

NORTHERN DISTRICT OF CALIFORNIA CJA EVOUCHER QUICK REFERENCE GUIDE

Creating and Submitting your Voucher (CJA 20 and 30) Appointed Counsel and Approved Associates

Preliminary Stuff

1. Here are some things to remember before getting started:
For PCs (Windows) - Internet Explorer 8 through 10 are APPROVED.

For Apple Macintosh - Safari 5.1 or newer are APPROVED.

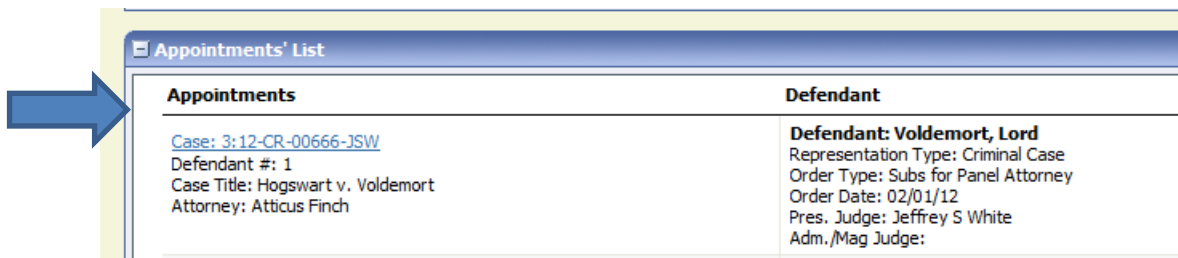
Apple Mobile (iPad): Safari is APPROVED (with Limitations).

WARNING: CHROME, FIREFOX and OTHER browsers are NOT SUPPORTED by CJA.

2. To login to eVoucher, type this URL into your browser, remembering the instructions in section 1, above: <https://ecf.cand.uscourts.gov/cja/>
3. Remember to save this address in your FAVORITES tab for easy access.

Creating Your Voucher - Entering Time and Expenses

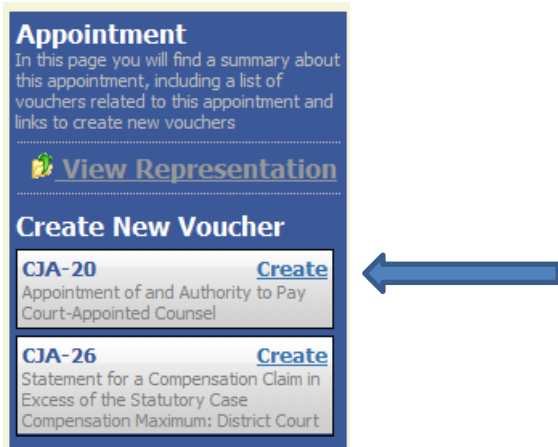
1. If you want to start a new voucher, go to your [Appointments' List](#) on the left side of your Home Page and click on the case for which you want to enter time.



Appointments	Defendant
Case: 3:12-CR-00666-JSW Defendant #: 1 Case Title: Hogswart v. Voldemort Attorney: Atticus Finch	Defendant: Voldemort, Lord Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 02/01/12 Pres. Judge: Jeffrey S White Adm./Mag Judge:

Note: If you previously created a voucher, click on the case from the folder entitled My Active Vouchers and start where you left off. If you can't remember whether you have already created a voucher for one of your cases, check My Active Vouchers before you unnecessarily create a new one. Even if you did not previously enter time, your newly created voucher will be there for you to start: If you accidentally created more than one active voucher for a particular case, you can simply open one (choose the open voucher that has no time entered) and delete it.

- Once you have clicked on the case in your [Appointments' List](#) for which you want to create a new voucher, you will arrive at a page entitled **APPOINTMENT INFO**. On the left side of the page, click on the [Create](#) box to create a new voucher:



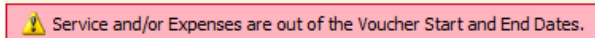
- You will arrive on the first page of your newly created voucher:



- Once you confirm that the Basic Info is correct on the first page, click on the **Services** tab and start entering your time.
 - To modify an entry, highlight the entry and it will repopulate the data fields. To modify, make the necessary changes in the field(s), and click "Add."
 - To delete an entry altogether, click "Delete."

- Proceed to the **Expenses** tab, which works just like the **Services** tab.

- Note:** You might see a pink error flag at the top of the screen as you are entering your service or expense entries.



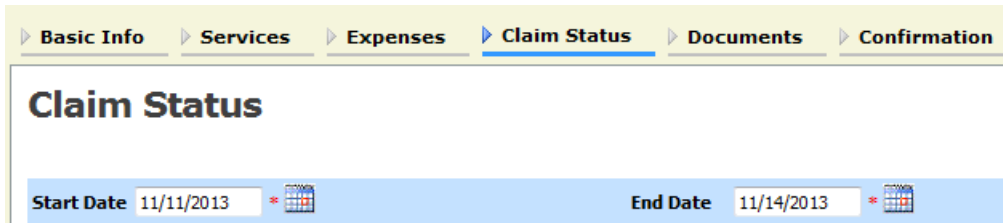
Just ignore it until you are ready to submit your voucher for payment.

IMPORTANT TIPS:

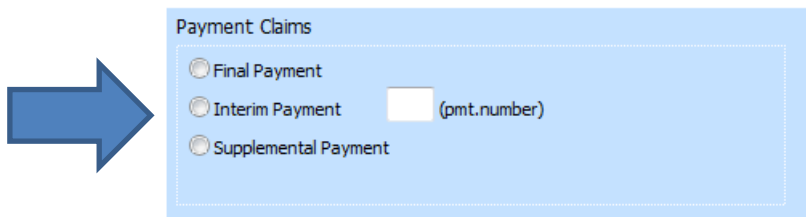
- ✓ **eVoucher does NOT have an auto save feature. Just because you add an entry does not mean that it is saved. Click the SAVE button at the bottom of each page periodically. If you exit the voucher without saving your entries, you will lose them. REMEMBER - USE IT (Save button) OR LOSE IT (your entries)!**
- ✓ Unless you are ready to submit the voucher you are working on, you can click "Home" on the menu bar at the top of the page to go to your home screen, or simply log out if you are done with the program completely. **REMEMBER TO CLICK ON "SAVE" BEFORE YOU CLICK ON "HOME."**
- ✓ Once you have created a voucher, you will access that voucher from the link in your [Active Vouchers](#) window on your Home Page - this is how you will continue to enter dates until you are ready to submit a particular voucher.

Submitting Your Voucher for Payment

1. If you are ready to submit your voucher, click on the **Claim Status** tab within your active voucher:



2. You must manually enter the date range for the time period you are claiming (which should remove the pink error flag mentioned above. If it does not disappear, please check to ensure that you have a correct **Start Date** and **End Date** - the start date is the earliest date for a service or expense entry and the end date is the latest date entered in your voucher.
3. Complete the Payment Claims information on the **Claim Status** page. Unfortunately, eVoucher does not automatically number your interim vouchers, so you must enter this information. Then fill out the rest of the questions on this page.



4. If you have receipts, attach them by clicking on the tab entitled **Documents**. You must first scan/save your receipts (please copy them in chronological order) and save them as a PDF on your hard drive. Then, by all means, remember where you saved them because you will need to attach your expenses to your voucher.
5. Go to the **Confirmation** tab. Review your submission one last time. Scroll down to the bottom. Check the "I swear and affirm..." box, then click on Submit. You should get a message saying **Success**. If nothing happens, you have an error to fix. Check your dates first. It is the most common error.
6. If you receive an error message that you have exceeded the statutory maximum, you will need to submit a CJA 26 (whether you are seeking interim payments or waiting until the end of a case to submit a first/final voucher) before you submit your voucher. Refer to the Court's QUICK REFERENCE GUIDE in the Links section at the top of your eVoucher toolbar for instructions.

