

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF VIRGINIA



CJA eVoucher **FREQUENTLY ASKED QUESTIONS** *(Rev. 02/20)*

Table of Contents *(Click on Questions for Answers)*

CONNECTING AND SIGNING ON	3
1. When I connect to eVoucher, there is no place to type in my username or password. How do I log on? .	3
2. I know I'm supposed to use an approved browser, like Internet Explorer, to connect to eVoucher, but Google (or another service) keeps popping up. How do I make it change to Internet Explorer?	4
3. My username and/or password won't work. What do I do?	5
4. I have a new address and/or phone number. Do I need to notify someone?	6
5. I want to change my username or password. How do I do that?	6
VOUCHER FOR FEES AND EXPENSES (CJA 20s)	7
6. I've been appointed to represent a defendant, but the case is not showing up in the appointments section on my home page. What went wrong?	7
7. I'm trying to enter my time, but I get a message that the "Services/Expenses are out of the Voucher Start and End dates." What do I do?	8
8. I have already submitted my voucher but just realized that I made a mistake on it. Can I get it back?.....	8
9. How do I know if I'm getting close to the statutory maximum for attorney services?.....	9
10. I want to check on the status of my voucher. How do I do that?	10
11. One of the documents I submitted is back on my homepage, and it is now bright yellow. Why is that? .	11
12. eVoucher keeps signing me out while I'm still entering data . How do I prevent losing the voucher that I am working on?	11
13. When I try to submit the voucher, I receive an error message that "the date of this voucher is before the appointment date." What do I do?.....	12
14. Can I put all my time entries in chronological order?	12
15. I want to look at all my time entries by category. For example, I want all my jail visits grouped together. Can it do that?	13
16. Before eVoucher commenced, the Court issued order(s) allowing me to submit monthly (interim) vouchers and the authority to hire an expert. Are these pre-conversion orders also effective in eVoucher?	13
17. I have receipts or invoices that I need to submit because the expenses exceed \$50. How do I do that?....	14
PRINTING.....	15
18. Can I print a voucher? How do I save an electronic copy of a voucher?	15
CREATING OTHER VOUCHERS OR REQUESTS	16
19. I am trying to create an AUTH, CJA-21, or CJA-26 but those options aren't on the left-hand side of my screen, where they should be. What happened?.....	16
20. The expert that I want to use in a case isn't listed on the drop down menu. Can I still use that person?	16
21. I submitted an authorization request for funds to hire an expert. How do I know if the authorization request was granted?	17
22. I am asking for money to hire an expert. Can I just type the reasons in the message section?.....	17
23. I have used the services of an expert a few times in this case and I need to use his/her services again. How do I know if I'm getting close to the statutory cap for experts and services?	18

CONNECTING AND SIGNING ON

1. *When I connect to eVoucher, there is no place to type in my username or password. How do I log on?*

It's quite possible you have logged into the wrong eVoucher database – e.g., *USCA eVoucher instead of EDVA eVoucher* – or, you are attempting to use a browser that is not supported by eVoucher.

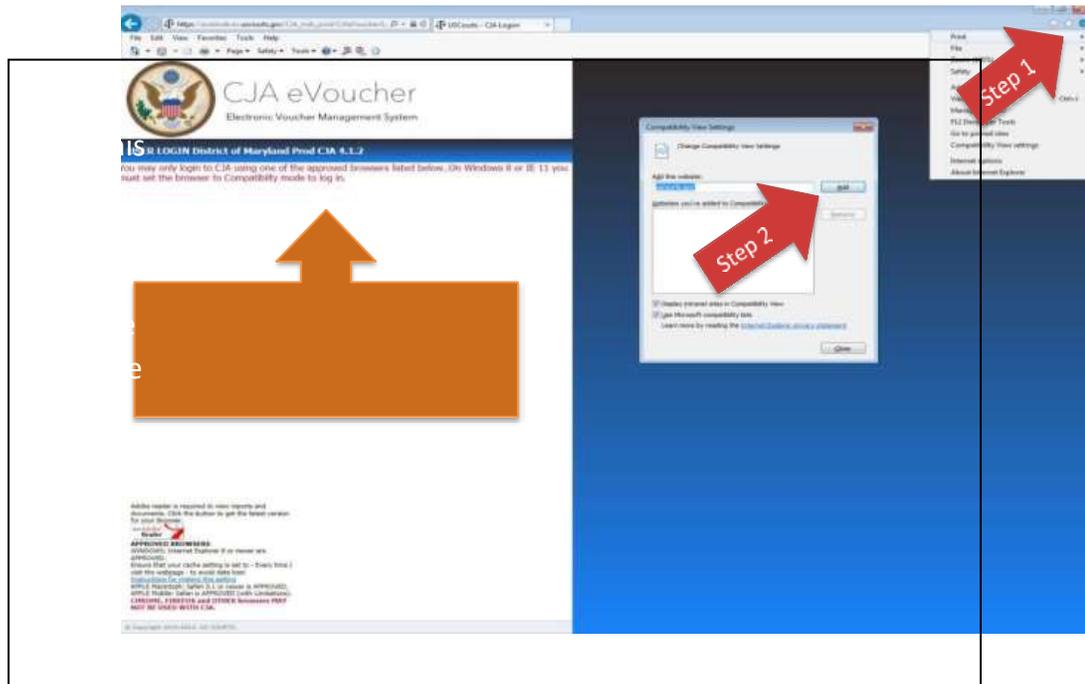
Try logging in again by clicking [HERE](#).

The following browsers are compatible to eVoucher - Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11 or Safari 10.1 on an Apple product, such as a Mac.

If you are using Explorer 11, you may need to change the Compatibility View settings:

Select the **Tools** drop-down menu. Select **Compatibility View** settings. Modify the settings to enable the Compatibility View to add the “uscourts.gov” website. And, that should work.

If not, contact the CJA eVoucher Help Desk for further assistance.

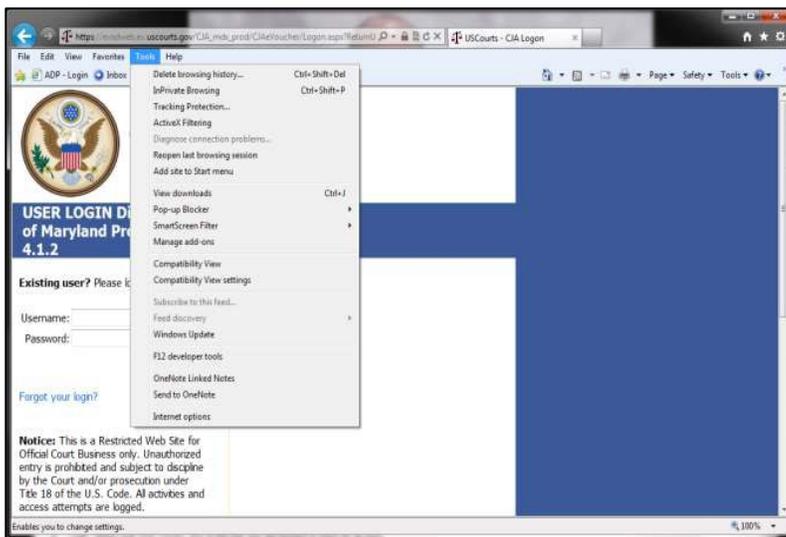


2. *I know I'm supposed to use an approved browser, like Internet Explorer, to connect to eVoucher, but Google (or another service) keeps popping up. How do I make it change to Internet Explorer?*

eVoucher Approved Browsers:

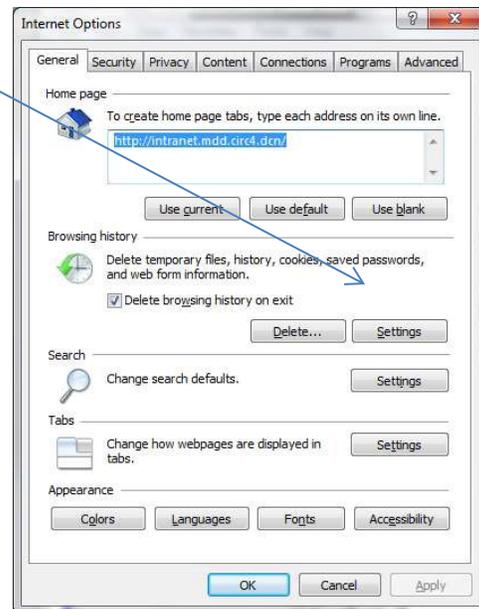
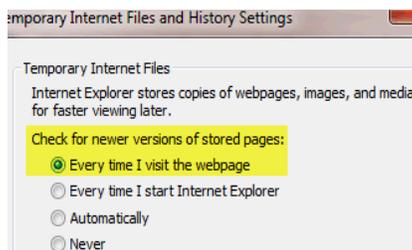
Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode and Internet Explorer 11 or, if you are using an Apple product such as a Mac, Safari 10.1 is also compatible.

In IE, ensure that your cache setting is correct, follow these instructions or click [HERE](#). Go to **Tools** on your browser menu bar and click **Internet Options**.



From the **General** tab, click **Settings**.

Choose the following option:



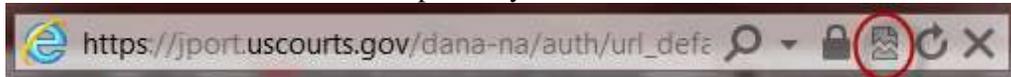
INTERNET EXPLORER COMPATABILITY ISSUES

The electronic vouchering program used by eVoucher is compatible to the following web browsers - Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode and Internet Explorer 11 or, Safari 10.1 if you are using an Apple product, such as a Mac. If you have recently upgraded your Microsoft Office Operating System and/or your Internet Explorer to IE 10, you will need to take the following step in order for the program to function correctly.

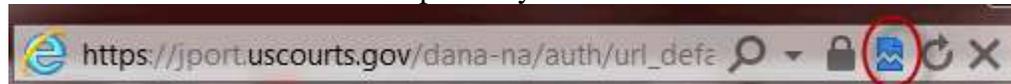
IE10:

In IE 10, turn on **Compatibility Mode** by clicking on the icon resembling a torn sheet of paper located to the right of the web address. If compatibility mode is on (as it should be for eVoucher to work properly) the icon will be blue:

Compatibility Mode Off:



Compatibility Mode On:



3. *My username and/or password won't work. What do I do?*

If you incorrectly enter your username or password three times, eVoucher will automatically lock your account for security reasons and for your protection.

For further assistance with recovering your username, resetting your password or unlocking your account, contact the CJA eVoucher Help Desk.

<u>Alexandria eVoucher Help Desk:</u>	<u>Richmond eVoucher Help Desk:</u>	<u>Norfolk eVoucher Help Desk:</u>
<p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>

4. ***I have a new address and/or phone number. Do I need to notify someone?***

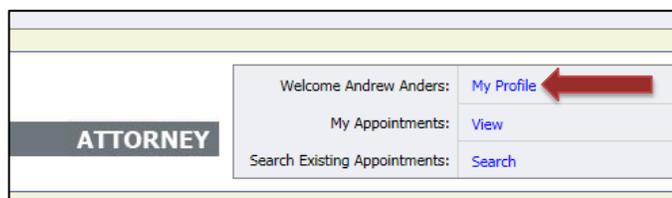
No. Attorneys are responsible for maintaining their **Personal Profile** in eVoucher. Contact the CJA eVoucher Help Desk if further assistance is needed.

<u>Alexandria eVoucher Help Desk:</u>	<u>Richmond eVoucher Help Desk:</u>	<u>Norfolk eVoucher Help Desk:</u>
<p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>

5. ***I want to change my username or password. How do I do that?***

Do not change your username in eVoucher. However, you should immediately change your password when you first log into eVoucher. If you previously provided your username and password to someone who is no longer authorized to delegate on your behalf, you should promptly change your password for security reasons and for your protection.

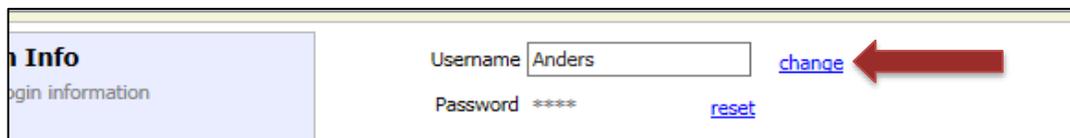
To do this, click **My Profile** on your home page of eVoucher.



Click **Edit** on your profile page.



Remember, **do not change your username in eVoucher.**



To change your **password**, click **reset**.

Info
Login information

Username [change](#)

Password ***** [reset](#)

Type your new password in both boxes. Click **reset** a second time. Then click **close**.

Login information

Password *

Confirm *

VOUCHER FOR FEES AND EXPENSES (CJA 20s)

6. *I've been appointed to represent a defendant, but the case is not showing up in the appointments section on my homepage. What went wrong?*

After accepting a new appointment, the case information should show up on your homepage within a day or so. Be sure that you are looking for the case in the **Appointments List** section and not in the **My Active Documents** section – and be sure you check for case entries on a second or subsequent page. Use the numbered hyperlink at the bottom of the **Appointments List** section to review subsequent pages. If the case is not listed, notify the CJA eVoucher Help Desk and provide the following information:

- Defendant's Name
- Date of Appointment
- Case Number
- Name of Clerk's Office Staff Who Appointed You

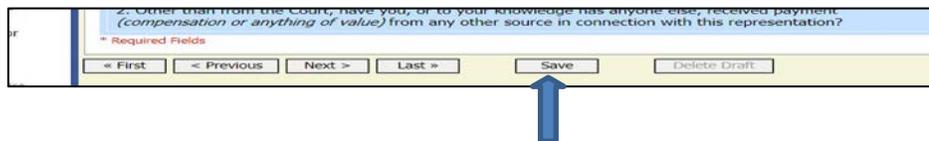
<u>Alexandria eVoucher Help Desk:</u>	<u>Richmond eVoucher Help Desk:</u>	<u>Norfolk eVoucher Help Desk:</u>
<p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>

7. *I'm trying to enter my time, but I get a message that the "Services/Expenses are out of the Voucher Start and End dates." What do I do?*

Verify you are using the correct start date - *which is usually your appointment date* - and the correct end date. If either date is incorrect, go to the **Claim Status** page to make the necessary date corrections. You may either type in the dates or click on the calendars to select the dates.



Then go to the bottom of the page and click **Save**.



It's always a good practice to verify the correct start and end dates before entering fees and expenses. That will ensure that you don't venture outside of the correct date range.

8. *I have already submitted my voucher but just realized that I made a mistake on it. Can I get it back?*

Yes. The voucher will reappear on your homepage (*highlighted in bright yellow*) after you request the CJA Help Desk to reject it back to you.

If you wish to delete it, and start over, open the document and click **delete draft** at the bottom of the **Basic Info** page.

<p align="center"><u>Alexandria eVoucher</u> <u>Help Desk:</u></p> <p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p align="center"><u>Richmond eVoucher</u> <u>Help Desk:</u></p> <p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p align="center"><u>Norfolk eVoucher</u> <u>Help Desk:</u></p> <p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>
---	--	--

9. How do I know if I'm getting close to the statutory maximum for attorney services?

To review the fees and expenses that have been paid to you in a case, refer to the available **Reports** that are listed on the left side of each voucher screen.

The **Defendant Detail Budget Report** and **Defendant Summary Budget Report** provide tables that include total fees and expenses - claimed and approved.

The screenshot displays a voucher interface for case CJA-20. At the top, it shows 'Submitted to Court [Read Only]' and the defendant's name 'Karl Stephens'. A link to 'CM/ECE' is provided. Below this, the voucher details are listed: 'Voucher #: 0101.0000003', 'Start Date: 3/3/2014', and 'End Date: 3/3/2014'. Two summary rows are shown: 'Services: \$63.00' and 'Expenses: \$22.40'. A 'Reports' section is located at the bottom, containing three items: 'Defendant Detail Budget Report' (with a sub-description 'Detail budget info for defendant'), 'Form CJA20', and 'Defendant Summary Budget Report' (with a sub-description 'Totals only of budget info for defendant'). Two blue arrows point from the right side of the screen to the 'Defendant Detail Budget Report' and 'Defendant Summary Budget Report' links.

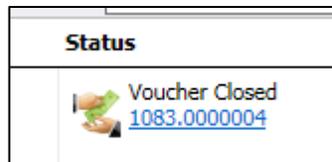
10. I want to check on the status of my voucher. How do I do that?

Once a voucher has been submitted for review and approval, it moves from the **My Active Documents** section to the **My Submitted Documents** section on the home page.

While the voucher is being reviewed and approved (*or, audited*), the status will look like this:



Once the voucher has been approved, and certified for payment, it will move to the **Closed Vouchers** section on the homepage. The status will look like this:



Once the voucher is closed, your check will be mailed in approximately seven days.

If you have further questions regarding the payment status of your voucher, provide the CJA eVoucher Help Desk with the following: (1) Defendant's Name; (2) Type of Voucher; (3) Voucher Number; and, (4) Date Submitted.

<p style="text-align: center;"><u>Alexandria eVoucher</u> <u>Help Desk:</u></p> <p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p style="text-align: center;"><u>Richmond eVoucher</u> <u>Help Desk:</u></p> <p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p style="text-align: center;"><u>Norfolk eVoucher</u> <u>Help Desk:</u></p> <p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>
--	---	---

11. *One of the documents I submitted is back on my homepage, and it is now bright yellow. Why is that?*

If a previously submitted voucher has reappeared on your homepage, and it's highlighted in bright yellow, this indicates your voucher has been rejected by the Court at some stage of the review and approval (*or, audit*) processes. You will find an explanation for the rejection and resubmission instructions in the **Public/Attorney Notes** section on the **Confirmation** page.

Please note, the CJA eVoucher Help Desk is not permitted to correct your voucher. So, if even a minor correction is needed, you must request the CJA eVoucher Help Desk to reject the voucher back to you. The rejection will allow you to reopen the voucher, make and save necessary corrections, and resubmit it.

<u>Alexandria eVoucher</u> <u>Help Desk:</u>	<u>Richmond eVoucher</u> <u>Help Desk:</u>	<u>Norfolk eVoucher</u> <u>Help Desk:</u>
<p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>

12. *eVoucher keeps signing me out while I'm still entering data. How do I prevent losing the voucher that I am working on?*

It's always a good practice to periodically click the "save" button located at the bottom of the voucher pages while entering fees and expenses. eVoucher automatically closes - for security reasons and for your protection - if it does not detect an "action" within a specified period of time. Entering fees and expenses does not register with the program as an "action." Performing functions such as saving data, submitting a voucher, and closing a voucher register as "actions" that automatically reset the timer for eVoucher to remain open.

13. When I try to submit the voucher, I receive an error message that “the date of this voucher is before the appointment date.” What do I do?

The CJA eVoucher Help Desk will verify the accuracy of your appointment date after you provide the following information. The Docket Report also includes your appointment date.

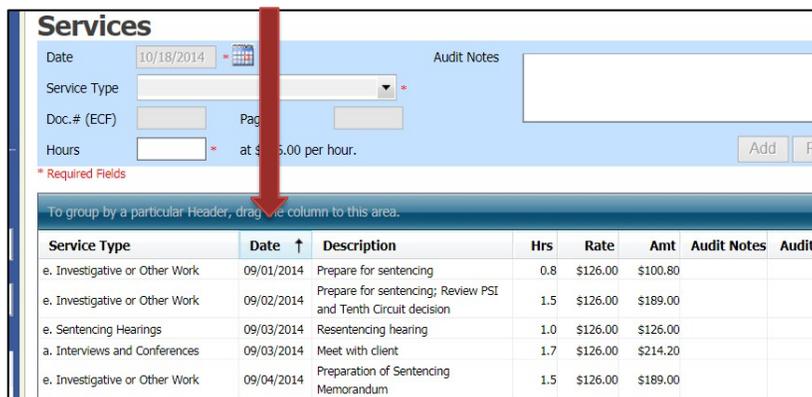
- Defendant’s Name
- Case Number
- Date of Appointment

You must obtain leave of Court to submit fees or expenses prior to the appointment date.

<u>Alexandria eVoucher Help Desk:</u>	<u>Richmond eVoucher Help Desk:</u>	<u>Norfolk eVoucher Help Desk:</u>
<p>Clerk’s Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>

14. Can I put all my time entries in chronological order?

Yes. On the **Services** page, click on the **Date** button on the column heading and your time entries will appear in chronological date order. To reverse the listing, click **Date** again. The arrow will point in the opposite direction and the dates will appear in reverse chronological order. The same processes work on the **Expenses** page.



15. *I want to look at all my time entries by category. For example, I want all my jail visits grouped together. Can it do that?*

Yes. On the **Services** page, click on the **Service Type** or **Description** buttons on the column heading to categorize them.

The screenshot shows the 'Services' page interface. At the top, there are input fields for 'Date' (10/18/2014), 'Service type', 'Doc.# (CF)', 'Pages', and 'Hours' (at \$126.00 per hour). Below these is a table with the following columns: Service Type, Date ↑, Description, Hrs, Rate, Amt, Audit Notes, and Audit t. The table contains five rows of data. Two red arrows point to the 'Service Type' and 'Description' column headers.

Service Type	Date ↑	Description	Hrs	Rate	Amt	Audit Notes	Audit t
e. Investigative or Other Work	09/01/2014	Prepare for sentencing	0.8	\$126.00	\$100.80		
e. Investigative or Other Work	09/02/2014	Prepare for sentencing; Review PSI and Tenth Circuit decision	1.5	\$126.00	\$189.00		
e. Sentencing Hearings	09/03/2014	Resentencing hearing	1.0	\$126.00	\$126.00		
a. Interviews and Conferences	09/03/2014	Meet with client	1.7	\$126.00	\$214.20		
e. Investigative or Other Work	09/04/2014	Preparation of Sentencing Memorandum	1.5	\$126.00	\$189.00		

16. *Before eVoucher commenced, the Court issued order(s) allowing me to submit monthly (interim) vouchers and the authority to hire an expert. Are these pre-conversion orders also effective in eVoucher?*

Yes. This is how you keep them effective in eVoucher:

ORDERS FOR INTERIM PAYMENTS

If the Court previously issued an order allowing you to submit monthly (interim) vouchers in a case, you may also submit interim vouchers in eVoucher. Upload the order to the **Documents** page with each interim voucher.

ORDERS AUTHORIZING EXCESS FEES OR EXPERT SERVICES

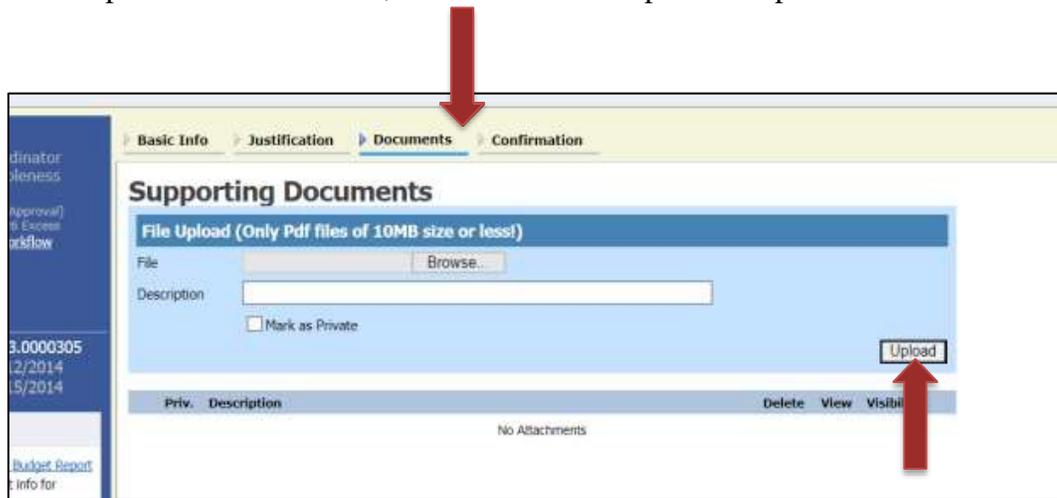
Use the **Description** box on the Basic Info page of the AUTH to include a reminder that the authority for the expert fees or services were previously granted by the Court. Next, upload a copy of the order approving the authority to the **Documents** page of the AUTH.

17. I have receipts or invoices that I need to submit because the expenses exceed \$50.00. How do I do that?

This works similar to uploading attachments to a document in CM/ECF.

Scan and save the document as a pdf on your personal computer. Next, open the voucher and the **Supporting Documents** page.

Click **Browse**. Find the pdf document where you saved it on your personal computer and double-click on it. The pdf name will appear in the **File** box. You must also include a description of the document, such as “hotel receipt” or “expert's resume.”



Click **Upload**.

The document will automatically populate in the bottom portion of the page. You can continue uploading additional documents as desired.

PRINTING

18. Can I print a voucher? How do I save an electronic copy of a voucher?



Yes. To print a voucher, go to the **Basic Info** page. You will find a list of **Reports** on the left side of each voucher page. Select the voucher type you would like to print, e.g., **Form CJA20**. To print an AUTH, select **Form Authorization**.

In a moment or two, the pages of the voucher will be combined into one pdf document, which can be printed by clicking on the printer icon (or, **Ctrl+P**). This feature does not print documents that are uploaded to the document page.

You may also save the pdf file on your personal computer.

If you forget to print or save a voucher, don't worry, because it's automatically saved in eVoucher, and you can access it at any time.

CREATING OTHER VOUCHERS OR REQUESTS

- 19. *I am trying to create an AUTH, AUTH-24, CJA-20, CJA-21 and BUDGET-AUTH, but those options don't appear on the left-hand side of my screen, where they should be. What happened?***

You may have opened an existing voucher, rather than opening the appointment to create a new document. Close the document and go to the **Appointment List** on your homepage. Click on the case you would like to work in and you should find the options on the left-hand side of the **Appointment Info** page.

- 20. *The expert that I want to use in a case isn't listed on the drop-down menu. Can I still use that person?***

Yes. In order to add the expert to eVoucher, you will need to submit the required **Request for Vendor Information and TIN Certification Forms** to the eVoucher Help Desk where the case is filed. To access the forms, click [HERE](#).

Once the expert's information is uploaded by the eVoucher Help Desk where the case is filed, the expert's name will appear on the drop-down list of experts on the Basic Info page of the CJA-21 and CJA-31 vouchers.

Service Provider

You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert

<p style="text-align: center;"><u>Alexandria eVoucher</u> <u>Help Desk:</u></p> <p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p style="text-align: center;"><u>Richmond eVoucher</u> <u>Help Desk:</u></p> <p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p style="text-align: center;"><u>Norfolk eVoucher</u> <u>Help Desk:</u></p> <p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>
--	---	---

21. I submitted an authorization request for funds to hire an expert. How do I know if the authorization request was granted?

Once an **AUTH** or, *authorization request* has been approved by the Court, it will appear in the **Closed Documents** section of the homepage. This confirms the attorney has received the Court’s permission to spend the **approved** amount for services requested in the **AUTH**.

Case	Defendant	Type	Status
1:14-CR-02201-... Start: 04/03/2014 End: 04/03/2014	Karl Stephens (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000....	AUTH Accountant	Voucher Closed 1083.0000004
1:14-CR-02201-... Start: 10/19/2014 End: 10/20/2014	Karl Stephens (# 1) Claimed Amount: 23,333.00 Approved Amount: 23,33...	AUTH Chemist, Toxicologist	Voucher Closed 0101.0000091

Page 1 of 1 (2 items)

22. I am asking for money to hire an expert. Can I just type the reasons in the Public/Attorney Notes section on the Confirmation page?

No. You must complete the **Basic of Estimate** and **Description** sections on the **Basic Info** page of the AUTH. You may also upload a letter in support of the expert request on the Documents page of the AUTH.

Order Date: 9/4/2014 *

Nunc Pro Tunc Date: []

Repayment:

Estimated Amount: \$ 4300.00 *

Authorized Amount: \$ 4300.00 *

Basis of Estimate: 67 hours at \$65/hour

Description: provide investigatory services for the purpose of locating and interviewing witnesses to rebut the statements of witnesses for the government, to

Service Type: Investigator *

The court where the case is filed may require you to file a motion before employing the services of an expert. If so, do not create the AUTH in eVoucher until after the order granting the motion has been filed in CM/ECF. Upload a pdf version of the order to the **Documents** page before submitting the AUTH. Contact the eVoucher Help Desk for further assistance.

23. *I have used the services of an expert a few times in this case and I need to use his/her services again. How do I know if I'm getting close to the statutory cap for experts and services?*

In order to review the expert services that have been paid for a case, refer to **Reports** that are listed on the left side of each voucher screen.

The **Defendant Detail Budget Report** and **Defendant Summary Budget Report** provide tables that include total fees and expenses - claimed and approved.

Contact the CJA eVoucher Help Desk for further assistance.



<u>Alexandria eVoucher Help Desk:</u>	<u>Richmond eVoucher Help Desk:</u>	<u>Norfolk eVoucher Help Desk:</u>
<p>Clerk's Office Criminal Division (CJA Forms and Procedures) (703) 299-2102</p> <p>Rhonda Broaden, Deputy Clerk (Payment & Login Issues) cja_alexandria@vaed.uscourts.gov (703) 299-2129</p>	<p>Lisa Garrett, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2237</p> <p>Rob Walker, Deputy Clerk cja_richmond@vaed.uscourts.gov (804) 916-2232</p>	<p>Angela Farlow, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7215</p> <p>Lisa Tyree, Deputy Clerk (CJA Forms, Procedures, Payments & Login Issues) cja_norfolk@vaed.uscourts.gov (757) 222-7253</p>