

Creating a CJA 21 Voucher

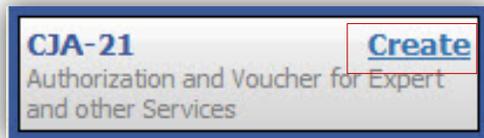
CJA Panel Attorneys will create and submit the CJA 21 vouchers for any expert service providers that they use during the course of a representation. Prior to using an expert service provider, attorneys must submit an advance authorization request. (See, "Submitting an Authorization Request for Expert Services" document.)

Step 1

After logging into eVoucher, click on the appointment in the **Appointments List** on the Home page.

Step 2

After clicking on the appointment, select the **Create** link in the CJA-21 box in the **Create New Voucher** column on the left-hand side of the screen.



The voucher opens to the **Basic Info** page which displays the case information.

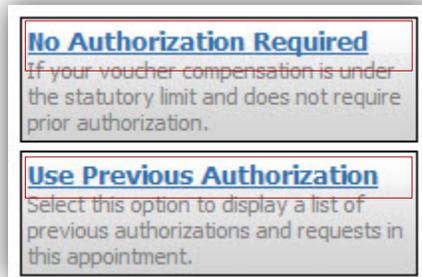
The screenshot shows the "Basic Info" page of a CJA 21 voucher. The page is divided into several sections:

- Basic Info**: A table with 10 columns containing case details.

| | | | |
|--|---|---|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Wendy Wilson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA | 5. APPEALS DKT. DEF. NUMBER | 6. OTHER DKT. DEF. NUMBER |
| 7. IN CASE/MATTER OF (Case Name) USA v. Wilson et al | 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 18:13-4530.F INCOME TAX, FAILURE TO FILE | | | |
| EXCESS FEE LIMIT \$9,800.00 | PRESIDING JUDGE Albert Albertson | MAGISTRATE JUDGE | DESIGNEE |
- Authorization Selection**: A section with instructions and two buttons: "No Authorization Required" and "Use Previous Authorization".
- Summary**: A dropdown menu showing "Summary: \$0.00".
- Services**: A table showing "Totals" for services as \$0.00.
- Travel**: A table showing "Expense Type" and "Amount" for Travel Miles and Travel Misc, both totaling \$0.00.
- Expenses**: A table showing "Expense Type" and "Amount" for FAX, Long Distance Charges, Photocopies, Postage, and Other Expenses, all totaling \$0.00.
- Reports**: A list of links including "Defendant Summary Budget Report", "Defendant Detail Budget Report", and "Form CJA21".
- Navigation**: Buttons for "First", "Previous", "Next", "Last", and "Delete Draft".

**Step
3**

From the Basic Info screen, select the type of authorization. In the District of Rhode Island, all expert service provider requests, with the exception of interpreter requests, require advance authorization from the Court. Attorneys should contact the Court's staff interpreter for any request for interpreter services pursuant to LR Gen 108. If the Court's staff interpreter cannot accommodate your request, you may spend up to \$800 without prior authorization from the Court. After spending more than \$800, you must request advance authorization for any additional interpreter-related costs. In most cases, panel attorneys will use the **Use Previous Authorization** option. (See, "Submitting an Authorization Request for Expert Services" document.



If you click "Use Previous Authorization" a list of expert service provider authorizations approved by the Court in this case will appear. If there is not an approved authorization, you must first submit one to the Court for approval.

**Step
4**

Select the authorization. The selected authorization will be highlighted in yellow, and you will not be able to continue until it is highlighted.

**Step
5**

If using an authorization, the service type will be selected automatically. If no authorization is being used, use the drop-down box to select the service type.

**Step
6**

Enter a description of the service.

**Step
7**

Select the Expert. **Note:** If the name of the expert does not appear in the drop-down menu contact Michael Simoncelli at 401-752-7221 or Michael.Simoncelli@rid.uscourts.gov to add the expert to the database.

Existing Requests for Authorization

| | |
|---|---|
| ID Number: 155 Order Date: 05/27/2014 Authorized Amount: 0 | Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms |
|---|---|

New Voucher Information

Service Type Weapons Firearms Explosive Expert

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert Gabriel, Gina

Expert Info
Details
Gina Gabriel
110 Main Street
San Antonio TX 78210 USA
Phone: 210-593-3340

Create Voucher

Step
8

Click Create Voucher.

Completing and Submitting a CJA 21 Voucher

After the CJA-21 voucher has been created, you will need to complete the voucher on behalf of the service provider so they can receive payment. The steps for completing the CJA 21 are similar to those for completing the CJA 20 voucher.

Step
1

If you are continuing after creating CJA-21, click **Next**. If you are on the Home screen, select the CJA-21 voucher from the **My Active Documents** box.

Step
2

Click the **Services** tab or click the **Next** option located on the progress bar to enter time for the service performed.

Step
3

Enter the **Date**, **Hours**, **Rate**, and **Description** of the service provided. If the service provider performed work on multiple days, make an entry for each day of service.

Step 4

Click **Add**. The item will appear in the bottom of the Services list section.

Step 5

Click **Save**. **Important:** eVoucher does not autosave, so attorneys should save frequently to prevent entries from being lost.

Step 6

Click the **Expenses** tab or click the **Next** option located on the progress bar to enter any expenses related to service provider’s work.

Step 7

Enter the **Date**, **Expense Type**, **Description** and **Miles** for any expenses related to the service provided.

Step 8

Click **Add**. The item will appear in the bottom of the Expense Type section.

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------------|---------------------------------------|------|--------|-------|
| Travel Miles | 06/19/2014 | Travel to/from meeting with defendant | 30 | 0.5600 | 16.80 |

Step
9

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

Step
10

Enter the start and end date for the services performed, making sure to select the earliest date of services and expenses as the start date.

Step
11

Select an option under the Payment Claims section.

Step
12

Click **Save**.

The screenshot shows the 'Claim Status' form. At the top, there is a progress bar with tabs: Basic Info, Services, Expenses, Claim Status (selected), Documents, and Confirmation. Below the progress bar, the 'Claim Status' section contains 'Start Date' (06/12/2014) and 'End Date' (6/19/2014), both with calendar icons. A red box highlights these date fields. Below the dates, there is a section for 'Payment Claims' with three radio button options: 'Final Payment' (selected), 'Interim Payment' (with a text input field for 'payment #'), and 'Supplemental Payment'. A red box highlights this section. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step
13

Click the **Documents** tab or click the **Next** option located on the progress bar to enter any documents related to the service provider's voucher. Attorney should attach any invoices and/or supporting documents submitted by the expert service provider, receipts for travel expenses, and receipts for other expenses over \$50.00.

Step
14

To add an attachment, click **Browse**. **Note:** All documents uploaded in eVoucher must be in PDF format.

Step
15

Click **Upload**. The document will appear in the bottom of the **Description** section.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Basic Info, Services, Expenses, Claim Status, Documents (selected), and Confirmation. Below the navigation bar is the 'Supporting Documents' section. It features a 'File Upload (Only Pdf files of 10MB size or less!)' area with a 'File' input field containing a 'Browse...' button and a 'Description' input field. An 'Upload' button is located to the right of the description field. Below this is a table with the following content:

| Description | Delete | View |
|---------------------|--------|------|
| invoice from Expert | Delete | View |

At the bottom of the page, there is a navigation bar with buttons: «First, < Previous, Next >, Last », Save (highlighted), and Delete Draft.

Step
16

Click **Save**, and then click **Next**. A confirmation page will appear.

Step
17

Verify all information is correct.

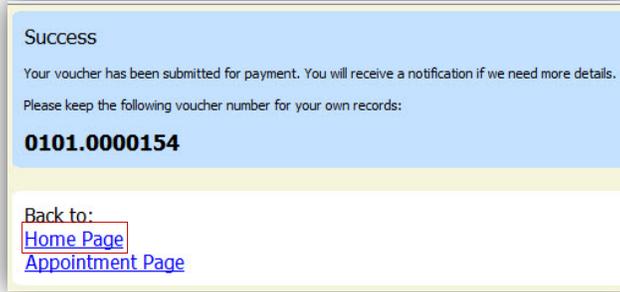
Step
18

Check the affirmation box. This will automatically time stamp the voucher.

Step
19

Click **Submit**. A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

The screenshot shows a confirmation screen with a red warning message at the top: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text area. The main section contains a checked checkbox with the text 'I swear and affirm the truth or correctness of the above statements' and a timestamp 'Date: 6/19/2014 9:28:36'. A 'Submit' button with a green arrow icon is located to the right. At the bottom, there is a navigation bar with buttons: «First, < Previous, Next >, Last », Save, and Delete Draft.

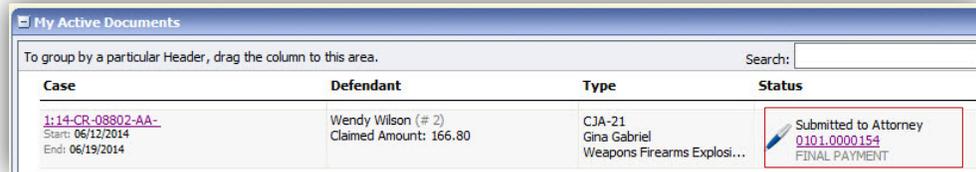


Step 20

Click **Home Page** to return to the home page. The case file will appear in the “My Active Documents” section.

Step 21

Select the file.



Step 22

From the Basic Info Screen, select the **Confirmation** tab.



Step 23

Verify all information is correct.

Step 24

Certify the information by checking the box. This will automatically time stamp the voucher. Click **Approve**.

