

eVoucher Audit Assist

-  **Red** messages are errors which you must correct before submitting the voucher.
-  **Yellow** messages are informational warnings of potential problems with your voucher.

CJA 20/30

If this message displays	Then you need to
 Services and/or Expenses are out of the Voucher Start and End Dates.	Correct your start and end dates on the Claims Status tab, or correct a service or expense date that is incorrect.
 The date of the voucher is before the appointment or nunc pro tunc date.	<ol style="list-style-type: none"> 1. Identify the date of the Order and/or Nunc Pro Tunc dates in box 13. 2. Verify that the starting date on the Claims Status tab is after these dates.
 There are in-court service dates after the appointment termination date.	Remove these entries from this voucher and place them on the voucher for the appropriate representation.
 The statutory maximum for this representation has been exceeded by {0}.	Attach your detailed memorandum supporting and justifying counsel's claim that <ul style="list-style-type: none"> • the representation given was in an extended or complex case. See § 230.23.40(b) Waiving Case Compensation Maximums; and • the excess payment is necessary to provide fair compensation. See § 230.23.40(c) Waiving Case Compensation Maximums.

CJA 20/30 (continued)

If this message displays	Then you need to
 The date(s) of this voucher overlap a previously submitted voucher.	Amend your start and end date on the Claims Status tab. The Start date must be at least one day after the previous voucher's end date.
 Submission of this voucher exceeds {45} days after termination of the appointment.	Please submit a memorandum of justification for tardy submission on the Documents tab. See § 230.13 Time Limits .
 There are in-court services dates that exist on weekend days or federal holidays.	Remove in-court service entries with weekend or federal holiday dates.
 The attorney has submitted multiple vouchers for the same travel date.	Attach a statement or disclosure specifying the “time spent in common” to the Documents tab. See § 230.50(e) Proration of Claims .
 Supporting documentation must be attached for each single expense item in excess of {\$50}.	Attach the receipt(s) for expenses to the Documents tab.
 The total claimed/billed hours exceed {14} for a single day.	Verify that you have entered your dates correctly and you did in fact work more than 14 hours in a single day. If time is worked by an associate, verify that the time entries worked by them are indicated in the entry.

CJA 21/31

If this message displays	Then you need to
 The date(s) of this voucher overlap a previously submitted voucher.	Amend your start and end date on the Claims Status tab. The start date must be at least one day after previous voucher end date.
 The statutory maximum for expert services has been exceeded.	Attach a memorandum of justification for excess on the Documents tab. See § 310.20.10(a) Waivable Case Compensation Maximums for Investigative, Expert, and Other Services .
 There are not enough funds remaining on the authorization. Only {0} remains on this authorization.	Submit an updated AUTH for expert services with an increased amount. See § 310.20.30(a) Limitations on Services Without Prior Authorization .
 The date of the voucher is before the appointment or nunc pro tunc date.	<ol style="list-style-type: none"> 1. Identify the date of the Order and/or Nunc Pro Tunc dates in box 13. 2. Verify that the starting date on the Claims Status tab is after these dates.
 The expert has submitted multiple vouchers covering the same service date(s).	Verify that the dates worked match the dates on the invoices submitted to you.
 Supporting documentation must be attached for each single expense item in excess of {\$50}.	Attach your receipt for these expenses to the Documents tab.
 The attorney or expert has submitted multiple vouchers for the same travel date.	Attach your statement and disclosures “time spent in common” to the Documents tab. See § 230.50 Proration of Claims .

CJA 21/31 (continued)

If this message displays	Then you need to
 There are in-court services dates that exist on weekends or federal holidays.	Remove in court service entries with weekend or federal holiday dates.
 Submission of this voucher exceeds {45} days after termination of the appointment.	Please submit a memorandum of justification for tardy submission. See § 230.13 Time Limits .
 The total claimed/billed hours exceed {14} for a single day.	Verify that you have entered your dates correctly and you did in fact work more than 14 hours in a single day. If time is worked by an associate, verify that entries indicate that.