United States District Court Southern District of New York



CJA eVoucher

Electronic Voucher Management System

Printing Voucher Forms

eVoucher Printing Voucher Forms NYSD 92616

Printing Voucher Forms

- Vouchers can be quickly printed or saved to pdf format BEFORE submitting to Court.
- Once the voucher is submitted to Court, access is limited to the cover page of the voucher.

	Case	Defendant	Туре	Status	Date Entered
1. Select the voucher you would like to print or save.	1:14-CR-01113-TWO- Texter 10/29/2014 20:0: 10/29/2014	John Smith (# 2) Claimed Amount: 0.00	AUTH-24	Voucher Entry 0208.0000051	10/29/2014
	1:13-CR-00205-TT- Sart: 12/22/2015 End: 02/22/2016	Stephen Jones (# 1) Claimed Amount: 600.00	CJA-30 Attorney Thirteen	Voucher Entry Edit	02/16/2016
	1:12-CR-00626-CNE- Santi 01/01/1901 End: 01/07/2016	Mickey Mouse (# 10) Claimed Amount: 2,100.00	TRAVEL	Voucher Entry Eds	01/07/2016
	1:12-CR-00626-ONE- Start: 01/01/1901 Eucl: 01/01/1901	Mickey Mouse (# 10) Claimed Amount: 0.00	CIA-30	Voucher Entry Edit	02/03/2016
	1:14-CR-00657-MPT- Start: 02/02/1901 End: 02/02/1901	Dan Bonger (# 2) Claimed Amount: 0.00	CIA-21 Audit Relief Accountant	Youcher Entry Edit	02/08/2016
	1:14-CR-00657-MPT- Sam 01/01/1901	Dan Bonger (# 2) Claimed Amount: 0.00	CIA-21 Interpreter One Versiegal Services	Entry	02/18/2016
	1:14-CR-00657-MPT- Sam 02/02/1901 End: 02/02/1901	Dan Bonger (# 2) Claimed Amounit: 0.00	CJA-24 CourtReporter One	sr Entry	12/10/2015
	1:12-CR-00525-TWO- itart: 01/01/2901 End: 01/01/2900	John Doe II (# 1) Claimed Amount: 0.00	AUTH-24	Eds	03/03/2016
	1:12-GB-00626-TWO- Start: 01/01/1901 End: 01/01/1901	John Doe II (# 1) Claimed Amount: 0,00	C3A-24 CourtReporter One	Voucher Entry Edit	03/03/2016

2. Once the voucher appears, find the **Reports** section, on the blue left side panel.



3. Refer to the Chart to determine the name of the corresponding report. i.e. If you are printing a CJA 20 voucher, then you will see **Form CJA20** in the **Reports** section.

Type of Form	eVoucher Report
CJA 20	FORM CJA20
CJA 21	FORM CJA21
CJA 24	FORM CJA-24
CJA 30	FORM CJA30
CJA 31	FORM CJA31
AUTH	Form Authorization
AUTH-24	24

Reports Defendant Summary Budget Report Totals only of budget info for defendant Defendant Detail Budget Report Detail budget info for defendant

4. Click on the corresponding report.

5. A new tab will appear with the voucher. The options to print and save appear on the top of the voucher. (If this option does not appear, move your cursor to the top of the voucher and it will appear.)

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6. To save the voucher click on the "disk" icon.

7. Name and Save your file.



OR

8. To print the voucher click on the "printer" icon.





9. Click Print.

10. Close the Report by clicking the X.





11. The original voucher appears for you to continue working.