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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 service providers.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification on approval or rejection of vouchers.
- Electronic transfer to the Circuit for excess approval.

Accessing the CJA eVoucher Program

To access the CJA eVoucher program, use your browser to go to the eVoucher website:

https://evadweb.ev.uscourts.gov/CJA_mie_prod/CJAeVoucher/

You will be taken to the CJA login page. It is suggested that you bookmark it for easier access. Enter your username and password and click Log In.

If you forget your username or password, click the Forgot your Login hyperlink. Enter your username or email address and click Recover Logon. You will receive an email with instructions on how to reset your password.
Browser Compatibility

- Windows: Internet Explorer (IE) 8 or newer
- Apple Macintosh: Safari 5.1 or newer
- Apple Mobile: Safari is approved (but with limitations)
  - Chrome, Mozilla Firefox, and other browsers may **not be used** with CJA eVoucher
- If using IE 10 or 11, you will need to set your browser to “Compatibility Mode”. First, go to the eVoucher website. Then, click on the Compatibility View Settings (under Tools) and add the website.
Home Page and Navigation (menu)

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

My Documents
The My Documents folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the Court for processing.

My Submitted Documents
The My Submitted Documents folder contains documents which have been submitted to the Court for processing.

Closed Documents
The Closed Documents folder contains documents which have been completely processed.

Search
Service providers are generally not given rights to search in eVoucher. If you click the Search hyperlink near the top of the home page, you may receive a message indicating that you do not have access to these functions.

Note:
The Search option is not a valid link. A Pop up will indicate that you have been redirected.

You don't have access to the requested page. The system has redirected you here.
The eVoucher Menu

Menu Bar Items

<table>
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<td>Home</td>
<td>The eVoucher home page.</td>
</tr>
<tr>
<td>Operations</td>
<td>Appointments you have been assigned.</td>
</tr>
<tr>
<td>Links</td>
<td>Hyperlinks to CJA resources: forms, guides, publications, etc.</td>
</tr>
<tr>
<td>Help</td>
<td>Provides:</td>
</tr>
<tr>
<td></td>
<td>• Another link to your Profile</td>
</tr>
<tr>
<td></td>
<td>• “Contact Us” e-mail</td>
</tr>
<tr>
<td></td>
<td>• Privacy Notice</td>
</tr>
<tr>
<td>Logout</td>
<td>Logs user off the eVoucher program.</td>
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Profile

Your profile contains your login information, your contact information, as well as the billing information which will be used to pay for your services. You will be responsible for managing and updating this information.

Changing Your Username and Password

You may change both your username and password in your profile. You may access your profile from the home page by clicking the My Profile link to the right of the user profile picture. Or, you may select
My Profile from the Help menu.

Click Edit on the right side of the Login Info section.

To change your username, type the new username and click Change.

To change your password, click the Reset hyperlink. Type the new password, retype it in the confirm field and click Reset. Click Close to exit the Login Info section.

Users are required to periodically change their passwords. Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, and special characters

Expert Info

The Expert Info section of the profile contains your name and contact information. If any information is missing or incorrect, you can change your personal info by clicking Edit to the right of this section of the profile.
Billing Info

The Billing Info section of the profile contains pertinent information for payment purposes. If your personal information, address, and phone are correct from the Expert Info section, you can select the checkbox to Copy Address from Profile. You will not be allowed to submit a voucher in CJA eVoucher without complete billing information. You may edit the billing info by clicking Edit to the far right of the Billing Info section of the profile.

You may add additional billing records by clicking the Add button. If you have multiple billing address in your profile, you, or the attorney for whom you are providing services, must choose the billing information you wish to use when creating vouchers or authorizations.
The **Expert Specialties** section will list all specialties available in eVoucher. You are responsible for selecting the specialties that you are qualified to perform. When vouchers or authorizations for you are created in eVoucher, the selection of your specialty will populate your name and billing information. That specialty will also be checked on any of the CJA 21 forms created in eVoucher.

Please select which specialties apply to you:

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

**Transcript**
- Court Reporter
CJA 21/31 Entry

The attorney will initiate the CJA-21 or CJA-31 voucher. The system will send you an email notification when there is a voucher ready for you.

CJA 21/31s ready to be completed will appear in the My Documents folder on your home page, with the status of “Voucher Entry”. To open the voucher, click on the Case Number or Edit. If you are looking for a voucher and it does not appear in the My Documents section, please contact the attorney, as the attorney must initiate the voucher on your behalf.

The Voucher will open to the Basic Info tab screen. The left-hand panel will display a running summary of the services and expenses as they are entered and saved.

Click the Services or Expenses tab at the top of screen or click Next at the bottom of the screen.
Enter your service fees and expenses:

Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed and the rate. A description of the service provided is required. Click Add.

You may continue to add additional entries until you have entered all of your service dates. There is no autosave feature in eVoucher – make sure to click Save after every few additions.
**Claim status:**

The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Please ensure that the date range covers the days for which you are billing services and expenses.

Under **Payment Claims**, make a payment selection. Final payment indicates that you will not be billing anymore on this particular appointment. Interim payments must be approved by the Court in advance, but may be applicable for those involved in long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested.

![Claim Status Image]

**To submit your voucher:**

Advance to the **Confirmation** tab. You will be able to review the summary of the voucher and can add any notes which will be available for the attorney and the court staff auditing the voucher.

![Confirmation Image]

Select the “**I swear and affirm...**” checkbox. This action will also date and time stamp the submission. The **Submit** button will become active. Click **Submit** to forward the voucher to the attorney, who must submit it to the Court.
When you submit your voucher, the attorney will be notified via email to approve your voucher. Refer back to eVoucher to track the status of the voucher you submitted. Once the attorney submits the voucher to the Court, the voucher will now appear under your My Submitted Documents. You now have verification that the payment was submitted to the Court.

The illustration below is a sample of the home page. If some time has passed and you do not see the voucher status listed as “Submitted to Court” you can contact the Attorney and ask them to approve and submit the voucher.

When the voucher has been approved by the Court you will be notified by email.

To: Ann Expert,  
Date: 7/19/2016 12:39:24 PM.  

This is to inform you that the U.S. District Court - Eastern District of Michigan has approved your submitted voucher 0645.0000439 for the provided services in case 2:14-CR-20127 before this court.  

Regards,  

This email was generated by CJA eVoucher at U.S. District Court - Eastern District of Michigan.
PRESumptive Hourly Rates*

1. Learned Counsel (Death Penalty)  
   CJA National Rate
2. Counsel (Death Penalty)  
   CJA National Rate
3. Counsel (Non-Death Penalty)  
   CJA National Rate
4. Investigator  
   not more than $82.00
5. Mitigation Specialist  
   not more than $87.00
6. Paralegal  
   not more than $37.00
7. Law Student  
   not more than $20.00
8. Psychologist  
   not more than $200.00
9. Interpreters  
   not more than $47.00
10. Associates  
    not more than $90 on CJA Panel
11. Associates  
    not more than $80 not on CJA Panel

PRESumptive Service Provider Rates*

(Non-Hourly)

1. Interpreters Certified  
   $418 Full Day / $226 Half Day
2. Interpreters Not Certified  
   $202 Full Day / $111 Half Day
3. Translators  
   $.12 - $.15 cents per word

*Special qualifications or circumstances necessitating hourly rates in excess of those listed should be discussed with the Case Budgeting Attorney and the assigned District Judge.