
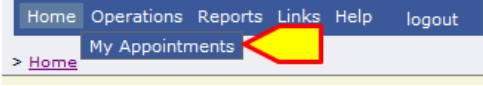
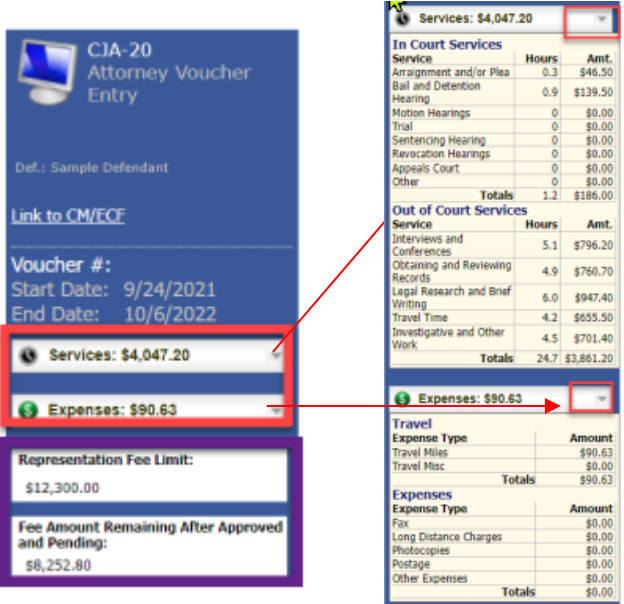


eVoucher Tips and Tricks

Accessing eVoucher	<p>There is a link to eVoucher on the court's CJA webpage: eVoucher-login</p>  <p>You can also access eVoucher directly at the following link:</p> <p>https://evsdweb.ev.uscourts.gov/CJA_azx_prod/CJAeVoucher/Logon.aspx</p>
Attorney Info / Billing Info	<p>The panel attorney is responsible for maintaining their attorney information in their eVoucher single login profile and court profile, including address, email addresses, and phone numbers. The panel attorney is responsible for entering and maintaining their billing information in eVoucher, including any change in association with a firm, address, email addresses, and phone numbers.</p>
Audit Assist Button	<p>The Audit Assist button on the bottom of vouchers allows attorney to click that button any time prior to submission to determine if there are issues with the voucher that would not allow future submission (i.e. service and/or expenses are out of the voucher start and end dates; or not enough funds available).</p>
Browser Info	<p>eVoucher has been tested and is compatible with Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11, and Safari 10.1.</p>
Budget AUTH	<p>Case budgeting is a component of eVoucher that is utilized in the District of Arizona. Budgets are required in death-eligible prosecutions or capital habeas proceedings. Budgets are strongly encouraged in non-capital cases where counsel is likely to exceed either 300 attorney hours or where total costs (attorney plus service provider fees) are likely to exceed 300 times the prevailing CJA panel attorney non-capital hourly rate (e.g., \$49,200 if the hourly rate is \$164). Counsel should contact a Ninth Circuit CBA early in any potential high-cost representation. Budgets are typically submitted in phases, and reasonable time spent preparing a budget is compensable. Counsel must work with the Ninth Circuit Case Budgeting Attorney prior to submission of this document.</p> <p style="text-align: center;">Suzanne Morris Ninth Circuit Case Budgeting Attorney ("CBA") (415) 355-8982 smorris@ce9.uscourts.gov</p>

Case missing from Appointment List	CJA staff enters case information into the system after the appointment takes place in court or in a written order. If a case is missing, please send an email to cja_evoucher@azd.uscourts.gov with the case information.
Changing password	<p>If in eVoucher, from the Home Page, click Help>Single Login Profile>Account Information> Edit>Send password reset email. Check email associated with your Single Login Profile. Follow instructions to reset.</p> <p>If unable to Login to eVoucher, click Forgot your password? Link on password page which appears after you enter your email address. Answer security question. Follow instructions to reset.</p> <p>Passwords must be changed at least every 180 days and should not be repeated.</p>
Claims for services	Beginning with the appointment and/or the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously (i.e. daily or close to daily). At case conclusion, completion of the voucher will then take just a few moments.
Claims for expenses	Receipts and invoices, when necessary for a claim, should be saved in .pdf format and attached to the Documents tab of the voucher. User can attach these documents as the claims arise so that at case conclusion, completion of the voucher will take just a few moments.
Closed Cases	<p>Closed cases and/or closed vouchers are still available to the attorney by going to Operations on the top blue menu and selecting My Appointments.</p> 
Contemporaneous records	<p>It is the expectation of the judges that time will be entered daily or close to daily. To assist with monitoring your case and budgeting, you should regularly review the Quick Review Panel on the left side of the vouchers which is automatically updated when you enter data. The amounts update as you enter your time and expenses and display the remaining funding. When you click the arrow, a snapshot opens.</p> 

Defendant Detail Budget Report

Attorneys should access the Defendant Detail Budget Report on the left side of their CJA20 voucher especially where there are multiple attorneys on a case to determine what funding is available or remaining and or what the current excess fee limit. For assistance, please review [How to View Appt Info/Rep Info/Budget Report](#)

Deleting unwanted vouchers

If you need to delete a duplicate or unneeded voucher from My Active Documents, click on Edit for the appropriate voucher, scroll to the bottom and click “Delete Draft” button on the bottom right.

Error regarding dates

The date of this voucher is before the Appointment Date.

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

If a user receives either of the above errors, go to the **Claim Status** tab of the voucher. The start date appearing on this page should be the first date of service or expense for this voucher. The end date is the final date on which services or expenses were incurred, NOT the date of submission. To resolve the errors above, verify that claims on the **Services** and **Expenses** tabs do not fall outside of the date range listed on the **Claim Status** tab. If the user is not able to resolve the error, contact the CJA Unit.

Claim Status

Start Date * End Date *

Excess Fee Limit and Statutory Maximum

To determine the excess fee limit (statutory maximum) on a case, click on the case number from the Appointments List on the home page, click View Representation.

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher
AUTH
Authorization for Expert and other Services

Appointment Info







1. CIR./DIST/DIV.CODE 0970	2. PERSON REPRESENTED Sample Defendant
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 2:21-CR-04000-1-GMS
7. IN CASE/MATTER OF(Case Name) US v. Sample Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF STATUS AS INSURED BANK	
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Ann Attorney - Bar Number: 99999	
Address 1	
Address 2	
Address 3	
Telephone AZ 85702	
Phone: 111-111-1111 - Fax: 333-333-3333	
Cell phone: 222-222-2222	

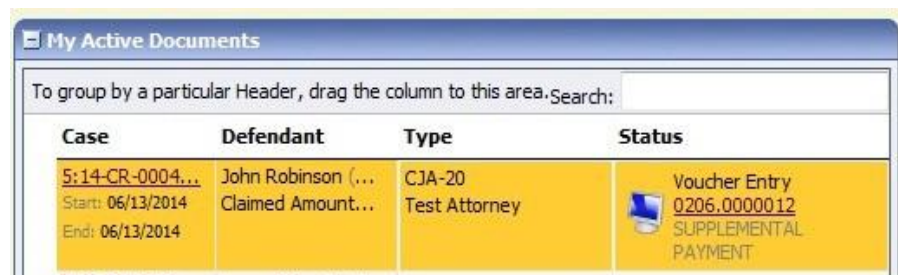
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EXCESS FEE LIMIT \$12,100.00	
PRESIDING JUDGE G. Murray Snow	

You can also view the current attorney case compensation maximums in the Guide to Judiciary Policy §230.23.20 via the link on the Court’s website:
<http://www.azd.uscourts.gov/attorneys/cja>

Please also review the Defendant Detail Budget Report if you are not the first attorney on the representation.

<p>My Active Documents</p>	<p>Any document in the “My Active Documents” section of the attorney’s home page is before the attorney and is NOT submitted to the court. Please review these documents periodically to ensure that all documents are in the status you think they should be.</p> <p>For CJA21s, the attorney creates the CJA21 voucher on behalf of the expert and enters a summary of the service provider invoice. The status during this time is “Voucher Entry”.</p> <table border="1" data-bbox="487 378 1445 546"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> <th>Date Ent</th> </tr> </thead> <tbody> <tr> <td>2:17-CR-01... Start: End:</td> <td>Mickey Mouse (... Claimed Amount...</td> <td>CJA-21 John Doe Invest... Investigator</td> <td> Voucher Entry Edit</td> <td>11/03/...</td> </tr> </tbody> </table> <p>Once the voucher is submitted, it is then submitted to the attorney for approval of the services and the status will indicate “Submitted to Attorney.” The attorney will need to open and approve the voucher, if appropriate.</p> <table border="1" data-bbox="487 735 1445 945"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> <th>Date Ent</th> </tr> </thead> <tbody> <tr> <td>2:15-CR-0... Start: 04/01/... End: 04/05/2...</td> <td>Sully Sullivan (# 1) Claimed Amount: 2...</td> <td>CJA-21 Kerry Investiga... Investigator</td> <td> Submitted to Attorney 0970.0002535 INTERIM PAYMENT 1</td> <td>03/10/...</td> </tr> </tbody> </table>	Case	Defendant	Type	Status	Date Ent	2:17-CR-01... Start: End:	Mickey Mouse (... Claimed Amount...	CJA-21 John Doe Invest... Investigator	 Voucher Entry Edit	11/03/...	Case	Defendant	Type	Status	Date Ent	2:15-CR-0... Start: 04/01/... End: 04/05/2...	Sully Sullivan (# 1) Claimed Amount: 2...	CJA-21 Kerry Investiga... Investigator	 Submitted to Attorney 0970.0002535 INTERIM PAYMENT 1	03/10/...
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<p>My Active Documents – Gold Entries</p>	<p>An entry in “My Active Documents” appearing highlighted in gold means the voucher has been rejected by the court. Counsel will receive an email via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.</p>  <p>The screenshot shows a table with columns: Case, Defendant, Type, Status, and Date Ent. The entry for Case 5:14-CR-0004... is highlighted in gold. The status is 'Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT'.</p>
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<p>Periodic saving</p>	<p>The eVoucher program only recognizes ‘action’ items as system activity - such as clicking Save - and may periodically time out for security purposes (after 90 mins. of inactivity). It is good practice to save entries made on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your data.</p>
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Rejection of Vouchers	<p>CJA staff are not able to correct entries on behalf of the attorney. Vouchers will be rejected to the attorney for correction. Some common issues that will cause rejection include: incorrect start/end dates on the Claim Status tab; not checking interim payment or listing incorrect interim number; selecting the wrong service type (i.e. drafting a motion and listing it under “In Court ” time; VTCs being listed under “In Court” time when it should be listed under “Out of Court” as conference time).</p> <p>If the rejected voucher is a CJA21, you will need to open the voucher and reject it back to the “Voucher Entry” step so that any corrections can be made. You will then submit the voucher twice, once on behalf of the service provider, then approving as the attorney.</p>
Request for Service Providers	<p>Attorneys should submit an AUTH in eVoucher requesting the expert’s services. Fill out the AUTH-AZD Supplemental Information in Support of Request to Enlist Service Provider and attach it along with the relevant documentation to the documents tab in eVoucher.</p> <p>AUTHs over \$2,800 must be approved by the Circuit. Approval by the circuit occurs automatically via an excess workflow in eVoucher that includes circuit review.</p>
Submission of CJA 26 (Request to Exceed Statutory Maximum)	<p>Users will not be permitted to submit a voucher if the voucher exceeds the statutory maximum or amount budgeted, if the case is budgeted. Requests to exceed the statutory maximum are to be submitted IN ADVANCE of expending those funds. It is incumbent upon the attorney to regularly monitor the funds available and timely file the required CJA-26. If time and expenses are entered contemporaneously as is required by the Court, this should not be an issue. Judges have directed that the Confidential Ex Parte Attachment to CJA 26 be submitted by attorneys. Please attach completed form on the Documents tab. You need not fill in the Justification tab in eVoucher since the questions on the attachment are substantially the same.</p>
Time Out	<p>The eVoucher program times out of an inactive session after approximately 90 minutes. Users should log out of eVoucher if they are going to be away from their computer for any period of time. eVoucher does NOT automatically save work before timing out</p>
Travel Authorization Requests	<p>Requests for Overnight or Out-of-District Travel Approval must be submitted via a TRAVEL Auth in eVoucher at least two weeks prior to travel. This applies to attorneys and service providers. See eVoucher How to Create a Travel AUTH</p>
CJA Unit	<p>Phoenix (602) 322-7150 Tucson (520) 205-4234</p>