



Administrative Office
of the United States Courts

CJA eVoucher

Expert User Manual

Release 6.13

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2026



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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorneys on approval or rejection of vouchers.
- Electronic transfer to the circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

Browser Compatibility

CJA eVoucher is compatible with the following browsers:

- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact>.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

Creating a Login.gov Account

Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



Sign in to eVoucher

Users are required to sign in with a Login.gov account. Need to create a Login.gov account? Use the Sign in button below and then use the "Create an account" button below the sign in fields.

[Learn about the Login.gov sign in process.](#)

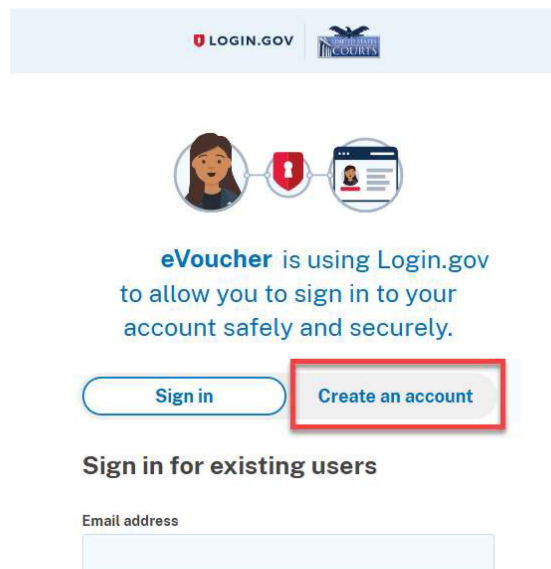
[Learn about the new payment process.](#)

Sign in with LOGIN.GOV

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

On the Login.gov page, click **Create an account**.



LOGIN.GOV

eVoucher is using Login.gov
to allow you to sign in to your
account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

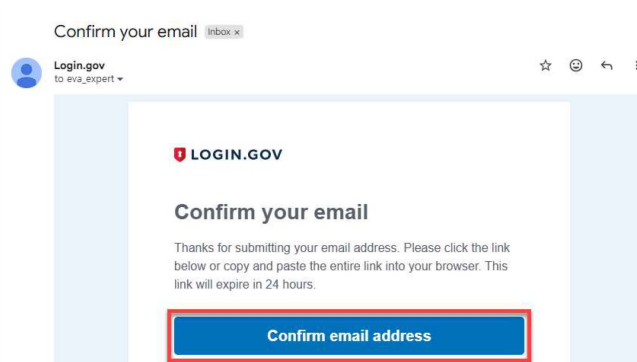
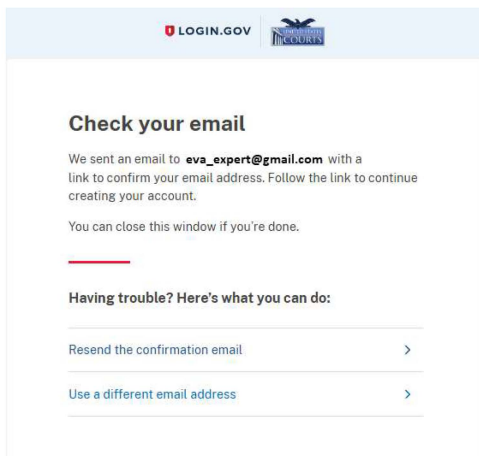
Step 3

Enter your email address, and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

Note: It is recommended that you enter a personal email address that you can always access, not a work email address.

Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.



Step 5

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

The screenshot shows a web interface for creating a password. At the top, a green banner with a checkmark icon says "You have confirmed your email address". Below this, the heading "Create a strong password" is followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two text input fields: "Password" and "Confirm password", both containing masked characters (dots). A checkbox labeled "Show password" is located below the "Confirm password" field. A blue "Continue" button is at the bottom of the form. Red rectangular boxes highlight the "Password" and "Confirm password" fields, the "Show password" checkbox, and the "Continue" button.

Your Login.gov account is now created and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include biometrics (face or fingerprint), authentication applications, text or voice messages, security keys, government employee IDs, or backup codes.

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Face or touch unlock**
Use your face or fingerprint to access your account without a one-time code.
- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Security key**
Connect your physical security key to your device. You won't need to enter a code.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- ☐ **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

Step 2

To authenticate by text or voice message, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

 210-555-5555

How you'll get your code

☒ Text message (SMS) ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

Step 3

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 210-555-5555.

Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#)

One-time code
Example: 123456

555555

☒ Remember this browser

Select this to skip authentication on supported sites. **DO NOT** select "Remember this browser" if you are on a public or shared device.

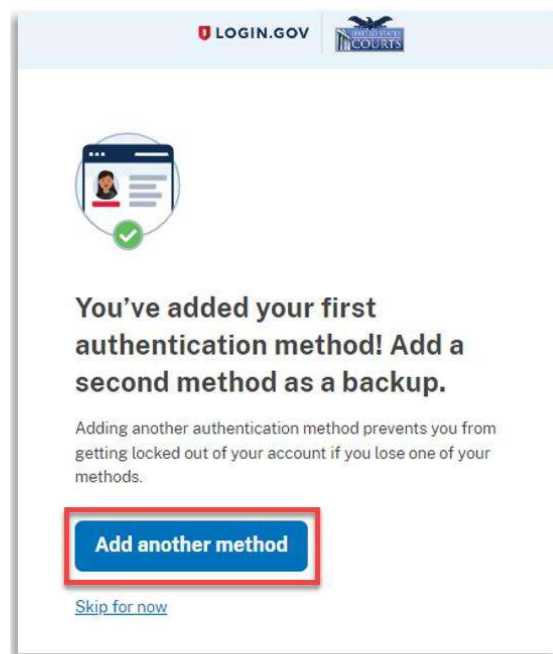
Submit

[Send another code](#)

Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



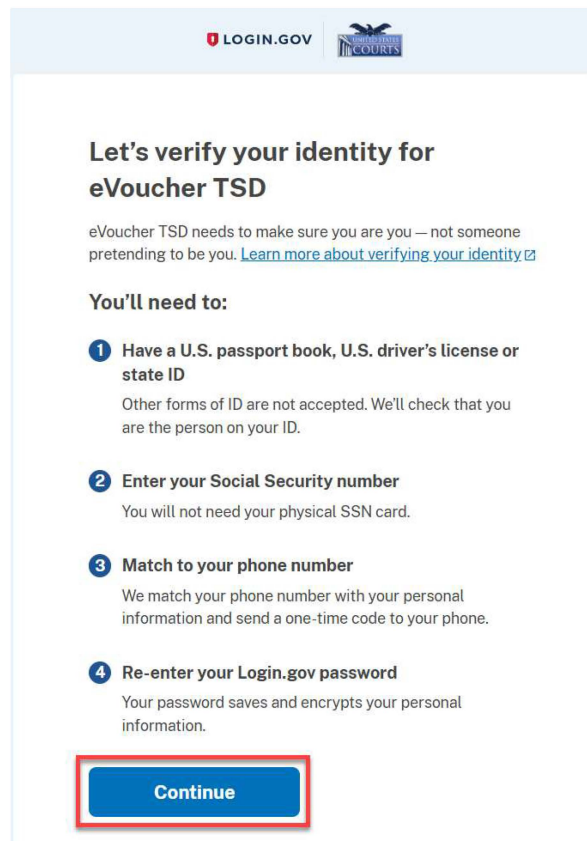
Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license, state ID, or U.S. passport). This added security measure is to ensure that you are not someone else pretending to be you.

Note: This is a one-time identity verification; if you have already proven your identity through Login.gov, you are not required to do this again.

Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows the Login.gov identity verification page. At the top, there are logos for LOGIN.GOV and the Superior Courts of New Jersey. The main heading is "Let's verify your identity for eVoucher TSD". Below this, a message states: "eVoucher TSD needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)".

The section "You'll need to:" lists four requirements:

- 1 Have a U.S. passport book, U.S. driver's license or state ID**
Other forms of ID are not accepted. We'll check that you are the person on your ID.
- 2 Enter your Social Security number**
You will not need your physical SSN card.
- 3 Match to your phone number**
We match your phone number with your personal information and send a one-time code to your phone.
- 4 Re-enter your Login.gov password**
Your password saves and encrypts your personal information.

At the bottom, there is a blue "Continue" button highlighted with a red border.

Step 2

Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

How verifying your identity works

Identity verification happens in two parts:

Verify your identity
We'll ask for your ID, phone number, and other personal information to verify your identity against public records.

Secure your account
We'll encrypt your account when you re-enter your password. Encryption means your data is protected and only you will be able to change your information.

☒ By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

Choose how to verify your ID

Use your phone
Take photos of your ID, then switch back to this computer.
[Learn more about verifying online](#)

Phone number
🇺🇸 (210) 555-5555

Send link

Continue on this computer
Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

Option 1: Upload photos from phone (recommended)

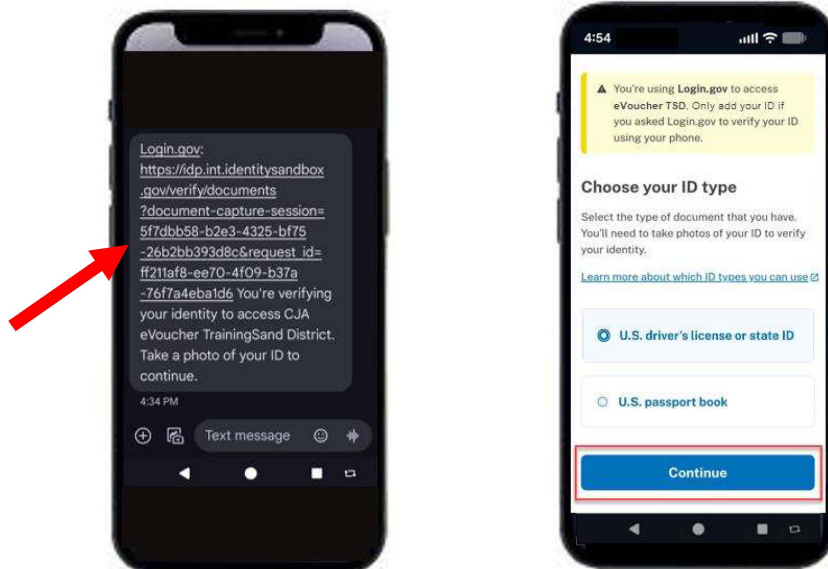
Option 1

1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

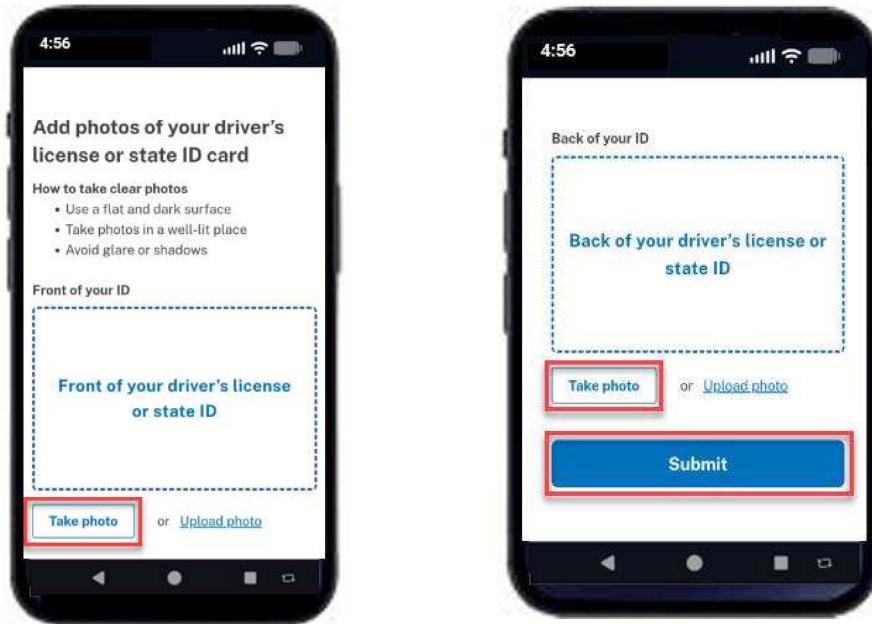
The first screenshot shows a progress bar at the top with five steps: Getting started, Verify your ID, Verify your information, Verify your phone number, and Re-enter your password. The 'Verify your ID' step is currently active. Below the progress bar, the heading 'Choose how to verify your ID' is followed by an icon of a smartphone and the text 'Use your phone to take photos'. Below this, it says 'You'll take photos of your ID using a phone. You won't have to sign in again, and you'll switch back to this computer after you take photos.' A link 'Learn more about verifying online' is provided. Below that, a 'Phone number' field shows '+1 (210) 555-5555'. A red box highlights the 'Send link' button.

The second screenshot shows the same progress bar. A yellow warning box at the top says 'Do not close this window. The next step will load automatically after you verify your ID on your phone.' Below this is an icon of a laptop and a smartphone connected by a line. The heading 'We sent a message to your phone' is followed by 'You entered: +1 210-555-5555' and 'Please check your phone and follow instructions to take a photo of your ID.'

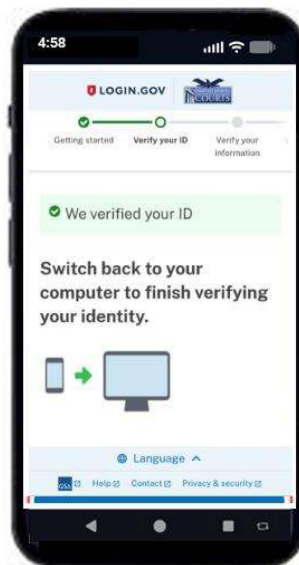
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

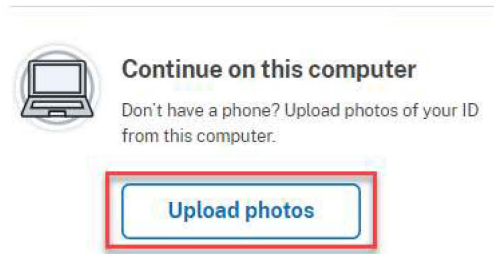


Continue to step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. Click the appropriate radio button for the type of document you will use to complete your identity verification and click **Continue**.

A screenshot of a web interface showing a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (current step), 'Verify your information', 'Verify your phone number', and 'Re-enter your password'. Below the progress bar, the heading is 'Choose your ID type'. The text says 'Select the type of document that you have. You'll need to take photos of your ID to verify your identity.' There is a link that says 'Learn more about which ID types you can use'. Below this, there are two radio button options: 'U.S. driver's license or state ID' (which is selected) and 'U.S. passport book'. At the bottom, there is a blue button with the text 'Continue' which is highlighted with a red rectangular border.

3. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (active), 'Verify your information', 'Verify your phone number', and 'Re-enter your password'. Below the progress bar, the heading 'Add photos of your driver's license or state ID card' is followed by instructions on how to take clear photos. Two large dashed boxes are provided for uploading the front and back of the ID, each with a 'Drag file here or choose from folder' prompt. A 'Submit' button is at the bottom.

Getting started Verify your ID Verify your information Verify your phone number Re-enter your password

Add photos of your driver's license or state ID card

How to take clear photos

- Use a flat and dark surface
- Take photos in a well-lit place
- Avoid glare or shadows
- File size should be at least 2 MB.

Front of your ID
Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID
Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit

Note: You may see a processing screen as the system completes the upload and Login.gov verifies your identity.

Step 4

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

The screenshot shows the Login.gov verification interface. At the top, a progress bar indicates five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (active), 'Verify your phone number' (unchecked), and 'Re-enter your password' (unchecked). Below the progress bar, a green message box states 'We verified your identity document'. The main heading is 'Enter your Social Security number'. Below this, a paragraph explains the need for the SSN and provides a link to learn more about data protection. A section titled 'Don't have a Social Security number?' offers a link to exit and return to the eVoucher TSD. The 'Social Security number' input field is highlighted with a red box; it includes an example '123-45-6789' and a masked input area with nine dots. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is also highlighted with a red box.

Getting started Verify your ID **Verify your information** Verify your phone number Re-enter your password

✓ We verified your identity document

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Don't have a Social Security number?

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to eVoucher TSD](#)

Social Security number
Example: 123-45-6789

.....

☐ Show Social Security number

Continue

Step 5

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information' (current step), 'Verify your phone number', and 'Re-enter your password'. Below the progress bar, the title 'Verify your information' is displayed. The text states: 'We will check records to verify that your address and Social Security number match the information on your ID.' The user's information is listed: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. Below this, the address is shown: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010-1234. There are 'Update' links next to the address and Social Security number fields. The Social Security number is shown as 6**-**-****6. A checkbox labeled 'Show Social Security number' is present. At the bottom, there is a blue 'Submit' button highlighted with a red box.

Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information' (completed), 'Verify your phone number' (current step), and 'Re-enter your password'. Below the progress bar, a green message box says 'We verified your information'. The title 'Verify your phone number' is displayed. The text states: 'We will check records to verify that your phone number matches your verified information, and send a one-time code.' Below this, it says 'Enter a phone number that is:' followed by two bullet points: 'Based in the United States' and 'Your primary number (the one you use the most often)'. A link 'Learn more about what phone number to use' is provided. The 'Phone number' field is highlighted with a red box and contains the number '(210) 555-5555'. Below the field, it says 'If you entered a landline above, please select "Phone call" below.' There are two radio buttons: 'Text message (SMS)' (selected) and 'Phone call'. At the bottom, there is a blue 'Send code' button highlighted with a red box.

Step 7

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

Getting started Verify your ID Verify your information **Verify your phone number** Re-enter your password

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 210-555-5555.

Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#)

One-time code
Example: 123456

123ABC

Submit

Step 8

Once your phone number is verified, in the **Password** field, reenter the password you created to access Login.gov, and then click **Continue**.

Getting started Verify your ID Verify your information **Verify your phone number** **Re-enter your password**

✔ We verified your phone number

Re-enter your Login.gov password

Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.

Password

.....

☐ Show password [Forgot password?](#)

Continue

Step 9

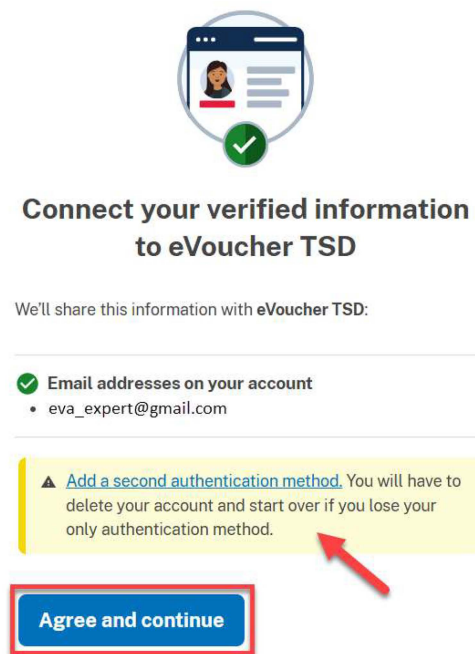
The system generates a personal key, which you'll need if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

The screenshot shows the 'Save your personal key' step in the Login.gov verification process. At the top, a progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify your phone number', and 'Re-enter your password'. The first four steps are marked with green checkmarks, and the fifth is marked with a circle. Below the progress bar, a green box with a checkmark icon contains the text 'We secured your verified information'. The main heading is 'Save your personal key'. Below this, it states: 'Your personal key is the only way to access your verified account if you reset your password. Treat it like a second password. Keep it safe and don't share it with anyone. [Learn more about the personal key](#)'. The personal key is displayed in a red shield-shaped box with the text 'ABC1 - 2DEF - G3HI - 4JKL'. Below the key, it says 'Your personal key was generated on June 3, 2026'. There are three links: 'Copy', 'Download (text file)', and 'Print'. At the bottom, there is a checkbox with a red arrow pointing to it, labeled 'I saved my personal key with the date it was generated.' Below the checkbox is a blue 'Continue' button with a red border.

Note: If you reset your password for any reason, you must enter your personal key to access your verified Login.gov account. If you do not have this key, you must complete the identify verification process again.

Step 10

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Linking Your eVoucher Account to Your Login.gov Account

When you link your Login.gov account to eVoucher, it creates a connection between these two applications. This connection uses a unique Login.gov User ID that is stored in eVoucher to link your Login.gov account to your SLP. Only one Login.gov account can be linked to your eVoucher SLP.

Step 1

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field. Click **Next**.

CJA eVoucher - Texas Western District Court
Release 6.13.0.0

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address
eva_expert@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Option 1: If your Login.gov email address is different from your SLP email address, when you click **Next**, an error message appears, prompting you to contact your court's help desk. Contact your court's CJA administrator, who will send you an email message with a link that you can click to automatically connect your two accounts.

CJA eVoucher - Texas Western District Court
Release 6.13.0.0

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

Single Login Profile not found with that email address. Contact your local court helpdesk.

eVoucher Email Address
eva_expert@gmail.com

Next

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eVoucher Login Profile Email Verification
CJA_Admin@ao.uscourts.gov
to eva_expert

Dear Expert,

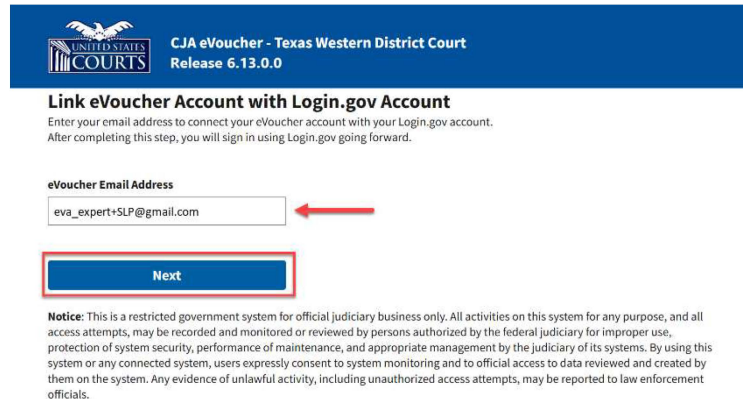
District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact CJA_admin@ao.uscourts.gov to reach the CJA eVoucher help desk.

CLICK HERE to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

Option 2: If you choose to update the **eVoucher Email Address** field with your SLP email address, when you click **Next**, you'll be prompted to check your email and confirm that you entered the correct email address. Click the link in the email message to automatically connect your two accounts.



CJA eVoucher - Texas Western District Court
Release 6.13.0.0

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address
eva_expert+SLP@gmail.com

Next

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eVoucher Login Profile Email Verification

CJA_Admin@ao.uscourts.gov
to eva_expert

Dear Expert,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact CJA_admin@ao.uscourts.gov to reach the CJA eVoucher help desk.

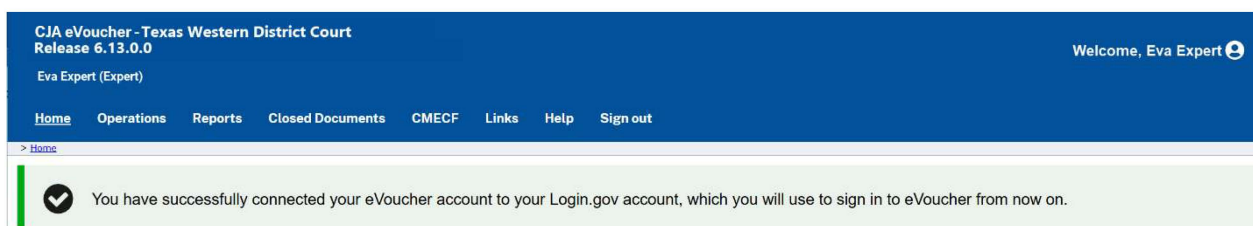
CLICK HERE to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

Note: With either option, if you have to close your browser or stop the linking process before it's complete, you may be required to sign in to Login.gov again.

Step 2

When accounts are successfully linked, a success message appears at the top of your eVoucher Home page. Continue to use eVoucher normally.



Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign-in button. Click **Sign in with LOGIN.GOV**.



Sign in to eVoucher

Users are required to sign in with a Login.gov account. Need to create a Login.gov account? Use the Sign in button below and then use the "Create an account" button below the sign in fields.

[Learn about the Login.gov sign in process.](#)

[Learn about the new payment process.](#)

Sign in with LOGIN.GOV

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

By default, you are directed to the Login.gov sign in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Submit**.



eVoucher is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

Submit

Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes.

Do not share this code. If someone calls, texts, or emails asking for this code, it may be a scam. [Learn how to identify fraud and report it.](#)

One-time code
Example: 123ABC

Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court

Release 6.13.0.0

Eva Expert (Expert)

[Home](#)
[Operations](#)
[Reports](#)
[Closed Documents](#)
[Links](#)
[Help](#)
[Sign out](#)

> [Home](#)

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
------	-----------	------	--------	--------------

My Proposed Assignments

Appointments

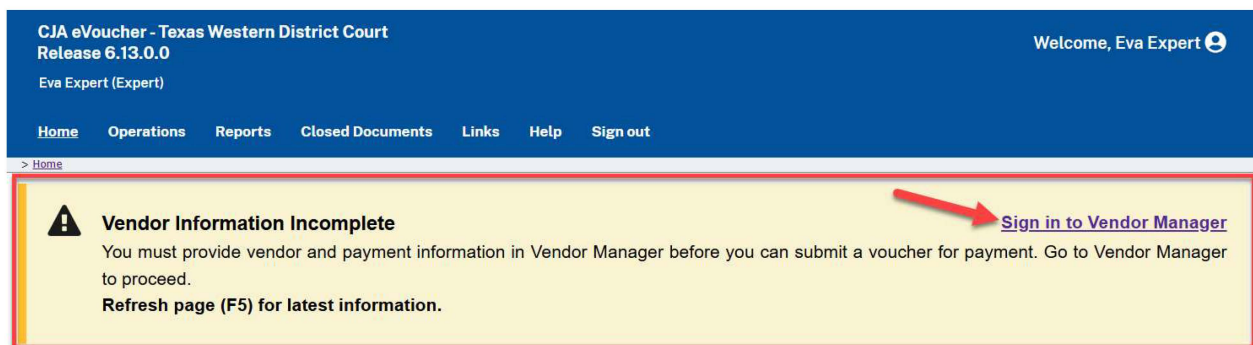
All cases h

Vendor Manager System (VMS)

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

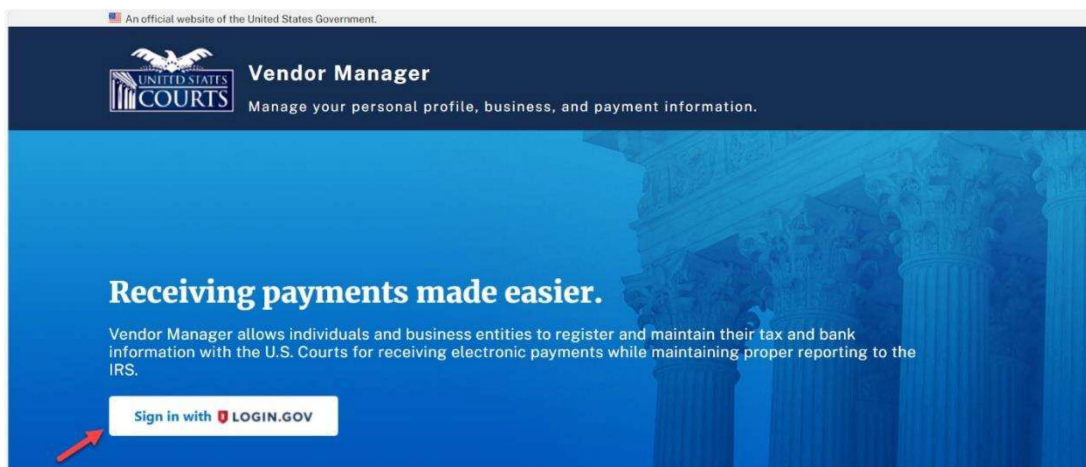
Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.



Step 2

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.



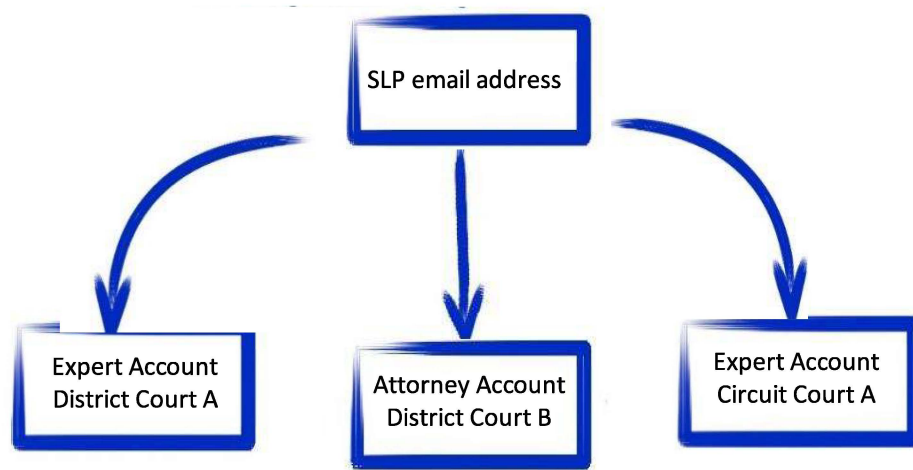
Step 3

Review the VMS job aids for all the information necessary to create your VMS account.

Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

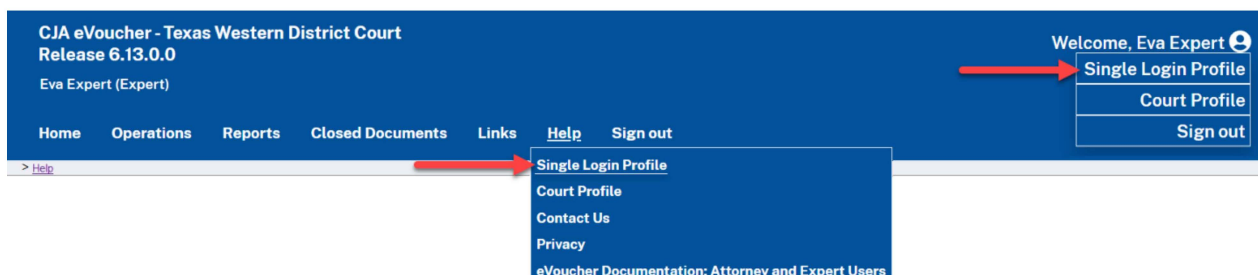
Single Login Profile for Eva Expert



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, on the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



Editing Your SLP

Your SLP information is divided into three sections: Account Information, Billing Information, and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

Single Login Profile – Eva Expert

Account Information				-
First name Eva	Middle name -	Last name Expert	Suffix -	Edit
Email address eva_expert@gmail.com				Edit
Password 				
Billing Information				+
Linked eVoucher Accounts				+

Modifying Your Name

Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – Eva Expert

Account Information				-
First name Eva	Middle name -	Last name Expert	Suffix -	Edit

Step 2

Make any necessary changes, and then click **Save changes**.

Single Login Profile – Eva Expert**Account Information**

First name	Middle name	Last name	Suffix
Evangeline		Expert	

Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

Updating Your SLP Email Address

Step 1

Click the **Edit** link to the right of your email address.

Email address

eva_expert@gmail.com

[Edit](#)**Step 2**

Enter your new email address, confirm it, and then click **Save changes**.

Single Login Profile – Eva Expert**Account Information**

Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix
Eva	-	Expert	-

[Edit](#)

Email address

eva+expert@gmail.com

Confirm email address

eva+expert@gmail.com

Note: It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and requests to reset a forgotten password. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Single Login Profile – Eva Expert

Account Information				—
First name Eva	Middle name -	Last name Expert	Suffix -	Edit
Email address eva_expert@gmail.com				Edit
Password 				

Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help>.

Viewing Billing Information

Step 1

Click the plus sign (+) to expand the Billing Information section.

Single Login Profile – Eva Expert

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+

Step 2

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

Single Login Profile – Eva Expert

Account Information	+
Billing Information	–
Payment accounts that are ready to use display below. To see all payment accounts, go to Vendor Manager	
Eva Expert TIN (SSN):26 Electronic payments will be sent to: Routing Number: 121000248, WELLS FARGO BANK, NA Account Number:45	
Linked eVoucher Accounts	+

Viewing Linked eVoucher Accounts

Step 1

Click the plus sign (+) to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.

Single Login Profile – Eva Expert

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.

Single Login Profile – Eva Expert

Account Information	+
Billing Information	+
Linked eVoucher Accounts	–

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Texas Southern (expert)	Expert	☒
Texas Western (expert)	Expert	☐

Cancel

Save changes

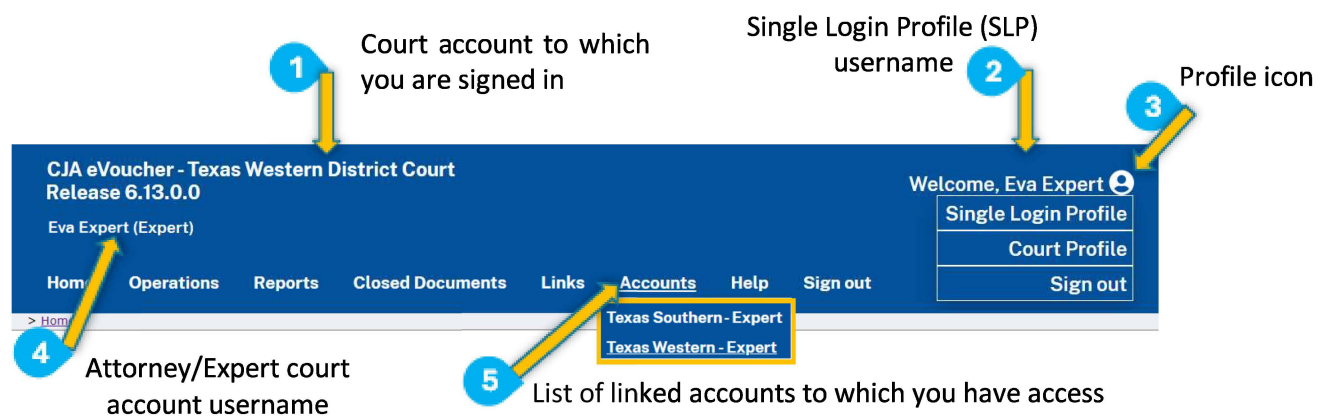
Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.



Single Login Profile vs. Court Profile

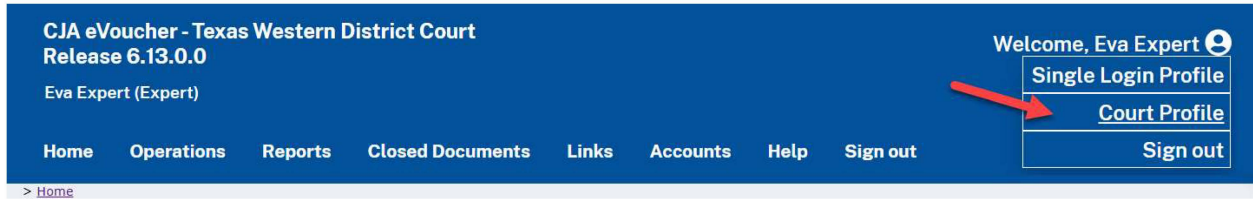
Here are some tips for viewing which court account you are in and who you are within that court.



1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page, you can:

- Edit contact information, phone, email, and/or physical address.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Additionally, any changes to the SSN or EIN must be completed in VMS.
- View expert specialties.
- Document any continuing legal education (CLE) attendance.

Click **Edit** to the right of the Expert Info and Expert Specialties sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

Court Profile

Expert Info This is the contact information that will appear on payment vouchers.	Name: Eva Expert <i>Contact Info:</i> Phone: 210-555-0629 eva_expert@gmail.com <i>Address:</i> 629 Main Street San Antonio, TX 78210 US	Edit
Billing Info View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.	Eva Expert Billing Code: 0542-067848 328 Expert St San Antonio, TX 78216 - US Phone: 333-333-3333	View SLP
Expert Specialties Assigned specialties	Current assigned specialties are: [General]: Investigator, Computer (Hardware/Software/Systems), Computer Forensics Expert	Edit

[Manage at Vendor Manager](#)

Expert Info

Step 1

In the Expert Info section, click **Edit** to access your personal information.

Expert Info This is the contact information that will appear on payment vouchers.	Name: Eva Expert	Edit
	<i>Contact Info:</i> Phone: 210-555-0629 eva_expert@gmail.com <i>Address:</i> 629 Main Street San Antonio, TX 78210 US	

If you have an SLP that is linked to more than one court, certain changes made to the Expert Info section of your court profile are applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile

! For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country and Phone **WILL** be applied to any linked accounts with the same SSN/EIN after one business day. Changes made to Name, Email, and Bar Number will **NOT** be applied to any other linked accounts with the same SSN/EIN.

Step 2

Make any necessary changes, and then click **Save**.

Expert Info This is the contact information that will appear on payment vouchers.	<i>* Required Fields</i>			Save cancel
	First Name * (If self-employed)	Middle	Last Name	
	Eva		Expert	☐ Inactive
	Main Email *			
	eva_expert@gmail.com			
	2nd Email			
	3rd Email			
	Phone *			
	210-555-0629			
	Cell Phone			
	Address 1 *			
	629 Main Street			
	Address 2			
	City *			
	San Antonio			
	State * (US only)			
	TEXAS			
	Zip * (US only)			
	78210			
	Address 3			
	Country *			
	UNITED STATES			

Billing Info

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

Note: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information is displayed in the Billing Info section if your account included billing information prior to the 6.11 release.

Step 1

Click **View SLP** to access your SLP section in eVoucher.

Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

[Manage at Vendor Manager](#)

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment account information there.

[Home](#)
[Operations](#)
[Reports](#)
[Closed Documents](#)
[Links](#)
[Accounts](#)
[Help](#)
[Sign out](#)

> Help > Single Login Profile

Single Login Profile – Eva Expert

Account Information

+

Billing Information

–

Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

Eva Expert
TIN (SSN):26

Electronic payments will be sent to:
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number:45



Step 2

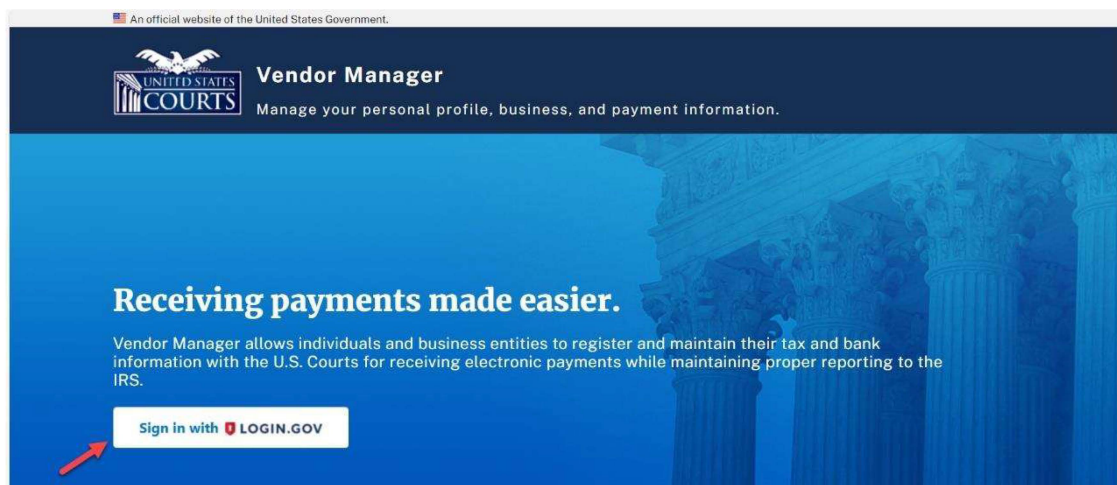
Click the **Manage at Vendor Manager** link to access VMS.

Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

[View SLP](#)[**Manage at Vendor Manager**](#)

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.



Note: Payment account information must be entered in VMS before any payments can be made.

Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

Changes made in this section are not applied to any of your other linked accounts. This information appears at the top of your Court Profile page.

Court Profile



Changes made to this court profile will not be applied to any other linked accounts.
Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

During initial setup, the court typically selects your expert category.

Expert Specialties

Assigned specialties

Current assigned specialties are:

[General]: Investigator, Computer (Hardware/Software/Systems), Computer Forensics Expert

Edit

Step 2

You may make any necessary changes, then click **Save**.

Expert Specialties

Assigned specialties

Please, select what specialties apply to you:

General

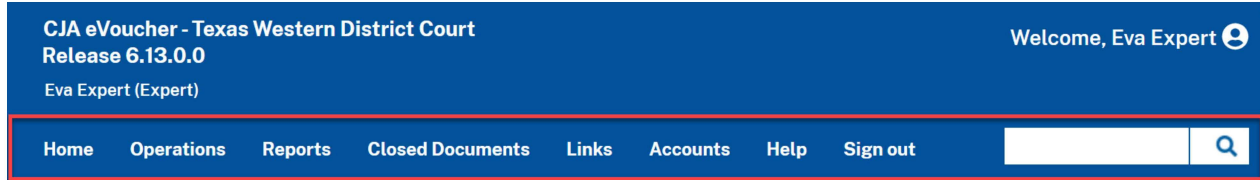
- ☒ Computer (Hardware/Software/Systems)
- ☒ Computer Forensics Expert
- ☐ Investigator

Save

Cancel

Menu and Home Page

Use the menu bar to navigate to the different areas of the application.



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Closed Documents	Click to access your closed documents where you can search by: • Voucher close date. • Document type. • Approved amount.
Accounts	Click to access your different court accounts.
Help	Click to access: • Another link to your SLP. • Another link to your court profile. • Contact Us email address. • Privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.
Search field	Enter search criteria to look up any of your cases.

The home page provides access to information about your cases and billing information that you submit or the billing information the attorney submits on their behalf.

My Documents

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

Case	Defendant	Type	Status	Date Entered
1:13-CR-08810 Start: 06/15/2015 End: 11/03/2015	Jeffrey Gardner (# 1)	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit FINAL PAYMENT	10/30/2015
1:14-CR-08805 Start: 03/02/2014 End: 11/26/2015	Jebediah Branson (# 1) Claimed Amount: 250.0	CJA-21 - (RETURNED) Rick Ardley Chemist/Toxicologist	Voucher Entry 0101.0000051 FINAL PAYMENT	11/23/2015
1:15-CR-07654 Start: End:	(# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	05/16/2016
1:17-CR-01214 Start: End:	Kelsey Conway (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	05/16/2017
1:14-CR-08802 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	04/02/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020

Page 1 of 3 (29 Items)

My Submitted Documents

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

Case	Defendant	Type
1:14-CR-08805 Start: 08/23/2017 End: 08/23/2017	Jebediah Branson (# 1) Claimed Amount: 1,100.0	CJA-21 - (RETURNED) Rick Ardley Chemist/Toxicologist
1:17-CR-05 Start: 10/12/2017 End: 10/12/2017	Diana Epps (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Ardley Chemist/Toxicologist
1:17-CR-01 Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Ardley Chemist/Toxicologist
1:15-CR-07 Start: 06/15/2018 End: 06/15/2018	Claimed Amount: 500.00	CJA-21 Rick Ardley Chemist/Toxicologist
1:14-CR-08805 Start: 08/23/2017 End: 08/23/2017	Thomas Howell (# 1) Claimed Amount: 1,517.5	CJA-21 Rick Ardley Chemist/Toxicologist
1:15-CR-07 Start: 08/23/2018 End: 08/23/2018	Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist
1:14-CR-08805 Start: 04/26/2020 End: 04/26/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Ardley Chemist/Toxicologist
1:14-CR-08805 Start: 04/26/2020 End: 04/26/2020	Jebediah Branson (# 1) Claimed Amount: 394.50	CJA-21 Rick Ardley Chemist/Toxicologist

Closed Documents

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

Case	Defendant	Type
------	-----------	------

Section Name	Contents
My Documents	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This section contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents display for open cases only until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment page via the Operations tab.

Expert vs. Expert Enter

When the court adds you to eVoucher, there are two options:

Expert (attorney fills out the voucher)

Expert Enter (you fill out the voucher)**typically selected*



CJA-21 Entry

The attorney creates the CJA-21 or CJA-31 (capital case only) voucher. If you have Expert Enter rights, the attorney can allow you to enter the services and expenses. You will receive an email message informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

Step 1

Sign in to the eVoucher application. The voucher should appear in the My Documents section of your home page.

My Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
5:52-CR-04... Start: End:	Jebediah Branson ... Claimed Amount: ...	CJA-21 Eva Expert Chemist/Toxicologist	 Voucher Entry Edit	02/07/2026
5:18-CR-08... Start: End:	Paul William Clark ... Claimed Amount: ...	CJA-21 Eva Expert Chemist/Toxicologist	 Voucher Entry Edit	01/12/2026
5:03-CR-68... Start: End:	Daria Wyatt (# 29) Claimed Amount: ...	CJA-21 Eva Expert Chemist/Toxicologist	 Voucher Entry Edit	10/26/2025
1		Page 1 of 1 (3 items)		

Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.

My Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
5:52-CR-04... Start: End:	Jebediah Branson ... Claimed Amount: ...	CJA-21 Eva Expert Chemist/Toxicologist	Voucher Entry Edit	02/07/2026

The voucher opens to the Basic Info page, which displays the information in the paper voucher format.

CJA-21 Voucher Entry
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #:
Start Date:
End Date:
Summary: \$0.00

Services

Totals	\$0.00
Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Specialty: Chemist/Toxicologist
Maximum on Services Without Prior Authorization: \$1,000.00
Fee Amount Remaining After Approved and Pending: \$1,000.00
Tasks
[Link To Appointment](#)
[Link To Representation](#)
Reports
[Form CJA21](#)

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

Basic Info

1. CIR./DIST/DIV CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER 5:52-CR-04562-7	4. DIST. DKT/DEF NUMBER 5:52-CR-04562-7	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:6823 F FRAUDULENT ACCESS TO FINANCIAL INFORMATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney 616 Main Street San Antonio TX 78210 Phone: 210-555-0616 Email: daviddattorney@jun16@gmail.com		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ I Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/16/2026 Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Expert Contact Info

Eva Expert
629 Main Street
San Antonio, TX 78210
US
210-555-0629
eva_expert@gmail.com

Payment Details

Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

Eva Expert

Eva Expert
TIN (SSN):26
Electronic payments will be sent to:
Routing Number: 121000248, WELLS FARGO BANK, NA
Account Number:45

« First
< Previous
Next >
Last »

Save

Delete Draft

Audit Assist

Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item time entries should be entered on the Services page. Only time should be recorded here.

Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab, or click **Next** on the progress bar. Required fields are marked with a red asterisk.

Services

Date: 4/2/2026 *
 Units: *
 Rate: *
 Description: *

Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate

Go to page: View items per page: 10 25 50 100

< First < Previous **Next >** Last > Save Delete Draft Audit Assist

Step 2

Enter the date of the service, the number of hours billed, the rate, and a description of the service.

Services

Date: 4/2/2026 *
 Units: 4.0 *
 Rate: 25.00 *
 Description: PC Analysis *

Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate

Go to page: View items per page: 10 25 50 100

< First < Previous **Next >** Last > Save Delete Draft Audit Assist

Step 3Click **Add**.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

Services

Date: 4/2/2026 * Description: PC Analysis *
 Units: 4.0 *
 Rate: 25.00 *

Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt
04/02/2026	PC Analysis	4.0	\$25.00	\$100.00

Page 1 of 1 (1 items) Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last » **Save** Delete Draft Audit Assist

There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears, prompting you to save.

Leave site?

Changes you made may not be saved.

Leave Cancel

Entering Expenses

Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

Basic Info Services **Expenses** Claim Status Documents Confirmation

Expenses

Date: 4/2/2026 Description:

Expense Type: *

Miles: at \$0.725 per mile.

Amount: *

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Step 2

Enter the expenses (e.g., mileage, parking), click **Add**, and then click **Save**.

Basic Info Services **Expenses** Claim Status Documents Confirmation

Expenses

Date: 04/02/2026 Description: Travel

Expense Type: **Travel Miles** *

Miles: 22 * at \$0.725 per mile.

Amount: 15.95

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/02/2026	Travel	22	\$0.725	\$15.95

Page 1 of 1 (1 items) View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last » **Save** Delete Draft Audit Assist

Claim Status

Step 1

Click the **Claim Status** tab, or click **Next** on the progress bar. These dates must match the beginning and end dates on the Services and Expenses tabs.

Basic Info Services Expenses **Claim Status** Documents Confirmation

Claim Status

Start Date * End Date *

Payment Claims *

☐ Final Payment (payment #)

☐ Interim Payment

☐ Supplemental Payment

☐ Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earlier. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

Basic Info Services Expenses **Claim Status** Documents Confirmation

Claim Status

Start Date * End Date *

Payment Claims *

☐ Final Payment (payment #)

☐ Interim Payment

☐ Supplemental Payment

☐ Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Step 3

In the Payment Claims section, click the radio button for the appropriate claim status, and then click **Save**.

Basic Info Services Expenses **Claim Status** Documents Confirmation

Claim Status

Start Date 4/2/2026 * End Date 4/2/2026 *

Payment Claims *

☒ Final Payment (payment #)

☐ Interim Payment

☐ Supplemental Payment

☐ Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

* Required Fields

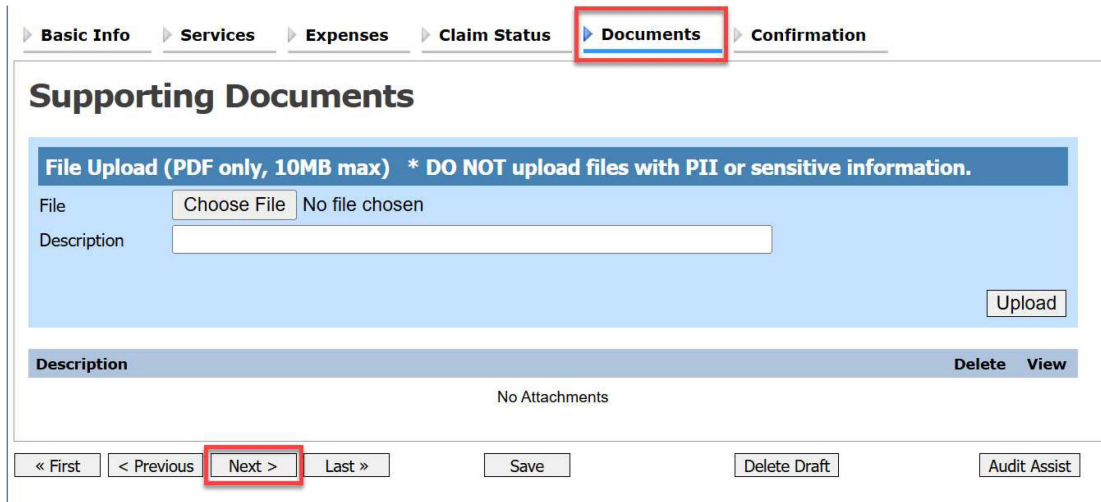
« First < Previous Next > Last » **Save** Delete Draft Audit Assist

Radio Button	Payment Claims Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

Documents

Step 1

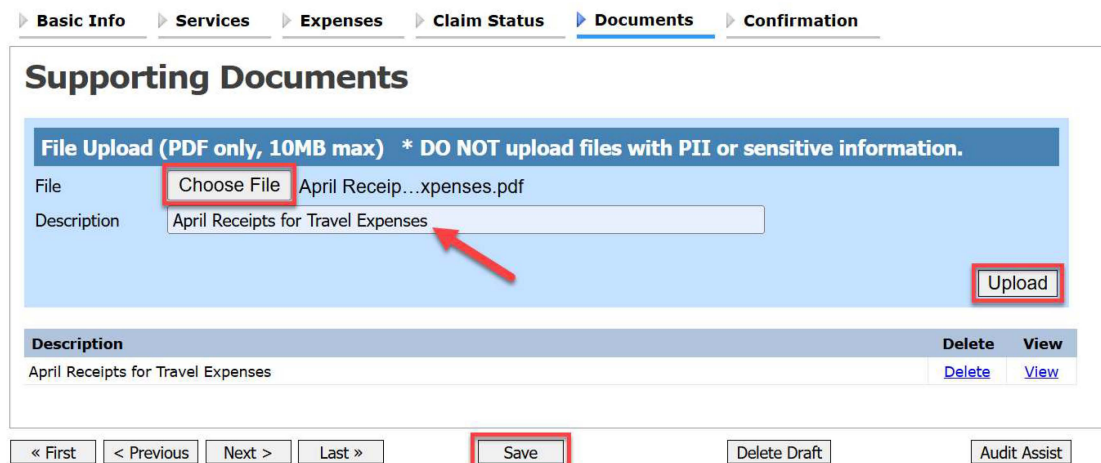
Click the **Documents** tab, or click **Next** on the progress bar.



The screenshot shows the 'Supporting Documents' form. At the top, a progress bar has tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents' (which is selected and highlighted with a red box), and 'Confirmation'. Below the progress bar, the form title 'Supporting Documents' is displayed. A blue banner contains the text 'File Upload (PDF only, 10MB max) * DO NOT upload files with PII or sensitive information.' Below this, there is a 'File' section with a 'Choose File' button and the text 'No file chosen'. A 'Description' text box is also present. An 'Upload' button is located at the bottom right of the file upload section. Below the upload section, there is a table with the header 'Description' and buttons 'Delete' and 'View'. The table currently shows 'No Attachments'. At the bottom of the form, there is a navigation bar with buttons: '<< First', '< Previous', 'Next >' (highlighted with a red box), 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'.

Step 2

Click **Choose File** to attach any receipts, invoices, or documents as PDF documents. In the **Description** field, optionally label and describe the attachment, and then click **Upload** to attach the PDF document. Click **Save**.



The screenshot shows the 'Supporting Documents' form after a file has been uploaded. The 'Documents' tab is still selected in the progress bar. The 'File' section now shows the filename 'April Receipts for Travel Expenses.pdf' next to the 'Choose File' button (which is highlighted with a red box). The 'Description' text box contains the text 'April Receipts for Travel Expenses'. The 'Upload' button (highlighted with a red box) is at the bottom right of the file upload section. Below the upload section, the table now shows the uploaded file with the description 'April Receipts for Travel Expenses' and buttons 'Delete' and 'View'. At the bottom of the form, the 'Save' button (highlighted with a red box) is visible in the navigation bar.

Note: Do not upload files that contain personally identifiable information (PII) or sensitive information.

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1

Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify that the information is correct, and then scroll to the bottom of the screen.

Basic Info Services Expenses Claim Status Documents **Confirmation**

Confirmation

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:52-CR-04562-7	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:6823.F FRAUDULENT ACCESS TO FINANCIAL INFORMATION			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: ☐ Authorization to obtain the service. Estimated compensation: \$ ☒ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney David D Attorney 616 Main Street San Antonio TX 78210 Phone: 210-555-0616 Email: daviddattorney+jun16@gmail.com			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Date of Order _____ Nunc Pro Tunc Date _____ Repayment ☐ YES ☒ NO		☒ 10 Chemist/Toxicologist	
NOTES			
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$100.00	\$0.00	
b. Mileage, etc.			
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$115.95	0.0	
17. PAYEE'S NAME Eva Expert TIN (SSN):26 Electronic payments will be sent to: Routing Number: 121000248, WELLS FARGO BANK, NA Account Number:45 ☒ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---) CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/02/2026 TO 07/02/2026 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR./CERT.
23. ☐ Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. ☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.			
Signature of Presiding Judge		Date	Judge Code
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD			
Signature of Chief Judge, Court of Appeals (or Delegate)		Date	Judge Code Total Amt. Certified For Payment

Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$100.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$15.95	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$115.95	0.0	
17. PAYEE'S NAME			
Eva Expert TIN (SSN):26 Electronic payments will be sent to: Routing Number: 121000248, WELLS FARGO BANK, NA Account Number:45			
☒ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/02/2026 TO 07/02/2026 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
23. ☐ Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. ☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.			
Signature of Presiding Judge		Date	Judge Code
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD			
Signature of Chief Judge, Court of Appeals (or Delegate)		Date	Judge Code Total Amt. Certified For Payment
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes			
☒ I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate. Date: 07/02/2026 13:33:18			
			

« First
< Previous
Next >
Last »
Save
Delete Draft
Audit Assist

Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlighted in gold.

My Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

1 Page 1 of 1 (2 items)

Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

