	\$110.00	\$11.00			
a. Interviews and Conferences	04/24/2009	CONV2013	1.1	\$110.00	\$121.00			

*** indicates a required field.**

6. Click the **Expenses** tab and enter the required fields.

7. Click **Add** and then click **Save**.



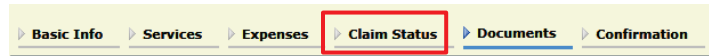
Expense Type	Date	Description	Mile	Rate	Amt
No data					

If you see an error message indicating that the service and/or expenses are out of the voucher start and end dates, correct the date(s) so that all services and expenses are within that date range you set on the Claim Status tab.

CJA20 - Claim Status

- Final payment - after all of your services have been completed.
- Interim payment- allows for payments in segments. A **court order is required** when requesting an interim payment. The court order must be signed by the presiding judge and the Chief Judge of the 7th Circuit.
- Supplemental payment may be requested due to a missed or forgotten receipt after final payment number has been submitted.
- Withholding Return Payment - amounts previously withheld can be requested.

1. Click the **Claim Status** tab.



2. Enter the voucher start and end dates.

3. Select the claim type.

4. Answer the questions regarding previous payments in this case.

5. Click **Save**.

A screenshot of the 'Claim Status' form. At the top, a navigation bar shows 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Claim Status' tab is active. Below the navigation bar, the form has two date fields: 'Start Date' and 'End Date', each with a calendar icon. A section titled 'Payment Claims' contains four radio button options: 'Final Payment', 'Interim Payment (payment #)', 'Supplemental Payment', and 'Withholding Return Payment'. A red bracket highlights this section. Below this is a red asterisk reminder: '** Reminder: Please select the appropriate claim status.' Further down are three questions, each with 'Yes' and 'No' radio buttons. A red bracket highlights these questions. At the bottom, there is a red asterisk for 'Required Fields' and a row of buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'.

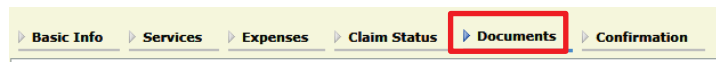
You may see an error message indicating that the service and/or expenses are out of the voucher start and end dates. This message will disappear once you change the dates in the claim status.

CJA20 - Attach Documents to a Claim

Attorneys and court staff may attach documents that support the claim.

- *Claims in excess* memo to presiding district judge
- Court orders, including orders for interim payments
- Travel receipts
- Receipts for other single item expenses greater than \$50.00
- Memo indicating reason for delay in submission
- Memos to the judge

1. Click the **Documents** tab.



2. Click **Browse** and select the document to be attached.

3. Add the title of the document in the description field.

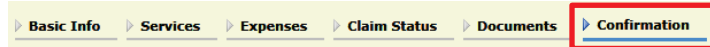
A screenshot of a web form titled 'Supporting Documents'. At the top, it says 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' field containing the path 'G:\AO\leVoucher\CJA eVoi' and a 'Browse...' button. Below the 'File' field is a 'Description' field containing the text 'Copies of receipt'. At the bottom right of the form is an 'Upload' button. Red boxes highlight the 'Browse...' button and the 'Upload' button.

4. Click **Upload** and then click **Save**.

CJA20 - Sign and Submit Voucher to Court

The notes field may be used to provide brief statements to the Finance Department. However, any information of substance needs to be in a memo and attached to the voucher.

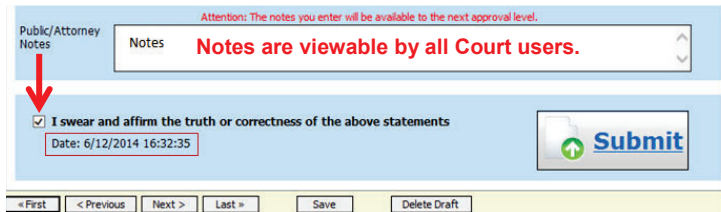
1. Click the **Confirmation** tab.



2. Review the voucher.

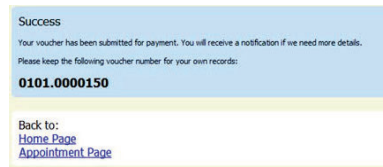
3. Add any brief notes.

4. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of a web form for voucher confirmation. At the top, there is a red warning: "Attention: The notes you enter will be available to the next approval level." Below this is a "Notes" field with the text "Notes are viewable by all Court users." A red arrow points to a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. Below the checkbox is a date field showing "Date: 6/12/2014 16:32:35". To the right is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

5. Click **Submit**.

6. A confirmation screen displays indicating successful submission.



CJA21 - Create a Voucher for Expert and Other Services

1. Select the case from the **Appointments List on the Home** page.
2. Click **Create** next to **CJA-21** on the **Appointment Info** page.



3. Select authorization type.

- A. Select **No Authorization Required** if
 - services do not exceed \$800, or
 - prior authorization obtained outside of eVoucher, or
 - timely procurement of services cannot await prior authorization.**Go to Step 4.**
- B. Select **Use Existing authorization** if authorization has been obtained through eVoucher. **Go to Step 9.**

Authorization Selection

You can click the **Use Existing Authorization** button to select from if under the statutory limit.

No Authorization Required If your voucher compensation is under the statutory limit and does not require prior authorization.
Use Existing Authorization Select this option to display and select from a list of approved authorizations for this appointment.

4. Select the **Service Type**.

5. Enter the description.

6. Select the **Expert**.

7. Click **Create Voucher**. **DO NOT ENTER INFORMATION IN THE DATA FIELDS.**

8. Click the **Services** tab to enter services or the **Expenses** tab to enter expenses.

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

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

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

New Voucher Information

Service Type Investigator

Description

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

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

First Name Middle Name Last Name *

Email *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only) Zip

Address 3 Country* UNITED STATES

Create Voucher

If the name of the service provider does not display in the drop down list, **STOP**. You will **not** be able to submit the voucher for payment until the Fiscal Department has added the provider to the system. **Please email cja_ilnd.uscourts.gov for an expert registration packet.**

9. Select the authorization (Use **Preauthorization**, only).

10. Click **Create Voucher**.

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the "No Authorization Required" button if under the statutory limit.

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.

Existing Requests for Authorization

ID Number: 3795 Order Date: 01/01/2014 Authorized Amount: 0	Service Type: Investigator Estimated Amount: 2000 Requested Provider: Expert Investigator
ID Number: 3817 Order Date: 01/01/2014 Authorized Amount: 0	Service Type: Investigator Estimated Amount: 2000 Requested Provider: Expert Investigator

New Voucher Information

Service Type Investigator

Description

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

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 Investigator, Expert

Expert Info
Expert Investigator
219 S Dearborn
Chicago IL 60604 USA
Phone: 312-435-5670

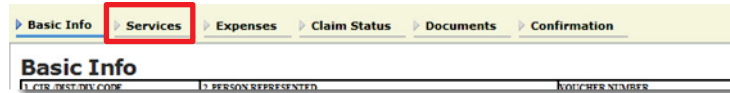
Create Voucher

These options display only if **Use Previous Authorization** is selected.

CJA21 - Enter Services or Expenses

- Services may be entered as one lump sum.
- Travel expenses may be entered as one lump sum.
- Other expenses may be entered as one lump sum.

1. Click the **Services** tab to enter services.



2. Enter the required fields.

3. Click **Add** and then click **Save**.

A screenshot of the CJA-21 Voucher Entry software interface. The 'Services' tab is selected. The 'Services' section contains fields for 'Date' (5/16/2017), 'Units', and 'Rate', each with an asterisk indicating it is a required field. Below these fields is a table with columns 'Date' and 'Description'. A summary section shows 'Summary: \$0.00' and 'Services Totals \$0.00'. A 'Travel Expense Type' section is also visible.

An * indicates a required field.

Date Use the last service date on the expert's invoice.

Hour Enter the number 1 in the units field.

Rate Enter the lump sum dollar amount for all services from the expert's invoice.

4. Click the **Expenses** tab and enter the required fields.

5. Click **Add** and then click **Save**.

A screenshot of the CJA-21 Voucher Entry software interface. The 'Expenses' tab is selected and highlighted with a red box. The 'Expenses' section contains fields for 'Date' (5/12/2014), 'Expense Type', 'Miles', and 'Amount', each with an asterisk indicating it is a required field. The 'Miles' field is set to 'at \$0.5600 per mile.' Below these fields is a table with columns 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. A summary section shows 'No data'. Navigation buttons like 'Add', 'Remove', 'Save', and 'Delete Draft' are visible.

Date Use the last service date on the expert's invoice.

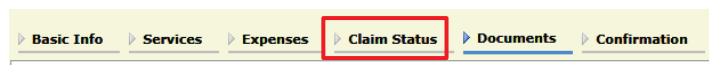
Hour Enter the number 1.

Rate Enter the lump sum dollar amount for all services from the expert's invoice.

CJA21 - Claim Status

- This screen is used to set the terms of the voucher. You must accurately enter your
 - start and end dates;
 - payment status; and
 - required disclosures
- Final payment is requested after all services have been completed.
- Interim payment allows for payments in segments. A court order is required when requesting an interim payment. The court order must be signed by the presiding judge and the Chief Judge of the 7th Circuit
- Supplemental payment may be requested due to a missed or forgotten receipt after final payment number has been submitted.

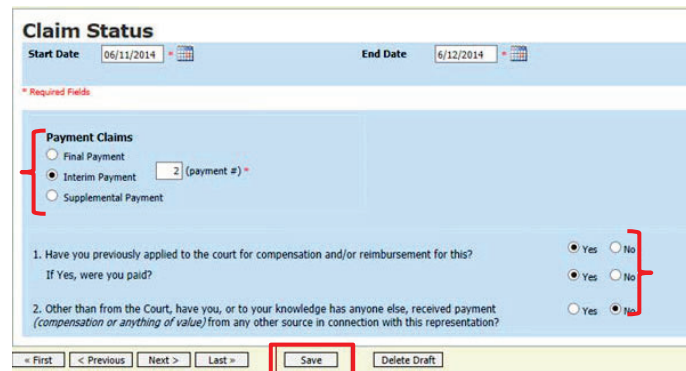
1. Click the **Claim Status** tab.



2. Enter the voucher start and end dates. **Do not accept the default dates!**

3. Select the payment claim type.

4. Answer the questions regarding previous payments in this case. (Provide the documentation on the **Documents** tab.)



5. Click **Save**.

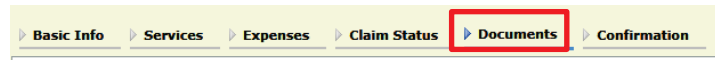
If an error message displays, make sure that the start and end dates on this screen include all services and expense dates.

CJA21 - Attach Documents to a Claim

Attorneys and court staff may attach documents that support the claim. These documents may include

- Court orders
- Detailed invoice from expert
- Expense receipts for single item expenses greater than \$50
- Explanation if prior authorization was not obtained for services in excess of \$800.00
- Memo indicating reason for delay in submission
- Memos to the judge
- Proof of prior authorization if obtained outside of eVoucher
- Travel receipts

1. Click the **Documents** tab.



2. Click **Browse** and select the document to be attached.



3. Add the title of the document in the description field.

4. Click **Upload** and then click **Save**.

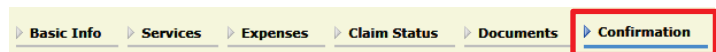
CJA21 - Sign and Submit Voucher on Behalf of Expert

This is a **two-step** process. **First**, the attorney prepares the voucher on behalf of the expert. **Second**, once prepared, the attorney must then sign and submit the voucher through eVoucher to the court.

 *A correctly submitted voucher will have a status of* 
“Submitted to the court.”

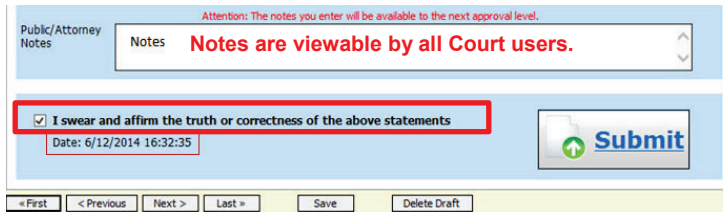
The notes field may be used to provide brief statements to the Finance Department. However, any information of substance needs to be in a memo and attached to the voucher.

1. Click the **Confirmation** tab.



2. Review the voucher.

3. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of the eVoucher submission interface. At the top, it says "Attention: The notes you enter will be available to the next approval level." Below that is a "Notes" field with the text "Notes are viewable by all Court users." A red box highlights a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a date field "Date: 6/12/2014 16:32:35". To the right is a "Submit" button with a green arrow icon. At the bottom are navigation buttons: < First, < Previous, Next >, Last >, Save, and Delete Draft.

4. Click **Submit**.

5. A confirmation screen displays indicating **successfully submitted to attorney**.

1:44-CR-00999-...	Sam Jones (# 100)	CJA-21	Submitted to Attorney	05/17/2017
Starts: 01/01/2017	Claimed Amount: ...	John D. Rea	0752.0413769	
End: 01/10/2017		Investigator	FINAL PAYMENT	

6. Click on the Home page.

7. Select the CJA-21.

8. Click the **Confirmation** tab.

A screenshot of the confirmation screen. A red box highlights a checked checkbox with the text "I certify that I have reviewed the above information" and a date field "Date: 11/18/2014 14:43:12". To the right are two buttons: "Approve" with a blue pen icon and "Reject" with a red X icon.

9. Review the voucher.

10. Scroll to the bottom of the screen and check the certification box.

11. Click **Approve**. The voucher status reads, **“Submitted to Court.”**

18. A confirmation screen displays indicating successful submission.

Success

This document has been submitted.

Please keep the following document number for your own records:

0752.0413771

Back to:

[Home Page](#)

[Appointment Page](#)

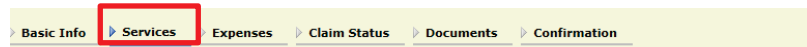
CJA20/CJA21 - Modify Services or Expenses

If you receive an email that a voucher was returned, you must modify the services or expenses as directed. The returned voucher will also be highlighted in **gold** in the My Active Documents section of your home page.

1. Click the rejected voucher.

Case	Defendant	Type	Status
1:14-CR-71111-VJ- Start: 11/07/2014 End: 11/17/2014	Sample Defendant 4 (# 1) Claimed Amount: 885.00	CJA-20 Test Attorney	Voucher Entry 0752.0003871 FINAL PAYMENT
1:14-CR-71111-VJ- Start: 11/07/2014 End: 11/20/2014	Sample Defendant 4 (# 1) Claimed Amount: 388.00	CJA-21 Test Interpreter Interpreter Translator	Voucher Entry Edit INTERIM PAYMENT 1

2. Click the tab of the that needs to be corrected.



3. Click the entry to be modified.

4. Modify the entry as needed.

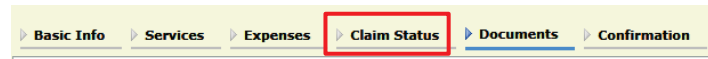
Service Type	Date	Description	Hrs	Rate	Amt	Audit Notes	Audit Hrs	Audit Amt
e. Sentencing Hearings	11/17/2014	Sentencing of Def	0.4	\$126.00	\$50.40			
a. Arraignment and/or Plea	11/12/2014	Plea	0.3	\$126.00	\$37.80			
a. Interviews and Conferences	11/10/2014	Interview with Def at Jail	1.5	\$126.00	\$189.00			
d. Travel Time	11/10/2014	Office to/from Jail	1.6	\$126.00	\$201.60			
b. Obtaining and Reviewing Records	11/09/2014	Review Plea Agreement	1.0	\$126.00	\$126.00			

5. Click **Add**, and then click **Save**.

In this example, travel time under the **Services** tab is being modified.

If the Claim Status Dates HAVE Changed

1. Click the **Claim Status** tab.



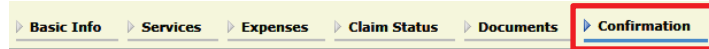
2. Enter the start and end dates.

3. Select the claim type.

4. Answer the questions regarding previous payments in this case.

5. Click **Save**.

6. Click the Confirmation tab.



7. Review the voucher.

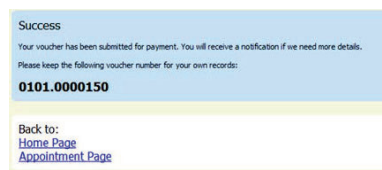
8. Add any brief notes.

9. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of a web form titled "Public/Attorney Notes". At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area for notes with the text "Notes are viewable by all Court users." A red arrow points to a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. Below the checkbox is a date field showing "Date: 6/12/2014 16:32:35". To the right is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "First", "Previous", "Next", "Last", "Save", and "Delete Draft".

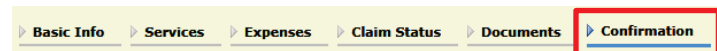
10. Click **Submit**.

11. A confirmation screen displays indicating successful submission.



If the Claim Status Dates Have NOT Changed

1. Click the **Confirmation** tab.



2. Review the voucher.

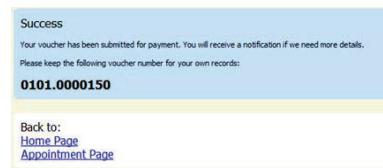
3. Add any brief notes.

4. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of a web form titled "Public/Attorney Notes". At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area for notes with the text "Notes are viewable by all Court users." A red arrow points to a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. Below the checkbox is a date field showing "Date: 6/12/2014 16:32:35". To the right is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: "First", "Previous", "Next", "Last", "Save", and "Delete Draft".

5. Click **Submit**.

6. A confirmation screen displays indicating successful submission.



CJA24 - Voucher for Payment of Transcript

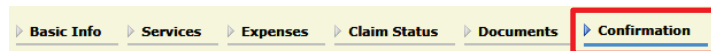
- The CJA-24 is created by the Court Reporter Coordinator.
- The court reporter then enters their services and expense onto the CJA-24.
- The attorney approves the CJA-24.

1. Go to your **Home** page.

2. Click the **CJA-24** on the **Active Documents** list.

1:14-CR-70001-VJ Start: 11/17/2014 End: 11/17/2014	Sample Defendant 1 (# 1) Claimed Amount: 65.00	CJA-21 Michael McHenry Investigator	Voucher Entry Edit FINAL PAYMENT
1:14-CR-70001-VJ Start: 11/18/2014 End: 11/18/2014	Sample Defendant 1 (# 1) Claimed Amount: 101.40	CJA-21 Expert Investigator Investigator	Submitted to Attorney 0752.0003860 FINAL PAYMENT
1:14-CR-70001-VJ Start: 11/14/2014 End: 11/14/2014	Sample Defendant 1 (# 1) Claimed Amount: 182.50	CJA-24 Court Reporter	Submitted to Attorney 0752.0003845
1:14-CR-70001-VJ Start: 01/01/1901 End: 01/01/1901	Sample Defendant 1 (# 1) Claimed Amount: 0.00	CJA-24 Mary M. Hacker	Voucher Entry Edit

3. Click the **Confirmation** tab.



4. Review the voucher.

5. Add any brief notes.

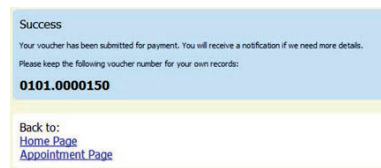
6. Scroll to the bottom of the screen and check the affirmation box.

The image shows a confirmation screen for a voucher. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a "Notes" field with the text "Notes are viewable by all Court users." A red arrow points to a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. Below the checkbox is a date field showing "Date: 6/12/2014 16:32:35". To the right of the date field is a "Submit" button with a green arrow icon. At the bottom of the screen are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

7. Click **Submit**.

The notes field may be used to provide brief statements to the Finance Department. However, any information of substance needs to be in a memo and attached to the voucher.

6. A confirmation screen displays indicating successful submission.



Voucher Status

Vouchers Pending Approval by the Court

Vouchers pending approval display in the **My Submitted Documents** section of your Home page.

Case	Defendant	Type	Status
1:14-CR-70001-... Start: 11/05/2014 End: 11/05/2014	Sample Defendant 1 (#... Claimed Amount: 54.75	CJA-24 Court Reporter	Submitted to Court 0752.0003805
1:14-CR-70001-... Start: 10/24/2014 End: 10/24/2014	Sample Defendant 1 (#... Claimed Amount: 2,000...	CJA-21 Expert Investigator Investigator	Submitted to Court 0752.0003810 FINAL PAYMENT
1:14-CR-70022-... Start: 10/01/2014 End: 10/28/2014	Sample Defendant 2 (#... Claimed Amount: 2,037...	CJA-21 Expert Investigator Investigator	Submitted to Court 0752.0003826 FINAL PAYMENT
1:14-CR-70022-... Start: 10/28/2014 End: 01/01/1900	Sample Defendant 2 (#... Claimed Amount: 0.00	AUTH-24	Submitted to Court 0752.0003819

Reduced Vouchers

Vouchers reduced by the court have notes on a specific entry.

To view **audit notes** for specific services

1. Click the **Services** tab.
2. Click on **Audit** notes.

Service Type	Date	Description	Hrs	Rate	Amt	Audit Notes	Audit Hrs	Audit Amt
a. Interviews and Conferences	04/24/2009	CONV2013	0.3	\$110.00	\$33.00			
b. Obtaining and Reviewing Records	04/22/2009	CONV2013	0.1	\$110.00	\$11.00			
a. Interviews and Conferences	04/22/2009	CONV2013	0.2	\$110.00	\$22.00			
b. Obtaining and Reviewing Records	04/22/2009	CONV2013	0.6	\$110.00	\$66.00			
a. Interviews and Conferences	04/22/2009	CONV2013	0.1	\$110.00	\$11.00			
b. Obtaining and Reviewing Records	04/24/2009	CONV2013	0.1	\$110.00	\$11.00			
a. Interviews and Conferences	04/24/2009	CONV2013	1.1	\$110.00	\$121.00			

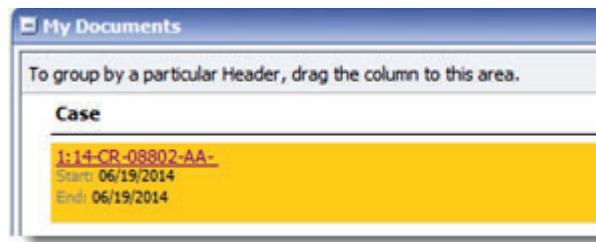
Approved Vouchers

Vouchers approved by the court appear in the **Closed Documents** section of your Home page.

Case	Defendant	Type	Status
1:14-CR-70001-... Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000...	AUTH Investigator	Voucher Closed 0752.0003795
1:14-CR-70001-... Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0752.0003804

Returned Vouchers

Vouchers rejected by the court display in the **My Documents** section and are highlighted in **gold**.



- The system generates an email to the attorney, indicating that the voucher must be reviewed, corrected, and resubmitted.
- Instructions for correcting the error will be in the Notes section of the voucher.

Voucher Submission Date and Time Now Based on eVoucher Server

Documents submitted by attorneys and experts now use the date on the CJA eVoucher server rather than the date on the users' local computer.