

United States District Court District for Puerto Rico



Criminal Justice Act
Panel of Attorneys



Troubleshooting and Processes for eVoucher System



CJA eVoucher

Most Common Mistakes

- * **Timeout due to idle time** – The system provides a cap of 30 minutes on standby before it logs off. If the time frame passed, all the information entered afterwards will be lost. Idle time should be measured and the document ‘Saved’ periodically.

Claim Status

- * In order to save a document and successfully submit it, the Start and End located at the Claim Status tab **MUST** be changed to the date where the services began and the last date entered to claim services or expenses.

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

CJA-20
Voucher Entry

Def.: Donnie Clark Barker

Voucher #: 4669.0000008
Start Date: 12/21/2009
End Date: 6/9/2010

Services: \$3199.00
Expenses: \$17.50

Reports
[Defendant Detail Report](#)
[Form CJA20](#)
[Attorney Time Report](#)
[Defendant Summary Report](#)

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

Claim Status

Start Date 12/21/2009 * End Date 6/9/2010 *

Payment Claims

☐ Final Payment
☒ Interim Payment 1 (pmt.number) *
☐ Supplemental Payment

Have you previously applied to the court this? ☐ Yes ☒ No

If Yes, were you paid? ☐ Yes ☒ No

Other than from the Court, have you, or (compensation or anything of value) from representation? ☐ Yes ☒ No

1. Go to Claim Status Tab at the top of the screen.

2. WHEN BEGIN DATA ENTRY: Change Start date.

3. WHEN FINISHED WITH THE CASE: enter the last day of services provided.



The date of this voucher is before the Appointment Date.

Basic Info

1. CIR./DIST/DIV.CODE 4669		2. PERSON REPRESENTED Donnie Clark Barker		VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER		4. DIST. DKT/DEF.NUMBER 3:99-CR-00999-1-JSL		5. APPEALS. DKT/DEF.NUMBER	
6. OTHER. DKT/DEF.NUMBER		7. IN CASE/MATTER OF(Case Name) USA vs Barker et al		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 22D:3821A.F FRAUD22D:3202A.F ARMED ROBBERY18:924C.F VIOLENT CRIME/DRUGS/MACHINE GUN	
12. ATTORNEY'S NAME AND MAILING ADDRESS Joe J. Joes - Bar Number: 123123 po box here san juan pr 00918 Phone: 777-7777; 772-2222		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> X Retained <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointed Date Signature of Presiding Judge or By Order of the Court Judge S. Law Date of Order 12/10/2010 Nunc Pro Tunc Date 12/10/1999 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
14. LAW FIRM NAME AND MAILING ADDRESS					

Begin Date – The first date entered for claiming expenses or services must be after the appointment date. (located in the Basic Info tab, Box #13)

Formats

1. Dates – Must be formatted as mm/dd/yyyy
2. Number fields – Should **only** contain numbers:
 - i. Hours or Miles – only up to 1 decimal space (i.e. 1 or 1.2 or 0.3)
 - ii. Pages or Documents – ONLY integers, no decimals (5 or 458)
 - iii. Money – Only accepts currency amounts up to 2 decimal places. DO NOT include the \$ sign or commas (,). (i.e. 1500.00)
 - iv. FIELDS CANNOT BE LEFT IN BLANK (i.e. use **0.00** or **0** when applicable)

Description for Services and Expenses

3.

- i. Avoid use of special characters such as apostrophes, quotation marks, or brackets, even though the system will accept them.
- ii. By using 'copy and paste' verify that no special characters are included in the text and avoid 'pasting' extensive information.
- iii. Please measure that the information is **reasonable** to efficiently describe the services rendered. Entering lengthy descriptions result in incomplete Form CJA20 reports. (see *example below*)

ServicesInterviewHours	Telephone call from defendant. This was an important call, since I had requested that defendant find out if there were any other persons with the first name "Name " involved in this conspiracy. Defendant had made inquiries from some relatives who informed
ServicesInterviewHours	Telephone conference with AUSA to find out if his agents understood that the defendant involved in a number of acts described in the FD-###'s was my client, Name Last Name or whether there might be some other Name that had not been in

Each section in PDF reports allow approximately 250 characters.

Description of services (continued)

171-172]. Also, Receipt and review of email from counsel Mr. Joe He informs that he has spoken with AUSA Mr. Doe and explained to him that our clients have problems with doing safety valve interviews and/or do not even qualify for a safety valve interview due to their respective criminal history points. That he asked Mr. Doe if it was worth the time and effort to put together a "package deal," and that AUSA stated that he would be amenable to a package deal and requested that we put one together and present it to him. Counsel Mr. Joe who has been coordinating a meeting with the various defense attorneys states that, given our respective work schedules, the best day and time to meet is Friday, August 31, 2007 at 1:30 PM (eight of the nine attorneys can assist on this date and hour). The meeting will be held at the attorney's lounge at the Federal Court house. He also requests that prior to the meeting, we each ascertain our client's criminal history and have already done our respective guidelines calculations for the counter-plea offer that each one of us wants to advocate for our client and which will be included in the "package deal." In other words, while a package plea counter-offer is envisioned, it is so in the sense of getting the entire case disposed of, rather than being a straight-jacket where the less culpable defendants would get the same time as the more culpable ones.

Received email from AUSA re: meeting for plea offer

Call from AUSA Mr. John He informs me AUSA Mr. Doe is out for the day and he has not been able to reach AUSA Mr. Doe. I. We agree that unless AUSA Mr. Doe has already spoken with AUSA Mr. John and they have agreed to the two level reduction for minor participant, that I should request a further continuance of the sentencing hearing. Various calls to US Attorney's Office to set up appointment with AUSA Mr. John. Leave voice mail with her assistant, Mr. Assistant to return my call. Also further call in which I request to be passed to AUSA I John direct line, since I can only get voice mail for her assistant. I am told that everyone is at a breakfast due to Secretary's Week, and that they will return at 10:00 a.m. Further call at 10:15 a.m. to AUSA Mr. John assistant, who tells me she will not be in during morning, but he has to cut me off because of another urgent matter and agrees to call me back shortly. I remind him that this is in relation to sentencing scheduled for today at 2:00 p.m., provide defendant's name as well as case number, and name of AUSA Anderson as line prosecutor. Also tell him that I'm calling because AUSA Jane Doe told me to talk to her first.

Telephone conference with AUSA's office re: sentencing hearing continuance

Photocopies

4. For reimbursement of photocopies – enter the total dollar amount, ***NOT the amount of pages photocopied.***

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation
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Expenses

* Required Fields

Date	8/16/2011 *	Description	Made 150 copies docs requested by the defendant. *
Expense Type	Photocopies *		
Miles		rate per mile is 0.5100	
Amount	15.00 *		

Add Remove

Docket entries

5. When referring to docket entries reviewed please enter the information in the **Description text box** instead of the box provided


Basic Info Services Expenses Claim Status Documents Confirmation

Services

* Required Fields

Date	8/16/2011 *	Description	reviewed docket from 18 re: dft indictment
Service Type			
Doc.# (ECF)		Pages	
Hours	.4 * at rate 125.00		

Add Delete Item

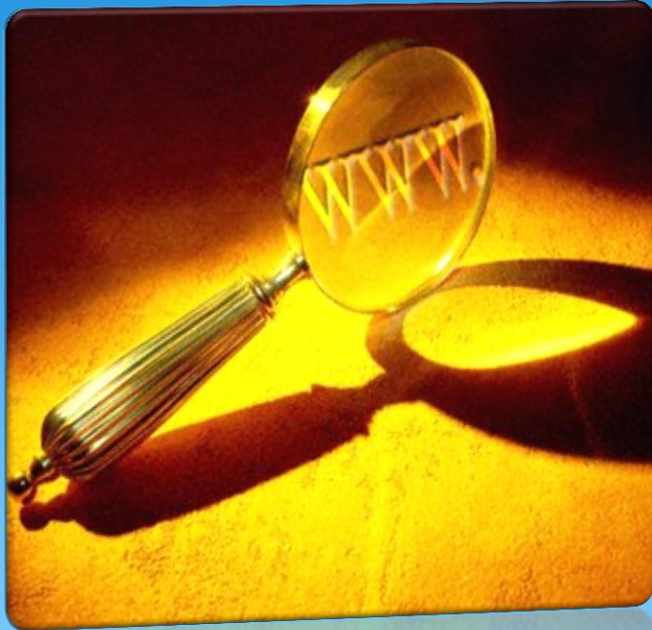


Troubleshooting

- * When reporting any situations encountered with eVoucher please include the following information:
 - i. Representation and/or voucher number
 - ii. Case number
 - iii. Appointment number
 - iv. Last day and time when data was entered into the document and the day when the situation was noticed.

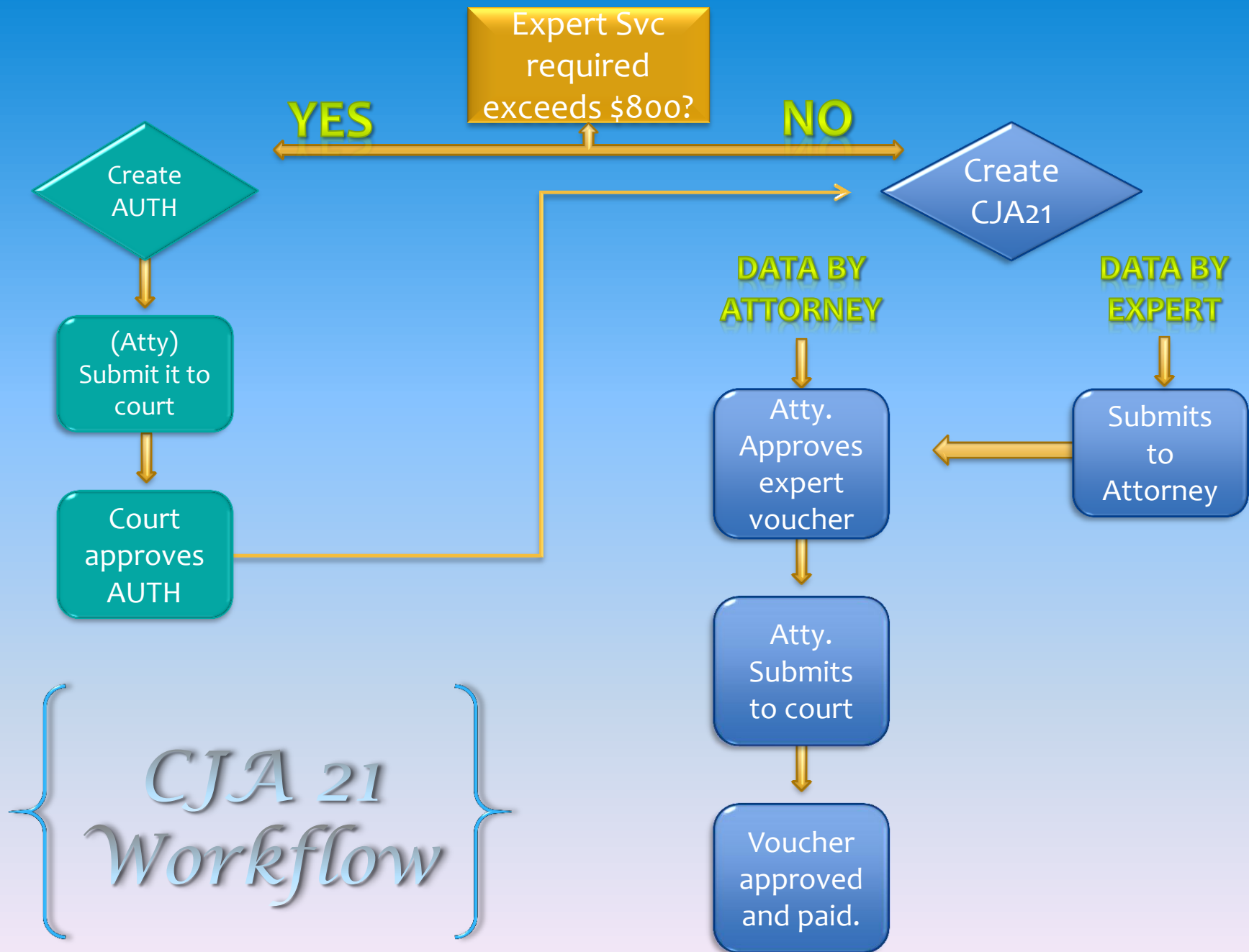
Requesting New Representations

- * When requesting new appointments in the eVoucher system please email at:
Marielle_Descartes@prd.uscourts.gov
- * In the email include the following information:
 - ❖ Case number
 - ❖ Defendant
 - ❖ Appointing judicial officer
 - ❖ DATE of the appointment



Expert Services: Procedures in eVoucher

- ❑ How to create an Authorization
- ❑ Creating CJA 21/31 Forms



Create an Authorization

Appointments' List

Appointments

[Case: 3:99-CR-00999-JSL](#)
Defendant #: 1
Case Title: USA vs Barker et al
Attorney: Joe Joes

[Case: 3:11-CV-00123-JSL](#)
Defendant #: 1
Case Title: us v criminal
Attorney: Joe Joes

[Case: 3:11-CR-00123-JSL](#)
Defendant #: 1
Case Title: Criminal Case
Attorney: Joe Joes

[Case: 3:11-CR-00001-JSL](#)
Defendant #: 1
Case Title: USA v Parker et al
Attorney: Joe Joes

Defendant

Defendant: Donnie Clark Barker
Representation Type: Criminal Case
Order Type: Appointing Counsel
Order Date: 12/10/10
Pres. Judge: Judge S. Law
Adm./Mag Judge:

Defendant: criminal
Representation Type: Criminal Case
Order Type: Appointing Counsel
Order Date: 01/10/11
Pres. Judge: Judge S. Law
Adm./Mag Judge:

Defendant: Criminal
Representation Type: Criminal Case
Order Type: Appointing Counsel
Order Date: 01/10/11
Pres. Judge: Judge S. Law
Adm./Mag Judge:

Bonnie Elizabeth Parker
Representation Type: Criminal Case
Order Type: Appointing Counsel
Order Date: 03/03/10
Pres. Judge: Judge S. Law
Adm./Mag Judge:

- * To create an authorization go to the “Appointments’ List” section and choose the corresponding case.

Click 'Create' AUTH

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers



[View Representation](#)

Create New Voucher

AUTH

Authorization for Expert and other Services

[Create](#)

CJA-20

Appointment of and Authority to Pay Court-Appointed Counsel

[Create](#)

CJA-21

Authorization and Voucher for Expert and other Services

[Create](#)

Reports

[Appointment Report](#)

[Defendant Summary Budget Report](#)

[Defendant Detail Budget Report](#)

Appointment Info

1. CIR/DIST/DIV.CODE 4669	2. PERSON REPRESENTED Bonnie Elizabeth Parker	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:11-CR-00001-1-JSL	5. APPEAL No
7. IN CASE/MATTER OF(Case Name) USA v Parker et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE OF CASE Adult
11. OFFENSE(S) CHARGED 1822 Joe J. Jones po box here san juan pr 00918 Phone: 777-7777; 772-2222		
14. LAW FIRM NAME AND MAILING ADDRESS		
13. COURT <input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/> X Prior Appointment Appointed Signature Judge Date of 3/3/20 Repay		

Vouchers on File

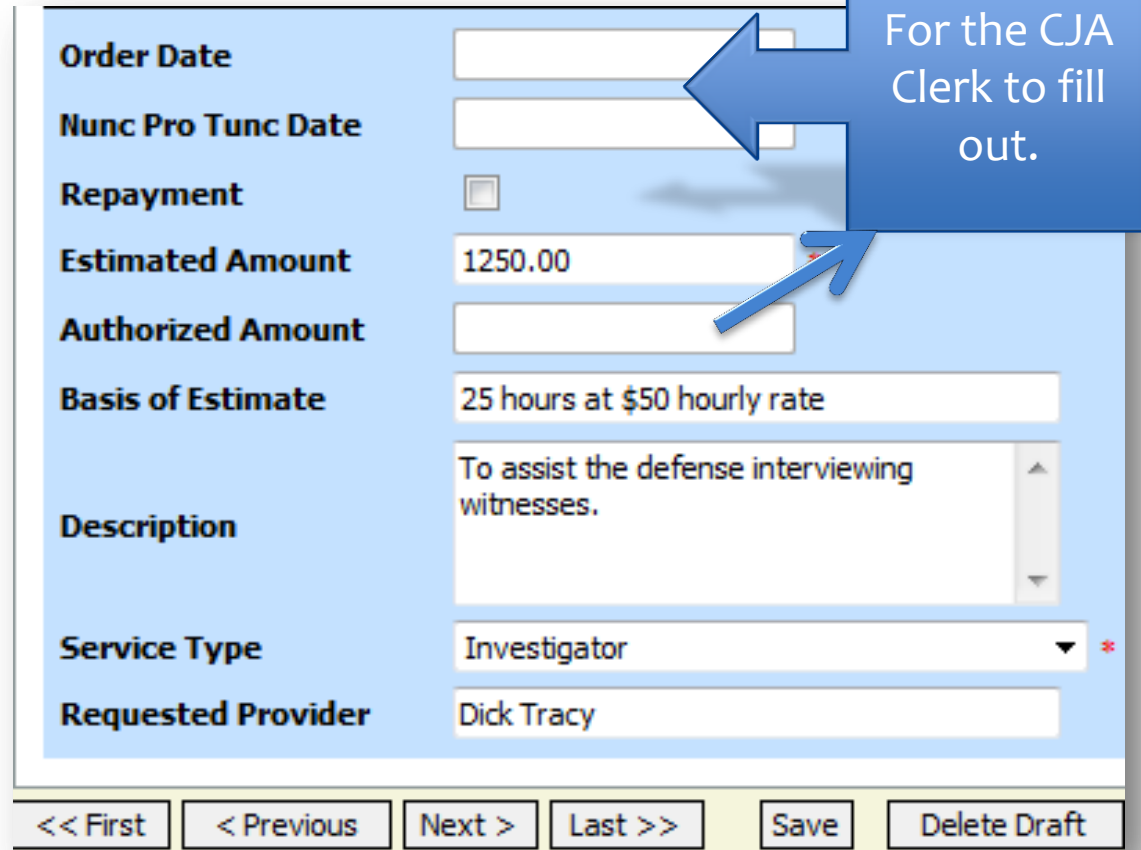
To group by a particular Header, drag the column to this area.

Case

Defendant

In the Basic Info page enter the following information:

- ❖ Estimated amount ** The amount requested in the motion for expert services.
- ❖ Basis of Estimate- hourly or flat rate.
- ❖ Description- Brief statement on the reasons for soliciting the services.
- ❖ Select the Service Type
- ❖ Requested Provider- Enter the expert's name.



The screenshot shows a web form titled "Basic Info" with the following fields and values:

Field	Value
Order Date	
Nunc Pro Tunc Date	
Repayment	<input type="checkbox"/>
Estimated Amount	1250.00
Authorized Amount	
Basis of Estimate	25 hours at \$50 hourly rate
Description	To assist the defense interviewing witnesses.
Service Type	Investigator *
Requested Provider	Dick Tracy

A blue callout box with the text "For the CJA Clerk to fill out." has two arrows pointing to the "Order Date" and "Estimated Amount" fields.

Navigation buttons at the bottom: << First, < Previous, Next >, Last >>, Save, Delete Draft.

Supporting Documents

The screenshot shows a web application interface with three tabs: 'Basic Info', 'Documents' (selected), and 'Confirmation'. The main heading is 'Supporting Documents'. Below it is a 'File Upload' section with a 'File' input field, a 'Browse...' button, a 'Description' input field, and an 'Upload' button. At the bottom, there is a table with columns 'Description', 'Delete', and 'View'. The table contains one row with the description 'Motion and Order'.




Description	Delete	View
Motion and Order	Delete	View

In the 'Documents' tab:
Upload the motion and Order from the court
approving the expert services.

Finally, go to Confirmation and 'Submit' your
Authorization.

After the Authorization is Approved in the System:

- * The document will be listed in the 'Closed Vouchers' section.

Closed Vouchers			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
3:11-CR-00001-JSL- Start: 12/01/2009 End: 12/01/2010	Clyde Chestnut Barrow (# 2) Claimed Amount: 5,433.30 Approved Amount: 3,382.80	CJA-20 Joe J. Joes	 Voucher Closed 4669.0000144 FINAL PAYMENT
3:11-CR-00001-JSL- Start: 03/16/2011 End: 03/16/2011	Clyde Chestnut Barrow (# 2) Claimed Amount: 2,250.00 Approved Amount: 2,250.00	AUTH Investigator	 Voucher Closed 4669.0000162
3:11-CR-00001-JSL- Start: 03/03/2011 End: 05/19/2011	Bonnie Elizabeth Parker (# 1) Claimed Amount: 5,000.00 Approved Amount: 2,500.00	AUTH Investigator	 Voucher Closed 4669.0000148

1 Page 1

Create Form CJA 21/31

- * Go to the 'Appointment List' and once again click on the corresponding case.
- * When the 'Appointment Info' page appears, click on CJA-21 (or 31) **Create**.



Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

Create New Voucher

AUTH Authorization for Expert and other Services	Create
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21 Authorization and Voucher for Expert and other Services	Create

Reports

- [Appointment Report](#)
- [Defendant Summary Budget Report](#)
- [Defendant Detail Budget Report](#)

A yellow arrow points to the 'Create' button next to 'CJA-21'.

Basic Info

1. CIR/DIST/DIV.CODE 4669	2. PERSON REPRESENTED Clyde Chestnut Barrow		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:11-CR-00001-2-JSL	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Bonnie Elizabeth Parker et al	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 18:13-1400.F ROBBERY, OTHER18:13-1100.F ROBBERY, BANK18:13-7820.F FIREARMS, UNLAWFUL POSSESSION			
EXCESS FEE LIMIT \$9,700.00	PRESIDING JUDGE Judge S. Law	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection

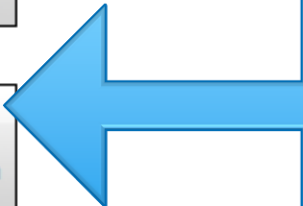
You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.



Select 'Use Previous Authorization' to link the Form CJA-21/31 to the new document.

Existing Requests for Authorization

ID Number: 162

Order Date: 01/01/2001

Authorized Amount: 2250

Service Type: Investigator

Estimated Amount: 2250

Requested Provider: Dick Tracy

1. Click on the existing authorization

New Voucher Information

Service Type

Investigator

2. Re-enter the brief description

Assist the defense interviewing witnesses

Voucher Assignment

This indicates who will be responsible for filling the voucher claim part

☒ Attorney

☐ Expert

3. Select who will enter the information

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

Tracy, Dick

4. In the scroll down list; select the service provider

5. Click on 'Create Voucher'

Expert Info

Details

Dick Tracy

Hidden Street
San Juan PR 00918 USA
Phone: 787-111-2222

Create Voucher

try
row

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CIR./DIST./DIV. CODE 4669	2. PERSON REPRESENTED Clyde Chestnut Barrow	VOUCHER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 3:11-CR-00001-2-JSL	5. APPEALS DKT./DEF. NUMBER	6. OTHER
7. IN CASE/MATTER OF(Case Name) USA v. Bonnie Elizabeth Parker et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRE Criminal
11. OFFENSE(S) CHARGED 18:13-1400.F ROBBERY, OTHER18:13-1100.F ROBBERY, BANK18:13-7820.F FIREARMS, UNLAWFUL POSSESS			
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 checked="" type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$2250.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney Joe J. Joes - Bar Number: 123123 po box here san juan pr 00918 Phone: 777-7777; 772-2222			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions) Hourly rate of \$75 Assist in the defense by interviewing witnesses.		14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 00 Court Reporter <input checked="" type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph Examiner <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 14 Pathol <input type="checkbox"/> 15 Other <input type="checkbox"/> 16 Voice <input type="checkbox"/> 17 Hair, F <input type="checkbox"/> 18 Comp <input type="checkbox"/> 19 Parale <input type="checkbox"/> 20 Legal <input type="checkbox"/> 21	
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 Judge S. Law Date of Order _____			

Amount
\$0.00
\$0.00
\$0.00
\$0.00
Amount
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

The expert is now able to access his voucher and begin to work with it.

** In case that the attorney has to file the voucher for the expert, the process remains the same.

Choose Attorney in the Voucher Assignment and at this point enter the information included in the expert's invoice.