Creating and Submitting Your Voucher (CJA 20 and 30)

Browser Compatibility

- For PC's (Windows): Internet Explorer 8 or newer is approved.
- For Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile (iPad): Safari is approved (with limitations).

WARNING: Chrome, Firefox and Other browsers are NOT SUPPORTED by CJA eVoucher.

Login to eVoucher

https://evsdweb.ev.uscourts.gov/CJA_lae_prod/CJAeVoucher/

Creating Your Voucher – Entering Time and Expenses

1. If you want to start a new voucher, go to your Appointments' List on the left side of your Home Page and click on the case for which you want to enter time.

Note: If you previously created a voucher and did not submit it to the court, you will find your voucher in the My Active Documents folder on the top left of your Home page. To continue working with the voucher, click the Edit hyperlink under the Status column.
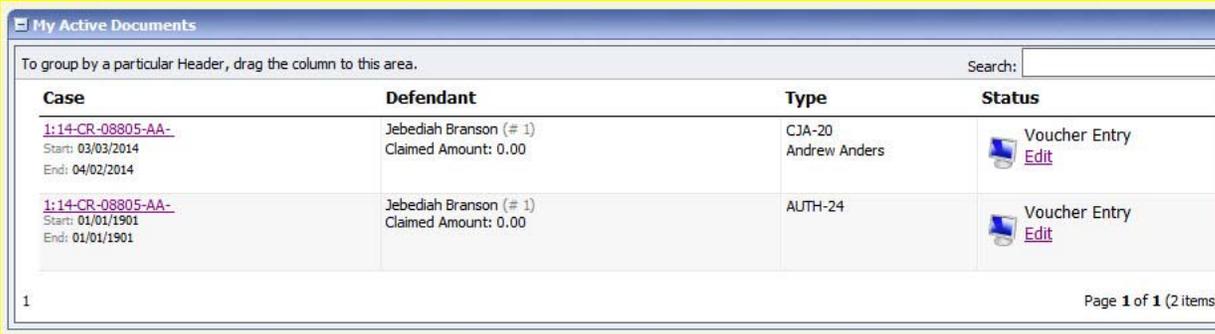
2. Once you have selected the case in your Appointments' List for which you want to create a new voucher, you will arrive at a page entitled APPOINTMENT INFO. On the left side of the page, click on the Create box to create a new voucher.

3. You will arrive on the first page of your newly created voucher.

4. Once you confirm that the Basic Info is correct, click on the **Services Tab** and start entering your time.
   - To modify an entry, highlight the entry and it will repopulate the data fields. To modify, make the necessary changes in the field(s), and click "Add."
   - To delete an entry altogether, client "Delete."

5. Proceed to the **Expenses tab**, which works just like the Services Tab.

NOTE – You might see a pink error flag at the top of the screen as you are entering your service or expense entries. Just ignore it until you are ready to submit your voucher for payment.
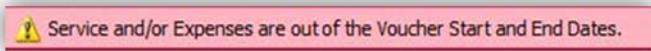
IMPORTANT TIPS:
✓ **eVoucher does NOT have an auto save feature. Just because you add an entry does not mean that it is saved. Click the SAVE button at the bottom of each page periodically. If you exit the voucher without saving your entries, you will lose them. REMEMBER - USE IT (Save button) OR LOSE IT (your entries)!**
✓ Unless you are ready to submit the voucher you are working on, you can click "Home" on the menu bar at the top of the page to go to your home screen, or simply log out if you are done with the program completely. **REMEMBER TO CLICK ON "SAVE" BEFORE YOU CLICK ON "HOME."**
✓ Once you have created a voucher, you will access that voucher from the link in your Active Vouchers window on your Home Page - this is how you will continue to enter dates until you are ready to submit a particular voucher.

Submitting Your Voucher for Payment

1. If you are ready to submit your voucher, click on the **Claim Status** tab within your active voucher:

2. You must manually enter the date range for the time period you are claiming (which should remove the pink error flag mentioned above. If it does not disappear, please check to ensure that you have a correct **Start Date** and **End Date** - the start date is the earliest date for a service or expense entry and the end date is the latest date entered in your voucher.

3. Complete the Payment Claims information on the **Claim Status** page. Unfortunately, eVoucher does not automatically number your interim vouchers, so you must enter this information. Then fill out the rest of the questions on this page.

4. If you have receipts, attach them by clicking on the tab entitled **Documents**. You must first scan/save your receipts (please copy them in chronological order) and save them as a PDF on your hard drive.

5. Go to the **Confirmation** tab. Review your submission one last time. Scroll down to the bottom. Check the "I swear and affirm..." box, then click on Submit. You should get a message saying **Success**. If nothing happens, you have an error to fix. Check your dates first. It is the most common error.

PLEASE NOTE: If your claim exceeds the statutory maximum, you will need to attach a detailed memorandum supporting and justifying your claim that: the representation given was in an extended or complex case, and the excess payment is necessary to provide fair compensation. The memo must be in PDF format and attached under the **Documents** tab.