

CRIMINAL JUSTICE ACT MENTORSHIP PROGRAM



U.S. Courts – District of Idaho
Boise, Idaho
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CJA eVoucher

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Objectives:

- Understand the Voucher Process
- Comfortable Navigating the eVoucher System
- Different Types of Vouchers
- The Payment Process



Systems Used

- CJA eVoucher System
- CJA 6.1.5

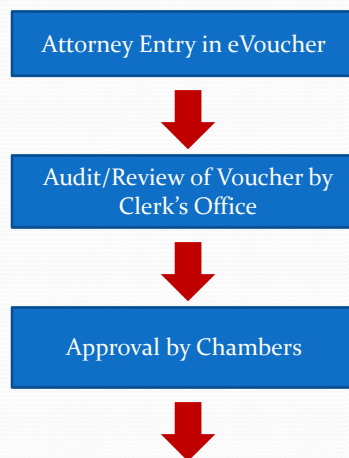


Types of CJA Vouchers

- CJA 20 ~ Attorney
- CJA 21 ~ Interpreters/Experts
- CJA 24 ~ Transcripts
- CJA 26 ~ Interim/Excess of Statutory Maximum
- CJA 30 ~ Capital Offense Case
- CJA 31 ~ Capital Offense Experts
- CJA Authorization



CJA 20 ~ Work Flow



CJA 20 ~ Work Flow (cont.)

Enter into Payment System



Check Issued by Treasury

CJA 20 ~ Attorney Voucher

- Services
- Expenses



CJA 20 ~ Create a Voucher

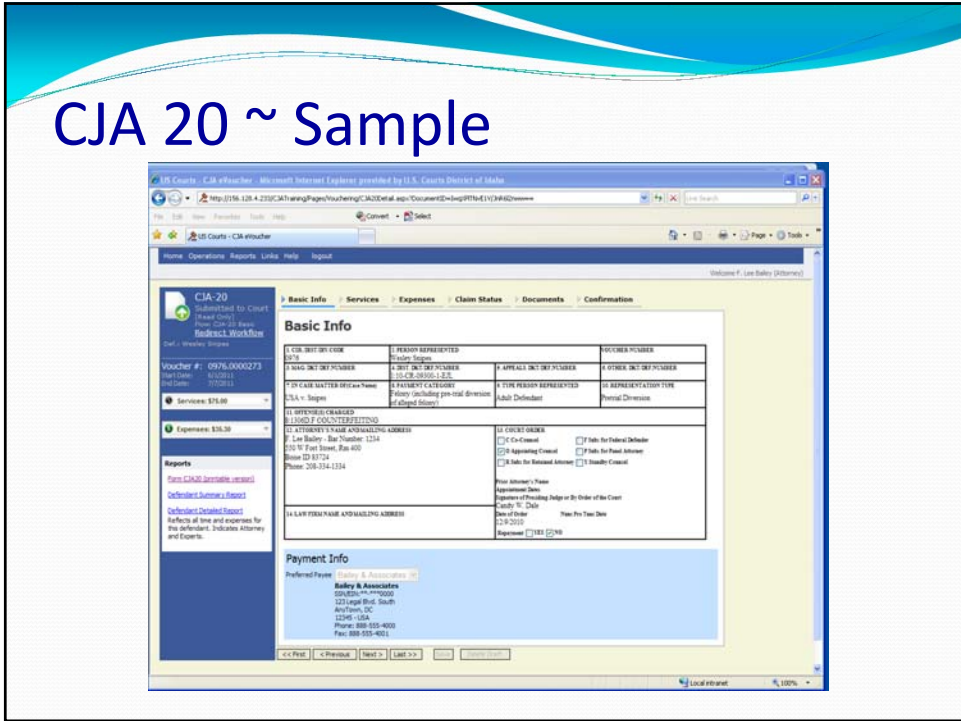
- Enter time
- Enter expenses
- Upload documents
- Sign & Submit Voucher
- SAVE often (60 minutes time-out)
- Spaces denoted with a *red asterisk are required fields

Reimbursables

- Allowed
- Not Allowed



CJA 20 ~ Sample



CJA 20 ~ Success!

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:

0976.0000394

Back to:

[Home Page](#)

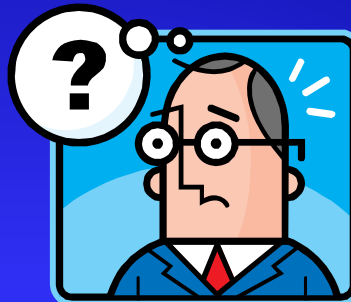
[Appointment Page](#)

Rejected!

- Voucher Returned
- Amend Voucher
- Resubmit



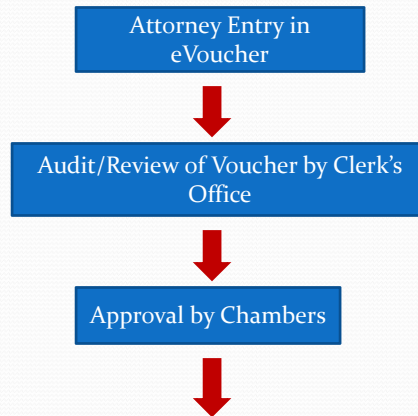
QUESTIONS?



Statutory Maximums

- \$9,800 for Felony cases or non-capital 28 USC §§2254/2255 cases
- \$2,800 for Misdemeanor cases
- \$7,000 for Appeals
- \$2,800 for Pretrial Diversion or Prisoner Transfer Treaty Cases
- \$2,100 for Supervised Release, Probation Revocations, Parole Matters or other representation not specified above

CJA 26 ~ Work Flow



CJA 26 ~ Work Flow (cont.)

Circuit for Approval



Clerk's Office to Update Record

CJA 26 ~ Sample

The screenshot displays the 'Basic Info' section of the CJA 26 web application. The interface includes a navigation menu with 'Home', 'Operations', 'Reports', 'Links', and 'Help'. The main content area is divided into several sections:

- Basic Info:** A grid of fields for case details.

1. CIR. ONLY CASE NUMBER	2. PREVIOUS REPRESENTED (Judge, Judge, Judge)	3. DOC. NUMBER
4. MAIL ONLY CASE NUMBER	5. PREVIOUS REPRESENTED (Clerk, Clerk, Clerk)	6. OTHER CASE NUMBER
7. CASE MATTER (Case Name)	8. PAYMENT CATEGORY (Money including pre-trial diversion of charged money)	9. REPRESENTATION TYPE (Adult, Detainee, Juvenile)
10. OFFENSE (UNABLE TO IDENTIFY OFFENSE)	11. COURT ORDER (C Co-Court, A Appointing Counsel, R Retained Attorney, S Health Counsel)	
12. ATTORNEY'S NAME AND MAILING ADDRESS (P. Lee Bailey, 510 W. First Street, Box 400, Boise ID 83724, Phone: 208-334-1114)	13. COURT ORDER (P. Attorney's Name, Appointment Date, Signature of Presiding Judge or By Order of the Court, Date of Order, From This Date, Return)	
14. LAW FIRM NAME AND MAILING ADDRESS		
- Reports:** A sidebar menu with links for 'CJA 26 Available Report', 'Defendant Detailed Report', 'Defendant Summary Report', and 'Attorney and Experts'.
- Amounts and Hours:** Input fields for 'Amount Requested' (20000), 'Amount Approved' (20000), 'Pre-Trial Hours', 'Trial Hours', 'Sentencing Hours', 'Other In-Court Hours', and 'Out-Of-Court Hours'.
- Other Fields:** 'Number of Counts', 'Number of Co-Defendants', 'Other Pending Cases', 'Sentencing Guideline Range', and 'Mandatory Minimum Found'.

QUESTIONS?



Authorizations

- Create Authorization for Expert
- Upload Affidavit of Attorney, Memorandum of Law, Expert's Resume/CV
- Confirm and Submit



CJA 21 ~ Expert Services

- Paralegal Services
- Experts/Investigators
- Translators/Interpreters
- Accountants
- Etc...



QUESTIONS?



Voucher Process

- How Do I Get Paid?



When Do I Get Paid?

- Depends on the Case
 - Rules
 - Interim Voucher



How Long Does It Take to Get My Check?

- Depends on the Voucher
 - Normal – 4-6 weeks
 - 9th Circuit – 5-7 weeks



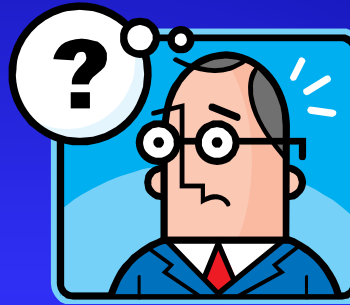
On-line Tutorials

On-line Tutorials can be found at ...

<http://www.id.uscourts.gov> Attorney Resources ~ CJA
Panel Resources



QUESTIONS?



Do You:

- Understand the Voucher Process
- Comfortable Navigating the eVoucher System
- Different Types of Vouchers



Please feel free to send me an email or call if you have questions.

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