



# eVoucher Expert Manual

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## Introduction ---

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program provides:

- Online submission of vouchers and authorizations by attorneys and experts.
- Line-item auditing of vouchers by judges and court staff.
- The ability to attach PDF documentation to vouchers and authorizations.
- Automatic email notification to attorneys on approval or rejection of vouchers.
- Electronic transfer to the circuit for excess approval.
- Panel management tools and reports for attorney appointments.
- Built-in reporting for budgeting and analysis.

## Browser Compatibility ---

CJA eVoucher is compatible with the following browsers:

- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

## Accessing the CJA eVoucher Program

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Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

**Note:** Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact> or call their 24-hour help line at (844) 875-6446.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

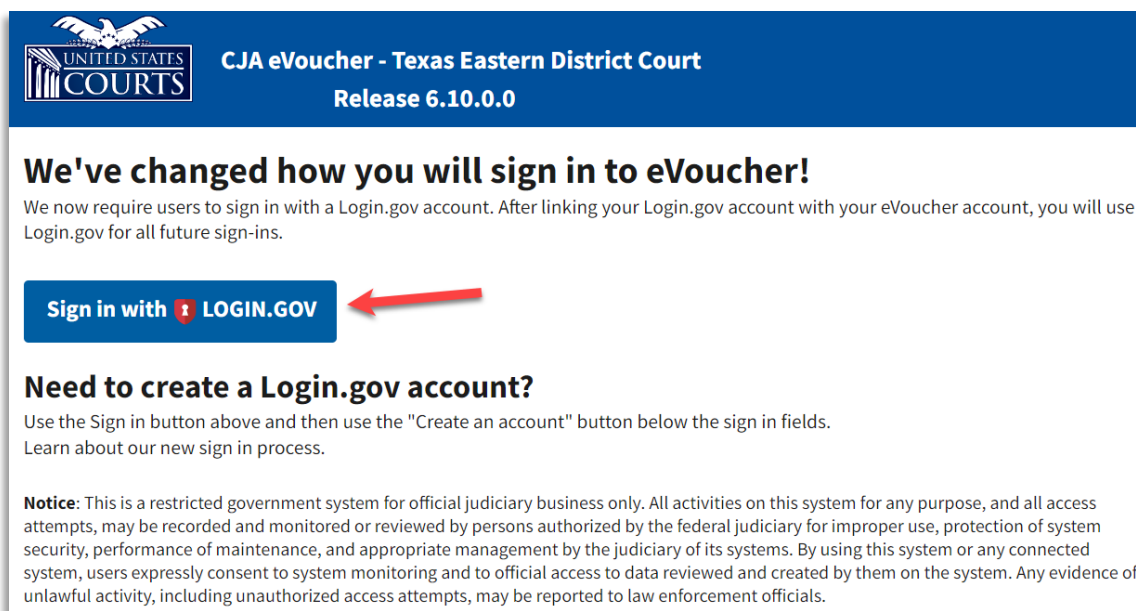
<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

## Creating a Login.gov Account

### Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



**UNITED STATES COURTS** CJA eVoucher - Texas Eastern District Court  
Release 6.10.0.0

### We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

**Sign in with LOGIN.GOV**

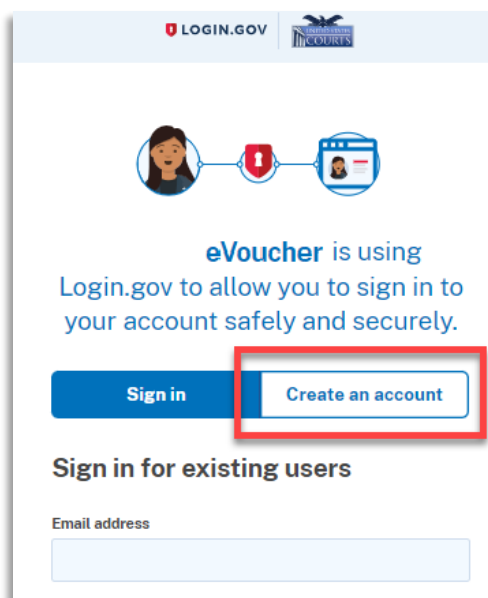
### Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
Learn about our new sign in process.

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

On the Login.gov page, click **Create an account**.



LOGIN.GOV

eVoucher is using Login.gov to allow you to sign in to your account safely and securely.

**Sign in** **Create an account**

**Sign in for existing users**

Email address

### Step 3

Enter your email address, and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Then click **Submit**.

**Note:** Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address  
davidattorney210gmail.com

Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)  
 Español  
 Français

I read and accept the Login.gov [Rules of Use](#)

Submit

### Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.

LOGIN.GOV

Check your email

We sent an email to davidattorney210@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Confirm your email Inbox x

Login.gov <no-reply@identitysandbox.gov>

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

**Step 5**

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

You have confirmed your email address

### Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

**Password**  
.....

**Confirm password**  
.....

Show password

**Continue**

Your Login.gov account is now created and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

**Note:** Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.



## Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

### Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

**Note:** Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

**Step 2**

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and then click **Send code**.

**Add a phone number**

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS)  Phone call

You can change this anytime. If you use a landline number, select "Phone call."

**Send code**

[Mobile terms of service](#)

**Step 3**

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

**Enter your one-time code**

We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555.  
This code will expire in 10 minutes.

One-time code  
Example: 123456

Remember this browser

**Submit**

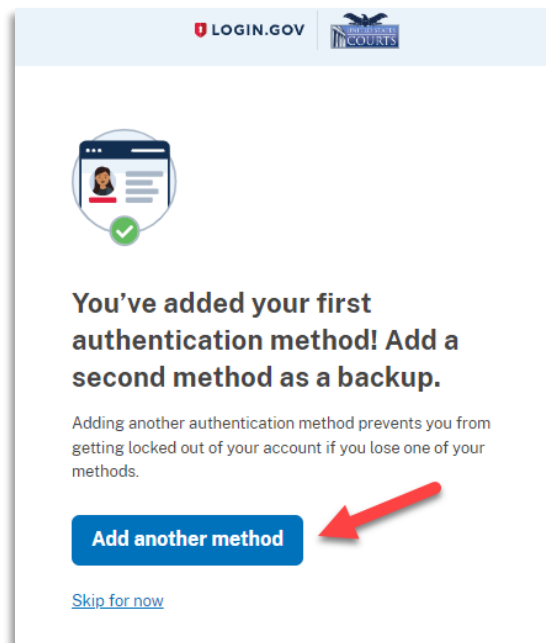
Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

**Step 4**

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

**Note:** It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



## Identity Verification

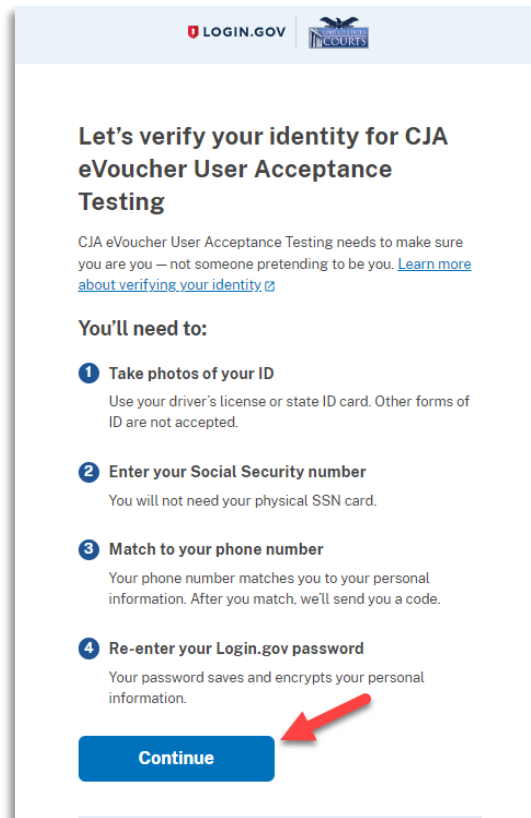
---

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

**Note:** This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

### Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and NJ COURTS. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's licenses or state ID cards are accepted), 2. Enter your Social Security number (noting that a physical card is not needed), 3. Match to your phone number (noting that a code will be sent after matching), and 4. Re-enter your Login.gov password (noting that the password is encrypted). At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

## Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and click **Continue**.

## Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

### Option 1: Upload photos from phone (recommended)

## Option 1

1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

**Recommended**

**Use your phone to take photos**

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

(210) 555-5555

**Send link**

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

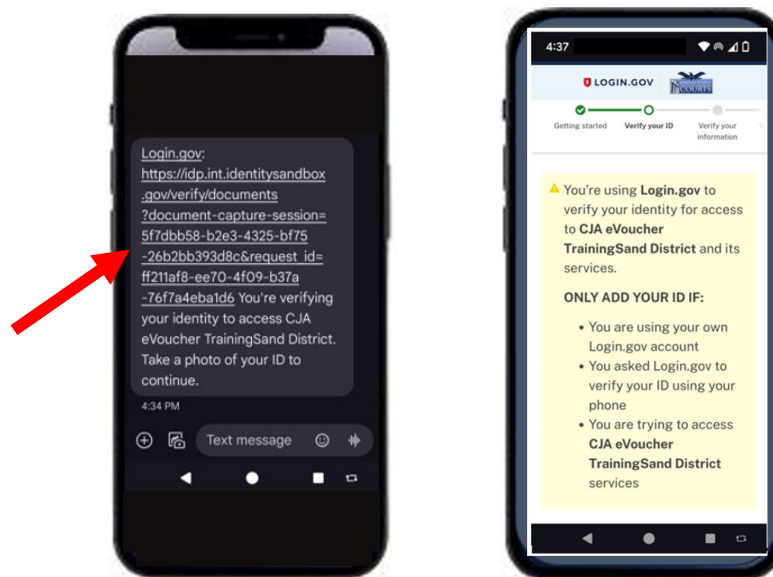
**Do not close this window.**  
The next step will load automatically.

### We sent a message to your phone

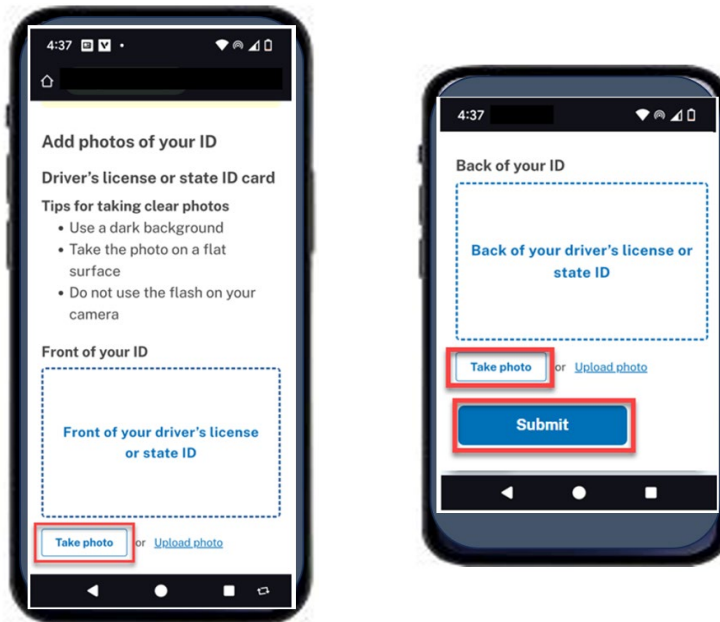
You entered: +1 210-555-5555

Please check your phone and follow instructions to take a photo of your state-issued ID.

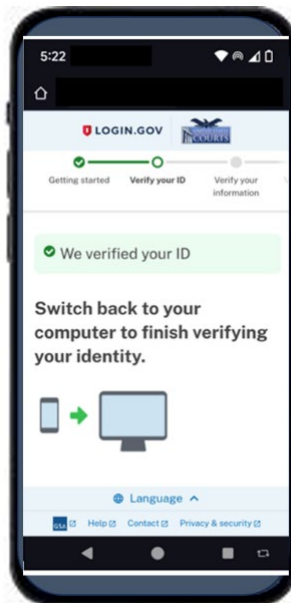
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then, tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

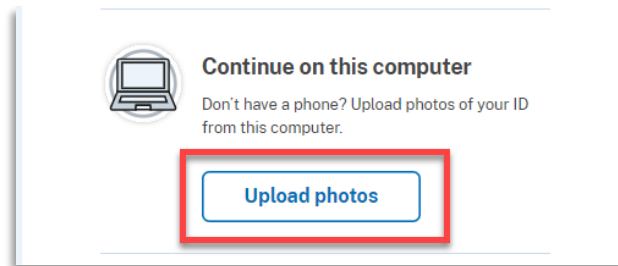


Continue to Step 4 to complete the identity verification process.

### Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

### Add photos of your ID

#### Driver's license or state ID card

**Tips for taking clear photos**

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

**Front of your ID**  
Must be a JPG or PNG

**Front of your driver's license or state ID**

Drag file here or [choose from folder](#)

**Back of your ID**  
Must be a JPG or PNG

**Back of your driver's license or state ID**

Drag file here or [choose from folder](#)

**Submit**

**Note:** You may see a processing screen as the upload completes and Login.gov verifies your identity.



**Step 4**

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

The screenshot shows the Login.gov verification interface. At the top, there are logos for LOGIN.GOV and the U.S. DISTRICT COURT for the District of Columbia. Below the logos is a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). A green notification box states 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, there is explanatory text and a link: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and a link: 'You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)'. The 'Social Security number' input field is highlighted with a red box, showing an example '123-45-6789' and a masked input field with nine dots. Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

LOGIN.GOV

U.S. DISTRICT COURT  
DISTRICT OF COLUMBIA

Getting started Verify your ID Verify your information Verify phone or address Secure your account

We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

**Social Security number**  
Example: 123-45-6789

.....|

Show Social Security number

**Continue**

### Step 5

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note:** You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

Getting started   Verify your ID   **Verify your information**   Verify phone or address   Secure your account

### Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY  
Last name: MCFAKERSON  
Date of birth: October 6, 1938  
ID number: 111111111111

Address line 1: 1 FAKE RD [Update](#)  
Address line 2:  
City: GREAT FALLS  
State: MT  
ZIP Code: 59010

Social Security number: 5\*\*-\*\*-\*\*\*\*5 [Update](#)

Show Social Security number

**Submit**

### Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Getting started   Verify your ID   Verify your information   **Verify phone or address**   Secure your account

**We verified your information**

### Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number  
+1 (210) 555-5555

How should we send a code?  
If you entered a landline above, please select "Phone call" below.

Text message (SMS)    Phone call

**Send code**

**Step 7**

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The 'Verify phone or address' step is currently active. Below the progress bar, the heading 'Enter your one-time code' is displayed. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' A text input field labeled 'One-time code' with the example '123ABC' is highlighted with a red box. Below the input field is a blue 'Submit' button, also highlighted with a red box and a red arrow pointing to it.

**Step 8**

Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov and then click **Continue**.

The screenshot shows the same progress bar as in Step 7, but now the 'Secure your account' step is active. A green confirmation message reads: 'We verified your phone number'. Below this, the heading 'Re-enter your Login.gov password' is shown. A message explains: 'Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.' A password input field labeled 'Password' with masked characters is highlighted with a red box. Below the input field are two links: 'Show password' and 'Forgot password?'. At the bottom, a blue 'Continue' button is highlighted with a red box and a red arrow pointing to it.

**Step 9**

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, and the fifth is an empty circle. Below the progress bar is a green notification box with a checkmark and the text 'We secured your verified information'. The main heading is 'Save your personal key'. In the center, a red shield icon contains a white box with the text 'VGCH - MCDA - CGYR - HAX8'. Below this, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM' and provides links for 'Copy', 'Download (text file)', and 'Print'. A warning section follows: 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone.' Below this is a link 'Learn more about the personal key' and a checkbox labeled 'I saved my personal key in a safe place.' which is highlighted with a red box. At the bottom is a blue 'Continue' button with a red arrow pointing to it.

Getting started   Verify your ID   Verify your information   Verify phone or address   Secure your account

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

[Copy](#)   [Download \(text file\)](#)   [Print](#)

**You need your personal key if you forget your password.  
Keep it safe and don't share it with anyone.**

If you reset your password without your personal key, you'll need to verify your identity again.


[Learn more about the personal key](#)

I saved my personal key in a safe place.

**Continue**

**Step 10**

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



**Connect your verified information  
to CJA eVoucher TrainingSand  
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✔ **Email address**  
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.


**Agree and continue**

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

## Linking Your eVoucher Account to Your Login.gov Account

### For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.



**Link eVoucher Account with Login.gov Account**

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.  
**Note:** Please contact an eVoucher administrator for assistance.

eVoucher Email Address

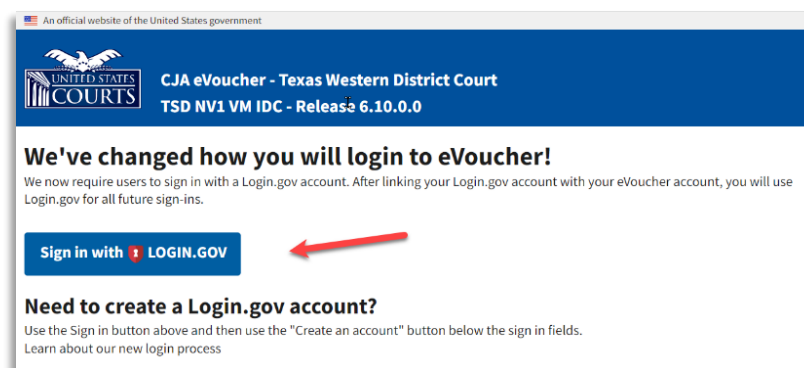
**Next**

**Notice:** This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

### For EXISTING Login.gov accounts:

#### Step 1

From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



**We've changed how you will login to eVoucher!**

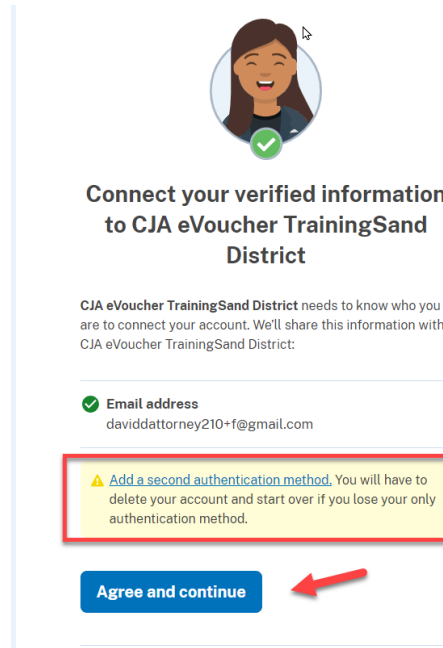
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

**Sign in with LOGIN.GOV**

**Need to create a Login.gov account?**  
 Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
 Learn about our new login process

## Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



**Connect your verified information to CJA eVoucher TrainingSand District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**  
daviddattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

**Agree and continue**

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.

**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

**Link eVoucher Account with Login.gov Account**

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

**eVoucher Email Address**  
daviddattorney@gmail.com

**Next**

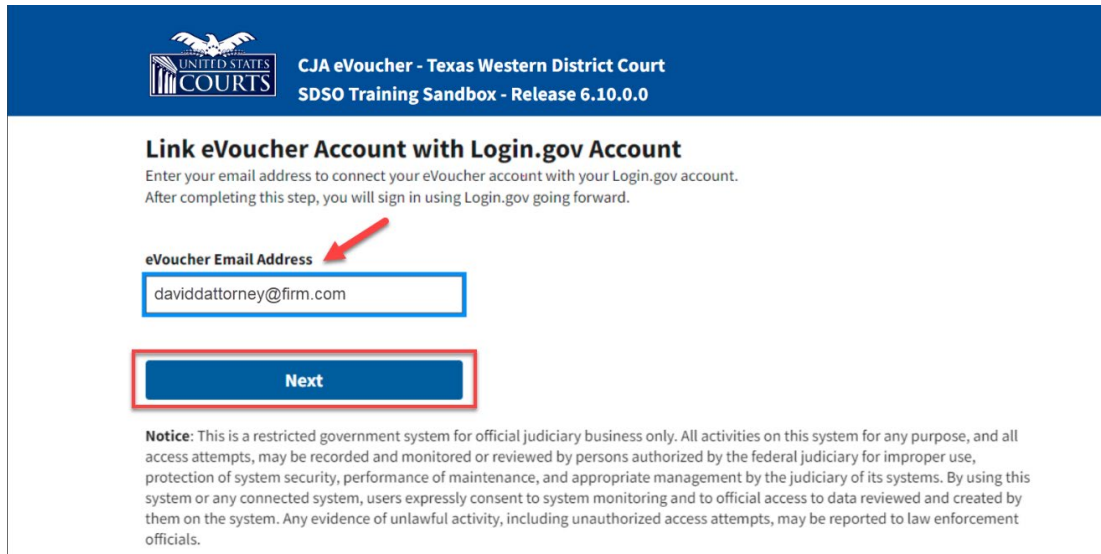
**Notice:** This is a restricted government system for official judiciary business only. All activity access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

## Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password. In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter

### Step 1


your eVoucher SLP email address. Click **Next**.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address** 

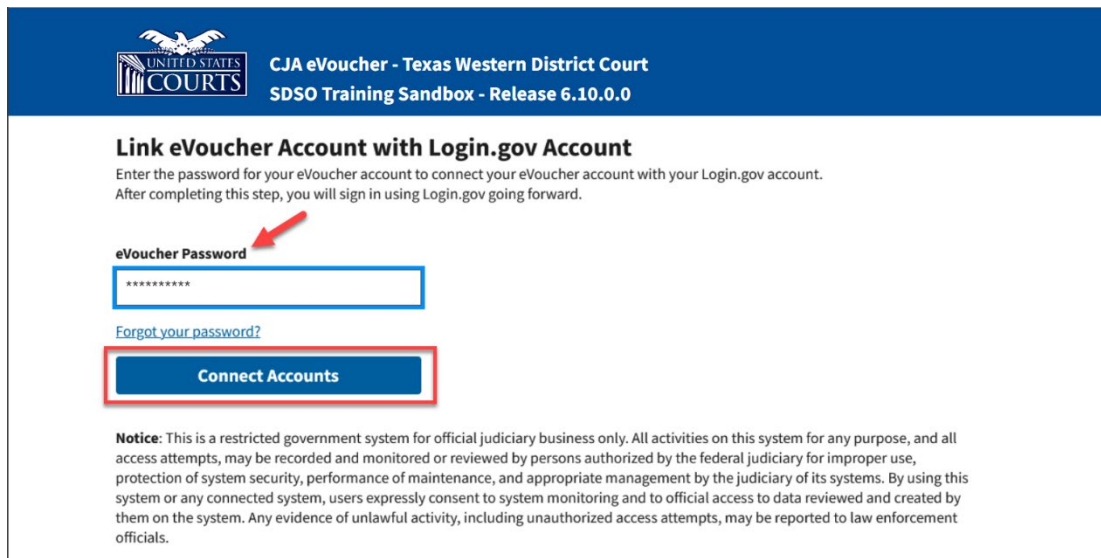
**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.



## Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.



**Link eVoucher Account with Login.gov Account**

Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**eVoucher Password**

\*\*\*\*\*

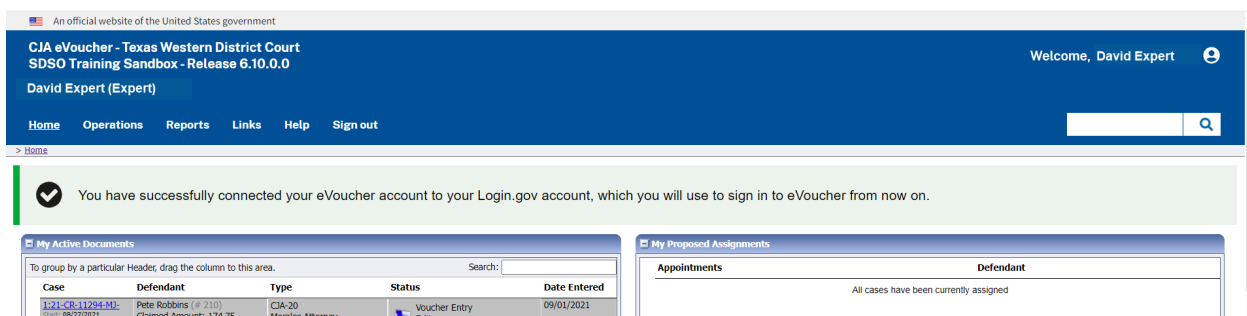
[Forgot your password?](#)

**Connect Accounts**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



An official website of the United States government

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

Welcome, David Expert

David Expert (Expert)

Home Operations Reports Links Help Sign out

> Home

✓ You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
1:21-cr-11294-MJ	Pete Robbins (# 210)	CJA-20	Voucher Entry	09/01/2021
09/27/2021	Planned Amount: 174.75	Monthly Attorney		

**My Proposed Assignments**

**Appointments**

**Defendant**

All cases have been currently assigned

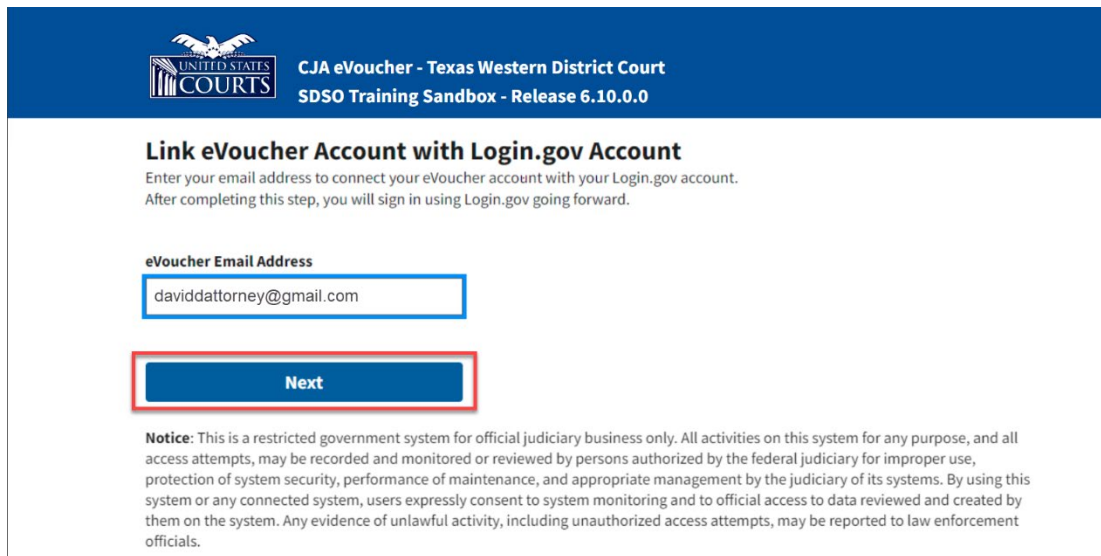
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



**Link eVoucher Account with Login.gov Account**  
Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

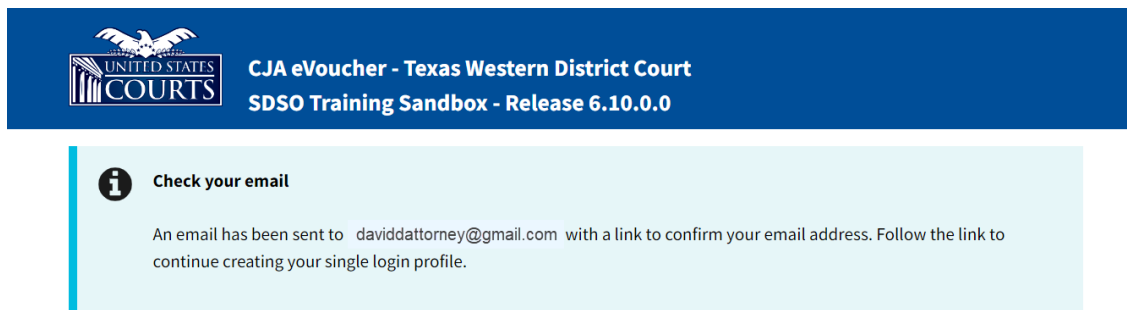
**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

A message appears prompting you check your email and confirm that you entered the correct email address.



**Check your email**

An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

### Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

Dear David D Expert,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov) to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,  
District of Texas Western

### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.

An official website of the United States government


CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

Welcome, David Expert

David Expert (Expert)

Home Operations Reports Links Help Sign out

> Home

 You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

My Active Documents				
To group by a particular Header, drag the column to this area. Search:				
Case	Defendant	Type	Status	Date Entered
1:21-cr-11294-MJ	Pete Robbins (# 210)	CJA-20	Voucher Entry	09/01/2021
08/27/2021	Claimed Amount: 174.76	Morales Attorney		

My Proposed Assignments	
Appointments	Defendant
All cases have been currently assigned	

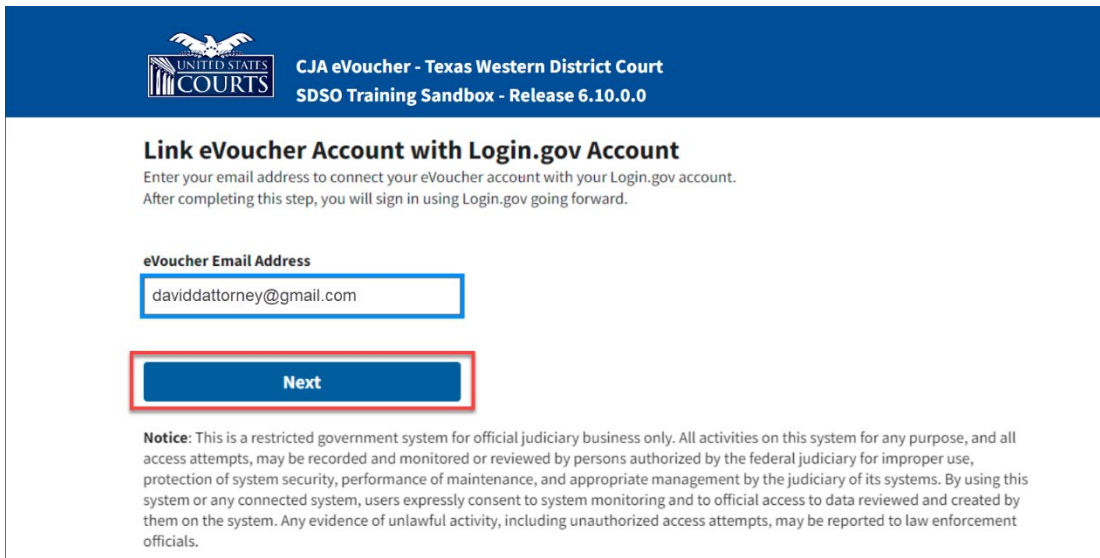
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

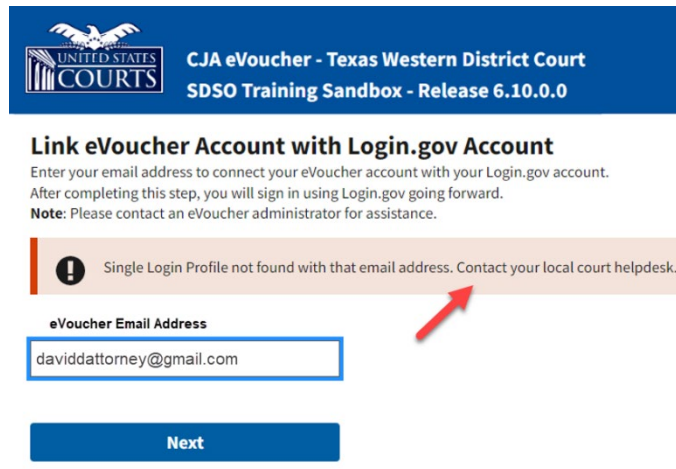
### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



### Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, please contact our helpdesk at [evoucher\\_helpdesk@ctd.uscourts.gov](mailto:evoucher_helpdesk@ctd.uscourts.gov).



### Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.

Dear David D Expert,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov) to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,  
District of Texas Western

### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.

An official website of the United States government


CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

Welcome, David Expert

David Expert (Expert)

Home Operations Reports Links Help Sign out

> Home

 You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
1:21-cr-11294-MJ	Pete Robbins (# 210)	CJA-20	Voucher Entry	09/01/2021
Start: 09/27/2021	Claimed Amount: 174.75	Morales, Attorney		

**My Proposed Assignments**

Appointments	Defendant
All cases have been currently assigned	

You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

### Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.



### We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.



### Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

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### Step 2

By default, you are directed to the Login.gov sign in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.

**Step 3**

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

**Enter your one-time code**

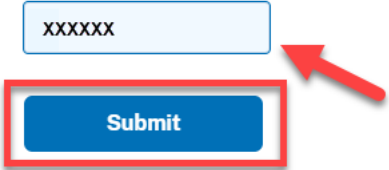
We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555. This code will expire in 10 minutes.

**One-time code**  
Example: 123ABC

XXXXXX

**Submit**

[Send another code](#)



Login.gov directs you to your eVoucher home page.

**CJA eVoucher - Texas Western District Court**  
**SDSO Training Sandbox - Release 6.10.0.0**

David Expert (Expert)

[Home](#)   [Operations](#)   [Reports](#)   [Links](#)   [Help](#)   [Sign out](#)

> [Home](#)

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**My Documents**

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				

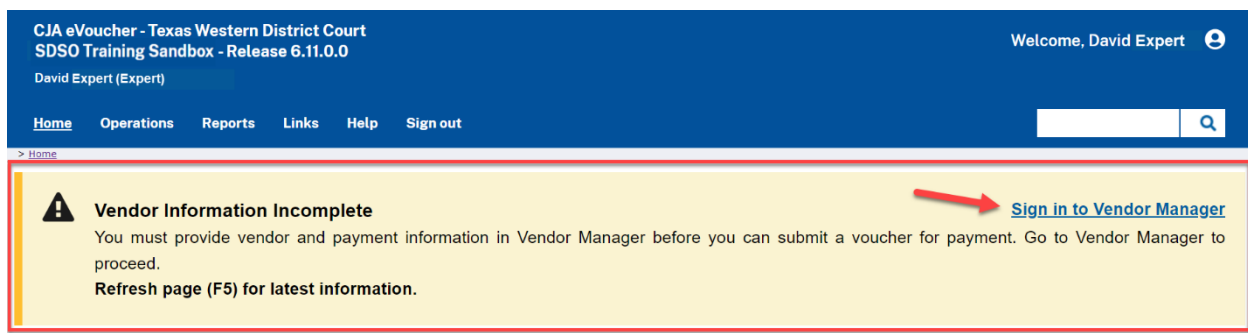
No data

## Vendor Manager System (VMS)

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

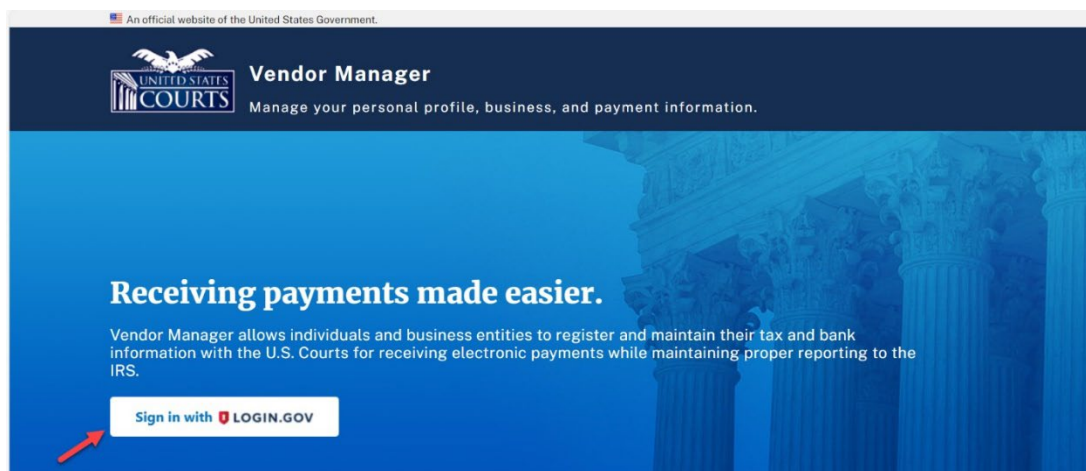
### Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.



### Step 2

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.



### Step 3

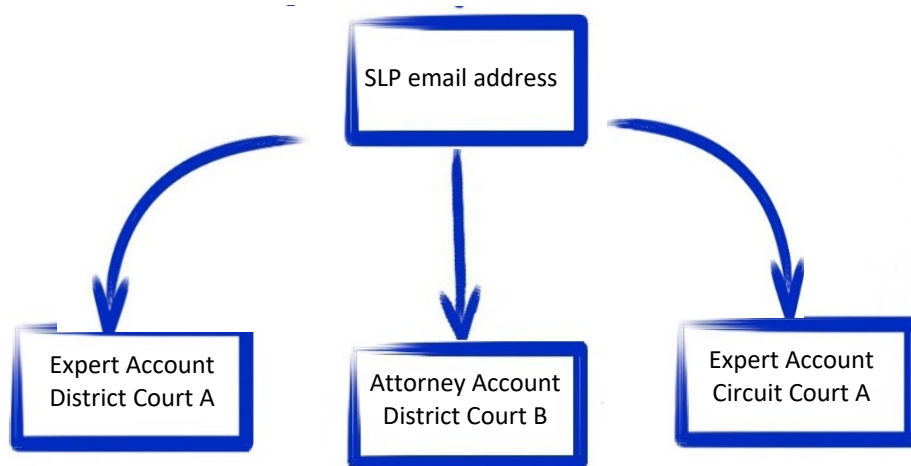
Review the VMS job aids for all the information necessary to create your VMS account.



## Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

### Single Login Profile for David D. Expert



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.






## Editing Your SLP

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

**Note:** The Account Information section automatically displays when you access your SLP information.

### Single Login Profile – David Expert

Account Information 			
First name David	Middle name -	Last name Expert	Suffix -
<a href="#">Edit</a>			
Email address davidexpert210@gmail.com			
<a href="#">Edit</a>			
Password 			
Linked eVoucher Accounts 			

## Modifying Your Name

### Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

### Single Login Profile – David Expert

Account Information 			
First name David	Middle name -	Last name Expert	Suffix -
<a href="#">Edit</a>			

**Step 2**

Make any necessary changes, and then click **Save changes**.

**Single Login Profile – David Expert**

Account Information —

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text"/>	<input type="text" value="Expert"/>	<input type="text"/>

**Note:** It is important to remember that changing your SLP name does not change the name associated with your court profile.

## Updating Your SLP Email Address

### Step 1

Click the **Edit** link to the right of your email address.

Email address  
davidexpert210@gmail.com

[Edit](#)

### Step 2

Enter your new email address, confirm it, and then click **Save changes**.

#### Single Login Profile – David Expert

##### Account Information

**A** Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix
David	-	Expert	-

[Edit](#)

##### Email address

davidexpert210@gmail.com

##### Confirm email address

DavidDExpert@firm.com

Cancel

Save changes

**Note:** It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

## Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and requests to reset a forgotten password. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

### Single Login Profile – David Expert

Account Information				–
First name	Middle name	Last name	Suffix	
David	-	Expert	-	<a href="#">Edit</a>
Email address				
davidexpert210@gmail.com				<a href="#">Edit</a>
Password				
				

**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

## Linked eVoucher Accounts

### Step 1

Click the plus sign (+) to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.

### Single Login Profile – David Expert

Account Information	+
Linked eVoucher Accounts	+

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

## Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

### Single Login Profile – David Expert

Account Information +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
District of Texas Western (Expert)	Expert	<input type="radio"/>
District of Texas Eastern (Expert)	Expert	<input checked="" type="radio"/>

Cancel Save changes

## Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.

CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

David Expert (Expert)

Home Operations Reports Links **Accounts** Help Sign out

> Home

District of Texas Western - Expert  
District of Texas Eastern - Expert

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA-</a> Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry <a href="#">Edit</a>	04/14/2014

## Single Login Profile vs. Court Profile

Below are tips on how to identify which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface for Train District Court. The header includes the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below this, the user is identified as "David D Attorney (Attorney)". A navigation menu contains "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu is open under "Accounts", showing "Circuit - Attorney" and "District - Attorney". A user profile dropdown is open, showing "Welcome, David Attorney" with a profile icon, and options for "Single Login Profile", "Court Profile", and "Sign out".

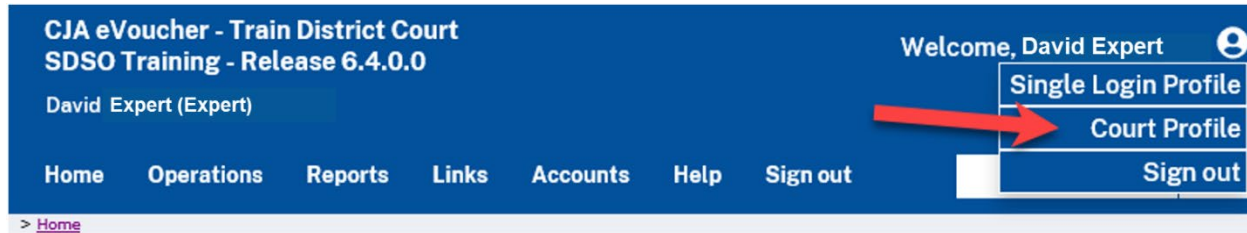
Numbered callouts in the image point to the following elements:

- 1: Court account to which you are signed in (points to "District - Attorney" in the Accounts menu)
- 2: Single Login Profile (SLP) username (points to "Welcome, David Attorney")
- 3: Profile icon (points to the profile icon next to the welcome message)
- 4: Attorney/Expert court account username (points to "David D Attorney (Attorney)")
- 5: List of linked accounts to which you have access (points to the "Accounts" menu)

1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

## Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page, you can:

- Edit contact information, phone, email, and/or physical address.
- Update the Social Security number (SSN) or employee identification number (EIN). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Enter expert specialties.
- Document any continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

### Court Profile

<b>Expert Info</b> Your personal info	Your Name: <b>Charlene Campos</b>  Your Contact Info: Phone: 210-477-2344 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov  Your Address: 110 Main Street San Antonio, TX 78210 US	<input type="button" value="Edit"/>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Charlene Campos</b> Billing Code:0101-000009 110 Main Street San Antonio, TX 78210 - US Phone: 210-477-2344 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
<b>Expert Specialties</b> List your assigned specialties	Your current assigned specialties are: <b>[General]:</b> Chemist/Toxicologist	<input type="button" value="Edit"/>



# Expert Info

## Step 1

In the Expert Info section, click **Edit** to access your personal information.

**Expert Info**  
Your personal info

Your Name: **Charlene Campos**

*Your Contact Info:*  
 Phone: 210-477-2344  
 Fax:  
 lisa\_ornelas@aotx.uscourts.gov  
 deadmail@support.aotx.uscourts.gov  
 deadmail@support.aotx.uscourts.gov

*Your Address:*  
 110 Main Street  
 San Antonio, TX 78210  
 US

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Expert Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

**Court Profile**

**i** For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.  
 Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

## Step 2

Make any necessary changes, and then click **Save**.

**Expert Info**  
Your personal info

**SSN Instructions:**  
 If you are a self-employed service provider, you are required to enter your Social Security Number in the SSN field.  
  
 If you are company-employed service provider only, do not enter your Social Security Number in the SSN field.

\* Required Fields

First Name \*(if self-employed) Middle Last Name  
 Charlene   Campos  Inactive

Tax Identification Number: \*(if self-employed)  Foreign Vendor?  
 SSN:   
Must be SSN format (##-##-####).

Confirm:

Main Email \*  
 lisa\_ornelas@aotx.uscourts.gov

2nd Email  
 deadmail@support.aotx.uscourts.gov

3rd Email  
 deadmail@support.aotx.uscourts.gov

Phone \* 210-477-2344 Cell Phone  Fax

Address 1 \* 110 Main Street City \* San Antonio

Address 2  State \*(US only) TEXAS Zip \*(US only) 78210

Address 3  Country \* UNITED STATES

Save

  
cancel

**Note:** If you are a self-employed service provider, you must enter an SSN in the user profile. If you are a company-employed service provider, you must enter an EIN. When the SSN is saved, it becomes read-only, and the record is transmitted to CJA6x. Once this occurs, only an eVoucher administrator can change an SSN, and you must contact your court to do so.

## Billing Info

---

The Billing Info section of the profile contains the billing information for your services.

### Step 1

Click **Add** if you haven't entered any billing information and you wish to add it now. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

Your default billing info is:  
**Charlene Campos**  
Billing Code:0101-000009  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-477-2344  
Fax:

Select  
Add  
Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

#### Court Profile

**!** Changes made to the **Billing Info** section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

## Step 2

The Billing Type group contains two radio buttons:

- Click the **Self-Employed** radio button if payments are made to your SSN.
- Click the **Company** radio button if payments are made to a firm's EIN.

**\* Required Fields**  
Billing Type:

Self-Employed

Company

## Self-Employed Service Provider

If you are a self-employed service provider, you must enter all required information, and then click **Save**.

**Billing Info**  
List all available billing info records

**\* Required Fields**  
Billing Type:

Self-Employed

Company

Copy Address from Profile

Name: \*  
Charlene Campos

Phone: \* 210-477-2344      Fax: \*

Address 1: \*  
110 Main Street

Address 2:

Address 3:

City: \* San Antonio      State: \* (US only) TEXAS      Zip Code: \* (US only) 78210

Country: \* UNITED STATES

**Note:** You can select the **Copy Address from Profile** check box to populate your information. If the payment address is different from the address in your profile, you should enter your information.

## Company Employed

---

If you are a company-employed service provider, you must enter the company's EIN, name, and payment address information, and then click **Save**.

**\* Required Fields**

Billing Type:

Self-Employed

Company

**Save**

[cancel](#)

Tax Identification Number: \*  Foreign Vendor?

EIN/TIN:

Confirm:

Copy Address from Profile

Name: \*

Phone: \*  Fax:

Address 1: \*

Address 2:

Address 3:

City: \*  State: \* (US only)  Zip Code: \* (US only)

Country: \*

### Notes:

- Payments cannot be made if the SSN or EIN is missing from your profile. This is a requirement of the payment system with which eVoucher interfaces.
- Validations have been added to billing information to ensure the data is in the proper format to be sent to the payment system.
- The system alerts you if there are errors with your billing information. Errors must be fixed before payments can be made.
- The SSN or EIN cannot be changed once it has been synced with the interface. Only the CJA6XAdmin user has rights to change SSNs.
- Add new or additional billing records if the billing information changes. Do not edit the existing record.
- Billing information must be complete to submit a voucher in CJA eVoucher.
- You or the attorney for whom you are providing services must choose the billing information you wish to use when creating vouchers or authorizations.

# Expert Specialties

The Expert Specialties section lists any specialties for which you are approved for eVoucher billing.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

### Court Profile

**!** Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

### Step 1

Select the check box(es) for any specialties that apply to you.

#### Expert Specialties

List your assigned specialties

Please, select what specialties apply to you:

**General**

- Accountant
- Ballistics Expert
- CALR(Westlaw, Lexis, etc)
- Chemist, Toxicologist
- Computer (Hardware, Software, Systems)
- Computer Forensics Expert
- Documents Examiner
- Duplication Services
- Fingerprint Analyst
- Hair, Fiber Expert
- Interpreter Translator
- Investigator
- Jury Consultant
- Legal Analyst/Consultant
- LitigationSupport Services
- Mitigation Specialis
- Other
- Other Medical Expert
- Paralegal Services
- Pathologist, Medical Examiner
- Polygraph Examiner
- Psychiatrist
- Psychologist
- Voice, Audio Analyst
- Weapons Firearms Explosive Expert

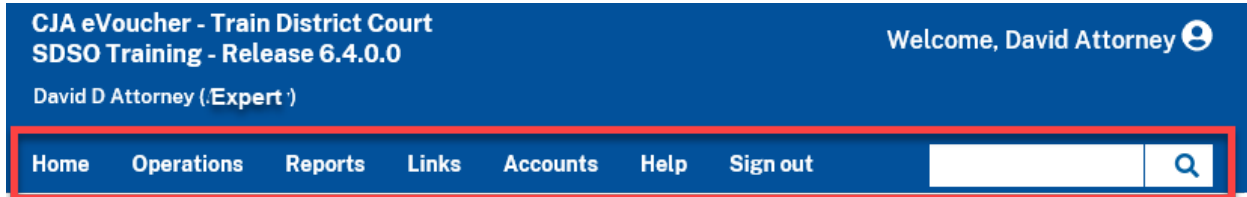
**Transcript**

- Court Reporter

## Menu and Home Page

---

Use the menu bar to navigate to the different areas of the application.



Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you can run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• The Contact Us email address.</li> <li>• The privacy notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.

The home page provides access to information about your cases and billing information that you submit, or the billing information the attorney submits on their behalf.

The screenshot displays a user interface for document management. It features three main sections:

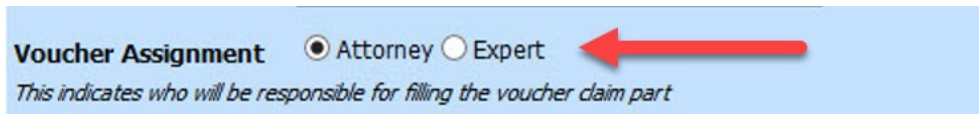
- My Documents:** A table listing 12 documents. Each row includes a case number (e.g., 1:13-CR-08810), defendant name (e.g., Jeffrey Gardner), type (CJA-21), status (Voucher Entry), and date entered (10/30/2015). Some rows are highlighted in yellow.
- My Submitted Documents:** A table listing 10 documents. Each row includes a case number (e.g., 1:14-CR-08), defendant name (e.g., Jebedah Branson), type (CJA-21 - (RETURNED)), status (Voucher Entry), and date entered (08/23/2017). Some rows are highlighted in yellow.
- Closed Documents:** A partially visible table at the bottom with columns for Case, Defendant, and Type.

Section Name	Contents
<b>My Documents</b>	This section contains documents that you are currently working on or that have been created on your behalf by the attorneys. These documents are waiting for you to take action.
<b>My Submitted Documents</b>	This section contains vouchers for you that have been submitted to the court for payment.
<b>Closed Documents</b>	This section contains documents that have been paid or approved by the court. Closed documents display only for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible through the Appointment page.

## Expert vs. Expert Enter

CJA eVoucher allows two designations for experts to complete the voucher: **Expert** and **Expert Enter**. When the service provider signs in, he or she will see a list of all of his or her documents on the home page. The Expert role allows the service provider to sign in to eVoucher, view any documents the attorney is creating on his or her behalf, verify the information is correct, and run reports or copies of the CJA-21 or CJA-31.

The **Expert Enter** role allows the expert to complete his or her voucher after the attorney has created it. If the attorney selects an expert who has these privileges, he or she is able to choose if the attorney or the expert will complete the voucher. The expert can then enter the correct information and submit the voucher back to the attorney for approval.



## CJA-21/31 Entry

The attorney creates the CJA-21 or CJA-31 voucher. If you have Expert Enter rights, the attorney can choose to let you enter the services and expenses. You will receive an email informing you that a voucher has been created on your behalf and that you can enter your information on the voucher.

Sign in to the eVoucher application. The voucher should appear in the My Documents section of

**Step 1**  
your home page.

Case	Defendant	Type	Status	Date Entere
<a href="#">1:14-CR-08805...</a> Start: End:	Jebediah Branson (... Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry <a href="#">Edit</a>	04/28/2020
<a href="#">1:15-CV-08850...</a> Start: End:	Thomas watson (# ... Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry <a href="#">Edit</a>	01/20/2016
<a href="#">1:13-CR-08810...</a> Start: 11/23/2015 End: 11/24/2015	Jeffrey Gardner (# 1) Claimed Amount: 2...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry <a href="#">Edit</a> FINAL PAYMENT	11/24/2015
<a href="#">1:14-CR-08809...</a> Start: End:	Al Perez (# 1) Claimed Amount: 0...	CJA-21 Charlene Campos Interpreter/Translator	Voucher Entry <a href="#">Edit</a>	11/04/2015

1 Page 1 of 1 (4 items)



**Step 2**

To enter your fees and expenses, in the Status column, click the **Edit** link.

Case	Defendant	Type	Status	Date Entere
<a href="#">1:14-CR-08805...</a>	Jebediah Branson (...)	CJA-21	Voucher Entry <a href="#">Edit</a>	04/28/2020
Start:	Claimed Amount: 0....	Charlene Campos		
End:		Interpreter/Translator		

The voucher opens to the Basic Info page, which displays the information in the paper voucher format.

**CJA-21 Voucher Entry**

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_

Summary: \$0.00

Services	Totals
Travel	\$0.00
Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00
Expenses	Amount
Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Authorization Number: 0101.0000186  
Specialty: Interpreter/Translator  
Total Approved Amount: \$100.00

Fee Amount Remaining After Approved and Pending: \$100.00

**Tasks**

[Link To Appointment](#)  
[Link To Representation](#)  
[Link to Authorization](#)

**Reports**

[Form CJA21](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT DEFNUMBER	4. DIST. DKT DEFNUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEFNUMBER	6. OTHER. DKT DEFNUMBER
7. IN CASE MATTER OF(Case Name) USA v. Branson	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  
15-1825 F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S STATEMENT  
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
 Authorization to obtain the service. Estimated compensation: \$5,000,000.00 (Approved Amount: \$100.00)  
 Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney  
Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-833-5623  
Cell phone: 210-555-1234  
Email: [lisa\\_ornelas@actx.uscourts.gov](mailto:lisa_ornelas@actx.uscourts.gov)

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)	14. TYPE OF SERVICE PROVIDER
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorizations requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 02/01/2017 Name: Pro Tunc Date: 02/01/2017 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input checked="" type="checkbox"/> 02 Interpreter/Translator

NOTES

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount \$100.00
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	

**Payment Info**

Preferred Payee: Charlene Campos  
**Charlene Campos**  
Billing Code:0101-000009  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-477-2344  
Fax:

« First < Previous Next > Last » Save Delete Draft Audit Assist

**Notes:**

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

## Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

### Step 1

To enter your service fees and expenses, on the Basic Info page, click the **Services** tab, or click **Next** on the progress bar. Required fields are marked with a red asterisk.

Basic Info **Services** Expenses Claim Status Documents Confirmation

### Services

Date  \*  Description

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$152.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

### Step 2

Enter the date of the service, the number of hours billed, the rate, and a description of the service.

Basic Info **Services** Expenses Claim Status Documents Confirmation

### Services

Date  \*  Description

Units  \*

Rate  \*

\* Required Fields

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

Date	Description	Units	Rate	Amt

Page 1 of 1 (1 items)


Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

### Step 3

Click **Add**.

[Basic Info](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [Documents](#) | [Confirmation](#)

## Services

Date:  \* 
 Description:  \*

Units:  \*

Rate:  \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

There is no auto-save feature in eVoucher, so click **Save** after every few additions. If you try to navigate to another section without saving, a dialog box appears, prompting you to save.

**Leave site?**

Changes you made may not be saved.

## Entering Expenses

### Step 1

Click the **Expenses** tab, or click **Next** on the progress bar.

▶ **Basic Info** ▶ **Services** ▶ **Expenses** ▶ **Claim Status** ▶ **Documents** ▶ **Confirmation**

### Expenses

Date  \* Description  \*  
 Expense Type  \*  
 Miles  \* at \$0.535 per mile.  
 Amount

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

### Step 2

Enter the expenses, click **Add**, and then click **Save**.

▶ **Basic Info** ▶ **Services** ▶ **Expenses** ▶ **Claim Status** ▶ **Documents** ▶ **Confirmation**

### Expenses

Date  \* Description  \*  
 Expense Type  \*  
 Miles  \* at \$0.535 per mile.  
 Amount

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	11/22/2021	Travel	22	\$0.535	\$11.77

Page 1 of 1 (1 items)

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)



## Claim Status

### Step 1

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

Basic Info Services Expenses **Claim Status** Documents Confirmation

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

Final Payment  (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

\*\* Reminder: Please select the appropriate claim status.

\* Required Fields



« First < Previous **Next >** Last » Save Delete Draft Audit Assist

### Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever is earliest. If necessary, go back to the Expenses and Services sections and click the **Date** header to sort by the earliest date of services.

Basic Info Services Expenses **Claim Status** Documents Confirmation

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

Final Payment  (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

\*\* Reminder: Please select the appropriate claim status.

\* Required Fields



« First < Previous **Next >** Last » Save Delete Draft Audit Assist

**Step 3**

Select the appropriate claim status, and then click **Save**.

Basic Info | Services | Expenses | **Claim Status** | Documents | Confirmation

### Claim Status

**Start Date** 11/22/2021 \* 
**End Date** 11/22/2021 \* 

**Payment Claims \***

Final Payment  (payment #)  
 Interim Payment  
 Supplemental Payment  
 Withholding Return Payment

**\*\* Reminder: Please select the appropriate claim status.**

\* Required Fields

« First | < Previous | Next > | Last » | **Save** | Delete Draft | Audit Assist

Radio Button	Payment Claims Description
<b>Final Payment</b>	Request payment after all services have been completed.
<b>Interim Payment</b>	Request payment throughout the appointment, but each court’s practice may differ. If using this type of payment, indicate the number of interim payments.
<b>Supplemental Payment</b>	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
<b>Withholding Return Payment</b>	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

## Documents

### Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

The screenshot shows the 'Supporting Documents' page with the 'Documents' tab selected in the progress bar. The 'File Upload' section is highlighted in blue and contains a 'Choose File' button, a text input field for 'Description', and an 'Upload' button. Below this is a table with one row containing 'No Attachments'. At the bottom, the navigation bar includes buttons for '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' button is highlighted with a red box.

### Step 2

Click **Choose File** to attach any receipts, invoices, or documents as PDF documents. In the **Description** field, optionally label and describe the attachment, and then click **Upload** to attach the PDF document. Click **Save**.

The screenshot shows the 'Supporting Documents' page with the 'Documents' tab selected. The 'File Upload' section is highlighted in blue and contains a 'Choose File' button, a text input field for 'Description', and an 'Upload' button. The 'Choose File' button and 'Description' field are highlighted with red boxes. A red arrow points to the 'Description' field. Below this is a table with one row containing 'No Attachments'. At the bottom, the navigation bar includes buttons for '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Save' button is highlighted with a red box.

## Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

### Step 1

Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct, and then scroll to the bottom of the screen.

Basic Info Services Expenses Claim Status Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Elizabeth Waverly	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:81-CR-00419-19-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) Waverly vs USA	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 SD40 18-13-4100 P BANK EMBEZZLEMENT			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$ <input checked="" type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.  Signature of Attorney: Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: <a href="mailto:MoralesAttorney210@gmail.com">MoralesAttorney210@gmail.com</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court  Date of Order: _____ Num: Pro Tunc Date  Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input checked="" type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
NOTES			
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$100.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$11.77	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$111.77	0.0	
17. PAYEE'S NAME Julie Jennings TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512  <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (e*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 11/22/2021 TO 11/22/2021 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
<b>APPROVED FOR PAYMENT - COURT USE ONLY</b>			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
23. <input type="checkbox"/> Either the cost (including expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (including expenses) exceeds the statutory maximum.			
Signature of Presiding Judge		Date	Judge Code
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD			
Signature of Chief Judge, Court of Appeals (or Delegate)		Date	Judge Code Total Amt. Certified For Payment





## Returned Vouchers

The attorney can return the voucher to the service provider for correction or additional documentation. Any returned vouchers appear highlighted in gold.

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 01/20/2009 End: 05/26/2010	Jebediah Branson (# 1) Claimed Amount: 215.00	CJA-21 Abraham Astley Interpreter Translator	Voucher Entry 0101.0000030 FINAL PAYMENT
<a href="#">1:14-CR-08808-AA-</a> Start: 05/08/2014 End: 05/08/2014	Thomas Howell (# 1) Claimed Amount: 0.00	CJA-21 Abraham Astley Chemist, Toxicologist	Voucher Entry <a href="#">Edit</a>

1 Page 1 of 1 (2 items)

## Printing a CJA-21 Form

From the left side panel, click the **Form CJA21** link to print a standard version of the voucher.



## Reports

Any reports to which you may have access display on the Reports page. From the menu bar at the top of the screen, click **Reports** to see which reports are accessible.

CJA eVoucher - Train District  
SDSO Training - Release 6.3.0.0

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Reports](#)

**Experts**

[Appointments](#)  
Displays the appointments for which the expert is working