

**United States District Court  
Southern District of New York**



CJA eVoucher  
Electronic Voucher Management System

**Expert  
Manual**

# United States District Court Southern District of New York

## Contact Information

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## Web Resources

CJA website for the Southern District of New York  
<http://nysd.uscourts.gov/cja.php>

CJA website for the Second Circuit  
<http://www.ca2.uscourts.gov/clerk/attorneys/cja.html>

Guide to Judiciary Policy- Volume 7: Defender Services  
<http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/GuideToJudiciaryPolicyVolume7.aspx>

National CJA Voucher Reference Tool  
<http://www.uscourts.gov/uscourts/cjaort/index.html>

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# Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions.

The eVoucher program allows you to:

- submit claims electronically to the attorney;
- upload supporting documents to claims; and
- receive automatic e-mail notification of approved or rejected vouchers.

Claims are not viewable by Clerk’s staff until they are submitted, nor can any other user besides the appointed attorney view your detailed claim information after submission.

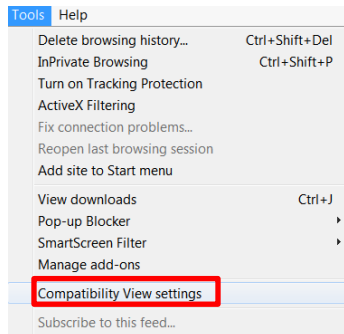
## Browser Compatibility

- Windows: Internet Explorer 8 or newer is approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).

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

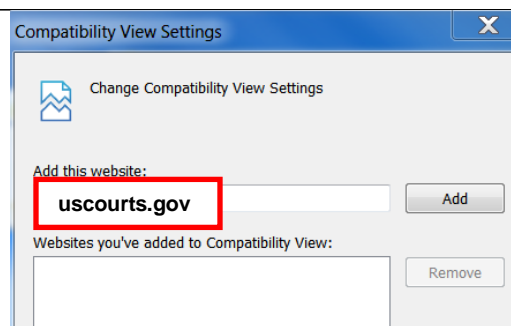
CJA eVoucher will not work with Chrome, Firefox, or any other browser not listed above. You may need to reset the browser’s cache.

1. Click the **Tools menu**, and then select **Compatibility View settings**.



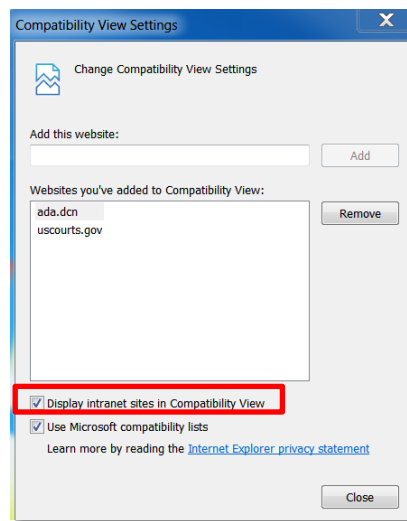
2. Type **uscourts.gov** in the Add this website field.

3. Click **Add**.



4. Check the box next to **Display intranet sites in Compatibility View**.

5. Click **Close**.



# Payment Voucher

You will receive an email when an attorney creates a payment voucher for you in the eVoucher System.

## Accessing the CJA eVoucher Program

The CJA eVoucher site for the Southern District of New can be accessed using the link below. It is suggested that you bookmark it for easier access.

[https://evadweb.ev.uscourts.gov/CJA\\_nys\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_nys_prod/CJAeVoucher/)

1. Enter your court issued login and password.

2. Click **Log In**.

If you have forgotten your password, click **Forgot your login?**

If you forgotten your username, contact the CJA clerk.

Enter your user name or email address and click **Recover**.

Follow the instructions in the email that you will receive.

### Password Rules:

**Users will be required to change their passwords within 30 days of the first time they log into CJA 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

Users are required to change their passwords every 180 days. When changing passwords, users must specify a password that satisfies the new complexity rules and has not been used in the past 365 days. Users attempting to change their password to a previous password before the required time period has passed will receive a notification in CJA eVoucher.

# Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

The screenshot shows the home page of the eVoucher Expert system. At the top, there is a navigation menu with links for Home, Operations, Reports, CMR/CF, Links, Help, and Logout. The user is logged in as 'Interpreter One (Expert)'. A welcome message 'Welcome Interpreter One!' is displayed, along with a 'My Profile' link and a 'My Appointments: View' link. Below this, there are three main sections:

- My Documents:** A table with columns Case, Defendant, Type, and Status. It contains the message 'No rows have been recorded on the database' and 'No data'.
- My Submitted Documents:** A table with columns Case, Defendant, Type, and Status. It contains one row of data:

Case	Defendant	Type	Status
<a href="#">1:13-CR-00785-TEN</a> Start: 04/02/14 End: 06/02/14	Samuel, Guy (F 1)	C16-21 Interpreter One Interpreter - Translator	Submitted to Court 02/08/2014 F24L PART 21

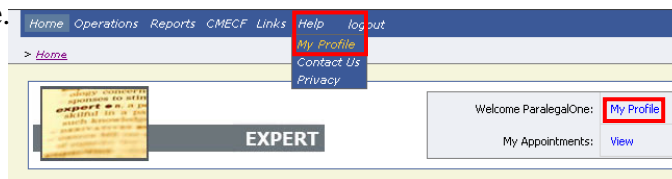
Page 1 of 1 (1 item)
- My Closed Documents:** A table with columns Case, Defendant, Type, and Status. It contains the message 'No rows have been recorded on the database' and 'No data'.

# My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

Click **My Profile**.



## Login Info

- Edit your username
- Edit your password

### Login Info

Your Login information

UserName **ParalegalOne**

## Expert Info

- Change your contact information
- Change your email address

### Expert Info

Your personal info

Your Name: **ParalegalOne**

*Your Contact Info:*  
Phone: 212-805-0640  
Fax:  
CJAexpert@nysd.uscourts.gov

*Your Address:*  
500 Pearl Street  
New York, NY 10007  
US

## Billing Info

- Update your billing information

### Billing Info

List all available billing info records

Your default billing info is:  
**ParalegalOne**  
Billing Code:0208-000003  
500 Pearl Street  
New York, NY  
10007 - US  
Phone: 212-805-0640  
Fax:

## Expert Specialties

- Add specialties

### Expert Specialties

List your assigned specialties

Your current assigned specialties are:

**[General]:** Paralegal Services



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## Voucher Reference Chart

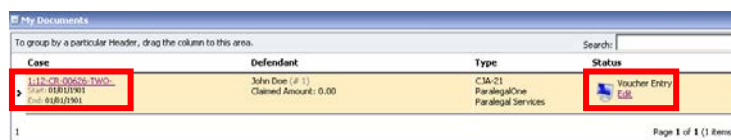
Folder	Contents
<b>My Documents</b>	Vouchers you are currently working on
<b>My Submitted Documents</b>	Vouchers you submitted to the attorney/court.
<b>Closed Documents</b>	<ul style="list-style-type: none"><li>• Vouchers paid or approved by the court.</li><li>• Vouchers appear until archived by the Court.</li></ul>

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# CJA-21/CJA-31 Voucher (Expert Vouchers)

- Interim vouchers may only be submitted if it is greater than \$3,500, or a final interim voucher.
- Indicate the type of document, number of pages and rate charged per page for photocopy.
- When claiming travel time and/or expenses, indicate the addresses for the starting and finishing point as well as the start and end times.
- Mileage must be entered in whole miles.
- When entering the description of service include information researched, discovery reviewed along with page numbers, and materials drafted.
- **THE VOUCHER WILL ERASE ALL DATA IF YOU ENTER MORE THAN 175 LINES. YOU WILL HAVE TO SUBMIT MULTIPLE VOUCHERS IF YOU HAVE MORE THAN 175 LINES.**

1. Select the voucher from the **My Documents** section on the home page by clicking the line to highlight it yellow then clicking the case number or Edit hyperlinks.



2. Review the Basic Info to be sure you selected the correct voucher.

Basic Info			
1. CIR./DIST./DIV. CODE D208	2. PERSON REPRESENTED John Doe	5. APPEALS DIST./DIV. NUMBER	VOUCHER NUMBER
3. MAG. DIST./DIV. NUMBER	4. DIST. DIST./DIV. NUMBER 1:12-CR-00626-1-TWO	6. OTHER DIST./DIV. NUMBER	
7. IN CASE/MATTER OR(Case Name) J.S. v. Doe	8. EXAMINER CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 21:846=ND.P CONSPIRACY TO DISTRIBUTE NARCOTICS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Attorney One 500 Pearl Street New York NY 10007 Phone: (212)805-0640		13. COURT ORDER <input type="checkbox"/> A Associate <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  Distr Attorney's Name Appointments Date Signature of Presiding Judge or By Order of the Court Number Two Date of Order 4/1/2013 None Etc Time Date Assignment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

3. Click the **Services** tab to input services.

Basic Info		
1. CIR./DIST./DIV. CODE D208	2. PERSON REPRESENTED John Doe	VOUCHER NUMBER

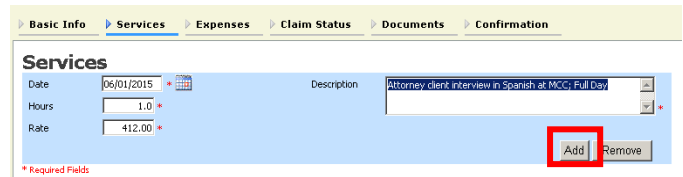
4. Enter information in all required fields then click Add.

**Special Note for Interpreters:**

Enter **1** in the **Hours** field.

Enter half/full day rate in the **Rate** field.

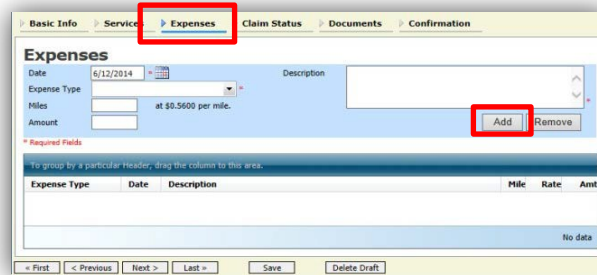
In the **Description** field, enter the language spoken, type of proceeding, and indicate if it is a full or half day of service.



\*Indicates a required field

5. Click the **Expenses** tab and enter the required fields.

6. Click **Add** and then click **Save**.



You may see an error message indicating that the service and/or expenses are out of the voucher start and end dates. This message will disappear once you change the dates in the claim status.

# CJA-21/CJA-31 Check claim status

- Final payment may be requested after all services have been completed.
- Interim payment allows for payments in segments. A court order is required when requesting an interim payment.
- Supplemental payment may be requested due to a missed or forgotten receipt after final payment number has been submitted.
- The CJA clerk will reject the voucher if this section is not completed.

1. Click the **Claim Status** tab.



CJA 21

2. Enter the **start** and **end** dates.

3. Select the claim type.

4. Click **Save**.

A screenshot of the 'Claim Status' form for CJA 21. The form has a light blue background and a white border. At the top, there is a navigation menu with 'Claim Status' selected. Below the menu, there are two date fields: 'Start Date' and 'End Date', both set to '7/9/2015'. Underneath, there is a section titled 'Payment Claims' with three radio button options: 'Final Payment', 'Interim Payment (payment #)', and 'Supplemental Payment'. A red asterisk and the text '\*\* Reminder: Please select the appropriate claim status.' are below the options. At the bottom of the form, there is a row of buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red rectangular box.

OR

CJA 31

2. Enter the **start** and **end** dates.

3. Select the claim type.

4. Select the **Stage of Proceeding**.

5. Click **Save**.

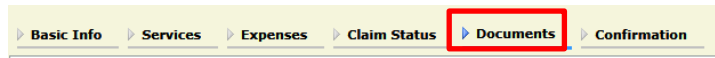
A screenshot of the 'Claim Status' form for CJA 31. The form has a light blue background and a white border. At the top, there is a navigation menu with 'Claim Status' selected. Below the menu, there are two date fields: 'Start Date' and 'End Date', both set to '7/9/2015'. Underneath, there is a section titled 'Payment Claims' with three radio button options: 'Final Payment', 'Interim Payment (payment #)', and 'Supplemental Payment'. A red asterisk and the text '\*\* Reminder: Please select the appropriate claim status.' are below the options. To the right of the 'Payment Claims' section, there is a dropdown menu labeled 'Stage of Proceeding' with 'General Proceedings' selected. This dropdown menu is highlighted with a red rectangular box. At the bottom of the form, there is a row of buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red rectangular box.

## CJA-21/CJA-31 Attach documents to a claim

You may attach documents that support the claim.

- a. Court orders, including orders for interim payments
- b. Travel receipts. Meal receipt must itemize the meal; credit card receipt is insufficient
- c. Receipts for other single item expenses greater than \$50.00
- d. Time Spent in Common form when billing for time and expenses in common with another defendant
- e. Interpreter Travel Expense form when interpreter is claiming travel expenses

1. Click the **Documents** tab.



2. Click **Browse** and select the document to be attached.

3. Add the title of the document in the description field.

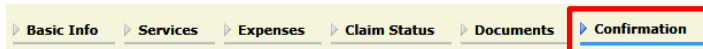
4. Click **Upload** and then click **Save**.



## CJA-21/CJA-31 Sign and submit voucher to attorney

The notes field may be used to provide brief statements to the attorney and/or CJA clerk. However, any information of substance needs to be in a memo and attached to the voucher.

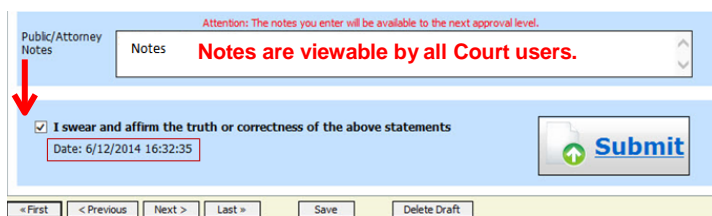
1. Click the **Confirmation** tab.



2. Review the voucher.

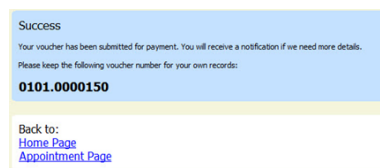
3. Add any brief notes.

4. Scroll to the bottom of the screen and check the affirmation box.

A screenshot of the 'Public/Attorney Notes' section. It features a text area with the note 'Notes are viewable by all Court users.' Below this is a checkbox labeled 'I swear and affirm the truth or correctness of the above statements' which is checked. A date field shows 'Date: 6/12/2014 16:32:35'. A 'Submit' button with a green arrow icon is on the right. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. A red arrow points to the checkbox.

5. Click **Submit**.

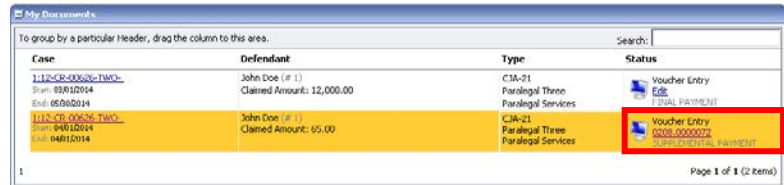
6. A confirmation screen displays indicating successful submission.



# Rejected Vouchers

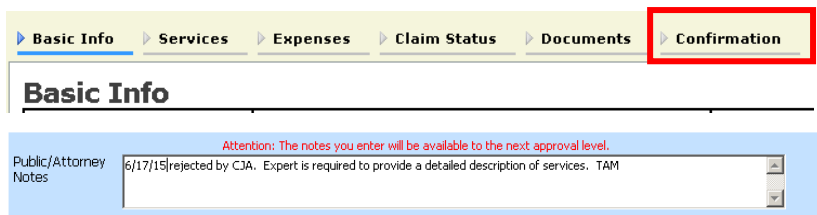
If you receive an email that an voucher was rejected, you must perform an action in the eVoucher system. The rejected voucher will also be highlighted in **gold** in the My Active Documents section of your Home page. Since the attorney submits the expert voucher, the CJA clerks cannot reject the voucher directly to the expert. It is up to the attorney to reject the voucher to the expert. If you notice a rejected voucher and it is in Read Only format, contact the attorney to reject the voucher to you. Once the attorney rejects the voucher, you will be about to modify the voucher.

1. Click the rejected voucher.



Case	Defendant	Type	Status
112CB-00626-TWO Start: 03/02/04 End: 05/02/04	John Doe (# 1) Claimed Amount: 12,000.00	CJA-21 Paralegal Three Paralegal Services	Voucher Entry 0008.0000072 FINAL PAYMENT
112CB-00626-TWO Start: 04/02/04 End: 04/02/04	John Doe (# 1) Claimed Amount: 65.00	CJA-21 Paralegal Three Paralegal Services	Voucher Entry 0008.0000072 SUSPENDED PAYMENT

2. Click the **Confirmation** tab to read any notes sent by the attorney or CJA clerk.



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

### Basic Info

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

Public/Attorney Notes: 6/17/15|rejected by CJA. Expert is required to provide a detailed description of services. TAM

3. Correct any deficiencies and resubmit the voucher to the attorney by checking the affirmation box and click **Approve**.



I certify that I have reviewed the above information  
Date: 6/18/2015 11:49:26

**Approve** **Reject**

## CJA-21 / CJA-31 Modify Services or Expenses

1. Click the tab of the area requiring attention.

2. Click the entry to be modified.

3. Modify the entry as needed.

4. Click **Save**.

Service Type	Date	Description	Hrs	Rate	Amt	Audit Notes	Audit Hrs	Audit Amt
e. Sentencing Hearings	11/17/2014	Sentencing of Def	0.4	\$126.00	\$50.40			
a. Arraignment and/or Plea	11/12/2014	Plea	0.3	\$126.00	\$37.80			
a. Interviews and Conferences	11/10/2014	Interview with Def at Jail	1.5	\$126.00	\$189.00			
d. Travel Time	11/10/2014	Office to/from Jail	1.6	\$126.00	\$201.60			
b. Obtaining and Reviewing Records	11/09/2014	Review Plea Agreement	1.0	\$126.00	\$126.00			

In this example, travel time under the Services tab is being modified.

### If the claim status dates HAVE changed

1. Click the **Claim Status** tab.

2. Enter the **start** and **end** dates.

3. Select the claim type.

4. Click **Save**.

5. Click the Confirmation tab.

6. Review the voucher.

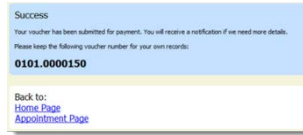
7. Add any brief notes.

8. Scroll to the bottom of the screen and check the affirmation box.

9. Click **Submit**.



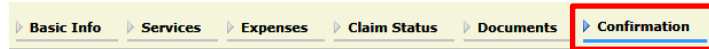
10. A confirmation screen displays indicating successful submission.



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## If the claim status dates have NOT changed

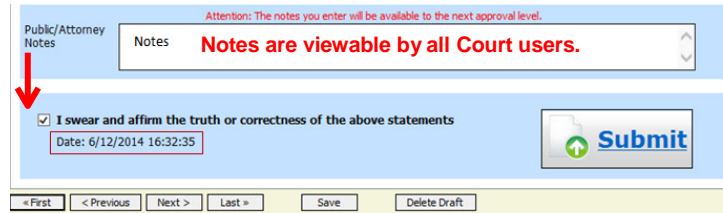
1. Click the **Confirmation** tab.



2. Review the voucher.

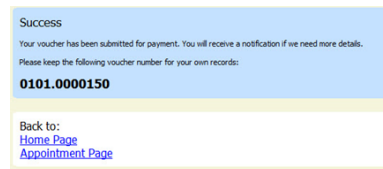
3. Add any brief notes.

4. Scroll to the bottom of the screen and check the affirmation box.



5. Click **Submit**.

6. A confirmation screen displays indicating successful submission.



# Voucher Status

## Vouchers pending approval by the court

Vouchers pending approval display in the **My Submitted Documents** section of your **Home** page.

Case	Defendant	Type	Status
<a href="#">1:14-CR-70001-...</a> Start: 11/05/2014 End: 11/05/2014	Sample Defendant 1 (#... Claimed Amount: 54.75	CJA-24 Court Reporter	Submitted to Court <a href="#">0752.0003805</a>
<a href="#">1:14-CR-70001-...</a> Start: 10/24/2014 End: 10/24/2014	Sample Defendant 1 (#... Claimed Amount: 2,000...	CJA-21 Expert Investigator Investigator	Submitted to Court <a href="#">0752.0003810</a> FINAL PAYMENT
<a href="#">1:14-CR-70022-...</a> Start: 10/01/2014 End: 10/28/2014	Sample Defendant 2 (#... Claimed Amount: 2,037...	CJA-21 Expert Investigator Investigator	Submitted to Court <a href="#">0752.0003826</a> FINAL PAYMENT
<a href="#">1:14-CR-70022-...</a> Start: 10/28/2014 End: 01/01/1900	Sample Defendant 2 (#... Claimed Amount: 0.00	AUTH-24	Submitted to Court <a href="#">0752.0003819</a>

## Approved

Vouchers approved by the court appear in the **Closed Documents** section of your **Home** page.

Case	Defendant	Type	Status
<a href="#">1:14-CR-70001-...</a> Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000...	AUTH Investigator	Voucher Closed <a href="#">0752.0003795</a>
<a href="#">1:14-CR-70001-...</a> Start: 10/23/2014 End: 10/23/2014	Sample Defendant 1 (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0752.0003804</a>

## Rejected vouchers

Vouchers rejected by the court display in the **My Documents** section and are highlighted in gold.

Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

- The system generates an email to the attorney, indicating that the voucher must be reviewed, corrected, and resubmitted.
- Instructions for correcting the error will be in the Notes section of the voucher.