

**United States District Court
Southern District of New York**



CJA eVoucher
Electronic Voucher Management System

Printing Voucher Forms

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.

1. Select the voucher you would like to print or save.

Case	Defendant	Type	Status	Date Entered
114-CR-01111-TWO Start: 10/28/2014 End: 10/29/2014	John Smith (# 2) Claimed Amount: 0.00	AUTH-24	Voucher Entry 0208.0000251	10/29/2014
113-CR-00205-TT Start: 12/22/2015 End: 02/22/2016	Stephen Jones (# 1) Claimed Amount: 600.00	CJA-30 Attorney Thirteen	Voucher Entry Edit	02/16/2016
112-CR-00626-CBE Start: 01/01/2016 End: 01/07/2016	Mickey Mouse (# 10) Claimed Amount: 2,100.00	TRAVEL	Voucher Entry Edit	01/07/2016
112-CR-00626-CBE Start: 01/01/2016 End: 01/01/2016	Mickey Mouse (# 10) Claimed Amount: 0.00	CJA-30	Voucher Entry Edit	02/03/2016
114-CR-00657-MPT Start: 01/01/2016 End: 01/01/2016	Dan Bongor (# 2) Claimed Amount: 0.00	CJA-21 Audit Relief Accountant	Voucher Entry Edit	02/08/2016
114-CR-00657-MPT Start: 01/01/2016 End: 01/01/2016	Dan Bongor (# 2) Claimed Amount: 0.00	CJA-21 Interpreter One Paralegal Services	Voucher Entry Edit	02/18/2016
114-CR-00657-MPT Start: 01/01/2016 End: 01/01/2016	Dan Bongor (# 2) Claimed Amount: 0.00	CJA-24 CourtReporter One	Voucher Entry Edit	12/10/2015
112-CR-00626-TWO Start: 01/01/2016 End: 01/01/2016	John Doe II (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	03/03/2016
112-CR-00626-TWO Start: 01/01/2016 End: 01/01/2016	John Doe II (# 1) Claimed Amount: 0.00	CJA-24 CourtReporter One	Voucher Entry Edit	03/03/2016

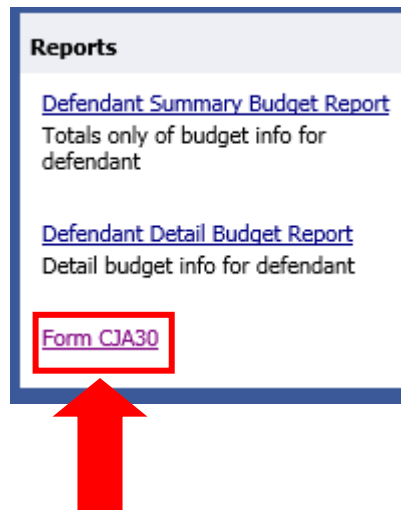
2. Once the voucher appears, find the **Reports** section, on the blue left side panel.

The screenshot shows the 'CJA-30 Attorney Enters' interface. On the left, there is a blue sidebar with a 'Reports' section highlighted by a red box. The 'Reports' section contains three links: 'Defendant Summary Budget Report' (with a sub-note: 'Totals only of budget info for defendant'), 'Defendant Detail Budget Report' (with a sub-note: 'Detail budget info for defendant'), and 'Form CJA30'. The main content area on the right shows 'Basic Info' and 'Payment Info' sections. The 'Basic Info' section includes fields for '1. CIR./DIST/DIV. CODE' (0208), '3. MAG. DKT/DEF. NUMBER', '7. IN CASE/MATTER OF(Case N)' (US v. Jones), '10. OFFENSE(S) CHARGED' (18.922C F ILLEGAL TRA), '11. ATTORNEY'S NAME AND ADDRESS' (Attorney Thirteen, 500 Pearl Street, New York NY 10007, Phone: 212-805-0640), and '13. LAW FIRM NAME AND MA'. The 'Payment Info' section shows 'Preferred Payee' as 'Attorney' and 'Billing Coc' as '500 Pearl Street, New York, 10007 - U, Phone: 21, Fax:'. Navigation buttons for 'First' and '< Previous' are visible at the bottom.

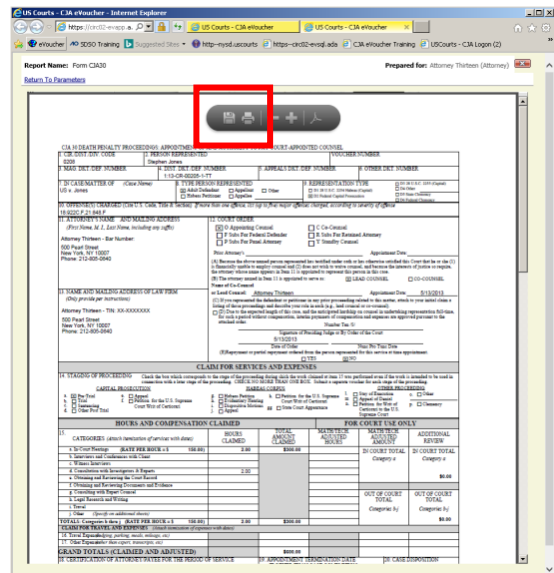
3. Refer to the Chart to determine the name of the corresponding report. i.e. If you are printing a CJA 20 voucher, then you will see **Form CJA20** in the **Reports** section.

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 Form Authorization
AUTH-24	24

4. Click on the corresponding report.



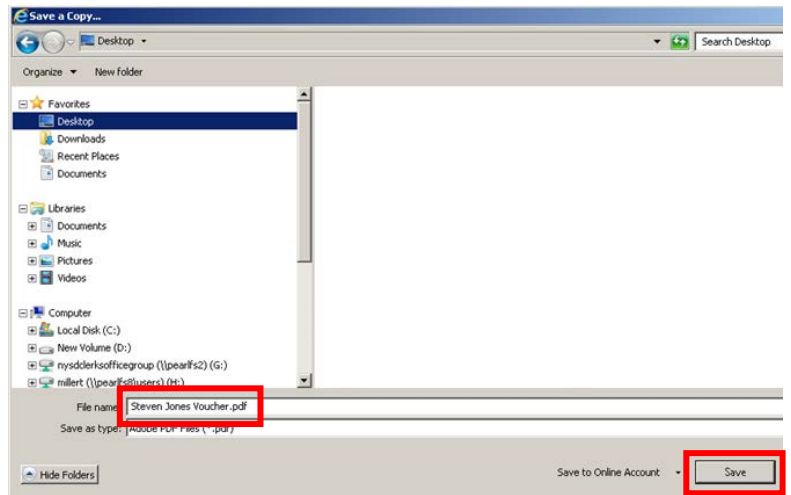
5. A new tab will appear with the voucher. The options to print and save appear on the top of the voucher. (If this option does not appear, move your cursor to the top of the voucher and it will appear.)





6. To save the voucher click on the “disk” icon.

7. Name and Save your file.

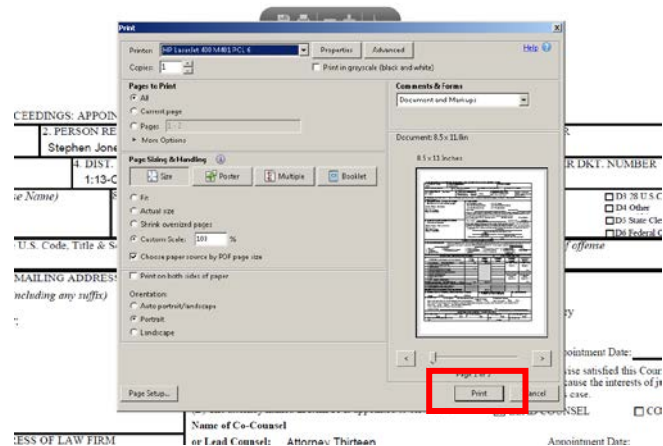


OR

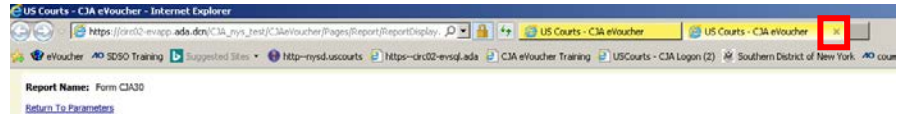
8. To print the voucher click on the “printer” icon.



9. Click Print.



10. Close the Report by clicking the X.



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

