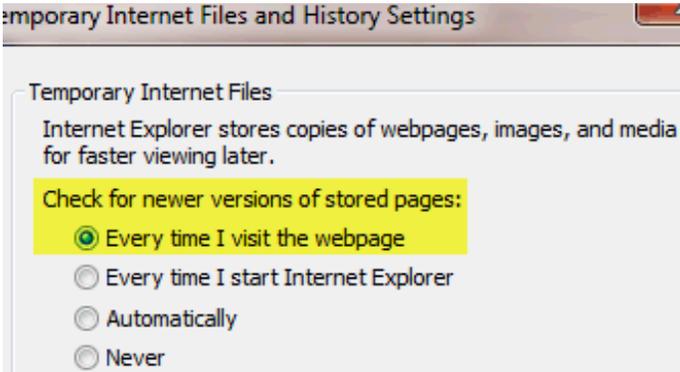
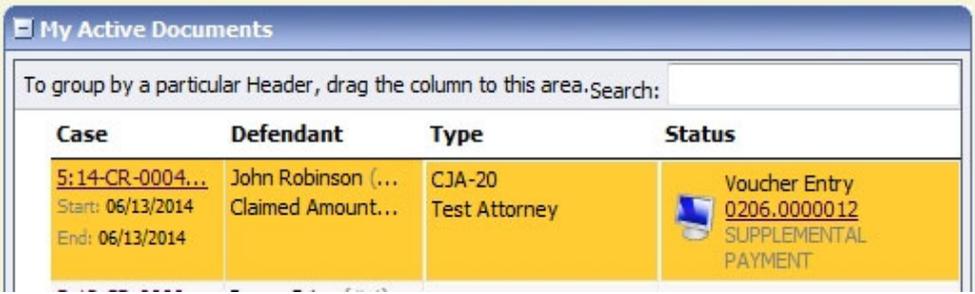
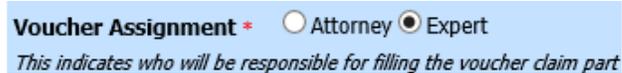
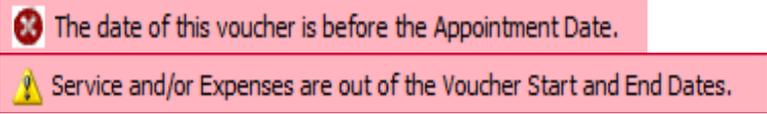
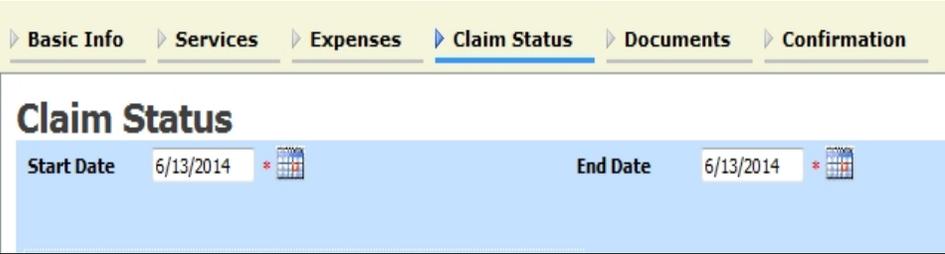


eVoucher

FAQs / Tips for Success

Old cases	The Court will no longer accept paper vouchers. If there is unsubmitted time and expenses and the appointment does not appear on eVoucher, contact the CJA Clerk
Accessing eVoucher	There is a link to CJA eVoucher on the “For Attorneys” tab of the Court’s website: https://evadweb.ev.uscourts.gov/CJA_gan_prod/CJAeVoucher/logon.aspx
Browser	<p>Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11, Safari 10.1</p> <p>Ensure that your cache setting is set to ‘Every time I visit the webpage’ to avoid data loss (instructions for selecting this setting are available from the eVoucher login page).</p> 
Changing password	<p>From the Home Page - ‘My Profile’ - Login Info located on the top right</p> 
Phone number	The eVoucher contact profile includes a spot for both ‘Phone’ and ‘Cell phone’. However, only the number in the ‘Phone’ field appears on the screen that is viewable by the court during the rotational appointment process. Attorneys should enter in the ‘Phone’ field the phone number through which they would like to receive calls for appointments. This information is not public; it is viewable only by the attorney and the Court staff.
Address or Phone number change	The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the Court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Home Page, ‘My Profile’).
Periodic saving	The eVoucher program only recognizes ‘action’ items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. .

<p>Billing Information</p>	<p>The Panel Attorney is responsible for entering and maintaining accurate Billing Information in eVoucher. The Court is not able to see the entire SSN/EIN, only the last 4 digits (i.e. SSN/EIN: ***-**-5678). Copies of a W-9 must be provided to the court. In addition, any changes to the SSN after the first login must be made through the Court.</p> <p><i>No firm:</i> Payments will be made to the attorney whose name is listed in the Attorney Info section and the check will be mailed to the address in the Billing Info section.</p> <p><i>Firm:</i> Regardless of the payee, a valid SSN must also be on file at the Attorney Info section. Enter the EIN number for the firm. Payments will be made to the attorney whose name is listed in the Attorney Info section and the check will be mailed to the address in the Billing Info section. 1099's will be sent to the firm listed in the Billing Info section.</p>
<p>Claims for services</p>	<p>Beginning with the appointment and the first appearance in Court, attorneys should begin to enter claims for all work done in the case in eVoucher. During the case, claims should be entered contemporaneously. Receipts and invoices, when necessary for a claim, should be saved in .pdf format and uploaded to the electronic voucher when it is submitted to the Court. At case conclusion, completion of the voucher will take just a few moments.</p>
<p>Yellow Highlighted Item in Inbox</p>	<p>An entry in ‘My Active Documents’ appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also 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, and Status. The entry for Case 5:14-CR-0004 is highlighted in yellow. The Status column shows 'Voucher Entry' with a value of 0206.0000012 and 'SUPPLEMENTAL PAYMENT'.</p>
<p>Service provider is unable to complete the CJA21; voucher still appearing in ‘My Active Documents’</p>	<p>The attorney created the CJA21 voucher but did not move the selection of the responsible party for filling out the voucher from “Attorney” to “Expert.” The voucher must be deleted and newly created.</p>  <p>The screenshot shows 'Voucher Assignment *' with two radio buttons: 'Attorney' (unselected) and 'Expert' (selected). Below it, text reads: 'This indicates who will be responsible for filling the voucher claim part'.</p>
<p>Email notifications</p>	<p>The following actions in eVoucher will generate an email to the Panel Attorney:</p> <ul style="list-style-type: none"> - Pending Appointment - Court is creating the appointment and is requesting the attorney’s acceptance of the case. - Appointment - Email will confirm the acceptance of an assignment. - Voucher Rejection - Email will alert the attorney that a submitted voucher has been rejected by the Court for further action by the attorney. - Voucher Approval - Email will advise the attorney that the voucher has been approved by the Court. Payment will be mailed from the U.S. Treasury.

<p>Error regarding dates</p>	 <p>If you receive either of the above errors, navigate to the Claim Status section of the voucher. Services and expenses cannot be billed prior to the appointment date. The start and end dates on the Claim Status tab refer to the billing period, not the date of appointment or submission of the voucher. To resolve the errors above, verify that claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page.</p> 
<p>To find out earliest/latest date or sort in chronological order</p>	<p>To easily find out what the earliest and latest dates are, go to the Services (or Expenses) tab and click on the Date column heading once to sort by date chronologically. Click on “Date” again and it will sort in reverse order.</p> 
<p>How do I know my voucher was submitted?</p>	<p>Vouchers are properly submitted after receipt of the ‘success’ message <u>and</u> if the voucher is no longer located in the “My Active Documents” field.</p>  <p>Ensure the swear/affirm box was checked before clicking “submit” or “approve.” You may have to turn off any pop up blockers to see error message.</p>
<p>How do I remove an old appointment from my Appointments’ List</p>	<p>The CJA Clerk regularly closes completed appointments. If you see one that has not been removed after final payment has been received, contact the CJA Clerk.</p>
<p>Printing/Saving vouchers</p>	<p>To print a voucher, go to the Basic Information page of the document you wish to print. From the list of Reports on the left side, pick ”Form CJA20.”</p>
<p>CJA Help Desk/ CJA Clerks</p>	<p>Michaela Harris (Atlanta): 404-215-1301 Backup: Melissa Gahring 404-215-1676, Judith Motz 404-215-1601</p>