

CJA eVoucher

Western District of Texas
Austin Division

Executive Office of the Clerk

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What is eVoucher?

- The Judiciary's national web-based voucher payment system
- The Western District of Texas recently completed 2 years
- All forms of payment requests are submitted through this system

eVoucher Access

www.txwd.uscourts.gov



UNITED STATES DISTRICT COURT Western District of Texas

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Criminal Justice Act eVoucher ELMs

- [Introduction to eVoucher](#)
- [CJA Expert Services](#)
- [Creating a New CJA 20/30](#)

Documentation

- [CJA eVoucher Attorney Manual](#)
- [CJA eVoucher Expert Manual](#)

Forms

[eVoucher Login](#)

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Criminal Justice Act Forms

GENERAL DOWNLOAD INSTRUCTIONS

Please note: The [CJA](#) Questionnaires and Application forms are specific to the division they were generated in. When you download the form, please be sure that it applies to the desired location (i.e., a form titled Waco Division will **not** apply to the Austin Division).

The CJA Hourly Rates Tables for [Capital Cases](#) and [Non-Capital Cases](#) applies to all CJA 20 and CJA 30 (Death Penalty) forms submitted for payment.

[CJA Compensation Maximums for Capital and Non-Capital Cases](#) for attorneys and service providers.

[Current](#) Privately Owned Vehicle (POV) Mileage Reimbursement Rates and [Archived](#) (POV) Mileage Reimbursement Rates for attorneys and service providers.

Downloadable Forms

[CJA Panel Attorney Information Form](#)

(Please Note: This form must be completed and returned before your vendor information can be entered or payment can be issued.)

[CJA Expert Services Provider Information Form](#)

(Please Note: This form must be completed and returned before payment can be issued.)

[CJA Disposition Pending Form](#)

(Please Note: This form must be completed by the attorney listing appointments, other than current appointments, to be added to **eVoucher** in order to create and submit vouchers.)

Helpful Links

United States District Court

<http://www.uscourts.gov>

United States Court of Appeals For the Fifth Circuit

<http://www.lb5.uscourts.gov/cja2/>

Office of the Federal Public Defender

<http://txw.fd.org/content/cja-panel-information>

Login Screen



CJA eVoucher

Electronic Voucher Management System

**USER LOGIN Texas Western
District Court Production
Release 5.0**

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Adobe reader is required to view reports and documents. Click the button to get the latest version for your Browser.



APPROVED BROWSERS

WINDOWS: Internet Explorer 8 or newer are APPROVED.

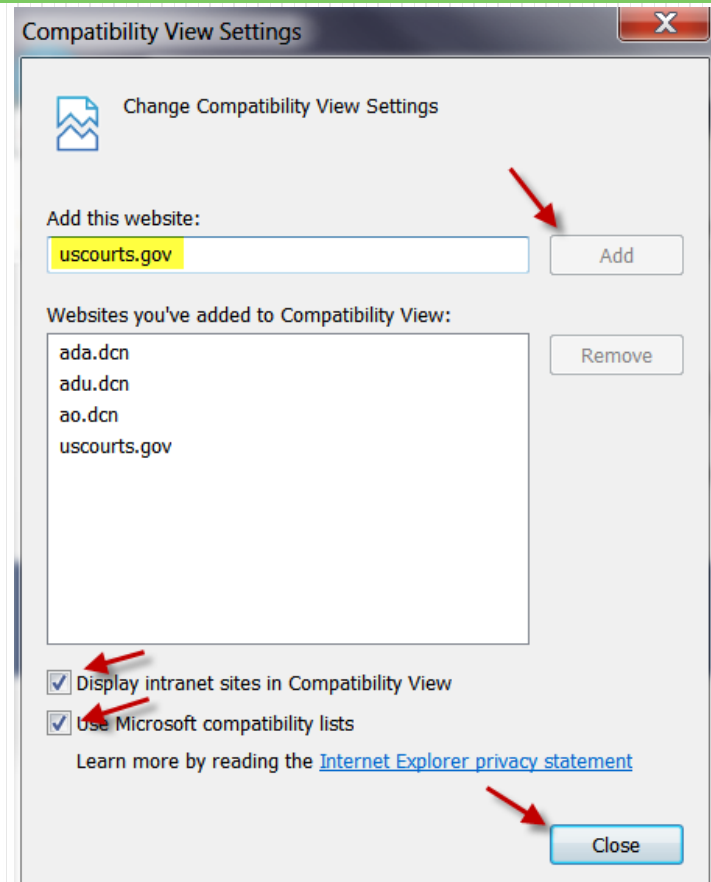
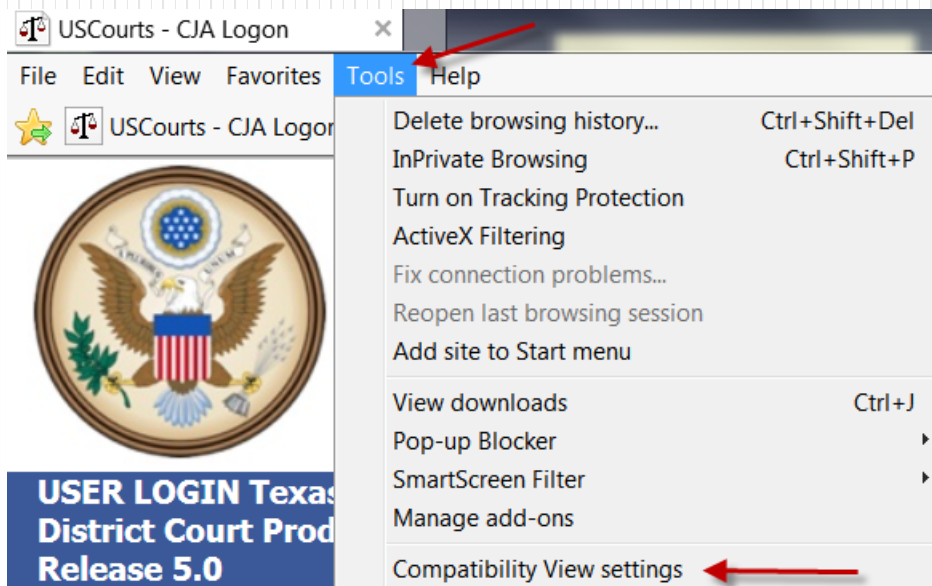
Ensure that your cache setting is set to - Every time I visit the webpage - to avoid data loss!

[Instructions for making this setting](#)

APPLE Macintosh: Safari 5.1 or newer is APPROVED.

CHROME, FIREFOX and OTHER browsers MAY NOT BE USED WITH CJA.

Compatibility Issues



Login Issues

If you encounter any of the following issues, call the Finance Department at 210-472-4955 for assistance.

- After 3 unsuccessful attempts you are automatically locked out
- You receive a message stating "Password has expired, please reset your password"
- You forgot your login information

Attorney HOME Screen

The screenshot displays an attorney's home dashboard with the following sections:

- Navigation:** Home, Operations, Reports, CHECK, Links, Help, Logout.
- Welcome:** Welcome Andrew Anders, My Profile, My Appointments, View, Search Existing Appointments, Search.
- My Active Documents:**

Case	Order Type	Order Date	Attorney	Status
Case: 11-01-0000-01 Defendant #: 1 Case Title: USA v. Bineman Attorney: Andrew Anders	Michael Brandon (X)	01/03/04	Andrew Anders	Youtuber Entry
Case: 11-01-0000-02 Defendant #: 2 Case Title: USA v. Bineman Attorney: Andrew Anders	Michael Brandon (X)	01/03/04	Andrew Anders	Youtuber Entry
- My Proposed Assignments:**

Case	Representation Type	Order Type	Order Date	Pres. Judge	Adm. Mag. Judge
Case: 11-01-0000-01 Defendant #: 1 Case Title: USA v. Bineman Attorney:	Criminal Case	Youtuber Entry	01/03/04	Albert Albertson	
- My Submitted Documents:**

Case	Order Type	Order Date	Attorney	Submitted to Court
Case: 11-01-0000-01 Defendant #: 1 Case Title: USA v. Bineman Attorney:	Michael Brandon (X)	01/03/04	Andrew Anders	Submitted to Court
- Appointments' List:**

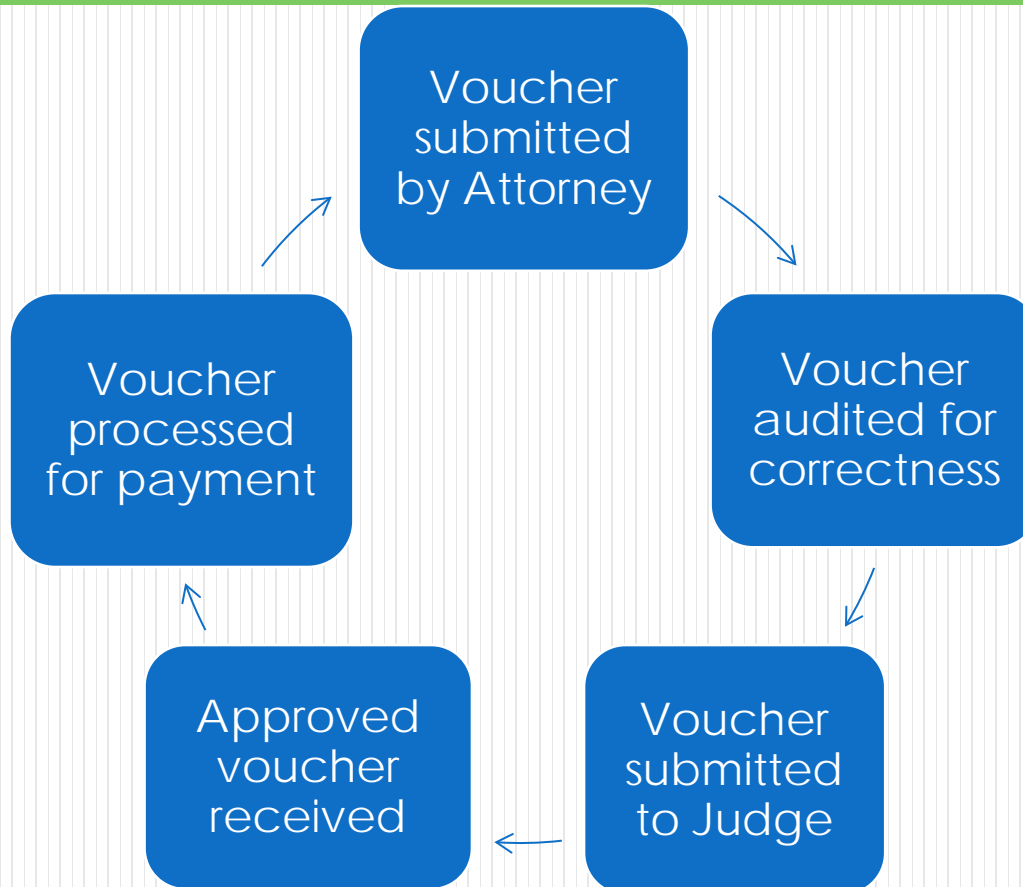
Case	Representation Type	Order Type	Order Date	Pres. Judge	Adm. Mag. Judge
Case: 11-01-0000-01 Defendant #: 1 Case Title: USA v. Bineman Attorney: Andrew Anders	Criminal Case	Appointing Counsel	01/03/04	Albert Albertson	
Case: 11-01-0000-02 Defendant #: 2 Case Title: USA v. Bineman Attorney: Andrew Anders	Criminal Case	Appointing Counsel	01/03/04	Albert Albertson	
Case: 11-01-0000-03 Defendant #: 3 Case Title: USA v. Bineman Attorney: Andrew Anders	Criminal Case	Appointing Counsel	01/03/04	Albert Albertson	
Case: 11-01-0000-04 Defendant #: 4 Case Title: USA v. Bineman Attorney: Andrew Anders	Criminal Case	Appointing Counsel	01/03/04	Albert Albertson	
- My Service Provider's Documents:** No rows have been recorded in the database.
- Closed Documents:** No rows have been recorded in the database.

Profile Management

By clicking on the “My Profile” link in the landing page, you are able to:

- Update your own address, phone number, firm associations, etc.
- Record SSN or EIN numbers
- Record CLE credits
- Enter holding periods for medical leave, vacation, etc. **You must call Clerk’s Office and notify as well**
- Change your password

Voucher Payment Cycle



Types of Vouchers

- **CJA 20** – Appointment of and Authority to Pay Court-Appointed Counsel
- **CJA 21** - Authorization and Voucher for Expert and Other Services
- **CJA 24** – Authorization and Voucher for Transcript(s)
- **CJA 30** – Death Penalty Proceeding (similar to CJA 20)
- **CJA 31** – Death Penalty Proceeding (similar to CJA 21)

Helpful Tips

Do

- Provide brief, meaningful description of services
- Include receipts for expenses \$50 or more
- Indicate the “to/from” locations for Travel Time and Mileage claims
- Recommend looking at paid vouchers for notes

Helpful Tips cont'd

Don't

- Use "Receive" in your service description when reviewing documents
- Claim services to review routine general motions or orders
- Use the appointment date as your "Start Date" under the Claim Status tab. Use only if your claimed services began on that day
- Claim time pertaining to the disposition of client's property


Non-Reimbursable Expenses

- Calendaring
- Close file
- Copying
- Faxing
- Filing
- Help Desk Assistance
- Open or Create file
- “Receive” appointment, fax, etc.
- Voucher Preparation

Click "Save" periodically

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Date *  Description

Service Type *

Doc.# (ECF) Pages

Hours * at \$129.00 per hour.

* Required Fields

To group by a particular Header, drag the column to this area.



Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	05/09/2016	plea	0.5	\$129.00	\$64.50

1 Page 1 of 1 (1 items)

Claim Status tab

Dates must correspond to the starting and ending dates taken from the Services tab.

Claim Status

Start Date  **End Date** 

* Required Fields

Payment Claims

Final Payment

Interim Payment (payment #) *

Supplemental Payment

1. Have you previously applied to the court for compensation and/or reimbursement for this? Yes No

If Yes, were you paid? Yes No

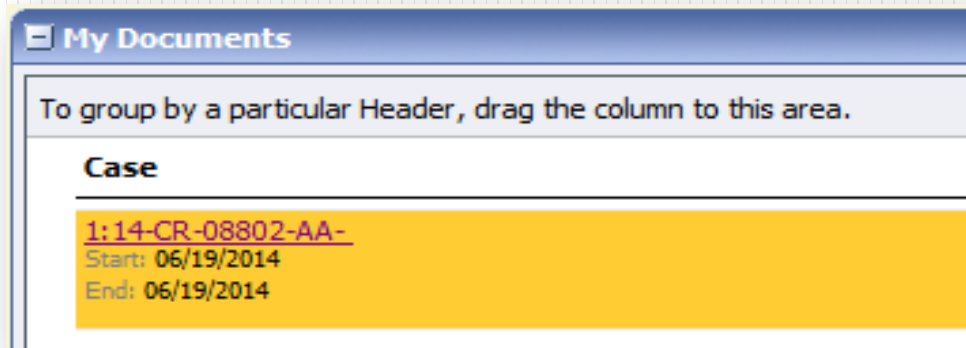
2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No



Service and/or Expenses are out of the Voucher Start and End Dates.

Returned Voucher

An email notification is systematically sent in the event a voucher is returned for action. The voucher will reappear in the "My Documents" folder highlighted in gold.



Expert Services Provider Auth & CJA 21 voucher

Motion to request Expert services in excess of \$800 must be submitted to Court

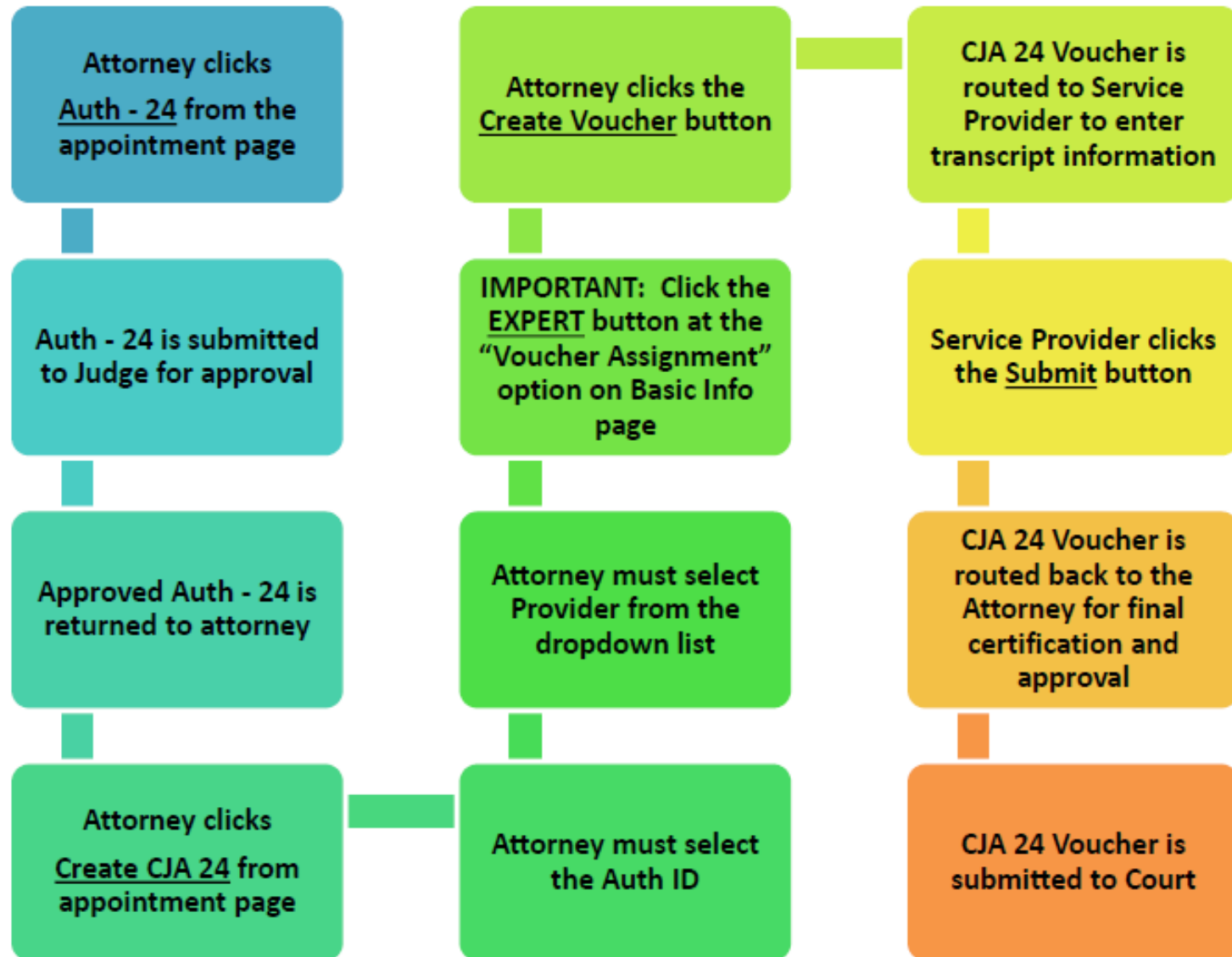
1. Authorization (**Auth**) must be submitted if Order granted (attach or reference Order)
 - a. Expert must be established in eVoucher
 - b. An approved **Auth** is required to proceed with CJA 21
 - c. No Order or **Auth** is needed if less than \$800
2. CJA 21 voucher is created and submitted on behalf of the expert by the attorney
 - a. Include supporting documentation

Transcript Request

Auth 24 & CJA 24 voucher

- Traditional Transcript Order forms (DKT 13 or AO 435) are to continue to be submitted to Court. Additional information may be found at the TXWD website under the “Court Info” tab, “Transcript Request and Fees” link
- This is a 2 – Step Process
- Creating and submitting the **Auth 24** voucher is **NOT** payment to the court reporter or transcriber

CJA 24 Transcript Authorization and Voucher Flow



Statutory Limits for Voucher Processing

Voucher Type	Current Maximum As of 05/05/17	Previous Maximum As of 01/01/16
CJA 20 Felony	\$10,300.00	\$10,000.00
CJA 20 Misd or Petty	\$2,900.00	\$2,900.00
CJA 21 Expert and Other Services	\$2,500.00 (must have judge's approval if over \$800 as of 05/27/10)	\$2,500.00 (must have judge's approval if over \$800 as of 05/27/10)
CJA 24 Transcript Request	No limit	No Limit
CJA 30	\$35,000.00 (if over, must have 5 th Circuit approval)	\$35,000.00 (if over, must have 5 th Circuit approval)
CJA 31	\$7,500.00	\$7,500.00
Material Witness PR/SR	\$2,200.00	\$2,100.00

The Guide – Chapter 230.13 Time Limits

“Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown...

...Every effort should be made to have counsel submit the claim as soon as possible upon completion of services rendered”

