



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Official Court Reporter User Manual

Release 6.3

**May
2020**



Introduction

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

Browser Compatibility


CJA eVoucher is compatible with the following browsers:

- Internet Explorer 10.1 (with Compatibility Mode)
- Internet Explorer 11
- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Court staff will provide you with information on how to access eVoucher. Bookmark the page for easier access. Enter your user name and password and click **Sign in**.

An official website of the United States government



CJA eVoucher - Train District
SDSO Training - Release 6.3.0.0

Sign in to CJA eVoucher

Please enter your username and password to continue.

Username

Password

[Forgot your password?](#)

Sign in

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.

United States Courts

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click the **Forgot your password?** link.

Password

[Forgot your password?](#)

Sign in

Enter your user name and email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password. **The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.**

Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username

Email

[Back to sign in](#)

Recover Logon

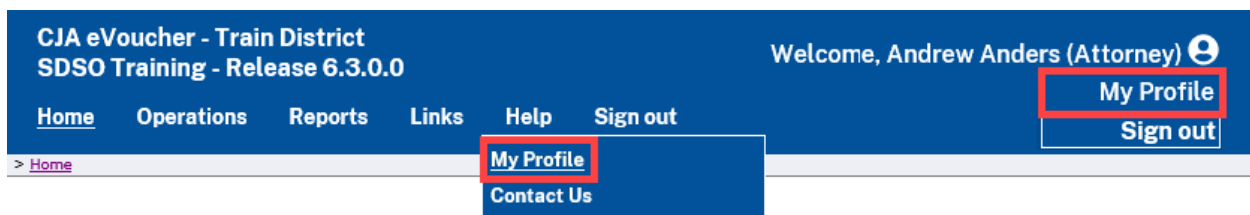
NOTE: If you incorrectly enter your username and/or password three times your account will be locked for security purposes. You can email cja_support@kyed.uscourts.gov or contact the Ashland Clerk's office 606-329-2465 and request your account be unlocked.

Profile

In the My Profile section, you can:

- Change the password (Expert Info section).
- Edit contact information, phone, email, and/or physical address.
- Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court should it be necessary to make any changes to your SSN/EIN.

To access the My Profile page, from the menu bar, click **Help** and then click **My Profile**, or click the **My Profile** link to the right of the menu bar.



The My Profile page appears.

Home	Operations	Reports	Links	Help	Sign out
> Help > My Profile					
Login Info Your Login information		UserName Astley		<input type="button" value="Edit"/>	
Expert Info Your personal info		Your Name: Rick Astley		<input type="button" value="Edit"/>	
		<i>Your Contact Info:</i> Phone: 210-555-3434 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov			
		<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US			
Billing Info List all available billing info records		Your default billing info is: Abraham Astley Billing Code:0101-000004 110 Main Street San Antonio, TX 78210 - US Phone: 210-555-3434 Fax:		<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>	
Expert Specialties List your assigned specialties		Your current assigned specialties are: [General]: Chemist/Toxicologist		<input type="button" value="Edit"/>	

Changing Username and Password

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

Login Info
Your Login information

UserName **Astley** Edit

To change your user name, in the **Username** field, type the new user name and then click the **change** link.

To change your password, click **Reset**. In the **Password** field, type the new password, retype it in the **Confirm** field, then click **Reset** again. Click **Close** to exit the Login Info section.

Login Info
Your Login information

Username Astley change

Password i

Confirm *

Reset cancel Close

Expert Info

In the Expert Info section, click **Edit** to access your personal information.

Expert Info
Your personal info

Your Name: **Rick Astley** Edit

Your Contact Info:
Phone: 210-555-3434
Fax:
lisa_ornelas@aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
US

Make any necessary changes, and then click **Save**.

<p>Expert Info Your personal info</p> <p>SSN Instructions: If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.</p> <p>If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.</p> <p>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.).</p>	<p>* Required Fields</p> <p>First Name * (If self-employed) Middle Last Name Abraham [] Astley <input type="checkbox"/> Inactive</p> <p>Tax Identification Number: * (If self-employed) SSN: 123-45-6788 Confirm: 123-45-6788</p> <p>Main Email * deadmail@support.aotx.uscourts.gov</p> <p>2nd Email deadmail@support.aotx.uscourts.gov</p> <p>3rd Email deadmail@support.aotx.uscourts.gov</p> <p>Phone * Cell Phone Fax 210-555-3434 [] []</p> <p>Address 1 * City * 110 Main Street San Antonio</p> <p>Address 2 State * (US only) Zip * (US only) [] TEXAS 78210</p> <p>Address 3 Country * [] UNITED STATES</p>	<p>Save cancel</p>
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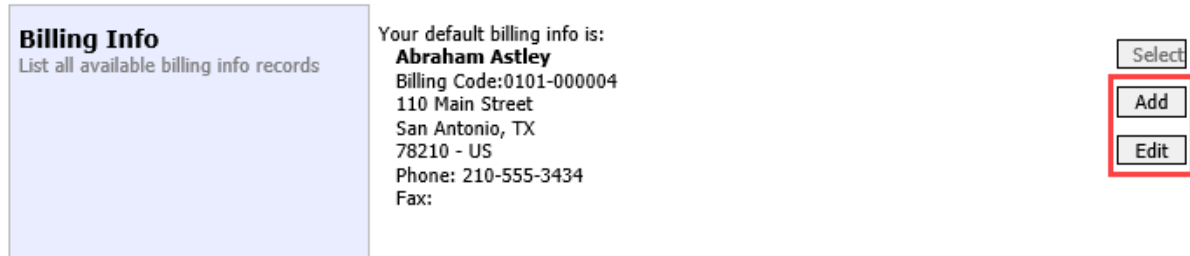
Note

Only self-employed service providers must enter an SSN in the user profile. Company-employed service providers will need to enter their EIN. Once the SSN is saved, it becomes read-only. If you need to make a change, you must contact eVoucher support @ cja_support@kyed.uscourts.gov or call Lea Ann Newquist at 859-514-2240.

Billing Info

The billing information for your services is contained in the Billing Info section of the profile.

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.



Billing Info
List all available billing info records

Your default billing info is:
Abraham Astley
Billing Code:0101-000004
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-555-3434
Fax:

Select
Add
Edit

In the Billing Info section, the Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button when payments are made to the expert's SSN.
- Click the **Company** radio button when payments are made to a firm's EIN.

* Required Fields

Billing Type:

Self-Employed
 Company

Self-Employed Service Provider

Self-employed service providers must enter all required information in the Billing Info section. Click **Save**.

Billing Info
List all available billing info records

*** Required Fields**

Billing Type:

Self-Employed

Company

Copy Address from Profile

Save

cancel

Name: *
Abraham Astley

Phone: * Fax:
210-555-3434

Address 1: *
110 Main Street

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)
San Antonio TEXAS 78210

Country: *
UNITED STATES

Notes

- Users can select the **Copy Address from Profile** check box to populate their information.
- Users should enter their information if the payment address is different from the address in their profile.

Company Employed

Company-employed service providers are required to enter the company's EIN, name, and payment address information in the Billing Info section. Click **Save**.

*** Required Fields**

Billing Type:

Self-Employed

Company

Foreign Vendor?

Tax Identification Number: *

EIN/TIN: ●●●●●●●●

Confirm: ●●●●●●●●

Copy Address from Profile

Name: *

Chemestry Inc

Phone: * Fax:

210-555-3434

Address 1: *

110 Main Street

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)

San Antonio TEXAS 78210

Country: *

UNITED STATES

Save

[cancel](#)

Notes

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been entered. Contact cja_support@kyed.uscourts.gov for any needed changes.
- Add new or additional billing records if the billing information changes. **Do not edit the existing record.**
- Billing information must be complete to submit a voucher in CJA eVoucher.
- The expert, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

Expert Specialties

The Expert Specialties section lists any specialties for which experts are approved for eVoucher billing.

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 eVoucher Menu

CJA eVoucher - Train District
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[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

Menu Bar Items	Description
Home	This takes you to the eVoucher home page.
Operations	This displays appointments you have been assigned.
Reports	This shows selected reports you can run on your appointments.
My Submitted Documents	This folder contains vouchers for you or your service provider that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
Links	This provides links to CJA resources, such as forms, guides, publications, etc.
Help	This menu provides: <ul style="list-style-type: none"> • Another link to your profile. • Contact Us email. • Privacy Notice. • Link to external help feature.
Sign out	This logs the user off the eVoucher program.

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.

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Help](#)
[Sign out](#)

> [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... <small>Start: 08/03/2015 End: 11/03/2015</small>	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... <small>Start: 03/03/2014 End: 11/25/2015</small>	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... <small>Start: End:</small>	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2016
1:17-CR-01234... <small>Start: End:</small>	Kelsey Conaway (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2017
1:14-CR-08805... <small>Start: End:</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/02/2020
1:14-CR-08805... <small>Start: End:</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... <small>Start: End:</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... <small>Start: End:</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805... <small>Start: End:</small>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020

Page 1 of 3 (29 items)

My Submitted Documents

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

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

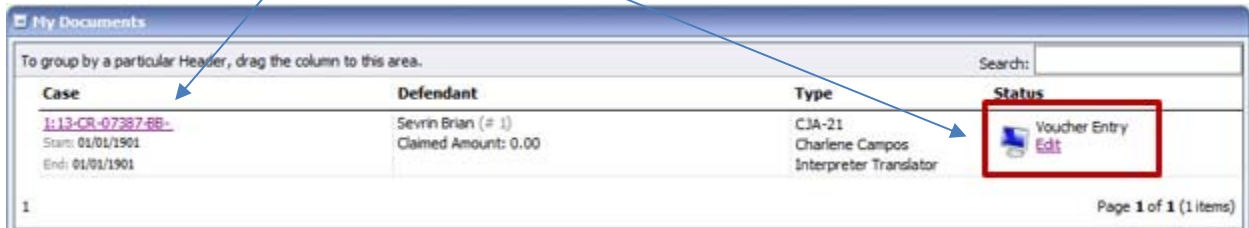
CJA eVoucher | Version 6.3 | AO-OIT-SDSO-Training Division | **May 2020**

Completing and Submitting a CJA-24 Voucher For Payment

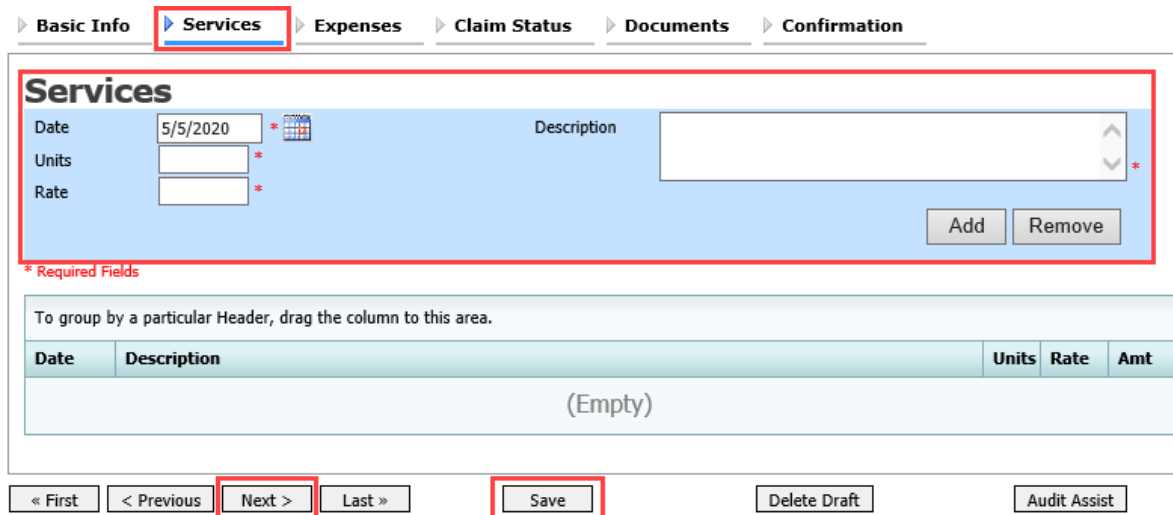
The CJA staff will create the CJA-24 voucher after the AUTH-24 has been approved by the presiding Judge.

The voucher will appear in your “My Documents” folder on your home screen.

Click on the voucher number or **Edit** to open.



The voucher opens to the Basic Info page. Click on the **Services** tab at the top of the page. You can also navigate using the Next tab.



Enter the date of the transcript, the Service Type (original or copy) from the drop-down, include the total page numbers in the Transcript and then in the next box the number of pages you are billing for and the rate per page and click **Add**. The items appear in the Service Type column. Click **Save**.

When the voucher includes more than one transcript, please add each transcript separately by following the steps above.

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

Services

Date: 4/20/2020 * Description:

Service Type: *

Include Page Numbers:

No. of Pages: * Rate Per Page: *

Less Amount Apportioned:

Less Amount Adjusted:

* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	04/20/2020	Transcription.		15	10.00			150.00

1 Page 1 of 1 (1 items)

Note: If you have expenses or documents you need to add to the voucher those can be done by clicking the corresponding tabs at the top of the voucher.

Next go to the **Confirmation** tab and verify all information is correct. Select the affirmation check box. This will automatically time stamp the voucher. Then 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
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: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> 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@actx.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

A confirmation screen appears, indicating the previous action was successful, and the voucher has been submitted. Click the **Home Page** link to return to the home page.

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:

0101.0000154

Back to:

[Home Page](#)

[Appointment Page](#)