**eVOUCHER FOR COURT REPORTERS: EVERYTHING YOU NEED TO KNOW**

Starting September 21, 2015, ALL transcript requests, authorizations, and payments will be made through the eVoucher system.

To prepare for this change, a PROFILE has been created for each of you.

The Profile name is First initial Uppercase Last name Uppercase i.e. DWeiss

Password is: CourtReporter\*123

The address for eVoucher is: <https://evsdweb.ev.uscourts.gov/CJA_can_prod/CJAeVoucher/LogOn.aspx>

You can also get to the link by going to CAND Homepage, clicking on CJA tab. Under "General CJA Topics" there is a link to "eVoucher Electronic Voucher System".

1. **The first time that you log into eVoucher your PROFILE will appear.**

Please follow the following steps to set up your account:

1. Change your password
   1. 8 characters
   2. Case sensitive
   3. 1 upper case
   4. 1 number
   5. 1 special character
2. EXPERT INFOMRATION- click on EDIT button on right
   1. Add SS#
   2. Check address and phone is correct
3. BILLING INFORMATION-
   1. "self-employed" box should be checked
   2. "Name" filed- add name you would like check issued to
   3. If you want to copy address from PROFILE section, check the box. You may also add a different address. This is the address where your check will be mailed.

Once your profile is set up, you can log out of eVoucher .

1. **Upon an attorney receiving authorization to have a transcript prepared, YOU will receive the following email:**

This is to inform you that a CJA24 request for (30 day, 14 day, daily) transcript has been authorized in conjunction with the representation of Marge Simpson in the case of USA v. Marge Simpson CR15-999. Please 1) prepare the transcript, 2)upload to ECF, 3) send a copy to the attorney who requested it, and then 4) complete the CJA24 form in eVoucher in order to receive payment.

Once the transcript is complete, log into eVoucher. Your Home Screen will appear.

1. In "My Document" box, you will see the active vouchers listed by case number.
2. A CJA 24 Voucher will appear. All fields with red \* are required. These fields include:
   1. Service type: original or copy
   2. Include page numbers: these are the actual RT page numbers
   3. List # of page: how many pages were transcribed
   4. Rate per page: this will depend on authorization i.e. copy, expedited etc.
   5. Description: this is type of hearing i.e. COP, Sentencing
3. Click add
4. Click SAVE!!!!
5. Go to Confirmation tab
   1. Review voucher info to make sure correct
   2. Check Box that to certify accurate
   3. Press "SUBMIT"