



# U. S. District Court Eastern District Of Tennessee

## CJA eVoucher Expert Training Manual – v5.0



Jenifer Ferrell @ 865-329-4685  
Jenifer\_Ferrell@tned.uscourts.gov

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Janet Jackson @ 865-329-4670  
Janet\_Jackson@tned.uscourts.gov

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## Introduction

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

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.
- Electronic transfer to the Circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

## Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
  - Chrome, Mozilla Firefox, and other browsers **may not** be used with CJA eVoucher

## Accessing the CJA eVoucher Program

Your login and password information have been provided to you. The login screen for eVoucher, using a browser indicated above, will be found at [tned.uscourts.gov/cja.php](http://tned.uscourts.gov/cja.php). It is suggested that you bookmark this address for easier access. Once at the login screen, enter your username and password and click **Log In**.



## CJA eVoucher

Electronic Voucher Management System

### USER LOGIN Release 4.3

**Existing user?** Please log in.

Username:

Password:

**Log In**

[Forgot your login?](#)


**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.

Users will be required to change their password (from the generic one initially assigned) within **30 days** of the first time you log into eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

If you forget your username or password, click the **Forgot your Login** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

**Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.

 An email with instructions on how to reset your password was sent to the email address stored on our system.

**IMPORTANT:** The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username:  and/or

Email:

## Profile

Your profile contains your login information, your contact information, as well as the billing information that will be used to pay for your services. You are responsible for managing and updating this information.

Home Operations Reports Links Help Logout

> Help > [My Profile](#) Welcome Abraham Astley (Expert)

<b>Login Info</b> Your Login information	UserName <b>Astley</b>	<input type="button" value="Edit"/>
<b>Expert Info</b> Your personal info	Your Name: <b>Abraham Astley</b> Your Contact Info: Phone: 210-555-3434 Fax: deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US	<input type="button" value="Edit"/>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Abraham Astley</b> Billing Code: 0101-000002 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"/>
<b>Expert Specialties</b> List your assigned specialties	Your current assigned specialties are: <b>[General]:</b> Chemist, Toxicologist	<input type="button" value="Edit"/>

## Changing Your Username and Password

The Court would prefer that you do not change your user name from the format established by the Court. You may change your password. You can access your profile information from the home page by clicking the **My Profile** hyperlink to the right of the user profile picture. You may also select **My Profile** from the **Help** menu.

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

**Login Info**  
Your Login information

Username  [change](#)

Password  [reset](#)

[Close](#)

**Passwords will expire every 180 days.** To change your password, click **Reset**. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

## Expert Info

The **Expert Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.

Only self-employed Service Providers will have a social security number in the user profile. Company-employed service providers will be entered with their employee identification number (EIN). Once you have saved your Social Security number, it becomes read-only and record is transmitted to CJA6x. Once transmitted, any changes to the Social Security number can only be made by an eVoucher administrator.

**Expert Info**  
Your personal info

**SSN Instructions:**  
If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.  
  
If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.

**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.).

**\* Required Fields**

First Name **\*** (If self-employed)  Middle  Last Name  ☐ Inactive

Tax Identification Number: **\*** (If self-employed)

SSN:

Confirm:

Main Email **\***

2nd Email

3rd Email

Phone **\***  Cell Phone  Fax

Address 1 **\***  City **\***

Address 2  State **\*** (US only)  Zip **\*** (US only)

Address 3  Country **\***

[Save](#) [cancel](#)

## Billing Info

The billing information for your services is contained in the **Billing Info** section of the profile. If you update your personal information, address, or phone number, you can select the **Copy Address from Profile** check box to update the Billing Info section. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking **Edit** to the far right of the **Billing Info** section of the profile.

Company-employed service providers are required to provide their name, email information, company's EIN, name, and payment address information to be added in the **Billing Info** section of the profile. This information is used to establish the company's record in CJA6x.

**Billing Info**  
List all available billing info records

\* Required Fields

Billing Type:

☒ Self-Employed

☐ Company

☐ Copy Address from Profile

Name: \*  
Abraham Astley

Phone: \*  
210-555-3434

Fax:

Address 1: \*  
110 Main Street

Address 2:

Address 3:

City: \*  
San Antonio

State: \* (US only)  
TEXAS

Zip Code: \* (US only)  
78210

Country: \*  
UNITED STATES

Save  
cancel

Payments cannot be made if the social security number (SSN) or employee identification number (EIN) is missing from your profile. This is a requirement of the payment system with which eVoucher is interfacing.

The **Billing Info** section has added **Billing Type** radio buttons that include:

- **Self-Employed** - used when payments are made to the expert's social security number.
- **Company** - used when payments are made to a firm's EIN number.

Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system. If the data is not in the proper format, payments cannot be made. The system will alert you if there are problems with your billing information data. You will need to fix those problems before payments can be made. We ask that you access your profile and verify your social security number, add your social security number if it is not there (unless you are acting on behalf of your company which does not require a social security number) and verify your billing information. Please do this as soon as possible so there will not be an interruption in your payments.

Please note that you will not be able to change your social security number or your EIN. Only the CJA6XAdmin user will have rights to change payee information. Also, remember to add new or additional billing records if your payee information changes. DO NOT edit the existing record.

## Expert Specialties

The **Expert Specialties** section will list any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty will populate your name and billing information (with social security number/EIN masked). That specialty will also be checked on any of the CJA forms (CJA-21, CJA-24, or CJA-31) created in eVoucher.

Expert Specialties	Please, select what specialties apply to you:
List your assigned specialties	<b>General</b>
	<input type="checkbox"/> Accountant
	<input type="checkbox"/> Ballistics Expert
	<input type="checkbox"/> CALR(Westlaw, Lexis, etc)
	<input checked="" type="checkbox"/> Chemist, Toxicologist
	<input type="checkbox"/> Computer (Hardware, Software, Systems)
	<input type="checkbox"/> Computer Forensics Expert
	<input type="checkbox"/> Documents Examiner
	<input type="checkbox"/> Duplication Services
	<input type="checkbox"/> Fingerprint Analyst
	<input type="checkbox"/> Hair, Fiber Expert
	<input type="checkbox"/> Interpreter Translator
	<input type="checkbox"/> Investigator
	<input type="checkbox"/> Jury Consultant
	<input type="checkbox"/> Legal Analyst/Consultant
	<input type="checkbox"/> LitigationSupport Services
	<input type="checkbox"/> Mitigation Specialis
	<input type="checkbox"/> Other
	<input type="checkbox"/> Other Medical Expert
	<input type="checkbox"/> Paralegal Services
	<input type="checkbox"/> Pathologist, Medical Examiner
	<input type="checkbox"/> Polygraph Examiner
	<input type="checkbox"/> Psychiatrist
	<input type="checkbox"/> Psychologist
	<input type="checkbox"/> Voice, Audio Analyst
	<input type="checkbox"/> Weapons Firearms Explosive Expert
	<b>Transcript</b>
	<input type="checkbox"/> Court Reporter

## Home Page and Navigation (menu)

The home page provides access to information about your cases and billing information which you submit, or the billing information the attorney submitted on your behalf.

The screenshot shows the Home Page of the Service Provider Expert Manual. The navigation menu at the top includes Home, Operations, Reports, Links, Help, and Logout. The main content area is divided into three sections: My Documents, My Submitted Documents, and Closed Documents. Each section contains a table of documents with columns for Case, Defendant, Type, Status, and Date Entered. Callouts point to each section: 'My Documents' points to the first table, 'My Submitted Documents' points to the second table, and 'Closed Documents' points to the third table.

**My Documents**

Case	Defendant	Type	Date Entered
1:14-CR-08805-CC- Start: 04/09/2014 End: 04/09/2014	Beatriz Ramos (# 1) Claimed Amount: 0.00	Teresa Transcripts Voucher Entry	04/09/2014
1:14-CR-08809-AA- Start: 01/01/1901 End: 01/01/1901	Al Perez (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts Voucher Entry	10/13/2015

Page 1 of 1 (2 items)

**My Submitted Documents**

Case	Defendant	Type	Status	Date Entered
1:13-CR-08810-FF- Start: 10/13/2015 End: 10/13/2015	Jeffrey Gardner (# 1) Claimed Amount: 42.90	CJA-24 Teresa Transcripts	Submitted to Attorney 9181.00000000	10/13/2015

Page 1 of 1

**Closed Documents**

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

### My Documents

The **My Documents** folder contains vouchers that have been created by you or for you by the attorney. The vouchers in **My Documents** have not yet been submitted to the attorney or the court for processing.

### My Submitted Documents

The **My Submitted Documents** folder contains documents that have been submitted to the attorney or to the court. The attorney must certify the voucher before submitting it to the court for processing.

### Closed Documents

The **Closed Documents** folder contains documents that have been completely processed.

## The eVoucher menu

Home Operations Reports Links Help logout

Menu Bar Items	
Home	The eVoucher home page
Operations	Appointments you have been assigned
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> <li>• Another link to your Profile</li> <li>• "Contact Us" e-mail</li> <li>• Privacy Notice</li> <li>• Link to external help feature</li> </ul>
Logout	Logs user off the eVoucher program

## Expert v. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: **Expert** and **Expert Enter**. When the service provider logs on, he or she will see a list of all of their documents on the home page. The **Expert** role allows the service provider to log into eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or print copies of the CJA 21 or CJA 31.

The **Expert Enter** role allows the expert to complete their voucher after the attorney has created it. If the attorney selects an expert with **Expert Enter** privileges, the expert will enter their own service time and expenses directly into the eVoucher database without the need to create a separate invoice. The attorney must first create the CJA 21 or CJA 31 voucher before the expert can access the voucher for input.

If the attorney selects an expert who does not have Expert Enter privileges (i.e. has not attended the required training to be designated as Expert Enter), the expert must prepare an invoice and submit it to the attorney, and the attorney will create and submit the CJA 21 or CJA 31 voucher. If the attorney selects an expert with Expert Enter privileges, the attorney must mark the radio button for the expert to be able to complete the voucher. The expert can then enter their service time and expense information directly into eVoucher and submit the voucher to the attorney for approval.

**Voucher Assignment** ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Voucher Assignment** ☐ Attorney ☒ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**(Note:** The system defaults to **attorney** for the voucher assignment, so it will be important for the attorney to select the radio button for expert to give the expert access to enter information onto the

voucher. If the expert's voucher says **"read only,"** the voucher assignment expert radio button was not selected and the attorney will need to delete the voucher and create a new one.)

## CJA 21/31 Entry

The attorney will create the CJA 21 or CJA 31 voucher. **Expert Enter** Service Providers (i.e. those who attended training) will be authorized to use eVoucher and will enter the services and expenses into the electronic voucher rather than preparing a separate invoice. The voucher created in eVoucher will be your invoice. The service provider will receive an email from eVoucher when the voucher has been created by the attorney and is awaiting completion by the service provider.

As a service provider, you can log into the eVoucher application to view the vouchers that have been created for you. The voucher should appear in your **My Documents** folder on your home page.

Case	Defendant	Type	Status
<a href="#">1:13-CR-07387-RE-</a> Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	<a href="#">Voucher Entry</a> <a href="#">Edit</a>

Page 1 of 1 (1 items)

To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column. The Voucher will open to the **Basic Info** tab screen. The left panel will display a running summary of the services and expenses as they are entered and saved.

Home Operations Reports Links Help logout

**CJA-21 Voucher Entry**  
Def.: Jeffrey Gardner  
[Link to QW/ECF](#)

Voucher #:   
Start Date: 10/30/2015  
End Date: 10/30/2015

Summary: \$0.00

**Services**  
Totals: \$0.00

**Travel**  
Expense Type Amount  
Travel Miles \$0.00  
Travel Misc \$0.00  
Totals \$0.00

**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

**Tasks**  
[Link to Appointment](#)  
[Link to Representation](#)

**Reports**

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jeffrey Gardner	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:13-CR-08810-1-FF	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v Gardner	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 18.1035 F FALSE STATEMENTS RELATING TO HEALTH CARE MATTERS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Forrest Fudd 110 Main Street San Antonio TX 78210 Phone: 210-834-8823		13. COURT ORDER <input type="checkbox"/> A Associate <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> S Pro Se <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> F Subs for Federal Defender <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 Fanny Farkle Date of Order 8/1/2013 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			


**Payment Info**  
Preferred Payee: Abraham Astley  
**Abraham Astley**  
 Billing Code: 0101-000002  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-555-3434  
 Fax:

« First < Previous **Next >** Last » Save Delete Draft

To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of the screen or click **Next** at the bottom of the screen.

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

Date  \*  Description  \*

Hours  \*

Rate  \*

\* Required Fields

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

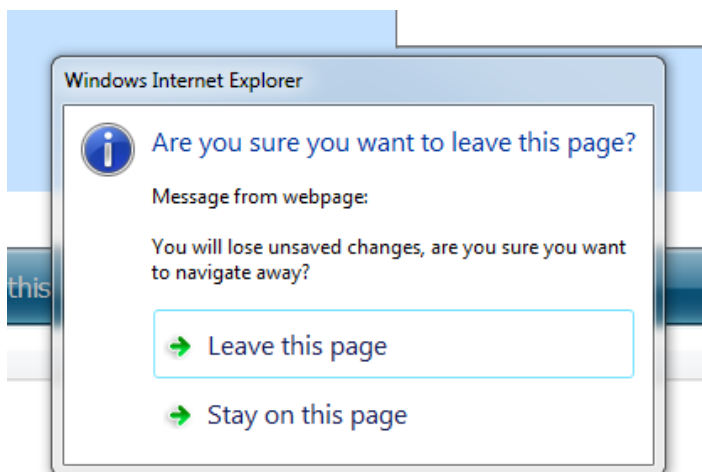
Date	Description	Hrs	Rate	Amt
No data				

**Note:**

At any time, while entering services or expenses, click **Audit Assist** to view any warnings or errors in the document.

Required fields are marked with a **red asterisk**. Enter the date of the service, number of units billed and the rate. A description of the service provided is required. Click **Add**.


You may continue to add additional entries until you have entered all of your service dates. **There is no autosave feature in eVoucher – make sure to click Save after every few additions.** A dialog box will prompt you to save if you try to navigate to another area within eVoucher.




To enter charges for any expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

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

### Expenses

Date: 08/08/2014 \*  Description: round trip travel to interpret for interview. \*

Expense Type: Travel Miles \* 

Miles: 56 \* at \$0.5600 per mile.

Amount: 31.36

Add Remove

\* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	08/08/2014	round trip travel to interpret for interview.	56	\$0.56	\$31.36

1 Page 1 of 1 (1 items)

Enter expenses and click **Add**. Be sure to save your items.

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

### Claim Status

Start Date: 8/3/2015 \*  End Date: 11/3/2015 \* 

**Payment Claims**

☒ Final Payment

☐ Interim Payment:  (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

\*\*\* Reminder: Please select the appropriate claim status.

\* Required Fields

The **Claim Status** tab should reflect the date range of your services. Ensure that the date range covers the days for which you are billing services and expenses. The start date for the voucher cannot be before the date of appointment for the attorney.

Under **Payment Claims**, make a payment selection. All vouchers should be marked as Final Payment *unless* the attorney has sought permission from the Court for submission of interim vouchers. Final payment indicates you will not be billing more on this particular appointment. Interim payments must be approved by the court and is general applicable for complex, long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested. Withholding Return Payment is a **new** field and is used when interim voucher filing has been approved by the Court and after the final voucher has been filed. The expert will prepare a zero voucher with no services or expenses and mark the Withholding Return Payment for release of the funds (20% withholding) previously withheld on the appointment.

Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. Label and describe the attachment in the **Description** field and click **Upload** to attach the PDF documents.

When you have entered all service time, expenses, and attached any necessary documents and are ready to submit the voucher, move to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes that will be available for the attorney and the court staff auditing the voucher.

To submit the voucher, select the **"I swear and affirm..."** check box. This action will date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.

## Returned Vouchers

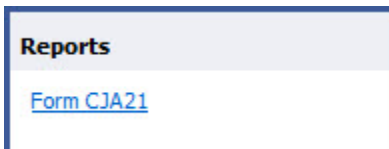
My Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry <a href="#">0101.0000030</a> FINAL PAYMENT
<a href="#">1:14-CR-08808-AA-</a> Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry <a href="#">Edit</a>
1		Page 1 of 1 (2 items)	

Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you will appear with a gold-yellow background. The rejected voucher is often accompanied by an email explaining the circumstances of the rejection. Additionally, you can examine the attorney notes on the **Confirmation** page, you will find instructions concerning the rejection.

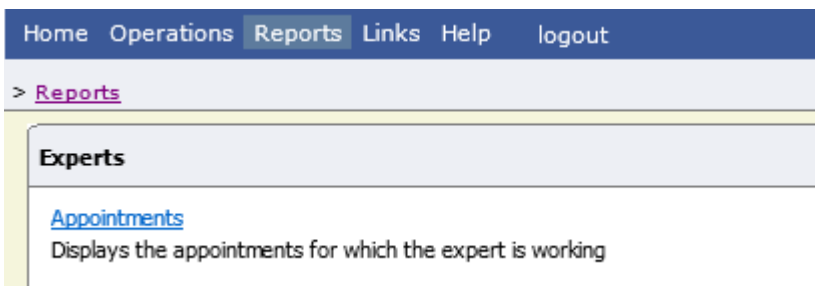
To make corrections, go to the services or expense tab and click on the line item that needs correcting. Once that line has opened, make correction and click **Add** to save the correction to your voucher. Once all corrections have been made, go to the Confirmation page to resubmit your voucher.

## Printing a Form CJA21

If you wish to print a copy of your submission, from the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Any reports the expert may have access to will be displayed in the **Reports** section. Click on the **Reports** menu item to see which reports are accessible.



Should you have questions or problems with the processing of your voucher, first contact the attorney for whom you are working. If the problem cannot be resolved or if you have additional questions, you may contact the Court.