

CJA eVoucher Program

Creating and Submitting Service Provider Authorizations and Vouchers

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 including one for the submission of CJA 21s and 31s that will allow for:

- On-line authorization requests by attorneys for service providers
- On-line voucher completion by the service provider or by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers.

Access the CJA eVoucher Program

You can access the program, using Internet Explorer or Safari, from the CJA eVoucher link on the Court's public internet site:

<http://www.nynd.uscourts.gov/criminal-justice-act>

Creating an Authorization Request

From your Home page, click on the appropriate representation:

Appointments	Defendant
Case: 9:09-AP-35411 Defendant #: 1 Case Title: USA v. Lecter Attorney: Perry Mason	Defendant: Lecter, Hannibal Representation Type: Other Types of Appeals Order Type: Appointing Counsel Order Date: 09/15/09 Pres. Judge: Richard R. Clifton Adm./Mag Judge:
Case: 9:10-AP-07894 ← Defendant #: 1 Case Title: Kyle v. City of Gotham Attorney: Perry Mason	Defendant: Kyle, Selena Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 10/08/10 Pres. Judge: Richard R. Clifton Adm./Mag Judge:

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

AUTH [Create](#)
Authorization for Expert and other Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-27 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

At the next screen, under the Appointment section, click the “Create” button under AUTH.

Basic Info Documents Confirmation

1. CIR. DIST. DEF. CODE 09	2. PERSON REPRESENTED Kyle, Selma	6. APPEALS DKT. DEF. NUMBER 10.AP.07894.1
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER	8. TYPE PERSON REPRESENTED
7. IN CASE MATTER OF (Case Name) Kyle v. City of Gotham	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	8. TYPE PERSON REPRESENTED Appellant
11. OFFENSE(S) CHARGED		
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456 Attorney at Law 1234 Della Street San Francisco CA 94103 Phone: 415-555-1234		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> R Subs for Retained Attorney Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By District Judge Date of Order 10/8/2010 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Order Date:
 Nunc Pro Tunc Date:
 Repayment:
 Estimated Amount: 2500
 Authorized Amount:
 Basis of Estimate:
 Description:
 Service Type:
 Requested Provider:

<< First < Previous Next > Last >> **Save** Delete Draft

At the AUTH screen, the basic case information will appear at the top of the screen.

The only fields the program requires are the Estimated Amount and the Service Type. The Service Type has a pulldown menu with the available options for this field. Hit the Save button, especially if you are not ready to submit the authorization to the court. To proceed, click on Documents at the top of the screen, or the Next button at the bottom of the screen.

Use this screen to upload any documents relevant to the Service Provider, e.g., CV/resume, justification memo, etc. To upload, first click Browse and navigate to the appropriate file (1). Click the Open button in the dialogue box that will appear. You may enter a description of the file (2), otherwise it will default to the file name. Then click Upload (3).

Supporting Documents

Basic Info Documents Confirmation

File Upload

File: [Browse...](#) 1

Description: (2)


[Upload](#) 3

Description	Delete	View
Thomas Magnum CV.pdf	Delete	View

Help logout

Basic Info Documents **Confirmation**

Confirmation

1. CIR. DIST. DIV. CODE -09	2. PERSON REPRESENTED KYLE, Selena	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER	5. APPEALS DIST. DEF. NUMBER 9-10-AP-07894-1	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) Kyle v. City of Gotham	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Appeal of a Trial Disposition
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$2500 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States Bank the Defender Services Appropriation. Signature of Attorney Penny Mason - Bar Number: 123456 Attorney at Law 1234 Della Street San Francisco CA 94103 Phone: 415-555-1234			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)		14. TYPE OF SERVICE PROVIDER	
16. COURT ORDER Financial eligibility of the person represented having been established by the court's jurisdiction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court District Judge Date of Order: 10/6/2010 Made Pro Tunc Date Request <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 00 Court Reporter <input type="checkbox"/> 14 Pathologist, Medical Examiner <input checked="" type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 Other Medical Expert <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice, Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair, Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware, Software, Systems) <input type="checkbox"/> 06 Photograph Examiner <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 21 Mitigation Specialist <input type="checkbox"/> 09 CALR/Witness, Levin, etc) <input type="checkbox"/> 22 Duplication Services <input type="checkbox"/> 10 Chemist, Toxicologist <input type="checkbox"/> 24 Other <input type="checkbox"/> 11 Ballistics Expert <input type="checkbox"/> 25 Litigation/Support Services <input type="checkbox"/> 13 Weapons/Firearms Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert	
REQUESTED PROVIDER			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount 0
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount 0
Notes <i>Attention: The notes you enter will be available to the next approval level.</i>			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 10/13/2011 11:20:9			

<< First Previous Next >> Last >> Save Delete Draft

Click on Confirmation from the top progress bar at the top of the page.

On the Confirmation page, you must check the 'swear and affirm' box and then hit the Submit button.

You should receive a Success message:

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:

--09.0000030

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[Appointment Page](#)

The authorization has now been submitted to the court. Once the authorization is approved, you can create the CJA-21 or CJA-31.

Creating a CJA-21 / CJA-31 with an approved authorization

Once again, go into your Appointments' List on your home page and click on the case number hyperlink.

Appointments	Defendant
Case: 9:09-AP-35411 Defendant #: 1 Case Title: USA v. Lecter Attorney: Perry Mason	Defendant: Lecter, Hannibal Representation Type: Other Types of Appeals Order Type: Appointing Counsel Order Date: 09/15/09 Pres. Judge: Richard R. Clifton Adm./Mag Judge:
Case: 9:10-AP-07894 ←	Defendant: Kyle, Selena Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 10/08/10 Pres. Judge: Richard R. Clifton Adm./Mag Judge:

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

- AUTH** [Create](#)
Authorization for Expert and other Services
- CJA-20** [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel
- CJA-21** [Create](#)
Authorization and Voucher for Expert and other Services
- CJA-27** [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

Select Create under the CJA-21 option.

Then choose the "Use Previous Authorization" option:

Authorization Selection

You can select a previous authorization request

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

A list of all previously approved authorizations will appear. Select the authorization you wish to use by clicking on it. The Service type will be filled in from the information located in the approved authorization.

Then select the requested Expert from the drop-down list.

Unless the court has given this particular service provider rights to complete their own vouchers, the Voucher Assignment section will be grayed out (with "Attorney" pre-selected).

Existing Requests for Authorization

ID Number: 31 Order Date: 09/15/2009 Authorized Amount: 4000	Service Type: Psychiatrist Estimated Amount: 4000 Requested Provider:
ID Number: 32 Order Date: 09/15/2009 Authorized Amount: 2000	Service Type: Investigator Estimated Amount: 3000 Requested Provider:

New Voucher Information

Service Type: Psychiatrist

Description:

Voucher Assignment
This indicates who will be responsible for filling the voucher claim part.
 Attorney
 Expert

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert: [Dropdown Menu]

First Name: [Text Box] Middle: [Text Box] Last Name: [Text Box]

SSN/EIN: [Text Box]

Email: [Text Box]

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert: Crane, Frasier

Expert Info
Details: Frasier Crane
95 7th St
SF CA 94104 USA
Phone: 415-355-8984

Create Voucher

After the name is selected, the Expert info will appear. Click on the Create Voucher button.

You will be taken to the CJA21 Voucher entry screen (identical to the CJA20 Voucher entry screen). Proceed to the "Services" tab and enter the date the service started, the total number of hours worked and the hourly rate. For Description, you can reference an attached invoice. Click the Add button.

To edit an entry, click on the entry in the lower section. The information will repopulate the top section. Make your edits and re-click the Add button.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

* Required Fields

Date: 09/01/2011 *
Hours: 10 *
Rate: 275 *
Description: See Attached invoice

Add Delete Item

Drag a column to this area to group by it.

Date	Description	Hrs	Rate	Amt
09/01/2011	See Attached invoice	10	275	2750.00

If the invoice contains expenses, those must be entered separately on the Expenses tab (in the same manner as above). Click on Expenses in the navigation bar.

Basic Info Services Expenses Claim Status Documents Confirmation

Expenses


* Required Fields

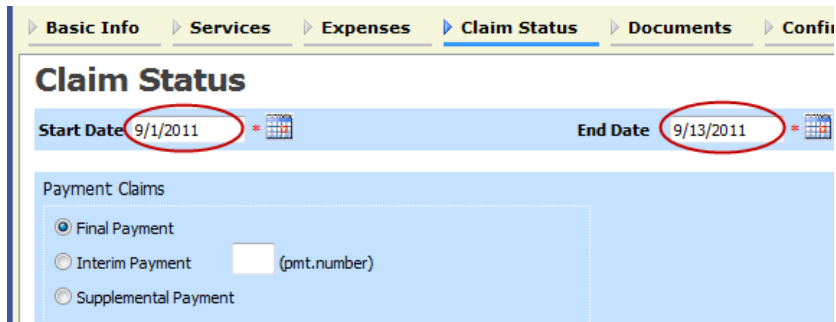
Date: 09/13/2011 *
Expense Type: Travel Miles *
Miles: 20 * rate per mile is 0.5100
Amount: 10.2
Description: Travel to/from meeting with defendant

Add Remove

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	09/13/2011	Travel to/from meeting with defendant	20	0.51	10.20

The next section is the Claim Status section. As with other date fields, the eVoucher program will default date the voucher with today's date. You may get the following message:  Service and/or Expenses are out of the Voucher Start and End Dates. Enter the earliest (start) date and latest (end) date that corresponds with the dates entered in the services/and or expenses section. It can be the same date, e.g., if no expenses had been entered, both the start and end dates would be 9/1/2011.



Basic Info Services Expenses **Claim Status** Documents Confir

Claim Status

Start Date 9/1/2011 * End Date 9/13/2011 *

Payment Claims

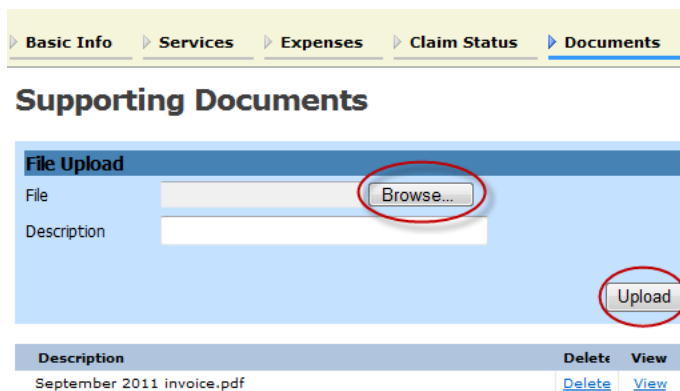
Final Payment

Interim Payment (pmt.number)

Supplemental Payment

The Payment Claims section must be completed by choosing one of the three options. If the Interim Payment option is chosen, the payment number becomes a required field and must be entered.

The next section is the Documents section. In this section, you will upload the actual invoice provided to you by the service provider and any other relevant documents. First, click the Browse button and locate the pdf file you wish to attach. You have the option of typing a description of the document, otherwise it will default to the name of the file. Click Upload.



Basic Info Services Expenses Claim Status **Documents**

Supporting Documents

File Upload

File

Description

Description	Delete	View
September 2011 invoice.pdf	Delete	View

The final section is the Confirmation section, which is the actual CJA21 form. The bottom half of the form contains the payment information. To complete this voucher, check the 'swear and affirm' box and click Submit.

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$2,760.00		
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$10.20		
c. Other Expenses	\$0.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$2,760.20		

17. PAYEE'S NAME
 Frasier Crane TIN: ***-**-5555
 95 7th
 SF CA 94104 USA
 Phone: 415-355-8984

Final Payment
 Interim Payment (P)
 Supplemental Payment

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 8/1/2011 TO 8/12/2011
 I swear only to the above claim as for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
 Signature of Claimant/Payee: /S/ Date: 10/17/2011 16:35:3

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
 Signature of Attorney:
 Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
\$0.00	\$0.00	\$0.00	\$0.00

23. Either the cost (including expenses) of these services does not exceed \$500, or prior authorization was obtained, OR
 In the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (including expenses) exceeds \$500

Signature of Presiding Judge _____ Date _____ Judge Code _____

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
\$0.00	\$0.00	\$0.00	\$0.00

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Presiding Judge _____ Date _____ Judge Code _____

Notes
 Attention: The notes you enter will be available to the next approval level.

I swear and affirm the truth or correctness of the above statements
 Date: 10/17/2011 16:37:0



< First < Previous Next > Last >> Save Delete Draft

You should get a Success message:

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:

--09.0000033

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Click on the link to return to your home page.


The voucher will appear on your home page in your “My Active Vouchers” folder. Remember, the prior procedure assumes the attorney submitted the voucher acting as the expert. The attorney must now approve the voucher. Click on the voucher number.

My Active Vouchers			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011	Lecter, Hannibal (# 1) Claimed Amount: 2,760.20	CJA-21 Frasier Crane Psychiatrist	 Submitted to Attorney --09.0000033 FINAL PAYMENT

It will take you to the Basic Info screen. Since you have entered the information on behalf of your expert, you can go directly to the Confirmation screen. The bottom of the form will be slightly different, as you are now approving this voucher (certifying the services have been performed):

<input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 10/18/2011 11:14:37	 Approve	 Reject
---	--	---

Check the certify box and click approve. You will receive a Success message. If you return to your Home page, the voucher will now appear in your “My Submitted Vouchers” folder and the status will be “Submitted to Court.”

My Submitted Vouchers			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
9:09-AP-35411-- Start: 09/01/2011 End: 09/13/2011	Lecter, Hannibal (# 1) Claimed Amount: 2,760.20	CJA-21 Frasier Crane Psychiatrist	 Submitted to Court --09.0000033 FINAL PAYMENT

It will also appear in your “My Service Provider’s Vouchers” folder.

Creating a CJA-21 / CJA-31 without an authorization

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

AUTH Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Proceed Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create
CJA-27 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals	Create

Select Create under the CJA-21 option.

Choose the “No Authorization Required” option:

Authorization Selection

You can select a previous authorization request, re

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

The New Voucher Information Screen will appear. Use the drop down arrow to select the Service Type (1). Even if there is no authorization for this particular case, the expert may already be in the database from other cases in the system. Check for the name using the drop down arrow next to the field for Expert (2). If the expert's name does not appear in the list, type the appropriate information into the required fields (3). Once you are done, click the “Create Voucher” button (4).

New Voucher Information

Service Type: Paralegal Services 1

Description: [Text Area]

Voucher Assignment
This indicates who will be responsible for filing the voucher claim part.
 Attorney
 Expert

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider.

Expert: [Dropdown] 2

First Name: [Text] Middle: [Text] Last Name: [Text]
Della: [Text] Street: [Text]

SSN/EIN: [Text]
555-11-6666

Email: dellastreet@justiceblind.com 3

Phone: 415-555-6677 Fax: [Text]

Address 1: 123 Legal Lane City: San Francisco
Address 2: [Text] State: CA Zip: 94114
Address 3: [Text] Country: [Text]

[Create Voucher](#) 4

You will be taken to the CJA-21 voucher. A message will appear saying that the voucher cannot be submitted until the expert is approved by the court. However, you can create (and enter claims) the voucher while you are waiting for the court to approve the expert. Once you click the Create Voucher button, the proposed expert will appear on the CJA staff's home page as a pending user. Once staff approves the expert, the voucher can be submitted.

Basic Info

1. CIR. DIST. DIV. CODE -09	2. PERSON REPRESENTED Bomber, Yuen A.	VOUCHER NUM	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER	5. APPEALS DIST. DEF. NUMBER 9-11-AP-00173-1	6. OTHER DIST.
7. IN CASE MATTER OF(Case Name)	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor,	9. TYPE PERSON REPRESENTED	10. REPRESENT

From this point, the process is the same as if the expert had an existing authorization. Refer back to the instruction starting on page 5 of this manual on how to complete and submit the CJA-21 voucher.