

eVoucher Quick Reference Guide

Entering time and expenses

- 1) Log on – you should be taken to your homepage.
- 2) Go to your **“Appointments List”** window on the bottom left side.
- 3) Click on the case number for the case that you want to enter billing into. Click **“CJA 20...Create”** on the left side of your screen.
- 4) First, go to the **“Claim Status”** tab within your active voucher to set the date range. You must “manually” enter the date range for the time period you are claiming.
- 5) Go to the **“Services”** tab.
- 6) Enter all fields that have a red asterisk, then click “add.” To change or delete an entry, highlight the entry and it will repopulate the above fields. Then either make the change and click “add” or click “delete.” You might see an error flag at the top of the screen regarding your dates. You can ignore this flag until you are ready to submit your voucher to the court.
- 7) The **“Expenses”** tab works just like the “Services” tab. If your expense is over 50.00 scan to pdf and add the attachment (invoice, receipt etc.) to your expense request.
- 8) **Click “SAVE” at the bottom of the screen periodically. There is no auto-save on this program.**
- 9) Unless you are ready to submit the voucher you are working on, you can click "Home" on the menu bar at the top of the page to go to your home screen, or "logout" if you are done with the program completely. Please note that from this point on you should link to this voucher in your **“Active Vouchers”** window on your homepage. You only select **“CJA 20...Create”** the first time, or each time after you submit, if you are submitting additional vouchers (i.e. in the case of interim vouchers).

Submitting your voucher

- 1) If you ready to submit, review the dates that you have entered on the **“Claim Status”** tab within your active voucher to set the date range. You must “manually” enter the date range for the time period you are claiming. Unfortunately this version of the system does not automatically populate this field from your other entries. Fixing this date range will also remove any error flags you had previously. These dates should include the earliest date for a service or an expense and the latest date for a service or expense, as reflected in your entries. Typically, the beginning date would be the date that you accepted the

appointment. **Click SAVE**

2) Answer the questions regarding receiving any previous payment related to this claim.

3) Carefully review your completed CJA 20 request for payment form. If you find an error(s) on either the services tab or the expenses tab, you can fix the form.

4) Go to the “**Confirmation**” tab. Review your submission one last time. Scroll down to the bottom. Check the box “I swear and affirm...” box. Then click “submit.” You should get a message saying “**Success.**” If nothing happens, you have an error to fix. Check your dates first. It is the most common error.

5) Once you click submit and receive the “**Success**” screen, your form will be sent to Misty Mosley, Panel Administrator, if you find an error, you can no longer edit and correct your voucher. You will have to call Misty and request that the voucher be rejected and returned to you. Carefully review the contents before you select submit.

6) Never arrow to get back out of a voucher. Always click **SAVE** and then click **Home**. This returns you to your home screen. You can arrow a screen back however, if you continue to arrow back you will eventually get to an **error** screen.

Exceeding the Statutory Case Maximum

7) When your voucher exceeds the statutory case maximum; please attach the CJA 26 Claim for Excess Form; in order to complete this form, access your **Appointments List** on your home page, open the appointment that exceeds the statutory maximum. The CJA 26 form is located on the left side of your screen; click the form and follow the prompts to complete the form, if applicable to support your request; you may attach a PDF document. **CLICK SAVE**

Reminders:

The link for the e-voucher system will be sent to your email address this email will also contain your login and a generic password, it would be easiest if you would bookmark the link as a favorite, and change your password to a word familiar to you.

You can manage your own login and passwords, including sharing logins and passwords with co-workers. However, as the appointed attorney you are fully responsible for the content of the billing documents that you file.

As soon as it is possible, prepare an entry of appearance for filing with the Court. In the text of the document, please state that you are entering as **CJA Appointed Counsel for defendant XXX**. Docket your entry of appearance in CM-ECF by logging into CM ECF and selecting **NOTICES**, from the drop down menu select **Notice of Attorney Appearance – Defendant**. **You will be required to answer one question when you docket your entry of appearance. That question is: Were you retained privately**

by the defendant Y/N, please select N if you are entering as a CJA attorney. You cannot complete this entry of appearance without answering this question. You may reasonably bill your voucher for the time spent preparing and filing this entry.

E-voucher can remain open for long periods of time, however if you are entering time in a voucher remember to **Click SAVE**

Submission for reimbursement reminders

Excess compensation vouchers require a completed CJA 26 form, which can be accessed in the e-voucher system.

Verify dates, services, and amount of time. Time is billed in 6 minute periods.

Deadlines for submitting vouchers after the disposition of a case remain the same. Vouchers are due within 45 days of the date of entry of the judgment. Filing a late submission (over 45 days) requires a statement that addresses the lateness of the submission. You may type your statement, save the statement as a PDF document, and browse and attach it to your submission.

You are responsible for retaining all of your paper billing records. You are able to print your completed CJA 20 or any other forms that you prepare. You may print the document or you may electronically save the document as a PDF document.

CJA 24 forms/Requests for Transcript(s) are prepared by the attorney or his/her assistant and filed electronically. When the transcript is completed the requesting party will receive the transcript along with an invoice that will require approval. Either the attorney or his/her assistant should verify receipt of the transcript and approve the invoice. This begins the process for the Court Reporter to receive payment.

CJA 21 forms. These are required when an expert will exceed \$800.00 per an appointed case. An authorization should be prepared and additionally the Court has requested that attorneys continue the practice of filing a Ex Parte Motion with the Court. Once the authorization is approved, and the Motion is granted*, the attorney may proceed with retaining an expert. Once the services of the expert are complete, and a bill is sent, the attorney or his/her assistant may log in to the e-voucher system and request payment for the expert. Experts that are typically retained are already in the system. If the expert is not in the system, the requesting attorney must enter the expert information including billing address and SSN or EIN into the system.

***contact** the panel administrator to inform her that your Motion to exceed was granted.

General reminders

Watch the videos (we have emailed links).

From your Home Page – Managing your profile

- 1) From your profile you can change your password.
- 2) Verify that your profile is correct? Do you need to add an additional email for someone to monitor emails regarding possible appointments? Do you wish to send emails regarding appointment to a smart phone/ personal account that can be accessed when you are away from your office?
- 3) Do you want to establish dates when you know you cannot take cases (i.e. vacation, or trial)? This can be done in your profile area. Verify that your proposed dates are correct, contact the panel administer to let her know that you have a set period of time when you will not be able to accept appointments.
- 4) Is your billing address correct?
- 5) If you change email addresses you should change your profile too.

Closing & Archiving

After the representation is closed and we have verified that the check reimbursing you has issued, we will close and archive your voucher. The representation will also drop off of your home page view. While you can no longer see the voucher, you can search by client name to review the voucher. You will not be able to submit any new charges against a closed voucher. If you receive an additional Court appointment you will receive a **NEW** appointment.

Note: All CJA 20 vouchers will be final, unless the Court has established Interim vouchers, or in rare instances approves a supplemental request.

Top 10 questions from training sessions

10) Will our checks be electronically transmitted?

Answer: We don't know. We have heard that this will occur in time.

9) Will you still make a phone call in addition to sending an email?

Answer: It depends if Court schedules are set close in time, we will call

8) Will this work on Google or firefox applications?

Answer: It does not appear that this application is supported by these applications. Perform a compatibility check or contact our office for assistance in performing a compatibility check.

7) I was appointed during a time when the rate was \$110.00 and when I finished the rate was \$126.00? Do I still have to calculate all of these different rates?

Answer: No, the system will make the appropriate calculations, however it is governed by the data that you enter. Verify the claim status date of the appointment and also if using the date calendar, remember to select the correct year.

6) What happens if I exceed the statutory case maximum?

Answer: Submit your CJA 20 for reimbursement along with a CJA 26, which is located in the forms section on the left side of the screen. Complete the CJA 26 and submit that form along with your voucher. A technical review, Defender approval, District Court Review and then Circuit Approval will still be required. The waiting times for reimbursement of an excess compensation request will approximately remain the same in length as they are now. If you forget to submit your CJA 26 form, the panel administrator will contact you and request a completed form.

5) I entered a wrong amount, or selected an incorrect service, now what?

Answer: You can fix anything that you entered in error before you select submit.

4) I selected submit and now see an error, now what?

Answer: Contact the Panel Administrator as soon as you notice the error. Once you selected submit your voucher was transmitted to the Panel Administrator. At this point, the panel administrator will have to select reject and return the voucher to you for corrections.

3) I see a link to cm-ecf does this work?

Answer: Yes. You will need to validate your cm-ecf login and password information. When you receive a proposal email you will be able to access the docket sheet to view party names (this will help with conflict checking).

If you accept you can view cm-ecf from e-voucher, however you cannot file something using e-voucher, you will have to file cm-ecf documents in the same manner that you always have.

2) You won't send me my appointment, how does the Court know I am appointed?

Answer: An order will issue. Additionally, you will be required to prepare and file an entry of appearance through CM-ECF (you may reasonably bill for the preparation and filing of the entry). This will add your name to the docket sheet.

1) I have open appointments and due to Court scheduling these cases will not wrap up before October 1. Do I have to use the e-voucher system for appointments that occurred

before the implementation date?

Answer: We are working on the open appointments now. They will be entered, when you login for the first time you will see your active appointments and they will contain all of your open appointments. You will need to enter your data and when the case concludes you will submit the CJA 20 through e-voucher. On October 1, 2014 we will no longer accept paper.