

eVoucher

Expert Guide to Creating and Submitting

CJA21/CJA31 Vouchers

(Paralegals, Investigators, and Discovery Coordinators)

United States District Court

Northern District of California

Criminal Justice Act Unit

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EXPERT SERVICE PROVIDER ENTRY OF SERVICES INTO eVOUCHER

****PARALEGALS, INVESTIGATORS AND DISCOVERY COORDINATORS ONLY****

An email will be generated to you, the expert service provider, when the attorney has created a voucher for you to complete. You will then log into eVoucher to begin work on the voucher. Your home page will look similar to the home page below.

The screenshot shows the eVoucher system interface. At the top, there is a navigation menu with links for Home, Operations, Reports, CMECF, Links, Help, and logout. Below the menu, the user is logged in as Thomas Magnum (Expert). The main content area is divided into three sections:

- My Documents:** A table with columns Case, Defendant, Type, and Status. The first row shows Case 9:11-AP-00657, Defendant Vader, Darth (# 1), Type CIA-21 Thomas Magnum Investigator, and Status Voucher Entry. An 'Edit' link is visible next to the status.
- My Submitted Documents:** A table with columns Case, Defendant, Type, and Status. The first row shows Case 9:11-AP-01234, Defendant Riddle, Tom (# 1), Type CIA-21 Thomas Magnum Investigator, and Status Submitted to Attorney.
- Closed Documents:** A table with columns Case, Defendant, Type, and Status. It displays 'No rows have been recorded on the database' and 'No data'.

A red arrow points from the 'Edit' link in the 'My Documents' section to a text box that says 'Click Edit to open the document.'


Services Tab - Entering Service Related Record Detail

- 1) In the "My Documents" section of your home page you will see a list of cases and vouchers available for you to work on. Find the voucher you are going to work on.
- 2) Click Edit to open the document. The document opens onto the Basic Information page. You won't need to do anything on this page.
- 3) Click the Services tab. On this page, you will enter services.
 - a) Enter the date of service.
 - b) Enter the number of hours.
 - c) Enter the approved rate. Services to be billed at different rates should be billed on a separate line.
 - d) Enter the description for the services provided.
 - e) Click Add.
 - f) Click Save. **It is recommended that you save your work frequently, or after 5 entries.**

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

Services

* Required Fields

Date **a)** 06/18/2014 *  Description Telephone calls re location of Witness B **d)**


Hours **b)** .4 * **d)**

Rate **c)** 75 * **d)**

e)

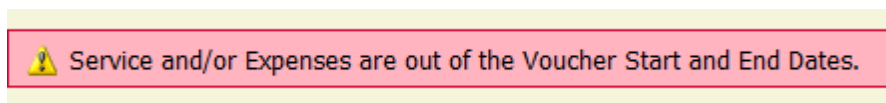
Drag a column to this area to group by it.

Date	Description	Hrs	Rate	Amt
06/30/2014	Review notes; write report to attorney on Witness B	3.2	\$75.00	\$240.00
06/27/2014	Continue interview with Witness B	4.1	\$75.00	\$307.50
06/26/2014	Interview Witness B	3.0	\$75.00	\$225.00
06/23/2014	Phone calls to set up meeting with Witness B	0.3	\$75.00	\$22.50
06/19/2014	Research to locate Witness B	1.6	\$75.00	\$120.00
06/10/2014	Telephone call with attorney	0.5	\$75.00	\$37.50
06/06/2014	Write report regarding Witness A	2.1	\$75.00	\$157.50
06/04/2014	Interview witness A	4.2	\$75.00	\$315.00
06/02/2014	Gather records from prison	4.2	\$55.00	\$231.00

1 **f)**  Page 1 of 1 (9 items)

<< First | < Previous | Next > | Last >> | |

Once you click the save button, you may get what looks like an error message:



Don't worry about this message unless/until you are ready to submit your voucher (it will be discussed on the next page). If you are keeping time contemporaneously, and are not yet ready to submit your voucher, after you click Save you can logout. Your voucher, with the time you have entered, will remain in your My Documents folder on your Home page.

Editing an Entry

Click on a previously save entry. The information will repopulate the top section. Make your edits, click the Add button, and the click Save.

Expenses Tab - Entering Expenses

If the invoice contains expenses, those must be entered separately on the Expenses tab (in the same manner as Services).

- Enter the date.
- Use the drop down menu to select the appropriate Expense Type.
 - If the Mileage Expense Type is chosen, the Miles field will become active and you will need to enter the number of miles. The amount will reference the correct mileage rate based on the date and calculate for you.
 - Other Expenses types you will enter the amount yourself.
- Enter the Description.
- Click Add.
- Click Save. **It is recommended that you save your work frequently, or after 5 entries.**

Claim Status Tab - Entering start and end dates, Payment Claims

Basic Info Services Expenses **Claim Status** Documents Confir

Claim Status

Start Date 9/1/2011 * End Date 9/13/2011 *

Payment Claims

Final Payment

Interim Payment (pmt.number)

Supplemental Payment

1. Start and End Dates

The default start and end dates will populate with the current date.

- 1) The start date should be changed to the first date of service or expense for the voucher.
- 2) The end date should be changed to the last date of service or expense for the voucher.

2. Payment Claims

- 1) Final payment should be selected if this is a final payment for services and no further services will be provided in the future.
- 2) Interim payment should be selected if the your voucher is one of several vouchers.
 - a) The payment number field becomes a required field when the Interim Payment option is chosen.
 - b) It is important to correctly number the interim payments. All payments for a particular expert type should be numbered consecutively.

Documents Tab - Entering required documentation (receipts, etc.)

In this section, you can upload any relevant documents.

- 1) Click the Browse and locate the PDF file on your computer to be uploaded.
- 2) You have the option of typing a description of the document in the Description field, otherwise it will default to the name of the file.
- 3) Click Upload. If successful, your document(s) will be listed in the Description area.

Basic Info Services Expenses Claim Status **Documents**

Supporting Documents

File Upload

File Browse...

Description

Upload

Description	Delete	View
September 2011 invoice.pdf	Delete	View

Confirmation Tab - Review and Submit Voucher to Attorney

The final section is the Confirmation section, which is the actual CJA21 (or 31) form.

- 1) Review the Claims for Services and Expenses section.
- 2) Check the "Swear and Affirm" Box.
- 3) Submit.

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$2,750.00		
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$10.00		
c. Other Expenses	\$0.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$2,760.00		

17. PAYEE'S NAME
 Frasier Crane TIN: ***-**-5555
 95 7th
 SF CA 94104 USA
 Phone: 415-355-8984

Final Payment
 Interim Payment (#)
 Supplemental Payment

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 9/1/2011 TO 9/13/2011
 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: /S/ Date: 10/17/2011 16:35:3

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
 Signature of Attorney:
 Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
\$0.00	\$0.00	\$0.00	\$0.00

23. Either the cost (excluding expenses) of these services does not exceed \$500, or prior authorization was obtained, OR
 In the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds \$500

Signature of Presiding Judge _____ Date _____ Judge Code _____


24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
\$0.00	\$0.00	\$0.00	\$0.00

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Presiding Judge _____ Date _____ Judge Code _____

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: 10/17/2011 16:37:0



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

You should get a Success message and the program will assign a voucher number to the document. From this point on, the voucher becomes "read only" for you – no changes can be made.

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:

--09.0000033

Back to:


[Home Page](#)

[Appointment Page](#)

On your home page the voucher will be in the "Submitted to Attorney" status.

My Submitted Documents			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
9:11-AP-03254-- Start: 06/18/2011 End: 06/18/2011	Major Tom (# 1) Claimed Amount: 1,500.00	CJA-21 Thomas Magnum Investigator	Submitted to Attorney --09.0000144 FINAL PAYMENT

Once the attorney approves the voucher, it will be transmitted to the court.


My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
9:11-AP-03254-- Start: 06/18/2011 End: 06/18/2011	Major Tom (# 1) Claimed Amount: 1,500.00	CJA-21 Thomas Magnum Investigator	 Submitted to Court --09.0000144 FINAL PAYMENT

When the court approves the voucher for payment, it will move to the “Closed Documents” section of your home page. This means your voucher has gone through the court approval process and has been certified for payment. Usually you will receive a check within 5-10 business days after the final approval by the court is made.

Mistakes / Rejected Vouchers

**If you discover you have made a mistake, or forgotten to include something, contact the attorney and ask him/her to “reject” the voucher. This will put the voucher back in your control (back into your My Voucher folder).

The rejected voucher will be highlighted in orange and needs some action from you.

My Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
9:11-AP-01234-- Start: 07/01/2014 End: 07/31/2014	Riddle, Tom (# 1) Claimed Amount: 1,674.50	CJA-21 Thomas Magnum Investigator	 Voucher Entry --09.0005294

Access this voucher by clicking on the voucher number.

For a rejected voucher:

- A) Go straight to the confirmation page to check the notes section. The reason for the rejection should be in the Public/Attorney Notes section and could be from either the attorney or the court.
- B) Once you determine the reason for the rejection, fix the problem, and resubmit the voucher by clicking submit. The voucher will then be returned to the attorney for approval.