



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

Release 6.3

**May
2020**



Home Page and Navigation Menu

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

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[Home](#)

My Documents

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

Case	Defendant	Type	Status	Date Entered
1:13-CR-08810... Start: 08/03/2015 End: 11/03/2015	Jeffrey Gardner (# 1) Claimed Amount: 100.0	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit FINAL PAYMENT	10/30/2015
1:14-CR-08805... Start: 03/03/2014 End: 11/25/2015	Jebediah Branson (# 1) Claimed Amount: 250.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist	Voucher Entry 0101.0000051 FINAL PAYMENT	11/25/2015
1:15-CR-07654... Start: End:	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2016
1:17-CR-01234... Start: End:	Kelsey Conaway (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2017
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/02/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020

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My Submitted Documents

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

Case	Defendant	Type
1:14-CR-08... Start: 08/23/2017 End: 08/23/2017	Jebediah Branson (# 1) Claimed Amount: 1,100.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist
1:17-CR-09... Start: 10/17/2017 End: 10/17/2017	Diana Evans (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
1:17-CR-01... Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07... Start: 08/15/2018 End: 08/15/2018	Serena Williams (# 2) Claimed Amount: 500.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08... Start: 08/21/2018 End: 08/21/2018	Thomas Howell (# 1) Claimed Amount: 1,517.5	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07... Start: 08/27/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08... Start: 04/28/2020 End: 04/28/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08... Start: 05/06/2020 End: 05/06/2020	Jebediah Branson (# 1) Claimed Amount: 394.50	CJA-21 Rick Astley Chemist/Toxicologist

1

Closed Documents

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

Case	Defendant	Type
1:15-CR-07654... Start: 08/01/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 493.50	CJA-21 Rick Astley Chemist/Toxicologist

Folder Name	Contents
My Documents	This folder 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 folder contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

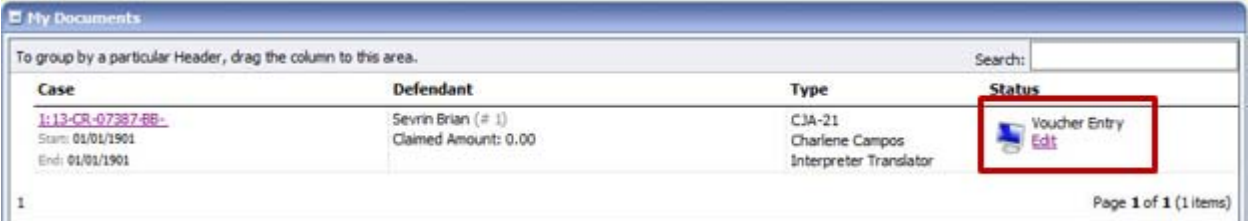
Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When the service provider logs on, they see a list of all their documents on the home page. Clicking the **Expert** radio button allows the service provider to log on to eVoucher, view any documents the attorney is creating on their behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31. The Expert Enter right 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 choose 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.

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

CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If the expert selected has Expert Enter rights, the attorney can choose to let the expert enter the services and expenses. The expert receives an email informing them that a voucher has been created on their behalf, and to enter their information on the voucher. Log on to the eVoucher application. The voucher should appear in the experts My Documents section on your home page. To enter your fees and expenses, in the Status column, click the **Edit** link.



Case	Defendant	Type	Status
1:13-CR-07387-BB- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	 Voucher Entry Edit

Page 1 of 1 (1 items)

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


CJA-21
 Voucher Entry
 Def.: Jebediah Branson
[Link to CM/ECF](#)
 Voucher #:
 Start Date:
 End Date:
 Summary: \$0.00
Services
 Totals: \$0.00
Travel

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)
[Link To Authorization](#)
Reports
[Form CJA21](#)

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

Basic Info

1. CIR.DIST.DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
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: ☒ Authorization to obtain the service. Estimated compensation: \$1000.00 ☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)		14. TYPE OF SERVICE PROVIDER ☐ 01 Investigator ☐ 02 Interpreter/Translator ☐ 03 Psychologist ☐ 04 Psychiatrist ☐ 05 Polygraph ☐ 06 Documents Examiner ☐ 07 Fingerprint Analyst ☐ 08 Accountant ☐ 09 CALR (Westlaw/Lexis, etc.) ☒ 10 Chemist/Toxicologist ☐ 11 Ballistics ☐ 12 Weapons/Firearms/Explosive Expert ☐ 14 Pathologist/Medical Examiner ☐ 15 Other Medical ☐ 16 Voice/Audio Analyst ☐ 17 Hair/Fiber Expert ☐ 18 Computer (Hardware/Software/Systems) ☐ 19 Paralegal Services ☐ 20 Legal Analyst/Consultant ☐ 21 Jury Consultant ☐ 22 Mitigation Specialist ☐ 23 Duplication Services ☐ 24 Other (Specify) ☐ 25 Litigation Support Services ☐ 26 Computer Forensics Expert	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Num: Pro Tunc Date Reimbursement: ☐ YES ☒ NO			
NOTES Abraham Astley			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
			1500.00

Payment Info
 Preferred Payee: **Abraham Astley**
Abraham Astley
 Billing Code: 0101-000004
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-555-3434
 Fax:

[« First](#)
[< Previous](#)
[Next >](#)
[Last »](#)
[Save](#)
[Delete Draft](#)
[Audit Assist](#)

Notes

- To avoid data loss, frequently save any entries made to a voucher.
- 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. 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. Enter the date of the service, number of hours billed, and the rate. A description of the service provided is also required. Click **Add**. There is no auto-save feature in eVoucher, so click **Save** after every few additions. A dialog box prompts you to save if you try to navigate to another section.

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

Services

Date *  Description *

Units *

Rate *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First < Previous **Next >** Last »

Entering Expenses

Click the **Expenses** tab or click **Next** on the progress bar. Enter the expenses, click **Add**, and then click **Save**.

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

Expenses

Date *  Description *

Expense Type *

Miles at \$0.535 per mile.

Amount *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last »

Claim Status

Click the **Claim Status** tab or click **Next** on the progress bar. In the **Start Date** field, enter the start date from the services or expenses entries, whichever is earliest. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**.

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

Claim Status

Start Date *  End Date * 

Payment Claims *

☐ Final Payment
☐ Interim Payment (payment #)
☐ Supplemental Payment
☐ Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

* Required Fields

« First < Previous **Next >** Last »
 Save
 Delete Draft Audit Assist

Radio Button	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

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, to the right of the **File** field, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column. Click **Save**.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Browse...

Description

Upload

Description	Delete	View
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« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct, and then scroll to the bottom of the screen. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

Confirmation

1. CIR.DIST.DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG.DKT.DEF.NUMBER	4. DIST.DKT.DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS.DKT.DEF.NUMBER	6. OTHER.DKT.DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
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Signature of Attorney
 Andrew Anders
 110 Main Street
 San Antonio TX 78210
 Phone: 210-833-5623
 Cell phone: 210-555-1234
 Email: lisa_ornelas@aotx.uscourts.gov

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

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements

Date:

 **Submit**

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

Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear with a yellow background.

My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

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Page 1 of 1 (2 items)

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

