



UNITED STATES DISTRICT COURT  
**Western District of Pennsylvania**  
Mark R. Hornak, Chief Judge – Joshua C. Lewis, Clerk of Court

# CJA eVoucher

## Expert User Manual

**Release 6.3**

**May**

**2020**



## 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 attorneys 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

CJA eVoucher is compatible with the following browsers:

- Internet Explorer 10.1 (with Compatibility Mode)
- Internet Explorer 11
- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1


## Accessing the CJA eVoucher Program

The link below is only for access to the Western District of Pennsylvania's eVoucher system:

[https://evadweb.ev.uscourts.gov/CJA\\_paw\\_prod/CJAevoucher](https://evadweb.ev.uscourts.gov/CJA_paw_prod/CJAevoucher) You can also access the link on the court's website: under Attorneys/Criminal Justice Act/eVoucher/eVoucher Login.

<https://www.pawd.uscourts.gov> It is suggested that you bookmark it for easier access. Enter your username and password and click **Sign In**.

An official website of the United States government

**CJA eVoucher - Pennsylvania Western District Court**

**Sign in to CJA eVoucher**  
Please enter your username and password to continue.

**Username**

**Password**

[Forgot your password?](#)

**Sign in**

**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.

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your username or password, click the **Forgot your password?** link.

Password

[Forgot your password?](#)

Sign in

Enter your username and email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

### Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username



Email



[Back to sign in](#)

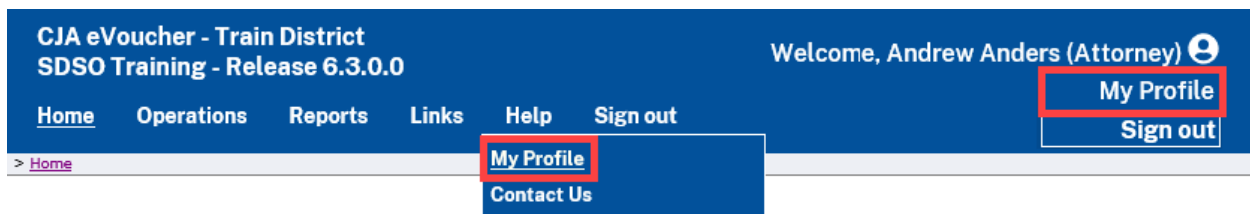
Recover Logon

## Profile

In the My Profile section, the expert can:

- Change the password (Expert Info section).
- Edit contact information, phone, email, and/or physical address.
- Update the Social Security number (SSN) or employee identification number (EIN). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Enter expert specialties.
- Document any CLE attendance.

To access the My Profile page, from the menu bar, click **Help** and then click **My Profile**, or click the **My Profile** link to the right of the menu bar.



The My Profile page appears.

Section	Fields	Action
<b>Login Info</b> Your Login information	UserName: <b>Astley</b>	<a href="#">Edit</a>
<b>Expert Info</b> Your personal info	Your Name: <b>Rick Astley</b> <i>Your Contact Info:</i> Phone: 210-555-3434 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov  <i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	<a href="#">Edit</a>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Abraham Astley</b> Billing Code: 0101-000004 110 Main Street San Antonio, TX 78210 - US Phone: 210-555-3434 Fax:	<a href="#">Select</a> <a href="#">Add</a> <a href="#">Edit</a>
<b>Expert Specialties</b> List your assigned specialties	Your current assigned specialties are: <b>[General]:</b> Chemist/Toxicologist	<a href="#">Edit</a>

## Changing Username and Password

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



The screenshot shows a light blue box on the left with the text "Login Info" and "Your Login information" below it. To the right of this box, the text "UserName Astley" is displayed. Further to the right, there is a button labeled "Edit" which is highlighted with a red rectangular box.

To change your username, in the **Username** field, type the new username and then click the **change** link.

To change your password, click **Reset**. In the **Password** field, type the new password, retype it in the **Confirm** field, then click **Reset** again. Click **Close** to exit the Login Info section.



This screenshot shows the "Login Info" section with a form for editing. The form has three input fields: "Username" (containing "Astley"), "Password", and "Confirm". To the right of the "Username" field is a blue "change" link. Below the "Password" and "Confirm" fields are "Reset" and "cancel" buttons. To the right of the form is a "Close" button. The "change", "Reset", and "Close" buttons are highlighted with red rectangular boxes. There are also red asterisks next to the "Password" and "Confirm" fields, and a blue information icon next to the "change" link.

## Expert Info

In the Expert Info section, click **Edit** to access your personal information.



The screenshot shows a light blue box on the left with the text "Expert Info" and "Your personal info" below it. To the right of this box, the following information is displayed: "Your Name: Rick Astley", "Your Contact Info:", "Phone: 210-555-3434", "Fax:", "lisa\_ornelas@aotx.uscourts.gov", "deadmail@support.aotx.uscourts.gov", "deadmail@support.aotx.uscourts.gov", "Your Address:", "110 Main Street", "San Antonio, TX 78210", and "US". To the right of this information, there is a button labeled "Edit" which is highlighted with a red rectangular box.

Make any necessary changes, and then click **Save**.

### 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  
 Abraham           Astley      ☐ Inactive

Tax Identification Number: **\* (If self-employed)**  
 SSN: 123-45-6788  
 Confirm: 123-45-6788

Main Email **\***  
 deadmail@support.aotx.uscourts.gov

2nd Email  
 deadmail@support.aotx.uscourts.gov

3rd Email  
 deadmail@support.aotx.uscourts.gov

Phone **\*** Cell Phone Fax  
 210-555-3434          

Address 1 **\*** City **\***  
 110 Main Street      San Antonio

Address 2 State **\* (US only)** Zip **\* (US only)**  
      TEXAS      78210

Address 3 Country **\***  
      UNITED STATES

## Note

Only self-employed service providers must enter an SSN in the user profile. Company-employed service providers will need to enter their EIN. Once the SSN is saved, it becomes read-only, and the record is transmitted to CJA6x. Once the record has been transmitted to CJA6x, any changes to the SSN can only be made by an eVoucher administrator. You must contact your court to make any changes to the SSN.

## Billing Info

Billing Info Edit is turned off for Experts. These instructions are for informational purpose ONLY. You CANNOT change your address once it has been entered in eVoucher by the court. Please submit a new W-9 to the attorney and the court by email or mail.

**Verify your billing information is correct once you log into your account.**

The billing information for your services is contained in the Billing Info section of the profile.

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**

List all available billing info records

Your default billing info is:

**Abraham Astley**  
 Billing Code: 0101-000004  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-555-3434  
 Fax:

Select

Add

Edit

In the Billing Info section, the Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button when payments are made to the expert's SSN.
- Click the **Company** radio button when payments are made to a firm's EIN.

\* Required Fields

Billing Type:

☒ Self-Employed  
☐ Company

## Self-Employed Service Provider

Self-employed service providers must enter all required information in the Billing Info section. Click **Save**.

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

**\* Required Fields**

Billing Type:

☒ Self-Employed  
☐ Company

☐ Copy Address from Profile

Name: \*

Abraham Astley

Phone: \*      Fax:

210-555-3434     

Address 1: \*

110 Main Street

Address 2:

Address 3:

City: \*      State: \* (US only)      Zip Code: \* (US only)

San Antonio      TEXAS      78210

Country: \*

UNITED STATES

Save

cancel

## Notes

- Users can select the **Copy Address from Profile** check box to populate their information.
- Users should enter their information if the payment address is different from the address in their profile.



## Company Employed

Company-employed service providers are required to enter the company's EIN, name, and payment address information in the Billing Info section. Click **Save**.

**\* Required Fields**

Billing Type:

☐ Self-Employed

☒ Company

**Save**

[cancel](#)

Tax Identification Number: \* ☐ Foreign Vendor?

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name: \*

Phone: \*  Fax:

Address 1: \*

Address 2:

Address 3:

City: \*  State: \* (US only)  Zip Code: \* (US only)

Country: \*

## Notes

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been synced with the interface. Only the CJA6XAdmin user has rights to change SSNs.
- Add new or additional billing records if the billing information changes. Do not edit the existing record.
- Billing information must be complete to submit a voucher in CJA eVoucher.
- The expert, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.

## Expert Specialties

The Expert Specialties section lists any specialties for which experts are approved for eVoucher billing.

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

CJA eVoucher - Train District  
SDSO Training - Release 6.3.0.0

[Home](#)   [Operations](#)   [Reports](#)   [Links](#)   [Help](#)   [Sign out](#)

Menu Bar Items	Description
<b>Home</b>	This takes you to the eVoucher home page.
<b>Operations</b>	This displays appointments you have been assigned.
<b>Reports</b>	This shows selected reports you can run on your appointments.
<b>My Submitted Documents</b>	This folder contains vouchers for you or your service provider that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
<b>Links</b>	This provides links to CJA resources, such as forms, guides, publications, etc.
<b>Help</b>	This menu provides: <ul style="list-style-type: none"> <li>• Another link to your profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• Link to external help feature.</li> </ul>
<b>Sign out</b>	This logs the user off the eVoucher program.

## Home Page and Navigation Menu

The home page provides access to information about your cases and billing information that the expert submits, or the billing information the attorney submits on their behalf.

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Help](#)
[Sign out](#)

[Home](#)

### My Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:13-CR-08810...</a> Start: 08/03/2015 End: 11/03/2015	Jeffrey Gardner (# 1) Claimed Amount: 100.0	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a> FINAL PAYMENT	10/30/2015
<a href="#">1:14-CR-08805...</a> Start: 03/03/2014 End: 11/25/2015	Jebediah Branson (# 1) Claimed Amount: 250.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">0101.0000051</a> FINAL PAYMENT	11/25/2015
<a href="#">1:15-CR-07654...</a> Start: End:	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	05/16/2016
<a href="#">1:17-CR-01234...</a> Start: End:	Kelsey Conaway (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	05/16/2017
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	04/02/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	04/17/2020
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry <a href="#">Edit</a>	04/17/2020

1 2 3 Page 1 of 3 (29 items)

### My Submitted Documents

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

Case	Defendant	Type
<a href="#">1:14-CR-08...</a> Start: 08/23/2017 End: 08/23/2017	Jebediah Branson (# 1) Claimed Amount: 1,100.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist
<a href="#">1:17-CR-09...</a> Start: 10/17/2017 End: 10/17/2017	Diana Evans (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:17-CR-01...</a> Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:15-CR-07...</a> Start: 08/15/2018 End: 08/15/2018	Serena Williams (# 2) Claimed Amount: 500.00	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:14-CR-08...</a> Start: 08/21/2018 End: 08/21/2018	Thomas Howell (# 1) Claimed Amount: 1,517.5	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:15-CR-07...</a> Start: 08/27/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:14-CR-08...</a> Start: 04/28/2020 End: 04/28/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
<a href="#">1:14-CR-08...</a> Start: 05/06/2020 End: 05/06/2020	Jebediah Branson (# 1) Claimed Amount: 394.50	CJA-21 Rick Astley Chemist/Toxicologist

1

### Closed Documents

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

Case	Defendant	Type
<a href="#">1:15-CR-07654...</a> Start: 08/01/2018 End: 08/27/2018	Venus Williams (# 1) Claimed Amount: 493.50	CJA-21 Rick Astley Chemist/Toxicologist

Folder Name	Contents
<b>My Documents</b>	This folder contains documents that you are currently working on, or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
<b>My Submitted Documents</b>	This folder contains vouchers for you that have been submitted to the court for payment.
<b>Closed Documents</b>	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

## Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: **Expert and Expert Enter**. When the service provider logs on, they see a list of all their documents on the home page. Clicking the **Expert** radio button allows the service provider to log on to eVoucher, view any documents the attorney is creating on their behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter right allows the expert to complete their voucher after the attorney has created it. If the attorney selects an expert who has these privileges, they can choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.

**Expert Enter- Expert ENTERS THEIR TIME** when the radio button is marked for Expert

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

**Expert-Attorney ENTERS EXPERT TIME** when the radio button is marked for Attorney


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

## CJA-21/31 Entry


The attorney creates the CJA-21 or CJA-31 voucher. If the expert selected has Expert Enter rights, the attorney can choose to let the expert enter the services and expenses. The expert receives an email informing them that a voucher has been created on their behalf, and to enter their information on the voucher. Log on to the eVoucher application. The voucher should appear in the experts My Documents section on your home page. To enter your fees and expenses, in the Status column, click the **Edit** link.

You have been given the privileges within the system to be able to prepare your own vouchers. If it is sent to you to prepare, you will receive an email informing you of such. Once finished and certified and submitted by you, the voucher will automatically be sent to the attorney in the case, who must then certify it and submit it to the court. You will be able to see the status of your vouchers on your home page.

If your CJA 21/31 voucher does not appear in My Documents, you must contact the attorney who hired you.

My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:13-CR-07387-BB- Start: 01/01/1901 End: 01/01/1901	Sevrin Brian (# 1) Claimed Amount: 0.00	CJA-21 Charlene Campos Interpreter Translator	 Voucher Entry <a href="#">Edit</a>
Page 1 of 1 (1 items)			

The voucher opens to the Basic Info page, which displays the information in the paper voucher format.


**CJA-21**  
 Voucher Entry  
 Def.: Jebediah Branson  
[Link to CM/ECF](#)  
 Voucher #:  
 Start Date:  
 End Date:  
 Summary: \$0.00  
**Services**  
 Totals: \$0.00  
**Travel**  

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Expenses**  

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Tasks**  
[Link To Appointment](#)  
[Link To Representation](#)  
[Link To Authorization](#)  
**Reports**  
[Form CJA21](#)

Basic Info Services Expenses Claim Status Documents Confirmation

### Basic Info

1. CIR.DIST.DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)		14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 23 Duplication Services <input checked="" type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
NOTES Abraham Astley			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
			1500.00

**Payment Info**  
 Preferred Payee: **Abraham Astley**  
 Billing Code: 0101-000004  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-555-3434  
 Fax:

< First < Previous Next > Last > Save Delete Draft Audit Assist

## Notes

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.
- The Start Date is your first day of service and the End Date is your last day of Service


## Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here. To enter your service fees and expenses, on the Basic Info page, click the **Services** tab or click **Next** on the progress bar. Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed, and the rate. A description of the service provided is also required. Click **Add**. There is no auto-save feature in eVoucher, so click **Save** after every few additions. A dialog box prompts you to save if you try to navigate to another section.

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

---

### Services

Date  \*  Description  \*

Units  \*

Rate  \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First < Previous **Next >** Last »


## Entering Expenses

Click the **Expenses** tab or click **Next** on the progress bar. Enter the expenses, click **Add**, and then click **Save**.

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

---

### Expenses

Date  \*  Description  \*

Expense Type  \*

Miles  at \$0.535 per mile.

Amount  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last »



## Claim Status

Click the **Claim Status** tab or click **Next** on the progress bar. In the **Start Date** field, enter the start date from the services or expenses entries, whichever is earliest. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**.

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

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### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

☐ Final Payment  
☐ Interim Payment  (payment #)  
☐ Supplemental Payment  
☐ Withholding Return Payment

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

\* Required Fields

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

Radio Button	Description
<b>Final Payment</b>	Request payment after all services have been completed.
<b>Interim Payment</b>	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
<b>Supplemental Payment</b>	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
<b>Withholding Return Payment</b>	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.



## Documents

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, to the right of the **File** field, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column. Click **Save**.

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

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File  Browse...

Description

Upload

Description	Delete	View
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« First < Previous **Next >** Last » Save Delete Draft Audit Assist

## Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct, and then scroll to the bottom of the screen. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

### Confirmation

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			


Signature of Attorney  
 Andrew Anders  
 110 Main Street  
 San Antonio TX 78210  
 Phone: 210-833-5623  
 Cell phone: 210-555-1234  
 Email: [lisa\\_ornelas@aotx.uscourts.gov](mailto:lisa_ornelas@aotx.uscourts.gov)

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

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements

Date:

 **Submit**

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

## Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear with a yellow background.

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

1

Page 1 of 1 (2 items)

## Printing a CJA-21 Form

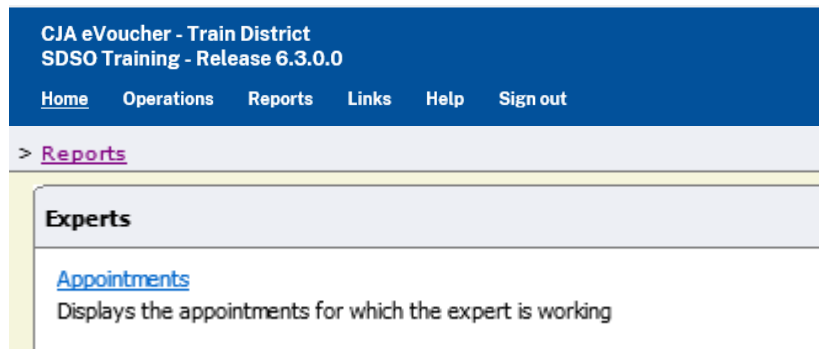
From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Once the Court Archives the CJA 21 YOU WILL NOT BE ABLE TO VIEW THE CJA 21 ANYMORE. You MUST contact the Attorney or the CJA Administrator for a copy of your voucher.

## Reports

Any reports to which the expert may have access display in the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.



**CJA DEPARTMENT**

**Tonya Galloway-McKenzie**

**(412) 208-7532**

**[Tonya\\_Galloway@pawd.uscourts.gov](mailto:Tonya_Galloway@pawd.uscourts.gov)**

**CJA Help Information**

**Email: [PAWDeVoucher\\_Support@pawd.uscourts.gov](mailto:PAWDeVoucher_Support@pawd.uscourts.gov)**

**CJA eVoucher Website:**

**[https://evadweb.ev.uscourts.gov/CJA\\_paw\\_prod/CJAeVoucher](https://evadweb.ev.uscourts.gov/CJA_paw_prod/CJAeVoucher)**