

eVoucher

FAQs / Tips for Success

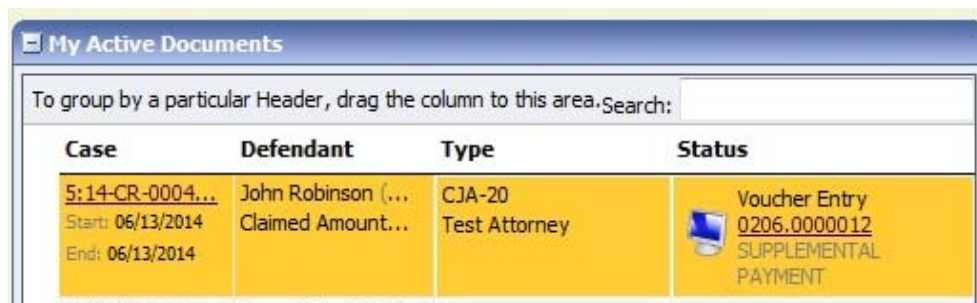
Accessing eVoucher	There is a link to NYND eVoucher on the CJA page of the courts web-site: http://www.nynd.uscourts.gov/criminal-justice-act
Mailing address	Attorneys should verify their mailing address for accuracy. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in the eVoucher Profile.
Phone number	The eVoucher contact profile includes a spot for both 'Phone' and 'Cell phone'. However, only the number in the 'Phone' field appears on the screen that is viewable by the court during the rotational appointment process. Attorneys should enter in the 'Phone' field whatever phone number they would like to receive calls for appointments. This information is not public; it is viewable only by the attorney and the court staff.
Address or Phone number change	The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Landing Page, 'My Profile')
Passwords / Changing passwords	From the Landing Page - 'My Profile' - Login Info <ul style="list-style-type: none">- Passwords must be changed every 180 days.- Can not be a password used within the past 365 days.- Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, special characters
Periodic saving	The eVoucher program only recognizes 'action' items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your input.
Claims for services	Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously. Receipts and invoices, when necessary for a claim, should be saved in .pdf format and attached to the electronic voucher when it is submitted to the Court.
Trouble logging in	The eVoucher account will become locked after 6 unsuccessful password attempts. Call the CJA Help Desk to request your account be unlocked.

Billing Information	<p>The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN.</p> <p>Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and Form 1099-MISC will be issued under the SSN/EIN as it appears in the Profile.</p> <p>Self-Employed = the panel attorney does not work for a firm and/or the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the attorney's name and SSN.</p> <p>Firm = the panel attorney is performing CJA services as an employee of a firm (Pre-Existing Agreement). All CJA payments will be payable in the name of the appointed attorney. However, the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the firm's Name and EIN.</p> <p>Associate = the attorney is not the appointed counsel in the case, but is providing services in support of appointed counsel in the case. Work performed by the associate is claimed by and paid to the appointed counsel. The firm's billing code will be required to complete the billing information for the Associate.</p>
Browser	There are no known compatibility issues with any browsers. If you are experiencing a technical issue, it is recommended to clear your Temporary Internet Files
E-mail notifications	<p>The following actions in eVoucher will generate an e-mail to the Panel Attorney:</p> <ul style="list-style-type: none"> - Appointment - E-mail will confirm the acceptance of an assignment. - Voucher Rejection - E-mail will alert the attorney that a submitted voucher has been rejected by the Court for further action by the attorney. - Voucher Approval - E-mail will advise the attorney that the voucher has been approved by the Court. Payment will be mailed from the U.S. Treasury to the address listed in 'My Profile'
<p>Panel attorney has accepted the appointment.</p> <p>What's next?</p>	<p>Upon the acceptance of a CJA appointment, the Court creates the appointment in eVoucher. eVoucher will generate an e-mail to the panel attorney confirming the appointment. When the panel attorney accesses eVoucher, pending appointments will appear in the 'Appointments List' box of the landing page. Select the case by clicking on the hyper-link. Along the left column, click 'Create CJA-20'.</p> <p>Basic Info page - review for correctness. Confirm that billing information as displayed in the Payment Info (blue area at the bottom) is accurate. Claims should be entered contemporaneously on the 'Services' and 'Expenses' pages for work performed from the date of the appointment up to case conclusion.</p> <p>Once the CJA-20 is created, it will appear in the 'My Active Documents' box on the Landing Page. Return to this section to input claims.</p> <p>[The Court is not able to see or access the CJA-20 voucher while it is in progress with the attorney.]</p>

Using an Interpreter or Other Expert	Experts are reimbursed via a CJA-21, which the attorney completes and submits on behalf of the expert. CJA-21s are a two-step process. Refer to the CJA page of the NYND web-site for guidance: http://www.nynd.uscourts.gov/criminal-justice-act 'Guide to Expert Authorizations and CJA-21s/CJA-31s'.
CJA21 voucher still appearing in 'My Active Documents'	CJA-21s = two-step process. 1) The attorney creates the CJA21 voucher on behalf of the expert. Upon submitting it electronically, it will appear in the 'My Active Documents' window on the attorney's landing page. 2) Select it, navigate to the Confirmation page, and approve the voucher. It will be submitted electronically to the court. This is the attorney's certification that the work was performed by the expert. For more detailed explanation and screenshots, refer to the CJA page of the NYND web-site 'Guide to Expert Authorizations CJA21s' or the ELM (CJA-21 voucher)
One defendant with two different case numbers	If the defendant you are assigned to represent pleads to an Information with a different criminal case number, your claim for payment should be made on one CJA-20 voucher, with both case numbers referenced.
How do I claim....	<ol style="list-style-type: none"> 1. Clerical/Administrative tasks: Not reimbursable 2. Reviewing CM/ECF Notices of Electronic Filings and associated documents: Reimbursable. No time may be claimed for reviewing an attorney's own NEFs or filed documents, or those of co-defendants unless relevant to the representation. 3. Time spent electronically filing a document in CM/ECF: Not reimbursable 4. Time spent preparing CJA vouchers: Not reimbursable 5. Waiting Time (see next section)
Waiting time	Time spent by the panel attorney waiting (e.g. time spent consulting with client before/after court proceeding, delay in defendant's arrival, speaking with family members, etc.) is reimbursable and should be categorized under 'Out-of-Court' as Service-Type "Interviews and Conferences" with the appropriate description. Refer to one-page attachment at the end of this document for example.
Receipts	Required for any expense exceeding \$50. An invoice is not considered proof of payment.
Voucher claim exceeds the Case Compensation Maximum	If your claim exceeds the Case Compensation Maximum for the type of offense, you will need to complete the CJA-26 form (on the CJA page of the NYND web-site), save it as a .pdf document, and upload it to your CJA-20 voucher on the 'Documents' page.
Travel-related expenses	<ol style="list-style-type: none"> 1. When traveling to the jail to meet with defendant: List the name of the facility 2. Attorneys who maintain their primary office outside of the boundary of the NYND shall be reimbursed only for travel within the boundary of the district. 3. Overnight travel must be pre-approved by the presiding judge

Yellow Highlighted Item in Inbox

An entry in 'My Active Documents' appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an e-mail via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.



Case	Defendant	Type	Status
5:14-CR-0004,...	John Robinson (...)	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT

How do I know if I have successfully submitted by voucher electronically?


Success

Your document has been submitted to the court. You will receive a notification if we need more details.


Please keep the following document number for your own records:


0206.0000296

If you do not see the message above, your voucher was NOT submitted to the Court. Look for additional pink messages which should indicate further action needed on the voucher. For example:

 Service and/or Expenses are out of the Voucher Start and End Dates.

Error regarding dates

 The date of this voucher is before the Appointment Date.

 Service and/or Expenses are out of the Voucher Start and End Dates.

If you receive either of the above errors, navigate to the Claim Status section of the voucher. The start date appearing on this page is the date of the appointment. This is the earliest date for which claims can be submitted. The end date is the final date on which expenses relative to the appointment were incurred. To resolve the errors above, verify that claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page. If you are not able to resolve the error, contact the Court.

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

Claim Status

Start Date 6/13/2014









End Date 6/13/2014



Requesting transcripts	Refer to the CJA page of the NYND web-site for guidance: http://www.nynd.uscourts.gov/sites/nynd/files/forms/CJA-24-Workflow-Attorneys.pdf
CJA Help Desk CJA Clerks	<p>Marcy Gallup-Hughes (Albany): 518-257-1805</p> <p>Angela Topa (Binghamton): 607-779-2603</p> <p>Dawn Shaheen Wright (Plattsburgh): 518-247-4501</p> <p>Karen Gibbs (Utica): 315-234-8540</p> <p>Penny Price (Syracuse): 315-234-8512</p> <p>Michelle Coppola (Syracuse): 315-234-8503</p>

Explanation of boxes on the eVoucher Landing Page.

 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	<p>Displays vouchers for documents that you have completed or approved and have been submitted to the court.</p> <p>To review the voucher - click on the voucher number (i.e. 0206.0000043)</p>
 Closed Documents	<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>
 My Proposed Assignments	<p>Displays proposed appointments, generated by the court via e-mail. Select to review and accept.</p>
 My Service Provider's Documents	Displays documents relative to Experts (CJA-21s & CJA-24s)

*** Reminders***

- ~ Attorneys are responsible for maintaining current contact and billing information in the eVoucher Profile.
- ~ Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile
- ~ Form 1099-MISC will be issued under the SSN/EIN as it appears in the Profile.