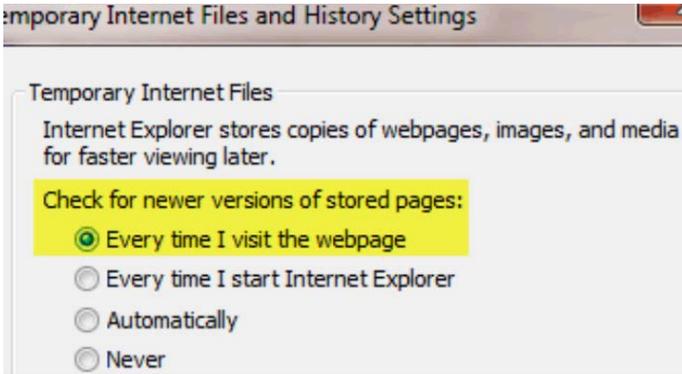
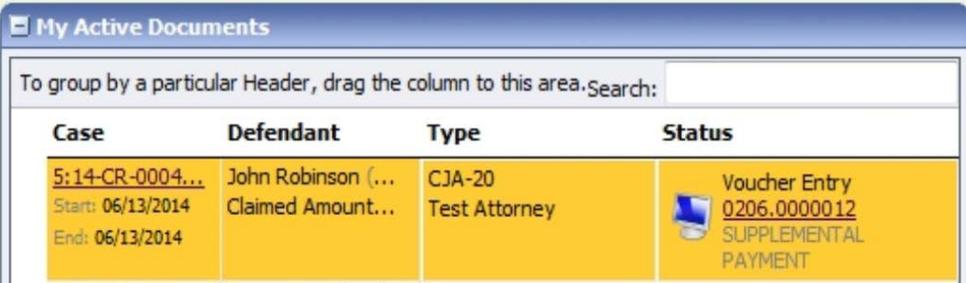
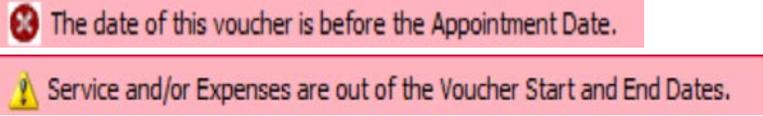
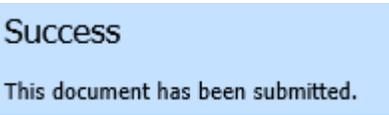


eVoucher FAQs / Tips for Success

Accessing eVoucher	The link to CJA eVoucher is https://aoev-w-app07.adu.dcn/CJA_iln_prod/CJAeVoucher/LogOn.aspx
Browsers Compatible with eVoucher	<p>Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11, Safari 10.1</p> <p>Ensure that your cache setting is set to ‘Every time I visit the webpage’ to avoid data loss (instructions for selecting this setting are available from the eVoucher login page).</p> 
Changing password	<p>From the Home Page – Help > My Profile > Edit button for Login Info located on the top right</p> 
Address or Phone number change	<p>The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the Court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Home Page, ‘My Profile’).</p>
Periodic saving	<p>The eVoucher program only recognizes ‘action’ items as system activity – such as hitting the Save button – and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data.</p>

<p>Billing Information</p>	<p>The Panel Attorney is responsible for maintaining accurate Billing Information in eVoucher. The Court is not able to see the entire SSN/EIN, only the last 4 digits (i.e. SSN/EIN: ***-**-5678). Copies of a W-9 must be provided to the court when the attorney is being registered in eVoucher and any time their billing information needs to be updated.</p> <p><i>No firm (Attorney works for them self):</i> Payments will be made to the attorney whose name is listed in the Attorney Info section and the check will be mailed to the address in the Billing Info section.</p> <p><i>Firm (Attorney works for a firm):</i> Regardless of the payee, a valid SSN must also be on file at the Attorney Info section. Enter the EIN number for the firm. Payments will be made to the attorney whose name is listed in the Attorney Info section and the check will be mailed to the address in the Billing Info section. 1099's will be sent to the firm listed in the Billing Info section.</p>								
<p>Claims for services</p>	<p>Beginning with the appointment and the first appearance in Court, attorneys should begin to enter claims for all work done in the case in eVoucher. During the case, claims should be entered contemporaneously. Receipts and invoices for any expenses exceeding \$50 must be uploaded and attached, as a document, to the electronic voucher when it is submitted to the Court.</p>								
<p>Yellow Highlighted Item in Inbox</p>	<p>An entry in ‘My Active Documents’ appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an email via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.</p> <p>If the voucher is for an expert (CJA-21/31), the attorney must first click on the voucher and “Reject” it in the Confirmation tab. Once the attorney selects the voucher again from their home page, they will be able to edit the voucher.</p>  <table border="1" data-bbox="544 1344 1510 1627"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr style="background-color: yellow;"> <td>5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014</td> <td>John Robinson (... Claimed Amount...</td> <td>CJA-20 Test Attorney</td> <td>Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT</td> </tr> </tbody> </table>	Case	Defendant	Type	Status	5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014	John Robinson (... Claimed Amount...	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT
Case	Defendant	Type	Status						
5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014	John Robinson (... Claimed Amount...	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT						

<p>Submitting CJA-21/31 vouchers</p>	<p>The submission of CJA-21/31 expert vouchers is a two-step process. First, the attorney must prepare the voucher on behalf of the expert and submit the voucher. The voucher will appear on the attorney’s home page as “Submitted to Attorney”. Second, the attorney must click on the voucher and submit the voucher for the second time. The voucher will then appear on the attorney’s home page as “Submitted to Court”.</p> <p style="text-align: center;">  <u><i>A correctly submitted voucher will have a status of</i></u>  <u><i>“Submitted to the court.”</i></u> </p>
<p>Email notifications</p>	<p>The following actions in eVoucher will generate an email to the Panel Attorney:</p> <ul style="list-style-type: none"> - Appointment – Email will confirm case has been added to eVoucher. - Voucher Audited – Email will inform attorney voucher has been audited by Fiscal and/or Interpreter Office for interpreter vouchers, and either submitted to assigned Judge for approval or rejected back to attorney for further action. - Judge Review – Email will inform attorney voucher has been approved for payment, forwarded to Circuit for approval or rejected back to attorney for further action. - Circuit Review – Email will inform attorney payment has been approved by Circuit or rejected back to attorney for further action. - Voucher Certified – Email will inform attorney voucher has been certified for payment. - Voucher Approval - Email will advise the attorney that the voucher has been approved by the Court. Payment will be mailed from the U.S. Treasury.

<p>Error regarding dates</p>	 <p>If you receive either of the above errors, navigate to the Claim Status section of the voucher. Services and expenses cannot be billed prior to the appointment date. The start and end dates on the Claim Status tab refer to the billing period, not the date of appointment or submission of the voucher. To resolve the errors above, verify that claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page.</p> 
<p>To find out earliest/latest date or sort in chronological order</p>	<p>To easily find out what the earliest and latest dates are, go to the Services (or Expenses) tab and click on the Date column heading once to sort by date chronologically. Click on “Date” again and it will sort in reverse order.</p> 
<p>How do I know my voucher was submitted?</p>	<p>Vouchers are properly submitted after receipt of the ‘success’ message <u>and</u> if the voucher is no longer located in the “My Active Documents” field.</p>  <p>Ensure the swear/affirm box was checked before clicking “submit” or “approve.” You may have to turn off any pop-up blockers to see error message.</p>
<p>How do I remove an old appointment from my Appointments’ List</p>	<p>The CJA Clerk regularly closes completed appointments. If you see one that has not been removed after final payment has been received, contact the Financial Department at 312-456-6066 or CJA_ILND@ILND.uscourts.gov.</p>
<p>Printing/Saving vouchers</p>	<p>To print a voucher, go to the Basic Information page of the document you wish to print. From the list of reports on the left side, pick “Form CJA20.”</p>
<p>CJA Contacts</p>	<p>Julia Galvan and Carolyn Scott (312) 435-6066 CJA_ILND@ILND.uscourts.gov</p>

