

Getting Started with eVoucher

Introduction

eVoucher is a web-based program for Criminal Justice Act (CJA) panel attorneys to manage representations, record time and expenses for work performed, request advance authorization from the Court for work to be performed by service providers, and submit vouchers for payment directly to the Court. With eVoucher attorneys will be able to manage their own account information, including address, phone, firm associations and billing information, and notify the Court when they will be unavailable for appointment due to medical leave and vacation.

eVoucher is compatible with the following internet browsers:

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Apple Mobile: Safari is approved (with limitations).
- Chrome, Firefox and other browsers may not be used with eVoucher.

Important Reminders

As you use eVoucher to manage your CJA representations, here are few important things to remember:

- All attorneys will receive an email from the Court with their eVoucher login and password. You should change this password after you log into the system for the first time. For details on changing your password, please refer to the “My Profile” document below.
- Attorneys will use eVoucher for all CJA-related filings. Previously, attorneys filed requests to use expert service providers, transcripts requests, and motions for interim/early payment through CM/ECF or in paper at the intake counter. These documents will now be filed in the eVoucher, and attorneys should not file them in CM/ECF or over the counter.
- Attorneys will be responsible for entering the time and expenses and uploading supporting documents through eVoucher on behalf of any expert service providers used in the case.
- eVoucher allows attorneys to upload documents along with their vouchers and advance authorization requests to use a service provider. These include: receipts for travel or other expenses, letters supporting excess compensation claims, motions for interim payment or for early payment in cases where the attorney has been replaced by another CJA attorney in the case, motions requesting advance authorization to use a service provider, and invoices for expert service provider vouchers (CJA 21s).
- Any eVoucher questions should be directed to Michael Simoncelli at (401) 752-7221 or Michael.Simoncelli@rid.uscourts.gov.

eVoucher Documents

On the eVoucher section of the Court's website, attorneys will find documents explaining how to use the various features of eVoucher:

- The **FAQs** document provides brief answers to some frequently asked questions about eVoucher.
- The **Accessing and Navigating in eVoucher** document shows how to login into eVoucher, explains the attorney home page, and shows how to navigate through eVoucher.
- The **My Profile** document explains how to change your eVoucher profile: changing your username and password; updating your address and billing information, and notifying the Court of periods when you will not be available to take appointments.
- The **Creating the CJA 20 Voucher** document outlines the steps for completing and filing a CJA 20 voucher for attorney time and expenses.
- The **Submitting an Authorization Request for Expert Services** document details how attorneys can request advance authorization for expert services.
- The **Creating a CJA 21 Voucher** document explains how attorneys can create, complete, and submit vouchers for expert service provider time and expenses.
- The **Creating an Authorization for a Transcript** and **Certifying a CJA 24 Voucher** documents explain how to request a transcript and certify a CJA 24 voucher.

