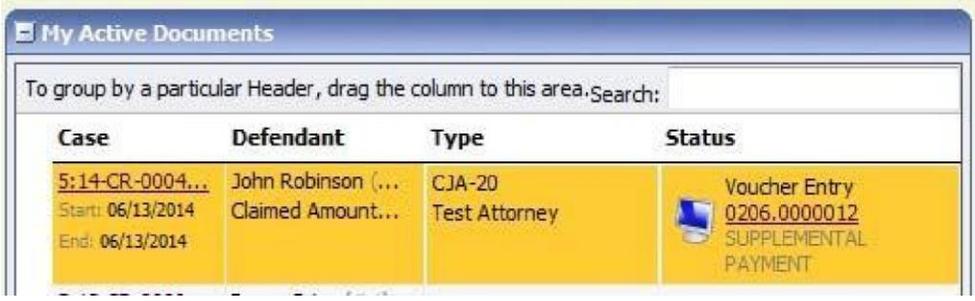
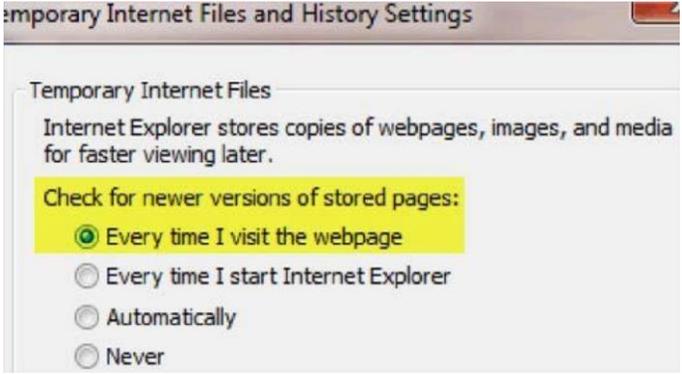


<p>Accessing eVoucher</p>	<p>There is a link to MIED eVoucher on the CJA Attorney page of the Court’s website: www.mied.uscourts.gov</p>
<p>Contact Information</p>	<p>Panel Attorneys are responsible for maintaining current contact information in the “Attorney Info” section of eVoucher. Updates to mailing address and phone number can be made in the Profile (Landing Page, “My Profile”). CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in the eVoucher Profile. This information is not public; it is viewable only by the attorney and court staff.</p>
<p>Passwords / Changing Passwords</p>	<p>From the Landing Page – “My Profile” - Login Info</p> <ul style="list-style-type: none"> ➤ Passwords must be changed periodically. ➤ Re-use of previously used passwords is not permitted. ➤ Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, and special characters
<p>Periodic Saving</p>	<p>It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. The eVoucher program only recognizes “action” items as system activity - such as hitting the Save button - and may periodically time out for security purposes.</p>
<p>Claims for Services</p>	<p>Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be recorded in eVoucher as they occur. Receipts and invoices, when necessary for a claim, should be saved in .pdf format and attached to the electronic voucher when it is submitted to the Court. At case conclusion, complete and submit your voucher within the 45 day submission deadline.</p>
<p>Errors Regarding Dates</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #ffe6e6; padding: 5px; margin-bottom: 5px;">  The date of this voucher is before the Appointment Date. </div> <div style="background-color: #ffe6e6; padding: 5px;">  Service and/or Expenses are out of the Voucher Start and End Dates. </div> <p>If you receive either of the errors above, navigate to the Claim Status section of the voucher. The start date appearing on this page must be the date of the appointment or the nunc pro tunc date (the start date defaults to the current date). This is the earliest date for which claims can be submitted. The end date is the final date on which expense relative to the appointment were incurred. To resolve the errors above, verify that the claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page. If you are not able to resolve the error, contact the Court.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #f0f0f0; padding: 5px; display: flex; justify-content: space-between;"> Basic Info Services Expenses Claim Status Documents Confirmation </div> <div style="background-color: #e0f0ff; padding: 10px; margin-top: 5px;"> <h3 style="margin: 0;">Claim Status</h3> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>Start Date</p> <input type="text" value="6/13/2014"/>  </div> <div style="text-align: center;"> <p>End Date</p> <input type="text" value="6/13/2014"/>  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> </div> </div> </div>

<p>Billing Information</p>	<p>Both the attorney and expert users are responsible for ensuring their billing information in eVoucher, including adding the social security number or EIN. Updates to this information can be made at any time in the Profile. This will ensure that disbursement checks are mailed to the proper address. Payments will be mailed from the U.S. Treasury to the address listed in the profile and W2 forms will be issued under the SSN/EIN as it appears in the Profile.</p>
<p>Yellow Highlighted Item in Inbox</p>	<p>An entry in “My Active Documents” appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an email via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the “Confirmation Page.”</p> 
<p>Email Notifications</p>	<p>The following actions in eVoucher will generate an email to the attorney:</p> <ul style="list-style-type: none"> ➤ Appointment – Email will confirm the acceptance of an assignment ➤ Voucher Rejection – Email will alert the attorney that a submitted voucher has been rejected by the Court for further action by the attorney ➤ Voucher Approval – Email will advise the attorney that the voucher has been approved by the Court. Payment will be mailed to the address listed in the Billing Info section of the Profile.
<p>Browser</p>	<p>Refer to the bottom of the eVoucher login page, which lists approved browsers</p> <ul style="list-style-type: none"> ➤ Windows Internet Explorer 8 or newer ➤ Apple Macintosh Safari 5.1 or newer ➤ Chrome, Firefox, Apple Mobile Safari and other browsers either may not be used with eVoucher or are not supported <p>Under the General Tab > Browsing History > Settings, ensure that your cache setting is set to “Every time I visit the webpage” to avoid data loss</p> 

<p>CJA-21 Voucher still appearing in “My Active Documents”</p>	<p>CJA-21s = 2 2-step process</p> <ol style="list-style-type: none"> 1) The attorney starts the CJA-21 for the expert. After selecting the expert and creating the initial part of the voucher, the expert will login and enter in their voucher information. Once the expert submits the voucher electronically, it will appear in the “My Active Documents” window on the attorney’s landing page. 2) Select the voucher, review, and navigate to the Confirmation page to approve the voucher. The voucher will be electronically submitted to the Court. This review and approval by the attorney is their certification that the work was performed by the expert. For more detailed explanation and screen shots, refer to the CJA Attorney page on the Court’s website; select either the Attorney Manual or the Electronic Learning Module – CJA Expert Services and Authorizations.
<p>I’ve been appointed – What’s next?</p>	<ul style="list-style-type: none"> ▪ Upon acceptance of a CJA assignment, an appointment is created in eVoucher. ▪ An email is generated to the attorney confirming the appointment. ▪ Go to the Profile and confirm or update attorney and billing information. ▪ When the eVoucher home page is accessed, appointments will appear in the “Appointments List” box on the landing page. ▪ Select the case by clicking on the hyperlink. In the left column, click the applicable CJA form. ▪ Enter claims on the “Services” and “Expenses” pages for work performed from the date of appointment up to case conclusion. ▪ The Court is not able to see or access your voucher until it is submitted for payment.
<p>eVoucher Helpdesk</p>	<p>Email: eVoucher_admin@mied.uscourts.gov Contact: Johnetta Curry: 313-234-5039</p>