CJA EVOUCHER QUICK REFERENCE GUIDE

Creating and Submitting your Voucher (CJA 20 and 30) for Appointed Counsel

Preliminary Information

1.   Here are some things to remember before getting started:
        For PCs (Windows) - Internet Explorer 8 or newer are APPROVED.

        For Apple Macintosh - Safari 5.1 or newer are APPROVED.
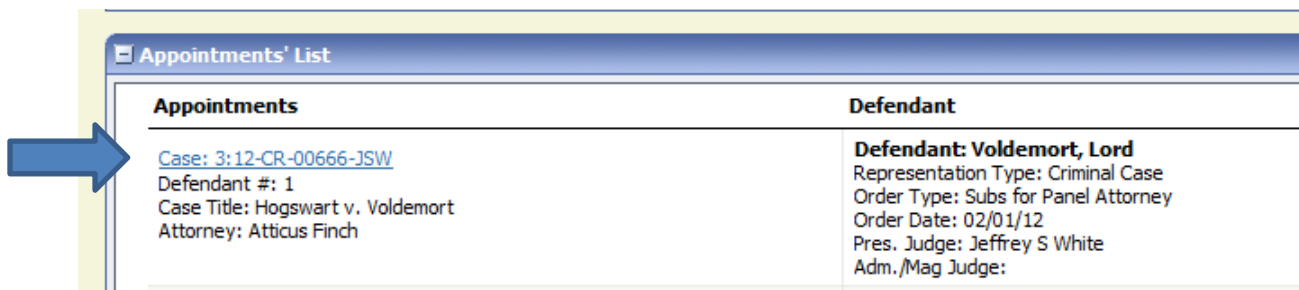
        Apple Mobile (iPad): Safari is APPROVED (with Limitations).

WARNING: CHROME, FIREFOX and OTHER browsers are NOT SUPPORTED by CJA.

2.   To login to eVoucher, type this URL into your browser, remembering the instructions in section 1, above: https://evsdweb.ev.uscourts.gov/CJA_cac_prod/CJAeVoucher/Logon.aspx

3.   Remember to save this address in your FAVORITES tab on your toolbar for easy access.

Creating Your Voucher - Entering Time and Expenses

1.   If you want to start a new voucher, go to your Appointments' List on the left side of your Home Page and click on the case for which you want to enter time.

Note: If you previously created a voucher, click on the case from the folder entitled My Active Vouchers and start where you left off. If you can't remember whether you have already created a voucher for one of your cases, check My Active Vouchers before you unnecessarily create a new one. Even if you did not previously enter time, your newly created voucher will be there for you to start:

2.   Once you have clicked on the case in your Appointments' List for which you want to create a new voucher, you will arrive at a page entitled **APPOINTMENT INFO.** On the left side of the page, click on the Create box to create a new voucher:

3.   You will arrive on the first page of your newly created voucher:

4.   Once you confirm that the Basic Info is correct on the first page, click on the **Services** tab and start entering your time.
   - To modify an entry, highlight the entry and it will repopulate the data fields. To modify, make the necessary changes in the field(s), and click "Add."
   - To delete an entry altogether, click "Delete**.**"

5.   Proceed to the Expenses tab, which works just like the Services tab.

- **Note**: You might see a pink error flag at the top of the screen as you are entering your service or expense entries. ⚠ Service and/or Expenses are out of the Voucher Start and End Dates.
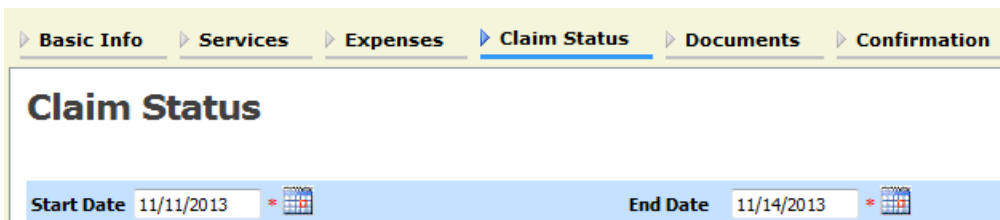Just ignore it until you are ready to submit your voucher for payment.

   IMPORTANT TIPS:

   ✓ **eVoucher does NOT have an auto save feature. Just because you add an entry does not mean that it is saved. Click the SAVE button at the bottom of each page periodically. If you exit the voucher without saving your entries, you will lose them. REMEMBER - USE IT (Save button) OR LOSE IT (your entries)!**

   ✓ Unless you are ready to submit the voucher you are working on, you can click "Home" on the menu bar at the top of the page to go to your home screen, or simply log out if you are done with the program completely. **REMEMBER TO CLICK ON "SAVE" BEFORE YOU CLICK ON "HOME."**

   ✓ Once you have created a voucher, you will access that voucher from the link in your Active Vouchers window on your Home Page - this is how you will continue to enter dates until you are ready to submit a particular voucher.

Submitting Your Voucher for Payment

1. If you are ready to submit your voucher, click on the Claim Status tab within your active voucher:

   ▷ Basic Info   ▷ Services   ▷ Expenses   ▶ Claim Status   ▷ Documents   ▷ Confirmation

   ## Claim Status

   Start Date 11/11/2013 * 📅   End Date 11/14/2013 * 📅

2. You must manually enter the date range for the time period you are claiming (which should remove the pink error flag mentioned above). If it does not disappear, please check to ensure that you have a correct **Start Date** and **End Date** - the start date is the earliest date for a service **or** expense entry and the end date is the latest date entered in services **or** expenses.

3. Complete the Payment Claims information on the **Claim Status** page. eVoucher does not automatically number your interim vouchers, so you must enter this information. Then fill out the rest of the questions on this page.

4.   All final and supplemental CJA20/30 vouchers submitted must be accompanied by a CJA 26 Form. A pdf fillable version is available under Links. Click on the CJA 26 document, fill it out, then save it to your hard drive. To attach to your voucher, click on the **Documents** tab. Then (1) click on the Browse button to locate the file you wish to upload.   In the pop-up window that will appear (not shown), find your file and click Open. You can rename the file by typing in a new name under Description (2) – this step is optional, if your file is named descriptively already you can skip this step. Click the Upload button (3) and your file name will appear in the area below (4).

▷ Basic Info   ▷ Services   ▷ Expenses   ▷ Claim Status   ▷ Documents   Confirmation

Supporting Documents

File Upload (Pdf files of 10MB Max size only!)

File   [   ] [Browse...] ⬅ **1**

Description   **2 (optional)**

                                              3 ➡ [Upload]

Description		Delete	View
Danger Info Summary.pdf ⬅ **4**		Delete	View

5.   If you have receipts, attach them in the same manner. You can attach as many documents as necessary, but there is a 10MB limit on the size of each file attached.

6.   When you are ready to submit, go to the **Confirmation** tab. Review your submission one last time. Scroll down to the bottom. Check the "I swear and affirm..." box, then click on Submit. You should get a message saying **Success**. If nothing happens, you have an error to fix. Check the dates on the Claim Status tab first. It is the most common error.