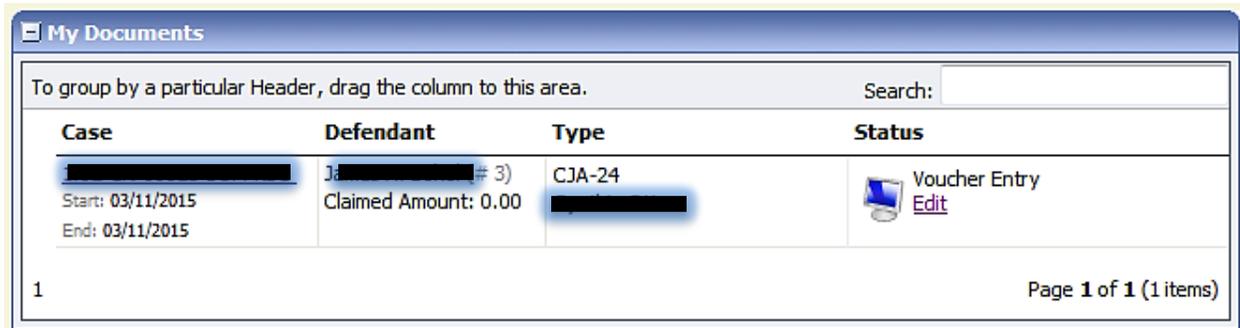


## Instructions on Submitting CJA 24 eVoucher for Court Reporters/Transcribers

- The CJA 24 eVouchers can't be created without an approved authorization. Authorizations are initiated by attorneys and approved by the court.
- Once the court approves an authorization, the court's finance will initiate a CJA 24 eVoucher, and you will receive an email notification that a voucher has been initiated on your behalf.

### Submitting a CJA 24 Voucher

**STEP 1:** Vouchers created by the Court's finance will be in "My Documents" box on your Home Page. Click **EDIT** to open the voucher you would like to work on.

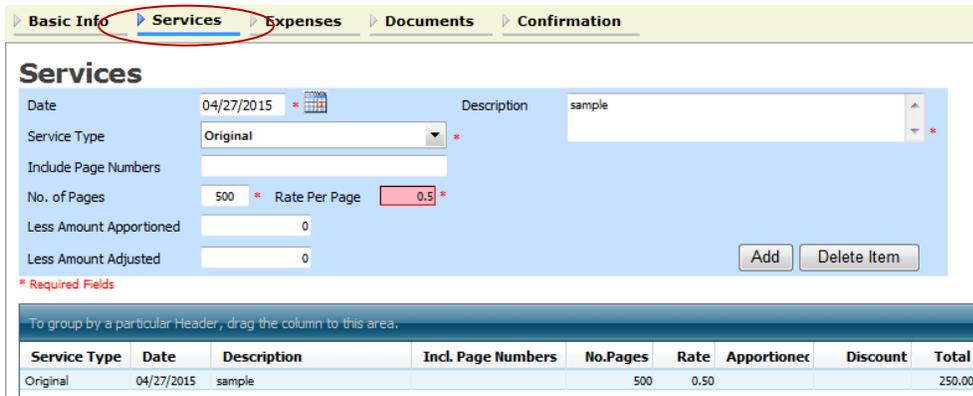


Case	Defendant	Type	Status
[REDACTED] Start: 03/11/2015 End: 03/11/2015	J: [REDACTED] # 3) Claimed Amount: 0.00	CJA-24 [REDACTED]	Voucher Entry <a href="#">Edit</a>

1 Page 1 of 1 (1 items)

**STEP 2:** The voucher opens in the "Basic Info" tab. No action is required on this page.

**STEP 3:** Click the "Services" tab. Please make sure all the required fields (\*) are filled.



**Services**

Date: 04/27/2015 \* Description: sample

Service Type: Original \*

Include Page Numbers: [ ]

No. of Pages: 500 \* Rate Per Page: 0.5 \*

Less Amount Apportioned: 0

Less Amount Adjusted: 0

\* Required Fields

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportionec	Discount	Total
Original	04/27/2015	sample		500	0.50			250.00

**IMPORTANT:** Please remember to click "**ADD**", every time you add an entry. Clicking the SAVE button will NOT add the entry.

- To modify an entry, highlight the entry, make the necessary changes, and click "Add."
- To delete an entry, highlight the entry, and click "Delete Item."

**STEP 4:** Click the "Expenses" tab, if applicable. It works just like the "Services" tab.



Basic Info Services **Expenses** Documents Confirmation

**STEP 5:** Click the “Documents” tab, and attach supporting documents (e.g., receipts, signed order, ex parte motion, and other documents) in PDF, if applicable. Attachments should be relevant to the voucher you are submitting and the scanned copies should be readable/clear.

Basic Info Services Expenses **Documents** Confirmation

### Supporting Documents

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

File  Browse...

Description

Upload

Description	Delete	View
No Attachments		

**STEP 6:** When you are ready to submit, click the “Confirmation” tab. Review your submission one last time. Scroll down to the bottom. Check the “I swear and affirm.....” box, and click “Submit”.

Basic Info Services Expenses Documents **Confirmation**

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

Date:

Submit

- Notes:
  - You should get a message saying SUCCESS. If nothing happens, you have an error to fix. Check the dates on the “Claim Status” tab first - most common error.
  - Click “SAVE” instead of “SUBMIT” if you are not ready to submit.
  - **If you leave the voucher without clicking “SAVE”, none of your updates will be saved. There is a “SAVE” button on each tab, please click it as often as possible.**

**TIPS:**

- Saved vouchers that you want to submit at a later date can be found under your “Active Vouchers” box on the left side of your Home Page.
- You might see a pink error flag at the top of the screen as you are entering your service or expense entries.  Service and/or Expenses are out of the Voucher Start and End Dates. Go to “Claim Status” tab and make sure the Start Date and End Date reflect the time period you are claiming in “Services” and “Expenses” tabs.