

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



CJA eVoucher
Electronic Voucher Management System

**Court Reporter
Manual**

United States District Court Southern District of New York

Contact Information

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Southern District of New York
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Web Resources

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

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

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

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

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Introduction

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

The eVoucher program allows you to:

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

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

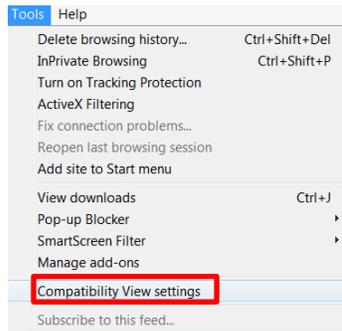
Browser Compatibility

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

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

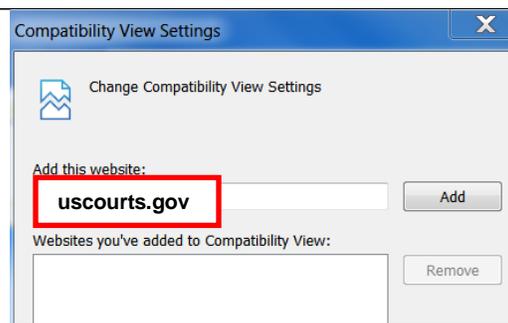
CJA eVoucher will not work with Chrome, Firefox, or any other browser not listed above. You may need to reset the browser’s cache.

1. Click the **Tools menu**, and then select **Compatibility View settings**.



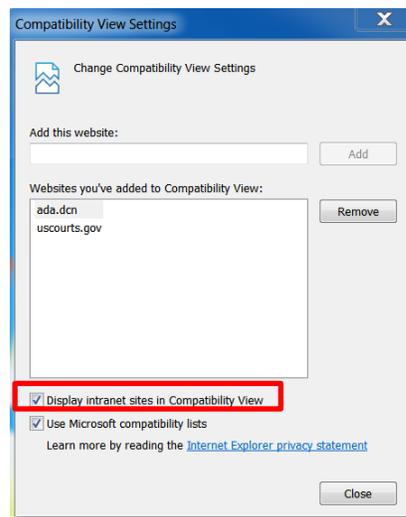
2. Type **uscourts.gov** in the Add this website field.

3. Click **Add**.



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

5. Click **Close**.

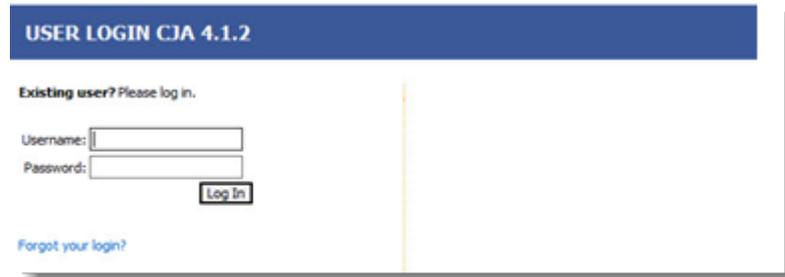


Access the CJA eVoucher Program

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

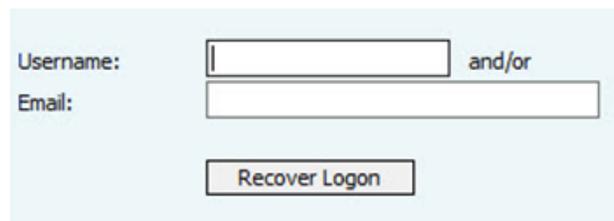
https://evadweb.ev.uscourts.gov/CJA_nys_prod/CJAeVoucher/LogOn.aspx

1. Enter your username and password.
2. Click **Log In**.



Recover Login Information

1. Enter your user name or email address.
2. Click **Recover**.
3. Follow the instructions in the email that you will receive.



Password Rules:

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

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

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

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

Home Page

The screenshot shows the Home Page of a Court Reporting system. At the top, there is a navigation bar with links for Home, Operations, Reports, CME/C, Links, Help, and Logout. A search bar is located in the top right corner. Below the navigation bar, there is a user profile section with the text "Welcome CourtReporter One: My Profile", "My Appointments: View", and "Search Existing Appointments: Search".

The main content area is divided into three sections, each with a red circle highlighting its header:

- 1 My Documents:** This section contains a table with columns for Case, Defendant, Type, and Status. It lists several cases with their respective defendants, types (CJA-24 CourtReporter One), and statuses (Voucher Entry, Voucher Entry, Voucher Entry, Voucher Entry). One row is highlighted in yellow, indicating a rejected voucher.
- 2 My Submitted Documents:** This section contains a table with columns for Case, Defendant, Type, and Status. It lists several cases with their respective defendants, types (CJA-24 CourtReporter One), and statuses (Submitted to Court, Submitted to Court, Submitted to Court). Each status includes a date and time.
- 3 Closed Documents:** This section contains a table with columns for Case, Defendant, Type, and Status. It lists several cases with their respective defendants, types (CJA-24 CourtReporter One), and statuses (Voucher Closed, Voucher Closed, Voucher Closed). Each status includes a date and time.

1 My Documents- CJA 24

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

2 My Submitted Documents- CJA 24

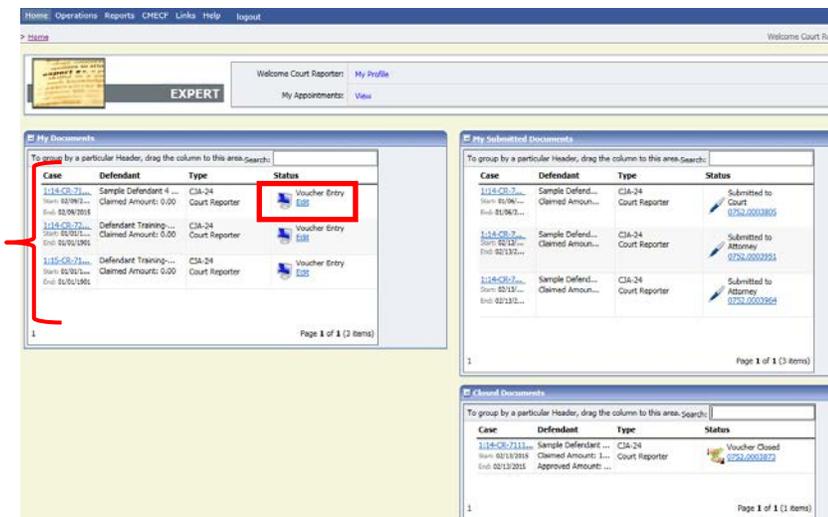
Vouchers that have been submitted to the attorney or Court

3 Closed Documents- CJA 24

Vouchers that have been processed for payment

CJA-24 Voucher (Court Reporter Vouchers)

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

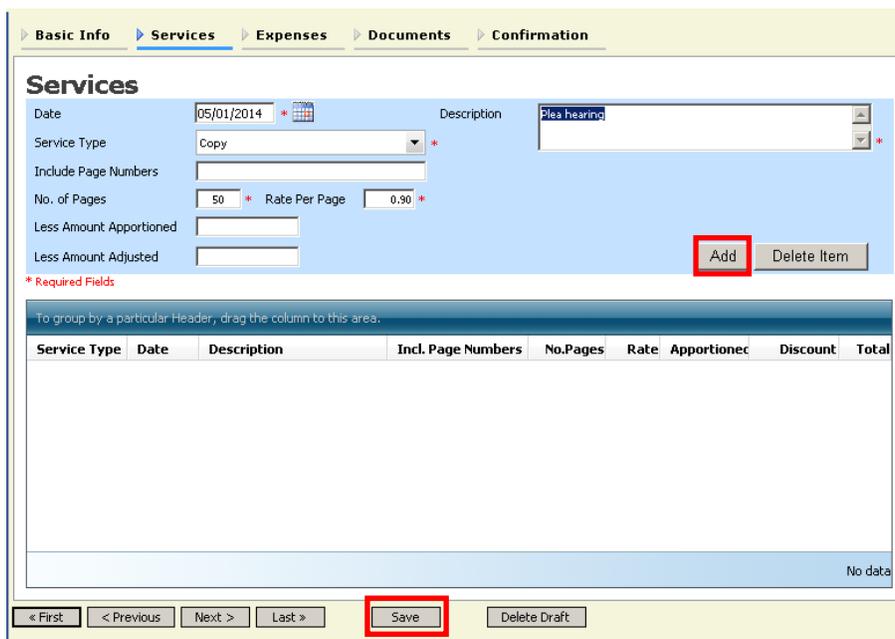


2. Click the **Services** tab.



3. Enter the required fields indicated by an *.

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



5. Click the **Expenses** tab.

The screenshot shows the 'CJA-24 Voucher Entry' interface. The user is logged in as 'Rashawn Vassell'. The navigation tabs are 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The 'Expenses' tab is highlighted with a red box. The 'Services' section is visible, with fields for Date (05/01/2014), Service Type (Copy), Description (Plea hearing), No. of Pages (50), and Rate Per Page (0.90).

6. Enter the required fields indicated by an *.

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

The screenshot shows the 'Expenses' form. The navigation tabs are 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The 'Expenses' tab is selected. The form has the following fields: Date (11/19/2015), Expense Type (with an asterisk *), Miles, Amount, and Description (with an asterisk *). The 'Add' button is highlighted with a red box. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty. At the bottom, the 'Save' button is highlighted with a red box.

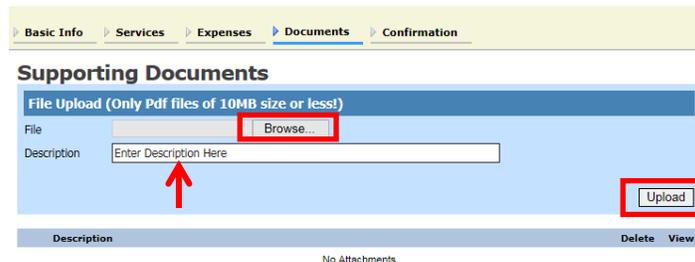
CJA-24 Attach documents to a claim

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

1. Click the **Documents** tab.



2. Click **Browse** and select the document to be attached.



3. Add a title in the description field.

4. Click **Upload**, then **Save**.



CJA-24 Sign and submit voucher to attorney

1. Click the **Confirmation** tab.



2. Review the voucher.

The screenshot displays the Confirmation form with the following fields filled out:

- 1. CR. DIST/DIV CODE:** 0208
- 2. PERSON REPRESENTED:** Rashawn Vassell
- 3. MAG. DKT/DEF NUMBER:** (empty)
- 4. DIST. DKT/DEF NUMBER:** 1:12-CR-00626-4-ONE
- 5. APPEALS DKT/DEF NUMBER:** (empty)
- 6. OTHER DKT/DEF NUMBER:** (empty)
- 7. IN CASE/MATTER OR (Case Name):** US v. Christian
- 8. TYPE PERSON REPRESENTED:** Adult Defendant
- 9. REPRESENTATION TYPE:** Federal capital prosecution, either trial or direct appeal
- 10. OFFENSE(S) CHARGED:** 18:1951 F INTERFERENCE WITH COMMERCE BY THREAT OR VIOLENCE
- 11. ATTORNEY'S NAME AND MAILING ADDRESS:** Attorney Two, 500 Pearl Street, New York NY 10007, Phone: 212 805 4054
- 12. COURT ORDER:** A Associate, C Co-Counsel, F Subs for Federal Defender, G Appointing Counsel, F Subs for Panel Attorney, R Subs for Retained Attorney, Y Standby Counsel
- 13. LAW FIRM NAME AND MAILING ADDRESS:** (empty)
- 14. SPECIAL AUTHORIZATIONS:** A. Apportioned Cost % of transcript with; B. 14-Day, Expedited, Daily, Hourly, Realtime Unedited; C. Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Voir Dire, Jury Instructions; D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.
- 15. APPROVED FOR PAYMENT -- COURT USE ONLY:** Signature of Judge or Clerk of Court, Date, Approved Amount \$0.00
- 16. ATTORNEY'S STATEMENT:** I swear and affirm the truth or correctness of the above statements. Date: (empty)
- 17. COURT ORDER:** (empty)

3. Scroll to the bottom of the screen and click the affirmation box.

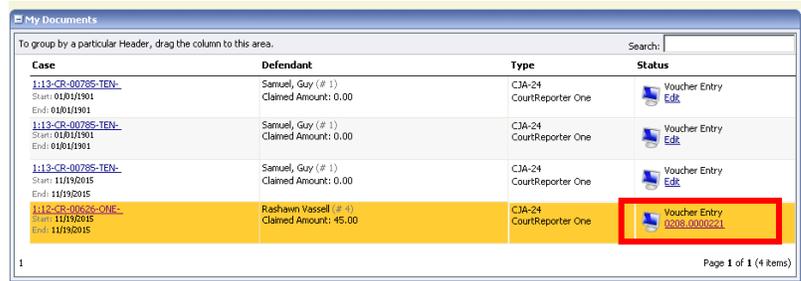
4. Click **Submit**.

The screenshot shows the bottom section of the CJA-24 Voucher Entry interface. It includes the "APPROVED FOR PAYMENT -- COURT USE ONLY" section, a "Public/Attorney Notes" text area, and a red-bordered box containing the affirmation: I swear and affirm the truth or correctness of the above statements. Below this is a "Date:" field. To the right is a "Submit" button with a green arrow icon. At the bottom, there are navigation buttons: << First, < Previous, Next >, Last >>, Save, and Delete Draft.

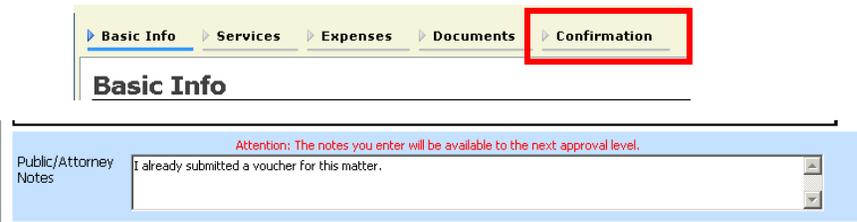
Rejected Vouchers

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

1. Click the rejected voucher.



2. Click the **Confirmation** tab to read any notes sent by the attorney or CJA clerk.

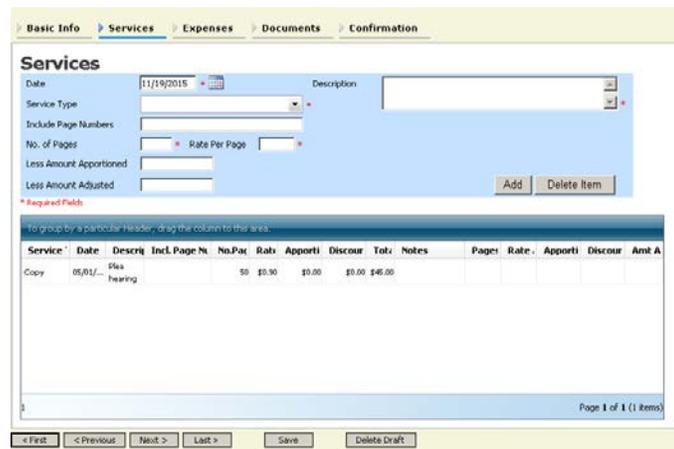


3. Click the tab of the area requiring attention.

4. Click the entry to be modified.

5. Modify the entry as needed.

6. Click **Save**.



7. Correct any deficiencies and resubmit the voucher to the attorney by checking the affirmation box and click **Submit**.

