
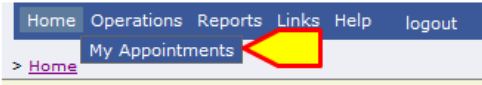
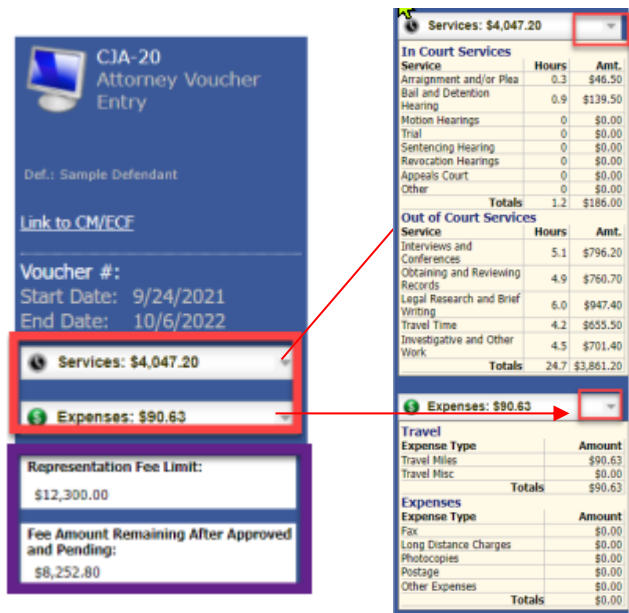






eVoucher Tips and Tricks

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, 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., \$51,600 if the hourly rate is \$172). 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.
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	Closed cases and/or closed vouchers are still available to the attorney by going to Operations>My Appointments on the top blue menu. 
Contemporaneous records	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. 

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 voucher	If you need to delete a duplicate or unneeded voucher from My Active Documents, click on Edit for the appropriate voucher, after the voucher displays, scroll to the bottom and click Delete Draft button on the bottom of the voucher.
Error regarding dates	<div data-bbox="435 604 1078 659">  The date of this voucher is before the Appointment Date. </div> <div data-bbox="435 680 1198 743">  Service and/or Expenses are out of the Voucher Start and End Dates. </div> <p>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 errors above, verify that date for 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 for assistance.</p> <div data-bbox="493 1108 740 1150"> <h3>Claim Status</h3> </div> <div data-bbox="493 1150 1463 1205"> <div> Start Date <input type="text" value="1/1/2024"/>  </div> <div> End Date <input type="text" value="5/2/2024"/>  </div> </div>

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

[Create](#)

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 Tucson, AZ 85702 Phone: 111-111-1111 - Fax: 333-333-3333 Cell phone: 222-222-2222	

Representation Info

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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	
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 CJA Panel Information Page](#).

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

My Active Documents

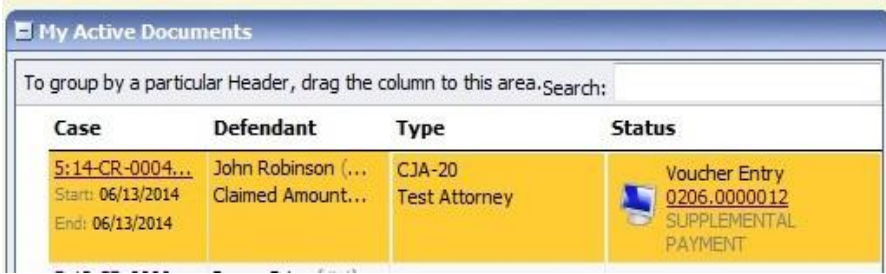
Any document in the “My Active Documents” section of the attorney’s home page is before the attorney and is NOT submitted to the court. Please review these documents periodically to ensure that all documents are in the status you think they should be.

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”.

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/...

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.

Case	Defendant	Type	Status	Date En
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/...

<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>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>
<p>Rejection of Vouchers</p>	<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:</p> <ul style="list-style-type: none"> • Entering the incorrect date for the service; • Selecting the wrong service type (i.e. drafting a motion and listing it under “In Court” time; VTCs or Material Witness Depositions being listed under “In Court” time when it should be listed under “Out of Court” as conference time). • Not attaching late letter for vouchers where case has been closed over 45 days. <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>
<p>Request for Service Providers</p>	<p>Attorneys should submit an AUTH in eVoucher requesting the expert’s services. Fill out the <u>AUTH-AZD Supplemental Information in Support of Request to Enlist Service Provider</u> and attach it along with the relevant documentation to the Documents tab in eVoucher.</p> <p>AUTHs over \$3,000 must be approved by the Circuit. Approval by the circuit occurs via a workflow in eVoucher that directs the voucher to the circuit.</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.</p> <p>Judges have directed that the Confidential Ex Parte Attachment to CJA 26 be submitted by attorneys. Please attach completed form on the Documents tab.</p> <p>You need not fill in the Justification tab in eVoucher since the questions on the attachment are substantially the same.</p> <p>If the case is closed at the time of submission, counsel should attach a draft of their voucher. To do this, open the CJA20, click on the Form CJA20 (Printable version of CJA20) report in the blue report section on the left column, save as PDF and attach to Documents tab.</p>
Time Out	eVoucher 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
Travel Authorization Requests	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
CJA Unit	<p>Phoenix (602) 322-7150</p> <p>Tucson (520) 205-4234</p>