

How to Complete CJA 21/31 eVouchers for Attorneys

- Only applicable to attorneys if the voucher is assigned to “Attorney”.

Steps for Attorneys in completing the CJA 21/31 Voucher:

Basic Info Services Expenses Claim Status Documents Confirmation

- Click on the “Services” tab and start entering expert’s time.
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 “Remove.”

Note: For Interpreter vouchers, enter “1” in the “Hours” field and enter either the half day rate or full day rate in the “Rate” field. Enter the actual hours and description of services in the “Description” field.

Interpreter rates for 2015 are:

Certified: \$226 for half day and \$418 for full day

Non Certified: \$111 for half day and \$202 for full day

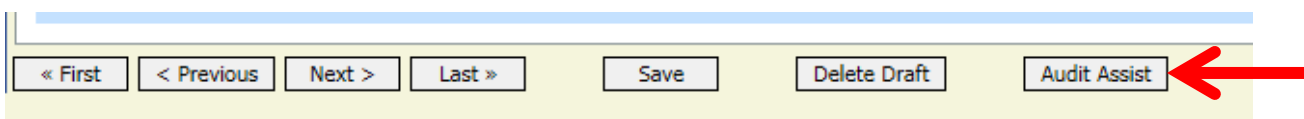
- Proceed to the “Expenses” tab, which works just like the “Services” tab.
- Click the “Claim Status” tab.
 - Manually enter the date range for the time period experts are claiming. Ensure that the entries you entered under “Services” and/or “Expenses” tabs fall under the range of your Start Date and End Date.
 - You must select the appropriate “Payment Claims” status and “Stage of Proceeding” [Note: Stage Proceeding is only applicable to CJA 30].

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.

- Under “Documents” tab – attach supporting documents (e.g., receipts, signed order, ex parte motion, and other documents) in PDF. Attachments should be relevant and the scanned copies should be readable/clear.
- When you are ready to submit, go to the “Confirmation” tab. Review your submission one last time. Scroll down to the bottom. Check the “I swear and affirm...” box, and then click “Submit.”

NOTE:

- At any time, click **Audit Assist** to view any errors or warnings. When an error message¹ is displayed, you are not allowed to continue with the voucher until the condition has been changed. When a warning message² is displayed, you are allowed to continue with the voucher, but your court may require more information or additional changes before the document is approved.



¹ Error message indicates incorrect information that need to be corrected or removed.

² Warning message indicates information that may cause problem.