How to Create a CJA 31 Voucher

STEP ONE: On your Home page, locate the appointment you wish to enter the expert's 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. Select Create beside the CJA 31 Option.

STEP THREE: Choose the "No Authorization Required" option.

Please note: Although the "No Authorization Required" option is selected in eVoucher, counsel must request prior Court authorization to incur expert services over $7,500.00. Under 18 U.S.C. §3599, counsel may request investigative, expert, and other services. When the voucher is submitted for payment, counsel will be required to attach the authorization to the voucher in the Documents section, as explained in Step Eight.

STEP FOUR: The New Voucher Information Screen will appear. (1) Use the drop down arrow to select the Service Type. (2) Check for the name using the drop down arrow next to the field for Expert (Scenario One below). (3) If the expert's name does not appear in the list, type the appropriate information into the required fields (Scenario Two below). (4) Once you are done, click the "Create Voucher" button.

Scenario One – Expert is already in the system. Select the expert's name from the drop down box and click Create Voucher. Proceed to Step Five.

Scenario Two – Expert is not in the system yet. Fill in the appropriate information in the required fields and click Create Voucher.

A message will appear saying that the voucher cannot be submitted until the expert is approved by the court. However, you can create (and work on) the voucher while you are waiting for the court to approve the expert. Once you click the Create Voucher button, the proposed expert will appear on the CJA staff's home page as a pending user. Once staff approves the expert, the voucher can be submitted.

STEP FIVE: You will be taken to the CJA31 Voucher entry screen (identical to the CJA30 Voucher entry screen). Proceed to the "Services" tab and enter the date the service started, the total number of hours worked and the hourly rate. For Description, you can reference an attached invoice. Click the Add button.

To edit an entry, click on the entry in the lower section. The information will repopulate the top section. Make your changes and re-click the Add button.

STEP SIX: If the invoice contains expenses, those must be **entered separately** on the Expenses tab (in the same manner as above). Click on Expenses in the navigation bar.

STEP SEVEN: The next section is the Claim Status section. As with other date fields, the eVoucher program will default date the voucher with today's date. You may get the following message:
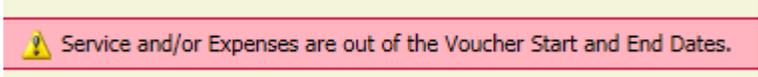
Enter the earliest (start) date and latest (end) date that corresponds with the dates entered in the services/and or expenses section. It can be the same date, e.g., if no expenses had been entered, both the start and end dates would be 3/29/2016.

The Payment Claims section must be completed by choosing one of the three options. If the Interim Payment option is chosen, the payment number becomes a required field and must be entered. Also, the Stage of Proceeding must be completed by selecting the correct stage from the drop-down box

STEP EIGHT: The next section is the Documents section. In this section, you will upload:

- The invoice provided to you by the service provider and any other relevant documents. **(The invoice must have the service provider's signature on it.)**
- The authorization request and order authorizing funds, if applicable.

First, click the Browse button and locate the pdf file you wish to attach. You have the option of typing a description of the document, otherwise it will default to the name of the file. Click Upload.

STEP NINE: The final section is the Confirmation section, which is the actual CJA31 form. The bottom half of the form contains the payment information. To complete this voucher, check the 'swear and affirm' box and click Submit.

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	**AMOUNT CLAIMED**	**ADJUSTED AMOUNT**	**REVIEW**
a. Compensation	$1,000.00	$0.00	
b. Travel Expenses *(lodging, parking, meals, mileage, etc.)*	$0.00	$0.00	
c. Other Expenses	$0.00	$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	$1,000.00	0.0	

17. PAYEE'S NAME
James Bond TIN: **-***1111
123 Main Street
Columbia SC 29201 US
Phone: 999-999-9999

☑ Final Payment
☐ Interim Payment (#)
☐ Supplemental Payment

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 3/28/2016 TO 3/29/2016
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:

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	**20. TRAVEL EXPENSES**	**21. OTHER EXPENSES**	**22. TOTAL AMT. APPR./CERT.**

23.   ☐ Either the cost *(excluding expenses)* of these services does not exceed $800, or prior authorization was obtained; OR
    ☐ In the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost *(excluding expenses)* exceeds $800

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

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

☐ **I swear and affirm the truth or correctness of the above statements**
    Date:

⊕ Submit

You should get a Success message:

Success

Your document has been submitted to the court. You will receive a notification if we need more details.

Please keep the following document number for your own records:

0420.0000149

Back to:
Home Page
Appointment Page

Click on the link to return to your home page.

STEP TEN: The voucher will appear on your home page in your "My Active Vouchers" folder. Remember, the prior procedure assumes the attorney submitted the voucher acting as the expert. The attorney must now approve the voucher as the attorney. Click on the voucher number.

It will take you to the Basic Info screen. Go to the Confirmation screen. Since you are approving this voucher (instead of submitting it), the bottom of the form will be slightly different. Check the certify box and click approve.

You will receive a Success message:

If you return to your Home page, the voucher will now appear in your "My Submitted Vouchers" folder and the status will be "Submitted to Court."