

CJA 20/30 eVoucher Submission Instructions for Attorneys

Starting May 1, 2015:

- Attorneys will no longer receive hard copies of their CJA 20/30 appointment forms. Appointment forms will be accessible through the CJA eVoucher System.
- Attorneys will be informed via email when their newly assigned appointments are set up in CJA eVoucher.
- For questions regarding CJA eVoucher, please email Finance at cjavoucher@hid.uscourts.gov.

Creating CJA20/30 Voucher:

1. To start a new voucher, click the desired case number hyperlink under your “Appointments’ List” box on the left side of your Home Page.



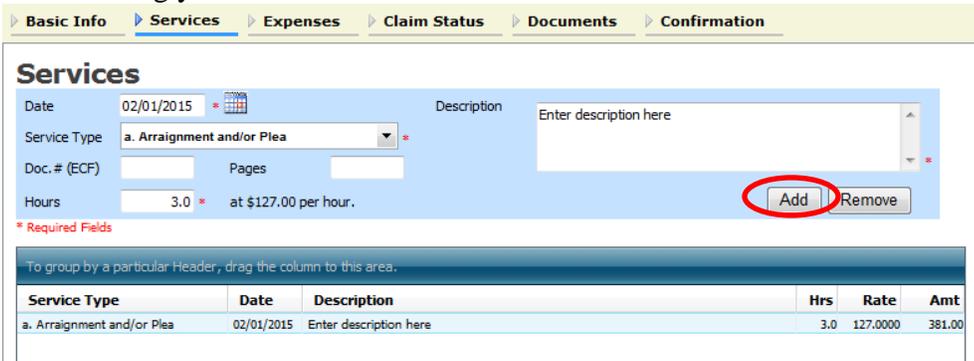
2. Once you have clicked on the case for which you want to create a new voucher, you will be directed to the “Appointment Info” page. On the left side of the page, click “Create” next to the CJA-20 or CJA-30.



3. You will arrive on the “Basic Info” tab of your newly created voucher.



4. Once you confirm that the information on the “Basic Info” tab is correct, click on the “Services” tab and start entering your time.



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.”
5. Proceed to the “Expenses” tab, which works just like the “Services” tab.

Basic Info Services Expenses Claim Status Documents Confirmation

Expenses

Date: 4/20/2015 * Description:

Expense Type: *

Miles: * at \$0.5750 per mile.

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/20/2015	Miles from office to court	50	0.5750	28.75

6. Click on the “Claim Status” tab.

Basic Info Services Expenses Claim Status Documents Confirmation

Claim Status

Start Date: 3/11/2009 * End Date: 1/21/2011 *

Payment Claims

Final Payment

Interim Payment (payment #) *

Supplemental Payment

** Reminder: Please select the appropriate claim status.

Stage of Proceeding

a. Pre-Trial

1. Have you previously applied to the court for compensation and/or reimbursement for this? Yes No

If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No

For CJA 30 only

- 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.
- b. You must select the appropriate “Payment Claims” status and “Stage of Proceeding” [Note: Stage Proceeding is only applicable to CJA 30].
- c. Answer the 2 questions.

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

- 7. Attach any receipts and/or supporting documentations under the “Documents” tab. **A completed CJA 26 needs to be uploaded for compensations that exceed statutory maximum.**

Description	Delete	View
cja 26	Delete	View

- 8. 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, then click “Submit.”

- Notes:
 - 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.

- 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.**

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

² Warning message indicates information that may cause problem.

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



Service and/or Expenses are out of the Voucher Start and End Dates.

entries.

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.