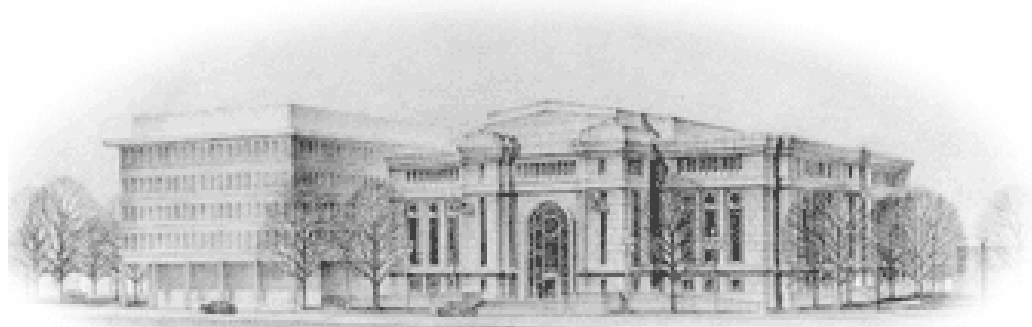


CJA eVoucher Attorney Manual



CJA eVoucher Attorney Manual

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INTRODUCTION

The CJA eVoucher System is a web-based solution for completing, submitting, monitoring and managing all Criminal Justice Act (CJA) functions. The eVoucher program will allow for:

- Online submission of authorization requests (AUTH) by attorneys for expert services.
- Online submission of CJA 20 and CJA 21 vouchers.
- Online submission of authorization requests for transcripts (AUTH-24) and submission of CJA 24 vouchers.
- Entering and saving your time and expenses as they are incurred on an ongoing basis.
- Generating reports to monitor expenses and costs in CJA cases.

The program includes the follow modules:

User Profile Management

- Allows attorneys to manage their own account information, including address, phone, firm associations and billing information.
- Allows attorneys to add up to three email addresses for notification from eVoucher.

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services above the statutory limit.
- Preparation and submission of vouchers for attorney and expert services.
- Requests by attorneys for interim payments.
- Upload of supporting documents to vouchers or authorization requests.
- Reports allowing attorneys to monitor costs.
- Automatic email notification to attorneys of approval or rejection of vouchers and authorization requests. (See [Appendix B](#) for a complete list of all automatic email notifications.)

BROWSER COMPATABILITY

- Windows: Internet Explorer 8 or newer is approved.
- Apple Macintosh: Safari 5.1 or newer is approved.

Chrome, Firefox and other browsers may not be used with eVoucher.

COURT APPOINTMENT

Appointed Attorney

There will be no change to the court's process for appointing attorneys to cases.

Attorneys are selected for new cases using the random selection function in eVoucher. After an appointment has been confirmed with an attorney's office, an email will be sent to the appointed attorney via eVoucher, confirming the appointment. (See [Appendix B](#) for a complete list of all automatic email notifications.)

Associate/Partner Attorney

If an appointed attorney wants an associate/partner to perform work for the appointed attorney, the attorney must contact one of the court's panel managers to have the associate/partner added to the existing case representation in eVoucher. Requests to add an associate/partner to a case should include the case name/number and the associate/partner's name and email address.

Appointed attorneys must review and approve of all services and expenses included on the associate/partner CJA 20. The appointed attorney's statement approving of associate/partner CJA 20s must be attached to the associate/partner CJA 20.

Co-Counsel Appointment

In extremely difficult cases, the attorney may request and the court may find it in the interest of justice to appoint an additional attorney as co-counsel. The request for the appointment of co-counsel must be done by motion filed in the case either conventionally, if ex parte, or in CM/ECF (not eVoucher). If the motion is granted, the court will create a new representation/appointment for co-counsel in eVoucher and an email will automatically be sent to co-counsel confirming the appointment. (See [Appendix B](#) for a complete list of all automatic email notifications.)

ACCESSING THE CJA EVOUCHER PROGRAM

The court will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access.

If you forget your login or password or your password has expired:

- Click **Forgot your login?** on the eVoucher login screen.
- Enter your Username or Email address.
- Click **Recover Logon**, and you will receive an email with your login information. (See [Appendix B](#) for a complete list of all automatic email notifications.)

HOME PAGE

Your home page provides access to all of your appointments, authorizations and vouchers.

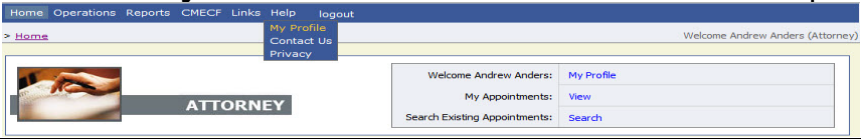
Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no other attorney will have access to your information.

Folder Descriptions

Folder Descriptions	
My Active Documents	Contains documents that you are currently working on, have been submitted to you by an expert service provider, or returned to you from the court. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	The District of NH will not be using this function of eVoucher so your folder should remain empty.
My Submitted Documents	Contains vouchers for yourself or for your service provider, which have been submitted to the court for payment. Authorizations submitted to the court requesting expert services or transcripts also will appear in this folder.
My Service Provider's Documents	Contains all the vouchers you have prepared for your service providers. This will include: <ul style="list-style-type: none">• Vouchers in progress if you are maintaining them during case• Vouchers you have completed for your service providers that are pending your final approval and submission to the court• Vouchers you have approved and submitted to the court for payment.
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.


MY PROFILE

Accessing your profile will allow you to change your username, password and billing information.

STEP	ACTION
1	<p>Select the My Profile link on the Home screen or the Help menu bar.</p> 
2	<p>Click Edit for the appropriate section to update or modify.</p>

Change/Reset Your Password

You will be required to change your password within 30 days of the first time you log in to eVoucher.

STEP	ACTION
1	<p>In the Login section of your Profile, click reset next to your current password.</p> 
2	<p>Enter your new password in both the Password field and the Confirm field and click Reset.</p> <p>Note: Passwords must be at least eight characters in length and contain:</p> <ul style="list-style-type: none"> • One lower-case character. • One upper-case character. • One number. • One special character.

You will be required to periodically change your password. You may reuse passwords, but only after 365 days have elapsed.

Attorney Info

The Attorney Info section includes your email address(es), phone, and address.

If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. Once your SSN is entered, it becomes read-only. If you need to change your SSN information, contact one of the CJA auditors (see the [Contact Information](#) section at the end of this manual).

If you did not submit a W-9 with your panel application, mail one to the court to the attention of Dale Trombley. Please send an updated form if your firm's name or EIN changes.

Billing Info

You must have billing information entered in your **Profile** before any payments can be made, including indicating whether you are billing as self-employed using your SSN or using a law firm's EIN.


Once your SSN and your firm's EIN (if applicable) are entered, they become read-only. If you need to change the SSN or EIN information, contact one of the CJA auditors.


Holding Period and Continuing Legal Education

The District of NH is not utilizing these functions in eVoucher so there is no need for you to enter any information in these sections.

CUSTOMIZING THE HOME PAGE



Expand/Collapse a folder by clicking the plus  or minus  sign.

Move a folder by placing your mouse pointer on the top edge of the folder until a crosshair icon  appears. Drag the folder to the new location and release the mouse.

Resize a Column by placing your cursor on the line between the columns until a double arrow  appears. Drag the line in the desired direction to enlarge or reduce the column size.

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

Group by Column Heading (Some sections allow you to group by a particular heading and will be displayed with a “To group by . . .” header bar):

- Click the header for the column you wish to group.
- Hold the cursor and drag the header up to the “group by” header bar.
- Release the cursor and all of the information in that folder will be grouped and sorted by that selection.
- Return to the original settings by clicking the  symbol then the  symbol before the appropriate folder heading.

AUTH and AUTH-24

An AUTH is filed by an attorney requiring services other than counsel when the threshold for prior authorization is reached. It must be submitted with a request for services other than counsel uploaded to the **Documents** tab.

An AUTH-24 is filed by an attorney for approval to obtain transcripts during the pendency of the case in this court. Transcripts for an appeal must be requested and processed through the First Circuit and should **NOT** be filed in the District of New Hampshire’s eVoucher system.

Any **documents** submitted in support of an AUTH or an AUTH-24 should be **attached to the AUTH or AUTH-24 in eVoucher** on the **Documents** tab.

When you receive notice of an AUTH or AUTH-24 being approved or rejected, be sure to look on the **Documents** tab for any CJA orders issued by the court.

NOTE ON REQUESTS FOR PSYCHOLOGISTS OR PSYCHIATRISTS:

While most requests for services other than counsel made in CJA cases should be submitted only in eVoucher using an AUTH, evaluations by psychiatrists or psychologists may be an exception. Before requesting funds for a psychiatrist or


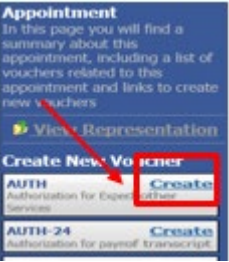
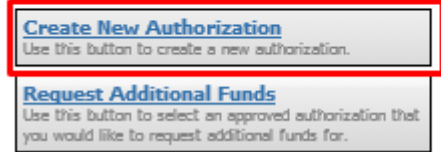
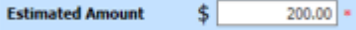


psychologist, please review the Guide to Judiciary Policy, Vol. 7A, CJA Guidelines, Ch. 3, § 320.20.

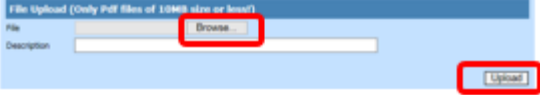
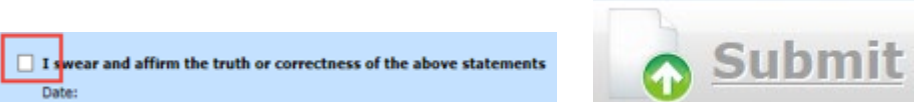

If, based on the guidelines, you determine that the Department of Justice ("DOJ") is solely responsible for the expert's fees, you do **NOT** file your request in eVoucher. Instead, file a motion in the ECF case docket (or in paper if sealed) requesting those services be approved, and then submit the expert's invoice directly to DOJ, along with a copy of the court's order, for payment.

If you determine the expert's fees should be paid from CJA funds, file a request via eVoucher in the form of an AUTH, as you do for other expert services.


If you determine that the evaluation has a "dual purpose" and is partially billable to DOJ and partially billable to CJA, file an AUTH in eVoucher for the total estimated fees for the services and stating the extent to which DOJ should be responsible for those fees. Your request should include references to the applicable sections of the Guide to Judiciary Policy regarding who is responsible for the fees. If the court approves partial payment using CJA funds, it will approve your AUTH in eVoucher for the total amount of the estimated fees, and issue an order in the ECF case docket addressing the extent to which some of those fees will be paid by DOJ. When the expert has completed his/her service, you should submit in eVoucher the invoice with a CJA 21 voucher for the total amount due, along with a copy of the order indicating DOJ's partial responsibility. The court will seek reimbursement for that part of the total fees for which DOJ is responsible.

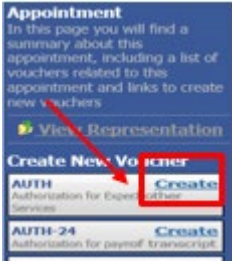

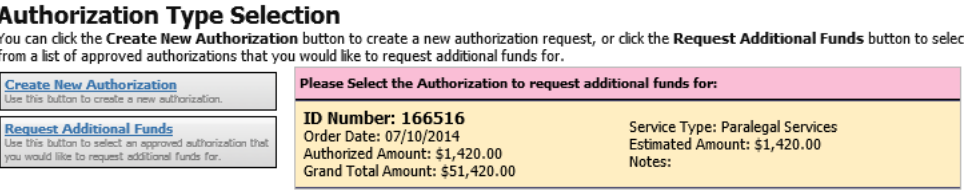

Authorization Request for Expert Services (AUTH)

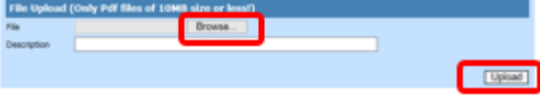
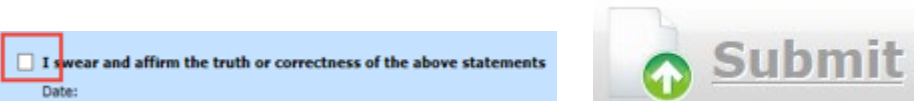
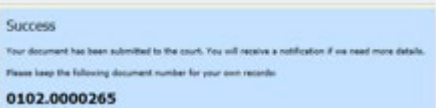
STEP	ACTION
1	<p>Open the appointment for the case in which you are filing the AUTH by clicking the case number in the Appointments List on your Home page.</p> 
2	<p>On the Appointment page, click Create next to AUTH.</p>  <div data-bbox="688 831 1362 1024" style="background-color: #f0f0f0; padding: 5px;"> <p>Note:</p> <ul style="list-style-type: none"> • SAVE any entries often to avoid data loss. • At any time prior to submitting the AUTH the user may delete the AUTH by clicking the Delete Draft button. </div>
3	<p>Click Create New Authorization</p> <p>Authorization Type Selection</p> <p>You can click the Create New Authorization button to create from a list of approved authorizations that you would like to re</p> 
4	<p>Open the Basic Info tab and complete the required information and click Save:</p> <ul style="list-style-type: none"> • Estimated Amount – amount you are requesting.  • Service Type – type of expert service.  • Provide Basis of Estimate and/or Description of services if appropriate. 

STEP	ACTION
5	<p>Open the Documents tab to attach your request for services and any other documentation using the browse/upload buttons. Add a Description for any document uploaded.</p> <p>Supporting Documents</p> 
6	<p>Open the Confirmation tab, review the AUTH and if ready to submit, check the swear/affirm box and click Submit.</p> 
7	<p>A Success message indicates the AUTH was submitted to the court, and the AUTH will appear in your My Submitted Documents section on your Home page.</p> 

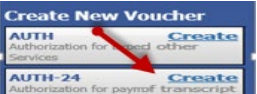
To increase the amount of an approved AUTH, follow these steps.

STEP	ACTION
1	<p>Open the appointment for the case in which you are increasing the AUTH by clicking the case number in the Appointments List on your Home page.</p> 

STEP	ACTION										
2	<p>On the Appointment page, click Create next to AUTH.</p>  <div data-bbox="685 367 1360 562" style="background-color: #f0f0f0; padding: 5px;"> <p>Note:</p> <ul style="list-style-type: none"> • SAVE any entries often to avoid data loss. • At any time prior to submitting the AUTH the user may delete the AUTH by clicking the Delete Draft button. </div>										
3	<p>Click Request Additional Funds</p>  <p>Authorization Type Selection You can click the Create New Authorization button to create from a list of approved authorizations that you would like to request additional funds for.</p> <p>Create New Authorization Use this button to create a new authorization.</p> <p>Request Additional Funds Use this button to select an approved authorization that you would like to request additional funds for.</p>										
4	<p>Select the AUTH you want to increase (click it so that it is highlighted in yellow)</p>  <p>Authorization Type Selection You can click the Create New Authorization button to create a new authorization request, or click the Request Additional Funds button to select from a list of approved authorizations that you would like to request additional funds for.</p> <p>Create New Authorization Use this button to create a new authorization.</p> <p>Request Additional Funds Use this button to select an approved authorization that you would like to request additional funds for.</p> <table border="1" data-bbox="743 1176 1409 1297"> <thead> <tr> <th colspan="2">Please Select the Authorization to request additional funds for:</th> </tr> </thead> <tbody> <tr> <td>ID Number: 166516</td> <td>Service Type: Paralegal Services</td> </tr> <tr> <td>Order Date: 07/10/2014</td> <td>Estimated Amount: \$1,420.00</td> </tr> <tr> <td>Authorized Amount: \$1,420.00</td> <td>Notes:</td> </tr> <tr> <td>Grand Total Amount: \$51,420.00</td> <td></td> </tr> </tbody> </table>	Please Select the Authorization to request additional funds for:		ID Number: 166516	Service Type: Paralegal Services	Order Date: 07/10/2014	Estimated Amount: \$1,420.00	Authorized Amount: \$1,420.00	Notes:	Grand Total Amount: \$51,420.00	
Please Select the Authorization to request additional funds for:											
ID Number: 166516	Service Type: Paralegal Services										
Order Date: 07/10/2014	Estimated Amount: \$1,420.00										
Authorized Amount: \$1,420.00	Notes:										
Grand Total Amount: \$51,420.00											
5	<p>Enter the amount of additional funds in the Estimated Amount field, then click Create Authorization.</p>  <p>Request for Additional Funds on existing Authorization</p> <p>Order Date: <input type="text"/></p> <p>Request Pro Tunc Date: <input type="text"/></p> <p>Repayment: <input type="checkbox"/></p> <p>Estimated Amount: \$ <input type="text" value="3000.00"/></p> <p>Authorized Amount: \$ <input type="text"/> <input type="checkbox"/> Deactivated</p> <p>Basis of Estimate: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Service Type: <input type="text" value="Paralegal Services"/></p> <p>Notes: <input type="text"/></p> <p>Create Authorization</p>										

STEP	ACTION
6	<p>Open the Documents tab to attach your request for services and any other documentation using the browse/upload buttons. Add a Description for any document uploaded.</p> <p>Supporting Documents</p> 
7	<p>Open the Confirmation tab, review the AUTH and if ready to submit, check the swear/affirm box and click Submit.</p> 
8	<p>A Success message indicates the AUTH was submitted to the court, and the AUTH will appear in your My Submitted Documents section on your Home page.</p> 

Authorization 24 (AUTH-24)

STEP	ACTION
1	<p>Open the case appointment by clicking the case number in the Appointments' List on your Home page.</p>
2	<p>On the Appointment page, click Create next to AUTH-24.</p> 



STEP	ACTION
3	<p>Complete the Basic Info tab and click Save.</p> <ul style="list-style-type: none"> • Proceeding Transcript To Be Used • Proceeding To Be Transcribed – Please format as follows: Proceeding Name (ex. sentencing, change of plea), Date If requesting transcripts for more than one proceeding, format as above for each proceeding and separate with a semicolon (ex. Proceeding Name 1, Date 1; Proceeding Name 2, Date 2) • Special Transcript Handling information. • Provide Apportioned Cost, Apportioned Case/Defendant, and type of Transcript, if applicable.
4	<p>Open the Documents tab to attach any related requests or other documentation using the browse/upload buttons. Add a Description for any document uploaded.</p>
5	<p>Open the Confirmation tab to review the AUTH-24 and if ready to submit, check the swear/affirm box and click Submit.</p>
6	<p>A Success message indicates the AUTH-24 was submitted to the court, and the AUTH-24 will appear in your My Submitted Documents section on your Home page.</p>

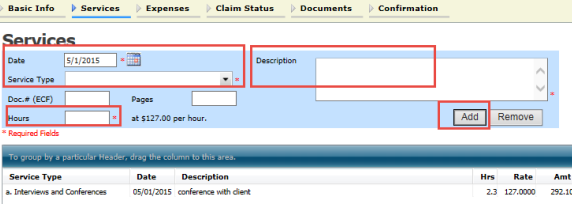
CJA 20/CJA 21/CJA 24

As with AUTH/AUTH-24s, requests or other documents submitted in support of a CJA 20/21/24 should be **attached to the submission in eVoucher** and **NOT** filed in ECF.

When you receive notice of a voucher being approved or rejected, be sure to look for any CJA orders in the **Documents** tab.

CJA-20

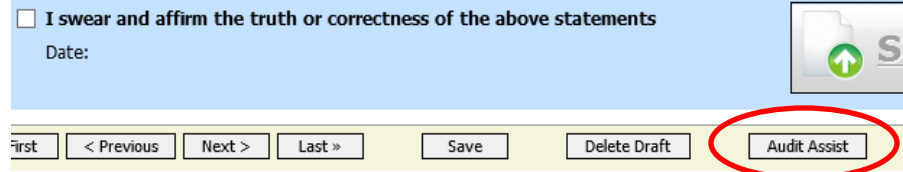
STEP	ACTION
1	Open the case appointment by clicking the case number in the Appointments' List on your Home page.
2	<p>On the Appointment page, click Create next to CJA 20.</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  </div> <div style="flex: 1; background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>Note:</p> <ul style="list-style-type: none"> • SAVE any entries often to avoid data loss. • At any time prior to submitting the AUTH the user may delete the AUTH by clicking the Delete Draft button. </div> </div>
3	<p>Check/complete the Basic Info tab and click Save.</p> <ul style="list-style-type: none"> • If you are appointed counsel on the case, no info needs to be added. • If you are an associate/partner on the case, use the drop down menu to select the correct Preferred Payee info to correspond with the billing code assigned to the appointed attorney. <div style="margin-top: 10px;">  </div>

STEP	ACTION
4	<p>Open the Services tab to add your in-court/out-of-court time. For each task, enter the following information and click Add.</p>  <ul style="list-style-type: none"> • Date. • Service Type. • Hours. • Description of work.
5	Open the Expenses tab and enter each of your expenses. Click Add .
6	<p>Complete Claim Status tab.</p> <ul style="list-style-type: none"> • Start Date – beginning date of services/expenses claimed in voucher. • End Date – last date of services/expenses claimed in voucher. • Payment Claims – indicate whether voucher is for final, interim or supplemental payment. • Confirm no previous payments for same services/expenses. <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <p>Note:</p> <ul style="list-style-type: none"> • Final Payment is requested after all services have been completed. • Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment. • Supplemental Payment may be requested due to a missed or forgotten payment after final payment has been submitted. </div>
7	<p>Open the Documents tab to attach any related requests or other documentation supporting the voucher using the browse/upload buttons. Add a Description for each document uploaded.</p> <p>If you are billing as an Associate/Partner on another attorney's case, you must attach a statement signed by the appointed attorney that confirms the appointed attorney has reviewed and approved all services and expenses shown on your CJA 20.</p>

8

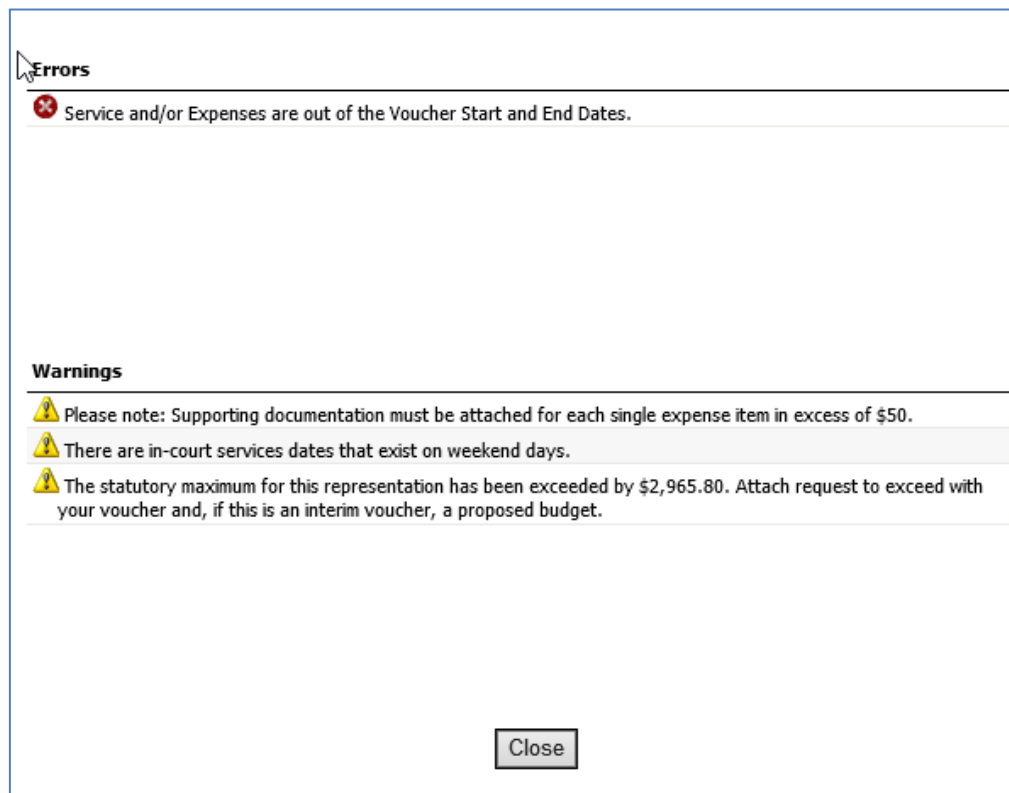
Open the **Confirmation** tab to review the voucher and run **Audit Assist**. (Note: You may run Audit Assist at any time from any page of the voucher.)

- Click the **Audit Assist** button at the bottom of the screen to run Audit Assist



The screenshot shows a light blue header area with a checkbox labeled "I swear and affirm the truth or correctness of the above statements" and a "Date:" field. To the right is a document icon with a green arrow pointing up. Below this is a navigation bar with buttons: "first", "< Previous", "Next >", "Last »", "Save", "Delete Draft", and "Audit Assist". The "Audit Assist" button is circled in red.

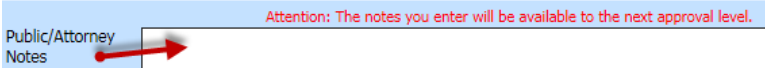
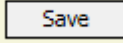
The **Audit Assist** window will pop up. Below is an example:



The screenshot shows the "Audit Assist" window. It has a title bar with a mouse cursor icon and the word "Errors". Below the title bar is a red "x" icon and the text "Service and/or Expenses are out of the Voucher Start and End Dates." Below this is a section titled "Warnings" with three yellow warning icons and text: "Please note: Supporting documentation must be attached for each single expense item in excess of \$50.", "There are in-court services dates that exist on weekend days.", and "The statutory maximum for this representation has been exceeded by \$2,965.80. Attach request to exceed with your voucher and, if this is an interim voucher, a proposed budget." At the bottom center is a "Close" button.

Audit Assist will display two types of notices: overridable **WARNINGS** and non-overridable **ERRORS**. For a complete list of possible warnings and errors, see [Appendix A](#).

If you have any **ERRORS** (red x), you will need to correct your voucher or you will not be able to submit it. For example, you may get an error that indicates that the dates you entered for services or expenses are outside the start and end dates you entered on the Claim Status page. Once you correct an error, click the **Audit Assist** button again to make sure it has cleared.

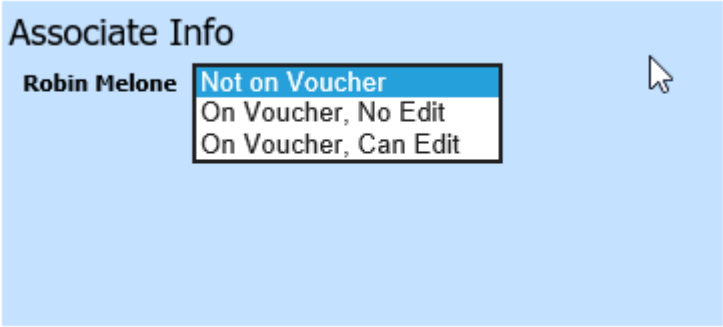


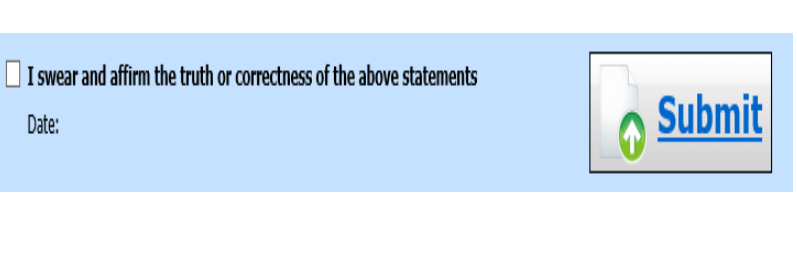
STEP	ACTION
	<p>WARNINGS (yellow exclamation point) are simply informational reminders. eVoucher will allow you to submit a voucher even if it has warnings. For example, you may get a warning indicating that your voucher has exceeded the statutory maximum and that a request to exceed is required. Note that even if you have attached the request to exceed, you will still receive the warning.</p>
9	<p>On the Confirmation tab, add a Public/Attorney Note to court clerk if necessary</p>  <p>If you are ready to submit the voucher, check the swear/affirm box and click Submit.</p> <p><input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements</p> <p>If you are not ready to submit the voucher to the court, click Save and you can close out of the voucher and reopen it later to add additional information and/or submit it to the court.</p> 
10	<p>If you clicked Submit, a Success message will indicate the CJA 20 was submitted to the court, and now will appear in your My Submitted Documents section of your Home page.</p> <p>If you DO NOT receive the Success message, run Audit Assist again to identify whether you have any non-overridable errors that need to be corrected to permit you to successfully submit the voucher.</p>

Adding an Associate to An Appointment

If you need an associate added to an appointment, contact Erin Callahan (Erin_Callahan@nhd.uscourts.gov) or Matt Pennington (Matt_Pennington@nhd.uscourts.gov) at the court. If this is the first time an associate has done CJA work, please include the associate's full name, email address, phone number, and business address in your email so that we can create an account for him/her in eVoucher.

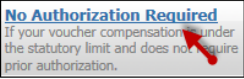
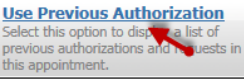
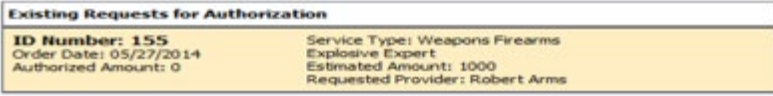
Entering Associate Time


Associate time will now be entered on the appointed attorney's CJA-20 voucher(s) using a dropdown menu.

Step	Screen
<p>On the Basic Info page, choose whether to add associate. If you select "On Voucher, Can Edit," the associate will be able to log in to eVoucher and add his/her own time to the voucher.</p>	
<p>On the Services tab, choose which attorney is performing the service before entering the date, service type, time, and description.</p>	
<p>On the Expenses tab, choose which attorney has incurred the expense before entering the date, expense type, amount, and description.</p>	
<p>Complete and submit the voucher as you normally would.</p>	

CJA 21

Note: Attorneys must **Submit** a CJA 21 twice before it is submitted to the court. First, you complete the CJA 21 for the expert and submit it to yourself as the attorney. Next, you reopen the CJA 21 and submit it to the court.

STEP	ACTION
1	Open the appointment by clicking the case number in the Appointments' List on your Home page.
2	On the Appointment page, click Create next to CJA 21 .
3	<p>Complete the Authorization Selection section.</p> <ul style="list-style-type: none"> • If the request does not require prior authorization (under the prior authorization threshold), click No Authorization Required.  • If you have a previous authorization from the court, click Use Previous Authorization and a list of existing authorizations that have been approved will appear.  • If you select Previous Authorization, select the correct authorization for the CJA 21 you are preparing to highlight it in yellow. You will not be able to continue until it is highlighted.  <p>Note: If the Previous Authorization does not contain enough funds to cover your voucher, you will need to add more. Please review the section on Increasing the Amount of an Approved AUTH.</p>

STEP	ACTION
4	<p>Select your Expert from the drop-down box.</p> <p>Note: Only experts who have been added by the court to the eVoucher database will appear. If your expert does not appear in the list, add your expert's information and click Create Voucher. This sends a message to the court to add the expert to the database. Although you can continue to complete the voucher and Save it to the My Service Provider's Documents section of your Home page, you will not be able to submit the voucher to the court until the expert has been added to the database. This process may take a few days.</p> <p>Once the process is complete, when you reopen the CJA 21, the expert's name and billing info will appear in the Basic Info page of the CJA 21, and you can complete the voucher and submit it to the court.</p> 

5

Enter the expert's **Services**.

- Create a separate entry for each date of service

Services for service providers are entered using “units,” which can represent an hourly rate, a flat rate, a half day, or any other basis for billing.

If your service provider bills using only one type of unit, you should define that unit in the **Description** field of the first entry (note that even if you do not need to define the unit in subsequent entries, you will still need to use the **Description** field to describe the service). For example, if your expert is a psychologist who performed three hours of evaluation work at \$300 per hour on 3/1/17 and two hours of report writing at \$300 per hour on 3/2/17, you would do two separate entries as follows. For 3/1/17, you would enter 3.0 in the **Units** field, the hourly rate in the **Rate** field, and explain in the **Description** field that each unit represents one hour and the time was for an evaluation. For 3/2/17, you would enter 2.0 in the **Units** field, the hourly rate in the **Rate** field, and explain in the **Description** field that the time was for report writing. There is no need in any subsequent entries to reiterate that each unit represents one hour. (See below)



Services

Date	<input type="text" value="3/1/2017"/>	Description	<input type="text" value="EACH UNIT REPRESENTS ONE HOUR; evaluation"/>
Units	<input type="text" value="3.0"/>		
Rate	<input type="text" value="300.00"/>		
<input type="button" value="Add"/> <input type="button" value="Remove"/>			

Services

Date	<input type="text" value="3/2/2017"/>	Description	<input type="text" value="report writing"/>
Units	<input type="text" value="2.0"/>		
Rate	<input type="text" value="300.00"/>		
<input type="button" value="Add"/> <input type="button" value="Remove"/>			

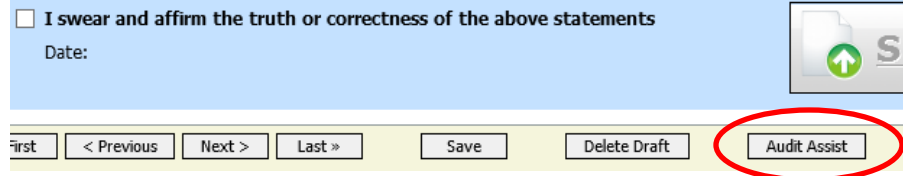
If your service provider bills using multiple types of units, you will need to define the units for each separate entry. For example, if your expert is an interpreter and submits an invoice for 4/27/17 for a full day and another invoice for 2/2/17 for a half day, you would enter these services as two separate entries. For the full day on 4/27/17, you would enter 1.0 in the **Units** field, enter the full day rate in the **Rate** field, and explain that each unit represents a full day in the **Description** field. For the half day on 2/2/17, you would enter 1.0 in the **Units** field, enter

STEP	ACTION
	<p>the half day rate in the Rate field, and explain that each unit represents a half day in the Description field. (See below)</p> <div data-bbox="440 369 1422 548"> <p>Services</p> <p>Date: 04/27/2017 *  Description: Interpreting - Full Day (non-certified) *</p> <p>Units: 1.0 *</p> <p>Rate: 202.00 *</p> <p style="text-align: right;">Add Remove</p> </div> <p><small>* Required Fields</small></p> <div data-bbox="440 579 1422 747"> <p>Services</p> <p>Date: 02/02/2017 *  Description: Interpreting - Half Day (non-certified) *</p> <p>Units: 1.0 *</p> <p>Rate: 111.00 *</p> <p style="text-align: right;">Add Remove</p> </div> <p><small>* Required Fields</small></p>
6	Enter the expert's Expenses , if any.
7	Open the Claim Status tab and enter the correct start and end dates for services and expenses included in the voucher, and select the type of payment requested.
8	On the Documents tab, attach the expert's invoice(s) and any other appropriate documentation, such as receipts for expenses over \$50.

9

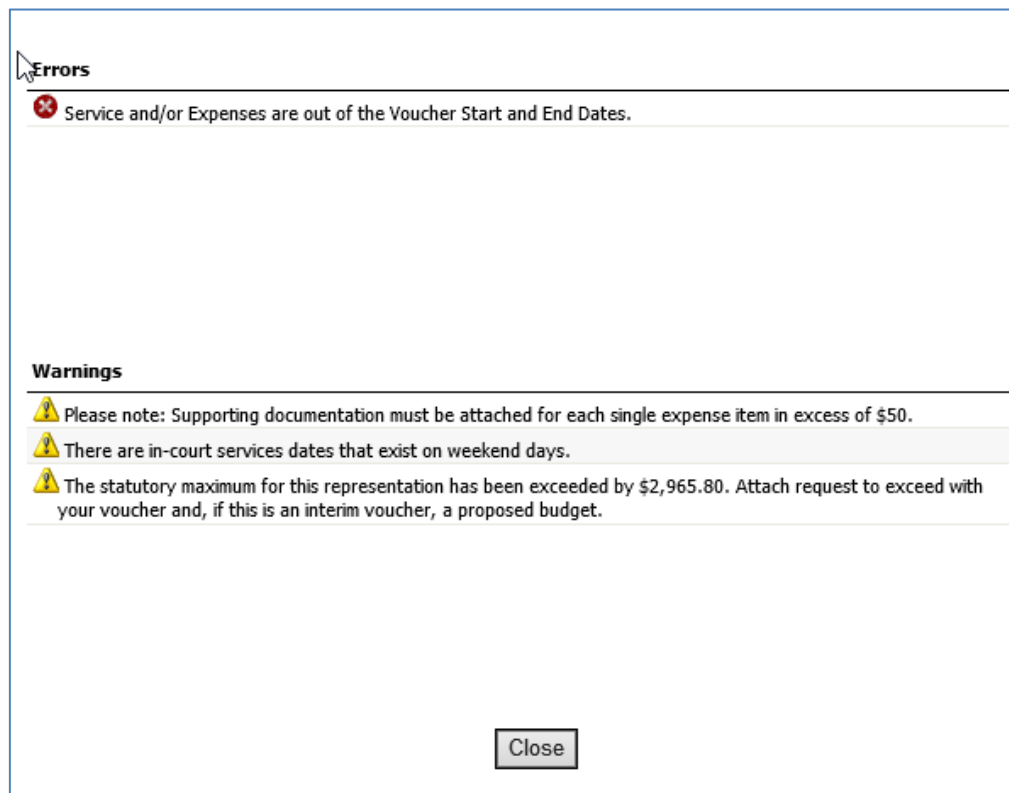
Open the **Confirmation** tab to review the voucher and run **Audit Assist**. (Note: You may run Audit Assist at any time from any page of the voucher.)

- Click the **Audit Assist** button at the bottom of the screen to run Audit Assist



The screenshot shows a software interface with a blue header bar containing a checkbox labeled "I swear and affirm the truth or correctness of the above statements" and a "Date:" field. To the right is a "Submit" button with a green arrow icon. Below the header is a navigation bar with buttons for "first", "< Previous", "Next >", "Last »", "Save", "Delete Draft", and "Audit Assist". The "Audit Assist" button is circled in red.

The **Audit Assist** window will pop up. Below is an example:



The screenshot shows the "Audit Assist" window with a title bar and a "Close" button at the bottom. The window is divided into two sections: "Errors" and "Warnings".

Errors

- Service and/or Expenses are out of the Voucher Start and End Dates.

Warnings

- Please note: Supporting documentation must be attached for each single expense item in excess of \$50.
- There are in-court services dates that exist on weekend days.
- The statutory maximum for this representation has been exceeded by \$2,965.80. Attach request to exceed with your voucher and, if this is an interim voucher, a proposed budget.

Audit Assist will display two types of notices: overridable **WARNINGS** and non-overridable **ERRORS**. For a complete list of possible warnings and errors, see [Appendix A](#).


If you have any **ERRORS** (red x), you will need to correct your voucher or you will not be able to submit the voucher. For example, you may get an error that indicates that the dates you entered for services or expenses are outside the start and end dates you entered

STEP	ACTION
	<p>on the Claim Status page. Once you correct an error, click the Audit Assist button again to make sure it has cleared.</p> <p>WARNINGS (yellow exclamation point) are simply informational reminders. eVoucher will allow you to submit a voucher even if it has warnings. For example, you may get a warning indicating your voucher has an expense item over \$50, for which a receipt is required.</p>
10	<p>On the Confirmation tab:</p> <ul style="list-style-type: none"> • Add a Public/Attorney Note to court clerk, if necessary. • If you are ready to submit voucher, check the swear/affirm box and click Submit. <p><i>**This will return the CJA 21 to YOU to review again and submit to the court.</i></p>
11	<p>If you clicked Submit, a Success message will indicate the CJA 21 is now in the My Active Documents section of your Home page.</p> <ul style="list-style-type: none"> • Click the case number to open and review it. • If it is ready to be submitted to the court, open the Confirmation tab, check the swear/affirm box and click Submit. You may add a Public/Attorney Note to the court clerk, if necessary. <p>If you DO NOT receive the Success message, run Audit Assist again to identify whether you have any non-overridable errors that need to be corrected to permit you to successfully submit the voucher.</p>

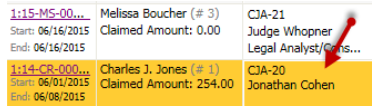

CJA 24

The CJA 24 voucher is created by court staff after an AUTH-24 has been approved by the court, after which it is available for the court reporter to complete, and then the attorney to review and submit to the court.

STEP	ACTION
1	<p>You will receive an email notification when a CJA 24 is ready for your review and submission to the court. (See Appendix B for a complete list of all automatic email notifications.) It also will appear in your My Active Documents section of your Home page.</p>

STEP	ACTION
2	Click the case number to open the CJA 24. 
3	Verify all information is correct in each tab of the CJA 24.
4	Open the Confirmation tab to review and submit the voucher. <ul style="list-style-type: none"> • Add a Public/Attorney Note to the court clerk, if necessary. • Check the swear/affirm box and click Submit.
5	The Success message indicates the CJA 24 was submitted to the court, and now will appear in your My Submitted Documents and My Service Provider's Documents sections on your Home page.

REJECTED AUTHORIZATIONS AND VOUCHERS

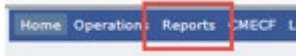
STEP	ACTION						
1	<p>If the court rejects an authorization or voucher you submit, you will receive an email notification and the document will reappear in your My Active Documents section of your Home page highlighted in yellow. (See Appendix B for a complete list of all automatic email notifications.)</p>  <p>The screenshot shows a table with two rows. The first row is highlighted in yellow and has a red arrow pointing to it. The second row is also highlighted in yellow. The columns contain case numbers, names, and amounts.</p> <table border="1"> <tr> <td>1:15-MS-00...</td> <td>Melissa Boucher (# 3) Start: 06/16/2015 End: 06/16/2015 Claimed Amount: 0.00</td> <td>CJA-21 Judge Whopner Legal Analyst/Clerk...</td> </tr> <tr> <td>1:14-CR-000...</td> <td>Charles J. Jones (# 1) Start: 06/01/2015 End: 06/08/2015 Claimed Amount: 254.00</td> <td>CJA-20 Jonathan Cohen</td> </tr> </table>	1:15-MS-00...	Melissa Boucher (# 3) Start: 06/16/2015 End: 06/16/2015 Claimed Amount: 0.00	CJA-21 Judge Whopner Legal Analyst/Clerk...	1:14-CR-000...	Charles J. Jones (# 1) Start: 06/01/2015 End: 06/08/2015 Claimed Amount: 254.00	CJA-20 Jonathan Cohen
1:15-MS-00...	Melissa Boucher (# 3) Start: 06/16/2015 End: 06/16/2015 Claimed Amount: 0.00	CJA-21 Judge Whopner Legal Analyst/Clerk...					
1:14-CR-000...	Charles J. Jones (# 1) Start: 06/01/2015 End: 06/08/2015 Claimed Amount: 254.00	CJA-20 Jonathan Cohen					
2	<p>Click the case number to open the rejected document, and open the Confirmation tab. An explanation for the rejection should be in the Public/Attorney Notes box.</p>  <p>The screenshot shows a 'Public/Attorney Notes' box with a blue header. Below the header is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below the warning is a text input area with the message: 'As an associate, your billing must be associate with appointed attorney's billing info line. Please correct.'</p>						
3	<p>When you are ready to resubmit the document, open the Confirmation tab.</p> <ul style="list-style-type: none"> • Add a Public/Attorney Note to court clerk if necessary. • Check the swear/affirm box and click Submit. 						
4	<p>The Success message indicates the document was resubmitted to the court.</p>						

REPORTS AND CASE MANAGEMENT

You have access to a variety of reports in eVoucher to monitor fees and expenses in a case or all your cases.

Reports Menu

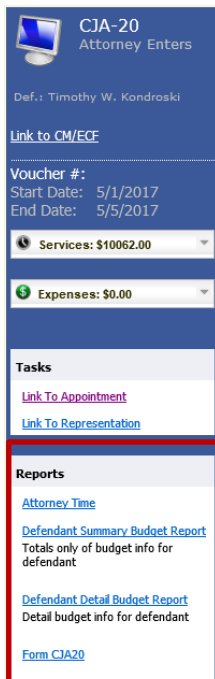
Click **Reports** on the top menu bar to access the following reports:



- **Appointment Report.** This report displays a list of all of your appointments and provides the status of each voucher you submitted for those appointments.
- **Attorney Time Report.** This report includes all appointments and displays all attorney time that has been claimed by type of service performed.

Reports Accessible From AUTHs and Vouchers

When viewing a voucher or authorization request, you will see a reports window on the left-hand side of your screen.



You will be able to access the following reports through this window.

- **Form Document.** This will generate a printable PDF of the voucher or authorization request that you have open.
- **Defendant Detail Budget Report.** This report displays service and expense totals for all attorneys and experts involved in the representation. For experts, it also lists any approved authorizations and any vouchers submitted against those authorizations.
- **Defendant Summary Budget Report.** This report provides the same information as the Defendant Detail Budget Report but in abbreviated form.
- **Attorney Time Report.** This report includes all appointments and displays all attorney time that has been claimed by type of service performed.

CM/ECF

You may search for and access the public docket sheet for a case by clicking on the **CM/ECF** link on the menu bar.

EVOUCHER CONTACT INFORMATION

Auditors

Auditors review, process and/or audit AUTHs, AUTH-24s, CJA 20s, CJA 21s, CJA 24s, and TRAVEL requests. They also provide general technical assistance with eVoucher.

- Cases Assigned to Chief Judge McCafferty, Judge Laplante & Judge DiClerico – Erin Callahan: Erin_Callahan@nhd.uscourts.gov; 226-7781
- Cases Assigned to Judges Barbadoro, McAuliffe & Johnstone – Matt Pennington: Matt_Pennington@nhd.uscourts.gov; 225-1437

Other Resources

To link to the court's CJA Voucher Reference Sheet, click [here](#).

APPENDIX A: Complete List of Audit Assist Warnings & Errors

Document & Notice Type	Text of Notice	What should you do?
CJA 20 WARNINGS	The date of the voucher is before the appointment or nunc pro tunc appointment date.	If you performed services before your appointment or nunc pro tunc date, attach a statement providing the specific dates and an explanation. If you did not perform services before your appointment date, check your entries on the Services tab and the dates on the Claim Status tab.
	Please note: Supporting documentation must be attached for each single expense item in excess of \$50.	For each expense over \$50, not including mileage, make sure you have attached a receipt or affidavit.
	There are in-court service dates that exist on weekend days.	Check your in-court entries on the Services tab to make sure the dates are correct.
	The attorney or expert has submitted multiple vouchers for the same travel date.	If you have travel time and expenses in common with multiple representations, remember that you MUST PRORATE the TIME, but you CANNOT PRORATE the EXPENSES. Make sure you have attached a Time & Expenses in Common Form.
	The statutory maximum for this representation has been exceeded. Please attach a request to exceed and, if this is an interim voucher, a proposed case budget.	Make sure you have attached a Request to Exceed and a Proposed Case Budget (if applicable).
	The total claimed/billed hours exceed 14 for a single day.	Check your entries on the Services tab to ensure that the time is entered correctly.
	The date(s) of this voucher overlap a previously submitted voucher.	Check your entries on the Services tab to ensure that the dates are correct. Also check the dates on the Claim Status tab.

APPENDIX A (Cont.)		
Document & Notice Type	Text of Notice	What should you do?
CJA 20 ERRORS	Service and/or Expenses are out of the Voucher Start and End Dates.	Check the Claim Status tab to ensure the start and end dates have been entered correctly. You will not be able to submit a voucher if you have services or expenses that fall outside these dates.
CJA 21 WARNINGS	The date of the voucher is before the appointment or nunc pro tunc appointment date.	If the expert performed services before your appointment or nunc pro tunc date, attach a statement providing the specific dates and an explanation. If the expert did not perform services before your appointment date, check your entries on the Services tab and the dates on the Claim Status tab.
	Please note: Supporting documentation must be attached for each single expense item in excess of \$50.	For each expense over \$50, not including mileage, make sure you have attached a receipt or affidavit.
	The expert has submitted multiple vouchers covering the same service date(s).	If you are submitting multiple vouchers for the same expert, make sure you have not duplicated any entries.
CJA 21 ERRORS	There are not enough funds on the authorization. Only ___ remains on this authorization. You will be to submit a new AUTH for the FULL amount of the voucher.	Submit a new AUTH for the FULL amount of the expert's invoice. Once the AUTH is approved, contact an auditor so he or she can link this new AUTH to your CJA 21.
	Only ___ remains for expert services without requiring an authorization. You will need to submit an authorization.	If you receive this error, it means you have attempted to claim more than the prior authorization threshold in expert services without prior authorization. Submit an AUTH for the funds you require.
	Service and/or Expenses are out of the Voucher Start and End Dates.	Check the Claim Status tab to ensure the start and end dates have been entered correctly. You will not be able to submit a voucher if you have services or expenses that fall outside these dates.

APPENDIX B: Complete List of Automated Email Notifications

Email Name	You will receive it when...
Assignment Confirmation	A panel manager contacts you and you accept an assignment
Forgotten Login/Password	You click "Forgot your login?" on the eVoucher login screen – the email will contain a link for resetting your password.
AUTH Action	The court makes a decision regarding a request for services of than counsel
Rejected Document	The court rejects a request for voucher for corrections or more information
CJA 24 Ready for Approval	A court reporter completes a transcript request and submits a voucher for your approval
CJA 20 or 21 Paid	A CJA 20 or CJA 21 voucher is certified for payment
TRAVEL Approved	A TRAVEL request is approved by the court