



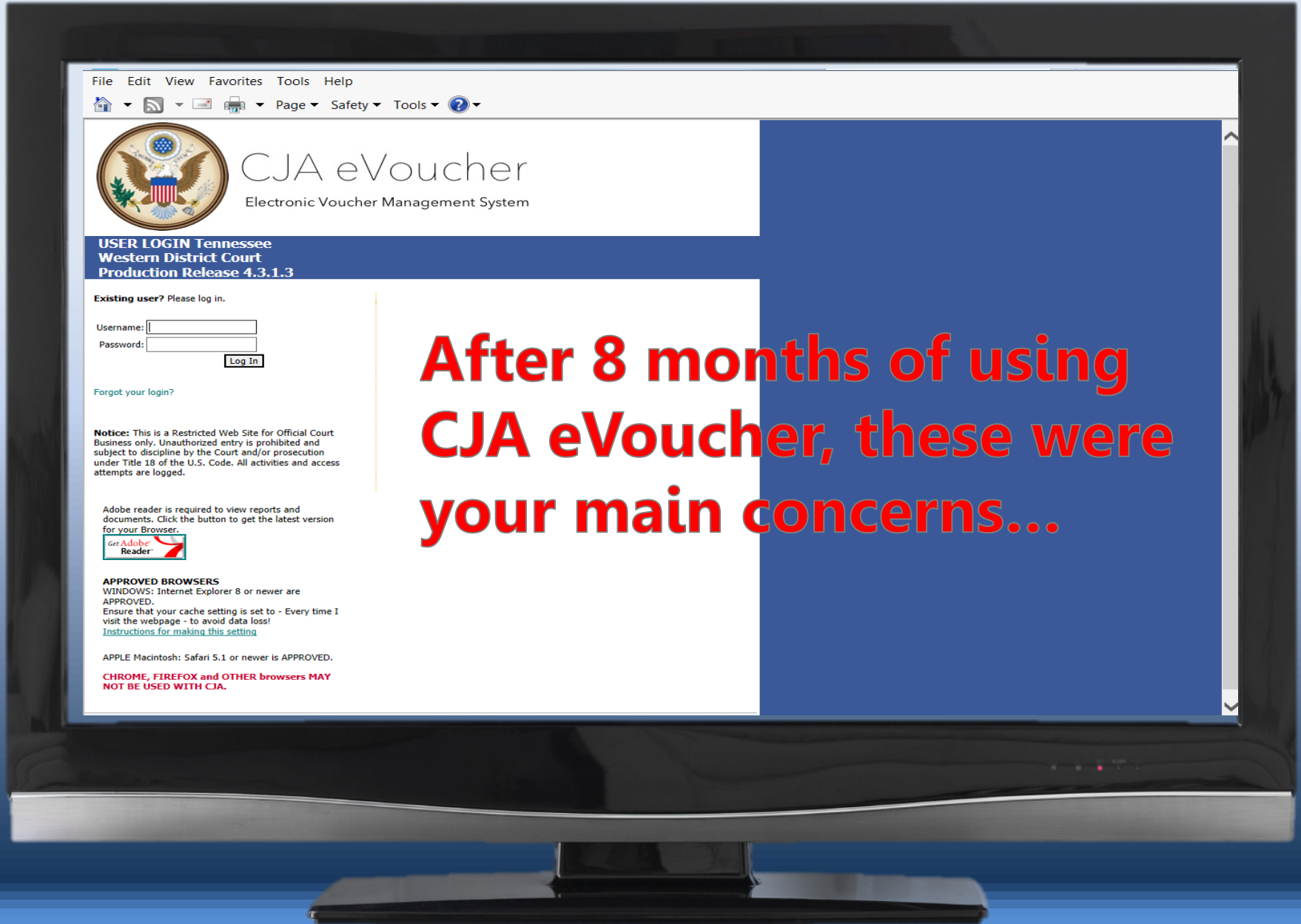
**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE**

**Memphis/Mid-South Chapter of the Federal
Bar Association
2016 Annual Federal Practice Seminar**

CJA Breakout Session

Friday, October 28, 2016
University of Memphis Law School
1 North Front Street
Memphis, TN 38103

CJA EVOUCHER - HOW'S IT GOING SO FAR?



File Edit View Favorites Tools Help

Home RSS Print Page Safety Tools ?



CJA eVoucher
Electronic Voucher Management System

**USER LOGIN Tennessee
Western District Court
Production Release 4.3.1.3**

Existing user? Please log in.

Username:
Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Adobe reader is required to view reports and documents. Click the button to get the latest version for your Browser.



APPROVED BROWSERS

WINDOWS: Internet Explorer 8 or newer are APPROVED.

Ensure that your cache setting is set to - Every time I visit the webpage - to avoid data loss!

[Instructions for making this setting](#)

APPLE Macintosh: Safari 5.1 or newer is APPROVED.

CHROME, FIREFOX and OTHER browsers MAY NOT BE USED WITH CJA.

**After 8 months of using
CJA eVoucher, these were
your main concerns...**

WHAT DON'T YOU LIKE? SURVEY SAYS...

1. Routine rejecting of vouchers for minor changes and time reductions. Having to make corrections multiple times.
2. Hard to find date errors that prevent submission of voucher.
3. Can't track and confirm expert has been paid.
4. Trying to interpret the email notices.
5. Hard to remember steps on functions other than time-keeping.
6. No automatic page save.
7. Getting kicked off after password expires.
8. Inputting billing for experts.
9. Four day delay in printing checks.
10. Not being able to use with Google Chrome.

ADDRESSING YOUR DISLIKES...

- 1. Routine rejecting of vouchers for minor changes and time reductions. Having to make corrections multiple times.**

CHANGES YOU SHOULD LIKE:

- **The level of technical review has changed and will no longer involve time determinations by the CJA Administrator.**
- **A Category Guide has been developed locally to help with properly categorizing in and out of court services (laminated handout).**

ADDRESSING YOUR DISLIKES...

2. Hard to find date errors that prevent submission of voucher.

CHANGES YOU SHOULD LIKE:

- An official request has been submitted to modify the system to: (1) *highlight the date errors* OR (2) *prevent the user from entering a service/expense outside the dates that have been set in the claim status tab.*
- TIP: Sorting entries in date order can help to more easily identify an error.

ADDRESSING YOUR DISLIKES...

3. Can't track and confirm expert has been paid.

CHANGE YOU SHOULD LIKE:

- Attorneys will soon be able to see payment information by viewing the individual voucher (coming in January 2017 in Version 5.0)

4. Trying to interpret the email notices.

CHANGE YOU SHOULD LIKE:

- New customized email templates have been developed and will be appearing soon.

ADDRESSING YOUR DISLIKES...

5. Hard to remember steps on functions other than time-keeping.

HELP IS AVAILABLE:

- CJA eVoucher Attorney User Manual
- CJA Help Desk

6. No automatic page save.

- Modification request pending.

7. Getting kicked off after password expires.

- This is a pre-set system function that cannot be changed locally.

ADDRESSING YOUR DISLIKES...

8. Inputting billing for experts.

- Local policy not to allow experts access to the CJA financial system.

9. Four day delay in printing checks.

- This is a function of the system that cannot be change locally. Electronic payment transfers will be available some day in the future.

10. Not being able to use with Google Chrome.

- Currently not supported.

VOUCHER TIPS

- ✓ Enter correct “start” and “end” dates on Claim Status Page (don’t use default date as ending date for your voucher).
- ✓ Use the new Category Guide to help select the correct service type. When combining multiple services in one entry, the first item listed in the description determines the category assigned.
- ✓ Be specific with Travel, include start and stop locations.
- ✓ Submit authorization requests for service providers FIRST, don’t wait until you receive the invoice.
- ✓ List docket entry number and corresponding number of pages for court documents.

VOUCHER TIPS

- ✓ **Attach Supporting Documentation.**
 - **All Relevant Financial Documentation (attach copies of receipts for expenses over \$50)**
 - **Supporting Memorandum Order for Interim Payments**
 - **Case Budget Motions and Orders (including supplemental orders)**

- ✓ **Include the name of the Court Reporter on the AUTH24 in the “Proceeding to be Transcribed” box. If it is an appeals case, it would be helpful to attach a copy of the transcript order form.**

- ✓ **Enter the Disposition Code in the Public/Attorney Notes Section on the Confirmation Page on Final Vouchers.**

- ✓ **Sign up for Refresher Training at end of session today.**

MAXING-OUT VOUCHERS

IF YOU ARE WILLING TO ACCEPT THE STATUTORY LIMIT WHEN YOUR COMPENSABLE SERVICE HAS EXCEEDED THE MAXIMUM ALLOWANCE, YOU MUST INCLUDE A STATEMENT SIMILAR TO THE FOLLOWING IN THE ATTORNEY NOTES SECTION AUTHORIZING THE CJA ADMINISTRATOR TO REDUCE THE COMPENSATION AMOUNT PRIOR TO SUBMITTAL TO THE PRESIDING JUDGE.

“I have reported all hours actually worked, however, I am waiving any compensation over the cap of \$10,000. I request payment of \$10,000 plus my expenses. Mike Smith, Esq.”

WHAT DO YOU LIKE? SURVEY SAYS...

- 😊 **“Vast improvement over old system.”**
- 😊 **“Impressed with the speed that claims are processed.”**
- 😊 **“It is so easy.”**
- 😊 **“I like the convenience of the system.”**
- 😊 **“All materials relevant to each appointment are contained in one platform.”**
- 😊 **“Help Desk excellent and able to help resolve issues.”**

WHAT'S NEW?

1. Updates to the *eVoucher Attorney User Manual*

▪ Procedural Changes:

- Include Court Reporter's Name on the AUTH 24s
- Capital Cases – when a case changes to a capital case after your initial appointment, it is important the attorney contact the CJA Administrator right away so that the hourly rate can be changed in eVoucher

▪ Instructions on how to “Certify” the Court Reporter's CJA 24 Voucher for Payment

▪ Procedures for Budgeted Cases

2. New Customized Email Notices

3. Appendix 3A – Fillable PDF and Word versions now available on TNWD web site

PLANNED NATIONAL ENHANCEMENTS TO eVOUCHER.

- ❖ **Attorneys will be able to see payment information by viewing the individual voucher.**
- ❖ **A “help” feature will be imbedded in eVoucher.**

Release 5.0 expected in January 2017

- ❖ **New workflow for CJA-24 that allows court staff to approve the CJA-24 voucher for payment of a transcript in lieu of the attorney.**

Release 5.1 expected in Summer 2017

QUESTIONS?

