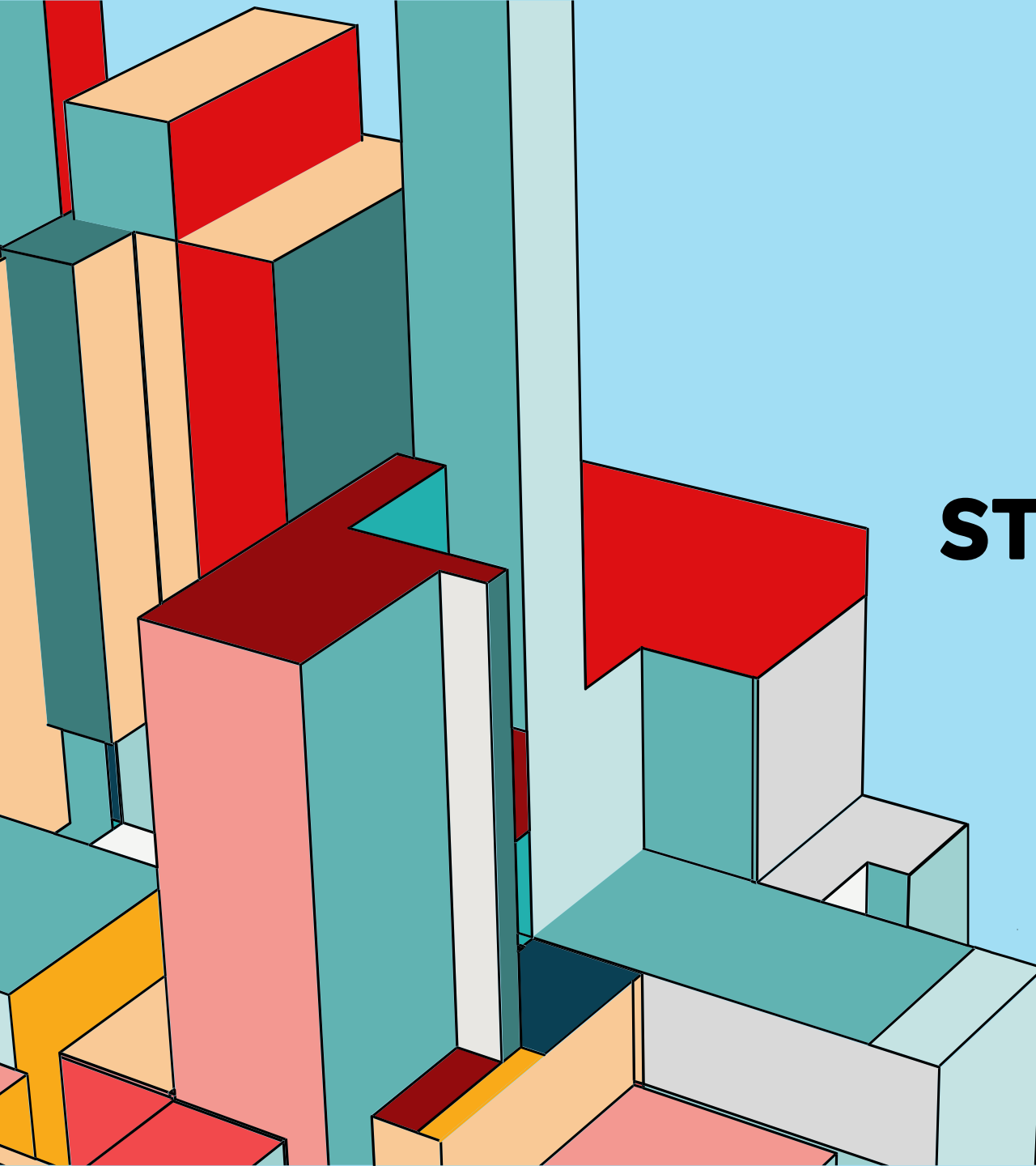


An abstract graphic on the left side of the slide features a collection of 3D rectangular blocks and 2D rectangles in various colors including red, orange, teal, light blue, and white. These shapes are arranged in a layered, isometric fashion, creating a sense of depth and architectural structure. The background of the entire slide is a solid, light blue color.

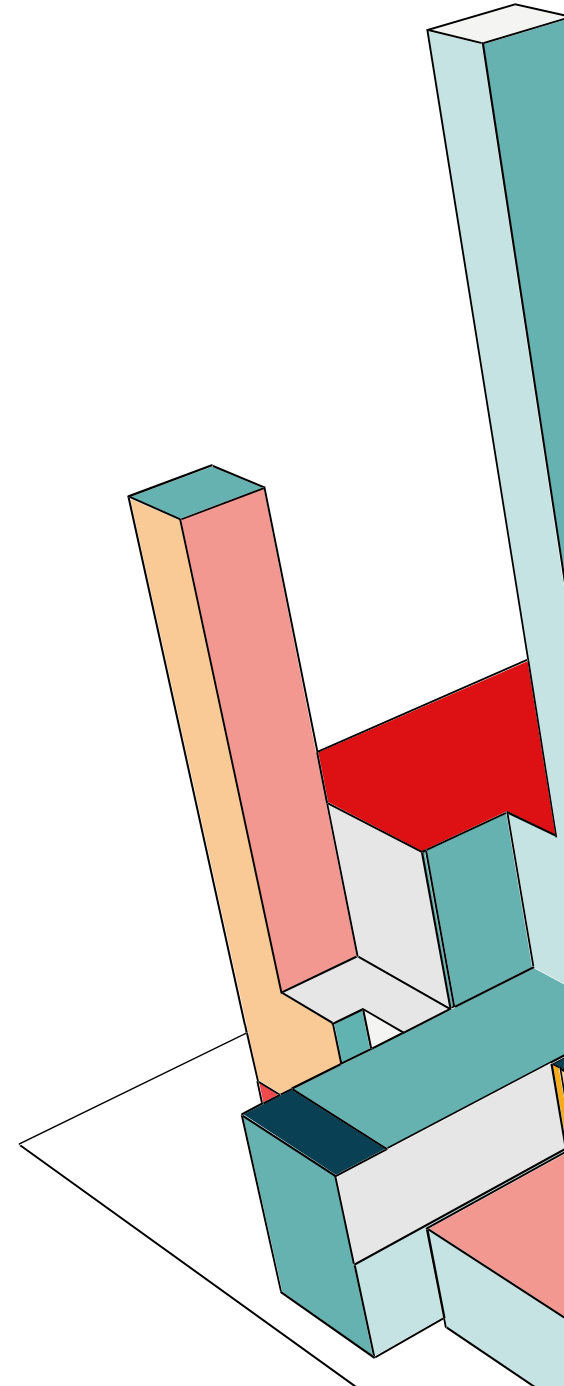
STEPS FOR CJA SUCCESS

WHAT IS CJA eVOUCHER?

CJA eVoucher ("eVoucher") is the system that allows an attorney to submit a voucher to the court and allows the court to electronically review and certify the voucher for payment.

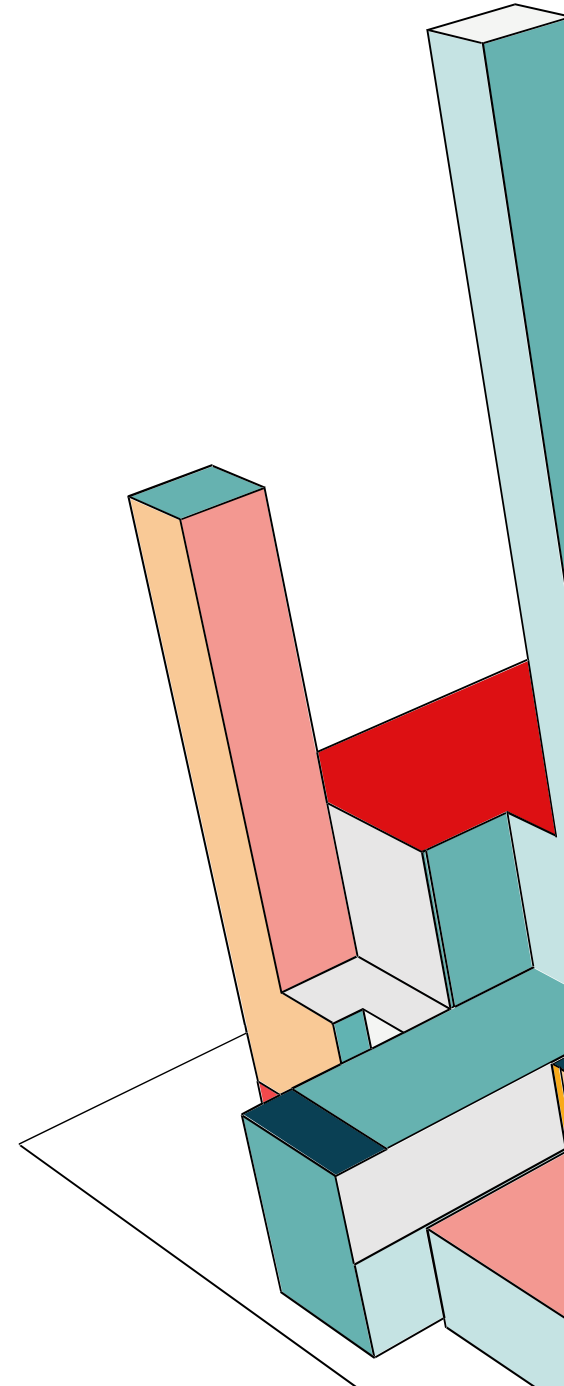
eVoucher is the judiciary's primary method for submitting and processing of vouchers. It also enables:

- Administration of CJA panel appointment;
- Voucher submission, review and payment;
- Service provider authorization, voucher submission, review and payment;
- Local reporting; and
- Implementation of case budgets.



GETTING STARTED!

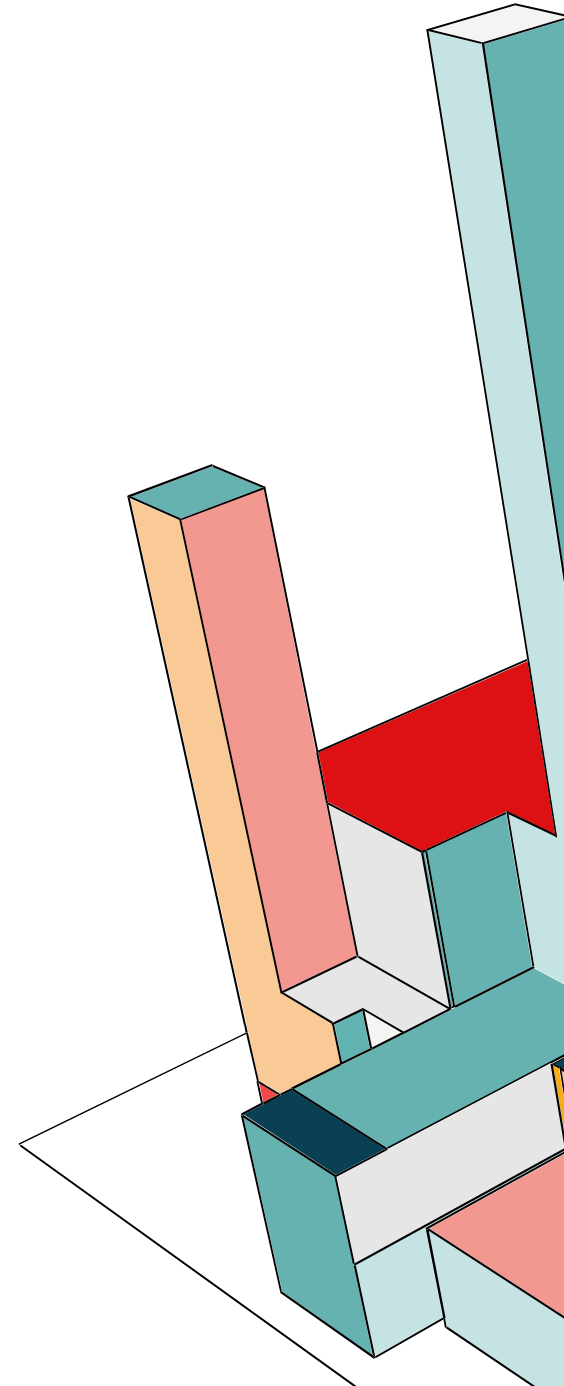
- The CJA Specialist will create a new eVoucher account for all new panel members, experts, and mentees. You will receive an email when the account is created.
- Establish your Login.gov account. It is the secure way to log-in to eVoucher and requires dual authentication.
- Create a Vendor Manager System (VMS) account.
 - All payments are made via Electronic Fund Transfer (EFT).
 - Checks are no longer mailed.
- Attorneys, mentees, and expert service providers need individual accounts.
- If you have an existing eVoucher account – such as for the Sixth Circuit Court of Appeals – the same email will be used to link your accounts.



CJA NOTES

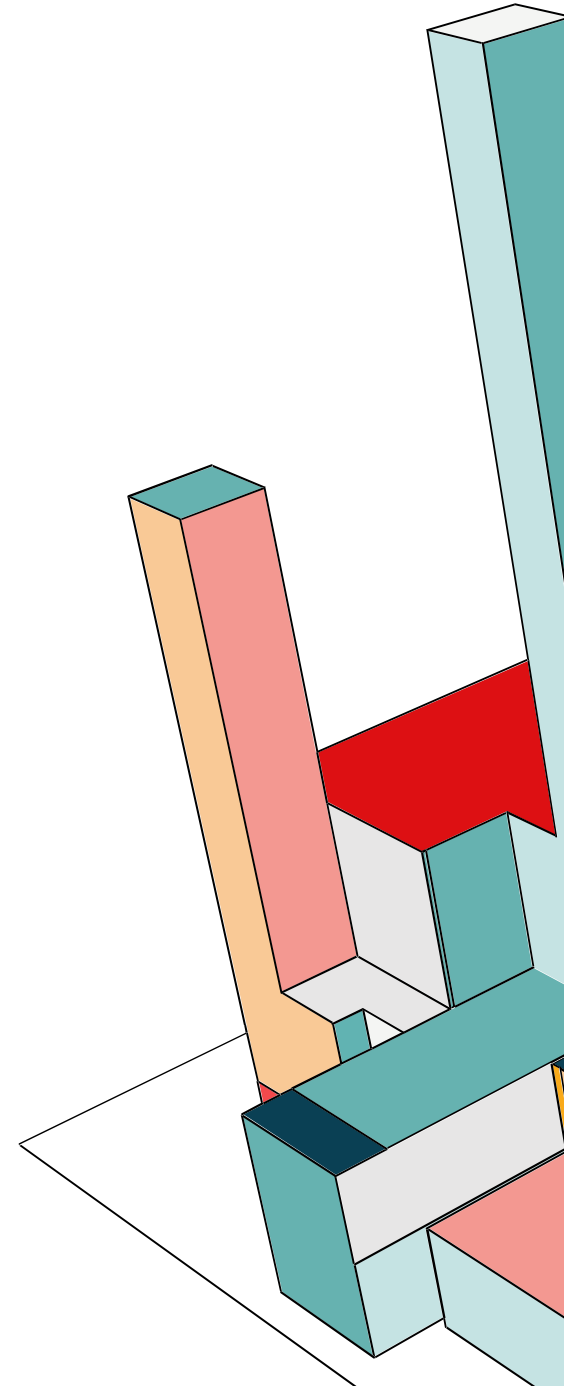
You will receive a Notice of Electronic Filing (NEF) for the Court's Appointment Order from CM/ECF and another email from eVoucher once your appointment is created.

- You will create voucher(s) to add your time or AUTHs to request funds during the representation.
 - Time must be submitted in **tenths of an hour** for counsel and experts.
 - **Service Time** is divided by In-Court or Out-of-Court categories.
 - **Expenses** are broken out by category. Any expense over \$50 requires a receipt AND proof of payment attached to the voucher on the Document tab.
- Billing hourly rates and mileage rates are automatically updated each year in eVoucher.
- **Panel Member's Time and Expenses:** non-capital case use a CJA 20; capital case use a CJA 30.
- **Service Provider's Time & Expenses:** non-capital case use a CJA 21; capital case use a CJA 31.
- **Click SAVE frequently. eVoucher does not auto-save.**
- Vouchers should be submitted no later than **45-days** after final disposition of the case, unless good cause is shown. Guidelines for Administering CJA & Related Statutes at § 230.13(a) Time Limits.



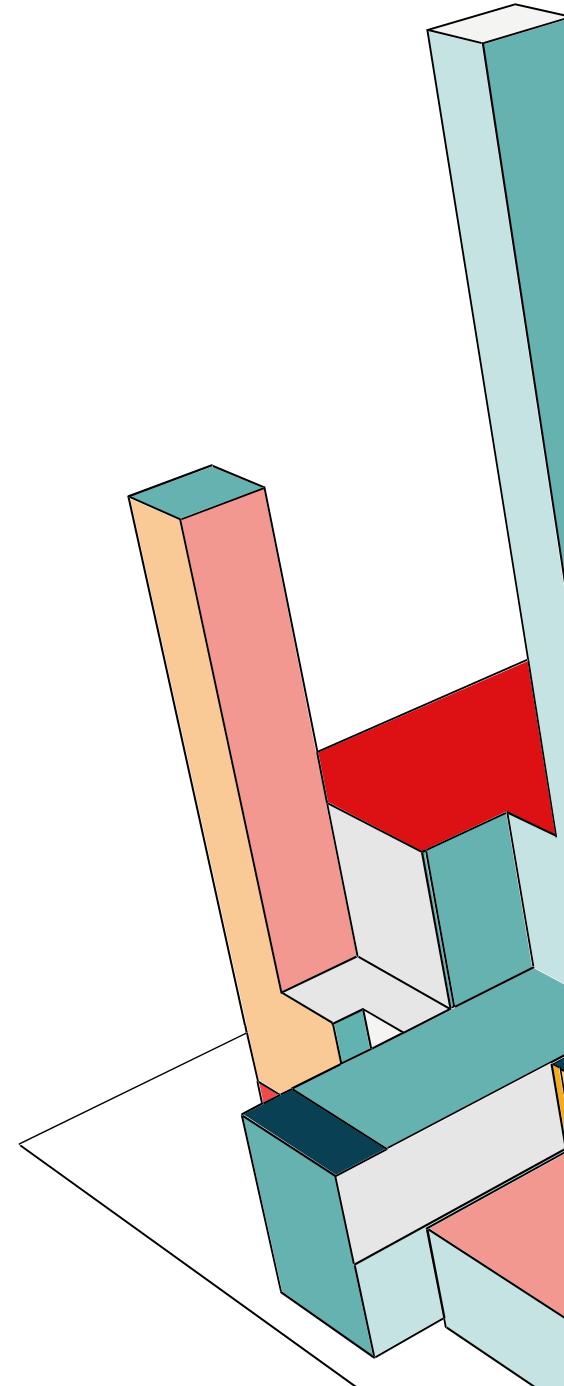
HOW DOES A VOUCHER GET APPROVED?

- Once the voucher or AUTH is submitted, it will be reviewed by the CJA Specialist before it is submitted to the presiding judge for their review and approval.
- Screening adheres to the Guidelines for Administering CJA & Related Statutes at §230.33.10 which dictates the standard for voucher review, as follows:
 - Mathematical errors;
 - Instances where the work is not compensable;
 - Instances in which the work billed was not undertaken or completed; and
 - Instances in which the billed hours are clearly in excess of that was reasonably required to complete the task.



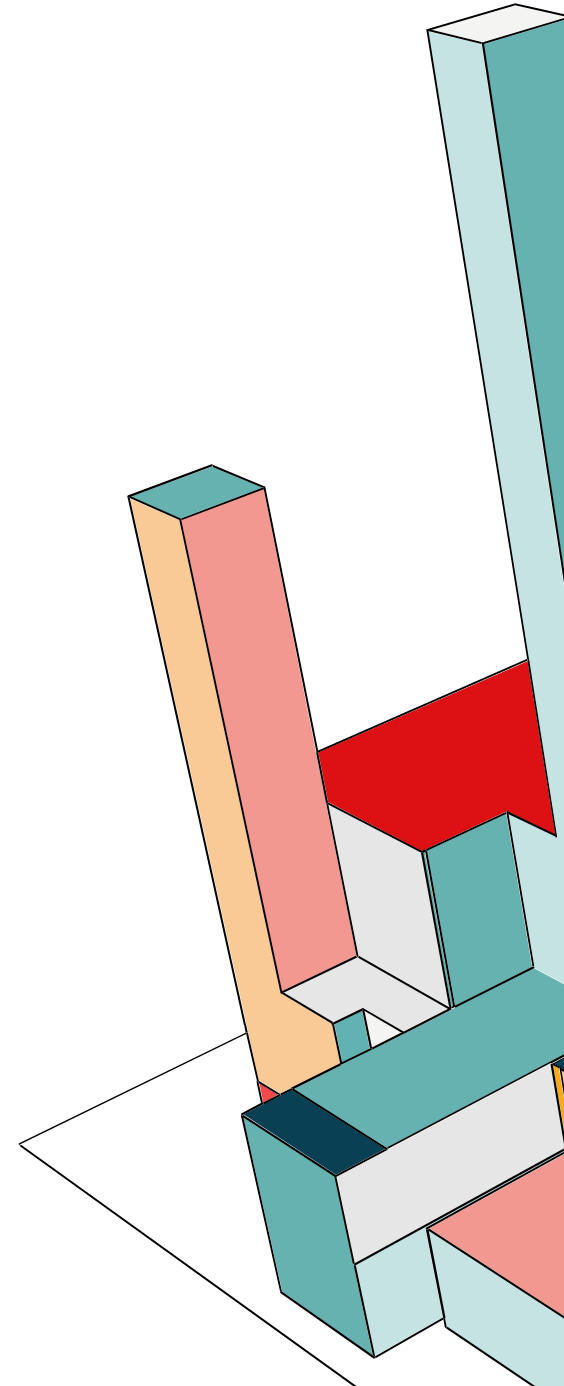
HOW DOES AN EXCESS VOUCHER GET APPROVED?

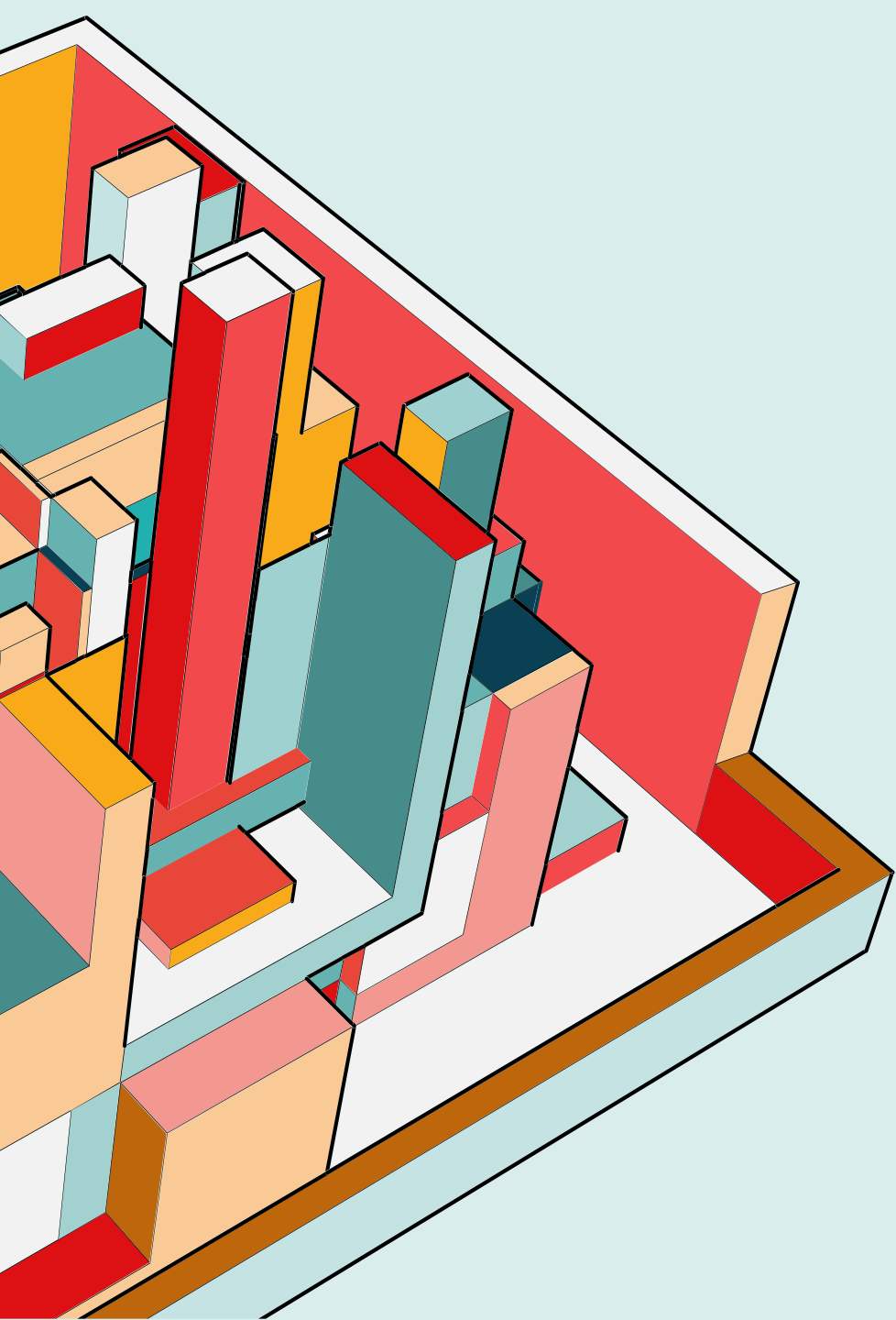
- Statutory maximums are set annually in eVoucher depending on the type of appointment.
- Vouchers that exceed the maximum are excess vouchers.
- **All excess vouchers must be submitted with a required memo of explanation** and any other documentation necessary to support the fee sought.
- Excess vouchers are reviewed by the District Court and then submitted to the Circuit Court for judicial review/approval before payment is certified.



TYPES OF eVOUCHER DOCUMENTS:

- AUTH (Authorization) – is used to request funds over the statutory limit (over \$1,000).
 - Counsel create the CJA 21/31 voucher **AFTER** funds are approved.
 - The CJA 21/31 voucher must be linked to the approved AUTH.
- AUTH 24 – is used to request a transcript. A separate AUTH 24 is required for each individual court reporter although multiple hearings for the same court reporter can be included on the same AUTH 24.
 - Once the Judge approves the AUTH 24, the CJA Specialist creates and processes the CJA 24 voucher for the court reporter to be compensated.
- CJA 20/30 – is used for attorney compensation and may be used for interim or final payment. May be used as soon as appointment is created. Data can be entered as the case progresses and can be edited until it is submitted to the Court.
- CJA 21/31 – is used for expert service providers or mentee compensation.
- Budget AUTH – is used to request approval of additional funds for an attorney and/or authorization for expert service providers on budgeted cases. This is created after consultation with the Circuit Budgeting Attorney.
- Travel AUTH – is used to request travel funds for travel for an expert or an attorney.

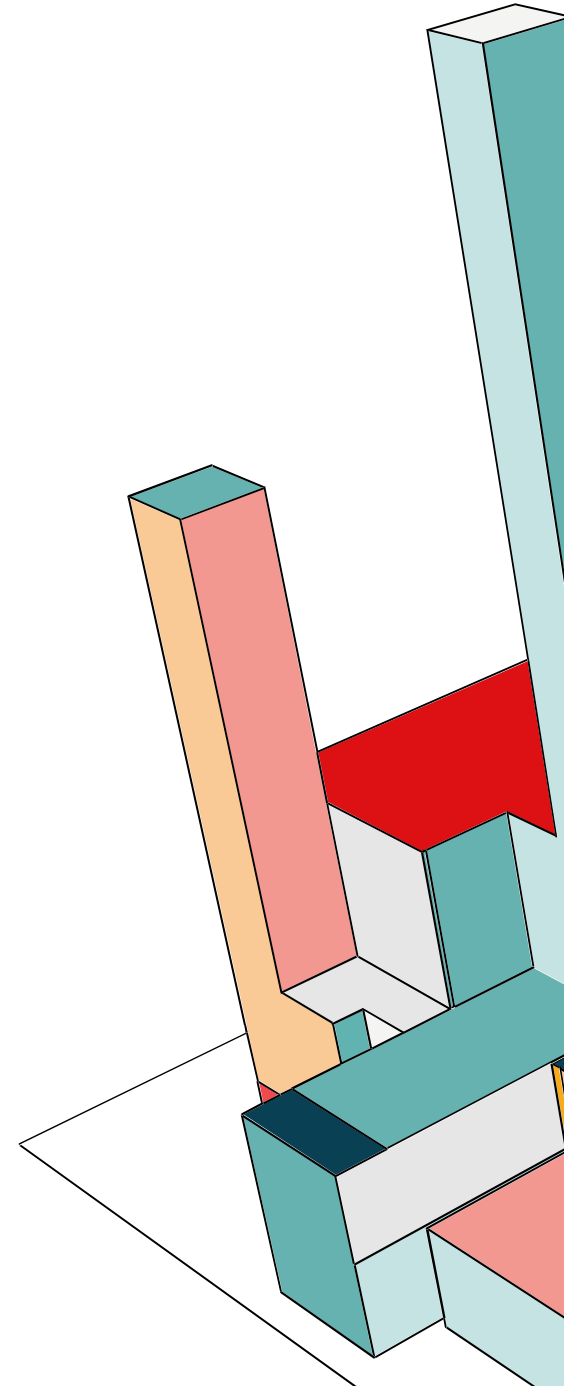




CJA BEST PRACTICES

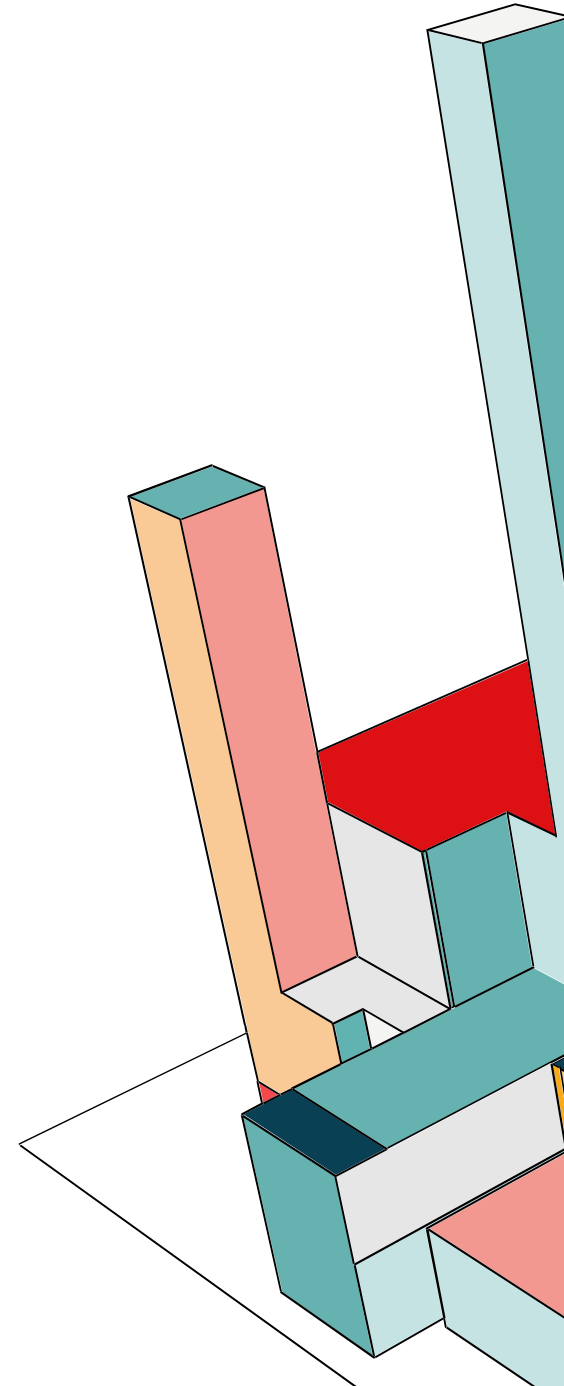
SERVICE TIME AND EXPENSES

- Service time must be broken by categories even if they occur on the same date.
 - **In-Court categories** are for times with hearing(s) and/or telephone status conferences before a Judge.
 - **Out-of-Court categories** are for times held in meetings with your client/the Government/an expert OR review of pleadings/discovery/research/drafting, etc.
 - **Travel** is a specific category - enter time as a round trip. Use an app such as Google Map for mileage and time calculation.
- **Expenses** are submitted on the Expense tab of a voucher.
 - Any expense more than \$50.00 requires a receipt/invoice **AND** proof of payment, such as a receipt noting credit card payment, a copy of a canceled check or a redacted credit card statement.
 - In-House copies are reimbursed at \$0.10/page. The Expense Description field should be specific, such as "300 pages of discovery copied for client (300 x \$0.10/pg. = \$3.00)."
 - In-House copies over \$50 require a Declaration (on letterhead) with details as to the copies made and cost.



SERVICE PROVIDER'S TIME AND EXPENSES

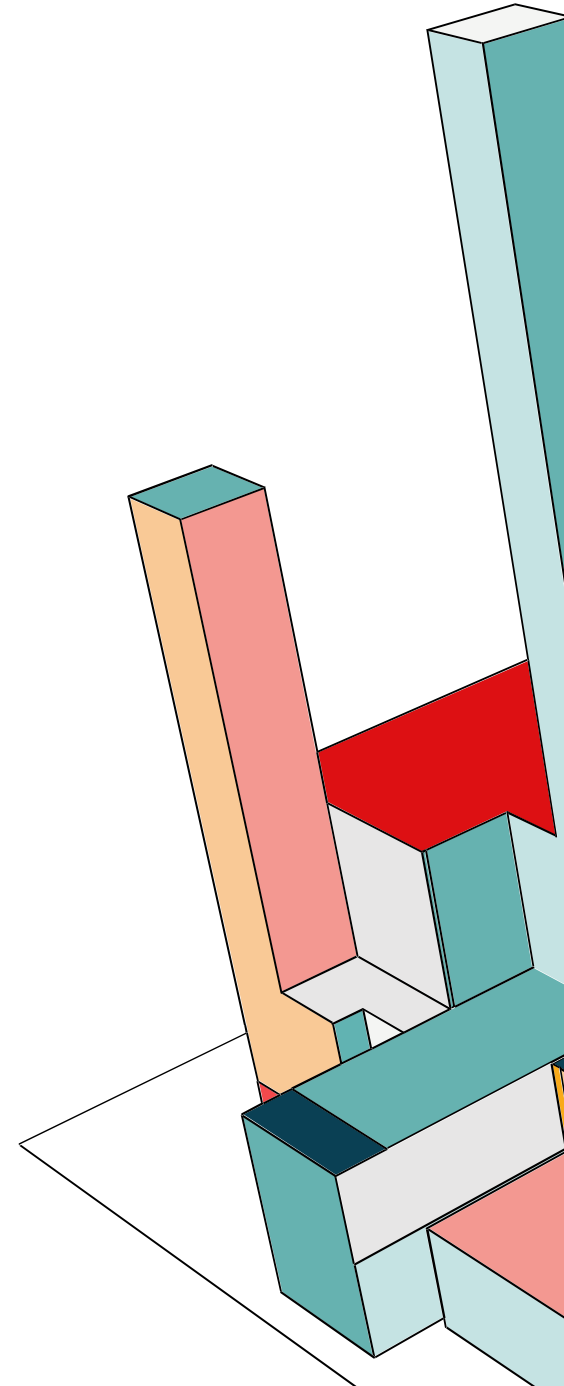
- Verify the rates of a prospective expert. Review the Court's CJA webpage for "[CJA Service Provider Rates](#)."
 - ANY rate outside this range must be discussed with the Circuit Budgeting Attorney first and you should include a note in the memo as to the higher rate as well as a reference to the discussion.
- Confirm with the CJA Specialist that a service provider has an established account in eVoucher before you create an AUTH or a voucher.
- CJA 21/31 vouchers are prepared and submitted by appointed counsel.
- If you have an approved AUTH, sufficient documentation MUST be attached such as an invoice, budget motions/orders or any memo in support and linked to the appropriate AUTH.
- Counsel will follow a [TWO step process](#) in eVoucher to submit the CJA 21/31 voucher.
 - **Step One:** counsel creates/approves the voucher as the "expert" then submits it to the "attorney."
 - **Step Two:** counsel approves the voucher again.
 - Once the CJA 21/31 is successfully submitted to the Court, it will appear under the "My Submitted Documents" field on your Home Page with a status of "[Submitted to Court](#)."
- When a CJA 21/31 voucher is returned for correction, the same process applies. Counsel will "reject" the voucher twice before they are able to make the necessary edits. Once saved, the same two-step submission process is followed.



TROUBLESHOOTING

Why do I have an error when I try to submit the voucher?

- Click on **Audit Assist** before you submit your voucher. Any errors or warnings with the voucher will alert you of issue(s).
 - If you use a Pop-Up blocker on your browser, **disable** it to see the eVoucher message.
- **Review** the Claim Status tab to ensure you have accurate dates in both fields and the Start and End Dates are the same as your Service or Expense entries. **Answer** the questions about compensation. **Adjust** the dates, **SAVE** any updates, and submit the voucher.
- **Review** the date of appointment and the date of your first Service entry. If the service entry date occurs prior to the appointment, you may need to have a *nunc pro tunc* date before you are able to submit the voucher. **Contact the CJA Specialist.**
- *Over the compensation maximum?* A message will appear alerting you that the voucher is more than the compensation maximum, or you have exceeded the budget for your account. **Contact the CJA Specialist.**



MORE TROUBLESHOOTING

Why do I need to create the mentee's CJA 21?

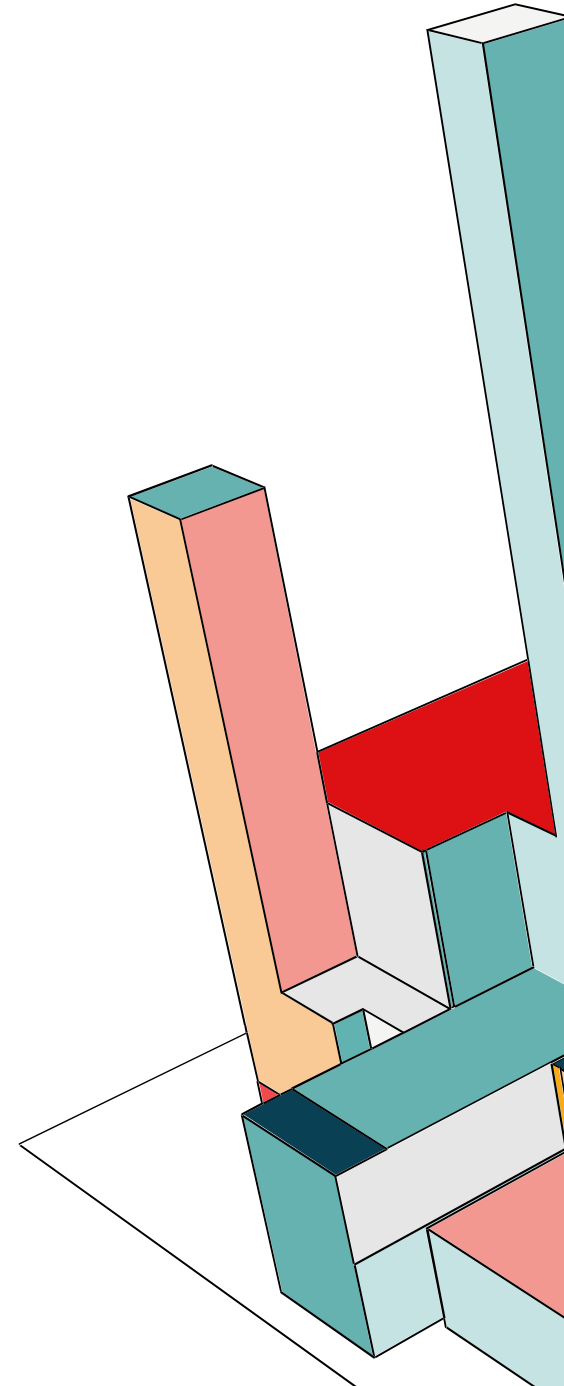
- According to the Court's *CJA Training Panel Program*, VI Compensation and Expenses of Training Panel Attorneys, A. Compensation, 3) *The compensation request shall be submitted on a CJA 21 in accordance with the Court's eVoucher procedures and may not be submitted to the Court unless first approved by the Lead Attorney appointed to the case.*

Why did the mentee's CJA 21 voucher get returned?

- According to the Court's *CJA Training Panel Program*, VI Compensation and Expenses of Training Panel Attorneys, A. Compensation, 2) *Reimbursement will not be approved for services that duplicate the work of the CJA Panel member appointed to the case.*

How can I add an Associate?

- Contact the CJA Specialist.



CJA RESOURCES

- Court's CJA webpage: <https://www.ohsd.uscourts.gov/criminal-justice-act>
 - Use the eVoucher Login link on this page
 - Announcements & new Release info posted with significant updates
 - National CJA Voucher Training Materials
 - Guidelines for Administering CJA & Related Statutes
 - CJA Plan & CJA Training Panel Program
- Your eVoucher Home Page



THANK YOU

Mary Rogers

Direct: 513-564-7529

Email: mary_rogers@ohsd.uscourts.gov
cja@ohsd.uscourts.gov

