



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Expert User Manual

Release 6.10

**April
2024**



Contents

Introduction	4
Browser Compatibility	4
Accessing the CJA eVoucher Program.....	5
Creating a Login.gov Account	6
Adding an Authentication Method.....	9
Identity Verification.....	12
Linking Your eVoucher Account to Your Login.gov Account	22
Linking Your Accounts Using Your SLP Email Address and Password	24
Linking Your Accounts by Email Invitation – New User.....	26
Linking Your Accounts by Email Invitation – Existing User.....	28
Signing In to eVoucher	30
Single Login Profile (SLP).....	32
Editing Your SLP.....	33
Modifying Your Name.....	33
Updating Your SLP Email Address	35
Updating Your SLP Password.....	36
Linked eVoucher Accounts	36
Accessing Multiple Accounts in eVoucher	37
Single Login Profile vs. Court Profile	38
Court Profile	39
Expert Info.....	40
Billing Info	41
Self-Employed Service Provider	42
Company Employed.....	43
Expert Specialties	44
Menu and Home Page	45
Expert vs. Expert Enter.....	47
CJA-21/31 Entry	47
Entering Services	49
Entering Expenses	51
Documents	54
Signing and Submitting to Court	55

Returned Vouchers 57

Printing a CJA-21 Form..... 57

Reports..... 57

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> or call their 24-hour help line at (844) 875-6446.

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.

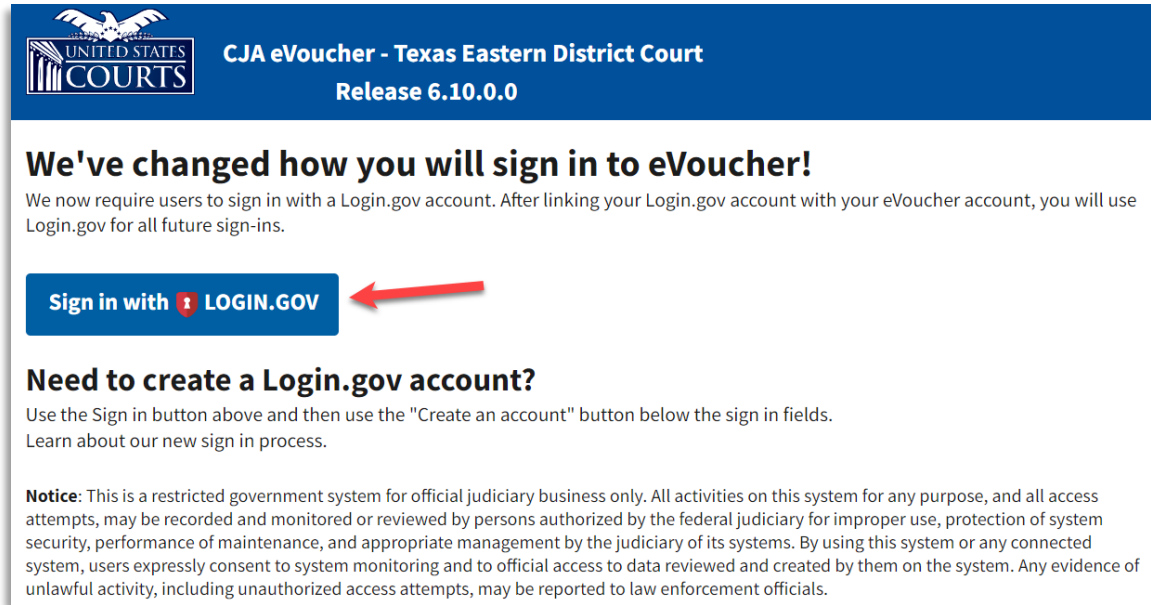
<https://login.gov/what-is-login/>

<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**.



UNITED STATES COURTS CJA eVoucher - Texas Eastern District Court
Release 6.10.0.0

We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with LOGIN.GOV

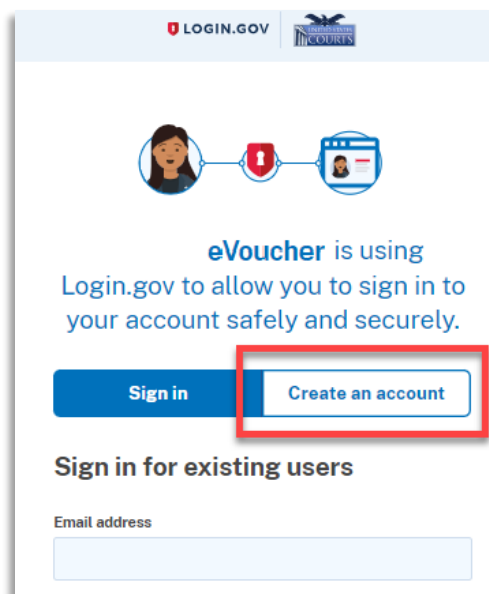
Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

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. Then click **Submit**.

Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address
davidattorney210gmail.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default) Español Français

I read and accept the Login.gov [Rules of Use](#)

Submit

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.

LOGIN.GOV

Check your email

We sent an email to davidattorney210@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Confirm your email Inbox x

Login.gov <no-reply@identitysandbox.gov>

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

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**.

You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

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.

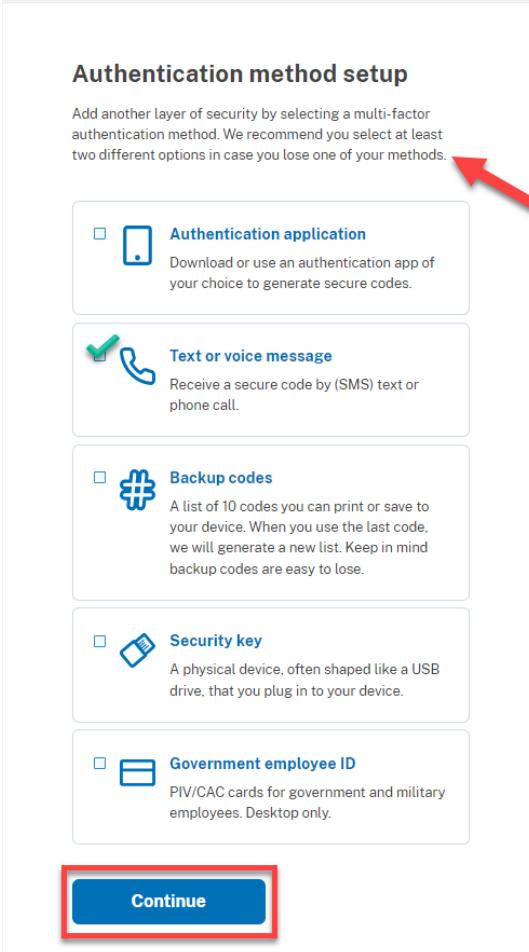
Note: Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

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 security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.



Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

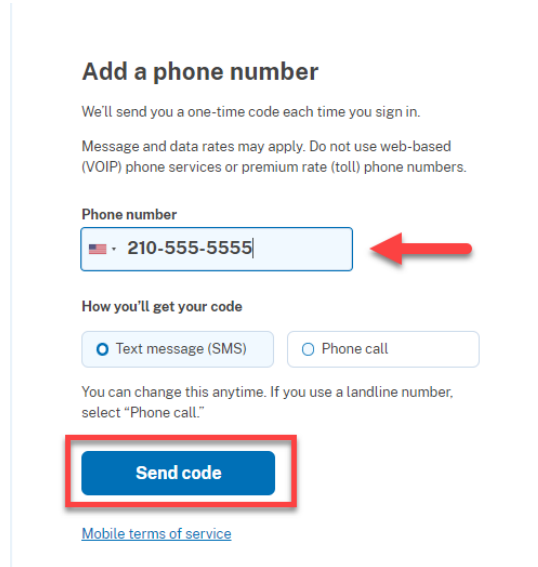
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

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 to receive a one-time code by text message or phone call, and then 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

How you'll get your code

Text message (SMS) Phone call

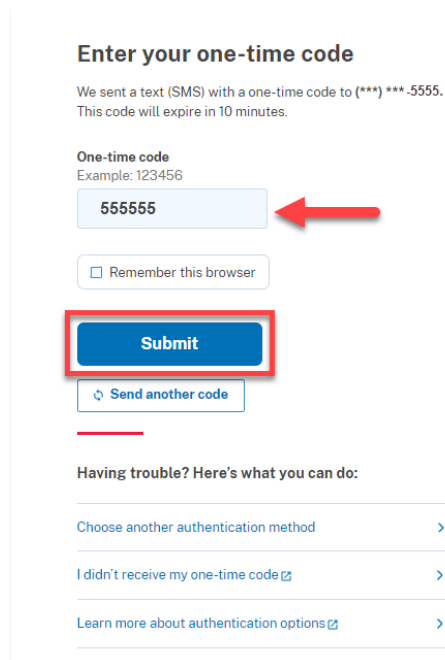
You can change this anytime. If you use a landline number, select "Phone call."

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 (***) ***-5555. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

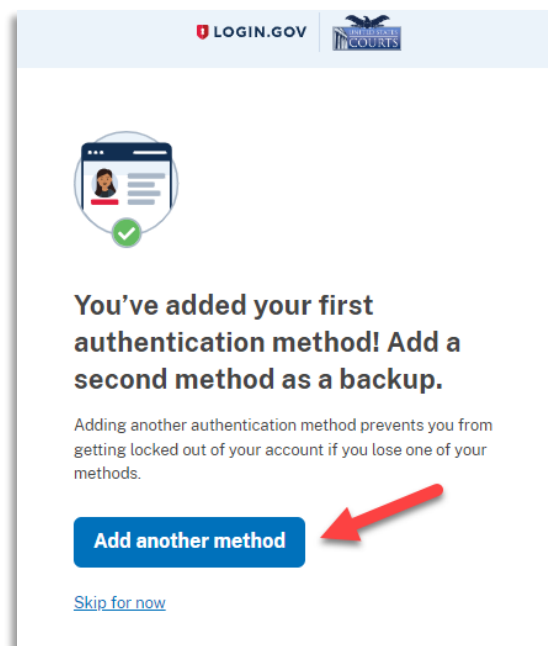
Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

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.



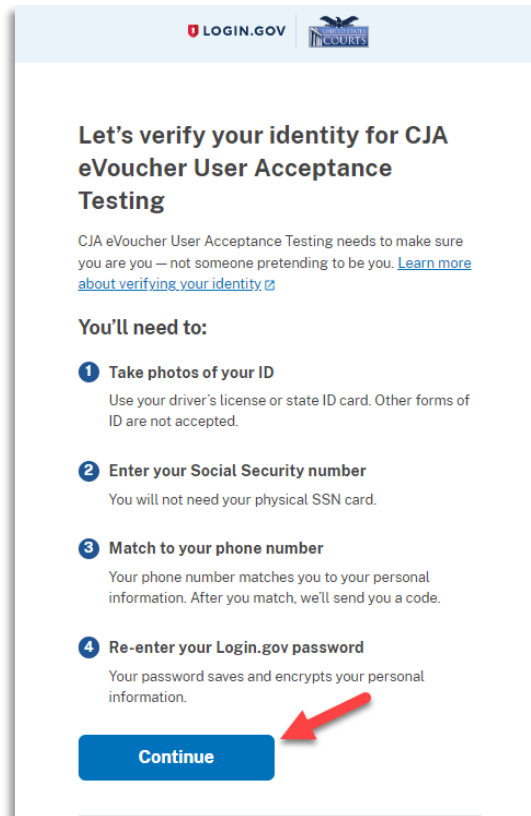
Identity Verification

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

Note: This is a one-time identity verification; if you have previously 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 a web page for identity verification. At the top, there are logos for LOGIN.GOV and CJA eVoucher. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's licenses or state IDs are accepted), 2. Enter your Social Security number (noting that a physical card is not needed), 3. Match to your phone number (noting that a code will be sent after matching), and 4. Re-enter your Login.gov password (noting that passwords are encrypted). At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and click **Continue**.

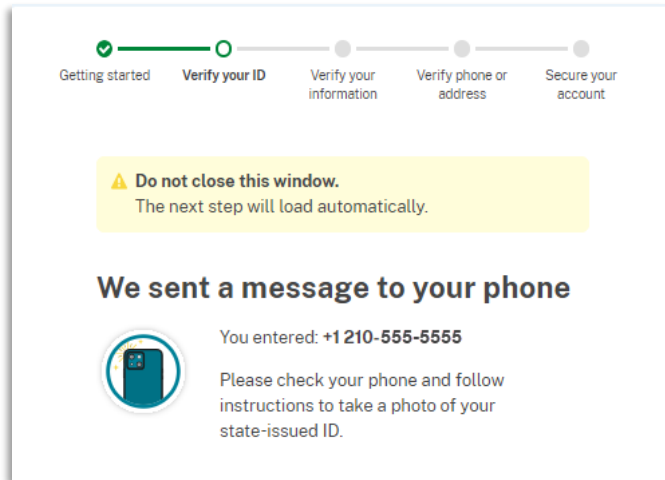
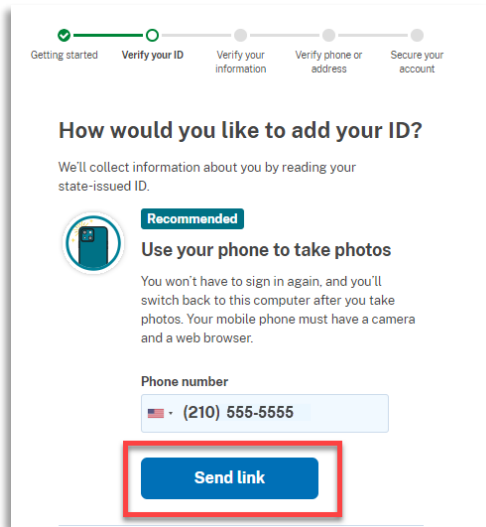
Step 3

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.

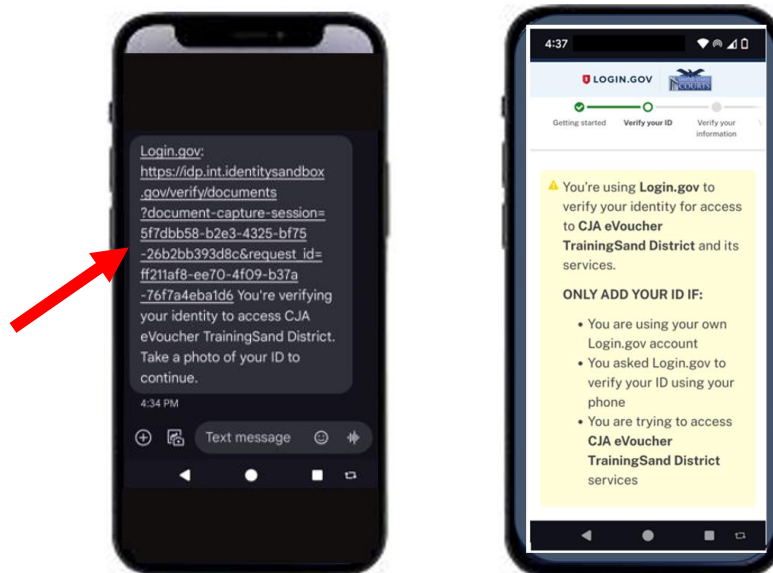
Option 1: Upload photos from phone (recommended)

Option 1

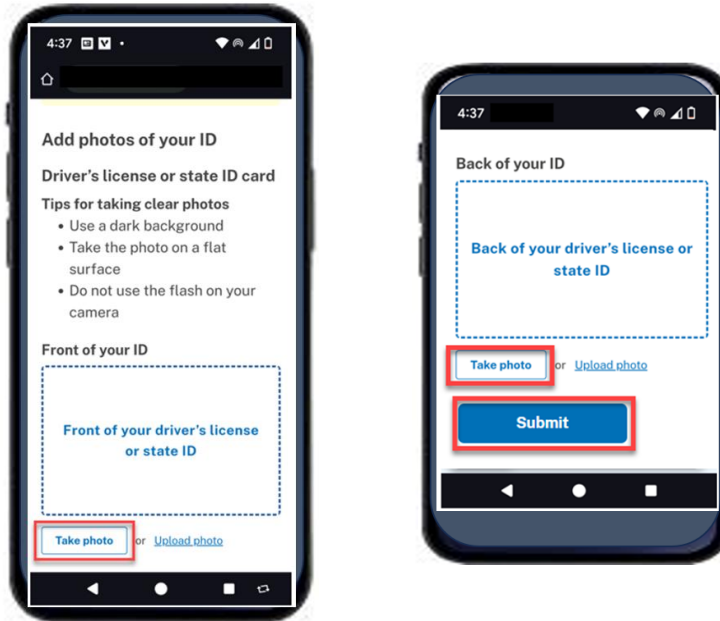
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.



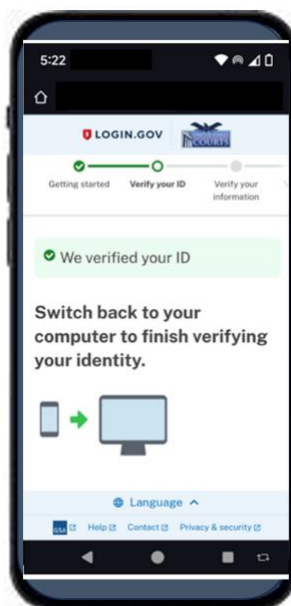
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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.

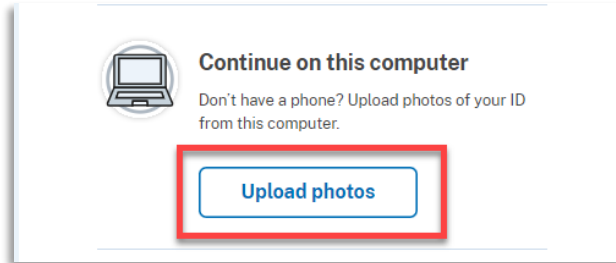


Continue to Step 4 to complete the identity verification process.

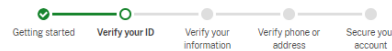
Option 2: Upload photos from your computer

Option 2

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



2. 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**.



Add photos of your ID

Driver's license or state ID card

- Tips for taking clear photos
- Use a dark background
 - Take the photo on a flat surface
 - Do not use the flash on your camera
 - 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 upload completes 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, there are logos for LOGIN.GOV and Superior Courts. Below the logos is a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). A green notification box states 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, there is explanatory text and a link: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and a link: 'You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)'. The 'Social Security number' input field is highlighted with a red box, showing an example '123-45-6789' and a masked input field with dots. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

LOGIN.GOV

Superior Courts

Getting started Verify your ID Verify your information Verify phone or address Secure your account

We verified your ID

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 CJA eVoucher User Acceptance Testing](#)

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 the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. 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 phone or address', and 'Secure your account'. Below the progress bar, the title 'Verify your information' is displayed. A message states: 'We read your information from your ID. Review it and make any updates before submitting for verification.' The user's information is listed as follows: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. Address details include: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010. Social Security number is shown as 5**-**-****5. There are 'Update' links next to the address and Social Security number fields. A checkbox labeled 'Show Social Security number' is present. A blue 'Submit' button is at the bottom, with a red arrow pointing to it.

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 the progress bar with the fourth step, 'Verify phone or address', highlighted. A green banner at the top says 'We verified your information'. The title 'Verify your phone number' is displayed. A message states: 'We'll check this number with records and send you a one-time code. This is to help verify your identity.' Below this, it says 'Enter a phone number that is:' followed by two bullet points: 'Based in the United States (including U.S. territories)' 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 contains '(210) 555-5555' and is highlighted with a red box. Below the field, the question 'How should we send a code?' is asked, with instructions: 'If you entered a landline above, please select "Phone call" below.' Two radio buttons are shown: 'Text message (SMS)' and 'Phone call'. A blue 'Send code' button is at the bottom, with a red arrow pointing to it.

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 phone or address** Secure your account

Enter your one-time code

We sent a text (SMS) with a one-time code to (210) 555-5555
This code will expire in 10 minutes.

One-time code
Example: 123ABC

Submit

Step 8

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

Getting started Verify your ID Verify your information Verify phone or address **Secure your account**

✔ 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

A personal key is generated. You will need this key 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 a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are completed, and the fifth is the current step. Below the progress bar, a green message box says 'We secured your verified information'. The main heading is 'Save your personal key'. A red shield icon is behind a box containing the personal key: 'VGCH - MCDA - CGYR - HAX8'. Below the key, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM' and provides links for 'Copy', 'Download (text file)', and 'Print'. A warning message states: 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone. If you reset your password without your personal key, you'll need to verify your identity again.' A link 'Learn more about the personal key' is provided. A checkbox labeled 'I saved my personal key in a safe place.' is highlighted with a red box. Below it is a blue 'Continue' button with a red arrow pointing to it.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

[Copy](#) [Download \(text file\)](#) [Print](#)

**You need your personal key if you forget your password.
Keep it safe and don't share it with anyone.**

If you reset your password without your personal key, you'll need to verify your identity again.

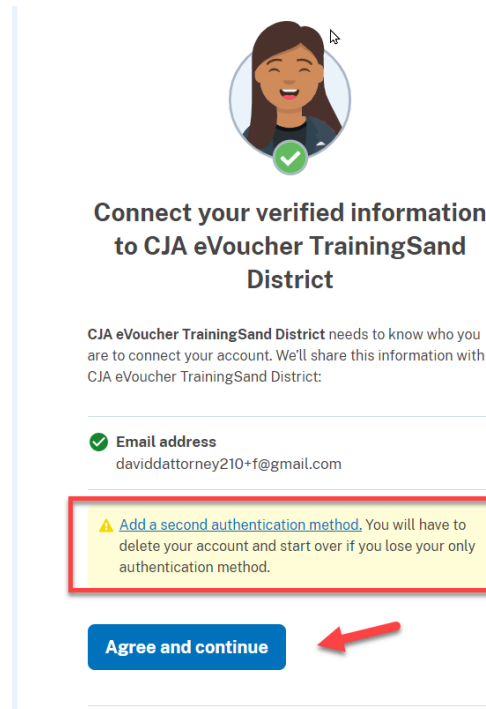
[Learn more about the personal key](#)

I saved my personal key in a safe place.

Continue

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.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

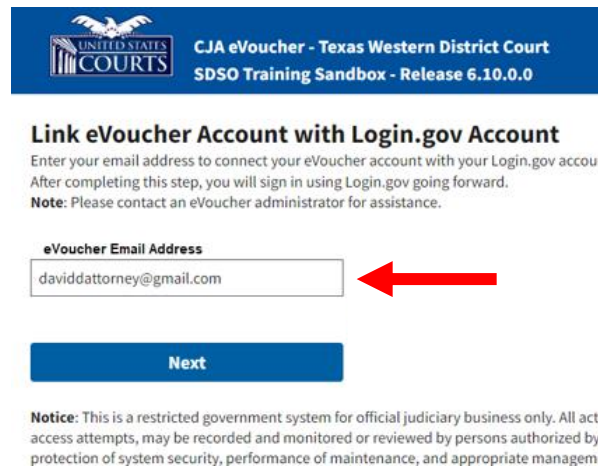
Agree and continue

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

For NEW Login.gov accounts:

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.



UNITED STATES COURTS CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

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.
Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address
 ←

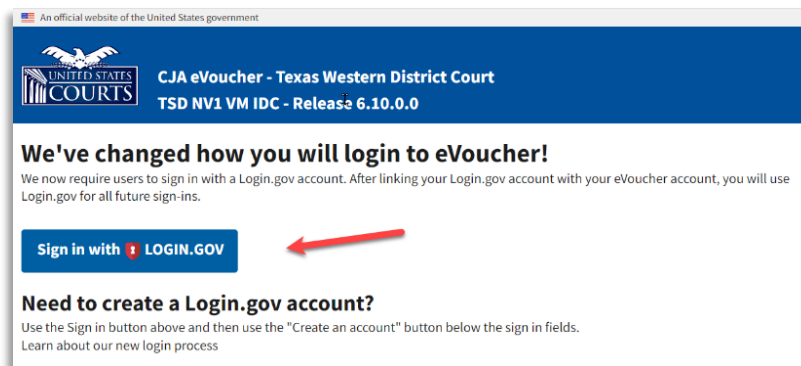
Next

Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

For EXISTING Login.gov accounts:

Step 1

From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



An official website of the United States government

UNITED STATES COURTS CJA eVoucher - Texas Western District Court
TSD NV1 VM IDC - Release 6.10.0.0

We've changed how you will login to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

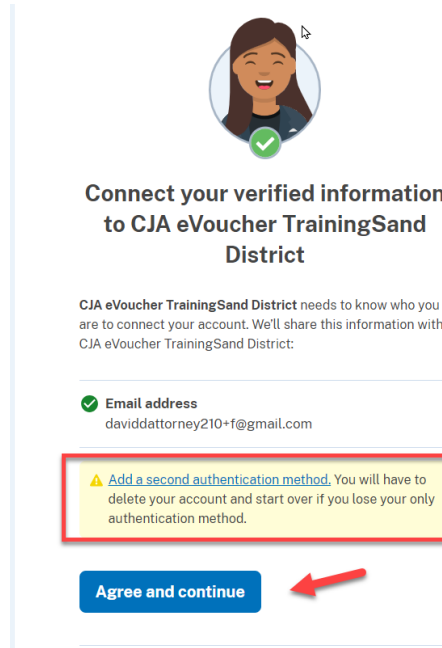
Sign in with LOGIN.GOV ←

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new login process

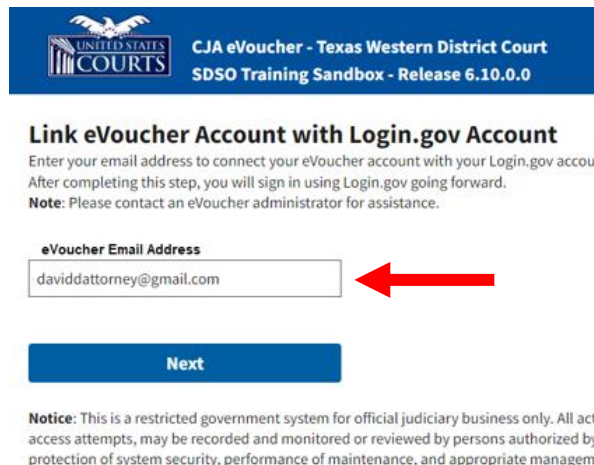
Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



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.

Login.gov automatically directs you to your court’s eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.

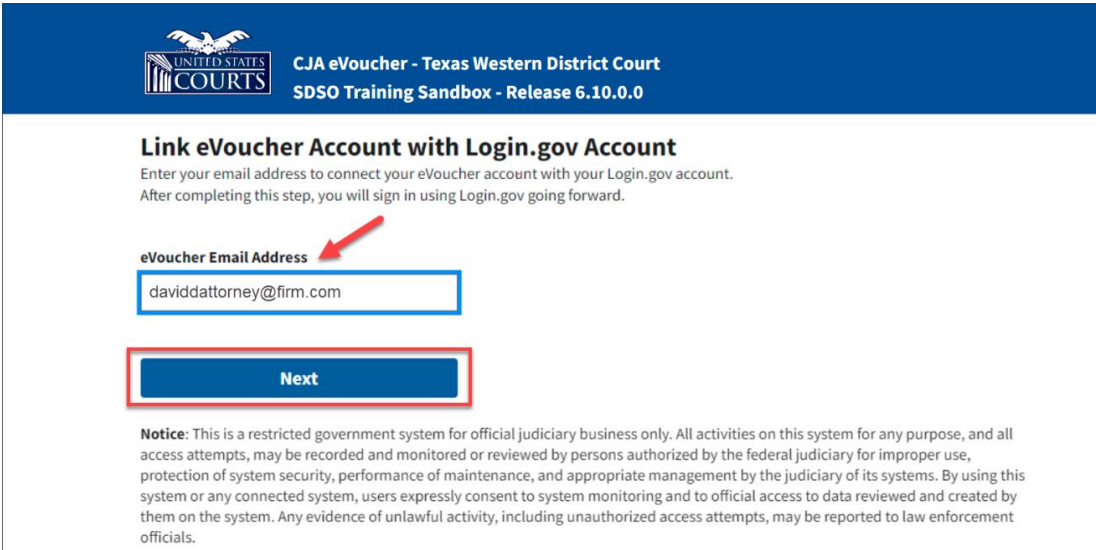


Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

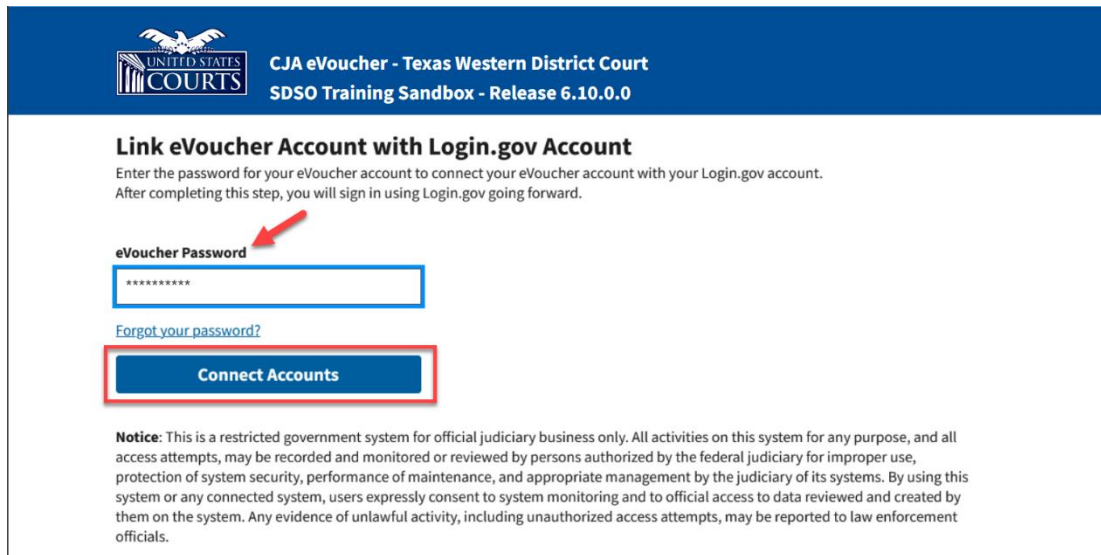
In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.



The screenshot shows the 'Link eVoucher Account with Login.gov Account' screen. At the top, there is a blue header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, the title 'Link eVoucher Account with Login.gov Account' is displayed, followed by instructions: '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.' A red arrow points to the 'eVoucher Email Address' label above a text input field containing 'davidattorney@firm.com'. Below the input field is a blue 'Next' button with a red border. At the bottom, a 'Notice' section states: '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

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.



Link eVoucher Account with Login.gov Account

Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

eVoucher Password

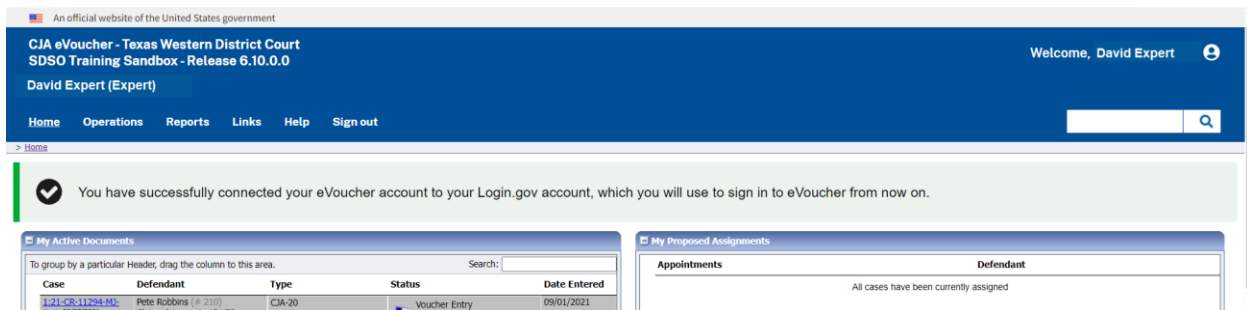
[Forgot your password?](#)

Connect Accounts

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 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



An official website of the United States government

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Welcome, David Expert

David Expert (Expert)

Home Operations Reports Links Help Sign out

> Home

✓ You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:21-cr-11294-MJ	Pete Robbins (# 210) [Sample Amount: 174.76]	CJA-20	Voucher Entry	09/01/2021

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

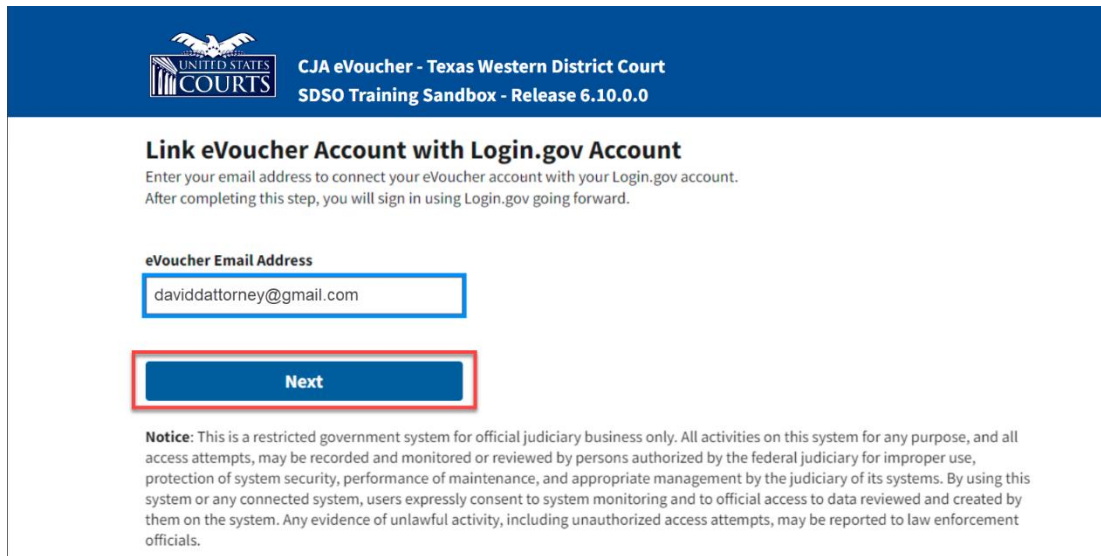
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



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.

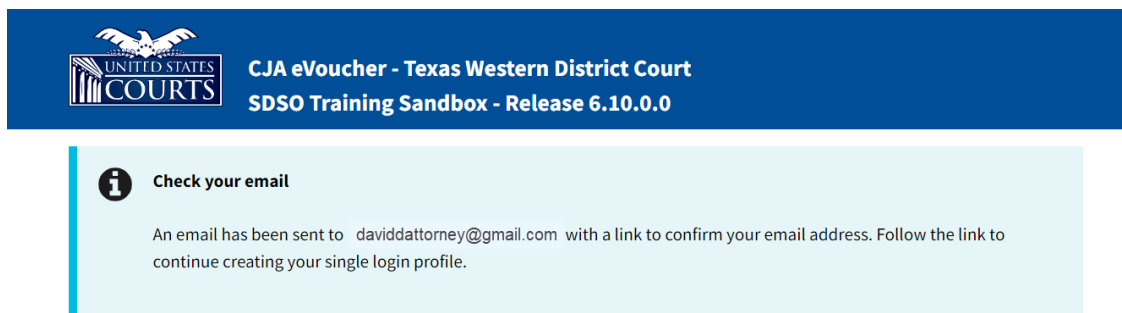
eVoucher Email Address
davidattorney@gmail.com

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.

Step 2

A message appears prompting you check your email and confirm that you entered the correct email address.

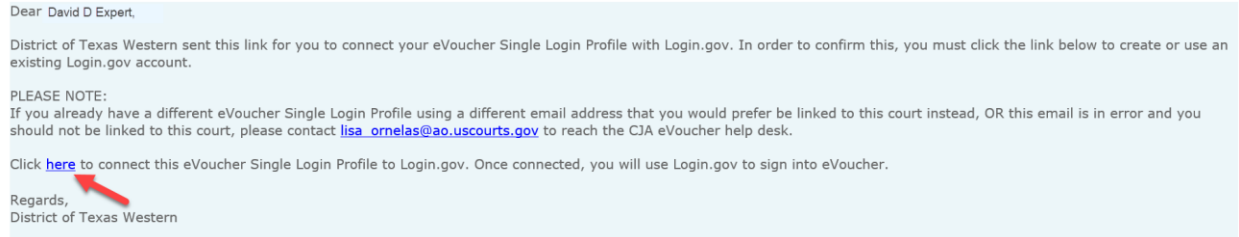


Check your email

An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

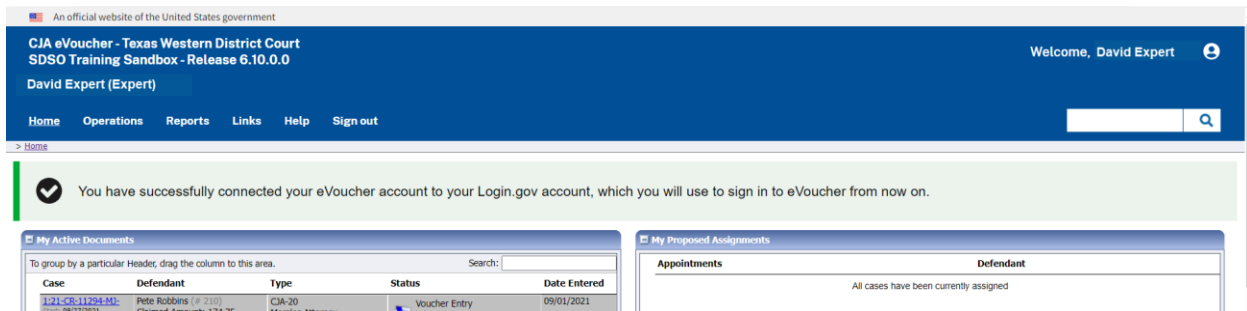
Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.



Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



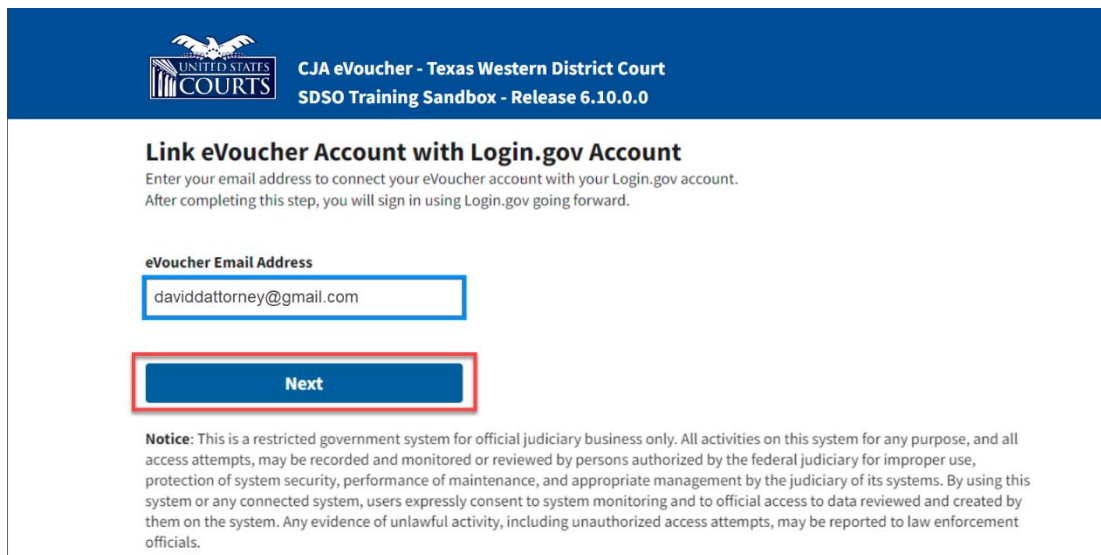
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



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.

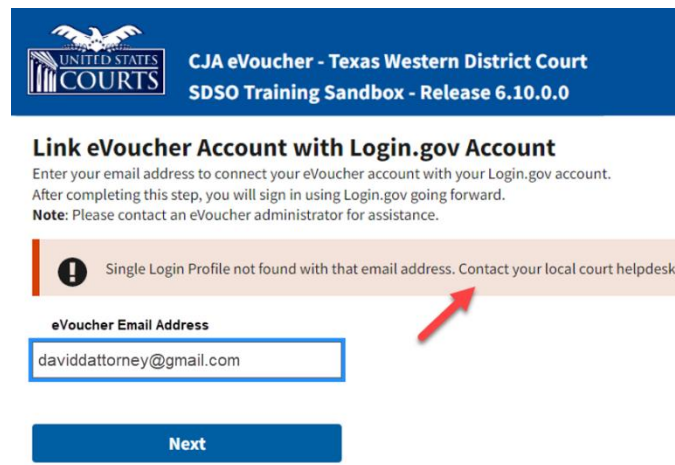
eVoucher Email Address
davidattorney@gmail.com

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.

Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.



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.
Note: Please contact an eVoucher administrator for assistance.

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

eVoucher Email Address
davidattorney@gmail.com

Next

Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.

Dear David D 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 lisa_ornelas@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 into eVoucher.

Regards,
District of Texas Western

Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.

The screenshot shows the CJA eVoucher home page for David Expert (Expert). The page header includes the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". A navigation menu contains "Home", "Operations", "Reports", "Links", "Help", and "Sign out". A search bar is located on the right. A green success message at the top states: "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on." Below this, there are two data tables:

My Active Documents				
Case	Defendant	Type	Status	Date Entered
1:21-cr-11294-MJ	Pete Robbins (# 210) Planned Amount: 174.75	CJA-20 Moralae Attorney	Voucher Entry	09/01/2021

My Proposed Assignments	
Appointments	Defendant
All cases have been currently assigned	


You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

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**.


CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with  LOGIN.GOV


Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

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 **Sign in**.



eVoucher SDSO 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

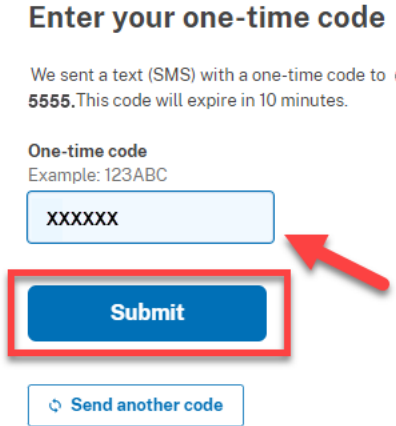
Password

Show password

Sign in

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**.



Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David Expert (Expert)

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

> [Home](#)

My Documents

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

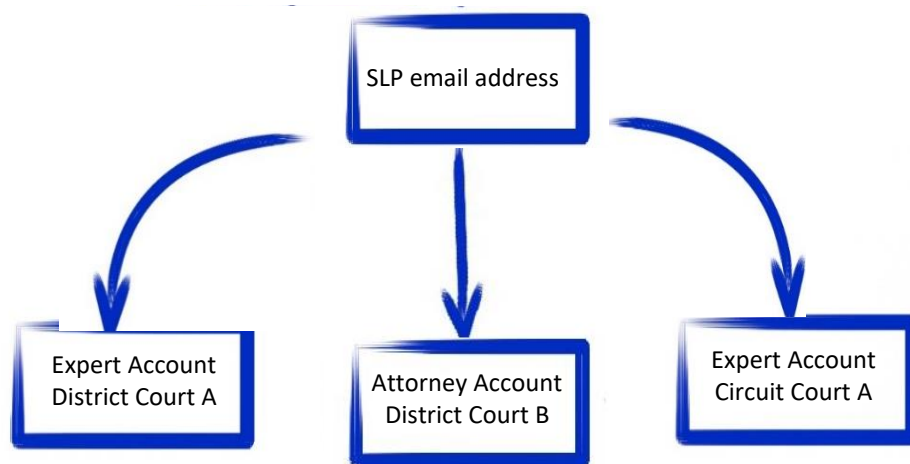
Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

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 David D. Expert



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, from 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 two sections: Account 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 – David Expert


Account Information 				
First name	Middle name	Last name	Suffix	Edit
David	-	Expert	-	
Email address davidexpert210@gmail.com				Edit
Password 				
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 – David Expert

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

Step 2

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

Single Login Profile – David ExpertAccount Information -

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text"/>	<input type="text" value="Expert"/>	<input type="text"/>
<input type="button" value="Cancel"/>		<input type="button" value="Save changes"/>	

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
daviddexpert210@gmail.com


[Edit](#)

Step 2

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

Single Login Profile – David Expert

Account Information

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

First name	Middle name	Last name	Suffix
David	-	Expert	-

[Edit](#)

Email address

daviddexpert210@gmail.com

Confirm email address

DavidDExpert@firm.com

[Cancel](#)

[Save changes](#)

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 – David Expert

Account Information			
First name David	Middle name -	Last name Expert	Suffix - Edit
Email address davidexpert210@gmail.com			Edit
<div style="border: 1px solid red; padding: 2px;"> Password  </div>			

Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

Linked eVoucher Accounts

Step 1

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

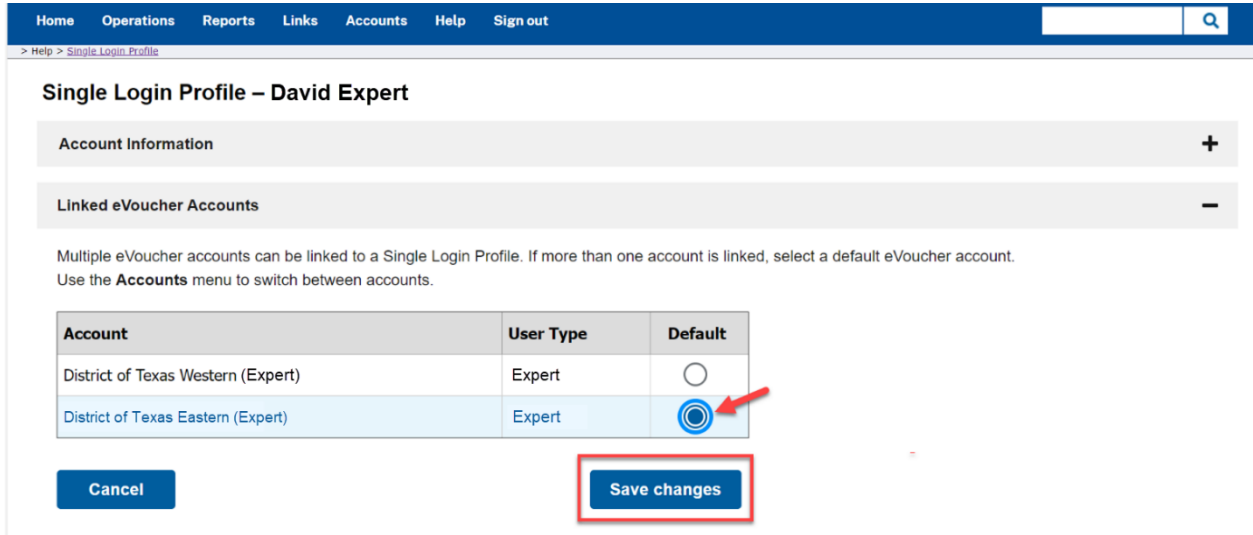
Single Login Profile – David Expert

Account Information	+
Linked eVoucher Accounts	<div style="border: 1px solid red; padding: 2px;">+</div>

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.

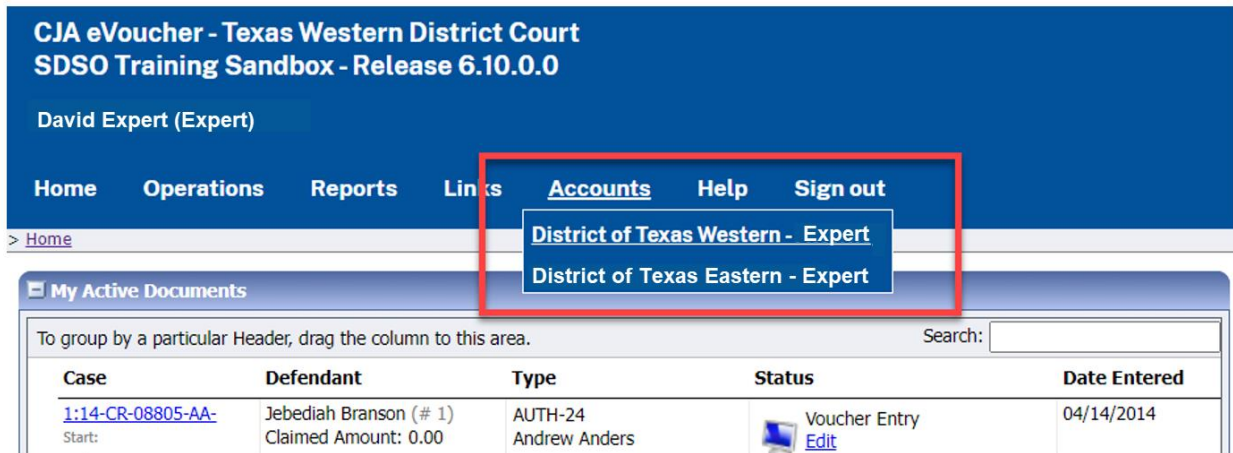
Step 2

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**.



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

Below are tips on how to identify which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface. At the top, it says "An official website of the United States government". Below that, the header includes "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". The user is identified as "David D Attorney (Attorney)". A navigation menu includes "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu under "Accounts" shows "Circuit - Attorney" and "District - Attorney". On the right, a user profile area says "Welcome, David Attorney" and includes a profile icon and a menu with "Single Login Profile", "Court Profile", and "Sign out".

1 Court account to which you are signed in

2 Single Login Profile (SLP) username

3 Profile icon

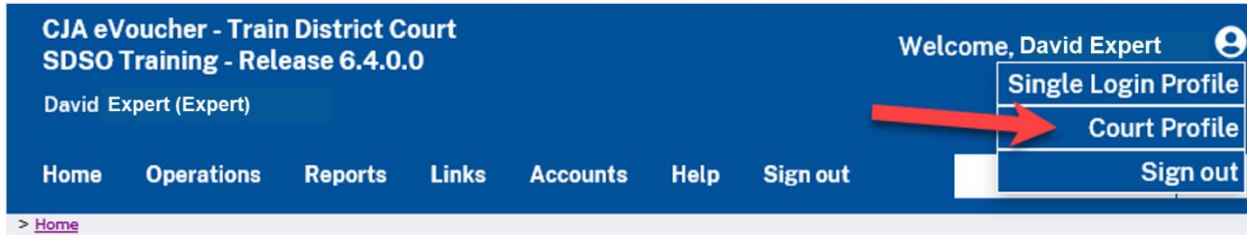
4 Attorney/Expert court account username

5 List of linked accounts to which you have access

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

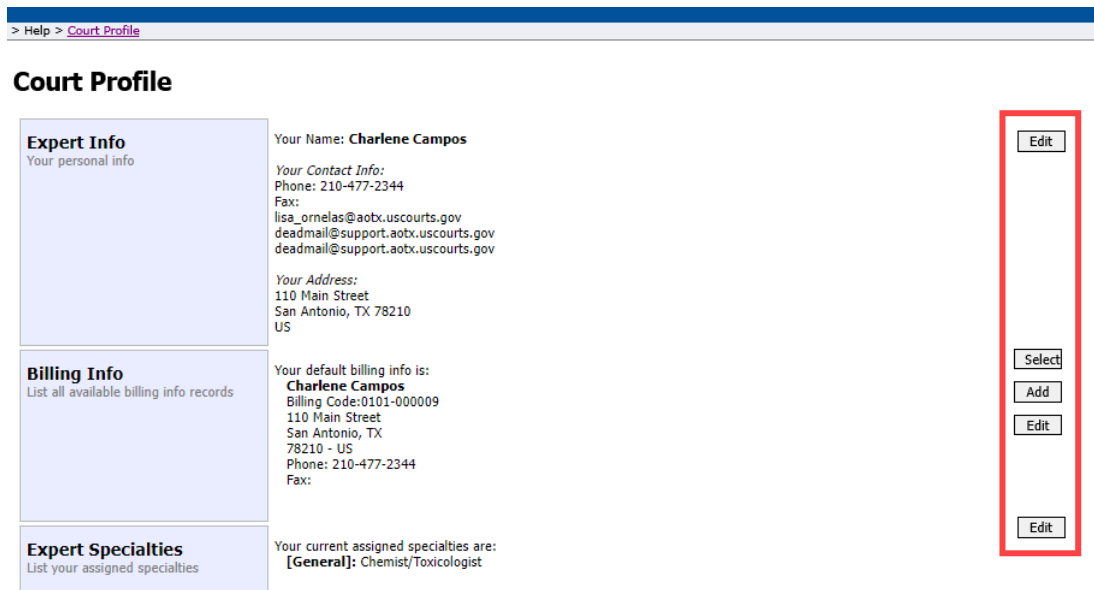
If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page, you can:

- Edit contact information, phone, email, and/or physical address.
- Update the Social Security number (SSN) or employee identification number (EIN). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Enter expert specialties.
- Document any continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.



Expert Info

Step 1

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

Expert Info
Your personal info

Your Name: Charlene Campos

Your Contact Info:
 Phone: 210-477-2344
 Fax:
 lisa_ornelas@aotx.uscourts.gov
 deadmail@support.aotx.uscourts.gov
 deadmail@support.aotx.uscourts.gov

Your Address:
 110 Main Street
 San Antonio, TX 78210
 US

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Expert Info section of your court profile will be 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

i For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax 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
Your personal info

SSN Instructions:
 If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.

 If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.

*** Required Fields**

First Name * (if self-employed) Middle Last Name
 Charlene Campos Inactive

Tax Identification Number: * (if self-employed) Foreign Vendor?
 SSN:
Must be SSN format (###-##-####).
 Confirm:

Main Email *
 lisa_ornelas@aotx.uscourts.gov

2nd Email
 deadmail@support.aotx.uscourts.gov

3rd Email
 deadmail@support.aotx.uscourts.gov

Phone * Cell Phone Fax

Address 1 * City *

Address 2 State * (US only) Zip * (US only)

Address 3 Country *

Save

[cancel](#)

Note: If you are a self-employed service provider, you must enter an SSN in the user profile. If you are a company-employed service provider, you must enter an EIN. When the SSN is saved, it becomes read-only, and the record is transmitted to CJA6x. Once this occurs, only an eVoucher administrator can change an SSN, and you must contact your court to do so.

Billing Info

The Billing Info section of the profile contains the billing information for your services.

Step 1

Click **Add** if you haven't entered any billing information and you wish to add it now. Click **Edit** to change the information already entered.

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

Court Profile

! Changes made to the **Billing Info** section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

Step 2

The Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button if payments are made to your SSN.
- Click the **Company** radio button if payments are made to a firm's EIN.

* Required Fields

Billing Type:

Self-Employed

Company

Self-Employed Service Provider

If you are a self-employed service provider, you must enter all required information, and then click **Save**.

Billing Info
List all available billing info records

* Required Fields

Billing Type:

Self-Employed

Company

Copy Address from Profile

Name: *
Charlene Campos

Phone: * Fax:
210-477-2344

Address 1: *
110 Main Street

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)
San Antonio TEXAS 78210

Country: *
UNITED STATES

Save

cancel

Note: You can select the **Copy Address from Profile** check box to populate your information. If the payment address is different from the address in your profile, you should enter your information.

Company Employed

If you are a company-employed service provider, you must enter the company's EIN, name, and payment address information, and then click **Save**.

*** Required Fields**

Billing Type:

Self-Employed

Company

Foreign Vendor?

Tax Identification Number: *

EIN/TIN:

Confirm:

Copy Address from Profile

Name: *

Phone: * Fax:

Address 1: *

Address 2:

Address 3:

City: * State: * (US only) Zip Code: * (US only)

Country: *

Save

[cancel](#)

Notes:

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been synced with the interface. Only the CJA6XAdmin user has rights to change SSNs.
- Add new or additional billing records if the billing information changes. Do not edit the existing record.
- Billing information must be complete to submit a voucher in CJA eVoucher.
- You or the attorney for whom you are providing services must choose the billing information you wish to use when creating vouchers or authorizations.

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 is noted 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

Select the check box(es) for any specialties that apply to you.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

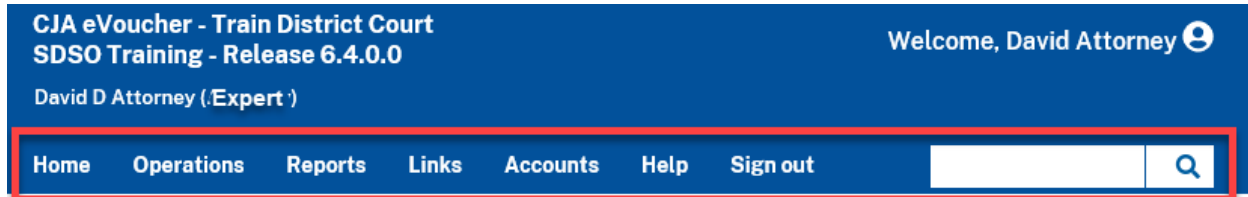
- Accountant
- Ballistics Expert
- CALR(Westlaw, Lexis, etc)
- Chemist, Toxicologist
- Computer (Hardware, Software, Systems)
- Computer Forensics Expert
- Documents Examiner
- Duplication Services
- Fingerprint Analyst
- Hair, Fiber Expert
- Interpreter Translator
- Investigator
- Jury Consultant
- 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

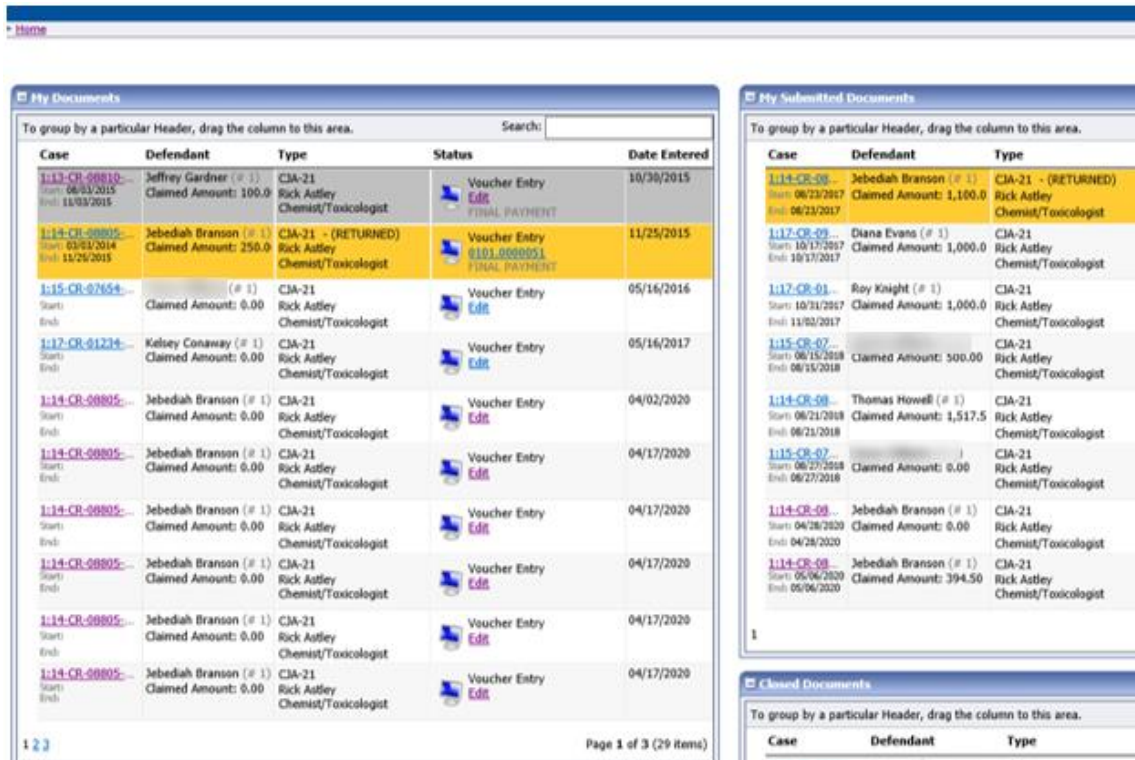
Menu and Home Page

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.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • The Contact Us email address. • The privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.

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.

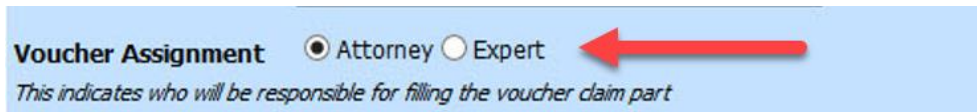


Section Name	Contents
My Documents	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This section contains vouchers for you that have been submitted to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

Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: **Expert** and **Expert Enter**. When the service provider signs in, he or she will see a list of all of his or her documents on the home page. The Expert role allows the service provider to sign in to eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The **Expert Enter** role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has these privileges, he or she is able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.



CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, the attorney can choose to let you enter the services and expenses. You will receive an email 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.

Case	Defendant	Type	Status	Date Entere
1:14-CR-08805... Start: End:	Jebediah Branson (... Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	04/28/2020
1:15-CV-08850... Start: End:	Thomas Watson (# ... Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	01/20/2016
1:13-CR-08810... Start: 11/23/2015 End: 11/24/2015	Jeffrey Gardner (# 1) Claimed Amount: 2...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit FINAL PAYMENT	11/24/2015
1:14-CR-08809... Start: End:	Al Perez (# 1) Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	11/04/2015

1 Page 1 of 1 (4 items)

Step 2

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805...	Jebediah Branson (... Claimed Amount: 0....	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	04/28/2020

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

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

Authorization Number: 0101.0000186

Specialty: Interpreter/Translator

Total Approved Amount: \$100.00

Fee Amount Remaining After Approved and Pending: \$100.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

[Link to Authorization](#)

Reports

[Form CJA21](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	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 15:1825.F INSPECTION VIOLATION PENALTIES			
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: <input checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$5,000,000.00 (Approved Amount: \$100.00) <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@acpx.uscourts.gov			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE(S) (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 Albert Albertson Date of Order: 02/01/2017 Name, Pro Tunc Date: 02/01/2017 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> 02 Interpreter/Translator	
NOTES			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
			Total Approved Amount \$100.00

Payment Info

Preferred Payee: Charlene Campos

Charlene Campos
Billing Code: 0101-000009
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-477-2344
Fax:

« 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. Both in-court and out-of-court 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: 4/17/2020 *
 Service Type: *
 Doc.# (ECF): *
 Pages: *
 Hours: * at \$152.00 per hour.
 Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	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: 11/22/2023 *
 Units: 4 *
 Rate: 25 *
 Description: PC analysis *
 Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt

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

Step 3

Click **Add**.

[Basic Info](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [Documents](#) | [Confirmation](#)

Services

Date: *
 Description: *

Units: *
 Rate: *

* Required Fields

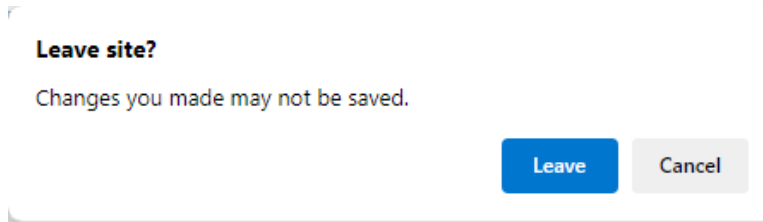
To group by a particular Header, drag the column to this area.

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate

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

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.



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 * Description *

Expense Type *

Miles * at \$0.535 per mile.

Amount

* 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](#)

Step 2

Enter the expenses, click **Add**, and then click **Save**.

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

Expenses

Date * Description *

Expense Type *

Miles * at \$0.535 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	11/22/2021	Travel	22	\$0.535	\$11.77

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



Claim Status

Step 1

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

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 earliest. 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

Select the appropriate claim status, and then click **Save**.

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

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.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File No file chosen

Description

Description Delete View

No Attachments

« First < Previous **Next >** Last »

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**.

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File February R... - Parking.pdf

Description

Description Delete View

« First < Previous **Next >** Last »

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 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 0101	2. PERSON REPRESENTED Elizabeth Waverly	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:81-CR-00419-19-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) Waverly vs USA	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 SD40 18:13-4100 P BANK EMBEZZLEMENT			
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: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$ <input checked="" type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: MoralesAttorney210@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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input checked="" type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
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. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$11.77	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$111.77	0.0	
17. PAYEE'S NAME Julie Jennings TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512 <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 11/22/2021 TO 11/22/2021 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. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> 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.)	\$11.77	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$111.77	0.0	

17. PAYEE'S NAME
 Julie Jennings TIN: XX-XXXXXXX
 110 Main Street
 San Antonio TX 78210 US
 Phone: 210-452-5512

Final Payment
 Interim Payment (#)
 Supplemental Payment
 Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 11/22/2021 TO 11/22/2021
 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. Enter 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

Date: _____



<< 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.

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

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.

