U.S. District Court Northern District of New York

## eVoucher - Getting Started

Upon receipt of an email directing you to sign in using Login.gov follow these steps:

- 1. Navigate to the CJA page of the court's website: http://www.nynd.uscourts.gov/criminal-justice-act
- 2. Scroll down to the CJA eVoucher Login button, and click on it:



3. Once at the eVoucher sign-on page, you will click "Sign in with Login.gov".



If you have not yet created a Login.gov account you will be required to create an account first. You can find separate instructions to assist you on the Court's website.

After logging in with Login.gov, you will be routed to the Court Profile page.

## 4. **Attorney Info**.

- Click Edit to review contact information.
- Insert your bar roll number.
- Verify all contact information is accurate. Update if necessary.
- Enter your Social Security Number in the SSN field.
- Re-enter the SSN in the Confirm field.
- Be sure to format the Social Security number in the correct format by inserting

hyphens, e.g. 123-45-6789. - Click Save.

attorney Info	Bar Number 123456				
55N Instructions:	Tax Identification Nu	umber:			
f you are an appointed panel	SSN: 123-45-67	89			
our Social Security Number in the SSN	Confirm: 123-45-6789				
ield.	First Name	Middle	Last Name		
f you are an associate only, do not	John		TestAttorney22		
nter your Social Security Number in the SSN field.	Main Email				
	youremail@yourfirm	.com			
Payee Certification:	2nd Email				
his message informs you that the					
pursuant to IRS Guidelines that govern	3rd Email				
what information must be collected by					
he judiciary for payments made to	Phone		Cell Phone	Fax	
services provided and for purposes of	315-555-1111				
ssuing a Form 1099-MISC. You have	Address 1		City		
enalties of perjury and certify that:	123 Main Street		Syracuse		
- The number entered as my SSN or	Address 2		State	Zip	
dentification number: and			NEW YORK	▼ 13261	
2 - I am a U.S. citizen, U.S. resident	Address 3		Country		
alien, or other U.S. person (a			UNITED STATES	▼	

5. **Billing Info**. Click the 'Add' button to add your billing information. The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN.

If you are a Sole Practitioner -

- Select the 'Self-Employed' bullet.
- Check the box 'Copy Address from Profile'
- Insert your name or your office name in the 'Name' field. (\*)
- Click Save.

Billing Info	Billing Type:				Si			
ist all available billing info records	Self-Employe	Self-Employed						
	© Firm							
	O Associate							
	Copy Address from Profile							
	Name:							
	Office of John Te	estAttorney22						
	Phone:	Fax:						
	315-555-1111							
	Address 1:							
	123 Main Street							
	Address 2:							
	Address 3:							
	City:	State:		Zip Code:				
	Syracuse	NEW YORK	•	13261				
	Country:							
	UNITED STATES							

## If you have a pre-existing agreement with a law firm:

- Select the 'Firm' bullet.
- Insert the EIN/TIN of the law firm in the EIN/TIN field. (\*)
- Re-enter the EIN/TIN in the 'Confirm' field.
- Be sure to format the EIN/TIN correctly by inserting hyphens, e.g. 12-3456789
- Click Save

List all available billing information line is for a free-wishing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN). Payce Certification This Billing information into the offer the form's Name and Employer Identification Number (EIN). Payce Certification This Bouidelines that govern what information must be collected by fuldiary for payments made to non-employees and other entities for payments made to non-employees and other entities for payments made to non-employees and other entities for services provided and for purposes of forms you share that: 1 - The number entered as my SSN or EIN is mocret taxpayer identification number: and 2 - 1 and U.S. resident allen, or other U.S. preson (a partnership, corporation, company, or association created or organized in the U.S.) City: State: Zip Code: Synacuse NEW YORK ▼ 13261	I <b>fo</b> Billin	g Type:				S
Image: Second Secon	ible billing info records	Self-Employed				<u>Ca</u>
Payee Certification:       This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judicary for payments made to non-employees and other entities for services provided and for purposes of provided and for purposes of provided this information under penalties of perjury and certify that:       Copy Address from Profile         Name:       Smith, Jones Law Firm       Name:         Services provided and for purposes of ENN information under penalties of perjury and certify that:       Name:       Smith, Jones Law Firm         1 - The number entered as my SSN or ENN information number: and 2 - I am a U.S. dittern, U.S. resident allen, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S.).       Address 3:         City:       State:       Zip Code:         City:       State:       Zip Code:         Syracuse       NEW YORK       13261	Information line is for a gargement with a law enter the Firm's Name and dentification Number (EIN).	Firm Associate Identification Numbe /TIN: 12-3456789	r:			
his message informs you that the lame and TIN entered are collected ursuant to IRS Guidelines that govern that information must be collected by envices provided and for purposes of suing a Form 1099-MISC. You have rovided this information under venalties of perjury and certify that: L- The number entered as my SSN or ENIS my correct taxpayer dentification number: and L- I am U.S. citizen, U.S., resident lien, or other U.S., person (a vartnership, corporation, company, or issociation created or organized in the U. S.). City: State: Zip Code: Syracuse NEW YORK ▼ 13261	rtification: Con	firm: 12-3456789				
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- 6. Scroll back to the top of your screen. Click logout to exit eVoucher (top left corner).
- 7. Log back into eVoucher with your Login and new password.

You will now be at the eVoucher Landing Page / Home Screen.

Appointments' List	Displays pending appointments.
My Active Documents	Displays vouchers or documents that you are currently working on or have been submitted for your approval.

My Submitted Documents	Displays vouchers for documents that you have completed or approved and have been submitted to the court. To review the voucher - click on the voucher number (i.e. 0206.0000043)
Closed Documents	Displays vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the vouchers associated with the closed voucher will not display on your landing page. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.
Hy Proposed Assignments	Displays proposed appointments, generated by the court via e- mail. Select to review and accept.
My Service Provider's Documents	Displays documents relative to Experts (CJA-21s & CJA24s)

\* Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and W2s will be issued under the SSN/EIN as it appears in the Profile.

NYND Getting Started May 9, 2024