



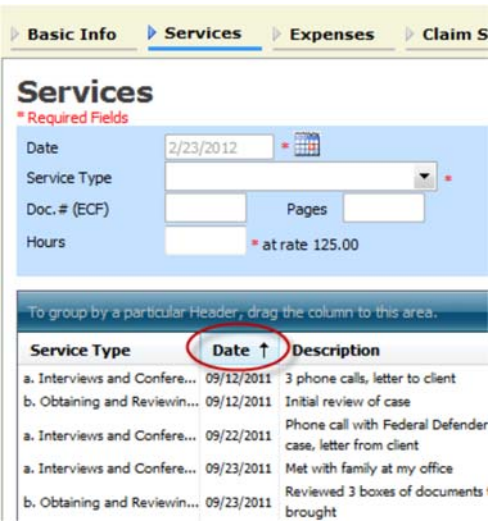
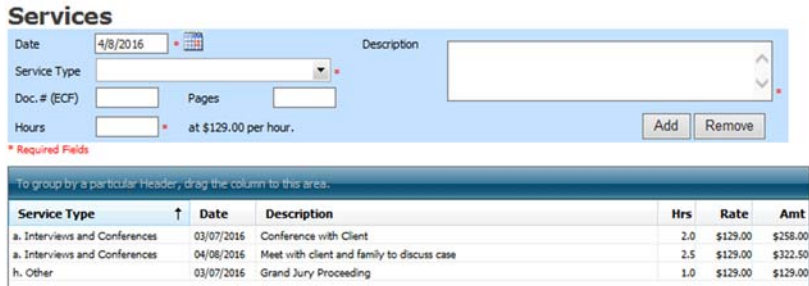
Tips for eVoucher Success

<p>Accessing eVoucher</p>	<p>Go to the Court's Website and click on the eVoucher link, or type in the following address: https://circ07-evapp.ada.dcn/CJA_ilc_prod/CJAeVoucher/LogOn.aspx</p>
<p>Approved Browsers</p>	<ul style="list-style-type: none"> - Windows Internet Explorer 11 - Edge 16 - Firefox 57 - Internet Explorer 11 requires enabling compatibility mode before attempting to log in. - Apple Safari 10.1 - Chrome 62
<p>Changing my password</p>	<p>From the Home Screen – “My Profile” – Login Info - Edit</p>
<p>Username/Password errors</p>	<p>If you have forgotten your password, select the "Forgot Your Login/Reset Password?" link on the eVoucher login page to reset your password.</p> <p>If your password has expired and you need to reset your password, select the "Forgot Your Login/Reset Password?" link on the eVoucher login page. Complete the user name and/or email section and click the "Recover Logon" button. You will receive an email with a link to reset your password. The link is only valid for 15 minutes.</p> <p>If you have entered your user name and password unsuccessfully 6 times, your account will be locked. You must to contact the court to unlock your account. Please contact the CJA Clerk in your division.</p>
<p>Periodic Saving</p>	<p>eVoucher does not have an automatic save feature. You should click the SAVE button at the bottom of the screen often to avoid losing data. If you navigate away from the eVoucher screen, you will lose all data since your last save.</p> <p>If you navigate away from a data entry screen, the message below will appear. Select "Leave this page" to leave without saving. Select "Stay on this page" to save your work before leaving.</p> <div data-bbox="673 1333 1039 1570" style="text-align: center;"> <p>The image shows a standard Windows Internet Explorer dialog box. The title bar reads 'Windows Internet Explorer'. The main text asks 'Are you sure you want to leave this page?' and includes a sub-message: 'Message from webpage: You will lose unsaved changes, are you sure you want to navigate away?'. There are two buttons at the bottom: 'Leave this page' and 'Stay on this page', both with green arrow icons.</p> </div>
<p>Address or Phone Number Change</p>	<p>The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Landing Page, 'My Profile')</p>

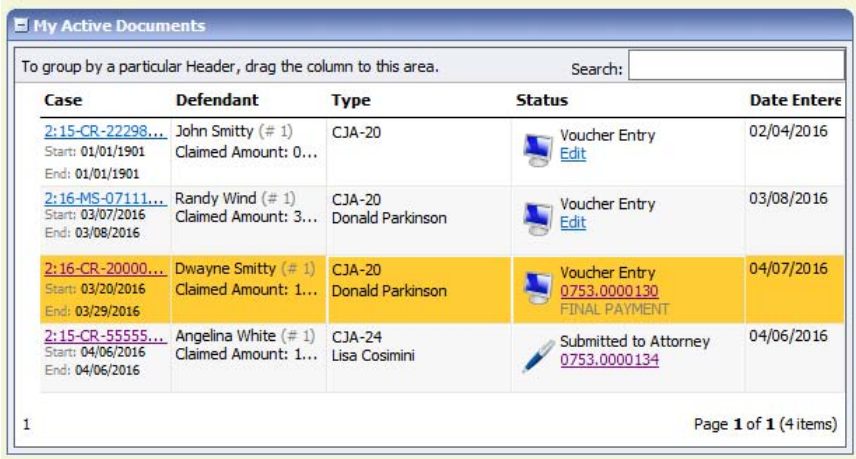

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<p>Billing Information Change</p>	<p>The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN.</p> <p>Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and W2s will be issued under the SSN/EIN as it appears in the Profile.</p> <p>Self-Employed = the panel attorney does not work for a firm and/or the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the attorney's name and SSN.</p> <p>Firm = the panel attorney is performing CJA services as an employee of a firm (Pre-Existing Agreement). All CJA payments will be payable in the name of the appointed attorney. However, the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the firm's Name and EIN.</p> <p>Associate = the attorney is not the appointed counsel in the case, but is providing services in support of appointed counsel in the case. Work performed by the associate is claimed by and paid to the appointed counsel. The firm's billing code will be required to complete the billing information for the Associate.</p>
<p>Email Notifications</p>	<p>The following actions in eVoucher will generate an e-mail to the Panel Attorney:</p> <ul style="list-style-type: none"> - Appointment - E-mail will confirm the acceptance of an assignment. - Voucher Rejection - E-mail will alert the attorney that a submitted voucher has been rejected by the Court for further action by the attorney. - Voucher Approval - E-mail will advise the attorney that the voucher has been approved by the Court. Payment will be mailed from the U.S. Treasury to the address listed in 'My Profile'
<p>Error Messages</p>	<div style="background-color: #f8d7da; padding: 5px; margin-bottom: 10px;">  Service and/or Expenses are out of the Voucher Start and End Dates. </div> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 10px;">  The date of this voucher is before the Appointment Date. </div> <p>If you receive either of the above errors, navigate to the Claim Status section of the voucher. The start date appearing on this page is the date of the appointment. This is the earliest date for which claims can be submitted. The end date is the final date on which expenses relative to the appointment were incurred. To resolve the errors above, verify that 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="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Basic Info Services Expenses Claim Status Documents Confirmation </div> <div style="margin-top: 10px;"> <h3 style="margin: 0;">Claim Status</h3> <div style="display: flex; justify-content: space-between; align-items: center; border: 1px solid #007bff; padding: 5px; background-color: #e1f5fe;"> <div style="display: flex; align-items: center;"> Start Date <input style="width: 80px; border: none; border-bottom: 1px solid #007bff;" type="text" value="3/7/2014"/> • </div> <div style="display: flex; align-items: center;"> End Date <input style="width: 80px; border: none; border-bottom: 1px solid #007bff;" type="text" value="4/8/2016"/> • </div> </div> </div> </div>

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<p>To find out earliest/latest date of work performed -OR- to put dates in chronological order...</p>	<p>To easily find out what the earliest and latest dates are, go to the Services (or Expenses) tab and click on the Date column heading once to sort by date chronologically:</p>  <p>Click on "Date" again and it will sort in reverse chronological order. Once you have entered the correct start and end dates in the Claim Status section, refresh your browser and the error message will go away.</p>
<p>Grouping time entries by category</p>	<p>To group all the same types of services together on the Services or Expenses page, click on the "Service Type" column heading under the dark blue bar seen in the middle of the image below. All entries in each category will appear together. You can do the same sort, in the "Description" column, to group similarly named activities together.</p> 
<p>If you find a mistake after a voucher was submitted</p>	<p>Contact the CJA Clerk in your division and we will "reject" your document so that it will come back to you. When it arrives back on your home page, it will be highlighted in bright yellow. To delete it, open the document and then click on "delete draft" at the bottom of the Basic Information or Confirmation page.</p>

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<p>Yellow Highlighted Line Item appears in my Inbox</p>	<p>An entry that looks like the one below means that the voucher has been rejected by CJA court staff.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div> <p>Counsel should receive an email from the system with an explanation, but the reason for the rejection can also be found in the Notes section of the Confirmation tab. Click on the voucher number, go to Confirmation, and scroll down to the Notes section.</p>
<p>Printing Vouchers</p>	<p>To print a voucher, go to the Basic Information page of the document you wish to print.</p> <p>You will see a list of reports on the far left-hand side of the page. Pick the form voucher you would like to print, e.g., Form CJA20, Form CJA 21.</p> <p>To print an Authorization, choose the selection called “Form Authorization”, which appears farther down in the list of reports.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div> <p>In a moment or two, all the pages of the voucher or request will be combined into one document, which can be printed by clicking on the printer icon (or Ctrl+P). It will not, however, print any documents that have been uploaded to the document page.</p> <p>If you want to save an electronic copy of the file, follow the above steps, but simply select print to PDF, rather than to printer, and save it to your computer</p>

Tips for eVoucher Success

Previous closed vouchers are not on my Home Screen	Closed vouchers are periodically archived by CJA staff. Once archived, they will no longer appear in your closed voucher folder, but they are still in the system. You can access all vouchers, including archived vouchers.
How do I remove a closed voucher in my Appointments' List Folder	In order for a representation to be removed from your home page, the CJA Clerk must enter a closed date on the appointment. That will be done during their procedural management of the case in due course.
I have lost Data even after hitting the "Save" button	<p>An outdated web browser is probably the reason. Make sure you have a current version (on Windows, the site works best using Internet Explorer 8 or newer; with Apple, the site works best using Safari 5 or newer).</p> <p>If you have an updated web browser, it may be that the cache setting needs to be changed. On your browser menu bar, go to Tools and click on "Internet Options." From the "General" tab in the "Browsing history" section, click on the "Settings" button. Chose the option shown here:</p> 