



CJA eVOUCHER Panel Attorney Training

What is eVoucher?

CJA eVoucher is a web-based application that provides counsel, court staff and judges the ability to create and process CJA vouchers and documents electronically.



CJA eVoucher

Electronic Voucher Management System

USER LOGIN

Tennessee Western District
Court

Production Release 5.1.5

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.

Supports entire
lifecycle, from
voucher creation
through final payment
and reporting.

Login and Passwords

THREE STRIKES

The eVoucher system will only allow you three times to enter your password incorrectly. After that, you will be locked out.

To have your password reset contact:

- Brock Sides at 901-495-1559
- Clay Taylor at 901-495-1222
- Leondrius Robinson at 901-495-1226
- Tracy Wherry at 901-495-1229

eVoucher –vs- CMECF

Unlike CM/ECF, the eVoucher system is NOT PUBLIC. This is an internal financial application.

Only the designated users have entry into the system.

USERS of eVoucher

- Panel Attorneys
- Judges
- Court Reporters
- Court Staff

Features and Benefits

- Web-based application that is accessible anywhere via the internet.
- Provides counsel the ability to create and electronically submit CJA vouchers, requests for excess fees and authorizations, supporting documents, etc. to the court.
- Includes rate tables that ensure the appropriate fee, mileage and representation rates are applied.
- Performs calculations which reduce mathematical errors, voucher preparation time and court audit time.
- Provides an enhanced interface with CM/ECF, which imports representation data from CM/ECF and allow viewing of CM/ECF case dockets through the program.

NO DOCKETING IN CM/ECF

The Court doesn't accept *ex parte/sealed* motions for experts, excess compensation, interim payments, travel, etc. via email or CM/ECF. Memos (formerly titled motions) are processed through eVoucher.

EXCEPTION: Case Budgets are docketed once approved by the district judge and the 6th circuit judge

Appointments

The court will use an Attorney Selection System outside of the one that is a part of eVoucher.

Once the CJA 20 Appointment form has been created in eVoucher and docketed in the CM/ECF system, you will receive an email notification.

How points are assigned

- Criminal Case

3	Accept, Decline, or Judicial Appointment
1	Unable to reach Attorney
0	Case Conflict – Unable to Accept

- Post Judgment Matters

1	Accept, Decline, or Judicial Appointment
1	Unable to reach Attorney
0	Case Conflict – Unable to Accept

New Reply Reply to All Forward Display More



CJA eVoucher - tnw_trng Notifying Counsel of Appointment

daria_wyatt to: eVoucher

10/20/2015 10:28 AM

[Hide Details](#)

From: daria_wyatt@tnwd.uscourts.gov
To: eVoucher@tnwd.uscourts.gov,

To

Date: 10/20/2015 11:28:12 AM.

This is to inform you that the Tennessee Western District has appointed you to represent CANDICE CAMMILLE STARKS in case USA v. CANDICE CAMMILLE STARKS 2:15-CR-20209 before this court.

You may access this appointment via the CJA eVoucher program at https://circ06-evapp.ada.dcn/CJA_tnw_trng/CJAeVoucher.

Regards,
Tennessee Western District

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

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Things you can do in eVoucher

- 1. Request Authorizations for your experts**
2. Create a CJA 20/30 Payment Voucher
- 3. Create a CJA 26 Excess Compensation Statement**
4. Create a CJA 21/31 Payment Voucher for experts
- 5. Request Authorization for Transcripts**
6. Create a CJA 24 Transcript Voucher
- 7. Request Authorization for Travel**

CASE BUDGETS

- A case budget is required in representations that appear likely to become or have become extraordinary in terms of potential cost. Ordinarily, this is a representation that is anticipated to cost more than \$40,000-\$42,000 or involve more than 300 hours of attorney time
- Counsel shall submit a proposed initial litigation budget for the court's approval via email to Robert Ranz (Robert_Ranz@ca6.uscourts.gov ; phone 513-564-7358)
- Proposed budgets shall be filed *ex parte* under seal
- Case budgeting forms are available on the Judiciary's public website www.uscourts.gov (Forms CJA28A-CJA 28H)

EXPEDITED TRANSCRIPTS

When a transcript is needed within 14 days or less it is considered “expedited.” Expedited requests are initially submitted outside the eVoucher system.

1. Attorney completes the top portion of a paper CJA-24 Form (Items 1-15) and delivers to the Court Reporter via email or hand delivery;
2. Court Reporter presents the CJA-24 Form to appropriate Judge for approval;
3. Court Reporter forwards approved CJA-24 Form to CJA Administrator; and
4. CJA Administrator creates and submits the AUTH 24 and the CJA-24 Form in eVoucher

EXPERT VOUCHERS

Attorneys will create and submit vouchers on behalf of all experts and other service providers.

Advance Approval for Service Providers (AUTH)

- The request includes:
 - Estimated amount
 - Basis for the estimate (hours/rate)
 - Service Type
 - Name of Service Provider
 - Supporting memorandum(s)
 - Counsel should indicate in the description of services any additional information that might be helpful to the court

FINAL VOUCHERS

- Vouchers shall be submitted no later than 45 days after the final disposition of the case or the last date of service performed
- Final vouchers shall contain the case disposition code (e.g. dismissed, convicted, probation, etc.)
- Counsel must maintain contemporaneous time and attendance records as well as expense records for three years after approval of the final voucher since all payments are subject to audit.

Process

Attorney Creates Authorization or Voucher.

Document is reviewed by CJA Administrator and forwarded to Judge or Rejected to Attorney.

Judge Approves (or Rejects) the document and it is sent back to the Administrator.

CJA Administrator sends voucher for payment or sends back to Attorney in the case of rejection.

CJA Approval Email

Subject: CJA 20/30 TO PRESIDING JUDGE FOR APPROVAL

To: {AttorneyName},

Date: {SendDate}.

A CJA Administrator has completed the technical review of CJA 20/30 Voucher {VoucherNumber} in case {CaseTitle}, {CaseNumber} and has forwarded the voucher to the presiding judge for payment approval.

This email was generated by CJA eVoucher at {CourtFullName}.

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

CJA Rejected Email

Subject: CJA 20/30 RETURNED FOR CORRECTIONS

To: {AttorneyName},

Date: {SendDate}.

CJA 20/30 Voucher {VoucherNumber} submitted in case {CaseTitle}, {CaseNumber} has been RETURNED to you for the following reasons:

{VoucherNotes}

You may resubmit this voucher after making the requested corrections. If you have any questions, you may contact a CJA Administrator or the CJA eVoucher Help Desk (cjahelpdesk@tnwd.uscourts.gov).

CJA Judge Approval Email

Subject: CJA 20/30 APPROVED FOR PAYMENT BY PRESIDING JUDGE

To: {AttorneyName},

Date: {SendDate}.

CJA 20/30 Voucher {VoucherNumber} submitted in case {CaseTitle}, {CaseNumber} has been APPROVED FOR PAYMENT by the presiding district judge. You will receive notification when payment has been processed.

This email was generated by CJA eVoucher at {CourtFullName}.

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

CJA Voucher Processed Email

Subject: CJA 20/30 PAYMENT PROCESSED

To: {AttorneyName},

Date: {SendDate}.

CJA 20/30 Voucher {VoucherNumber}, submitted in case {CaseTitle}, {CaseNumber} has been processed. A check will be mailed by the U.S. Treasury in Washington, DC in approximately four (4) business days.

This email was generated by CJA eVoucher at {CourtFullName}.

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

Resource Materials

Resource materials available on the Court's website:

www.tnwd.uscourts.gov

- CJA eVoucher Attorney User Manual
- Quick Reference Sheets
- FAQ's
- Troubleshooting Tips
- CJA Portal
- CJA eVoucher Links Tab

Public Disclosure

Cases of Public Interest

Other Court Links

Quick Links

- ECF / PACER Log-In
- Local Rules Of Court
- CJA Portal
- EJuror

1/1/2018

Updated Mileage Reimbursement Rate

GSA has announced an increase in reimbursement mileage rates for privately owned vehicles. The new reimbursement rate of \$0.545 per mile went into effect on January 1, 2018, for travel on or after that date.

12/18/2017

Materials from 2017 Case Budgeting Seminar

Materials from the 2017 Case Budgeting Seminar have been posted below, under the Compensation Information heading.

CJA eVoucher Job Aids

Attorney Manuals and Quick Sheets

- **eVoucher Attorney User Manual**
- **eVoucher Audit Assist**
- **eVoucher Online Help Tool**
- **eVoucher FAQ & Troubleshooting**
- **CJA eVoucher Tips for Success**
- **Category Guide for CJA 20/30 Payment Vouchers**
- **Special Instructions for Out-of-District Attorneys**
- **National CJA Voucher Reference Tool**

Training Modules

- **Introduction to eVoucher - Electronic Learning Module**
- **Creating a New CJA20/30 Voucher - Electronic Learning Module**
- **CJA Expert Services and Authorizations - Electronic Learning Module**

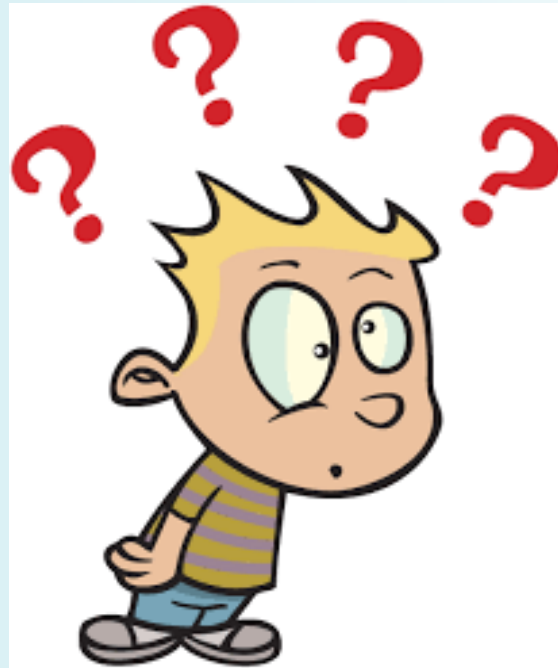
Troubleshooting

- **Browser Compatibility and Configuration**
- **Disabling Your Pop-up Blocker**
- **Windows 10 Compatibility**

Compensation Information

- **Hourly Rates and Mileage** NEW
- **Case Compensation Limits** NEW
- **CJA Excess Voucher Supportive Documentation Guidelines from Sixth Circuit**
- **2017 Case Budgeting Presentation**

Questions



Contact Information

Helpdesk – please email your questions to:

cjahelpdesk@tnwd.uscourts.gov

CJA Administrators:

Daria Wyatt - 901-495-1365

Malinda Futrell - 901-495-1556

CJA Coordinator:

Jean Miller-Lee – 901-495-1212

Let's Practice

