2015

CJA eVoucher Interpreter Manual

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.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorney on approval or rejection of vouchers.

Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
    - Chrome, Mozilla Firefox, and other browsers may not be used with CJA eVoucher

Accessing the CJA eVoucher Program

The CJA Clerk will provide you with information on how to access eVoucher. It is suggested that you bookmark it for easier access. Enter your username and password and click **Log In**.

Users will be required to change their passwords the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

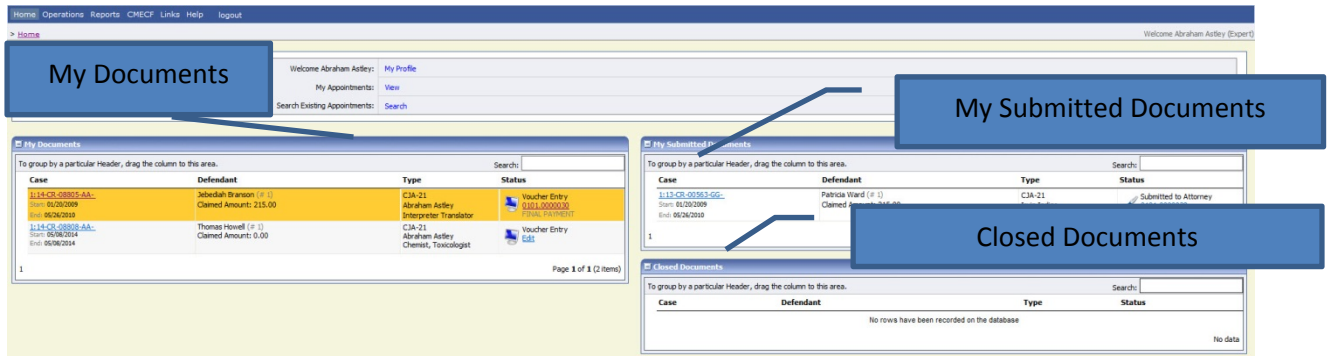
- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email with instructions on how to reset your password.

Home Page and Navigation (menu)

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



My Documents

The **My Documents** folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.

My Submitted Documents

The **My Submitted Documents** folder contains documents which have been submitted to the court for processing.

Closed Documents

The **Closed Documents** folder contains documents which have been completely processed.

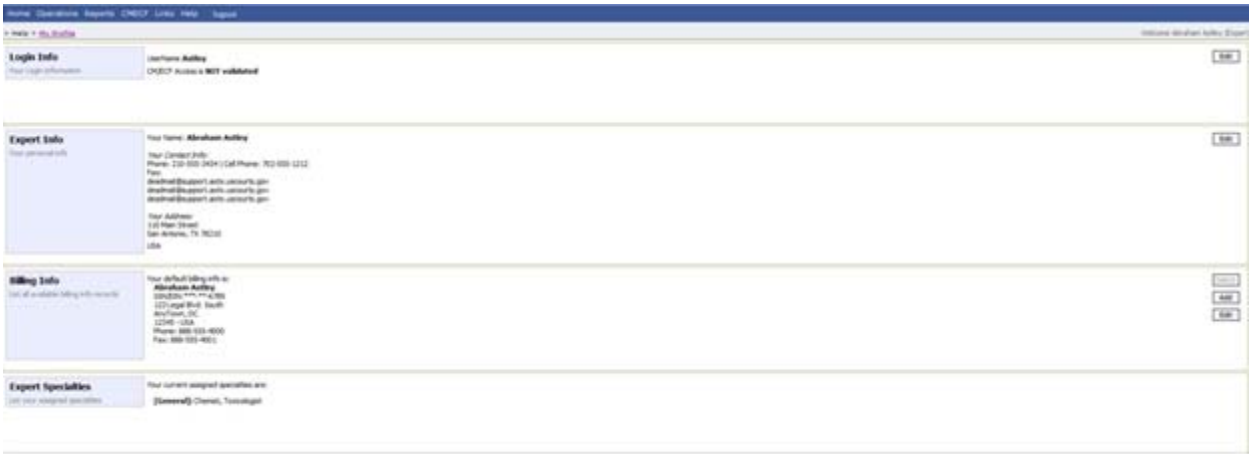
The eVoucher menu

Home Operations Reports Links Help logout

Menu Bar Items	
Home	The eVoucher home page.
Operations	Appointments you have been assigned.
Reports	Selected reports you may run on your appointments.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: • Another link to your Profile • “Contact Us” e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Profile

Your profile contains your login information and your contact information. Any billing changes must be submitted to the CJA clerk for updating.



Changing Your Username and Password

You may change both your username and password in your profile. You may access your profile from the home page by clicking the **My Profile** link to the right of the user profile picture. Or, you may select **My Profile** from the **Help** menu.

Click **Edit** on the right side of the **Login Info** section.

To change your username, type the new username and click **change**.

Passwords will expire every 180 days.

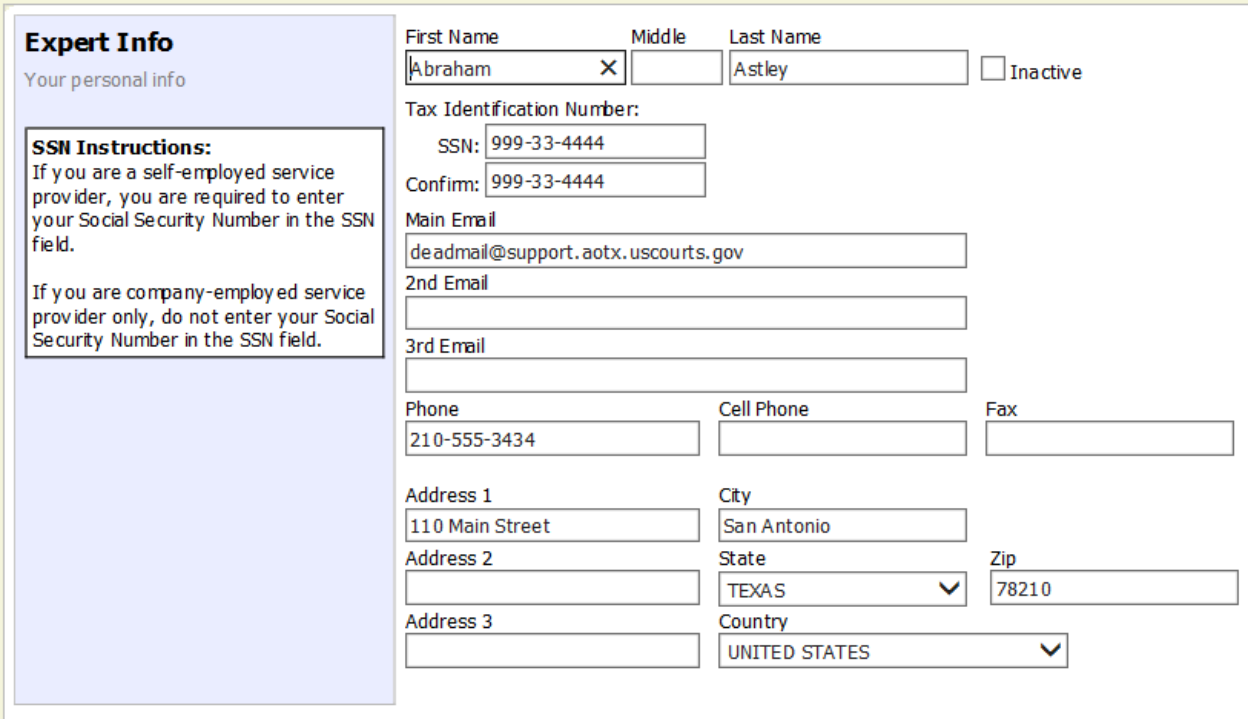
Passwords must be a minimum of eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

To change your password, click the **reset** hyperlink. Type the new password and retype it in the confirm field and click **Reset**. Click **Close** to exit the **Login Info** section.

Personal Info

The **Personal Info** section of the profile contains your designation, name, and contact information. If any information is missing or incorrect, you can change your personal info by clicking **Edit** to the right of this section of the profile.



Billing Info

If any changes are needed please contact the CJA clerk by email at CJA@ared.uscourts.gov

Expert Specialties

The **Expert Specialties** section will list any specialties for which you are approved for eVoucher billing. If you are selected from the approved experts list, when vouchers or authorizations for service providers are created in eVoucher, the selection of your specialty will populate your name and billing information. That specialty will also be checked on the CJA-21 form created in eVoucher.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

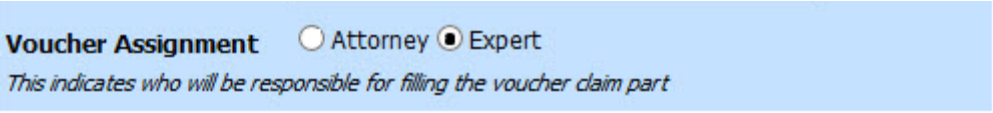
- [ ] Accountant
- [ ] Ballistics Expert
- [ ] CALR(Westlaw, Lexis, etc)
- [ ] Chemist, Toxicologist
- [ ] Computer (Hardware, Software, Systems)
- [ ] Computer Forensics Expert
- [ ] Documents Examiner
- [ ] Duplication Services
- [ ] Fingerprint Analyst
- [ ] Hair, Fiber Expert
- [x] Interpreter Translator
- [ ] Investigator
- [ ] Jury Consultant
- [ ] Legal Analyst/Consultant
- [ ] LitigationSupport Services
- [ ] Mitigation Specialis
- [ ] Other
- [ ] Other Medical Expert
- [ ] Paralegal Services
- [ ] Pathologist, Medical Examiner
- [ ] Polygraph Examiner
- [ ] Psychiatrist
- [ ] Psychologist
- [ ] Voice, Audio Analyst
- [ ] Weapons Firearms Explosive Expert

Transcript

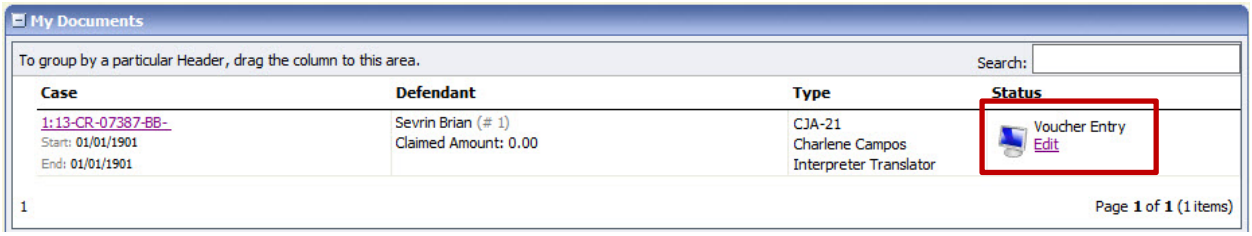
- [ ] Court Reporter

CJA-21 Entry

The attorney will create the CJA-21 voucher. The attorney will choose to let the interpreter enter the services and expenses. The attorney should notify the service provider that the voucher has been created and is awaiting completion by the provider.

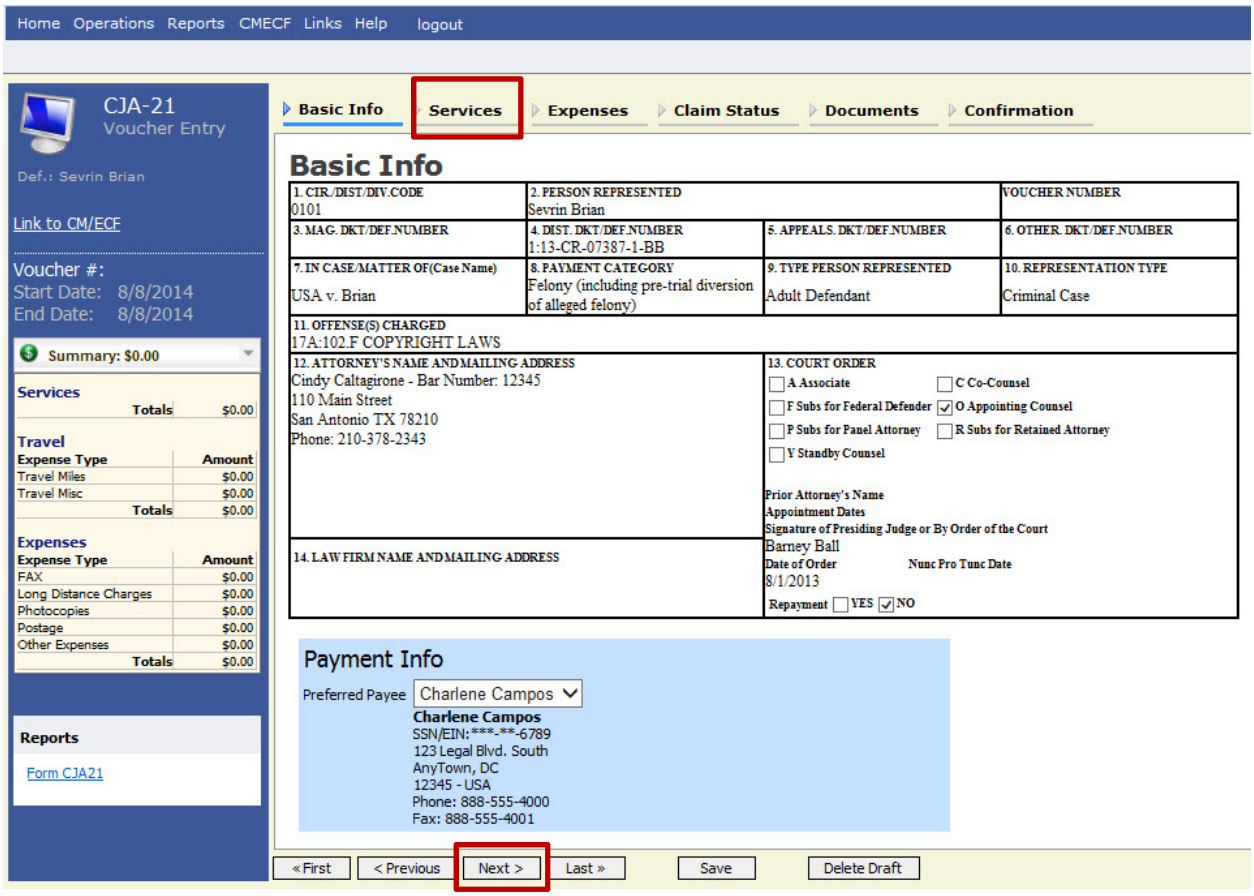


Log in to the eVoucher application. The voucher should appear in your **My Documents** folder on your home page.

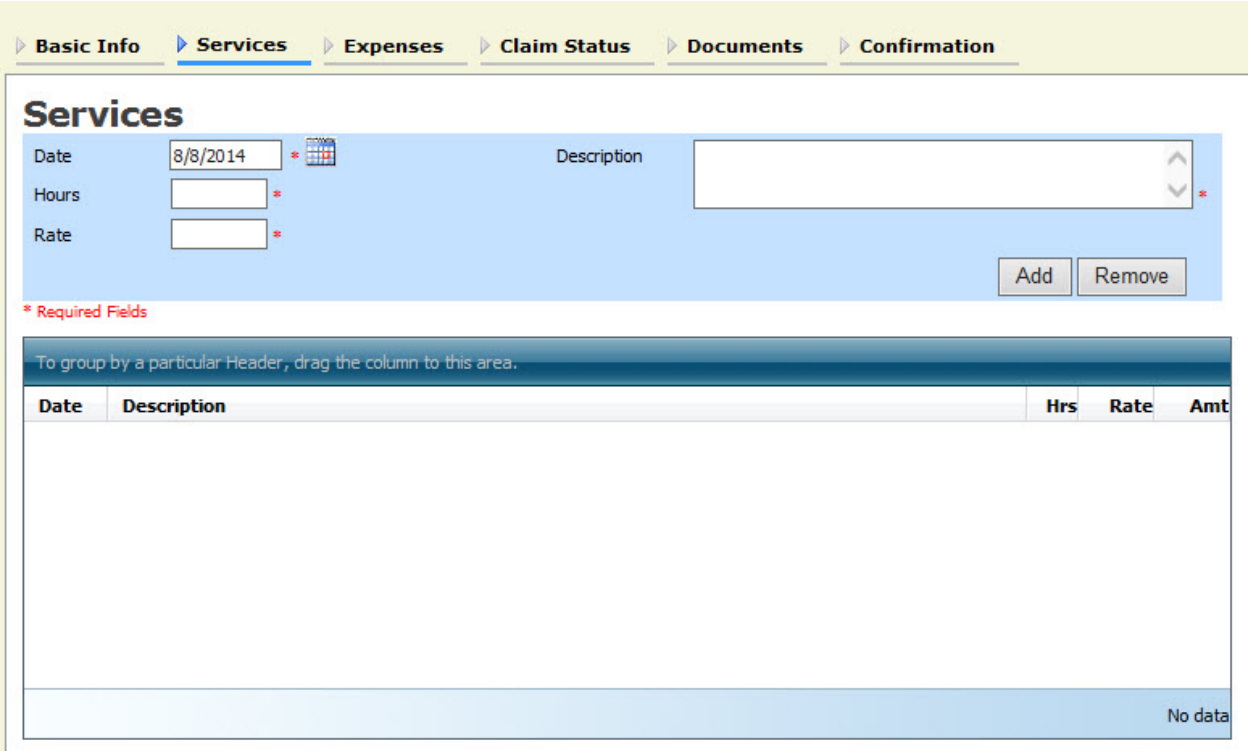


To enter your fees and expenses, click the **Edit** hyperlink under the **Status** column.

The Voucher will open to the **Basic Info** tab screen. The left-hand panel will display a running summary of the services and expenses as they are entered and saved.



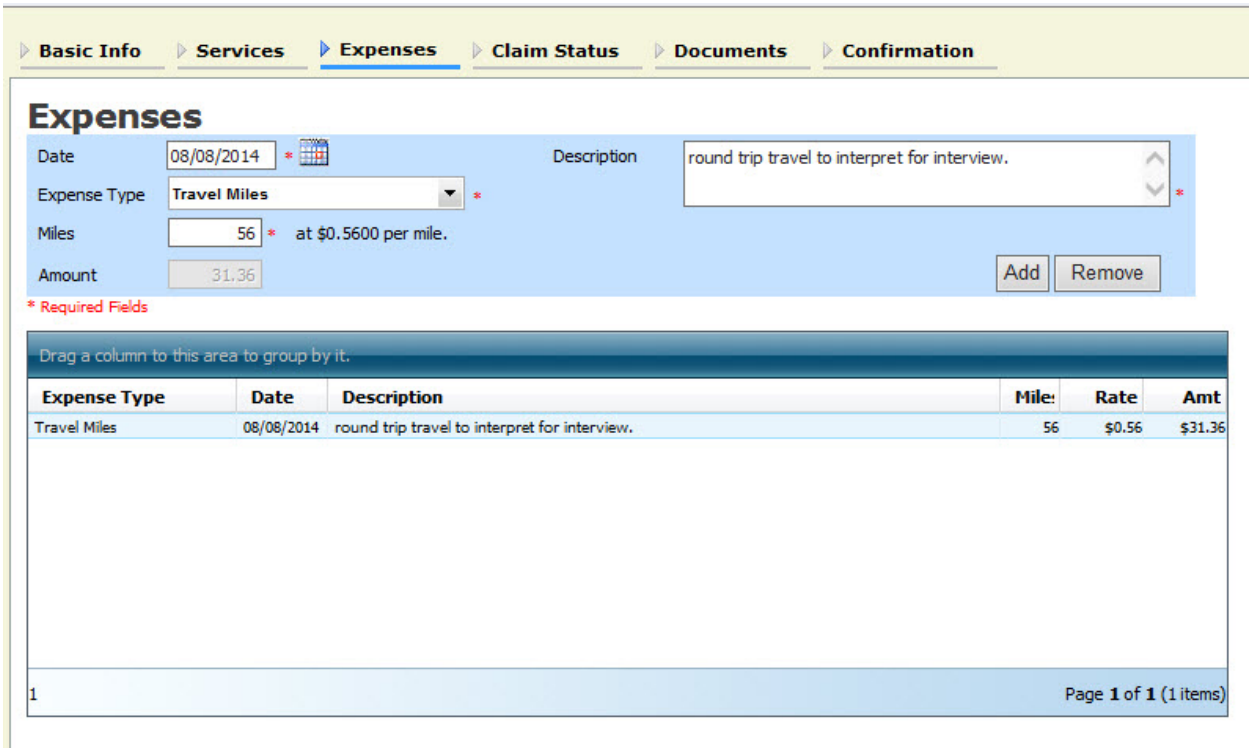
To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of screen or click **Next** at the bottom of the screen.



Required fields are marked with a red asterisk. Enter the date of the service, enter 1 for Hours and either half day or full day rate. For translation of documents, enter the number of words and $.25 for the rate. A description of the service provided, including the breakdown of hours, is required. Click **Add**.

There is no autosave feature in eVoucher – make sure to click **Save** after every few additions. DO NOT click on eVoucher menu items without saving.

To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

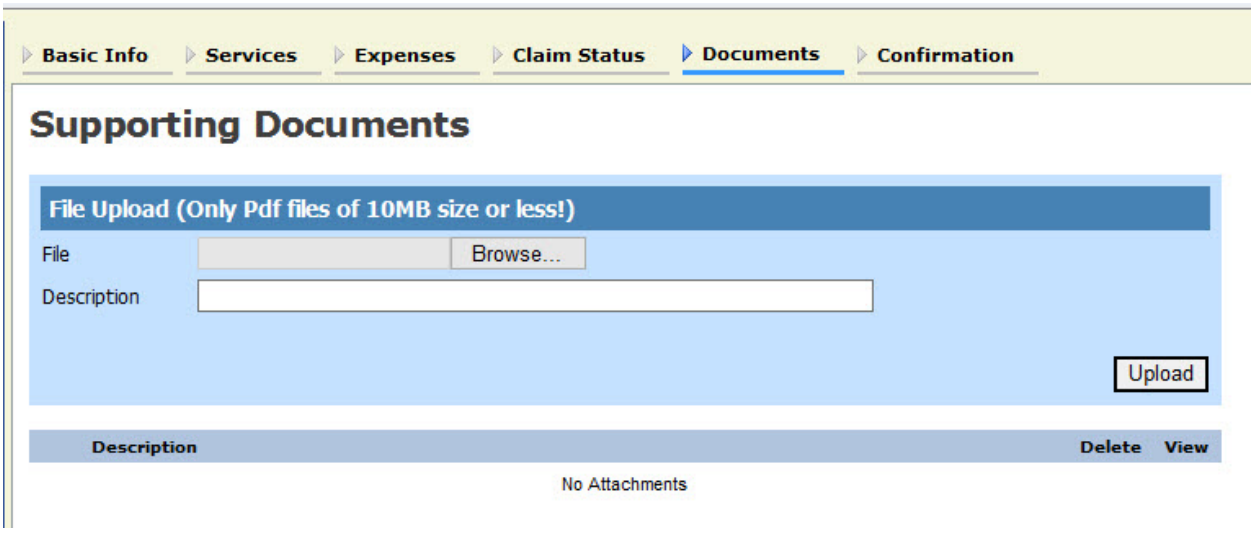


Enter expenses and click **Add**. Be sure to save your items.

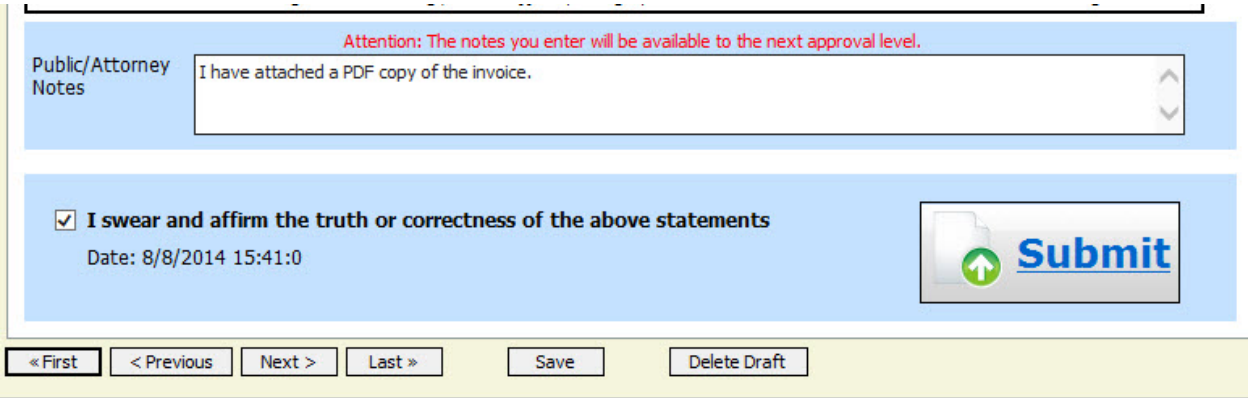
The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Select Supplemental payment for interpreter vouchers.

Navigate to the **Documents** tab and attach the required receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents. Be sure to save your document.

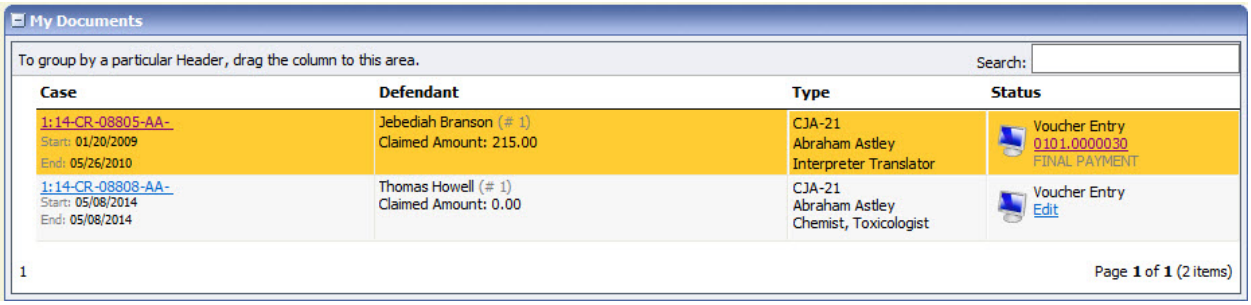


When you have entered all expenses and documents and are ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.



To submit the voucher, select the **"I swear and affirm…"** checkbox. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.

Returned Vouchers



Should there be any issue with your voucher, the attorney may return the voucher to you for correction or additional documentation. Any voucher returned to you will appear with a gold-yellow background. Often the return of the voucher will be accompanied by an email explaining the circumstances. Additionally, you can examine the attorney notes on the **Confirmation** page to find additional direction.

Printing a Form CJA21

Should you wish to print a copy of your submission, from the left-hand panel click the **Form CJA21** link to print a standard version of the voucher.