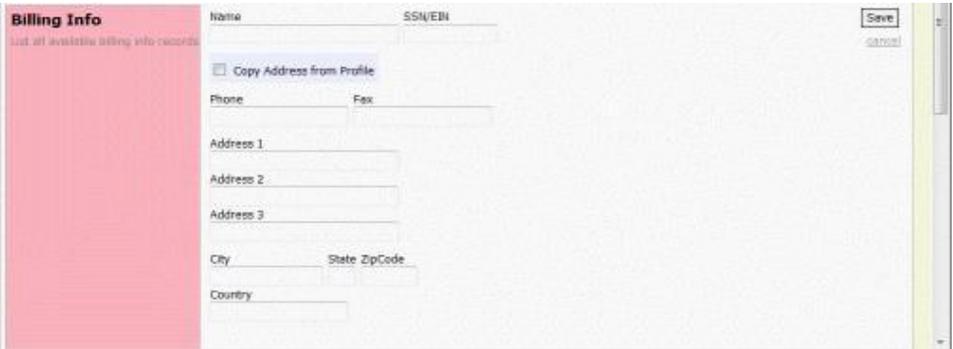
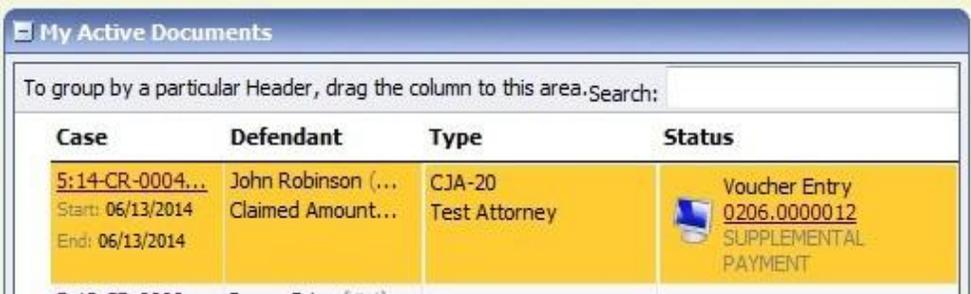


eVoucher Tips and Tricks

<p>Accessing eVoucher</p>	<p>There is a link to eVoucher on the CJA page of the courts website: http://www.azd.uscourts.gov/attorneys/cja/evoucher-login</p> 
<p>Attorney Info – Mailing address</p> <p>Phone number</p>	<p>The panel attorney is responsible for entering and maintaining their attorney information in eVoucher, including adding the Social Security Number and/or EIN. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in Attorney Info section of the profile.</p> <p>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 where the attorney would like to receive calls for appointments.</p>
<p>Billing Info</p>	<p>The panel attorney is responsible for entering and maintaining their billing information in eVoucher, including adding the Social Security Number and/or EIN.</p> <p>1099s will be issued under the SSN/EIN and will be mailed to the address listed in the Billing Info section of the profile.</p> 
<p>Changing password</p>	<p>From the Home Page - ‘My Profile’ - Login Info - Reset</p>

Claims for services	Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case claims should be entered contemporaneously (i.e. daily or close to daily). At case conclusion, completion of the voucher will take just a few moments.								
Claims for expenses	Receipts and invoices, when necessary for a claim, should be saved in .pdf format and attached to the Documents tab of the electronic voucher when it is submitted to the court. User can attach these documents as the claims arise so that at case conclusion, completion of the voucher will take just a few moments.								
Periodic saving	The eVoucher program only recognizes ‘action’ items as system activity - such as clicking Save - and may periodically time out for security purposes. It is good practice to save entries made on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your data.								
Time Out	The eVoucher program times out after approximately 240 minutes. Users should log out of eVoucher if they are going to be away from their computer for any period of time.								
Gold Highlighted Item in Inbox	<p>An entry in “My Active Documents” appearing highlighted in gold means the voucher has been rejected by the court. Counsel will receive an e-mail 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 the following data:</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014</td> <td>John Robinson (...) Claimed Amount...</td> <td>CJA-20 Test Attorney</td> <td>Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT</td> </tr> </tbody> </table>	Case	Defendant	Type	Status	5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014	John Robinson (...) Claimed Amount...	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT
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5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014	John Robinson (...) Claimed Amount...	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT						
Rejection of Vouchers	CJA staff will no longer be able to correct entries on behalf of the attorney. Vouchers will be rejected to the attorney to correct. Some common issues that will cause rejection include: incorrect Start/End dates on the Claim Status tab; not checking interim payment or listing incorrect interim number; selecting the wrong service type (i.e. drafting a motion and listing it under “In Court ” time; VTCs being listed in “In Court” time (should be listed under conference).								
Request for Experts	Attorneys must still submit a motion on ECF to request expert services. Once an order is received from the court, the attorney will then submit an AUTH on eVoucher requesting the expert’s entry in eVoucher.								

<p>CJA21 voucher still appearing in “My Active Documents”</p>	<p>The attorney creates the CJA21 voucher on behalf of the expert and will also submit it to the court for approval. After creating the voucher for the expert, the attorney must approve the voucher in order for it to be electronically submitted to the court. Refer to the ELM on CJA Expert Services (CJA-21 voucher)</p>
<p>Case Budgeting and Submission of CJA 26</p>	<p>Case budgeting is a component of eVoucher that will be utilized in the District of Arizona. Users will not be permitted to submit a voucher that exceeds the statutory maximum without first requesting funding in advance. This means that if attorneys realize they are getting close to the statutory maximum they must file a CJA 26 in eVoucher requesting the appropriate amount of funds before they will be able to submit their voucher.</p>
<p>E-mail notifications</p>	<p>The following actions in eVoucher will generate an e-mail to the panel attorney:</p> <ul style="list-style-type: none"> - Appointment - E-mail will confirm the acceptance of an assignment. - Voucher Rejection - E-mail will alert the attorney that a submitted voucher has been rejected by the court for further action by the attorney. - Voucher Approval - E-mail will advise the attorney that the voucher has been approved by the court. Payment will be mailed from the U.S. Treasury to the address listed in “My Profile”. - Creation of Pending Appointment & Voucher in eVoucher - The court is creating the appointments and vouchers in eVoucher from cases and defendants where panel attorneys were appointed prior to the implementation. of eVoucher
<p>Error regarding dates</p>	<div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;">  The date of this voucher is before the Appointment Date. </div> <div style="background-color: #fff3cd; padding: 5px; margin-bottom: 5px;">  Service and/or Expenses are out of the Voucher Start and End Dates. </div> <p>If a user receives either of the above errors, go to the Claim Status tab of the voucher. The start date appearing on this page is the date of the notification of appointment by the FPD. This is the earliest date for which claims can be submitted. The end date is the final date on which services or expenses were incurred, NOT the date of submission. To resolve the errors above, verify that claims on the Services and Expenses tabs do not fall outside of the date range on the Claim Status tab. If the user is not able to resolve the error, contact the CJA Unit.</p> <div style="background-color: #d9edf7; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Claim Status</p> <p>Start Date <input type="text" value="1/1/2013"/> *  End Date <input type="text" value="7/1/2015"/> * </p> </div>

<p>CM/ECF connection through eVoucher</p>	<p>eVoucher can be connected to CM/ECF to allow the attorney to search the docket. While working in eVoucher, attorneys may want to query the docket to confirm the date of a court proceeding, the length of time in court, the defendant number, the charge, etc. To establish the eVoucher-CM/ECF connection, the first time a panel attorney logs into eVoucher, navigate to “Login Info” in the Profile. Edit the record. In the CM/ECF boxes, enter the CM/ECF Username and Password. Click validate. The message will change from ‘CM/ECF Access is NOT validated’ to ‘CM/ECF Access is linked.’</p> <p>Before validation:</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p>CM/ECF Username <input type="text" value="CM/ECF login here"/> <input type="button" value="validate"/></p> <p>CM/ECF Password <input type="password" value="••••••"/></p> <p>CM/ECF Access is NOT validated</p> </div> <p>After validation:</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p>CM/ECF Access is linked</p> </div> <p>This validation only needs to be done once.</p>
<p>Case missing from Appointment List</p>	<p>Court staff has to enter case information into the system. If a case is missing, please contact the CJA Unit.</p>
<p>Travel Voucher</p>	<p>The District of Arizona is not using the Travel Voucher option in eVoucher. Requests for Travel Approval must be submitted via a motion filed in ECF.</p>
<p>Browser Info</p>	<p>See document entitled eVoucher – Browser Info located on the CJA page of the courts web-site: http://www.azd.uscourts.gov/attorneys/cja</p>
<p>CJA Unit</p>	<p>Phoenix (602) 322-7150 Tucson (520) 205-4234</p>