



United States District Court
District of Maryland

EVOUCHER ATTORNEY MANUAL

Revised April 25, 2016

eVoucher Attorney Manual

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INTRODUCTION

The CJA eVoucher System is a web-based solution for submitting, monitoring, and managing all Criminal Justice Act (CJA) functions. The eVoucher program includes the following modules:

- Online voucher submission by attorneys with automatic statutory maximum oversight.
- Online authorization requests by attorneys for expert services.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

ASSISTANCE WITH EVOUCHER

In addition to the electronic resources available on our website (<http://www.mdd.uscourts.gov/cja/evoucher.asp>), you may contact the CJA Office by email at MDD_CJA@mdd.uscourts.gov or by phone at 410-962-4674.

GETTING STARTED

Court Appointment

When an attorney is appointed to a case, the program will automatically generate and send an email to the attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email,
- Bookmark the web address and use your internet browser to access the system, or
- Click on the CJA eVoucher link in the Criminal Justice Act tab on the District Court's website.

Logging In

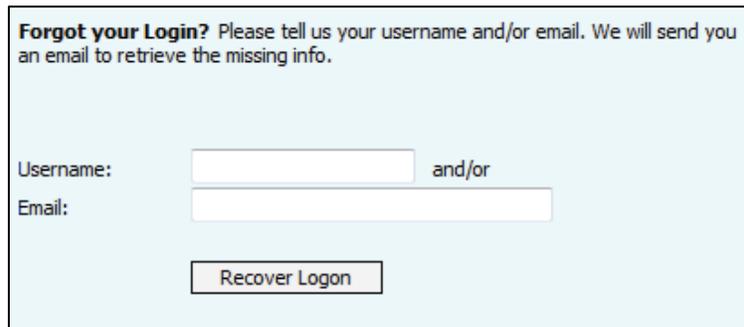
- Log into eVoucher using your Username and Password (both of which are initially assigned by the Court).



The screenshot shows the 'CJA eVoucher' login page. At the top left is the U.S. Department of Justice seal. The title 'CJA eVoucher' is in the top right. Below the title is a blue header with the text 'USER LOGIN'. The main content area has the heading 'Existing user? Please log in.' followed by two input fields: 'Username:' and 'Password:'. A yellow 'Log In' button is positioned to the right of the password field. Below the input fields is a blue hyperlink that says 'Forgot your login?'. At the bottom of the page is a 'Notice' in small black text: '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.'

If you forget your username or password, click on the **Forgot your Login?** hyperlink.

- Enter your Username or Email address to retrieve your information.



The screenshot shows the 'Forgot your Login?' form. The heading is 'Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.' Below the heading are two input fields: 'Username:' and 'Email:'. The 'Username:' field is followed by the text 'and/or'. A 'Recover Logon' button is located at the bottom of the form.

You may also contact the CJA Technician at 410-962-4674 for assistance with logging into eVoucher.

THE HOME PAGE

Your home page provides access to all of your appointments and vouchers. eVoucher security settings prevent attorneys from viewing each other's information.

Folders on the Home Page

Your home page has several folders to organize your appointments and vouchers:

FOLDER	
My Active Vouchers	Contains vouchers or documents that you are currently working on or that have been submitted to you by an expert service provider.
Appointments List	A list of all your active appointments
My Submitted Vouchers	Contains vouchers for yourself, or for your service provider, which have been submitted to the Court for payment. Documents submitted to the Court requesting expert services or interim payments will also appear in this folder.
My Service Provider Vouchers	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none">• Vouchers in progress on behalf of the experts• Vouchers submitted to the attorney for approval• Vouchers signed off by the attorney and submitted to the Court for payment
Closed Vouchers	Contains vouchers that have been paid or documents that have been approved by the Court. Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.

NAVIGATING IN THE CJA eVOUCHER PROGRAM

Menu Bar



Menu Item	
Home	The eVoucher home page (see section on Home Page)
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CM/ECF	Hyperlink to CM/ECF Case Search
Links	Hyperlink to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" email • Privacy Notice
Logout	Logs user off the eVoucher program.

Adjusting Views

You may alter the manner information is displayed in the folders.

Opening/Closing Folders: Click on the  (minus sign) to close the folder.

Click on the  (plus sign) to open the folder.

Moving Folders: You may rearrange the folders on your screen.

1. Left-click on the folder you wish to relocate.
 2. Drag the folder to the new location and release the mouse.
-

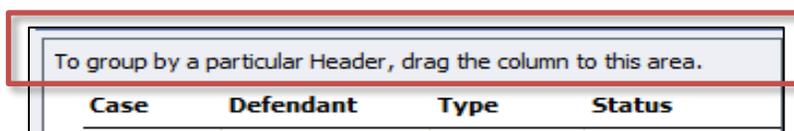
Sorting: Click on the column heading (e.g., Case, Description, Type) to sort in either ascending or descending chronological (or alphabetical) order.

Resizing of Column:

1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
2. Left-click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

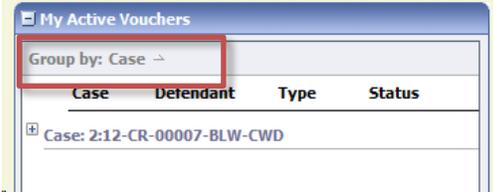
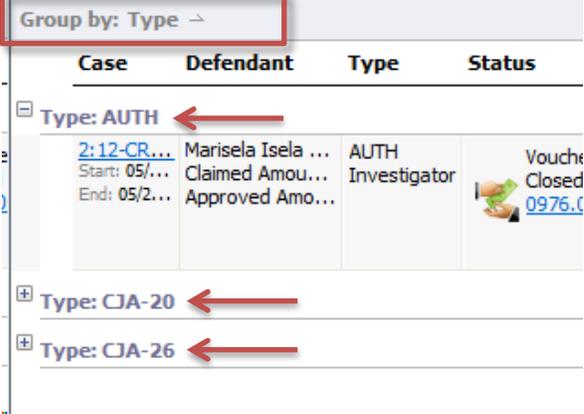
Note: The folder does not increase, therefore some columns may move off the screen.

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the **Group Header** bar may be sorted in this manner.



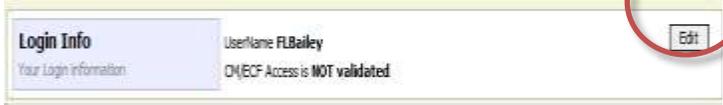
1. Left-click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the "Group by Header" bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.

Group by Column Heading:
(continued)

Group by...	RESULT
Case	
Defendant	
Type	
Status	

MY PROFILE

In the **My Profile** section, the attorney may change the account username and password.

LOGIN INFO	SCREEN
<p>1. Click Edit to change your Password.</p>	 <p>The screenshot shows a 'Login Info' box with the text 'Your Login Information'. To the right, it displays 'Username: FLBailey' and 'CM/ECF Access is NOT validated'. A small 'Edit' button is circled in red in the top right corner of the box.</p>
<p>2. Click the Reset hyperlink.</p>	 <p>The screenshot shows the 'Login Info' box with a 'Close' button in the top right. Below the box, there are fields for 'Username: FLBailey' (with a 'change' link), 'Password: ****' (with a 'reset' link circled in red), 'CM/ECF Username', and 'CM/ECF Password'. A 'CM/ECF Access is NOT validated' message is at the bottom.</p>
<p>3. Type new password and then retype it in the confirm field. Press the Reset button to save.</p>	 <p>The screenshot shows a form with three input fields: 'Username: FLBailey' (with a 'change' link), 'Password', and 'Confirm'. To the right of the fields are three buttons: 'Reset' (circled in red), 'cancel', and 'change'.</p>
<p>4. Click the Close button to exit.</p>	 <p>The screenshot shows the same form as in step 3. The 'Close' button in the top right corner is circled in red.</p>

APPOINTMENT RECORD

Locate the Appointment in your appointments folder on your home page.

Click on the case number hyperlink to open the appointment record in that particular case.



Appointments	Defendant
Case: 2:12-CR-00017-BW Defendant #: 1 Case Title: USA v. Quintana Attorney: F. Bailey	Defendant: Marisela Isela Quin Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/12/10 Pres. Judge: E. Lynn Winnill Adm./Mag Judge: Candy W. Dale
Case: 2:12-CR-00008-BW Defendant #: 1 Case Title: USA v. Crewson Attorney: F. Bailey	Defendant: Curtis Caraway Representation Type: Federal captiv Order Type: Appointing Counsel Order Date: 09/15/10 Pres. Judge: E. Lynn Winnill Adm./Mag Judge: Candy W. Dale
Case: 2:12-CR-00009-BW Defendant #: 1 Case Title: USA v. Massey Attorney: F. Bailey	Defendant: James Ernest Mass Representation Type: Criminal Case Order Type: Subs for Federal Defen Order Date: 05/12/10 Pres. Judge: E. Lynn Winnill Adm./Mag Judge: Candy W. Dale

Page 1 of 1 (1 items)

Appointment
 In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
 Authorization for Expert and other Services

CJA-20 [Create](#)
 Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
 Authorization and Voucher for Expert and other Services

CJA-27 [Create](#)
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: Appeals

Reports

- [Appointment Report](#)
- [Attorney Time Report](#)
- [Defendant Summary Budget Report](#)
- [Defendant Detail Budget Report](#)

Detailed Payment Reports

Appointment Info

1. CIR./DIST./DIV.CODE --09	2. PERSON REPRESENTED Major Tom	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER	5. APPEALS. DKT./DEF.NUMBER 9:11-AP-03254-1	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF/(Case Name) Ground Control v. Major Tom	8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	9. TYPE PERSON REPRESENTED Appellant	10. REPRESENTATION TYPE Other Types of Appeals
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Perry Mason - Bar Number: 123456789 Mason & Street 123 Justice Avenue San Francisco CA 94101 Phone: 415-555-1313		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court District Judge Date of Order Nunc Pro Tunc Date 2/1/2011 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

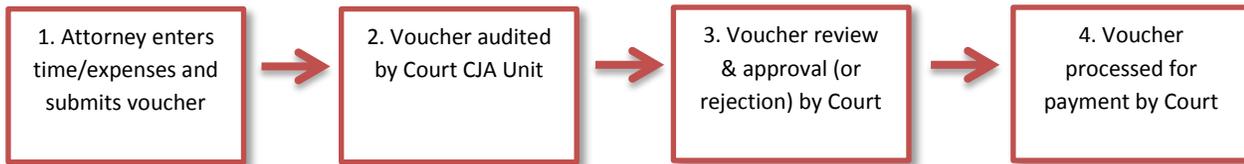
To group by a particular Header, drag the column to this area.

Search:

Case	Defendant	Type	Status
9:11-AP-03254-- Start: 06/13/2011 End: 06/20/2011	Major Tom (# 1) Claimed Amount: 5,000.00 Approved Amount: 2,500.00	AUTH Psychologist	Voucher Closed --09.0000063
9:11-AP-03254-- Start: 05/01/2011 End: 05/31/2011	Major Tom (# 1) Claimed Amount: 1,437.50	CJA-20 Perry Mason	Submitted to Court --09.0000064 INTERIM
9:11-AP-03254-- Start: 06/29/2011 End: 06/29/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	Voucher --09.0000065
9:11-AP-03254-- Start: 06/01/2011 End: 06/05/2011	Major Tom (# 1) Claimed Amount: 1,674.23 Approved Amount: 1,597.70	CJA-20 Perry Mason	Voucher --09.0000066 FINAL P
9:11-AP-03254-- Start: 07/14/2011 End: 07/15/2011	Major Tom (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	AUTH Investigator	Voucher --09.0000078
9:11-AP-03254-- Start: 01/01/2011 End: 01/31/2011	Major Tom (# 1) Claimed Amount: 490.50 Approved Amount: 490.50	CJA-21 Lisa Gara Paralegal Services	Voucher Closed --09.0000080 INTERIM PAYMENT 1

All vouchers associated with this case are shown in this section.

CJA-20 VOUCHER PROCESS OVERVIEW



CREATING THE CJA-20 VOUCHER

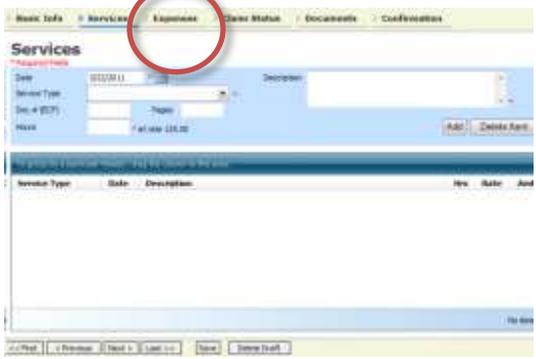
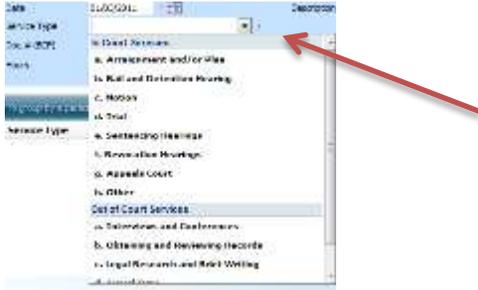
The Court creates the appointment. The attorney will initiate the CJA-20 voucher.

<p>Open the Appointment record.</p> <p>Click on Create from the CJA-20 voucher template found on the Appointment screen.</p>	
---	--

Basic Info

<p>The voucher opens to the Basic Info page which is representative of the CJA-20/21 voucher.</p> <p>A Menu Bar appears across the top of the voucher. You may navigate using the menu bar or the progress bar (shown below).</p>	
<p>The Progress Bar appears at the bottom of the screen.</p> <p>The user should frequently SAVE any entries made on this voucher to avoid data loss.</p>	
<p>Note: At any time prior to submitting the voucher, the user may delete the voucher by clicking the Delete Draft button.</p>	

Services

<p>Line item time entries should be entered on Services tab.</p> <p>Both In-Court and Out-of-Court time should be recorded on this screen.</p>	
<p>1. Enter the date of the service (REQUIRED).</p> <p>The default date is always the current date.</p> <p>You may type in the date, or select a date by clicking on the calendar icon.</p>	
<p>2. Select Service Type from the drop-down menu. (REQUIRED)</p> <p><u>Note:</u> You may add time in any order. You can also sort in chronological order at any time.</p>	
<p>3. Enter hours of service in tenths of an hour. (REQUIRED)</p> <p>4. Add a description of services. (REQUIRED)</p> <p>5. Click Add.</p>	 <div data-bbox="976 1682 1430 1766" style="border: 1px solid red; padding: 5px;"> <p>Note: The rate will adjust depending upon the date of service</p> </div>

The entry for services will be added to the voucher.

Note: You may group your entries by any of the column headers by dragging the header to the **Group By** bar.

Click **Save**.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arrangement and/or P...	01/03/2011	First Appearance and arraignment of Defendant	1	125	125.00

Please note there is NO AUTOSAVE function on this program. You must hit the Save button periodically in order to save your work.

Expenses

Line item expense entries should be made on the **Expenses** tab.

1. Enter Date (REQUIRED)
2. Enter Expense Type from drop-down menu (REQUIRED)
3. Enter
 - a. miles traveled, if any, and/or
 - b. dollar amount of expense.
4. Enter Description (REQUIRED)
5. Click **Add**. (REQUIRED)

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

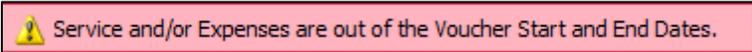
Note: The mileage rate will adjust depending upon the date

Note: If you are claiming in-house photocopy expenses, you must indicate the number of pages and the rate charged per page.

Click **Save**.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	01/03/2011	to and from court	10	0.51	5.10
Photocopying	01/03/2011	Copy of Discovery: 300 pages @ .25 per page	0	0	75.00

Once you begin entering data on the **Services** or **Expenses** tab, you may receive the following error message:



This error message will be removed when you complete the **Claim Status** section described in the next section.

Claim Status

1. Enter the start and end date from the services or expenses entries.

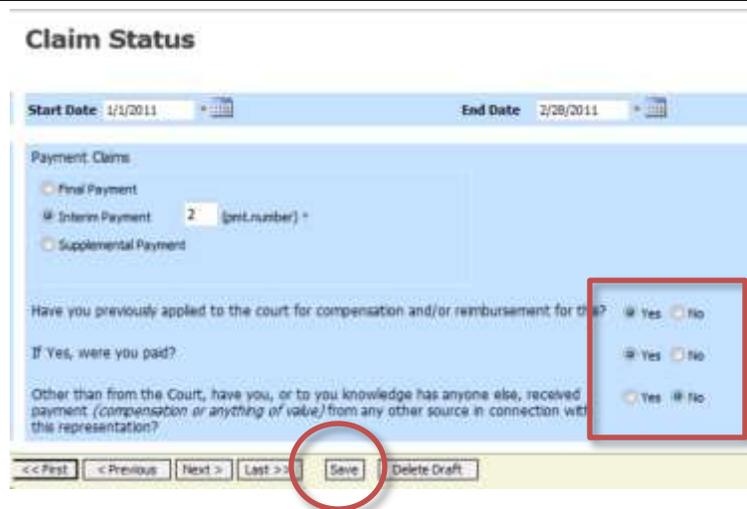
Note: The dates **do not** carry over from other sheets.

2. Indicate final or interim payment. If you indicated interim, enter which interim number this voucher represents.

3. Answer all the questions regarding previous payments in this case.

4. Click **Save**.

Refresh your browser and the error message should go away.

A screenshot of a web form titled "Claim Status". At the top, there are fields for "Start Date" (1/1/2011) and "End Date" (2/28/2011). Below this is a section for "Payment Claims" with three radio button options: "Final Payment", "Interim Payment" (selected), and "Supplemental Payment". The "Interim Payment" option has a text input field containing the number "2" and the label "(int.number)". Below the radio buttons are three questions, each with "Yes" and "No" radio button options. The first question is "Have you previously applied to the court for compensation and/or reimbursement for this case?". The second question is "If Yes, were you paid?". The third question is "Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?". At the bottom of the form, there are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft". The "Save" button is circled in red. A red box highlights the "Yes/No" radio button options for the three questions.

To easily find out the earliest and latest dates, go to the **Services** or **Expenses** tab and click on the **Date** column heading to sort chronologically by date.

Services
* Required Fields

Date: 2/23/2012 *
Service Type: *
Doc. # (ECF): Pages: *
Hours: * at rate 125.00

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

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Note: Incorrect start and end dates on the Claim Status tab is the most common problem with the eVoucher system.

Documents

<p>Attorneys (as well as the Court) may attach documents to any record.</p> <p>Attach any documentation which supports the voucher, e.g., travel or other expense receipts, orders from the Court, Claim in Excess of the Statutory Case Maximum, and CJA-26s.</p>	
<p>1. To add the attachment, click the Browse button and locate your file.</p> <p><u>Note</u>: All documents must be submitted in PDF format.</p> <p>2. Add a description of the attachment.</p> <p>3. Click Upload.</p>	
<p>The attachment is added to the voucher.</p>	
<p>Click Save.</p>	

Signing and Submitting the Voucher

When you have added all the voucher entries, you are ready to sign and submit your voucher to the Court.

Click **Last**.



The **Confirmation** screen, which reflects all entries from the previous screens, will appear.

1. Verify the information is correct.
2. Scroll to bottom of the screen.

(continued on the next page)

Confirmation

1. CIL DKT DEF CODE 6976	2. PERSON REPRESENTED Marisela Iola Quintana de Tarango	VOUCHER NUMBER			
3. MAG. DKT DEF NUMBER	4. DKT DEF NUMBER 2:12-CR-00007-1-BLW-CWD	5. APPEALS DKT DEF NUMBER	6. OTHER DKT DEF NUMBER		
7. IN CASE/MATTER OF(Case Name) USA v. Quintana de Tarango	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					
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 350 W Fort Street, Rm 400 Baltimore MD 21201 Phone: 208-334-9208		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Private Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> T Standby Counsel			
14. LAW FIRM NAME AND MAILING ADDRESS Bailey & Associates TIN: ***-**-6789 123 Legal Blvd. South Anytown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court B. Lynn Wirtz Date of Order 12/21/2010 Name Print Date Reportment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arrangement and or Plea	0.5	\$62.50			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$62.50			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			

3. **Notes Box:** Use this box for any additional information you may want to include.

4. Check the box to swear and affirm the truth or correctness of the voucher.

The date and time will automatically be entered.

4. Click **Submit** to send to the Court.

17	Travel Expenses (lodging, parking, meals, mileage, etc.)	\$5.10			
18	Other Expenses (other than expert, transcripts, etc.)	\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$82.60			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM 1/1/2011 TO 2/28/2011			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> First Payment <input checked="" type="checkbox"/> Interim Payment (N) <input type="checkbox"/> Supplemental Payment					
Have you previously applied to the court for compensation and/or reimbursement for this? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of any kind of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If yes, please attach supporting documentation.					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:					Date signed:
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR.-CERT.	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	29a. JUDGE CODE	
30. IN COURT COMP.	36. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR.-CERT.	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	35a. JUDGE CODE	

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

Notes Include Case Disposition in Notes section when submitting a final voucher

I swear and affirm the truth or correctness of the above statements
Date: 3/22/2011 9:49:49



A confirmation screen will appear indicating that the voucher has been submitted for payment.

Click on 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:

0976.0000058

Back to: [Home Page](#)
[Registration Page](#)

The active voucher has been removed from the **My Active Vouchers** folder and now appears in **My Submitted Vouchers** folder.

My Submitted Vouchers

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

Case	Defendant	Type	Status
2:12-CR-0000...	Marisela Isel...	CJA-20	Submitted Court
Start: 01/01/2011	Claimed Amo...	F. Lee B...	0976.00
End: 02/28/2011			INTERIM PAYMENT
2:12-CR-0000...	Curtis Caraw...	CJA-30	Submitted Court
Start: 09/15/2009	Claimed Amo...	F. Lee B...	0976.00
End: 11/30/2009			INTERIM PAYMENT

Page 1 of 1 (2 items)

Interim Payment Authorization

Counsel seeking interim payments in a case should follow the procedure in place for requesting interim payments outside of eVoucher. Counsel should submit a written request to the CJA Coordinating Attorney. The request should address the complexity of the case, the anticipated length of the representation, and the financial hardship which would ensue should counsel undertake the representation for such a period of time without compensation.

Claim for Compensation in Excess of the Statutory Case Maximum, CJA-26

When fees in excess of the case maximum are requested, the attorney must prepare a CJA-26 and upload it as a **PDF** attachment to the CJA-20 voucher. The CJA-26 form is available [here](#) and guidance to assist in preparing the CJA-26 is available [here](#).

Rejected Voucher

If the voucher has been rejected by the Court, it will reappear in the **My Active Vouchers** folder, highlighted in gold. An automated email message will be sent explaining what corrections need to be made.



The screenshot shows a web application interface for attorneys. At the top, there is a navigation menu with links for Home, Operations, Reports, Links, Help, and Logout. Below the navigation, there is a header area with a logo and the word "ATTORNEY". To the right of the header, there is a user profile section that says "Welcome Bonnie Kates:" and includes links for "My P...", "My Appointments:", and "Search Existing Appointments:". The main content area is titled "My Active Vouchers" and contains a table with the following data:

Case	Defendant	Type	Status
9:09-AP-1... Start: 01/06/... End: 01/06/2...	Smith, John (# 1) Claimed Amount: ...	CJA-20 Bonnie Kates	Voucher Entry -09,0000062

At the bottom of the table, it says "Page 1 of 1 (1 items)". Below the table, there is a link for "Appointments' List".

Use of Associates

When an attorney seeks to use the services of an associate in a representation, the attorney must email the CJA Office at MDD_CJA@mdd.uscourts.gov or call the CJA Technician at 410-962-4674 with the following information:

- the associate's name
- the associate's mailing address
- the associate's email address
- the associate's social security number
- information about any firm association, including EIN

The CJA Technician will issue the associate a user name and password.

The Court will appoint the associate, which will allow the associate to create the CJA 20, enter services, enter expenses, print the voucher, and submit the voucher to appointed counsel.

Prior to submission of a CJA 20, appointed counsel will review the associate's voucher, affirm the accuracy of the associate's voucher, and upload the associate's voucher as a PDF attachment to the voucher being submitted to the Court. Associate services are to be clearly marked as such and claimed in the "other" category of the CJA 20.

CJA-20 Quick Review Panel

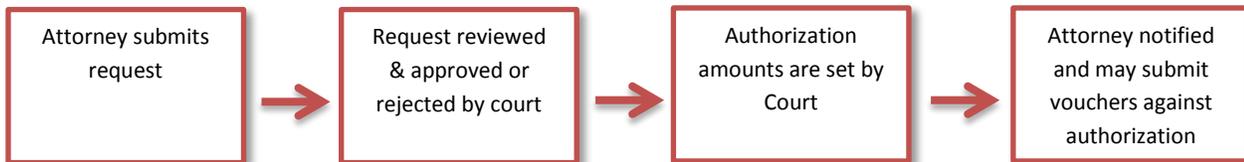
When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals by using the quick review panel on the left-hand side of the screen.

<p>Services and Expenses will total automatically as entries are made to the voucher.</p>																																																																																				
<p>Expand the item to reveal specific types of entries.</p> <p>Click on the down arrow (▼) to expand or minimize the view.</p>	 <table border="1"> <thead> <tr> <th colspan="3">In Court Services</th> </tr> <tr> <th>Service</th> <th>Hours</th> <th>Amt.</th> </tr> </thead> <tbody> <tr> <td>Arraignment and/or Plea</td> <td>0.5</td> <td>\$62.50</td> </tr> <tr> <td>Bail and Detention Hearing</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Motion Hearings</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Trial</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Sentencing Hearing</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Revocation Hearings</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Appeals Court</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Other</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Totals</td> <td>0.5</td> <td>\$62.50</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">Out of Court Services</th> </tr> <tr> <th>Service</th> <th>Hours</th> <th>Amt.</th> </tr> </thead> <tbody> <tr> <td>Interviews and Conferences</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Obtaining and Reviewing Records</td> <td>1.0</td> <td>\$125.00</td> </tr> <tr> <td>Legal Research and Brief Writing</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Travel Time</td> <td>1.0</td> <td>\$125.00</td> </tr> <tr> <td>Investigative and Other Work</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Totals</td> <td>2.0</td> <td>\$250.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Travel</th> </tr> <tr> <th>Expense Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Travel Miles</td> <td>\$30.60</td> </tr> <tr> <td>Travel Misc</td> <td>\$0.00</td> </tr> <tr> <td>Totals</td> <td>\$30.60</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Expenses</th> </tr> <tr> <th>Expense Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Fax</td> <td>\$0.00</td> </tr> <tr> <td>Long Distance Charges</td> <td>\$0.00</td> </tr> <tr> <td>Photocopies</td> <td>\$0.00</td> </tr> <tr> <td>Postage</td> <td>\$0.00</td> </tr> <tr> <td>Other Expenses</td> <td>\$0.00</td> </tr> <tr> <td>Totals</td> <td>\$0.00</td> </tr> </tbody> </table>	In Court Services			Service	Hours	Amt.	Arraignment and/or Plea	0.5	\$62.50	Bail and Detention Hearing	0	\$0.00	Motion Hearings	0	\$0.00	Trial	0	\$0.00	Sentencing Hearing	0	\$0.00	Revocation Hearings	0	\$0.00	Appeals Court	0	\$0.00	Other	0	\$0.00	Totals	0.5	\$62.50	Out of Court Services			Service	Hours	Amt.	Interviews and Conferences	0	\$0.00	Obtaining and Reviewing Records	1.0	\$125.00	Legal Research and Brief Writing	0	\$0.00	Travel Time	1.0	\$125.00	Investigative and Other Work	0	\$0.00	Totals	2.0	\$250.00	Travel		Expense Type	Amount	Travel Miles	\$30.60	Travel Misc	\$0.00	Totals	\$30.60	Expenses		Expense Type	Amount	Fax	\$0.00	Long Distance Charges	\$0.00	Photocopies	\$0.00	Postage	\$0.00	Other Expenses	\$0.00	Totals	\$0.00
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EXPERT OR SERVICE REQUEST PROCESS OVERVIEW (CJA-21)

Before expert services in excess of \$800.00 may be claimed by an attorney, the attorney must obtain court authorization. Once authorized, the request moves to the CJA unit for final system update. The authorization will appear in the appointment record for that defendant, which is viewable by the Court and by the attorney.

A more detailed description of the process can be seen below:



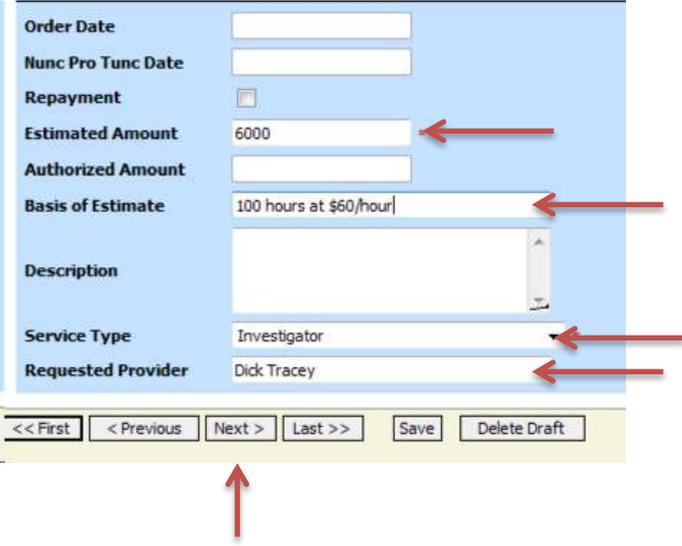
-
- An Authorization Request is submitted to the Court through the CJA eVoucher program. The Court approves the services within the eVoucher program. A judge must approve the service prior to employment.
 - The Clerk’s Office will enter an authorization with a specified amount. This may or may not appear as a “not-to-exceed” amount. An e-mail is generated notifying counsel that an authorization is approved.
 - A voucher which exceeds the authorized amount cannot be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the “not-to-exceed” amount.

Interpreters: You may employ an interpreter prior to receiving authorization. However, authorization must be obtained prior to submitting vouchers.

Translation of Documents: Authorization is required prior to employing interpreters to translate or transcribe documents.

CREATING AN EXPERT OR SERVICE AUTHORIZATION

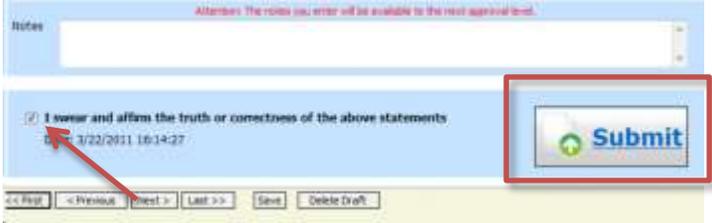
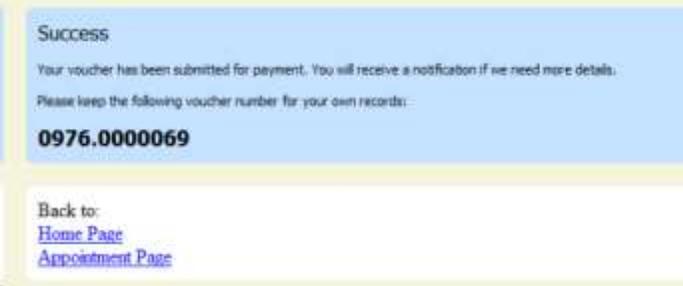
Submitting an Authorization Request for Expert Services

<ol style="list-style-type: none"> 1. Open the Appointment record. 2. Click on Create from the AUTH template located on the Appointment screen. 	
<p>The Basic Info screen will open.</p> <ol style="list-style-type: none"> 3. Complete the information in the blue section at the bottom of the screen: <ul style="list-style-type: none"> • Estimated Amount • Basis for Estimate • Service Type from the drop-down list • Name of Service Provider 4. Click Save. 5. Click Next. 	

Documents

<ol style="list-style-type: none"> 1. Upload: <ul style="list-style-type: none"> • Affidavit of counsel explaining the necessity for expert services • Resume or <i>curriculum vitae</i> of expert, if available 2. Click Save. 3. Click Next. 	
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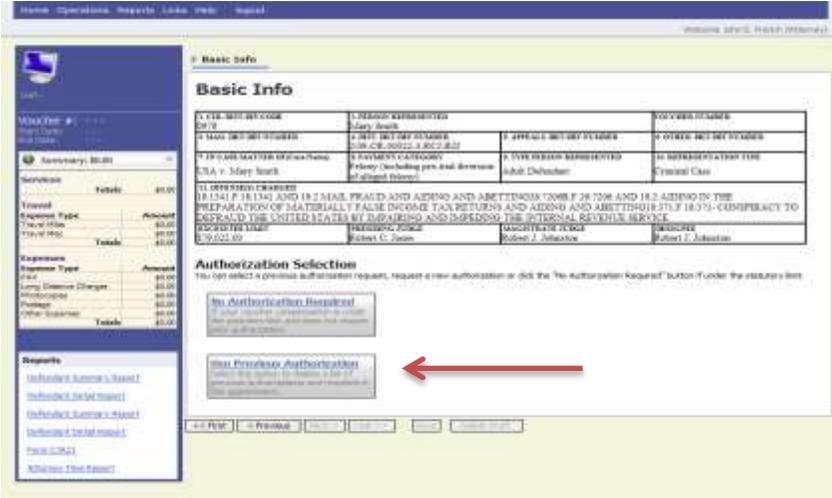
Signing and Submitting the Voucher

<p>The Confirmation screen will open.</p> <p>1. Complete the information in the blue section at the bottom of the screen:</p> <ul style="list-style-type: none">• Check the box to swear and affirm the truth or correctness of the request.• Your request will automatically be dated and time-stamped. <p>2. Click Submit.</p>	 <p>The screenshot shows a web interface with a 'Notes' field at the top. Below it is a blue section containing a checkbox labeled 'I swear and affirm the truth or correctness of the above statements' with a timestamp '3/22/2011 16:14:27'. A red arrow points to this checkbox. To the right of this section is a 'Submit' button with a green arrow icon, which is highlighted with a red rectangular box. At the bottom of the blue section are navigation buttons: '<< Prev', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.</p>
<p>A screen will appear indicating the voucher has been submitted for payment.</p> <p>Click on Home Page.</p>	 <p>The screenshot shows a 'Success' message in a blue box: '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: 0976.000069'. Below this, it says 'Back to:' followed by two blue links: 'Home Page' and 'Appointment Page'.</p>

When the Court has approved the Authorization, it will move from your **My Submitted Vouchers** folder to your **Closed Vouchers** folder.

Note: You will not be able to create a CJA-21 using this authorization until the authorization has been approved.

CREATING THE CJA-21 VOUCHER

<p>Open the Appointment record.</p> <p>Click on Create from the CJA-21 Voucher template found on the Appointment screen.</p>	
<p>The Basic Info screen will appear.</p> <p>Click User Previous Authorization.</p> <p>All approved authorizations associated with the appointment will be displayed.</p> <p>Click to highlight the authorization you wish to associate with the CJA-21.</p>	

The service type will roll-over from the authorization selected. If no authorization is being used, you will use the drop-down box to select the service type.

- Enter a **Description** of the service to be provided on the CJA-21
- Click on the arrow to select your Expert from the drop-down list. The expert's contact information will be displayed.
 - Note: Only experts registered with the service type selected will appear in the drop-down box. See below to enter an expert not on the drop-down list
- Click on **Create Voucher**

Entering Expert Not in System

If the expert you would like to use is not in the system, you can add payment information and create the CJA-21 Voucher using the **New Voucher Information** section.

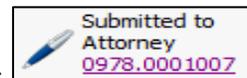
Note: While you can enter payment information for an expert who has not been added to the system, you will not be able to submit a voucher for the expert until the expert is approved by the Court.

- All fields in asterisks are mandatory
- You must also fill out the Country

Submission and Approval of CJA-21 Vouchers

CJA-21 vouchers require two levels of submission or approval. The attorney will enter the services and expenses on behalf of the expert (based upon the invoice and receipts submitted by the expert which are then saved as **PDF** documents and uploaded as attachments), as well as perform the first level of submission.

The voucher will appear in the attorney's **My Active Vouchers** as



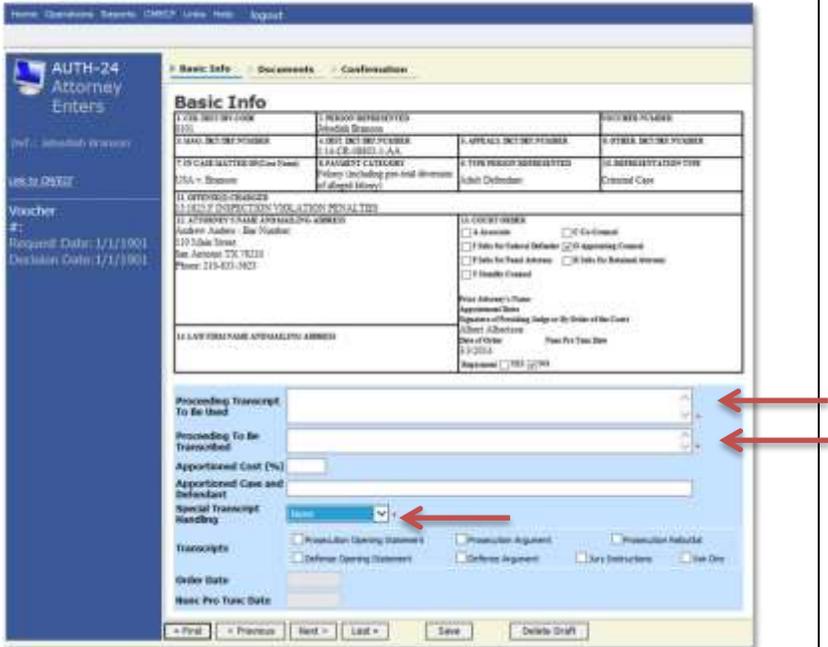
The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney's **My Submitted Vouchers** folder.

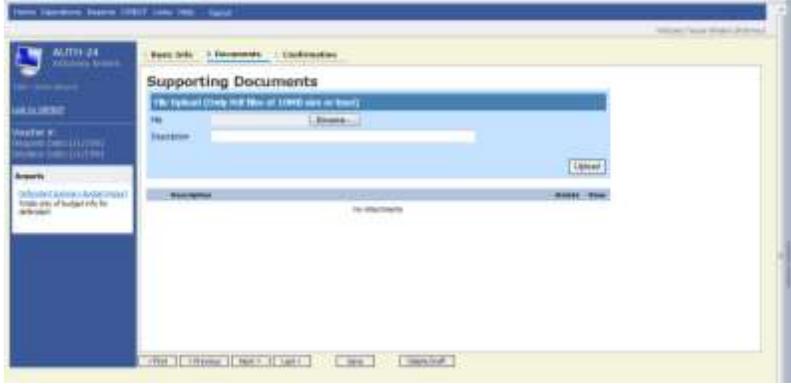
TRANSCRIPT REQUEST PROCESS, CJA-24

Before a transcript can be prepared, an attorney must obtain court authorization.

For cases in which counsel, appointed at the district court level (including substitute counsel), is making the request for a transcript for use in a district court case, counsel should click on the hyperlink for the case from the **Appointments** list of the **Home Page** and follow the procedure below.

Note: For cases in which counsel appointed by the Fourth Circuit is making the request for a transcript for use in an appellate court case, counsel should contact the CJA technician who will create a new appointment. Counsel will then follow the procedure outlined below.

<ol style="list-style-type: none"> 1. Open the Appointment record. 2. Click on Create from the Auth-24 Voucher template found on the Appointment screen. 	
<ol style="list-style-type: none"> 3. Enter the required information in the boxes marked with an asterisk, including the date of the proceeding and court reporter. 4. Click Save. 5. Click Next. 	

<p>6. Upload any supporting documentation.</p> <p><u>Note:</u> All documents must be submitted in PDF format.</p>	
<p>The Confirmation screen will open.</p> <p>7. Add any notes.</p> <p>8. Click Save.</p> <p>9. Complete the information in the blue section at the bottom of the screen. Your request will automatically be time stamped.</p>	

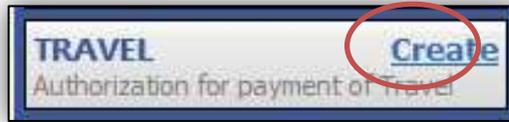
Once the request is reviewed and approved by the district judge, the transcript clerk will order the transcript and issue a CJA-24 for review and approval by appointed counsel.

Note: If one court reporter has transcribed all proceedings in a case, requests for transcripts of different proceedings may be included on one CJA 24 AUTH. If multiple court reporters transcribed proceedings in a case, a separate CJA 24 AUTH must be completed for transcript requests of proceedings transcribed by different court reporters.

CREATING A TRAVEL AUTHORIZATION

Submitting an Authorization Request for Travel

1. Open the Appointment record.
2. Click **Create** from the Travel Voucher template located on the appointment screen.



The **Basic Info** screen will open. The **Travel Agency to be Used** section will automatically populate.

3. Click the **Authorization Request** tab at the top of the page or the **Next** option from the progress bar at the bottom of the page.

1. CR. INT. DIV. CODE	2. PERSON REPRESENTED	3. VOUCHER NUMBER	
0000	Treasury Wilson		
1. CASE ONLY INT. DIV. NUMBER	2. INT. DIV. NUMBER	3. APPEALS INT. DIV. NUMBER	4. OTHER INT. DIV. NUMBER
	1-16-CR-0000-3-A-A		
5. IN CASE MATTER OR Case Name	6. FAULT CATEGORY	7. TYPE PERSON REPRESENTED	8. REPRESENTATION TYPE
USA v. Wilson et al	Privacy (including pre-litigation of alleged history)	Adult Detained	Criminal Case
9. OVERSIGHT CHARGES			
10. COURT ORDER			
11. ATTORNEY'S NAME AND MAILING ADDRESS		12. COURT ORDER	
13. LAW FIRM/NAME AND MAILING ADDRESS		<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Fails the Federal Defender <input checked="" type="checkbox"/> G Appointing Counsel <input type="checkbox"/> H Fails the Post Adverser <input type="checkbox"/> I Fails the Travel Adverser <input type="checkbox"/> J Usually Closed	
14. LAW FIRM/NAME AND MAILING ADDRESS		Date of Order: 7/27/2014 Term For Term Date: Approval: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Travel Agency to be Used: Global Travel
 3234 Travel Lane
 Suite 300
 Second Floor
 Los Angeles, CA 93765
 Phone: 1-800-444-7888
 Fax: 1-800-555-7777
 Email: cca@travel@support.usdoj.uscourts.gov

The **Request for Travel** screen will open.

4. Complete the information in the blue section:

- Person Traveling
- Address of Traveler
- Purpose of Travel
- Travel Origination
- Travel Destination
- Dates of Travel
- Estimated Cost
- Justification for Travel

5. Click **Save**.

6. Click **Next**.

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	400.00

Documents

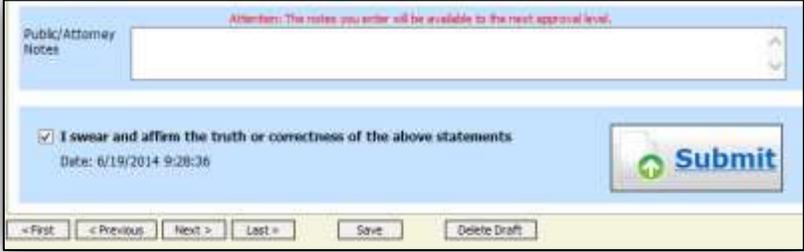
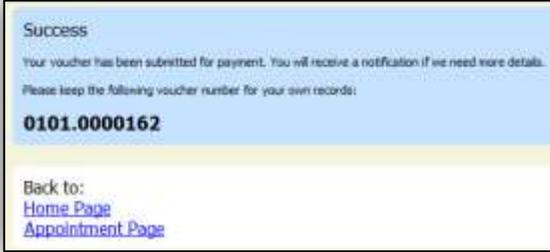
1. Upload any supporting documents.

2. Click **Save**.

3. Click **Next**

Description	Delete	View
Documents	Delete	View

Signing and Submitting the Voucher

<p>The Confirmation screen will open.</p> <p>1. Complete the information in the blue section at the bottom of the screen:</p> <ul style="list-style-type: none">• Check the box regarding the accuracy of the authorization request.• Your request will be dated and time-stamped automatically. <p>2. Click Submit.</p>	
<p>A screen will appear indicating the previous action was successful and the voucher has been submitted for payment.</p> <p>Click on Home Page to return to the home page.</p>	

The Travel Voucher will now appear in the **My Submitted Documents** section. When the Court has approved the Authorization, it will move from your **My Submitted Vouchers** folder to your **Closed Vouchers** folder.

REPORTS AND CASE MANAGEMENT

At the start of a case, it may be difficult for counsel or the Court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending on which screen you are viewing, may have different reports available.

Each report will have a short description of the information received when viewing that report.

The two main reports are the Defendant’s Detailed Voucher Report Summary and Budget Report.

The screenshot displays a user interface for the CJA eVoucher program. At the top, there is a section titled "Appointment" with a brief description and a "View Representation" button. Below this is a "Create New Voucher" section containing four items: "AUTH" (Authorization for Expert and other Services), "CJA-20" (Appointment of and Authority to Pay Court-Appointed Counsel), "CJA-21" (Authorization and Voucher for Expert and other Services), and "CJA-26" (Statement for a Compensation Claim in Excess of the Statutory Case). At the bottom of the screenshot, a "Reports" section is highlighted with a red border, listing two reports: "Defendant Detailed Voucher Report" and "Defendant Summary Budget Report".

Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed (as with a budgeted case), the voucher submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: the **attorney appointment** and the **authorized expert services**.

Counsel Budget													
Defendant: Marisela Isela Quintana de Tarango													
Type of Representation:	Criminal Case					Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$50,000.00					CJA-26	0976.0000056	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$50,000.00					CJA-26	0976.0000077	\$15,000.00	\$15,000.00				
							Total:	\$50,000.00	\$50,000.00				
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: F. Lee Bailey (Appointing Counsel) Active													
12/21/2008 to 01/30/2009	0976.0000054	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$46,900.00	\$46,900.00		
01/01/2011 to 02/28/2011	0976.0000058	\$62.50	\$5.10	\$10.00	\$77.60	\$0.00	\$0.00	\$0.00	\$0.00	\$46,900.00	\$46,837.50		
Total Pending:					\$77.60	Total Approved:					\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization													
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00				Amount Authorized: \$15,500.00				Attorney: F. Lee Bailey			
Vendor: (Investigator)													
No Voucher		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00		
Pending For Vendor:					\$0.00	Approved For Vendor:					\$0.00		
Total Pending:					\$0.00	Total Approved:					\$0.00	\$15,500.00	\$15,500.00

Defendant Summary Report

This report contains the same information as the **Detailed Report** without the individual voucher data.

Counsel Budget		Defendant: Marisela Isela Quintana de Tarango			
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted
Budget Amount Requested:	\$50,000.00	CJA-26	0976.0000056	\$35,000.00	\$35,000.00
Budget Amount Approved:	\$50,000.00	CJA-26	0976.0000077	\$15,000.00	\$15,000.00
			Total:	\$50,000.00	\$50,000.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Attorney: F. Lee Bailey (Appointing Counsel) Active										
			Total Pending:	\$77.60	Total Approved:			\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization										
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0976.0000055		Amount Requested: \$15,500.00		Amount Authorized: \$15,500.00		Attorney: F. Lee Bailey				
Vendor: (Investigator)										
			Pending For Vendor:	\$0.00	Approved For Vendor:			\$0.00		
			Total Pending:	\$0.00	Total Approved:			\$0.00	\$15,500.00	\$15,500.00