United States District Court Southern District of New York



CJA eVoucher

Electronic Voucher Management System

Court Reporter Manual

CJA eVoucherCourt Reporter Manual NYSD- 12142015

United States District Court Southern District of New York

Contact Information

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Web Resources

CJA website for the Southern District of New York http://nysd.uscourts.gov/cja.php

CJA website for the Second Circuit http://www.ca2.uscourts.gov/clerk/attorneys/cja.html

Guide to Judiciary Policy- Volume 7: Defender Services http://www.uscourts.gov/FederalCourts/AppointmentOfCounsel/CJAGuidelinesForms/GuideToJudiciaryPolicyVolume7.aspx

National CJA Voucher Reference Tool http://www.uscourts.gov/uscourts/cjaort/index.html

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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions.

The eVoucher program allows you to:

- submit claims electronically to the attorney;
- upload supporting documents to claims; and
- receive automatic e-mail notification of approved or rejected vouchers.

Claims are not viewable by Clerk's staff until they are submitted, nor can any other user besides the appointed attorney view your detailed claim information after submission.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).

Chrome, Firefox and other browsers may not be used with CJA.

CJA eVoucher will not work with Chrome, Firefox, or any other browser not listed above. You may need to reset the browser's cache.

	Tools Help		
1. Click the Tools menu , and then select Compatibility View settings.	Delete browsing history Ctrl+Shift+Del InPrivate Browsing Ctrl+Shift+P Turn on Tracking Protection ActiveX Filtering Fix connection problems Reopen last browsing session Add site to Start menu		
	View downloads Ctrl+J Pop-up Blocker SmartScreen Filter Manage add-ons Compatibility View settings Subscribe to this feed		
2 Type uscourts gov in the Add	Compatibility View Settings	X	
this website field.	Change Compatibility View Settings		
3. Click Add .	Add this website: USCOURTS.GOV Websites you've added to Compatibility View:	Add	

4. Check the box next to **Display intranet sites in Compatibility View.**

5. Click Close.

Compatibility View Settings	X
Change Compatibility View Settings	
Add this website:	
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ada.dcn uscourts.gov	Remove
☑ Display intranet sites in Compatibility View	
Use Microsoft compatibility lists Learn more by reading the <u>Internet Explorer privacy</u>	<u>statement</u>
	Close

Access the CJA eVoucher Program

You will be provided with a username and temporary password which must be changed immediately upon login.

https://evadweb.ev.uscourts.gov/CJA_nys_prod/CJAeVoucher/LogOn.aspx

1. Enter your username and password.	USER LOGIN CJA 4.1.2
	Existing user? Please log in.
2. Click Log In.	Username: I
	Forgot your login?

Recover Login Information

1. Enter your user name or email address.

2. Click Recover.

3. Follow the instructions in the email that you will receive.

Username:	and/or	
Email:		
	Recover Logon	

Password Rules:

Users will be required to change their passwords within 30 days of the first time they log into CJA eVoucher.

Passwords must be at least eight characters in length and contain:

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

Users are required to change their passwords every 180 days. When changing passwords, users must specify a password that satisfies the new complexity rules and has not been used in the past 365 days. Users attempting to change their password to a previous password before the required time period has passed will receive a notification in CJA eVoucher.

Home Page

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				1.14-CR-00657-MPT- Scient 10462018 Cold: 10362018	Dan Bonger (# 1) Claimed Amount: 66.60 Approved Amount: 66.60	CJA-24 CoutReporter One	Voucher Closed
				1:14-CR-00657-MPT- Stat: 11/04/015 find: 11/04/015	Dan Bonger (# 1) Claimed Amount: 45.00 Approved Amount: 45.00	CJA-29 CourtReporter One	Voucher Closed
				CP200028029			

My Documents- CJA 24

Vouchers that have been created by the Court Reporting Coordinator that need to be completed and submitted to the attorney. Rejected vouchers will appear in yellow. A rejected voucher must be corrected and resubmitted to the attorney.

My Submitted Documents- CJA 24

Vouchers that have been submitted to the attorney or Court



0

0

Closed Documents- CJA 24

Vouchers that have been processed for payment

CJA-24 Voucher (Court Reporter Vouchers)

ne Court Reporter: My Pr

1. In the **My Documents** section, click the voucher you wish to complete.

2. Click the **Services** tab.

3. Enter the required fields indicated by an *.

4. Click **Add.** (If multiple transcripts were added, continue adding dates.) Then click **Save**.

			E Hy Sobr	ntted Documents				
To group by a particular Header, drag th	he column to this area. _{Sea}	erchu	To group b	y a particular Head	er, drag the colum	to this area.s	earch	
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«First < Previous Next > Last » Save

Delete Draft

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5. Click the **Expenses** tab.

CJA-24 Voucher Entry	Basic Info Servi	ices 🕨 Expenses	Documents Confi	rmation
Oef.: Rashawn Vassell	Services			· · · · · · · · · · · · · · · · · · ·
Link to CM/ECF	Date Service Type	05/01/2014 *	Pescription *	Plea hearing
Voucher #: Request Date:	Include Page Numbers No. of Pages	50 * Rate Per Page	0.90 *	
Approved Date:	Less Amount Apportioned			

6. Enter the required fields indicated by an *.

7. Click **Add**, then click **Save**.

Basic Info	Services	Expenses	Documents	Confirmation		
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Date Expense Type Miles	11/19/2015 *	•	Description * rate per mile: \$0.5750		_	*
Amount * Required Fields To group by a pa	articular Header, dr	ag the column to thi	s area.		Ad	d
Expense Type	e Date	Description				Mile Rate Aml
						No data
« First < Pr	evious Next >	Last »	Save	Delete Draft		

CJA-24 Attach documents to a claim

Court reporters may attach documents such as court orders and receipts for expenses greater than \$50.00 to support voucher information.

1. Click the Documents tab.	C2A-24 Vocabler Entry - C2 / Acabase Services • Expenses C2 / Acabase Services • Expenses Careful to CMECE • Basic Info • Services • Expenses	Decuments Confirmation	2
2. Click Browse and select the document to be attached.	Supporting Document File Upload (Only Pdf files of 10M File Description Enter Description Here	ts B size or less!) Browse	Upload
3. Add a title in the description field.	Description	No Attachments	Delete View
4. Click Upload , then Save .	< First < Previous Next > Last >	Save Delete Draft	

CJA-24 Sign and submit voucher to attorney

1. Click the **Confirmation** tab.



2. Review the voucher.

Basic Info 🚯 Services 🚯 Expenses 🚯 Documents 🜗 Confirmation

1.CIR/DIST/DIV.CODE	2. FERS ON REFRESENTED		VOUCHER NUMBER
J208 3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:12-CR-00626-4-ONE	5. AFFEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name	e)	8. TYPE PERS ON REPRESENTED	9. REFRESENTATION TYPE
JS v. Christian		Adult Defendant	Federal capital prosecution, eithe trial or direct appeal
10. OFFENSE(S) CHARGED 18:1951 F INTERFERENCE W	/ITH COMMERCE BY THREAT O	R VIOLENCE	
11. ATTORNEY'S NAME AND MAIL	LING ADDRESS	12. COURT ORDER	
Attomey Two		🗖 A Associate 👘 C C	o-Counsel
500 Pearl Street		🔲 F Subs for Federal Defender 🔽 O Ap	pointing Coursel
New York NY 10007		P Subs for Fanel Attorney R Su	bs for Retained Attorney
Phone: 212 805 4054		T Standby Counsel	
13. LAW FIRM NAME AND MAILIN	IG ADDRESS	Erior Attorney's Name Appointment Dates Signature of Tresiding Julge or By Orle Number Two Date of Orler Num Ero Tun 1/3/2014	r of the Court 14 Date
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3. Scroll to the bottom of the screen and click the affirmation box.

4. Click Submit.

23. APPROVED FOR PA	APPROVED FOR PAYMENT CO	OURT USE ONLY	
			\$0.00
	Signature of Judge or Clerk of Court	Date	Approved Amount
Public/Attorney Notes	Attention: The notes you enter will be avail	able to the next approval level.	¢
Date:	d affirm the truth or correctness of the above state	ements	Submit
« First < Previ	Dus Next > Last » Save	Delete Draft	

Rejected Vouchers

If you receive an email that an voucher was rejected, you must perform an action in the eVoucher system. The rejected voucher will also be highlighted in **gold** in the **My Active Documents** section of your **Home** page. Since the attorney submits the expert voucher, the CJA clerks cannot reject the voucher directly to the court report. It is up to the attorney to reject the voucher to the court reporter. If you notice a rejected voucher and it is in **Read Only** format, contact the attorney to reject the voucher to you. Once the attorney rejects the voucher, you will be about to modify the voucher.

1 Click the rejected youcher	Hy Documents			
1. Click the rejected voucher.	To group by a particular Header, drag the column to this area.		Search:	
	Case	Defendant	Type Status	
	1:13-CR-00785-TEN- Start: 01/01/1901 End: 01/01/1901	Samuel, Guy (# 1) Claimed Amount: 0.00	CJA-24 CourtReporter One	ntry
	1:13-CR-00785-TEN- Start: 01/01/1901 End: 01/01/1901	Samuel, Guy (# 1) Claimed Amount: 0.00	CJA-24 CourtReporter One	ntry
	1:13-CR-00785-TEN- Start: 11/19/2015 End: 11/19/2015	Samuel, Guy (# 1) Claimed Amount: 0.00	CJA-24 CourtReporter One	ntry
	1:12-CR-00626-ONE- Start: 11/19/2015 End: 11/19/2015	Rashawn Vassell (# 4) Claimed Amount: 45.00	CJA-24 CourtReporter One Voucher Er	ntry 1221
	1		P	age 1 of 1 (4 items)
2. Click the Confirmation tab to read any notes sent by	▶ Basic Info ▶ Serv Basic Info	vices > Expenses > Docume	nts Confirmation	
the attorney or CIA				
the attorney of CJA	ATTICY OF CJA Attention: The notes you enter will be available to the next approval level.			
clerk	Public/Attorney I already submitted a	a voucher for this matter.		A
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 Click the tab of the area requiring attention. Click the entry to be modified. Modify the entry as needed. Click Save. 	Basic Info Services Date Info Service Date Info Service Service Service Service Service Date Description Service S	Expenses Documents Confirmatio Confirmatio	n Add Delete Item Res Pager Rate. Apporti Discour Amt A Page 1 of 1 (i Rems)	
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deficiencies and resubmit the voucher to the attorney by checking the affirmation box and	Vear and affirm the truth or co	prectness of the above statements	<u>Submit</u>	
click Submit .				