

eVoucher - Getting Started

Upon receipt of your eVoucher login and password, follow these steps:

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



3. Enter your login into the Username box
Enter your Password into the Password box
Click the 'Log In' button

Username:

Password:

You will be routed to the Profile page. You must verify and add information to this page in order to activate your account.

4. **Login Info** - Edit

- Click 'reset' to change your password to something you can remember
- Passwords must be a minimum of 8 characters and contain:
lower case letters, upper case letters, numbers, special characters
- Passwords must be changed every 180 days.
- eVoucher will not permit the use of previously used passwords.

Login Info

Your Login information

Username [change](#)

Password *

Confirm *

[cancel](#)

5. **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		
Your personal info		
SSN Instructions: If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. If you are an associate only, do not enter your Social Security Number in the SSN field.		
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 judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).		
Bar Number	123456	
Tax Identification Number:		
SSN:	123-45-6789	
Confirm:	123-45-6789	
First Name	Middle	Last Name
John		TestAttorney22
Main Email		
youremail@yourfirm.com		
2nd Email		
3rd Email		
Phone	Cell Phone	Fax
315-555-1111		
Address 1	City	
123 Main Street	Syracuse	
Address 2	State	Zip
	NEW YORK	13261
Address 3	Country	
	UNITED STATES	
<input type="button" value="Save"/> <input type="button" value="cancel"/>		

6. **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
List all available billing info records

Billing Type:
[cancel](#)

Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:
Office of John TestAttorney22

Phone: 315-555-1111 Fax:

Address 1:
123 Main Street

Address 2:

Address 3:

City: Syracuse State: NEW YORK Zip Code: 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

Billing Info
List all available billing info records

EIN Instructions:
If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).

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 judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN: 12-3456789
Confirm: 12-3456789

Copy Address from Profile

Name:
Smith, Jones Law Firm

Phone: 315-555-2222 Fax:

Address 1:
123 Main Street
Address 2:

Address 3:

City: Syracuse State: NEW YORK Zip Code: 13261
Country: UNITED STATES







Save
cancel

7. Scroll back to the top of your screen. Click logout to exit eVoucher (top left corner).

8. Log back into eVoucher with your Login and new password.

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

Explanation of Landing Page:

	<p>Displays pending appointments.</p>
	<p>Displays vouchers or documents that you are currently working on or have been submitted for your approval.</p>
	<p>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)</p>
	<p>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.</p>
	<p>Displays proposed appointments, generated by the court via e-mail. Select to review and accept.</p>
	<p>Displays documents relative to Experts (CJA-21s & CJA24s)</p>

*** 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.**