



# UNITED STATES COURTS DISTRICT OF IDAHO



CJA eVoucher  
Expert User Guide  
2011

# CJA eVoucher for Experts

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## 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 includes several modules:

### Voucher & Authorization Request Submission

- On-line authorization requests by attorneys for expert services.
- On-line voucher completion by expert with submission to attorney.
- On-line review by attorney and submission to court.

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## Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the CJA eVoucher link on the court internet site:  
-> Attorney Resources -> CJA eVoucher
- Bookmark the web address and use your internet browser to access the system.

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## Logging In

STEP	RESULT
<p>The password will be set originally by the Court. After the first log in to the program, the expert should change the password to a unique and secure password.</p> <p>See "Maintaining Your Account."</p>	
<p>If you forget your password, you may click on the "Forgot your login?" hyperlink.</p> <p>Enter your Username and e-mail address to retrieve your information.</p>	

## The Home Page

Your home page provides access to all of your vouchers. Security has been put into place that prohibits you from viewing information for any other case or expert. Likewise, no-one else will have access to your information.

The screenshot shows the home page interface. At the top, it says 'Welcome Diane Arbiser: My Profile'. Below that are links for 'My Appointments: View' and 'Search Existing Appointments: Search'. The main content area is divided into three sections:

- My Vouchers:** Contains a table with columns Case, Defendant, Type, and Status. It lists three vouchers with details like case numbers (e.g., 1:11-CR-00041-EJL), start/end dates, and amounts. A red box labeled 'Folders' has arrows pointing to this section.
- My Submitted Vouchers:** Contains a table with columns Case, Defend, Type, and Status. It lists two vouchers submitted to an attorney or court, with case numbers and amounts.
- Closed Vouchers:** Contains a table with columns Case, Defendant, Type, and Status. It lists one closed voucher with case number 1:11-CR-00566-EJL and details.

## Folders on the Home Page

Your home page has several folder to organize your appointments and vouchers.

FOLDER	
<b>My Vouchers</b>	Contains vouchers you are currently working on.
<b>My Submitted Vouchers</b>	Contains vouchers which have been submitted to the attorney for approval or court for payment.
<b>Closed Vouchers</b>	Contains vouchers that have been paid by the court.  Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.

## Navigating in the CJA eVoucher Program



Menu Item	
<b>Home</b>	The eVoucher home page (see section on Home Page)
<b>Operations</b>	Allows you to search for specific appointments.
<b>Reports</b>	None currently available for experts.
<b>Links</b>	Hyperlinks to CJA resources: forms, guides, publications, etc. (see <a href="#">Links</a> )
<b>Help</b>	Provides: <ul style="list-style-type: none"> <li>• Another link to your Profile</li> <li>• "Contact Us" e-mail</li> <li>• Privacy Notice</li> </ul>
<b>Logout</b>	Logs user off the eVoucher program.

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## Adjusting Views

You may alter the manner information is displayed in the folders.

**Opening/Closing Folders:** Click on the  to close the folder.

Click on the  to open the folder.

**Moving Folders:** You may rearrange the folders on your screen.  
1. Left click on the folder you wish to relocate.  
2. Drag the folder to your designed location and release the mouse.

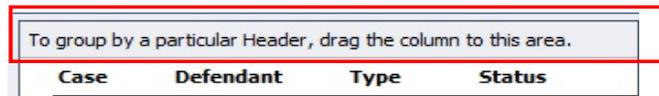
**Sorting:** Click on the column heading to sort in either ascending or descending chronological order.

**Resizing of Column:**

1. Along the folder headings, move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

Note: The folder does not increase, therefore some columns may move off the screen.

**Group by Column Heading:** You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

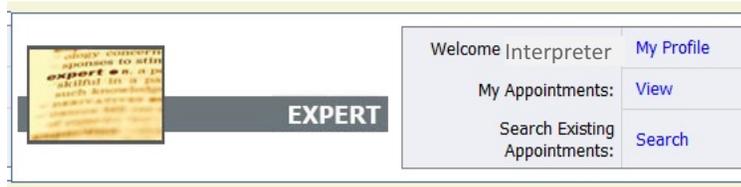


1. Left click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the “Group by Header” bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

Group by...	RESULT
Case	

Group by...	RESULT
Defendant	
Type	
Status	

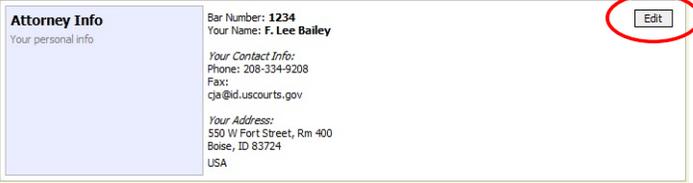
## My Profile

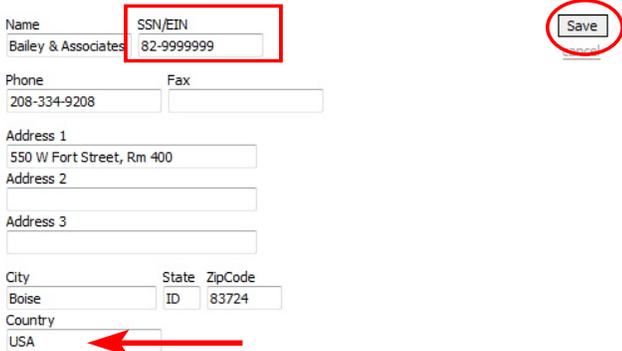


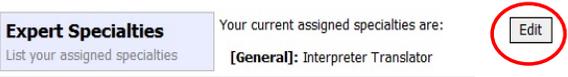
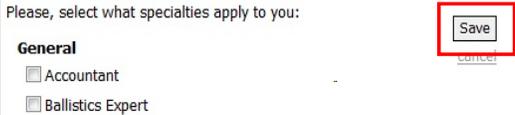
In the My Profile section, the expert may:

- Login Info: Change password
- Expert Info: Edit contact information, phone, e-mail physical address
- Billing Info: Update SSN or EIN numbers and any firm affiliation
- Expert Specialties: Select specialties of expert.

LOGIN INFO	SCREEN
<p>1. Click <b>Edit</b> to change your Password.</p>	
<p>2. Click the <b>Reset</b> hyperlink.</p>	
<p>3. Type new password and retype in the confirm field.  Press the <b>Reset</b> button to save.</p>	
<p>4. Click the <b>Close</b> button to exit.</p>	

EXPERT INFO	SCREEN
<p>1. Click the <b>Edit</b> button to access your personal information</p>	 <p>Attorney Info Your personal info</p> <p>Bar Number: 1234 Your Name: F. Lee Bailey</p> <p>Your Contact Info: Phone: 208-334-9208 Fax: cja@id.uscourts.gov</p> <p>Your Address: 550 W Fort Street, Rm 400 Boise, ID 83724 USA</p>
<p>2. Make any changes necessary and click <b>Save</b>.</p> <p><u>Note:</u> The USA is required in the Country field.</p>	 <p>Attorney Info Your personal info</p> <p>Bar Number 1234</p> <p>First Name Middle Last Name F. Lee Bailey</p> <p>Email cja@id.uscourts.gov</p> <p>Phone Fax 208-334-9208</p> <p>Address 1 City 550 W Fort Street, Rm 400 Boise</p> <p>Address 2 State Zip ID 83724</p> <p>Address 3 Country USA</p>

BILLING INFO	SCREEN
<p>1. Select <b>Add</b> if no billing information is available.</p> <p>2. Click <b>Edit</b> if you wish to change the information already entered.</p> <p><u>Note:</u> You must have billing information entered before any payments can be made.</p>	 <p>Billing Info List all available billing info records</p> <p>Your default billing info is: <b>Bailey &amp; Associates</b> SSN/EIN: **-**-9999 550 W Fort Street, Rm 400 Boise, ID 83724 - USA Phone: 208-334-9208 Fax:</p>
<p>The EIN or SS# must be the number that wages are to be reported to the IRS for.</p> <p>3. Make any changes necessary and click <b>Save</b>.</p> <p><u>Note:</u> The USA is required in the Country field.</p>	 <p>Name SSN/EIN Bailey &amp; Associates 82-9999999</p> <p>Phone Fax 208-334-9208</p> <p>Address 1 550 W Fort Street, Rm 400</p> <p>Address 2</p> <p>Address 3</p> <p>City State ZipCode Boise ID 83724</p> <p>Country USA</p>

EXPERT SPECIALTIES	SCREEN
<p>1. Click the <b>Edit</b> button to access the specialties information.</p>	
<p>2. Check the box of any specialties that apply to you</p>	
<p>3. Click <b>Save</b></p>	

# Appointment Record

Search for the Appointment in Search Existing Appointments.



Search by

- Case Number
- Defendant's Name
- Attorney



Click on the case number hyperlink to open the appointment record.

**Note:** You will only be allowed to access those cases for which you are assigned.



**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

**CJA-21** Create

Authorization and Voucher for Expert and other Services

**Appointment Info**

1. CIR./DIST./DIV.CODE 0976	2. PERSON REPRESENTED Jose Escobedo-Gonzalez	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF NUMBER 1:11-CR-00041-1-EJL	5. APPEALS DKT./DEF.NUMBER	6. OTHER DKT./DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Escobedo-Gonzalez et al	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 18.924C.F POSSESSION OF FIREARMS IN FURTHERANCE OF DRUG TRAFFICKING 21.841A=CD.F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCES 21.841A=CD.F DISTRIBUTING METHAMPHETAMINE 21.841A=CD.F POSSESSION OF A CONTROLLED SUBSTANCE WITH INTENT TO DISTRIBUTE 21.843B=CD.F USE OF A COMMUNICATION FACILITY 21.861A.F EMPLOYMENT OR USE OF PERSONS UNDER 18 YEARS OF AGE IN DRUG OPERATIONS 8.1326A.F DEPORTED ALIEN FOUND IN UNITED STATES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Charles F. Peterson, Jr. - Bar Number: 3346 913 W. River Street, Ste. 420 Boise ID 83702 Phone: (208) 336-2060		13. COURT ORDER <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  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Larry M. Boyle Date of Order 2/11/2011 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:11-CR-00041-EJL</a> Start: 01/01/1901 End: 01/01/1901	Jose Escobedo-Gonzalez (# 1) Claimed Amount: 0.00	CJA-21 Court	Voucher Entry Done ... Edit

Page 1 of 1 (1 items)

Expert CJA 21 Voucher Template

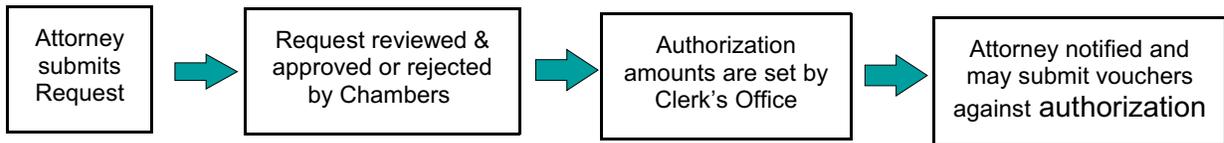
Group-by Header Bar

Interpreter Voucher in the data entry process.

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## Expert Service Request Process Overview

Before expert services may be claimed by an attorney, the judge's authorization must be obtained. The process moves the request from attorney to chambers for the approval step, and finally to the Clerk's office for final system update. The authorization will appear in the appointment record for that defendant, and is viewable by the court, the attorney and expert.



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## Requests for Authorization for Expert Services

An Authorization Request is submitted to the court through the CJA eVoucher program and approved by the Court. If the authorization is in excess of the statutory maximum, the 9<sup>th</sup> Circuit must also approve the service prior to employment.

The Clerk's Office will enter an authorization with a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved

A voucher which exceeds the authorized amount can not be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount.

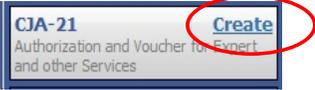
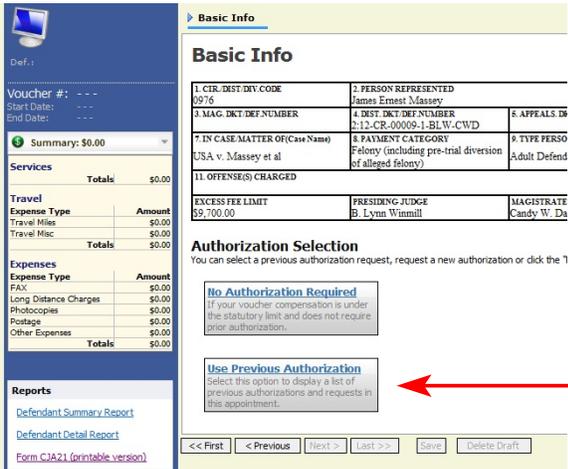
Translation of Documents: When employing an interpreter to translate and transcribe documents, an Authorization Request should be submitted for prior approval when it is anticipated the total cost will exceed the statutory maximum.

In all instances, separate CJA-21 vouchers should be submitted for document translation/transcription services and regular interpreting services.

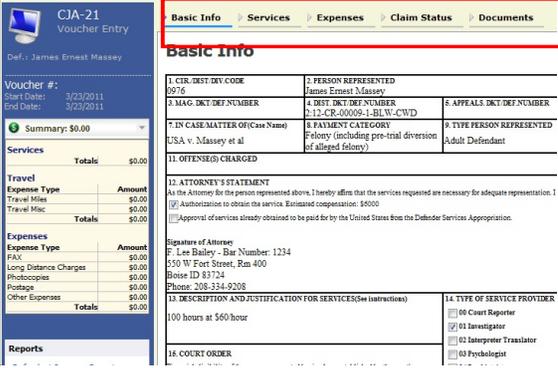
If a non-English-speaking defendant needs to be advised of the content of an English language document, this should be done by means of sight translation.

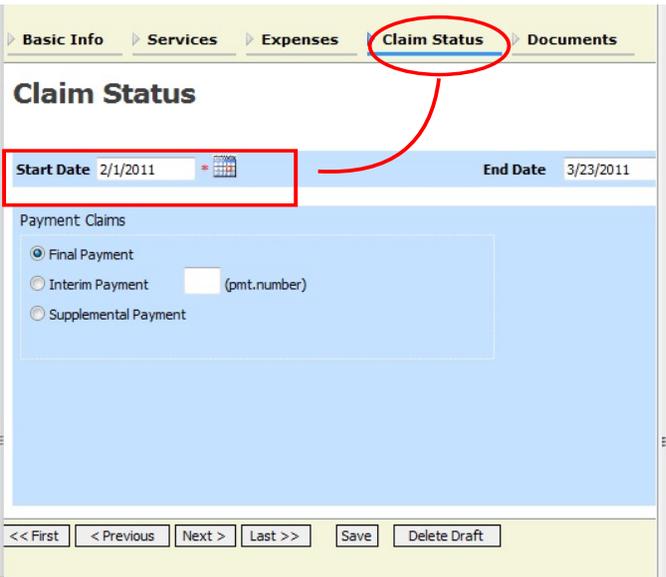
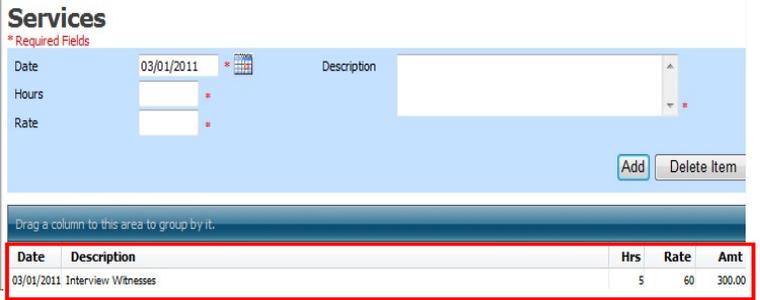
## CJA 21 Voucher

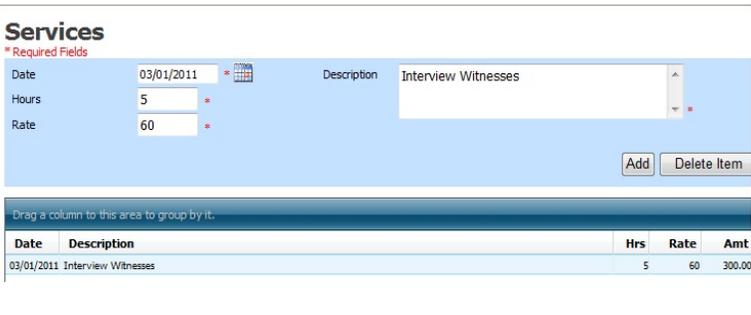
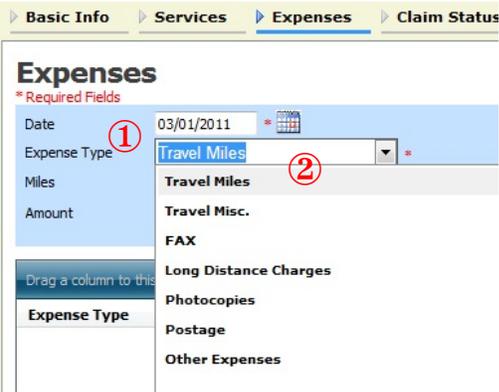
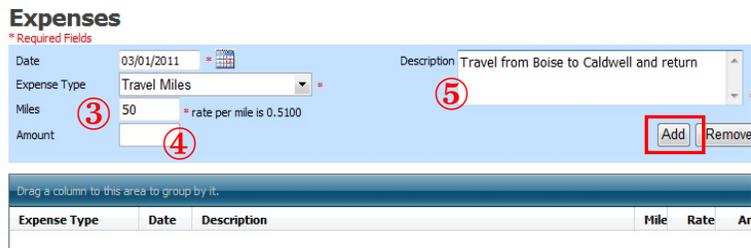
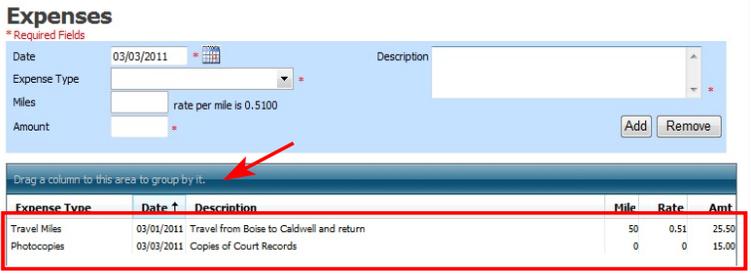
1. The expert or attorney will complete the voucher.
2. The attorney must submit the voucher to the court.

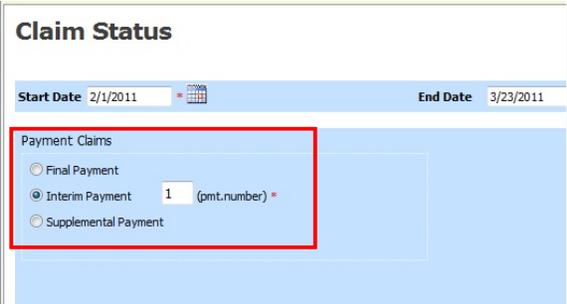
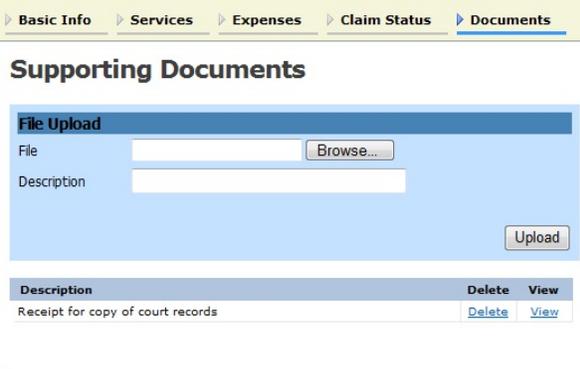
STEP	
<p>Open the Appointment record.</p> <p><u>Note:</u> You will only be able to access the appointment record if there is authorization for your services approved in the record.</p> <p>Click on <b>Create</b> from the CJA 21 Voucher template found on the Appointment screen.</p>	
<p>Click on <b>Use Previous Authorization</b></p>	

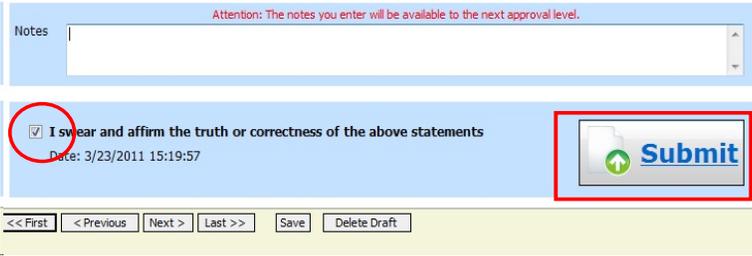
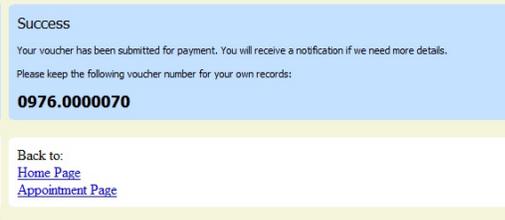
STEP							
<p>All existing Authorizations will appear in the <b>Existing Requests</b> folder.</p> <p>Click on the Authorization for the services you wish to submit this voucher for.</p>	<p><b>Authorization Selection</b> You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>No Authorization Required</b> If your voucher compensation is under the statutory limit and does not require prior authorization.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Use Previous Authorization</b> Select this option to display a list of previous authorizations and requests in this appointment.</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Existing Requests for Authorization</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>ID Number: 69</b></td> <td style="padding: 2px;">Service Type: Investigator</td> </tr> <tr> <td style="padding: 2px;">Order Date: 05/12/2010</td> <td style="padding: 2px;">Estimated Amount: 6000</td> </tr> <tr> <td style="padding: 2px;">Authorized Amount: 6000</td> <td style="padding: 2px;">Requested Provider: Dick Tracy</td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>New Voucher Information</b></p> <p><b>Service Type</b> <input type="text" value=""/></p> <p><b>Description</b> <input type="text" value=""/></p> <p><b>Voucher Assignment</b> This indicates who will be responsible for filing the voucher claim part</p> <p><input type="radio"/> Attorney</p> <p><input checked="" type="radio"/> Expert</p> <p><b>Service Provider</b> You can search one of the service providers already in the system OR you can enter the required information for another provider</p> <p><b>Expert</b> <input type="text" value=""/></p> <p>First Name <input type="text" value=""/> Middle <input type="text" value=""/> Last Name <input type="text" value=""/></p> <p>SSN/EIN: <input type="text" value=""/></p> <p>Email <input type="text" value=""/></p> <p>Phone <input type="text" value=""/> Fax <input type="text" value=""/></p> </div>	<b>ID Number: 69</b>	Service Type: Investigator	Order Date: 05/12/2010	Estimated Amount: 6000	Authorized Amount: 6000	Requested Provider: Dick Tracy
<b>ID Number: 69</b>	Service Type: Investigator						
Order Date: 05/12/2010	Estimated Amount: 6000						
Authorized Amount: 6000	Requested Provider: Dick Tracy						
<p>When you select the authorization, the Service type will be filled in from the information located in the authorization.</p> <ol style="list-style-type: none"> <li>1. Select the Expert from the drop-down list. The expert's payment information will be filled in.</li> <li>2. Select <b>Expert</b> in the Voucher Assignment section. This will be grayed-out until the expert name is identified</li> <li>3. Click <b>Create Voucher</b>.</li> </ol>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>ID Number: 138</b>      Service Type: Investigator</p> <p>Order Date: 12/09/2010      Estimated Amount: 3000</p> <p>Authorized Amount: 3000      Requested Provider: Dick Tracy</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>New Voucher Information</b></p> <p><b>Service Type</b> <input type="text" value="Investigator"/></p> <p><b>Description</b> <input type="text" value=""/></p> <p><b>Voucher Assignment</b> This indicates who will be responsible for filing the voucher claim part</p> <p><input type="radio"/> Attorney</p> <p><input checked="" type="radio"/> Expert ←</p> <p><b>Service Provider</b> You can search one of the service providers already in the system OR you can enter the required information for another provider</p> <p><b>Expert</b> <input type="text" value="Tracy, Dick"/> ←</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Expert Info</b>      <b>Dick Tracy</b></p> <p>Details</p> <p>1234 Front Street Boise ID 83724 USA Phone: 208-334-9208</p> </div> <p><b>3</b> <input type="button" value="Create Voucher"/></p> </div>						

STEP	
<p>A CJA 21 Voucher will open.</p> <p>Follow the menu bar along the top to enter time and expense information for this voucher.</p>	
<p>You may also navigate through the voucher using the navigation bar located at the bottom of the screen.</p>	

STEP	
<p><b>CLAIM STATUS - Initial Setup</b></p> <p>The eVoucher program will date the voucher with today's date.</p> <p>To enter and save services or expenses prior to today's date, edit the start date of the voucher on the <b>Claim Status</b> screen.</p>	
<p><b>SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Type the date of services.</li> <li>2. Type the number of hours (in tenths of an hour)</li> <li>3. Type the authorized rate.</li> <li>4. Type a concise description of the services provided.</li> <li>5. Click <b>ADD</b>.</li> </ol>	
<p>The service will be added to the voucher.</p> <p>Click <b>SAVE</b> from the bottom navigation menu</p>	

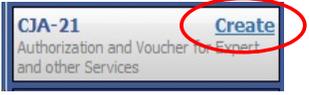
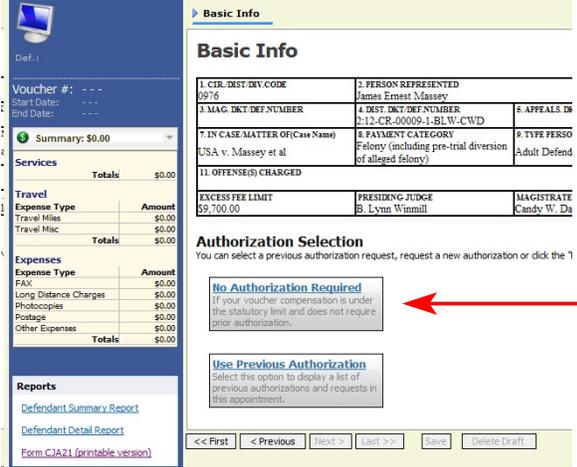
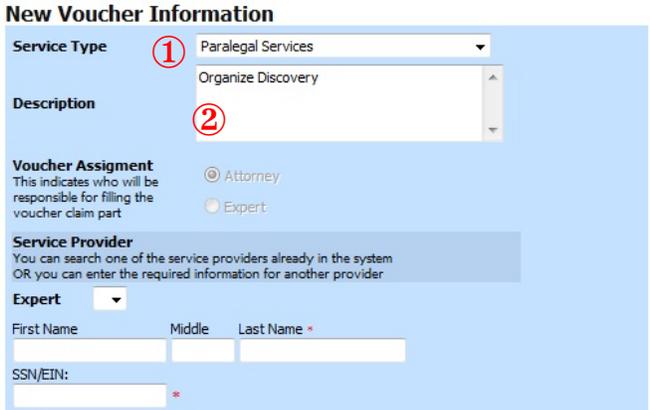
STEP																			
<p>To edit a previously added entry, click on the entry from the added section.</p> <p>The information will repopulate the top blue section of the services screen.</p> <p>Make your edits and relick the <b>Add</b> button.</p>	 <p><b>Services</b> * Required Fields</p> <p>Date: 03/01/2011 * Hours: 5 * Rate: 60 * Description: Interview Witnesses</p> <p>Buttons: Add, Delete Item</p> <p>Drag a column to this area to group by it.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Hrs</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>03/01/2011</td> <td>Interview Witnesses</td> <td>5</td> <td>60</td> <td>300.00</td> </tr> </tbody> </table>	Date	Description	Hrs	Rate	Amt	03/01/2011	Interview Witnesses	5	60	300.00								
Date	Description	Hrs	Rate	Amt															
03/01/2011	Interview Witnesses	5	60	300.00															
<p><b>EXPENSES</b></p> <ol style="list-style-type: none"> <li>1. Enter the date the expense was incurred</li> <li>2. Select the Expense type from the drop down menu.</li> </ol>	 <p>Basic Info   Services   <b>Expenses</b>   Claim Status</p> <p><b>Expenses</b> * Required Fields</p> <p>Date: 03/01/2011 * (1) Expense Type: Travel Miles (2) Miles: (3) Amount: (4)</p> <p>Expense Type options: Travel Miles, Travel Misc., FAX, Long Distance Charges, Photocopies, Postage, Other Expenses</p>																		
<ol style="list-style-type: none"> <li>3. Type the number of miles if claiming mileage.</li> <li>4. Type in the dollar amount of expense if claiming another expense type.</li> <li>5. Type in a description of the expense. If adding mileage, indicate to/from locations.</li> </ol> <p>Click <b>ADD</b>.</p> <p>Click <b>SAVE</b>.</p>	 <p><b>Expenses</b> * Required Fields</p> <p>Date: 03/01/2011 * Expense Type: Travel Miles Miles: 50 * rate per mile is 0.5100 (3) Amount: (4) Description: Travel from Boise to Caldwell and return (5)</p> <p>Buttons: Add, Remove</p> <p>Drag a column to this area to group by it.</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date</th> <th>Description</th> <th>Mile</th> <th>Rate</th> <th>An</th> </tr> </thead> </table>	Expense Type	Date	Description	Mile	Rate	An												
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<p><u>Note:</u> All entered expenses will be added to the itemized list. You may sort any of these items by clicking on the header name. Additionally, you may group any of the items by dragging the header to the "Group By" bar.</p>	 <p><b>Expenses</b> * Required Fields</p> <p>Date: 03/03/2011 * Expense Type: (dropdown) Miles: rate per mile is 0.5100 Amount: *</p> <p>Buttons: Add, Remove</p> <p>Drag a column to this area to group by it. (Red arrow points to the bar)</p> <table border="1"> <thead> <tr> <th>Expense Type</th> <th>Date</th> <th>Description</th> <th>Mile</th> <th>Rate</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>Travel Miles</td> <td>03/01/2011</td> <td>Travel from Boise to Caldwell and return</td> <td>50</td> <td>0.51</td> <td>25.50</td> </tr> <tr> <td>Photocopies</td> <td>03/03/2011</td> <td>Copies of Court Records</td> <td>0</td> <td>0</td> <td>15.00</td> </tr> </tbody> </table>	Expense Type	Date	Description	Mile	Rate	Amt	Travel Miles	03/01/2011	Travel from Boise to Caldwell and return	50	0.51	25.50	Photocopies	03/03/2011	Copies of Court Records	0	0	15.00
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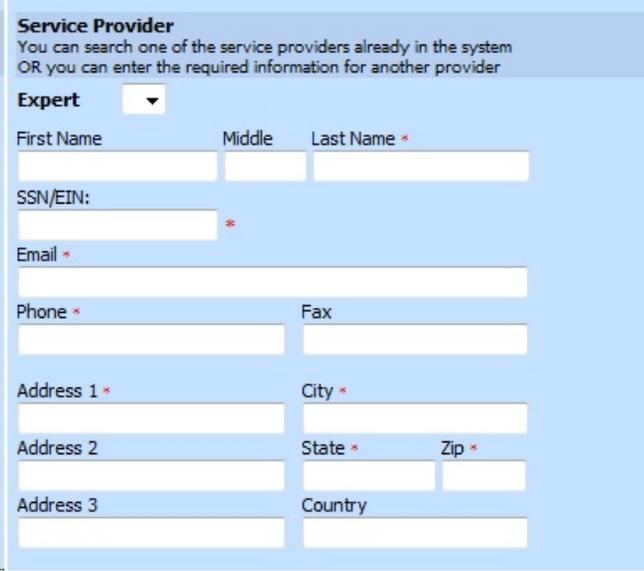
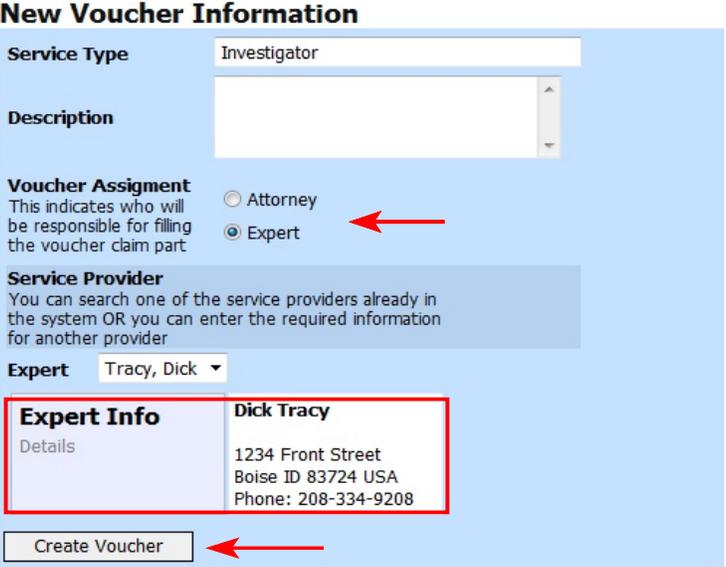
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<p>The eVoucher program also maintains a running balance in the left-hand panel.</p>	 <p>CJA-21 Voucher Entry Def.: James Ernest Massey</p> <p>Voucher #: Start Date: 2/1/2011 End Date: 3/23/2011</p> <p>Summary: \$340.50</p> <table border="1"> <thead> <tr> <th colspan="2">Services</th> <th>Totals</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td></td> <td>\$300.00</td> </tr> <tr> <th colspan="2">Travel</th> <td></td> <td></td> </tr> <tr> <th>Expense Type</th> <th></th> <th></th> <th>Amount</th> </tr> <tr> <td>Travel Miles</td> <td></td> <td></td> <td>\$25.50</td> </tr> <tr> <td>Travel Misc</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Totals</td> <td></td> <td>\$25.50</td> </tr> <tr> <th colspan="2">Expenses</th> <td></td> <td></td> </tr> <tr> <th>Expense Type</th> <th></th> <th></th> <th>Amount</th> </tr> <tr> <td>FAX</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Long Distance Charges</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Photocopies</td> <td></td> <td></td> <td>\$15.00</td> </tr> <tr> <td>Postage</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Other Expenses</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Totals</td> <td></td> <td>\$15.00</td> </tr> </tbody> </table>	Services		Totals	Amount				\$300.00	Travel				Expense Type			Amount	Travel Miles			\$25.50	Travel Misc			\$0.00	Totals			\$25.50	Expenses				Expense Type			Amount	FAX			\$0.00	Long Distance Charges			\$0.00	Photocopies			\$15.00	Postage			\$0.00	Other Expenses			\$0.00	Totals			\$15.00
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<p><b>CLAIM STATUS</b></p> <p>When ready to submit the voucher for payment, edit the claim status screen to indicate final or interim payments.</p> <p><u>Note:</u> Any voucher submitted during the progress of the case is considered an Interim Payment</p> <p>Click <b>SAVE</b>.</p>	 <p>Claim Status</p> <p>Start Date: 2/1/2011      End Date: 3/23/2011</p> <p>Payment Claims</p> <p> <input type="radio"/> Final Payment  <input checked="" type="radio"/> Interim Payment    1 (pmt.number) *  <input type="radio"/> Supplemental Payment   </p>																																																												
<p><b>DOCUMENTS</b></p> <p>Upload copies of any receipts.</p> <p>Upload a copy of the billing statement, or time slips.</p> <p><u>Note:</u> Only documents in PDF format can be uploaded.</p> <p>Click <b>SAVE</b>.</p>	 <p>Basic Info    Services    Expenses    Claim Status    Documents</p> <p>Supporting Documents</p> <p><b>File Upload</b></p> <p>File: <input type="text"/> <input type="button" value="Browse..."/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Upload"/></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Delete</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Receipt for copy of court records</td> <td><a href="#">Delete</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Description	Delete	View	Receipt for copy of court records	<a href="#">Delete</a>	<a href="#">View</a>																																																						
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<p><b>Confirming Voucher</b></p> <p>To access the confirmation screen, click on the <b>Last</b> button located along the bottom menu bar.</p>																	
<p><b>A CJA 21 Voucher</b> screen will appear.</p> <p>Scroll to the bottom of the Voucher screen.</p> <ol style="list-style-type: none"> <li>1. Check the box affirming to the truth and correctness of the voucher</li> <li>2. Click <b>Submit</b>.</li> </ol>																	
<p><b>A Success</b> screen will appear.</p>																	
<p><b>ATTORNEY'S CONFIRMATION</b></p> <p>The expert's voucher will appear in the attorney's eVoucher folder.</p> <p>The attorney must verify and affirm the voucher before submission to the court.</p>	 <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2:12-CR-... Start: 01/2... End: 05/26...</td> <td>Marisela Isela Q... Claimed Amount...</td> <td>CJA-21 Interprete...</td> <td>Submitted Attorney 0976.0000 FINAL PAYMENT</td> </tr> <tr> <td>2:12-CR-... Start: 01/0... End: 01/01...</td> <td>Marisela Isela Q... Claimed Amount...</td> <td>CJA-20</td> <td>Voucher Entry Edit</td> </tr> <tr> <td>2:12-CR-... Start: 02/0... End: 03/23...</td> <td>James Ernest M... Claimed Amount...</td> <td>CJA-21 Dick Tracy Investigator</td> <td>Submitted Attorney 0976.0000 ATTORNEY PAYMENT</td> </tr> </tbody> </table>	Case	Defendant	Type	Status	2:12-CR-... Start: 01/2... End: 05/26...	Marisela Isela Q... Claimed Amount...	CJA-21 Interprete...	Submitted Attorney 0976.0000 FINAL PAYMENT	2:12-CR-... Start: 01/0... End: 01/01...	Marisela Isela Q... Claimed Amount...	CJA-20	Voucher Entry Edit	2:12-CR-... Start: 02/0... End: 03/23...	James Ernest M... Claimed Amount...	CJA-21 Dick Tracy Investigator	Submitted Attorney 0976.0000 ATTORNEY PAYMENT
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## CJA 21 Voucher without Prior Authorization

1. The attorney will initiate the CJA 21 voucher.
2. The expert or attorney will complete the voucher.
3. The attorney must submit the voucher to the court.

STEP	
<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA 21 Voucher template found on the Appointment screen.</p>	
<p>Click on</p> <p><b>No Authorization Required</b></p>	
<ol style="list-style-type: none"> <li>1. Select <b>Service Type</b> from drop-down menu.</li> <li>2. Type in <b>Description</b> of Services.</li> </ol>	

STEP	
<p><u>Note:</u> The eVoucher program searches the database for experts who perform the specific service type selected in Step #1. If the expert has never submitted a voucher in the eVoucher system, nor received prior authorization, their name may not appear in the Expert field.</p> <p>Therefore, the attorney will enter the expert's information on this screen.</p> <p><u>Note:</u> No vouchers may be submitted until the expert's information has been approved by the court .</p>	
<p>If the expert already exists in the database, the expert information will be available to select from the drop-down list.</p> <p><b>Voucher Assignment:</b> Indicate who will be entered data into the voucher, Attorney or Expert.</p> <p>Click <b>Create Voucher</b> and continue as previously explained in creating a CJA 21 voucher with prior approval.</p>	

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## Links

Along the blue menu bar, the eVoucher program provides links to commonly used resources for CJA panel attorneys and experts.



Attorney Resources	
<a href="#">CJA Atty Manual</a>	District of Idaho CJA Attorney Manual
<a href="#">Guidelines</a>	Defender Services Guide to Judiciary Policy
<a href="#">Psych Chart</a>	Summary Chart for payment of psychiatric and related services

Forms	
<a href="#">Case Budget</a>	Case Budgeting form for non-capital representations

General Orders	
<a href="#">GO 210</a>	Criminal Justice Act Plan (2006)
<a href="#">GO 242</a>	Revised Criminal Procedural Order (2010)
<a href="#">GO 251</a>	2011 CJA Panel
<a href="#">GO 253</a>	CJA Rates for Interpreters and Other Expert Services (2011)

Websites	
<a href="#">FD</a>	Office of Defender Services - Legal, Policy & Training Branch
<a href="#">FDSI</a>	Federal Defender Services of Idaho
<a href="#">FPDEW</a>	Federal Defenders of Eastern Washington
<a href="#">Habeas</a>	Capital Defense Network habeas assistance and training
<a href="#">USSC</a>	United States Sentencing Commission