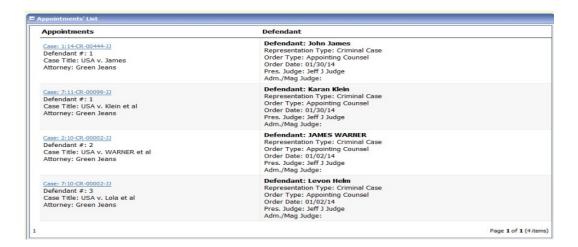
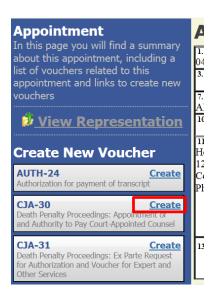
How to Create a CJA 30 Voucher

STEP ONE: On your **Home** page, locate the appointment you wish to enter your time and expenses against under the "**Appointments' List**" section. Click the case hyperlink.

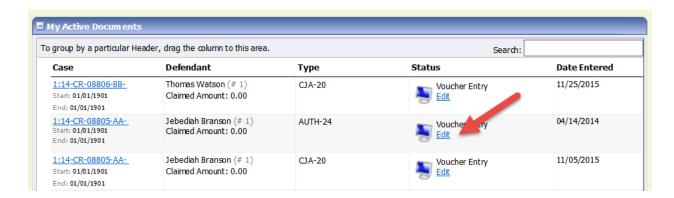


STEP TWO: After selecting the case hyperlink, you will be directed to the **Appointment Info** page. All vouchers that have been created for this appointment will be listed under the **Vouchers on File** section.

- To create a new CJA 30 voucher click the CJA-30 Create on the left side
- To modify an existing CJA 30 voucher click the document number listed under the status column



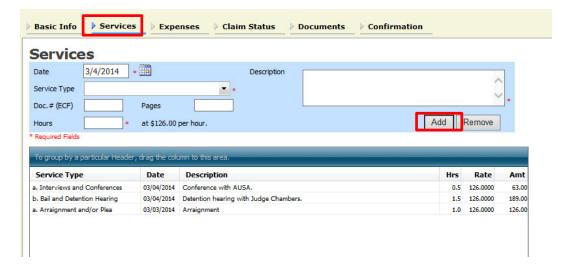
MODIFING PREVIOUSLY SAVED VOUCHERS FROM YOUR HOME SCREEN: If you save your voucher and do not submit it to the Court, you will find your voucher in the **My Active Documents** folder on the top left of your **Home** page. To continue working with the voucher, click the **Edit** hyperlink in the **Status** column.



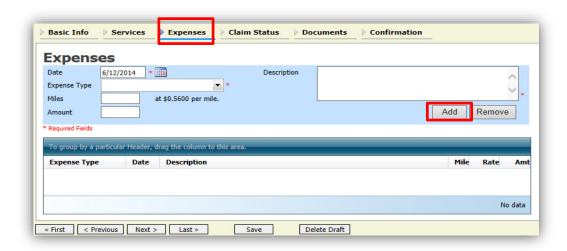
STEP THREE: You may advance to the **Services** and **Expenses** tab to enter your time and expenses. You may continue to edit the voucher until you are ready to submit the claim for Court consideration.

 eVoucher <u>is not</u> equipped with an autosave function; therefore, it recommended that you SAVE your work often. There is a SAVE button on each tab.

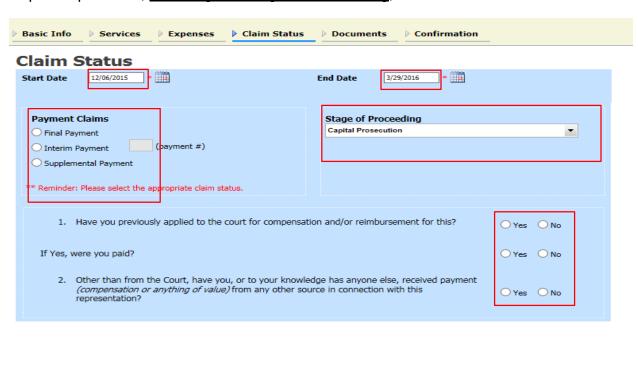
Services tab - In-Court and Out-of-Court time should be recorded on this screen. Lineitem time entries should be entered on the **Services** tab. For each line item, you must complete all necessary fields marked with a red asterisk. After providing the necessary information, click **ADD**.



Expenses tab – From the **Expense Type** drop-down menu, select the applicable expense. Line-item time entries should be entered on the **Expenses** tab. For each line item, you must complete all necessary fields marked with a red asterisk. After providing the necessary information, click **ADD**.



STEP FOUR: Click **Claim Status** tab and enter the correct date range. Otherwise, you will receive an error message when the voucher is submitted for payment. Answer all required questions, including the Stage of Proceeding, and select **SAVE**.

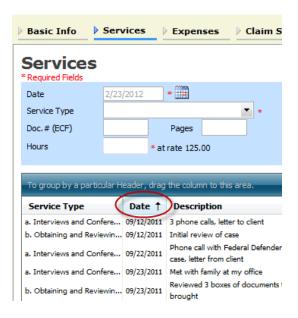


Delete Draft

Save

Helpful Hint: Sorting your Expenses and Services by date to get the correct Start

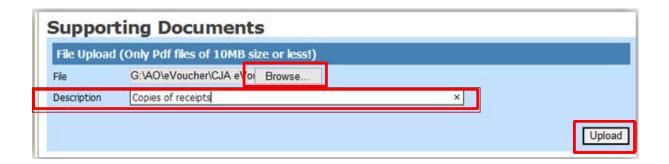
Date. You can quickly sort your services and expenses by date to find the start date for your voucher. Navigate to the Services tab. Click on the "Date" column heading to sort by date chronologically.



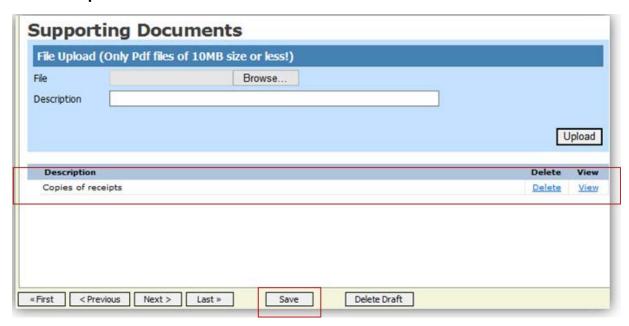
STEP FIVE: Attach all necessary documents. Documents are required under the following circumstances:

 Supporting documentation is required for all travel expenses and expenses over \$50.00.

To attach documents: Click **Browse** to locate your file. Add a description of the attachment. Click **UPLOAD**. Attachments should be submitted in a legible PDF format and be 10 MB or less.



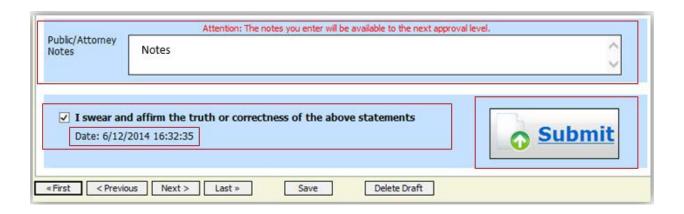
The attachment and description is added to the voucher and appears on the bottom of the **Description** screen. Click **SAVE**.



STEP SIX: When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **CONFIRMATION** tab. The **Confirmation** screen appears which reflects summaries of all entries from the previous screens. Verify the information is correct and scroll to the bottom of the screen.

Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped. You may also include any information to the Court in the "Public/Attorney Notes."

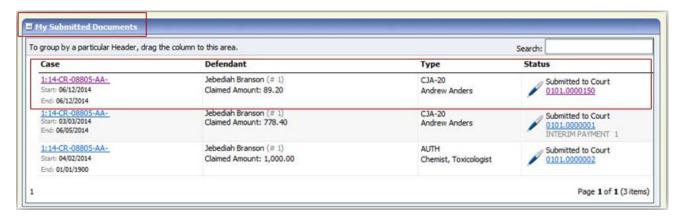
Click **SUBMIT** to send to the court.



A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment. Click **Home Page** to return to the home page.

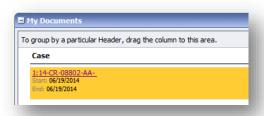


The voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section. In My Submitted Documents section, you will be able to track the status of your claim.



EMAIL NOTIFICATIONS: After your voucher is submitted for payment, you may receive emails under two scenarios.

1. **Rejected claim:** If your claim is rejected by the Court, you should receive an email identifying the issue, and the voucher will reappear highlighted in gold in the **My Documents** section. You should make the correction and re-submit your claim.



2. **Approved for payment**: When your claim is approved for payment, you should receive email notification. The voucher will be removed from the "**My Submitted Documents**" section and will appear in the "**Closed Documents**" section.