

2016

CJA eVOUCHER OFFICIAL COURT REPORTER
USER MANUAL |



KYED

5/1/2016

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Introduction

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

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

eVoucher Contact Information

The eVoucher help desk support can be reached via email cja_support@kyed.uscourts.gov. For immediate assistance you may call the Ashland Clerk's Office at 606-329-2465 or Lea Ann Newquist at 859-514-2240.

Accessing the CJA eVoucher Program

Your court staff will provide you with information on how to access eVoucher. Enter your username and password and click **Log In**.



CJA eVoucher

Electronic Voucher Management System

USER LOGIN Release 4.3

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 within **30 days** of 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

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:

Note:

If you **incorrectly** enter your username or password **three times**, the system will automatically lock you out of your account for security purposes. You can email cja_support@kyed.uscourts.gov, or contact the Ashland Clerk's Office at 606-329-2465 and request that your account be unlocked

Profile

Your profile contains your login information, your contact information, as well as the billing information that will be used to pay for your services. **It is your responsibility to keep contact and billing information current.**

Home Operations Reports Links Help logout		
<p>> Help > My Profile Welcome Abraham Astley (Expert)</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; background-color: #e6e6fa; padding: 5px;">Login Info <small>Your Login information</small></td> <td style="padding: 5px;">UserName Astley <input type="button" value="Edit"/></td> </tr> </table>	Login Info <small>Your Login information</small>	UserName Astley <input type="button" value="Edit"/>
Login Info <small>Your Login information</small>	UserName Astley <input type="button" value="Edit"/>	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; background-color: #e6e6fa; padding: 5px;">Expert Info <small>Your personal info</small></td> <td style="padding: 5px;"> Your Name: Abraham Astley <input type="button" value="Edit"/> Your Contact Info: Phone: 210-555-3434 Fax: deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US </td> </tr> </table>	Expert Info <small>Your personal info</small>	Your Name: Abraham Astley <input type="button" value="Edit"/> Your Contact Info: Phone: 210-555-3434 Fax: deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US
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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.

Login Info

Your Login information

Username [change](#)

Password ***** [reset](#)

Close

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

Passwords will expire every 180 days.

To change your password, click **Reset**. 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.

Only self-employed Service Providers must enter a social security number in the user profile. Once you have saved your social security number, it becomes read-only. If you need to make a change, you must contact the eVoucher help desk or call the Ashland Clerk's Office at 606-329-2465 or Lea Ann Newquist at 859-514-2240.

Expert Info

Your personal info

SSN Instructions:
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.

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

*** Required Fields**

First Name * (If self-employed) Middle Last Name
 Abraham Astley Inactive

Tax Identification Number: * (If self-employed)
 SSN:
 Confirm:

Main Email *

2nd Email

3rd Email

Phone * Cell Phone Fax
 210-555-3434

Address 1 * City *
 110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)
 TEXAS

Address 3 Country *
 UNITED STATES

Save

cancel

Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If your personal information, address, and phone are correct, you can select the **Copy Address from Profile** check box. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking **Edit** to the far right of the **Billing Info** section of the profile. **Please remember it is your responsibility to keep your billing information current.**

The screenshot shows a web form titled "Billing Info" with a sub-header "List all available billing info records". On the right side, there are "Save" and "cancel" buttons. The form includes a section for "* Required Fields" with "Billing Type:" containing two radio buttons: "Self-Employed" (selected) and "Company". Below this is a checkbox labeled "Copy Address from Profile". The form fields are: "Name: *" with the value "Abraham Astley"; "Phone: *" with "210-555-3434" and an empty "Fax:" field; "Address 1: *" with "110 Main Street", and empty "Address 2:" and "Address 3:" fields; "City: *" with "San Antonio", "State: * (US only)" with a dropdown menu showing "TEXAS", and "Zip Code: * (US only)" with "78210"; and "Country: *" with a dropdown menu showing "UNITED STATES".

You may add additional billing records by clicking **Add**. You, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Payments cannot be made if the social security number or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher is interfacing.

The **Billing Info** section has added **Billing Type** radio buttons that include:

- **Self-Employed** - used when payments are made to the expert's social security number.
- **Company** - used when payments are made to a firm's EIN number.

Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system. If the data is not in the proper format, payments cannot be made. The system will alert you if there are problems with your billing information data. You will need to fix those problems before payments can be made.

We ask that you access your profile and **verify** your social security number, add your social security number if it is not there (unless you are acting only as an associate on the system) and **verify** your billing information. **Please do this as soon as possible so there will not be an interruption in your payments.**

Home Page and Navigation (menu)

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

The screenshot shows the home page navigation menu with three callouts pointing to specific sections:

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

Navigation menu items: Home, Operations, Reports, Links, Help, logout. Welcome Teresa Tran.

My Documents Table:

Case	Defendant	Type	Date Entered
1:14-CR-08805-CC- Start: 04/09/2014 End: 04/09/2014	Beatriz Ramos (# 1) Claimed Amount: 0.00	Teresa Transcripts Voucher Entry	04/09/2014
1:14-CR-08809-AA- Start: 01/01/1901 End: 01/01/1901	Al Perez (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts Voucher Entry	10/13/2015

My Submitted Documents Table:

Case	Defendant	Type	Status	Date
1:13-CR-08810-FF- Start: 10/13/2015 End: 10/13/2015	Jeffrey Gardner (# 1) Claimed Amount: 42.90	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000034	10/13/2015

Closed Documents Table:

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

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	
Home	The eVoucher home page
Operations	Appointments you have been assigned
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none">• Another link to your Profile• "Contact Us" e-mail• Privacy Notice
Logout	Logs user off the eVoucher program

Completing and Submitting a CJA-24 Voucher For Payment

The CJA staff will create the CJA-24 voucher. The voucher will appear in your “My Documents” folder on your home screen. Click on the voucher number or **Edit** to open.



Step 1 Click the **Services** tab or click **Next**.

Step 2 Enter the **Date, Service Type, No. of Pages, Rate, and Description**.

Note:

You'll have two options to choose from under **Service Type**: **Original** or **Copy**. The rate should vary between the two choices.

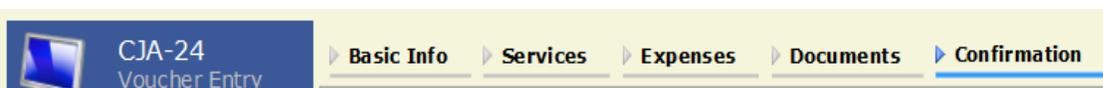
Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

Step 3 Click **Add**.

The item will appear in the bottom of the **Service Type** section.

Step 4 Click **Save**.

If you have no expenses or documents to add to your voucher you may proceed to the **Confirmation** tab at this point (Skip to Page 9 for instructions)



EXPENSES (if applicable)

Step 1 Click the **Expenses** tab or click **Next**. (If you have no expenses to add

Step 2 Enter the **Date**, **Expense Type**, and **Description**.

Step 3 Click **Add**.

Step 4 The item appears in the Expense section. Click **Save**.

The screenshot shows the 'Expenses' form with the following fields: Date (7/1/2014), Expense Type, Miles, Amount, and Description. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, Amt. The 'Save' button is highlighted with a red box.

Supporting Documents (if applicable)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Note: All documents must be submitted in PDF format, and must be 10 MB or less.

Step 3 Click **Upload**.

Step 4 The document will appear in the Description section. Click **Save**.

The screenshot shows the 'Supporting Documents' form with the following fields: File Upload (Only Pdf files of 10MB size or less), File, Description, and Upload. Below the form is a table with columns: Description, Delete, View. The 'Upload' button is highlighted with a red box.

CONFIRMATION

Step
1

Verify all information is correct.

Public/Attorney Notes

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

I swear and affirm the truth or correctness of the above statements
Date: 7/1/2014 15:53:57

Submit

« First < Previous Next > Last » Save Delete Draft

Step
2

Select the affirmation check box. This will automatically time stamp the voucher.

Step
3

Click **Submit**.

A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

Step
4

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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:

0101.0000165

Back to:

[Home Page](#)
[Appointment Page](#)