

Accessing eVoucher

CJA Panel attorneys can access eVoucher through the Court's website at rid.uscourts.gov. Under the "Attorney" tab, select CJA resources. On this page, you will find a link for eVoucher. If you receive an error message at the login page, you must set your internet browser to "Compatibility Mode." You can do this by going to Tools > Compatibility View Settings, and then clicking the "Add" button next to the "Add this website" box.

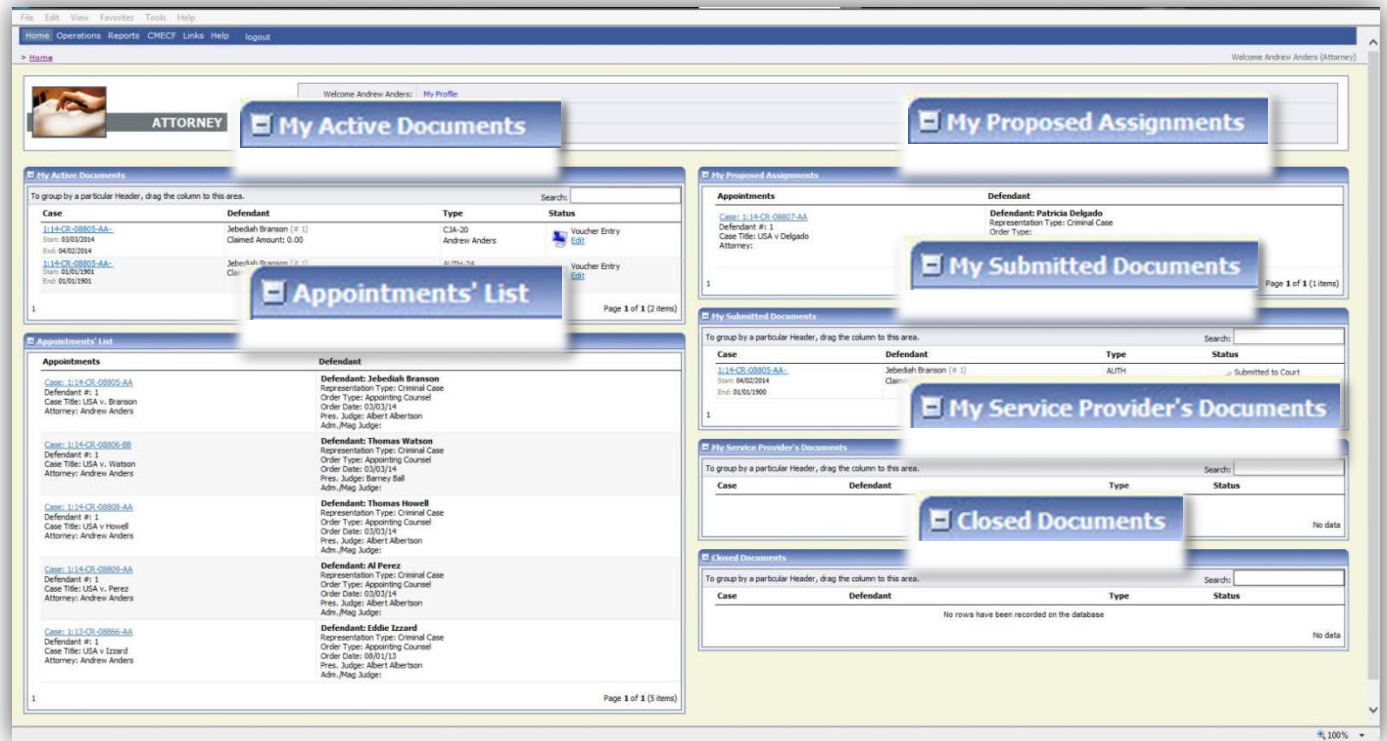
Login with the username and password contained in the email from the Court, and click

[Log In](#)

If you have forgotten your username or password, click the **Forgot your login?** link, and enter your username or email address, and click **Recover Logon** to retrieve your information.

Home Page

After logging into eVoucher, you will arrive at the **Home** page, which provides access to all of your appointments and vouchers. This screen contains a series of folders that show your representations and vouchers.

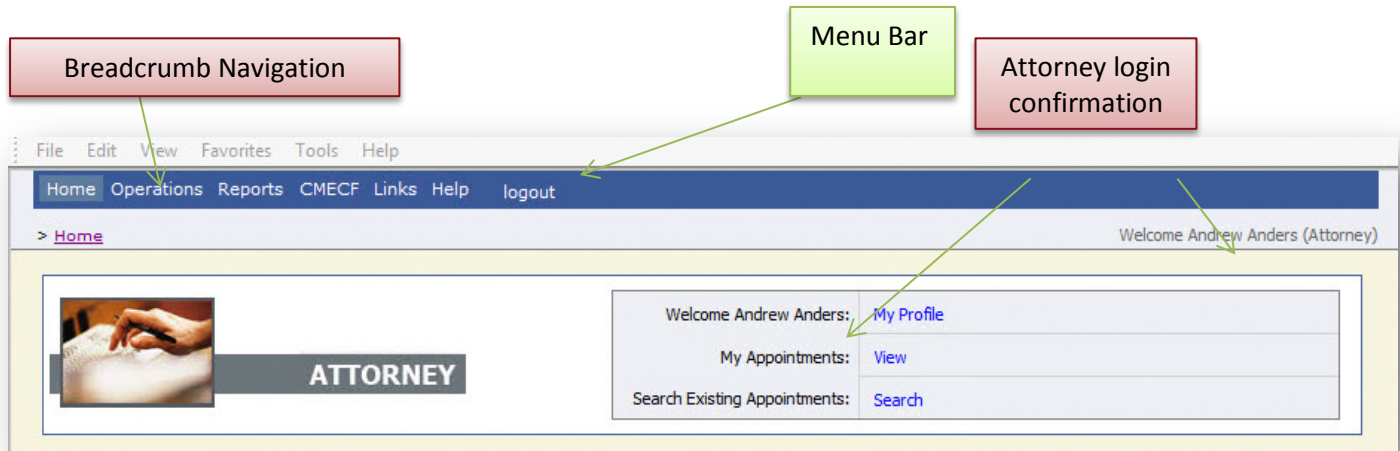


Folder	Descriptions
My Active Documents	Contains documents that you are currently working on and those documents that are waiting for action by you.
Appointments List	A list of all your appointments.
My Proposed Assignments	<u>Note: The District of Rhode Island does not use the proposed assignment feature.</u>
My Submitted Documents	Vouchers that have been submitted to the court for payment.

My Service Provider's Documents	Vouchers related to work performed by your expert service providers
Closed Documents	Documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. Closed documents will still be accessible on the "My Appointments" page, which can be found under the Operations tab at the top of the screen.

Navigating in eVoucher

Attorneys can navigate through eVoucher through the tabs at the top of the Home page.



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Note:

The **Search** option is not a valid link. A pop up will indicate that you have been redirected.

