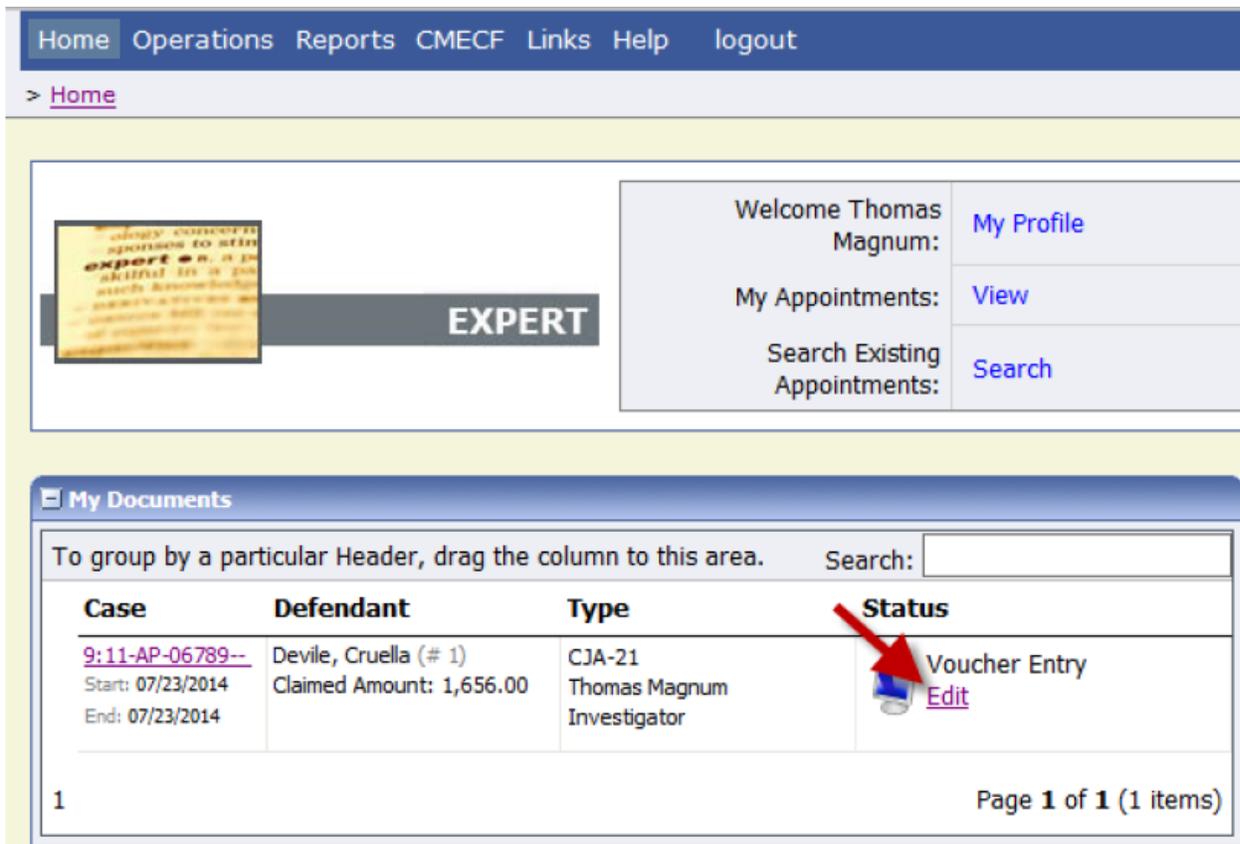


Instructions on Submitting CJA 21/31 eVoucher for Experts

- The CJA 21/31 eVouchers can be filled out/submitted by either the attorneys or the experts. If the attorney would like you to fill out the CJA21/31 voucher, you will receive an email notification that a voucher has initiated on your behalf.
- Questions regarding CJA eVoucher, please email the court's finance at cjavoucher@hid.uscourts.gov.

Submitting a CJA21/31 Voucher

STEP 1: Vouchers created by the attorney will be in “My Documents” box on your Home Page. Click **EDIT** to open the voucher you want to work on.



The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a breadcrumb trail: > Home. The main content area is divided into two sections. On the left, there is a placeholder image for a document and a large grey button labeled 'EXPERT'. On the right, there is a user profile section with the text 'Welcome Thomas Magnum:' and three links: 'My Profile', 'View', and 'Search Existing Appointments: Search'. Below this is a 'My Documents' section with a search bar and a table. The table has columns: Case, Defendant, Type, and Status. The first row contains: Case: [9:11-AP-06789--](#), Start: 07/23/2014, End: 07/23/2014; Defendant: Devile, Cruella (# 1), Claimed Amount: 1,656.00; Type: CJA-21, Thomas Magnum Investigator; Status: Voucher Entry, Edit. A red arrow points to the 'Edit' link. At the bottom right of the table, it says 'Page 1 of 1 (1 items)'. The page number '1' is also visible at the bottom left of the table area.

Case	Defendant	Type	Status
9:11-AP-06789-- Start: 07/23/2014 End: 07/23/2014	Devile, Cruella (# 1) Claimed Amount: 1,656.00	CJA-21 Thomas Magnum Investigator	Voucher Entry Edit

STEP 3: The voucher opens onto the “Basic Info” tab. No action is required on this page.

STEP 4: Click the “Services” tab. Please make sure all the required fields (*) are filled.

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

Services

Date: 02/12/2015 * Description: 8:00a - 11:00a Hearing *

Hours: 1.0 * Rate: 109 *

* Required Fields

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

Date	Description	Hrs	Rate	Amt
02/12/2015	8:00a - 11:00a Hearing	1.0	\$109.00	\$109.00

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

- a. To modify an entry, highlight the entry, make the necessary changes, and click “Add.”
- b. To delete an entry, highlight the entry, and click “Remove.”

NOTE: Interpreter hours will always be 1. Rate will either be the half day rate or the full day rate. **Enter the actual hours and description of service in the “Description” box.**

Interpreter rates for 2015 are:

Certified: \$223 for half day and \$412 for full day

Non Certified: \$198 for half day and \$198 for full day

STEP 5: Click the “Expenses” tab, if applicable. It works just like the “Services” tab.

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

STEP 6: Click the “Claim Status” tab.

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

Claim Status

Start Date 2/12/2015 * End Date 2/12/2015 *

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

- a. Manually enter the date range for the time period you are claiming. Ensure that the entries you entered under “Services” and/or “Expenses” tabs fall under the range of your Start Date and End Date.
- a. You must select the appropriate “Payment Claims” status and “Stage of Proceeding.” [Note: Stage Proceeding is only applicable to CJA 31].

NOTE: Ensure that all boxes in this tab are filled. Submitted vouchers with missing information under this tab will be rejected and returned back to you.

STEP 7: Click the “Documents” tab, and attach supporting documents (e.g., receipts, signed order, ex parte motion, and other documents) in PDF. Attachments should be relevant to the voucher you are submitting and the scanned copies should be readable/clear.

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

Supporting Documents

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

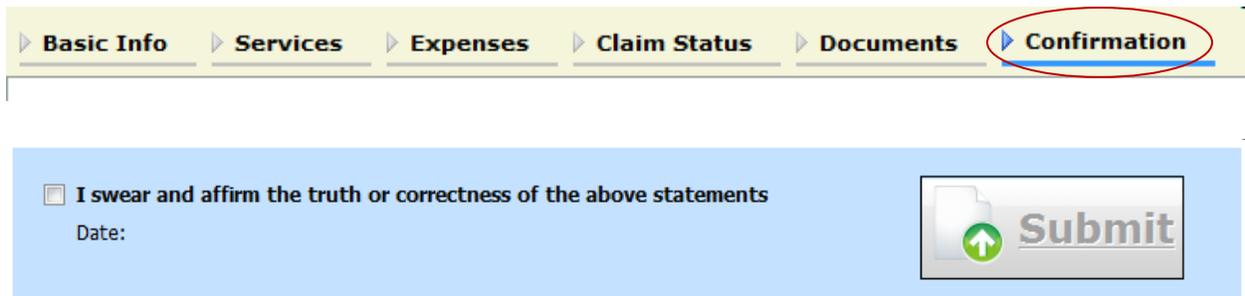
File Browse...

Description

Upload

Description	View
No Attachments	

STEP 8: 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”.



The screenshot shows a navigation bar with five tabs: Basic Info, Services, Expenses, Claim Status, and Documents. The 'Confirmation' tab is highlighted with a red oval. Below the navigation bar is a light blue section containing a checkbox labeled 'I swear and affirm the truth or correctness of the above statements' and a 'Date:' label. To the right of this section is a 'Submit' button with a green arrow icon.

NOTE: The submitted voucher will be directed to the attorney for approval.