

**2016**

**CJA eVoucher Interpreter Manual**

Revised May 23, 2016

## 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:

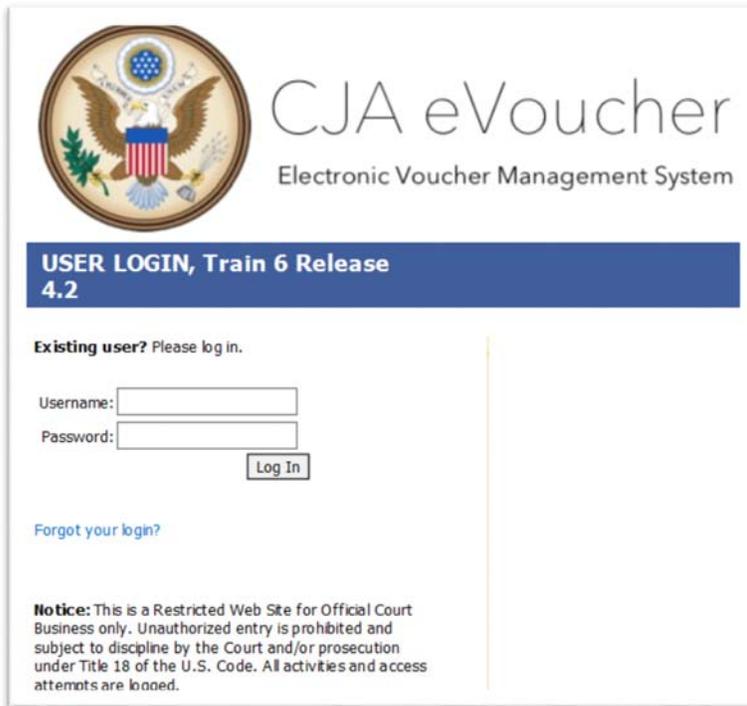
- Online submission of authorization requests by attorneys for service providers.
- Online voucher completion by the service provider or the attorney acting for the service provider.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney and service provider on approval or rejection of vouchers.

## Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
- Chrome, Mozilla Firefox, and other browsers may not be used with CJA eVoucher

## Accessing the CJA eVoucher Program

The CJA Clerk will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.



**USER LOGIN, Train 6 Release 4.2**

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

**Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.

Username:  and/or

Email:

## Home Page and Navigation (menu)

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

The screenshot shows a web application interface with a navigation menu at the top. The main content area is divided into three sections, each with a callout box:

- My Documents:** A table with columns Case, Defendant, Type, and Status. It contains two rows of data.
- My Submitted Documents:** A table with columns Case, Defendant, Type, and Status. It contains one row of data.
- Closed Documents:** A table with columns Case, Defendant, Type, and Status. It contains no data.

### My Documents

The **My Documents** folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.

### My Submitted Documents

The **My Submitted Documents** folder contains documents which have been submitted to the court for processing.

### Closed Documents

The **Closed Documents** folder contains documents which have been completely processed.

# The eVoucher menu

Home Operations Reports Links Help logout

Menu Bar Items	
<b>Home</b>	The eVoucher home page.
<b>Operations</b>	Appointments you have been assigned.
<b>Reports</b>	Selected reports you may run on your appointments.
<b>Links</b>	Hyperlinks to CJA resources: forms, guides, publications, etc.
<b>Help</b>	Provides: <ul style="list-style-type: none"><li data-bbox="505 520 878 554">• Another link to your Profile</li><li data-bbox="505 554 792 588">• "Contact Us" e-mail</li><li data-bbox="505 588 727 621">• Privacy Notice</li></ul>
<b>Logout</b>	Logs user off the eVoucher program.

# Profile

In the My Profile section you may:

- Change password (Login Info section.)
- Edit contact information, phone, email, physical address (Expert Info section.)



## Changing Your Username and Password

You may change both your username and password in your profile. You may access your profile from the home page by clicking the **My Profile** link to the right of the user profile picture. Or, you may select **My Profile** from the **Help** menu.

Click **Edit** on the right side of the **Login Info** section.



To change your username, type the new username and click **change**.

Passwords will expire every 180 days.

Passwords must be a minimum of eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

To change your password, click the **reset** hyperlink. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

## Personal Info

The **Personal Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.

<b>Expert Info</b> Your personal info  <b>SSN Instructions:</b> If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.  If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.	First Name	Middle	Last Name	<input type="checkbox"/> Inactive
	Abraham	X	Astley	
	Tax Identification Number:			
	SSN:	999-33-4444		
	Confirm:	999-33-4444		
	Main Email			
	deadmail@support.aotx.uscourts.gov			
	2nd Email			
	3rd Email			
Phone	Cell Phone	Fax		
210-555-3434				
Address 1	City			
110 Main Street	San Antonio			
Address 2	State	Zip		
	TEXAS	78210		
Address 3	Country			
	UNITED STATES			

## Billing Info

If any changes to your billing information (SSN or TIN) are required, you **must** complete a new AO 213 form which is available on our website and forward to [cja@arwd.uscourts.gov](mailto:cja@arwd.uscourts.gov). The changes will be made by CJA court staff.

## Expert Specialties

The **Expert Specialties** section will list any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty will populate your name and billing information. That specialty will also be checked on the CJA-21 form created in eVoucher.

### 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

# CJA-21 Entry

The attorney will create the CJA-21 voucher. The attorney will choose to let the interpreter enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider. CJA eVoucher will also provide an email notification to the interpreter.

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

Log in to the eVoucher application. The voucher should appear in your **My Documents** folder on your home page.

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 <a href="#">Edit</a>

To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column.

The Voucher will open to the **Basic Info** tab screen. The left-hand panel will display a running summary of the services and expenses as they are entered and saved.

Home Operations Reports CMECF Links Help logout

CJA-21 Voucher Entry  
Def.: Sevrin Brian  
[Link to CM/ECE](#)  
Voucher #: Start Date: 8/8/2014 End Date: 8/8/2014  
Summary: \$0.00

**Services** Totals \$0.00

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Expenses** Totals \$0.00

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Reports  
[Form CJA21](#)

**Basic Info**

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Sevrin Brian	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:13-CR-07387-1-BB	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Brian	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 17A:102.F COPYRIGHT LAWS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Cindy Caltagirone - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-378-2343		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Barney Ball Date of Order    Nunc Pro Tunc Date 8/1/2013 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Info**

Preferred Payee: Charlene Campos  
**Charlene Campos**  
SSN/EIN:\*\*\*-\*\*-6789  
123 Legal Blvd. South  
AnyTown, DC  
12345 - USA  
Phone: 888-555-4000  
Fax: 888-555-4001

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

To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of screen or click **Next** at the bottom of the screen.

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

## Services

Date  \* 
 Description  \*

Hours  \*

Rate  \*

\* Required Fields

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

Date	Description	Hrs	Rate	Amt
No data				

Required fields are marked with a red asterisk. Enter the date of the service, **enter 1 for Hours and either half day or full day rate**. For translation of documents, enter the number of words and \$.25 for the rate. A description of the service provided, including the breakdown of hours, is required. Click **Add**.

There is no autosave feature in eVoucher – make sure to click **Save** after every few additions. DO NOT click on eVoucher menu items without saving.

To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

If Travel Miles is chosen, enter the round trip travel. Enter information in the Description field regarding where the services were provided (e.g., Travel from home to SCDC); and starting and ending times of travel.

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

### Expenses

Date: 08/08/2014 \* Description: round trip travel to interpret for interview. \*

Expense Type: Travel Miles \*

Miles: 56 \* at \$0.5600 per mile.

Amount: 31.36

Add Remove

\* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile:	Rate	Amt
Travel Miles	08/08/2014	round trip travel to interpret for interview.	56	\$0.56	\$31.36

1 Page 1 of 1 (1 items)

Enter expenses and click **Add**.

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

### Claim Status

Start Date: 8/8/2014 \* End Date: 8/8/2014 \*

**Payment Claims**

Final Payment

Interim Payment  (payment #)

Supplemental Payment

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

\* Required Fields

The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Select Supplemental payment for interpreter vouchers.

Navigate to the **Documents** tab and attach the required receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents. Be sure to save your document.

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
No Attachments		

When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.

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: 8/8/2014 15:41:0

Submit

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

To submit the voucher, select the **“I swear and affirm...”** checkbox. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.

CJA eVoucher will provide an email notification to the attorney that the voucher has been submitted.

## Returned Vouchers

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

1 Page 1 of 1 (2 items)

Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you will appear with a gold-yellow background. Often the return of the voucher will be accompanied by an email explaining the circumstances. Additionally, you can examine the attorney notes on the **Confirmation** page to find additional direction.

## Printing a Form CJA21

Should you wish to print a copy of your submission, from the left-hand panel click the **Form CJA21** link to print a standard version of the voucher.

