

CJA eVoucher

*Expert User Manual
Version 6.11*

District of Minnesota

Contents	
Introduction	4
Browser Compatibility	4
Accessing the CJA eVoucher Program	5
Creating a Login.gov Account	5
Adding an Authentication Method	9
Identity Verification	13
Linking Your eVoucher Account to Your Login.gov Account	25
Linking Your Accounts Using Your SLP Email Address & Password	27
Linking Your Accounts by Email Invitation – New User	29
Linking Your Accounts by Email Invitation – Existing User	31
Signing In to eVoucher	33
Vendor Management System (VMS)	35
Single Login Profile (SLP)	37
Editing Your SLP	38
Modifying Your Name	39
Updating Your SLP Password	40
Viewing Your Billing Information	40
Viewing Linked eVoucher Accounts	41
Accessing Multiple Accounts in eVoucher	42
Single Login Profile vs. Court Profile	43
Court Profile	44
Expert Info	45
Billing Info	46
Expert Specialties	48

Menu and Home Page	49
Expert vs. Expert Enter	51
CJA-21/31 Entry	51
Entering Services	53
Entering Expenses	55
Claim Status	56
Documents	59
Signing and Submitting to Court	61
Returned Vouchers	63
Printing a CJA-21 Form	63
Reports	64

Introduction

The CJA eVoucher system is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorneys on approval or rejection of vouchers.
- Electronic transfer to the circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

Browser Compatibility

CJA eVoucher is compatible with the following browsers:

- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

Accessing the CJA eVoucher Program

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact>.

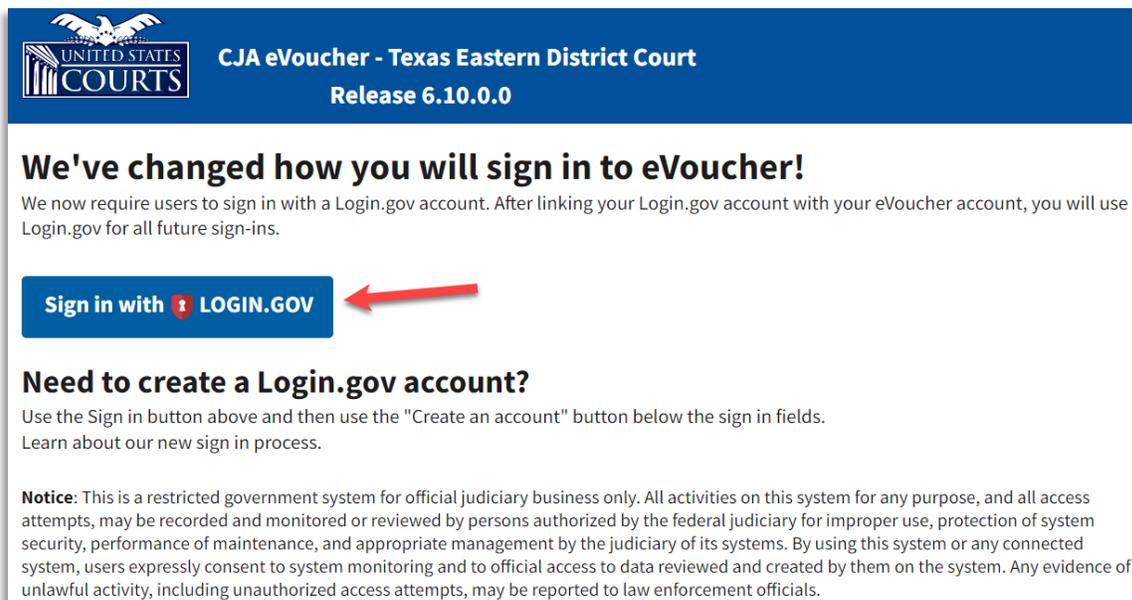
Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

<https://login.gov/what-is-login/>
<https://login.gov/create-an-account/>

Creating a Login.gov Account

Step 1

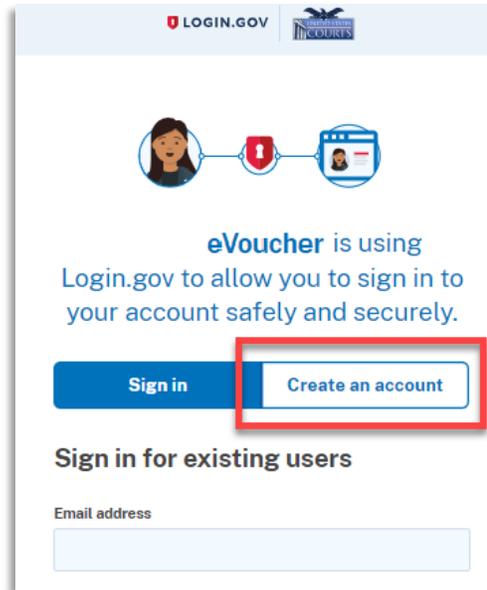
On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



The screenshot shows the top of the CJA eVoucher application interface. At the top left is the United States Courts logo. To its right, the text reads "CJA eVoucher - Texas Eastern District Court" and "Release 6.10.0.0". Below this is a large heading: "We've changed how you will sign in to eVoucher!". Underneath the heading is a paragraph: "We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins." Below this text is a blue button with a white arrow icon and the text "Sign in with LOGIN.GOV". A red arrow points to this button from the right. Below the button is another heading: "Need to create a Login.gov account?". Underneath is a paragraph: "Use the Sign in button above and then use the 'Create an account' button below the sign in fields. Learn about our new sign in process." At the bottom of the screenshot is a "Notice" section: "Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials."

Step 2

On the Login.gov page, click **Create an account**.



Step 3

Enter your email address and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address
davidattorney210gmail.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

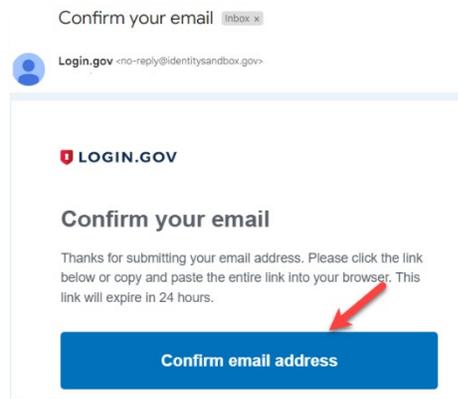
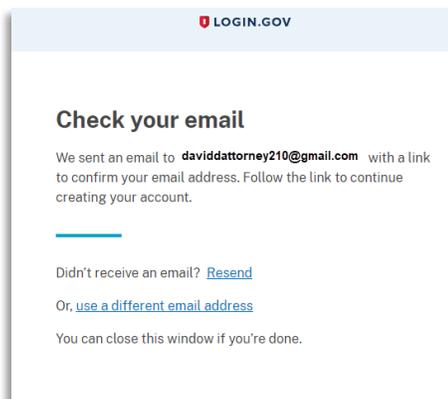
English (default) Español Français

I read and accept the Login.gov [Rules of Use](#)

Submit

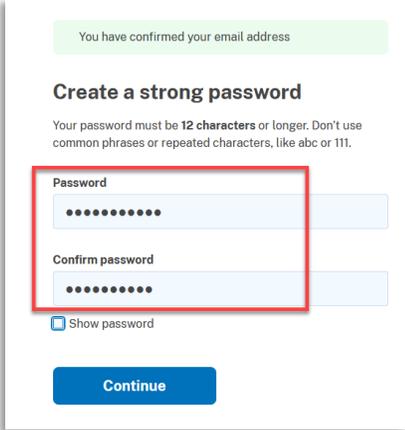
Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.



Step 5

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.



You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

Your login.gov account is now created. You are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password your created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign into eVoucher if your primary method becomes unavailable.

Step 1

Select your first method of authentication and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

Authentication method setup

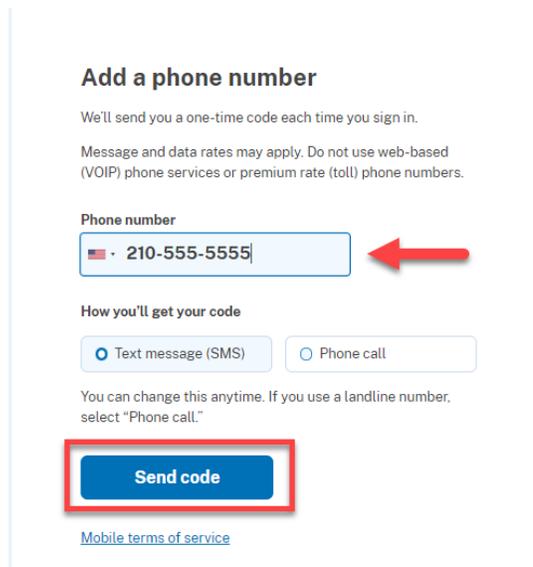
Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Step 2

To authenticate by text or voice message, in the **Phone number** field, enter your phone number and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.



Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

←

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

The screenshot shows a form titled "Add a phone number". It includes a text input field for the phone number containing "210-555-5555", with a red arrow pointing to it from the right. Below the input field are two radio buttons: "Text message (SMS)" (which is selected) and "Phone call". A blue button labeled "Send code" is highlighted with a red rectangular border. At the bottom of the form, there is a link for "Mobile terms of service".

Step 3

In the **One-time code** field, enter the one-time code sent to your device and then click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555.
This code will expire in 10 minutes.

One-time code
Example: 123456

555555

Remember this browser

Submit

[Send another code](#)

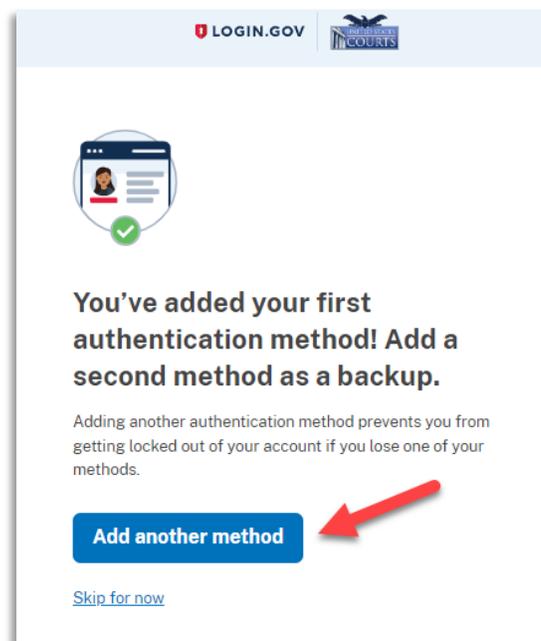
Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you choose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



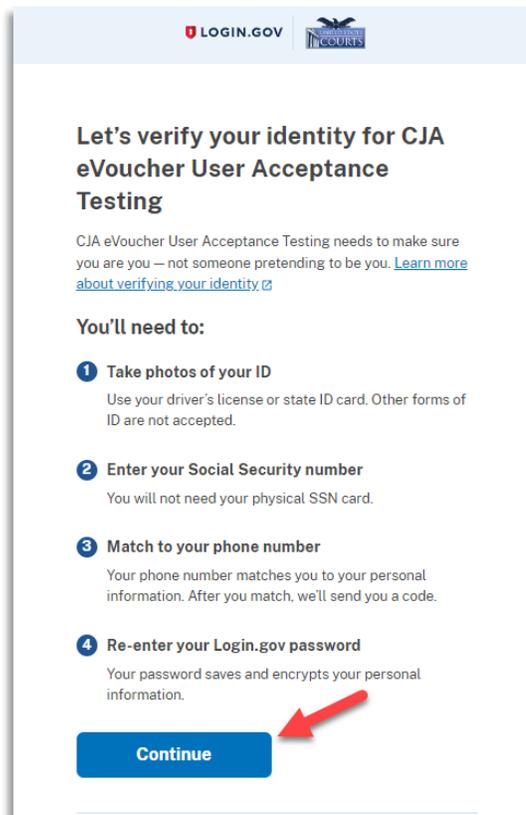
Identify Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are not someone else pretending to be you.

Note: This is a one-time identity verification; if you have already proven your identity through Login.gov, you are not required to do this again.

Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and CJA eVoucher. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with subtext: "Use your driver's license or state ID card. Other forms of ID are not accepted."), 2. Enter your Social Security number (with subtext: "You will not need your physical SSN card."), 3. Match to your phone number (with subtext: "Your phone number matches you to your personal information. After you match, we'll send you a code."), and 4. Re-enter your Login.gov password (with subtext: "Your password saves and encrypts your personal information."). At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

Step 2

Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity. Click **Continue**.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, the other option is to upload them directly from your computer.

LOGIN.GOV

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

Option 1: Upload photos from phone (recommended)

Option 1

1. Click **Send link**. A message appears prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

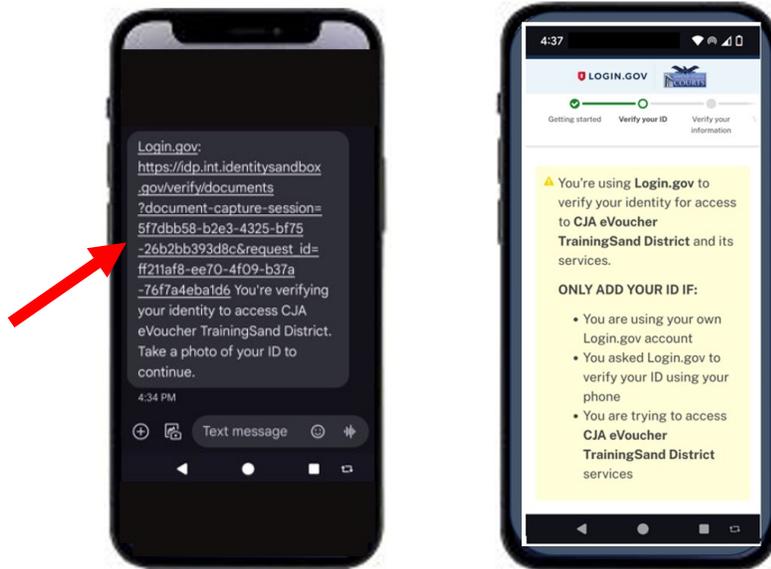
Do not close this window.
The next step will load automatically.

We sent a message to your phone

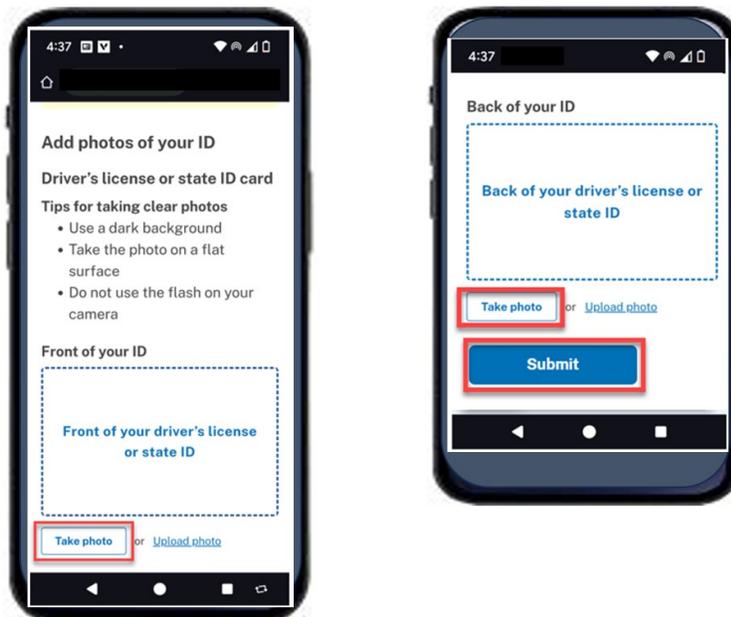
You entered: **+1 210-555-5555**

Please check your phone and follow instructions to take a photo of your state-issued ID.

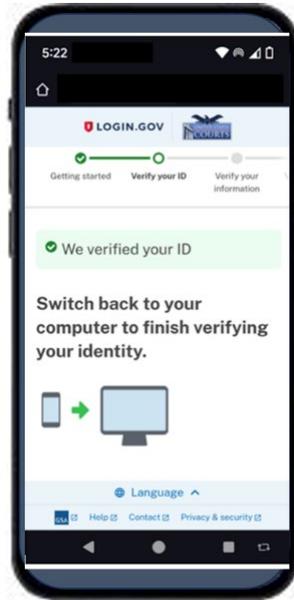
2. Tap the link in the text message. A message appears confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **take photo** to switch your phone to camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box and then tap **Submit**.



4. Login.gov verifies your identity from your photos and prompts you to switch back to your computer to complete the process.

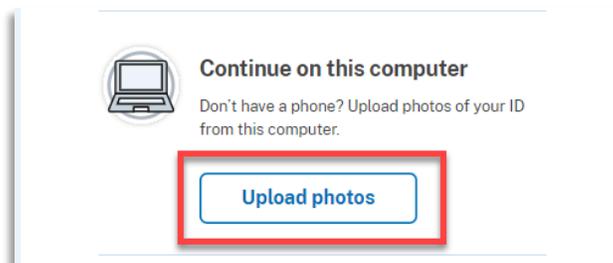


Continue to step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit

Note: You may see a processing screen as the system complete the upload and Login.gov verifies your identity.

Step 4

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN and then click **Continue**.

The screenshot shows the Login.gov verification interface. At the top, there are logos for LOGIN.GOV and Minnesota COURTS. A progress bar indicates the current step: 'Verify your information' (highlighted with a green circle), with previous steps 'Getting started' and 'Verify your ID' also marked with green checkmarks, and future steps 'Verify phone or address' and 'Secure your account' marked with grey circles. Below the progress bar, a green notification box states 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, there is explanatory text and a link: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and a link: 'You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)'. The 'Social Security number' input field is highlighted with a red box and contains a red arrow pointing to it. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, there is a blue 'Continue' button with a red arrow pointing to it.

Step 5

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (active), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). The main heading is 'Verify your information'. Below it, a message states: 'We read your information from your ID. Review it and make any updates before submitting for verification.' The form displays the following information: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. There are two 'Update' links next to the address and social security number fields. The address is: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010. The social security number is: Social Security number: 5**-**-***5. A checkbox labeled 'Show Social Security number' is present. A blue 'Submit' button is at the bottom, with a red arrow pointing to it.

Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (active), and 'Secure your account' (unchecked). A green banner at the top says 'We verified your information'. The main heading is 'Verify your phone number'. Below it, a message states: 'We'll check this number with records and send you a one-time code. This is to help verify your identity.' The form asks to 'Enter a phone number that is:' and lists two requirements: 'Based in the United States (including U.S. territories)' and 'Your primary number (the one you use the most often)'. There is a link to 'Learn more about what phone number to use'. The phone number field is highlighted with a red box and contains '(210) 555-5555'. Below the field, the question 'How should we send a code?' is asked, with instructions: 'If you entered a landline above, please select "Phone call" below.' There are two radio buttons: 'Text message (SMS)' and 'Phone call'. A blue 'Send code' button is at the bottom, with a red arrow pointing to it.

Step 7

In the **One-time code** field, enter the code sent to your device and then click **Submit**.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The 'Verify phone or address' step is currently active. Below the progress bar, the heading is 'Enter your one-time code'. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' There is a text input field labeled 'One-time code' with an example '123ABC'. A red box highlights this input field. Below the input field is a blue 'Submit' button, with a red arrow pointing to it.

Step 8

Once your phone number is verified, in the **Password** field, reenter the password you created to access Login.gov and then click **Continue**.

The screenshot shows the same progress bar as in Step 7, but now the 'Verify phone or address' step is completed with a green checkmark. A green message box says 'We verified your phone number'. The heading is 'Re-enter your Login.gov password'. A message states: 'Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.' There is a text input field labeled 'Password' with masked characters '.....'. A red box highlights this input field. Below the input field are two links: 'Show password' and 'Forgot password'. At the bottom is a blue 'Continue' button, with a red arrow pointing to it.

Step 9

The system generates a personal key, which you'll need if you ever forget your password or lose your authentication method. Keep you key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, while the fifth is an empty circle. Below the progress bar, a green notification box states 'We secured your verified information'. The main heading is 'Save your personal key'. A red shield icon is centered behind a white box containing the personal key: 'VGCH - MCDA - CGYR - HAX8'. Below the key, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM' and provides links for 'Copy', 'Download (text file)', and 'Print'. A warning message follows: 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone. If you reset your password without your personal key, you'll need to verify your identity again.' A link 'Learn more about the personal key' is provided. A checkbox labeled 'I saved my personal key in a safe place.' is highlighted with a red box. Below it is a blue 'Continue' button, also highlighted with a red box and a red arrow pointing to it.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on January 22, 2024 at 11:33 AM

[Copy](#) [Download \(text file\)](#) [Print](#)

You need your personal key if you forget your password.
Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

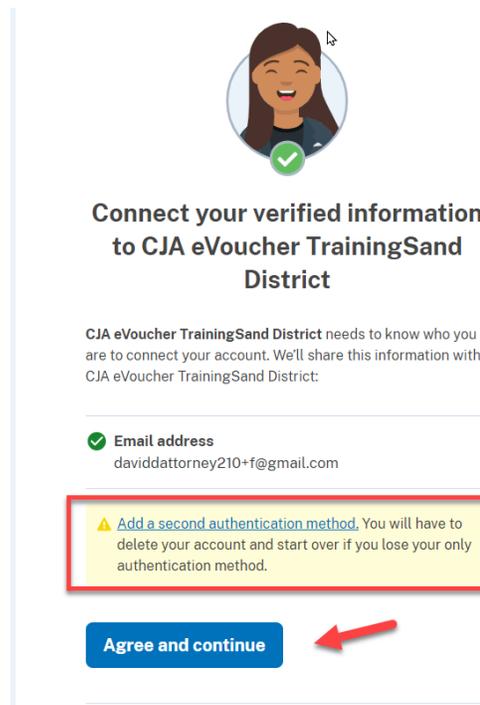
[Learn more about the personal key](#)

I saved my personal key in a safe place.

Continue

Step 10

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

- ✓ **Email address**
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

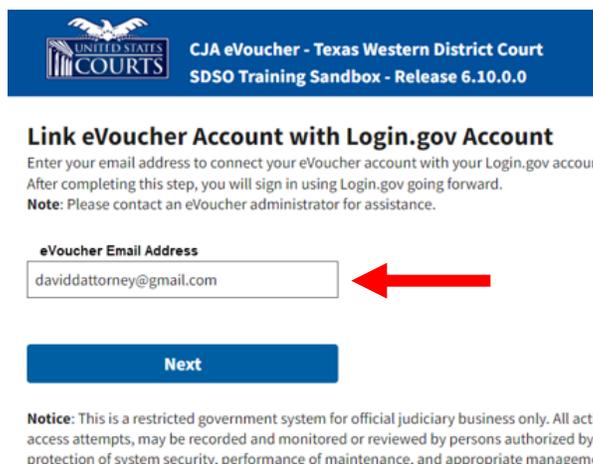
Agree and continue

Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Linking Your eVoucher Account to Your Login.gov Account

For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.

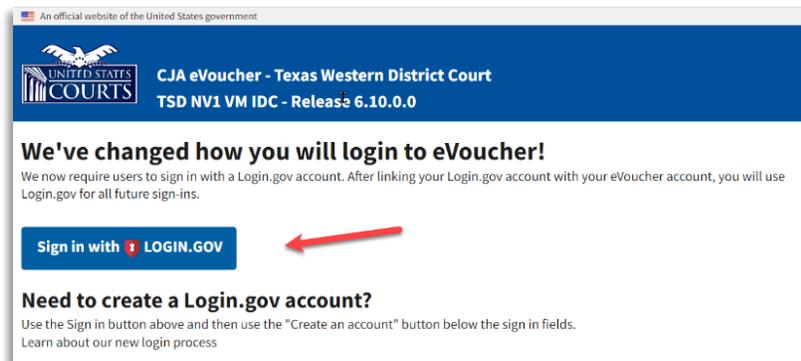


The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header, the main heading is "Link eVoucher Account with Login.gov Account". The instructions state: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." A note says: "Note: Please contact an eVoucher administrator for assistance." There is a text input field labeled "eVoucher Email Address" containing the email "davidattorney@gmail.com". A red arrow points to this field. Below the field is a blue "Next" button. At the bottom, a notice states: "Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management."

For EXISTING Login.gov accounts:

Step 1

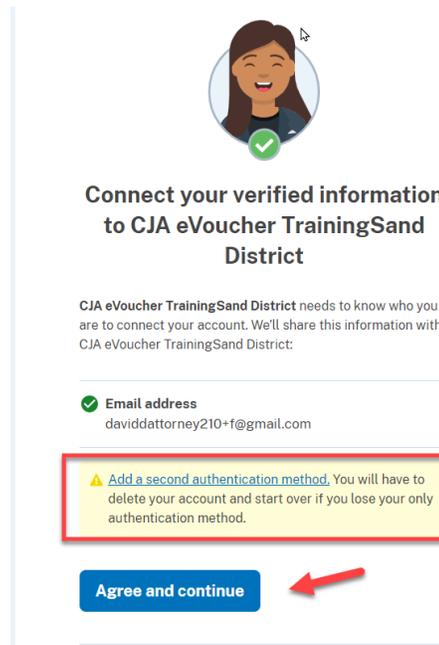
From your court's eVoucher sign in page, click **Sign in with Login.gov** and follow the prompts to sign in and authenticate your Login.gov account.



The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "TSD NV1 VM IDC - Release 6.10.0.0". Below the header, the main heading is "We've changed how you will login to eVoucher!". The instructions state: "We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins." There is a blue button labeled "Sign in with LOGIN.GOV". A red arrow points to this button. Below the button, the heading is "Need to create a Login.gov account?". The instructions state: "Use the Sign in button above and then use the 'Create an account' button below the sign in fields. Learn about our new login process."

Step 2

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

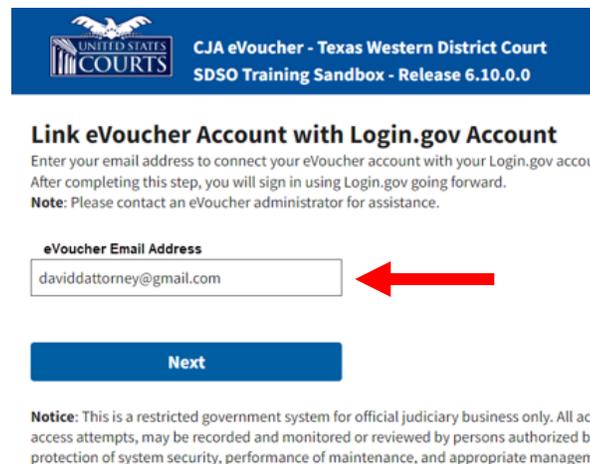
✓ **Email address**
davidattorney210+f@gmail.com

⚠ **Add a second authentication method.** You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a secondary authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.



Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address
davidattorney@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by protection of system security, performance of maintenance, and appropriate management.

Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

In the **eVoucher Email Address** field, enter your eVoucher SLP email address and then click **Next**.

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address

davidattorney@firm.com

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Note: This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher) and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

Link eVoucher Account with Login.gov Account

Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

eVoucher Password

[Forgot your password?](#)

Connect Accounts

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 3

If your Login.gov account is successfully linked to our eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.

An official website of the United States government

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Welcome, David Expert

David Expert (Expert)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

✓ You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

My Active Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:21-cr-11294-MJ	Pete Robbins (# 210) Claimed Amount: 174.75	CJA-20 Moralae Attorney	Voucher Entry	09/01/2021

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

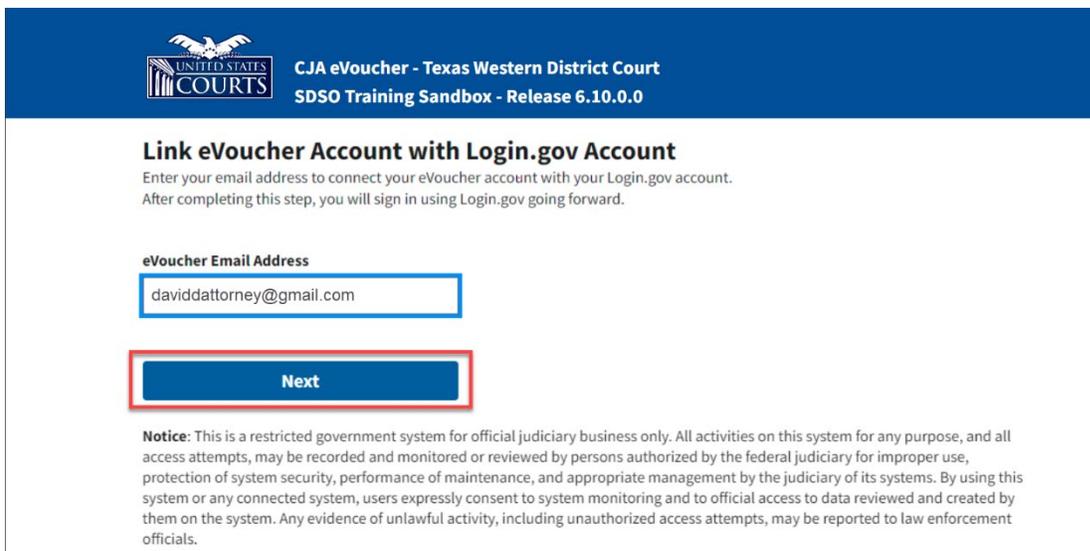
You have not linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address
davidattorney@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

A message appears prompting you to check your email and confirm that you entered the correct email address.

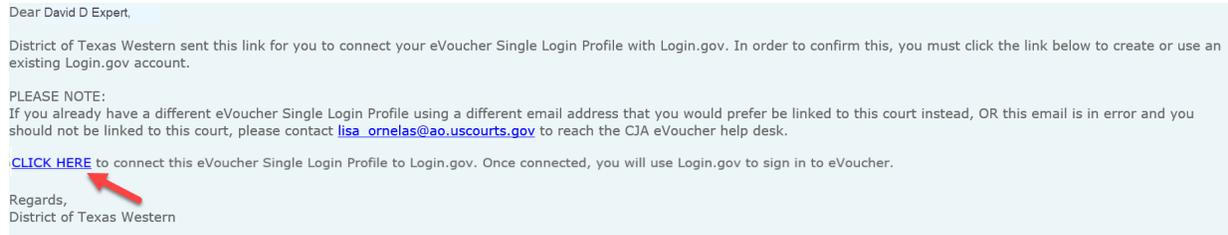


Check your email

An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

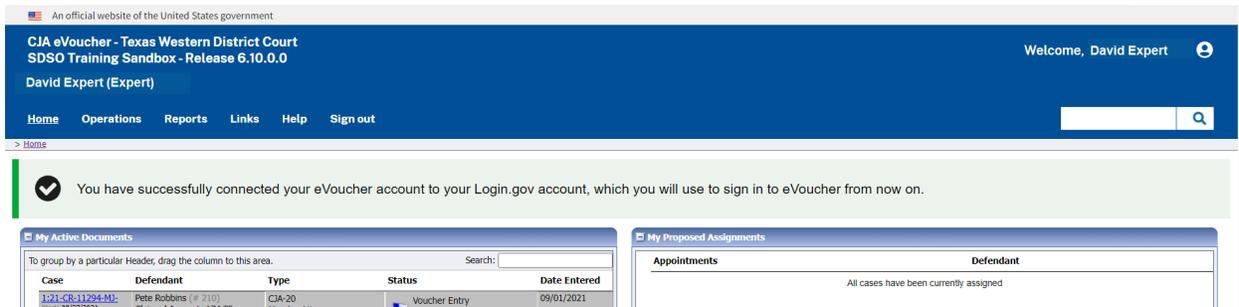
Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.



Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.



You have not linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

Step 1

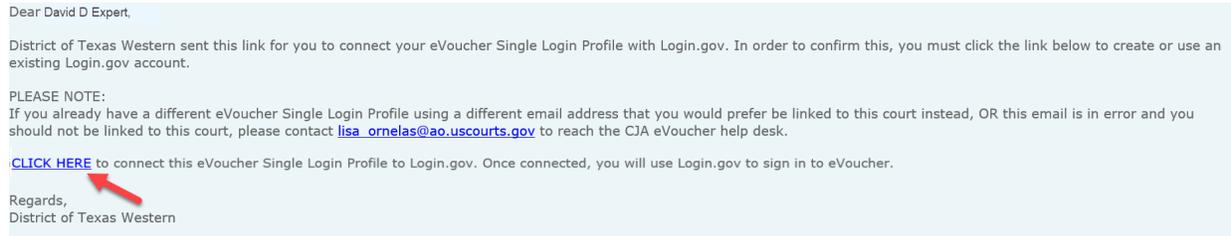
Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.

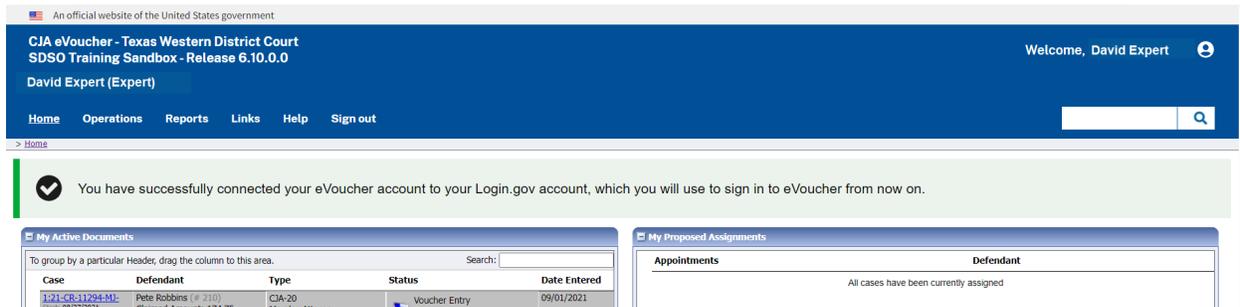
Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.



You have not linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed into the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.



We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.



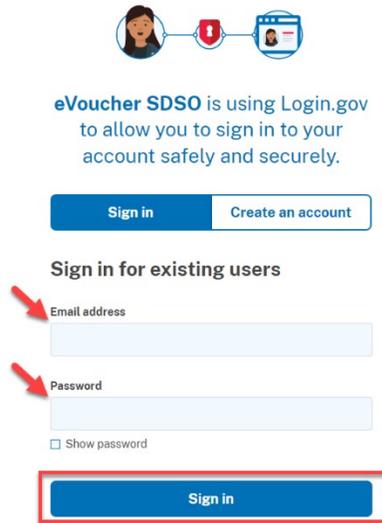
Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

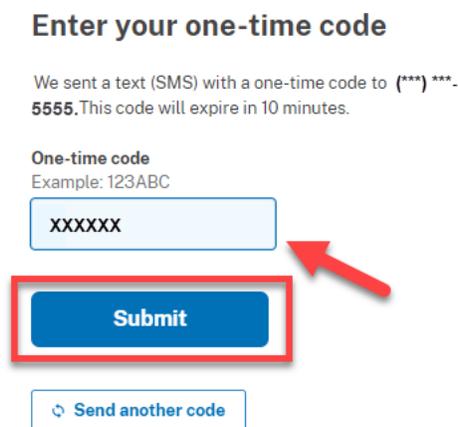
By default, you are directed to the Login.gov sign in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account and then click **Sign in**.



The image shows a login interface for eVoucher SDSO. At the top, there are three icons: a person, a red shield with a white checkmark, and a computer monitor. Below the icons, the text reads: "eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted in blue) and "Create an account". Below this is the heading "Sign in for existing users". There are two input fields: "Email address" and "Password". A red arrow points to the "Email address" field, and another red arrow points to the "Password" field. Below the "Password" field is a checkbox labeled "Show password". At the bottom, there is a blue "Sign in" button highlighted with a red border.

Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device and then click **Submit**.



The image shows a screen titled "Enter your one-time code". Below the title, it says: "We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes." Below this is the heading "One-time code" and an example: "Example: 123ABC". There is a text input field containing "XXXXXX" with a red arrow pointing to it. Below the input field is a blue "Submit" button highlighted with a red border. At the bottom, there is a button labeled "Send another code" with a refresh icon.

Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David Expert (Expert)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

No data

Vendor Manager System (VMS)

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.11.0.0

Welcome, David Expert

David Expert (Expert)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

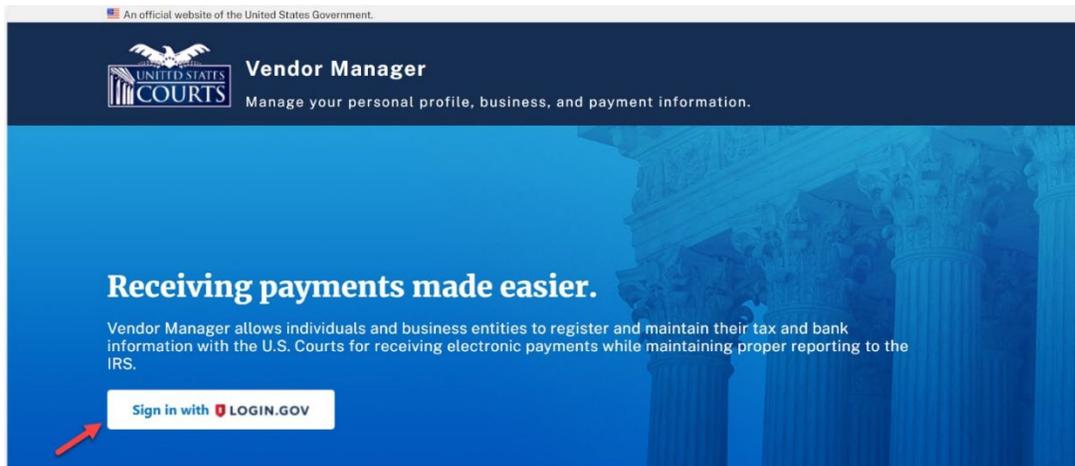
> [Home](#)

Vendor Information Incomplete
You must provide vendor and payment information in Vendor Manager before you can submit a voucher for payment. Go to Vendor Manager to proceed.
Refresh page (F5) for latest information.

[Sign in to Vendor Manager](#)

Step 2

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.



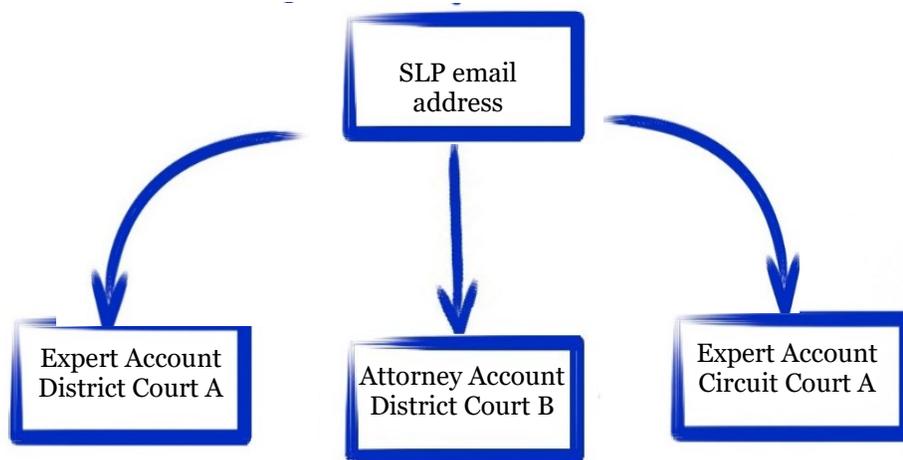
Step 3

Review the VMS job aids for all the information necessary to create your VMS account.

Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

Single Login Profile for David D. Expert



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, on the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



Editing Your SLP

Your SLP information is divided into three sections: Account Information, Billing Information, and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

Single Login Profile – David Expert

Account Information ← -

First name	Middle name	Last name	Suffix
David	-	Expert	-

Email address
davidexpert210@gmail.com Edit

Password

Billing Information ← +

Linked eVoucher Accounts ← +

Modifying Your Name

Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – David Expert

Account Information

First name	Middle name	Last name	Suffix
David	-	Expert	-

[Edit](#)

Step 2

Make any necessary changes, and then click **Save changes**.

Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

Single Login Profile – David Expert

Account Information

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text"/>	<input type="text" value="Expert"/>	<input type="text"/>

Note: It is important to remember that changing your SLP email address does not change the email address associate with your Login.gov account.

Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and requests to reset a forgotten password. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Single Login Profile – David Expert

Account Information				–
First name	Middle name	Last name	Suffix	Edit
David	-	Expert	-	
Email address				Edit
davidexpert210@gmail.com				
Password				
LOGIN.GOV				

Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help>.

Viewing Billing Information

Step 1

Click the plus sign (+) to expand the Billing Information section.

Single Login Profile – David Expert

Account Information	+
Billing Information	+

Step 2

View read-only payment account information from VMS in this section. Click go to **Vendor Manager** link to go to VMS to edit your billing and payment information there.

> Help > [Single Login Profile](#)

Single Login Profile – David Expert

Account Information	+
Billing Information	-

Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

David Expert
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24



Linked eVoucher Accounts	+
--------------------------	---

Viewing Linked eVoucher Accounts

Step 1

Click the plus sign (+) to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.

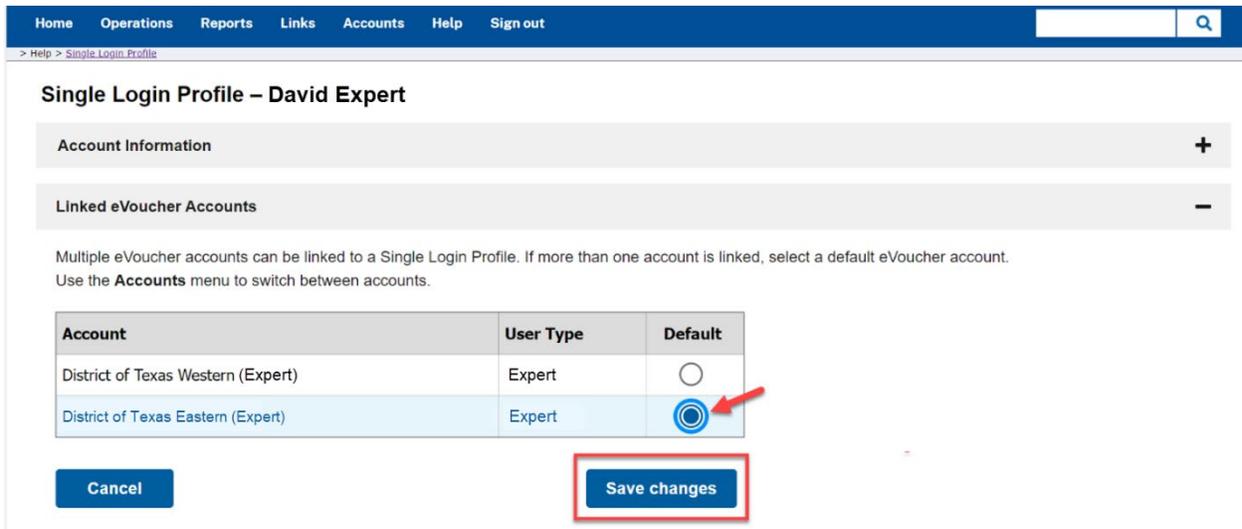
Single Login Profile – David Expert

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.



Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

Single Login Profile – David Expert

Account Information +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
District of Texas Western (Expert)	Expert	<input type="radio"/>
District of Texas Eastern (Expert)	Expert	<input checked="" type="radio"/>

Cancel Save changes

Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.



CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David Expert (Expert)

Home Operations Reports Links **Accounts** Help Sign out

> Home

District of Texas Western - Expert
District of Texas Eastern - Expert

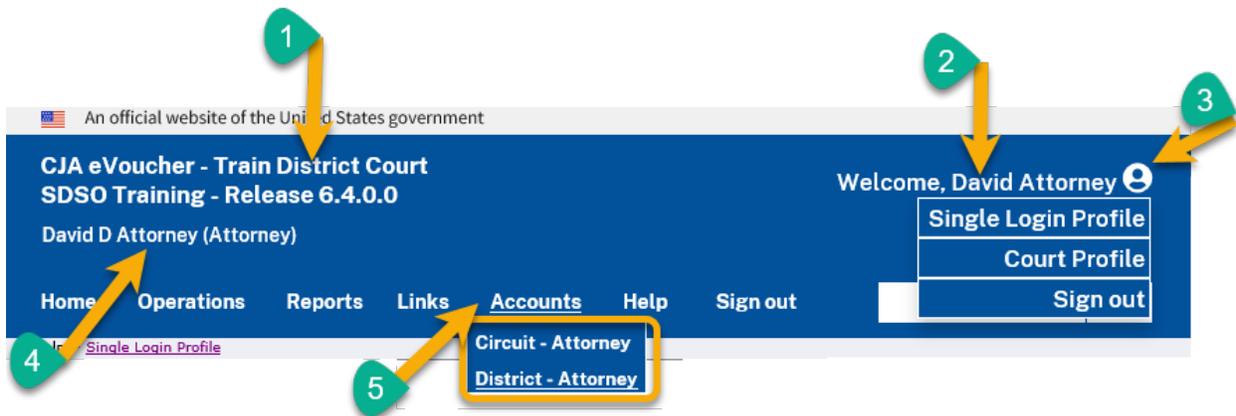
My Active Documents

To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry Edit	04/14/2014

Single Login Profile vs. Court Profile

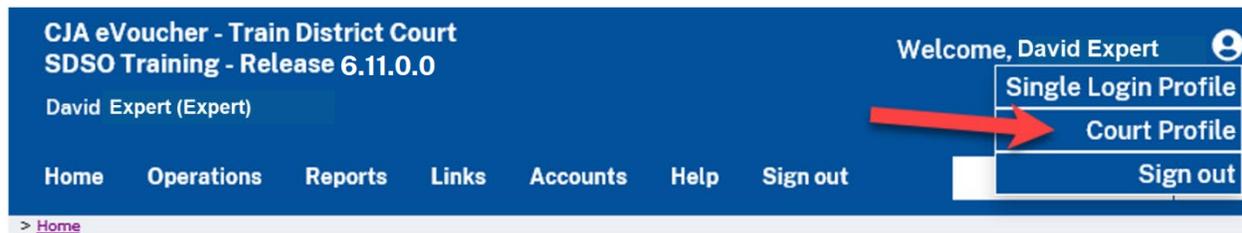
This section contains tips on how to identify which court account you are in and who you are within that court.



Court Account	This is the court account you selected from the Accounts menu, showing the account to which you are signed in.
Single Login Profile SLP	This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
Profile icon	You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the Help menu.
Court account username	This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
Accounts menu	From this menu, you can access all of the court accounts to which you are linked.

Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point your profile icon and then click **Court Profile**.



On the Court Profile page, you can:

- Edit contact information, phone, email, and/or physical address.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Copies of a W-9 must be provided to the panel administrator, and any changes to the SSN or EIN must be completed in VMS.
- Enter expert specialties
- Document any continuing legal education (CLE) attendance.

Click **Edit** to the right of the Expert Info and Expert Specialties sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

> [Help](#) > [Court Profile](#)

Court Profile

Expert Info This is the contact information that will appear on payment vouchers.	Name: Charlene Campos <i>Contact Info:</i> Phone: 210-555-5900 Cell Phone: 210-555-1111 deadmail@support.aobx.uscourts.gov <i>Address:</i> 110 Main Street San Antonio, TX 78210 US	<input type="button" value="Edit"/>
Billing Info View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.	Charlene Campos Billing Code:0542-010674 110 Main Street San Antonio, TX 78210 - US Phone: 210-555-5900 Fax:	<input type="button" value="View SLP"/>
Expert Specialties Assigned specialties	Current assigned specialties are: [General]: Chemist/Toxicologist	<input type="button" value="Edit"/>

[Manage at Vendor Manager](#)

Expert Info

Step 1

In the Expert Info section, click **Edit** to access your personal information.

Expert Info
This is the contact information that will appear on payment vouchers.

Name: **Charlene Campos**

Contact Info:
Phone: 210-555-5900 | Cell Phone: 210-555-1111
deadmail@support.aotx.uscourts.gov

Address:
110 Main Street
San Antonio, TX 78210
US

Edit

If you have an SLP that is linked to more than one court, certain changes made to the Expert Info section of your court profile are applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts.

Court Profile

i For **Attorney Info** or **Expert Info** section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.
Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

Make any necessary changes and then click **Save**.

Expert Info
This is the contact information that will appear on payment vouchers.

*** Required Fields**

First Name * (If self-employed) Middle Last Name
Charlene Campos Inactive

Main Email *
deadmail@support.aotx.uscourts.gov

2nd Email
3rd Email

Phone * Cell Phone
210-555-5900 210-555-1111

Address 1 * City *
110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)
TEXAS 78210

Address 3 Country *
UNITED STATES

Save
cancel

Note: SSN/EIN information displays in the Expert Info section for expert accounts with the information that was added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.

Billing Info

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

Note: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information is displayed in the Billing Info section if your account included billing information prior to the 6.11 release.

Step 1

Click **View SLP** to access your SLP section in eVoucher.

Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

[Manage at Vendor Manager](#)

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment account information there.

Home Operations Reports Links Help Sign out

> Help > [Single Login Profile](#)

Single Login Profile – Charlene Campos

Account Information +

Billing Information -

Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

Charlene Campos
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24

Step 2

Click the **Manage at Vendor Manager** link to access VMS.

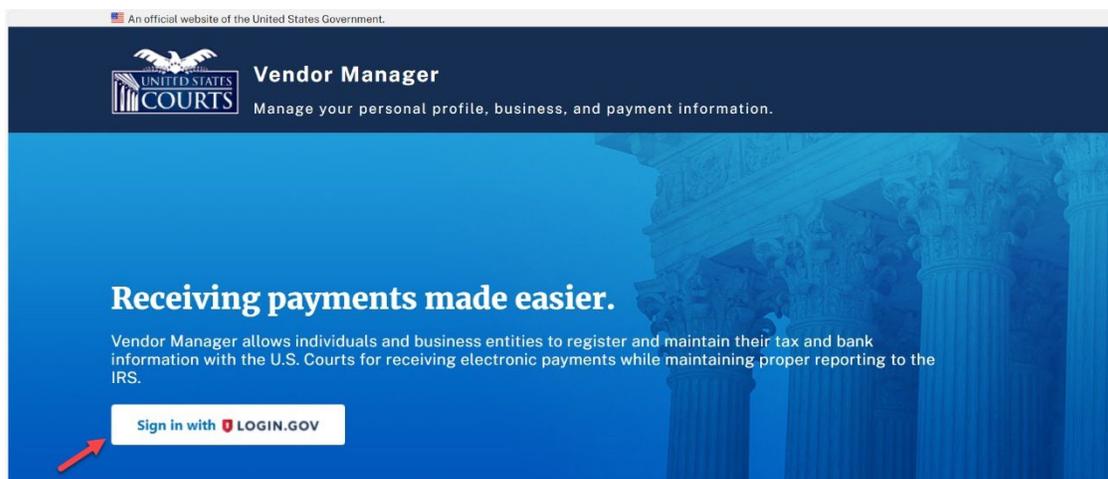
Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

[Manage at Vendor Manager](#)

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.



Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

Changes made in this section are not applied to any of your other linked accounts. This information appears at the top of your Court Profile page.

Court Profile



Changes made to this court profile will not be applied to any other linked accounts.

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

Select the check box(es) for any specialties that apply to you.

Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

General

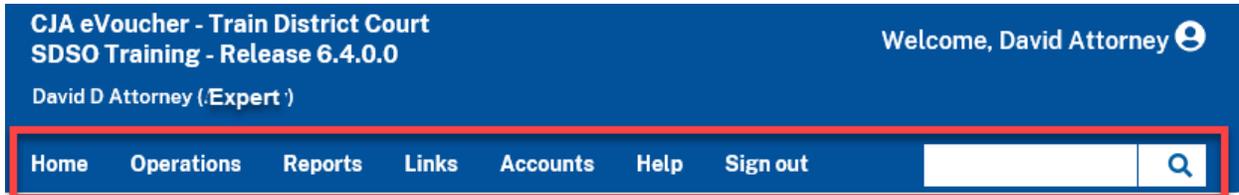
- Accountant
- Ballistics Expert
- CALR(Westlaw, Lexis, etc)
- Chemist, Toxicologist
- Computer (Hardware, Software, Systems)
- Computer Forensics Expert
- Documents Examiner
- Duplication Services
- Fingerprint Analyst
- Hair, Fiber Expert
- Interpreter Translator
- Investigator
- Jury Consultant
- Legal Analyst/Consultant
- LitigationSupport Services
- Mitigation Specialis
- Other
- Other Medical Expert
- Paralegal Services
- Pathologist, Medical Examiner
- Polygraph Examiner
- Psychiatrist
- Psychologist
- Voice, Audio Analyst
- Weapons Firearms Explosive Expert

Transcript

- Court Reporter

Menu and Home Page

Use the menu bar to navigate to the different areas of the application.



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none">* Another link to your SLP.* Another link to your court profile.* The Contact US email address.* The privacy notice.* eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.

The home page provides access to information about your cases and billing information that you submit, or the billing information the attorney submits on their behalf.

My Documents

Case	Defendant	Type	Status	Date Entered
1:13-CR-08810- Start: 06/23/2015 End: 11/03/2015	Jeffrey Gardner (# 1) Claimed Amount: 100.0	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry FISCAL PAYMENT Edit	10/30/2015
1:14-CR-08805- Start: 03/03/2014 End: 11/25/2015	Jebediah Branson (# 1) Claimed Amount: 250.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist	Voucher Entry FISCAL PAYMENT Edit	11/25/2015
1:15-CR-02654- Start: End:	(# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2016
1:17-CR-01234- Start: End:	Kelsey Conaway (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	05/16/2017
1:14-CR-08805- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/02/2020
1:14-CR-08805- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020
1:14-CR-08805- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Voucher Entry Edit	04/17/2020

Page 1 of 3 (29 items)

My Submitted Documents

Case	Defendant	Type
1:14-CR-08- Start: 06/23/2017 End: 06/23/2017	Jebediah Branson (# 1) Claimed Amount: 1,100.0	CJA-21 - (RETURNED) Rick Astley Chemist/Toxicologist
1:17-CR-09- Start: 10/17/2017 End: 10/17/2017	Diana Evans (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
1:17-CR-01- Start: 10/31/2017 End: 11/02/2017	Roy Knight (# 1) Claimed Amount: 1,000.0	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07- Start: 06/15/2018 End: 06/15/2018	Claimed Amount: 500.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08- Start: 06/21/2018 End: 06/21/2018	Thomas Howell (# 1) Claimed Amount: 1,517.5	CJA-21 Rick Astley Chemist/Toxicologist
1:15-CR-07- Start: 06/27/2018 End: 06/27/2018	Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08- Start: 04/28/2020 End: 04/28/2020	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist
1:14-CR-08- Start: 05/06/2020 End: 05/06/2020	Jebediah Branson (# 1) Claimed Amount: 394.50	CJA-21 Rick Astley Chemist/Toxicologist

Closed Documents

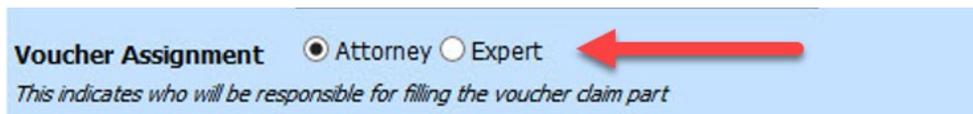
Case	Defendant	Type
------	-----------	------

Section Name	Contents
My Documents	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
My Submitted Documents	This section contains vouchers for you that have been submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents display only for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointments page.

Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: Expert and Expert Enter. When a service provider signs in, they see a list of all of their documents on the home page. The Expert role allows the service provider to sign in to eVoucher, view any documents created on their behalf, verify that the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The Expert Enter role allows the expert to complete their voucher after the CJA-21 voucher has been created. If the attorney selects an expert who has these privilege, it can be decided if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher to the attorney for approval.



CJA-21/31Entry

The Panel Administrator creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, you are allowed to enter the services and expenses. You will receive an email message informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

Step 1

Sign in to the eVoucher application. The voucher should appear in the My Documents section of your home page.

Case	Defendant	Type	Status	Date Entere
1:14-CR-08805... Start: End:	Jebediah Branson (... Claimed Amount: 0....	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	04/28/2020
1:12-CV-08806... Start: End:	Thomas watson (... Claimed Amount: 0....	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	01/20/2016
1:13-CR-08810... Start: 11/23/2015 End: 11/24/2015	Jeffrey Gardner (# 1) Claimed Amount: 2...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit FINAL PAYMENT	11/24/2015
1:14-CR-08809... Start: End:	Al Perez (# 1) Claimed Amount: 0....	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	11/04/2015

1 Page 1 of 1 (4 items)

Step 2

To enter your fees and expenses, in the Status column, click the **Edit** link.

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805... Start: End:	Jebediah Branson (... Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry Edit	04/28/2020

The voucher opens to the Basic Info page, which displays the information in the paper voucher format.

CJA-21 Voucher Entry

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Summary: \$0.00

Services

Expense Type	Amount
Travel	\$0.00
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Specialty: Chemist/Toxicologist
Maximum on Services Without Prior Authorization: \$900.00

Fee Amount Remaining After Approved and Pending: \$900.00

Tasks

[Link To Appointment](#)
[Link To Representation](#)

Basic Info

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0542	Jebediah Branson		
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER	5. APPEALS. DKT DEF NUMBER	6. OTHER. DKT DEF NUMBER
	5:78-CR-00210-88-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
12:1457.M.PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER	
David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-1185 Email: daviddattorney@gmail.com		<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson	
		Date of Order: 7/1/2024 Nunc Pro Tunc Date: Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Expert Contact Info

Charlene Campos
110 Main Street
San Antonio, TX 78210
US
210-555-5900
deadmail@support.aotx.uscourts.gov

Payment Details

Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#).

Charlene Campos

Charlene Campos
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24

[« First](#) [< Previous](#) [Next >](#) [Last »](#) [Save](#) [Delete Draft](#) [Audit Assist](#)

Notes:

- * To avoid data loss, frequently save any entries made to a voucher.
- * To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- * To check for warnings or errors in the document, click **Audit Assist** at any time.
- * To navigate, click the tabs or the navigation buttons in the progress bar.

Entering Services

Line-item entries should be entered on the Services page.

Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab or click **Next** on the progress bar. Required fields are marked with a red asterisk.

The screenshot shows the 'Services' page with the following elements:

- Progress bar: Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation
- Form fields:
 - Date: 7/25/2024 *
 - Service Type: [Dropdown] *
 - Doc.# (ECF): [Text]
 - Pages: [Text]
 - Hours: [Text] * at \$152.00 per hour.
- Buttons: Add, Remove
- Table:
 - Header: Service Type | Date | Description | Hrs | Rate | Amt
 - Content: (Empty)
- Footer:
 - Navigation: « First | < Previous | **Next >** | Last »
 - Actions: Save, Delete Draft, Audit Assist

Step 2

Enter the date of the service, the number of hours billed, the rate, and a description of the service.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Date: 7/25/2024 * Description: PC analysis *

Units: 4 *

Rate: 25 *

* Required Fields

To group by a particular Header, drag the column to this area.

Date	Description	Units	Rate	Amt
------	-------------	-------	------	-----

Page 1 of 1 (1 items) [1] Go to page: View items per page: 10 25 50 100

Step 3

Click **Add**.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Date: 7/25/2024 * Description: PC Analysis *

Units: 4.0 *

Rate: 25.00 *

* Required Fields

To group by a particular Header, drag the column to this area.

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate [] Go to page: View items per page: 10 25 50 100

<< First < Previous Next > Last > Delete Draft Audit Assist

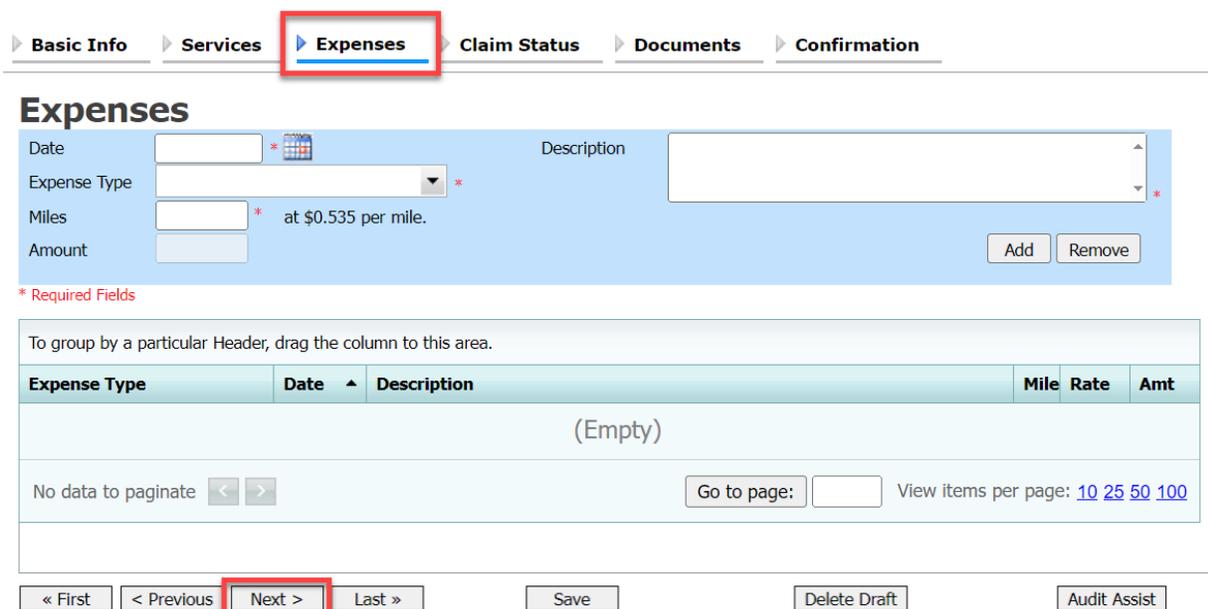
There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears prompting you to save.



Entering Expenses

Step 1

Click the **Expenses** tab or click **Next** on the progress bar.



The screenshot shows the "Expenses" section of the eVoucher system. At the top, a progress bar has five tabs: "Basic Info", "Services", "Expenses" (highlighted with a red box), "Claim Status", "Documents", and "Confirmation". Below the progress bar is the "Expenses" form. It includes fields for "Date" (with a calendar icon), "Expense Type" (a dropdown menu), "Miles" (with a note "at \$0.535 per mile."), and "Amount". There are "Add" and "Remove" buttons. Below the form is a table with columns: "Expense Type", "Date", "Description", "Mile", "Rate", and "Amt". The table is currently empty, showing "(Empty)". Below the table is a pagination control with "No data to paginate" and "Go to page:" followed by a text input field and "View items per page:" followed by links for "10", "25", "50", and "100". At the bottom of the form is a navigation bar with buttons: "« First", "< Previous", "Next >" (highlighted with a red box), "Last »", "Save", "Delete Draft", and "Audit Assist".

Step 2

Enter the expenses, click **Add** and then click **Save**.

Basic Info Services **Expenses** Claim Status Documents Confirmation

Expenses

Date: 07/25/2024 * Description: Travel

Expense Type: Travel Miles * Miles: 22 * at \$0.545 per mile. Amount: 11.99

Add Remove

* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	07/25/2024	Travel	22	\$0.545	\$11.99

Page 1 of 1 (1 items) [1] Go to page: View items per page: 10 25 50 100

« First < Previous **Next >** Last » **Save** Delete Draft Audit Assist

Claim Status

Step 1

Click the **Claim Status** tab or click **Next** on the progress bar.

Basic Info Services Expenses **Claim Status** Documents Confirmation

Claim Status

Start Date: End Date:

Payment Claims *

Final Payment (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earlier. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

Basic Info Services Expenses **Claim Status** Documents Confirmation

Claim Status

Start Date *  End Date * 

Payment Claims *

Final Payment (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

<< First < Previous Next > Last >> Save Delete Draft Audit Assist

Step 3

In the Payment Claims section, click the radio button for the appropriate claim status and then click **Save**.

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

Claim Status

Start Date: 7/25/2024 *
 End Date: 7/25/2024 *

Payment Claims *

Final Payment (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

[« First](#)
[< Previous](#)
[Next >](#)
[Last »](#)
[Save](#)
[Delete Draft](#)
[Audit Assist](#)

Radio Button	Payment Claims Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Request payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payment.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The expert can submit a blank (no services or expenses) CJA-21/31 at the end of the case.

Documents

Step 1

Click the **Documents** tab or click **Next** on the progress bar.

The screenshot displays a web interface for managing documents. At the top, a horizontal progress bar contains five tabs: 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Documents' tab is highlighted with a red box. Below the progress bar, the main heading is 'Supporting Documents'. Underneath, there is a blue-bordered box for file uploads. It contains a 'File Upload (Only Pdf files of 10MB size or less!)' section with a 'Choose File' button and the text 'No file chosen'. Below this is a 'Description' text input field. An 'Upload' button is located at the bottom right of this section. Below the upload section, there is a table with a header row containing 'Description', 'Delete', and 'View'. The table body shows 'No Attachments'. At the bottom of the interface, there is a navigation bar with several buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' button is highlighted with a red box.

Step 2

Click **Choose File** to attach any receipts, invoices, or documents as PDF documents. In the **Description** field, optionally label and describe the attachment and then click **Upload** to attach the PDF document. Click **Save**.

Basic Info Services Expenses Claim Status Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File February R... - Parking.pdf

Description

Description	Delete	View

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1

Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all the entries from the previous screens. Verify that all the information is correct and then scroll to the bottom of the screen.

Basic Info |
 Services |
 Expenses |
 Claim Status |
 Documents |
 Confirmation

Confirmation

1. CIR. DIST DIV CODE 0542		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER		4. DIST. DKT DEF NUMBER 5:78-CR-00210-S3-AA		5. APPEALS. DKT DEF NUMBER	
6. OTHER DKT DEF NUMBER		7. IN CASE/MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case			
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBITED ACTIVITIES					
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$ <input checked="" type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.					
Signature of Attorney David D Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: daviddattorney@gmail.com					
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)			14. TYPE OF SERVICE PROVIDER		
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Date of Order _____ Num: Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<input checked="" type="checkbox"/> 10 Chemist/Toxicologist		
CLAIMS FOR SERVICES AND EXPENSES					
		AMOUNT CLAIMED		FOR COURT USE ONLY	
				ADJUSTED AMOUNT REVIEW	
16. SERVICES AND EXPENSES					
a. Compensation		\$100.00		\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.99		\$0.00	
c. Other Expenses		\$0.00		\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$111.99		0.0	
17. PAYEE'S NAME Charlene Campos TIN (SSN): *****20 Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: *****24 <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)					
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 07/25/2024 TO 07/25/2024 I hereby certify that the above claim is for services rendered, and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____					
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____					
APPROVED FOR PAYMENT - COURT USE ONLY					
19. TOTAL COMP.		20. TRAVEL EXPENSES		21. OTHER EXPENSES	
				22. TOTAL AMT. APPR. CERT.	
23. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.					
Signature of Presiding Judge		Date		Judge Code	
24. TOTAL COMP.		25. TRAVEL EXPENSES		26. OTHER EXPENSES	
				27. TOTAL AMOUNT	
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD					
Signature of Chief Judge, Court of Appeals (or Delegate)		Date		Judge Code Total Amt. Certified For Payment	

Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm the accuracy of the authorization which automatically time stamps it. Click **Submit**.

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$100.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$11.99	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$111.99	0.0	

17. PAYEE'S NAME

Charlene Campos
TIN (SSN): ***-**-20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number: *****24

Final Payment Interim Payment (#) Supplemental Payment Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 07/25/2024 TO 07/25/2024
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
Signature of Claimant/Payee: _____ Date: _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
Signature of Attorney: _____
Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.

23. Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.
 Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.

Signature of Presiding Judge _____ Date _____ Judge Code _____

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____ Total Amt. Certified For Payment _____

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

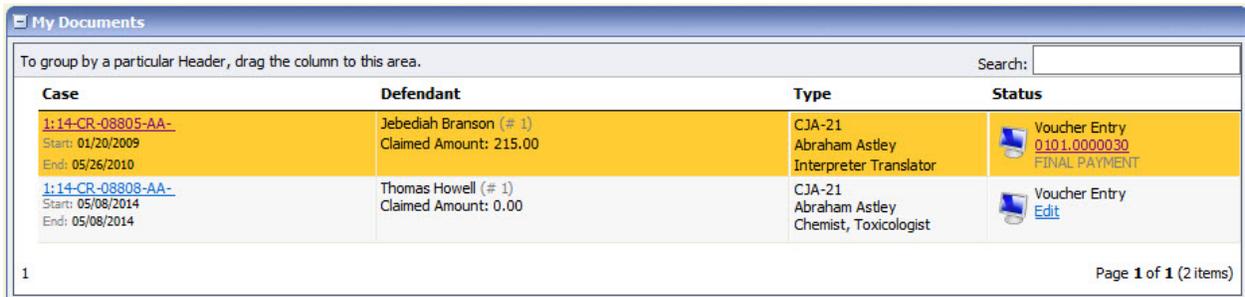
Date: _____



« First < Previous Next > Last » Save Delete Draft Audit Assist

Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlights in gold.



Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
1:14-CR-08808-AA- Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry Edit

1 Page 1 of 1 (2 items)

Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

