

Creating a CJA 21 Voucher for Payment in eVoucher

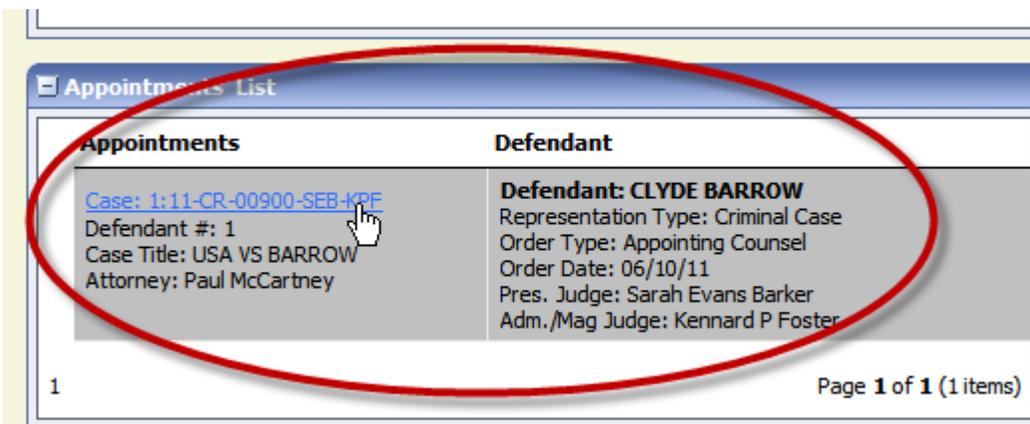
Login to the eVoucher system to begin:



The login screen features the CJA eVoucher logo at the top left, which includes a seal of the United States. Below the logo is a dark blue header with the text "USER LOGIN CJA 1.1 3/24". The main content area has a heading "Existing user? Please log in." followed by two input fields: "Username:" with the value "pmccartney" and "Password:" with a masked password of ten dots. A "Log In" button is positioned to the right of the password field. Below the login fields is a blue link "Forgot your login?". At the bottom, a "Notice" states: "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."

You will then be taken to your home screen. It will identify you as an attorney and identify you by name in the upper right hand corner of the screen.

Select the case you would like to work on:



The screenshot shows a table titled "Appointments List" with two columns: "Appointments" and "Defendant". The "Appointments" column contains a blue hyperlink "Case: 1:11-CR-00900-SEB-KPF" which is circled in red. Below the link are the details: "Defendant #: 1", "Case Title: USA VS BARROW", and "Attorney: Paul McCartney". The "Defendant" column contains the name "Defendant: CLYDE BARROW" and a list of details: "Representation Type: Criminal Case", "Order Type: Appointing Counsel", "Order Date: 06/10/11", "Pres. Judge: Sarah Evans Barker", and "Adm./Mag Judge: Kennard P Foster". The table is on "Page 1 of 1 (1 items)".

Appointments	Defendant
Case: 1:11-CR-00900-SEB-KPF Defendant #: 1 Case Title: USA VS BARROW Attorney: Paul McCartney	Defendant: CLYDE BARROW Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 06/10/11 Pres. Judge: Sarah Evans Barker Adm./Mag Judge: Kennard P Foster

You will have 6 tabs/headings at the top of the page to complete: **Basic Info, Services, Expenses, Claim Status, Documents & Confirmation**



Select **Create** on the CJA-21 line (also try to take note if you have any authorizations on file):

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Reports

[Appointment Report](#)

[Attorney Time Report](#)

[of alleged felony)

11. OFFENSE(S) CHARGED 18:13-1100.F ROBBERY, BANK		13. COURT ORDER	
12. ATTORNEY'S NAME AND MAILING ADDRESS Paul McCartney - Bar Number: 123456 64 East Abbey Road Suite 1964 Indianapolis IN 46204 Phone: 317-229-3700 - Fax: 317-229-3740		<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	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Kennard P Foster Date of Order Nunc Pro Tunc Date 5/9/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Vouchers on File

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

Case	Defendant	Type	Status
1:11-CR-00900-SEB-KPF Start: 05/10/2011 End: 06/10/2011	CLYDE BARROW (# 1) Claimed Amount: 1,458.00	CJA-20 Paul McCartney	Submitted to Court 0756.0000151 FINAL PAYMENT
1:11-CR-00900-SEB-KPF Start: 06/10/2011 End: 06/10/2011	CLYDE BARROW (# 1) Claimed Amount: 2,400.00 Approved Amount: 2,400.00	AUTH Investigator	Voucher Closed 0756.0000152

BASIC INFO

You have the option to use a previous authorization or to proceed with your CJA 21 without an authorization.

Authorization Selection

You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.



Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.



When using a Previous Authorization:

If you select "Use Previous Authorization", it will bring up your approvals for use. Select the one you want clicking in the "Existing Requests for Authorization" box.

Existing Requests for Authorization	
ID Number: 152 Order Date: 05/09/2011 Authorized Amount: 2400	Service Type: Investigator Estimated Amount: 2400 Requested Provider:

Your service type will be grayed-out based on your authorization request.

Then you can either select a service provider from the system (if they're frequently used and already in the CJA eVoucher system) or enter in information for a new vendor.

If the provider is listed, you simply select them in the drop down menu and select

Create Voucher

New Voucher Information

Service Type Investigator

Description

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

Attorney
 Expert

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert Ennen, Laurie A.

Expert Info
Details

Laurie A. Ennen
400 Wabash Ave.
Terre Haute IN 47807 USA
Phone: 812-239-6529

If the provider is new to the system, you will need to have them fill out a AO 213 (found on our web page) and have them send it to our office with an original signature. We will then notify you via email that the vendor is in the system and a voucher can be created at any time.

*****If the provider is a frequent user of the system and has been trained to complete his/her own vouchers, the "Voucher Assignment" button will activate and you can assign who will be responsible for completing the voucher. For example, if you use an interpreter that is able to access eVoucher, the button will activate, the attorney can select "Expert" (meaning that the expert will be responsible for uploading and invoicing), then just click "Create". The voucher will then be sent to the expert for details to be entered. Click on the "Home" link at the top left of your screen. The voucher you just started should be a DRAFT version in your "My Service Providers" area of eVoucher. Once the voucher has been completed by the Expert, they will submit it to you for your review.*****

****Due to stricter guidelines from the AO, we will require all new vendors to complete IRS form AO 213 before accepting them into the system.****

When not using a Previous Authorization (No Authorization Required):

You will need to select the Service Type and Service Provider in the drop down menu (enter any new service providers as discussed above).

The CJA 21 process will basically be the same as with an authorization – the confirmation page will not list a previously approved amount.

You will have 6 tabs/headings at the top of the page to complete: **Basic Info, Services, Expenses, Claim Status, Documents & Confirmation**

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

BASIC INFO

Review the information on the screen and select

SERVICES

You will be entering in the services as provided to you by the expert on their invoice. You as the attorney are responsible for the accuracy of the service providers you are submitting payments on their behalf.

Enter **Date**, **Hours**, **Rate** and **Description** of services (all fields marked with a red * required field indicator).

*****When using an interpreter who bills at the half-day/full-day rate, simply use 1.0 hour @ 103.00 or whatever the daily rate for that interpreter is.*****

Services
* Required Fields

Date * Description *

Hours *

Rate *

Drag a column to this area to group by it.

Date	Description	Hrs	Rate	Amt
06/02/2011	observing banks that were robbed to help attorney come up with a defense	2.0	50.00	100.00
06/01/2011	observing banks that were robbed to help attorney come up with a defense	2.0	50.00	100.00

Then select

When you are finished entering in services, select

EXPENSES

Fill in the **Date**, **Expense Type**, **Miles** (if selecting travel miles), **Amount** (if entering a miscellaneous expense) and a **Description** of the work performed (all fields marked with a red * Required Field indicator).

Expenses

* Required Fields

Date * 

Expense Type *

Miles * rate per mile is 0.5000

Amount

Description *

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/02/2011	mileage to bank #2	15	0.5	7.50
Travel Miles	06/01/2011	mileage to bank	10	0.5	5.00

CLAIM STATUS

Adjust the start and end dates based on the period of time the service provider worked.

Select your Payment Claims type (typically Interim Payment – except if this will be the final payment made to this service provider in this case).

Claim Status

Start Date *  End Date * 

Payment Claims

Final Payment

Interim Payment (pmt.number) * Number is Required!!

Supplemental Payment

Then select

SUPPORTING DOCUMENTS

You **must** attach the service provider's invoice to the CJA 21 voucher in eVoucher (as a pdf document).

Supporting Documents

File Upload
File
Description

Description	Delete	View
Sherlock's invoice for investigator services	Delete	View

Then select

CONFIRMATION

On the confirmation screen, carefully review your information – start & end dates, billing information, payee's name, etc

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$300.00		
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$19.00		
c. Other Expenses	\$0.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$319.00		
17. PAYEE'S NAME Sherlock Holmes TIN: *****6789 44 Cherry Lane Indianapolis IN 46204 USA Phone: 317-555-555			
<input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (# 1) <input type="checkbox"/> Supplemental Payment			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 6/1/2011 TO 06/03/2011 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:			

You may make notes on the voucher to the Judge reviewing it.

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

Notes

You may also print a hard copy for your records by selecting the Form CJA21 report link on the left margin.

Once you are confident in your voucher, select the “**I swear and affirm the truth or correctness of the above statements**” checkbox and select the **Submit** button.

I swear and affirm the truth or correctness of the above statements
Date: 6/10/2011 10:15:2



If everything is formatted correctly you should receive a “Success” message (any errors will give you directions on what needs changed and allows you to amend your voucher in order to try again).

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0756.0000153

****OF NOTE** The attorney is submitting the claim on the service provider’s behalf. The attorney is taking responsibility for the accuracy of invoicing and billing in eVoucher. Once the attorney submits the voucher (on the service provider’s behalf), they will have to actually “approve” the voucher. It seems like approving the voucher twice.**

If you go back to your home page, the service provider’s CJA-21 voucher will be there as “Submitted to Attorney”.

My Active Vouchers

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

Case	Defendant	Type	Status
1:11-CR-00900... Start: 06/01/2011 End: 06/03/2011	CLYDE BARRO... Claimed Amount...	CJA-21 Sherlock Holmes Investigator	 Submitted to Attorney 0756.0000153 INTERIM PAYMENT 1

1

Page 1 of 1 (1 items)

Simply go in to the **CONFIRMATION** page and Submit the voucher again – and it will be directed to the Court.

(You will know that everything is correct as the attorney submitting the form will show up signing the vouchers as the “Claimant/Payee” and the attorney signature line will still be blank)



Success

You have successfully approved this document.

Please keep the following document number for your own records:

0756.0000153

Your home page will now show your submitted voucher and it’s current status (Submitted to Court).

<u>1:11-CR-009...</u> Start: 06/01/2011 End: 06/03/2011	CLYDE BARRO... Claimed Amoun...	CJA-21 Sherlock Holmes Investigator	Submitted to Court <u>0756.0000153</u> INTERIM PAYMENT 1
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If you have any questions or concerns regarding voucher submission, please feel free to contact:

Tricia Anderson – 317-229-3917 tricia_anderson@insd.uscourts.gov

or

Kim Clark – 317-229-3914 kim_clark@insd.uscourts.gov