CJA eVoucher

District of South Dakota

Expert User Manual

Release 6.11

February 2025

Contents

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorneys on approval or rejection of vouchers.
- Electronic transfer to the circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

Browser Compatibility

CJA eVoucher is compatible with the following browsers:

- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at https://www.login.gov/contact.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.
https://login.gov/what-is-login/
https://login.gov/create-an-account/

Creating a Login.gov Account

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.

On the Login.gov page, click **Create an account**.

Step 3

Enter your email address, and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.
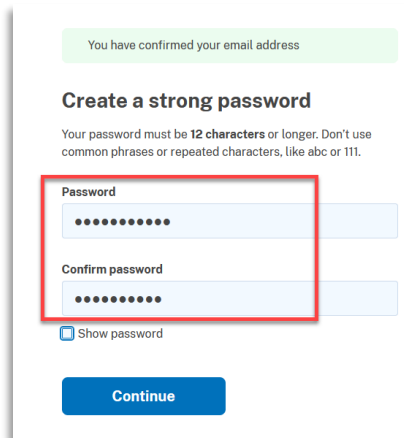
Step 5

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

Your Login.gov account is now created and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.
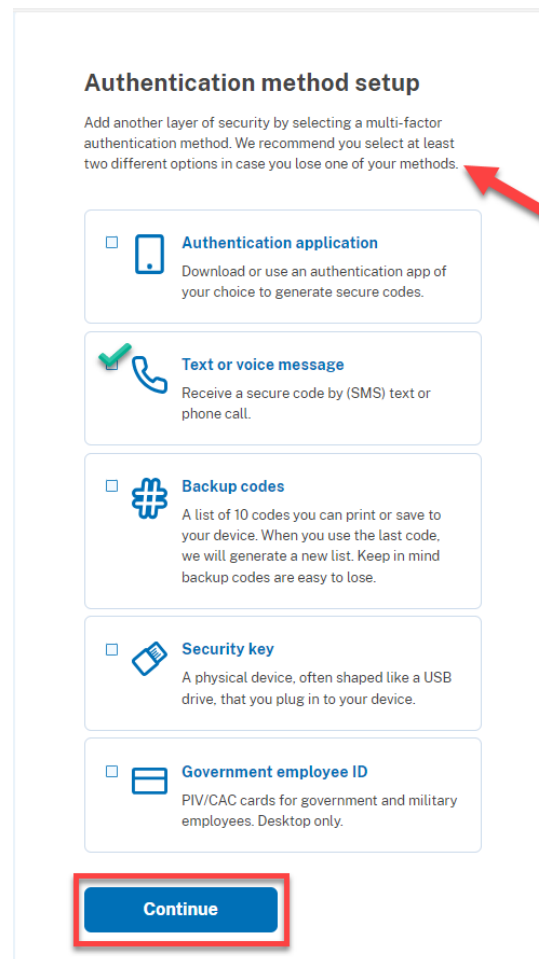
Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

Step 2

To authenticate by text or voice message, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Step 3

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.
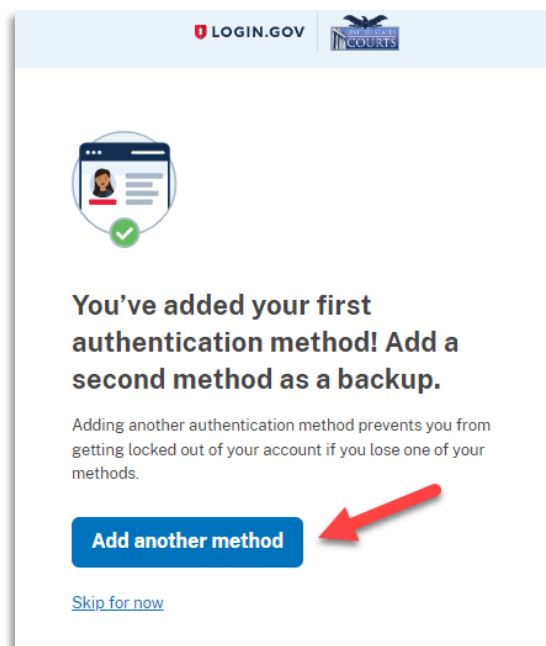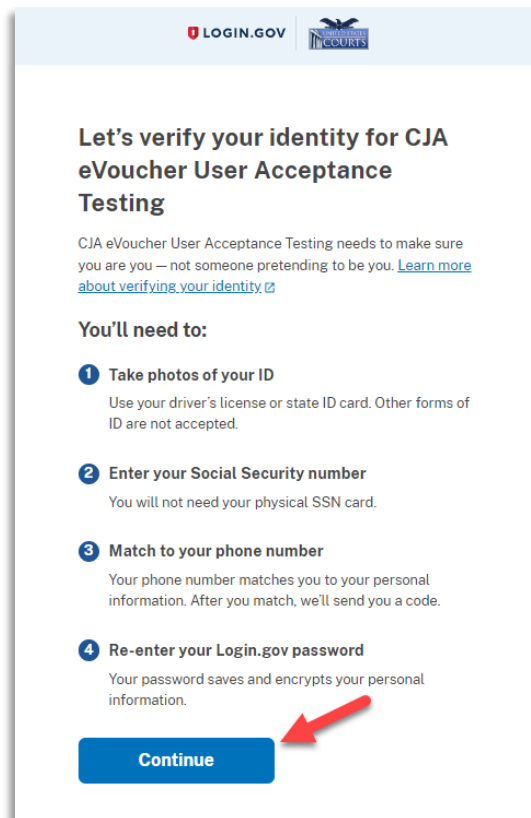
Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are not someone else pretending to be you.

Note: This is a one-time identity verification; if you have already proven your identity through Login.gov, you are not required to do this again.

Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.

Step 2

Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

Option 1: Upload photos from phone (recommended)

Option 1

1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.
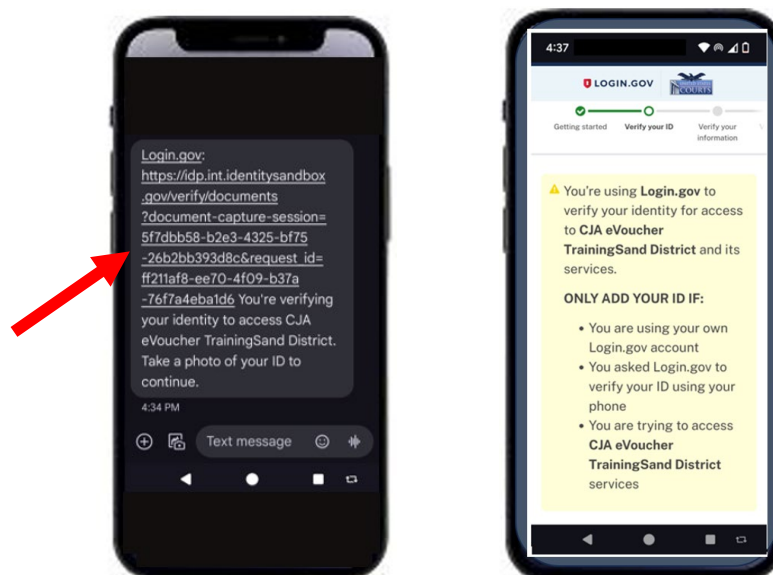
3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.
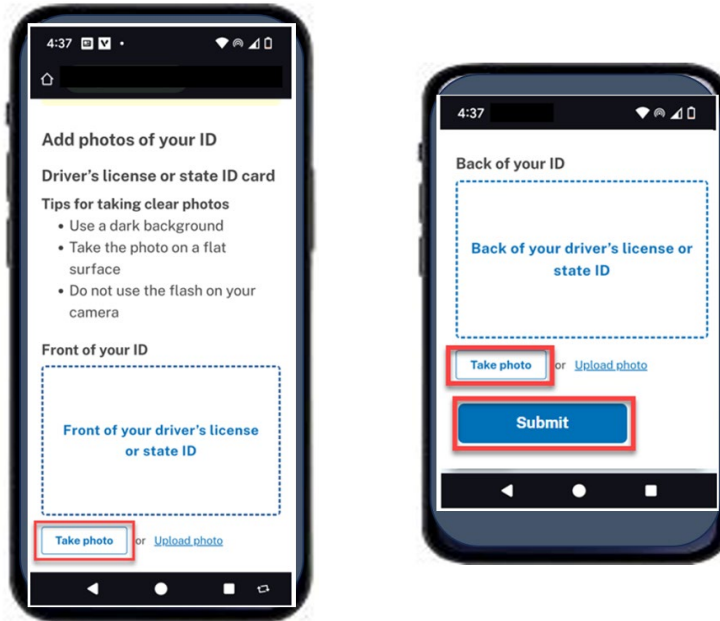
4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.
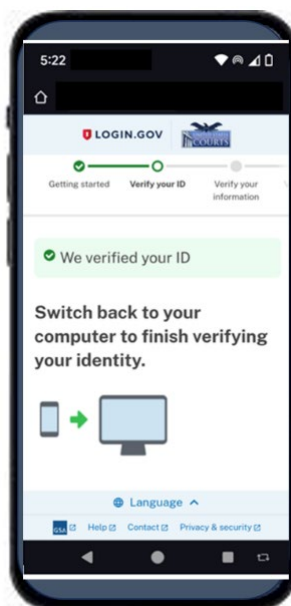
Continue to step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.
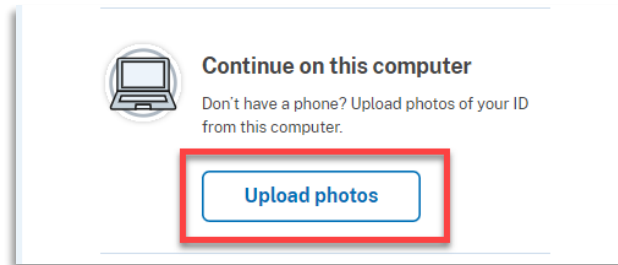
2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.
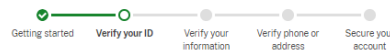
Note: You may see a processing screen as the system completes the upload and Login.gov verifies your identity.

Step 4

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

Step 5

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Step 7

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

Step 8

Once your phone number is verified, in the **Password** field, reenter the password you created to access Login.gov, and then click **Continue**.

Step 9

The system generates a personal key, which you'll need if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

Step 10

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.

Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Linking Your eVoucher Account to Your Login.gov Account

If you've never done work for the District of South Dakota before, skip to page 26.

If you have done work here, but never logged in to eVoucher before, or if you do not know your legacy eVoucher password, skip to page 28.

<u>For NEW Login.gov accounts:</u>
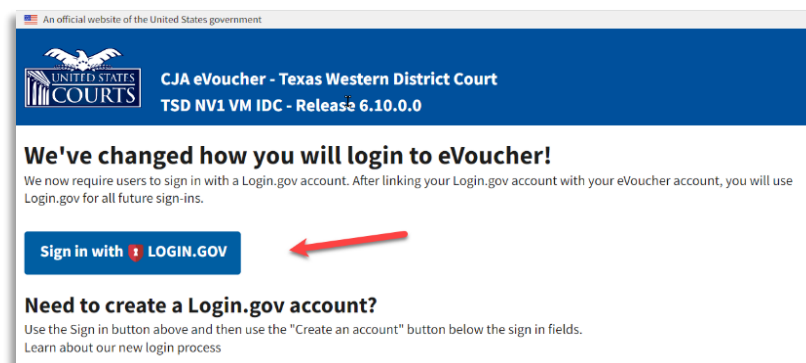
After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.

<u>For EXISTING Login.gov accounts:</u>
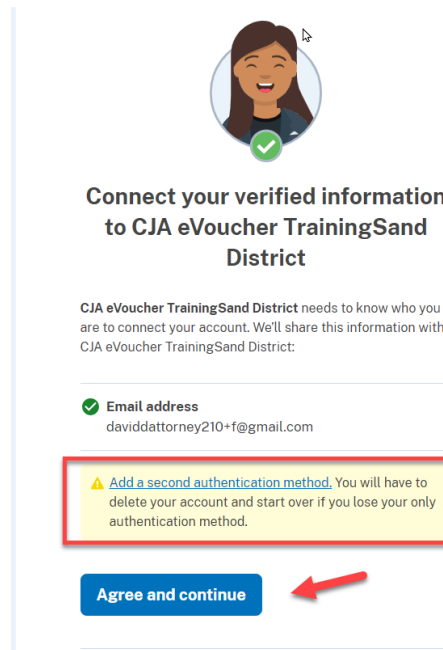
Step 1

From your court's eVoucher sign in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.

Step 2
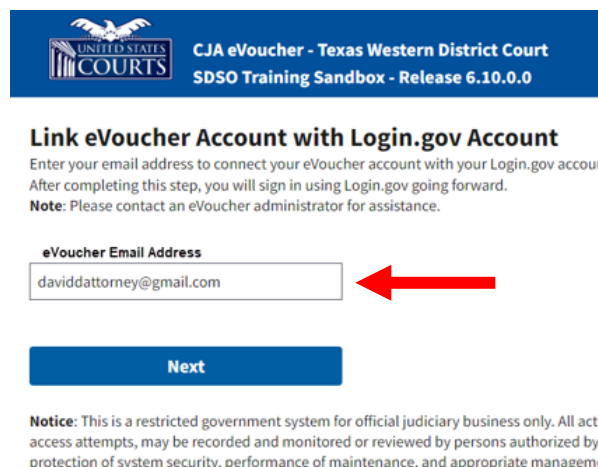
Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.

Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.

Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

In the **eVoucher Email Address** field, enter your eVoucher SLP email address, and then click **Next**.

Note: This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.

You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

Step 2

A message appears, prompting you to check your email and confirm that you entered the correct email address.

Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

Dear David D Expert,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.

CLICK HERE to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.

You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.

Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.

Dear David D Expert,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.

CLICK HERE to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.

An official website of the United States government

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
David Expert (Expert)

Welcome, David Expert

Home   Operations   Reports   Links   Help   Sign out

> Home

✓ You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

My Active Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
1:21-CR-11294-MJ- Start: 08/27/2021	Pete Robbins (# 210) Claimed Amount: 174.75	CJA-20 Morales Attorney	Voucher Entry Edit	09/01/2021

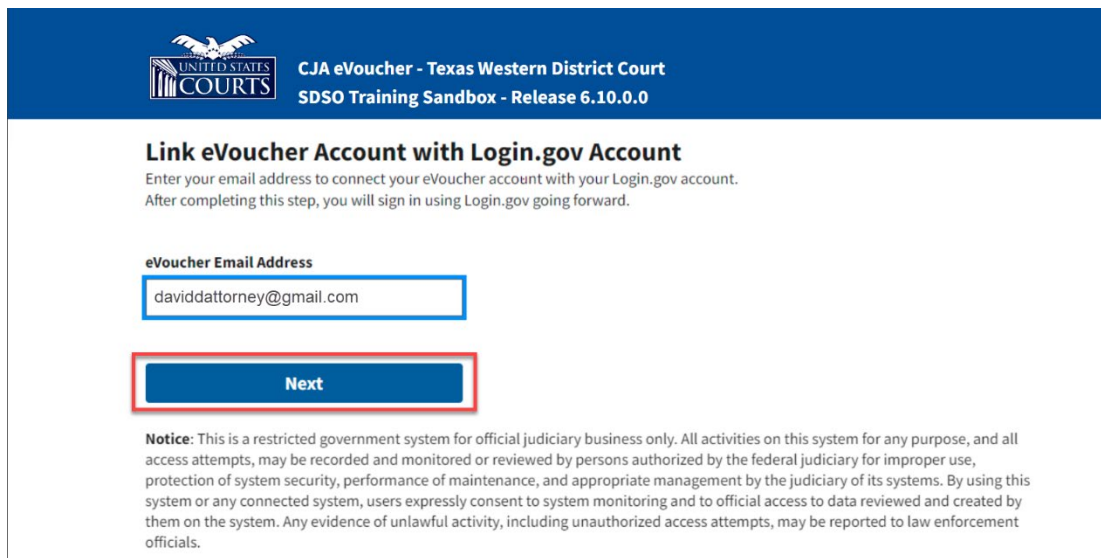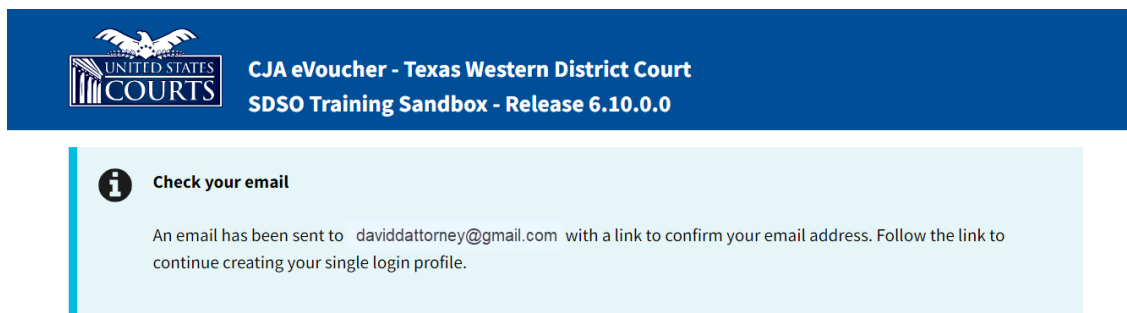| My Proposed Assignments	
Appointments	Defendant
All cases have been currently assigned	

You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.
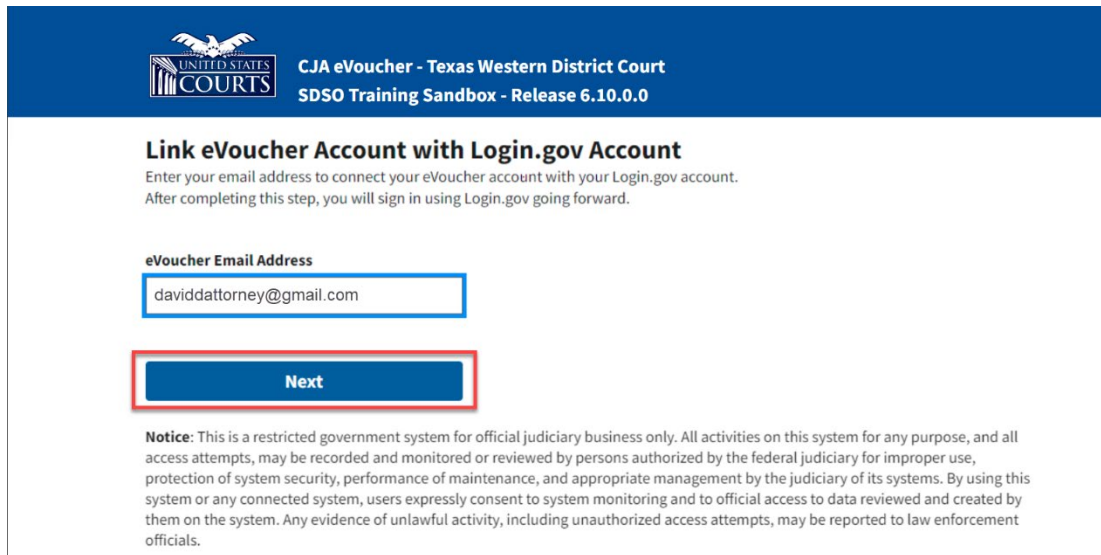
UNITED STATES COURTS
CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

We've changed how you will sign in to eVoucher!
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with 🔐 LOGIN.GOV

Need to create a Login.gov account?
Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

By default, you are directed to the Login.gov sign in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.

eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely.

| **Sign in** | Create an account |

Sign in for existing users

Email address

Password

☐ Show password

Sign in

Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to **(***) ***-5555.** This code will expire in 10 minutes.

One-time code
Example: 123ABC

XXXXXX

Submit

↻ Send another code

Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David Expert (Expert)

Home   **Operations**   **Reports**   **Links**   **Help**   **Sign out**

> Home

My Documents

To group by a particular Header, drag the column to this area.   Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

Vendor Manager System (VMS)

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

| Step 1 |

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.
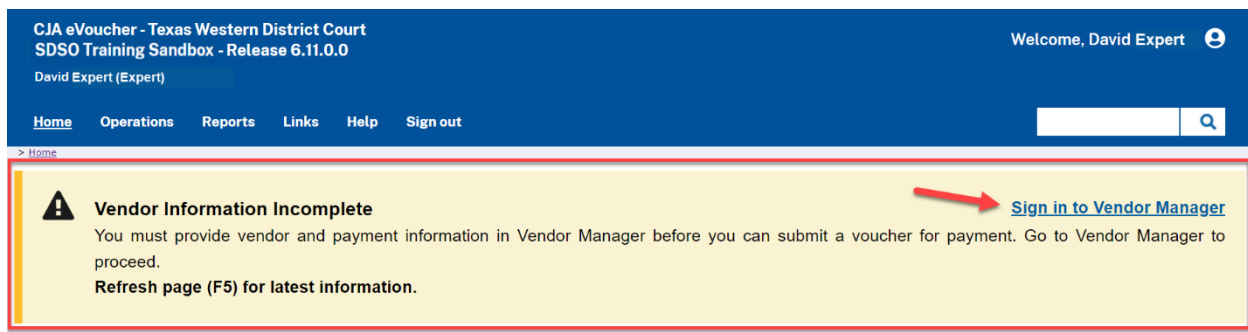
| Step 2 |

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.

| Step 3 |

Review the VMS job aids for all the information necessary to create your VMS account.

Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

Single Login Profile for David D. Expert
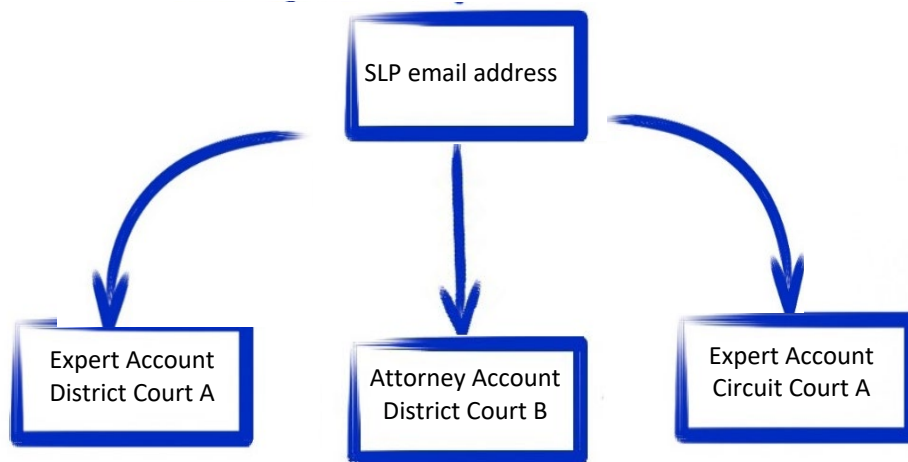
On the Single Login Profile page, you can:

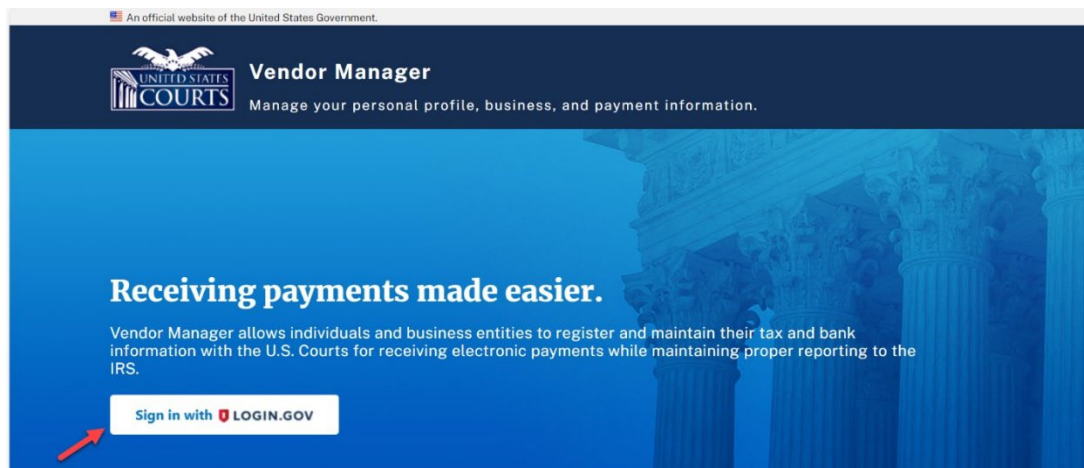- Edit your first, middle, and last name.
- Edit your email address.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, on the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.

Editing Your SLP

Your SLP information is divided into three sections: Account Information, Billing Information, and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

Modifying Your Name

Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Step 2

Make any necessary changes, and then click **Save changes**.

Single Login Profile – David Expert

Account Information

First name	Middle name	Last name	Suffix
David		Expert	

Cancel   **Save changes**

Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

Updating Your SLP Email Address

Step 1

Click the **Edit** link to the right of your email address.

Email address
daviddexpert210@gmail.com   Edit

Step 2

Enter your new email address, confirm it, and then click **Save changes**.

Single Login Profile – David Expert

Account Information

⚠ Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix	
David	-	Expert	-	Edit

Email address
daviddexpert210@gmail.com

Confirm email address
DavidDExpert@firm.com

Cancel   **Save changes**

Note: It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and requests to reset a forgotten password. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Single Login Profile – David Expert

Account Information   —

| First name | Middle name | Last name | Suffix | |
| David | - | Expert | - | Edit |

Email address
daviddexpert210@gmail.com   Edit

Password
LOGIN.GOV

Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at https://www.login.gov/help.

Viewing Billing Information

Step 1

Click the plus sign (**+**) to expand the Billing Information section.

Single Login Profile – David Expert

Account Information	+
Billing Information	**+**

Step 2

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

> Help > Single Login Profile

Single Login Profile – David Expert

Account Information	+
Billing Information	−

Payment accounts that are ready to use display below. To see all payment accounts, **go to Vendor Manager**

David Expert
TIN (SSN): •••-••-••20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number: •••••••••24

Linked eVoucher Accounts	+

Viewing Linked eVoucher Accounts

Step 1

Click the plus sign (**+**) to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.

Single Login Profile – David Expert

Account Information	**+**
Billing Information	**+**
Linked eVoucher Accounts	**+**

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default. If you are hired to complete work in another federal court, let them know that you already have an account so that they may link the new one.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.

Home	Operations	Reports	Links	Accounts	Help	Sign out		Q

> Help > Single Login Profile

Single Login Profile – David Expert

Account Information	**+**
Linked eVoucher Accounts	**–**

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.
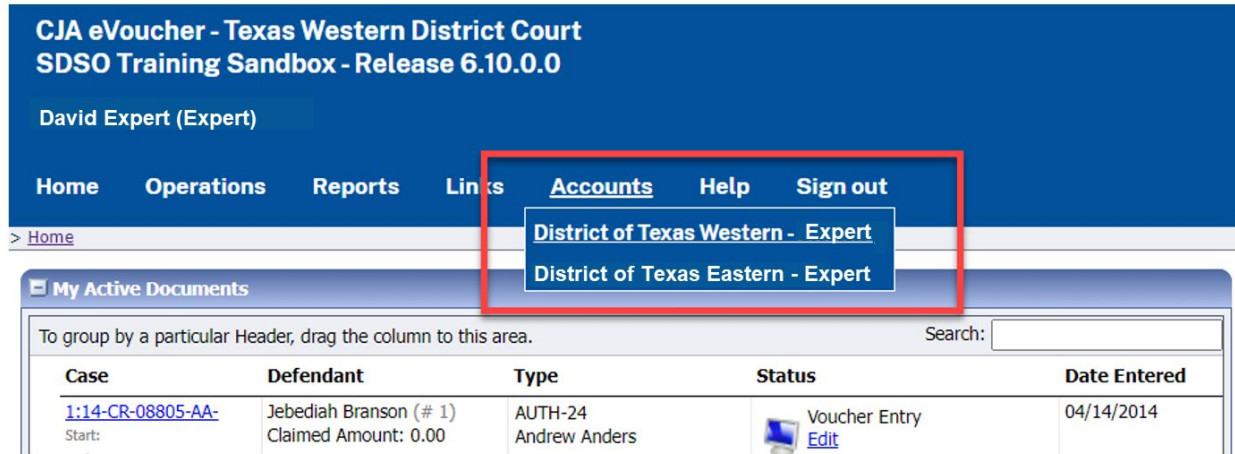
Account	User Type	Default
District of Texas Western (Expert)	Expert	○
District of Texas Eastern (Expert)	Expert	◉

Cancel		Save changes

Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.

Single Login Profile vs. Court Profile

This section contains tips on how to identify which court account you are in and who you are within that court.
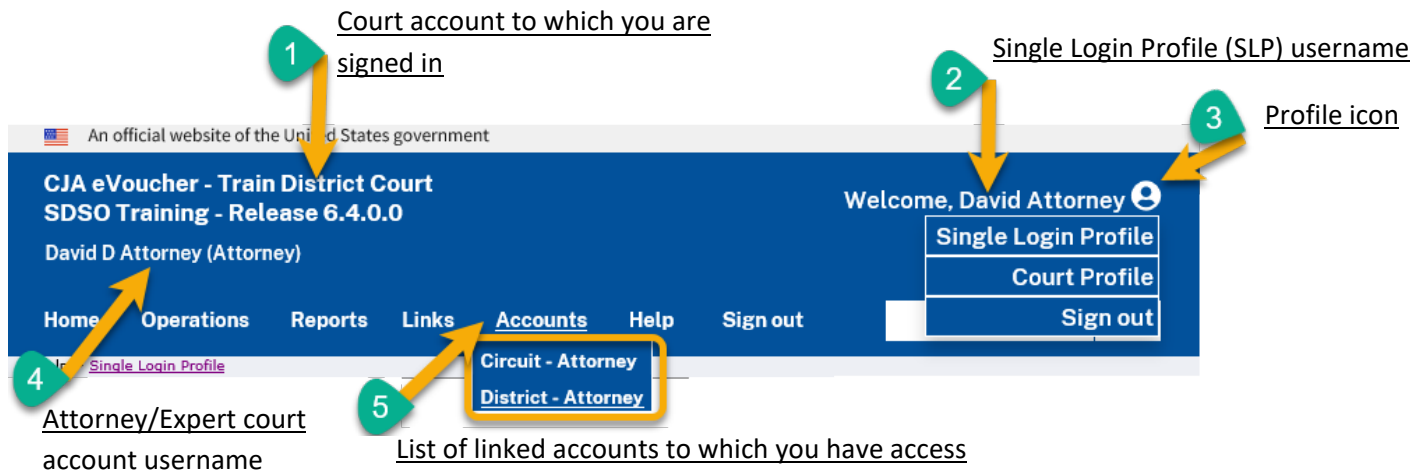
1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.
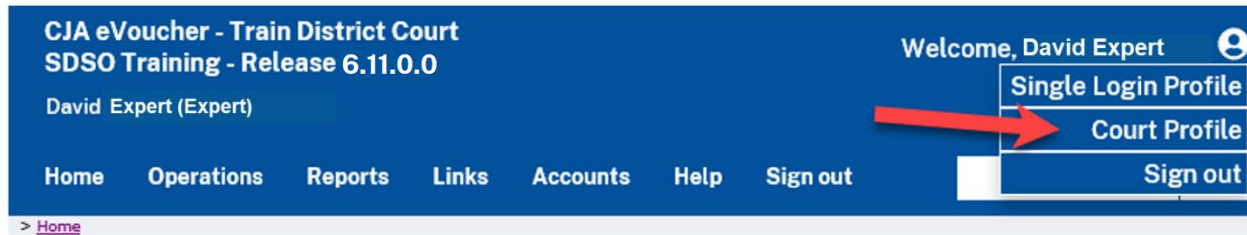
On the Court Profile page, you can:

- Edit contact information, phone, email, and/or physical address.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Copies of a W-9 must be provided to the court, and any changes to the SSN or EIN must be completed in VMS.
- Enter expert specialties.
- Document any continuing legal education (CLE) attendance.

Click **Edit** to the right of the Expert Info and Expert Specialties sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

Expert Info

Step 1

In the Expert Info section, click **Edit** to access your personal information.

Expert Info
This is the contact information that will appear on payment vouchers.

Name: **Charlene Campos**

Contact Info:
Phone: 210-555-5900 | Cell Phone: 210-555-1111
deadmail@support.aotx.uscourts.gov

Address:
110 Main Street
San Antonio, TX 78210
US

Edit

If you have an SLP that is linked to more than one court, certain changes made to the Expert Info section of your court profile are applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile

! For <u>Attorney Info</u> or <u>Expert Info</u> section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.
Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

Make any necessary changes, and then click **Save**.

Expert Info
This is the contact information that will appear on payment vouchers.

* Required Fields
First Name * (If self-employed)   Middle   Last Name
Charlene   Campos   ☐ Inactive
Main Email *
deadmail@support.aotx.uscourts.gov
2nd Email

3rd Email

Phone *   Cell Phone
210-555-5900   210-555-1111

Address 1 *   City *
110 Main Street   San Antonio
Address 2   State * (US only)   Zip * (US only)
                                       TEXAS   78210
Address 3   Country *
                                       UNITED STATES

Save
cancel

Note: SSN/EIN information displays in the Expert Info section for expert accounts with this information that were added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.

Billing Info

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

Note: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information is displayed in the Billing Info section if your account included billing information prior to the 6.11 release.

Step 1

Click **View SLP** to access your SLP section in eVoucher.

Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

Manage at Vendor Manager

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment account information there.

Step 2

Click the **Manage at Vendor Manager** link to access VMS.

Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

Manage at Vendor Manager

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.

Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

Changes made in this section are not applied to any of your other linked accounts. This information appears at the top of your Court Profile page.

Court Profile

> ❗ **Changes made to this court profile will not be applied to any other linked accounts.**
> Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

Select the check box(es) for any specialties that apply to you.

Expert Specialties
List your assigned specialties

Please, select what specialties apply to you:

General
- ☐ Accountant
- ☐ Ballistics Expert
- ☐ CALR(Westlaw, Lexis, etc)
- ☑ Chemist, Toxicologist
- ☐ Computer (Hardware, Software, Systems)
- ☐ Computer Forensics Expert
- ☐ Documents Examiner
- ☐ Duplication Services
- ☐ Fingerprint Analyst
- ☐ Hair, Fiber Expert
- ☐ Interpreter Translator
- ☐ Investigator
- ☐ Jury Consultant
- ☐ Legal Analyst/Consultant
- ☐ LitigationSupport Services
- ☐ Mitigation Specialis
- ☐ Other
- ☐ Other Medical Expert
- ☐ Paralegal Services
- ☐ Pathologist, Medical Examiner
- ☐ Polygraph Examiner
- ☐ Psychiatrist
- ☐ Psychologist
- ☐ Voice, Audio Analyst
- ☐ Weapons Firearms Explosive Expert

Transcript
- ☐ Court Reporter

Menu and Home Page

Use the menu bar to navigate to the different areas of the application.
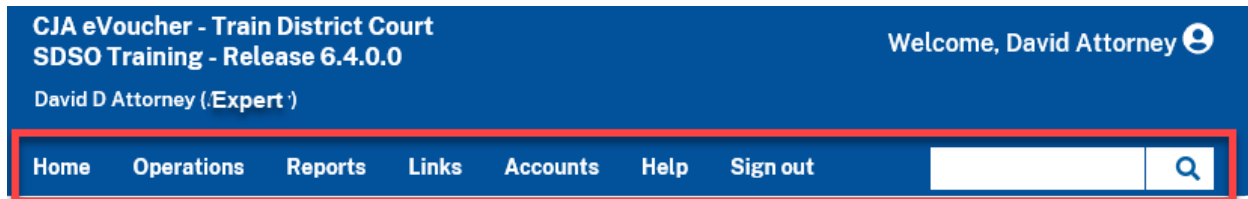
Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: • Another link to your SLP. • Another link to your court profile. • The Contact Us email address. • The privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.

The home page provides access to information about your cases and billing information that you submit, or the billing information the attorney submits on their behalf.

Section Name	Contents
My Documents	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This section contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents display only for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment page.

Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When a service provider signs in, they see a list of all of their documents on the home page. The Expert role allows the service provider to sign in to eVoucher, view any documents the attorney is creating on their behalf, verify that the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter role allows the expert to complete their voucher after the attorney has created it. If the attorney selects an expert who has these privileges, they can decide if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.
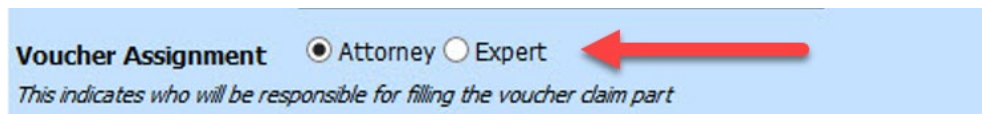
CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, the attorney can allow you to enter the services and expenses. You will receive an email message informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

Step 1

Sign in to the eVoucher application. The voucher should appear in the My Documents section of your home page.

Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.

The voucher opens to the Basic Info page, which displays the information in the paper voucher format.

Notes:

- To avoid data loss, frequently save any entries made to a voucher. There is no Auto-Save functionality.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab, or click **Next** on the progress bar. Required fields are marked with a red asterisk.

Step 2

Enter the date of the service, the number of hours billed, the rate, and a description of the service.

Step 3

Click **Add**.

There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears, prompting you to save.

Entering Expenses

Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

Step 2

Enter the expenses, click **Add**, and then click **Save**.

Claim Status

Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar.
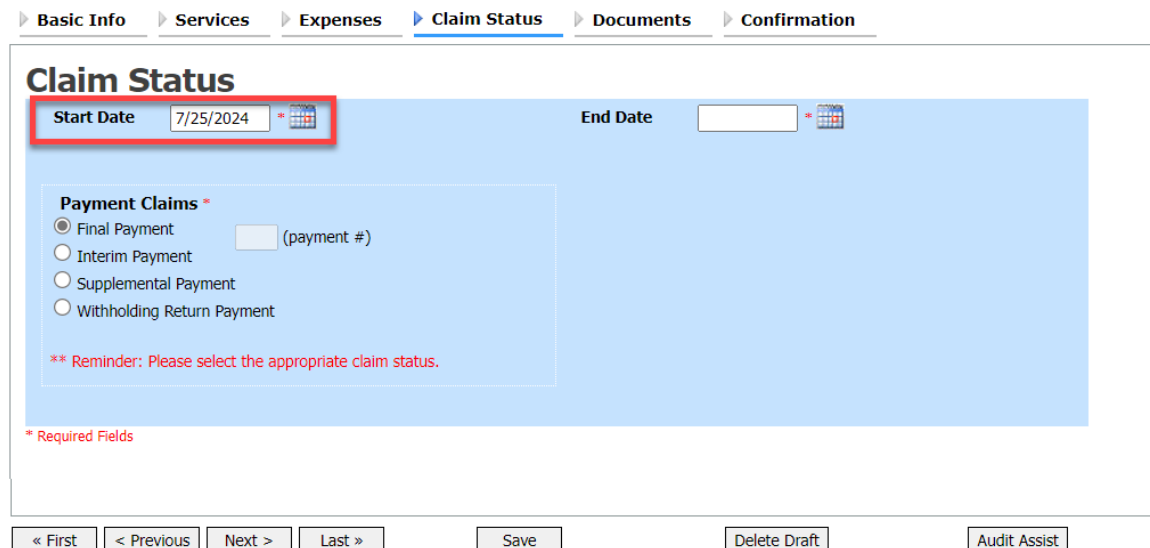
Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earlier. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

Step 3

In the Payment Claims section, click the radio button for the appropriate claim status, and then click **Save**.
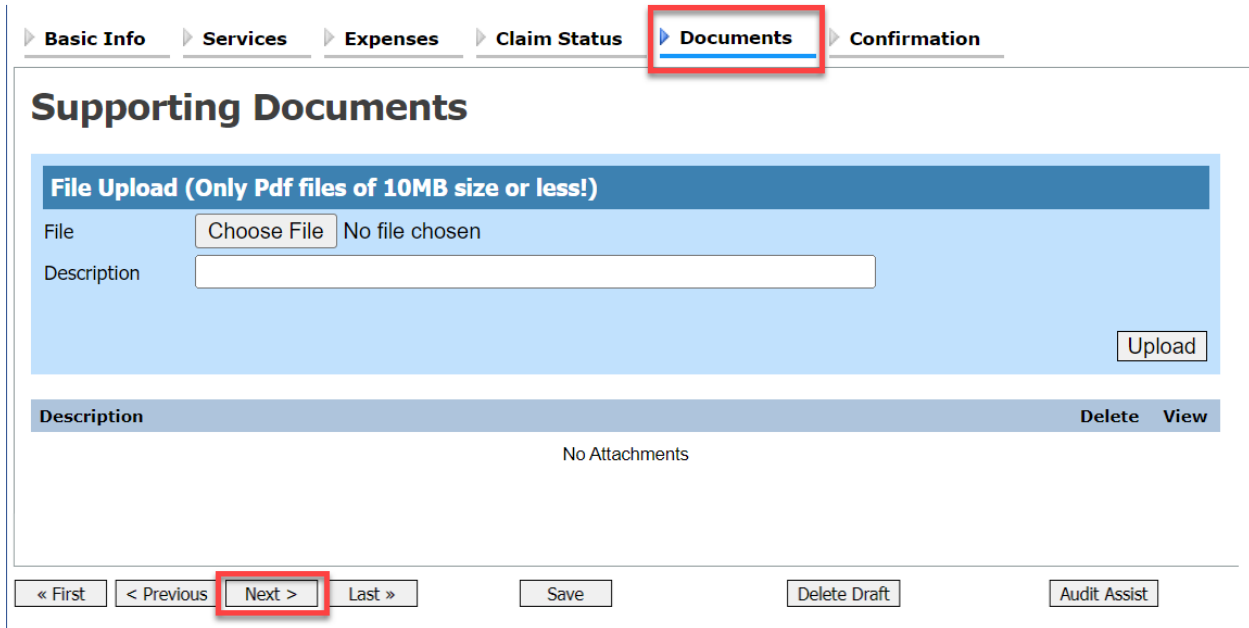
Radio Button	Payment Claims Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

Documents

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

Click **Choose File** to attach any receipts, invoices, or documents as PDF documents. In the **Description** field, optionally label and describe the attachment, and then click **Upload** to attach the PDF document. Click **Save**.

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1

Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify that the information is correct, and then scroll to the bottom of the screen.

Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlighted in gold.

Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.

Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.