

CJA PANEL ATTORNEYS NEWSLETTER

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A RECENT CHANGE

When we began eVoucher, attorneys had the task of entering the service time for their expert/service provider on the CJA 21 or CJA 31.

Now you can choose which expert/service provider you want to enter their service time on the CJA 21 or CJA 31.

Keep in mind, not every service provider needs access to eVoucher.

Manuals and Procedures are located on the Links tab in eVoucher.



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NEW CHANGES WITH EXPERT/SERVICE PROVIDERS

You can now allow your expert/service provider access to eVoucher

Attorneys select who will enter the service time on the CJA21/31

The Court will **not** provider training for expert/service providers.

Q: How do I select the service provider to enter their time?

A: Once the CJA 21 is created and the service provider/expert is selected under Voucher Assignment click Expert

Q: Can an expert/service provider enter their time without returning the Security Form to the Court by mail?

A: No all accounts will be locked until the form is returned. You can create the CJA 21, but the expert/service provider will not be able to log into eVoucher until the form is returned to the Court at the Contact Us address.

Note: Create the CJA 21 once the service provider informs you the form has been mailed to the court.

The Links tab on the eVoucher toolbar has been update with revised manuals and instructions

EXPERT SERVICE PROVIDER WILL RECEIVE AN EMAIL WITH THEIR USERNAME AND PASSWORD

All expert/service providers will receive their username and password by email once their security form has been returned to the court. They should review their billing information and EIN is correct.

INFORM THE EXPERT/SERVICE PROVIDER

The following tabs can help them with submitting a CJA 21/31 in eVoucher:

- Links Tab – Expert/Service provider manual
- Help Tab – Attorney and Expert quick resource guide
- Audit Assist – Check for errors or warnings something is incorrect



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Contact Us

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REMINDER BEFORE SUBMITTING VOUCHERS

- Attach order when submitting a voucher for withdrawal
- Attach order when submitting a voucher for interim payment
- Attach order when transcripts are to be split between parties
- Attach proof of payment for expenses of \$50.00 or more
- Click Audit Assist for errors or warnings

REMINDER WHEN TO CREATE VOUCHERS

- Create an AUTH for expert/service provider request over \$900
- Create a CJA 21/31 after AUTH is approved or payment under \$900
- Create an AUTH-24 to request a transcript include court reporter's name

REMINDER TO REVIEW THE CJA 21/31 BEFORE SUBMITTING

- Review service descriptions are not be combined
- Review time is billed in tenth of an hour
- Invoices are attached if attorney enters time
- Attach proof of payment for expenses of \$50.00 or more