

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.

Appointments	Defendant
Case: 3:15-CR-00079-JFA Defendant #: 1 Case Title: USA v. Drakes Attorney: Bruce Willis	Defendant: Jahbou Drakes Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/28/16 Pres. Judge: Joseph F. Anderson, Jr. Adm./Mag Judge:
Case: 0:15-CR-00190-CMC Defendant #: 1 Case Title: USA v. Fant Attorney: Bruce Willis	Defendant: Charles P Fant Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/15/16 Pres. Judge: Cameron McGowan Currie Adm./Mag Judge:
Case: 3:15-CR-00282-GRA Defendant #: 1 Case Title: USA v. Greene Attorney: Bruce Willis	Defendant: Stephon Jernard Greene Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/18/16 Pres. Judge: G. Ross Anderson, Jr. Adm./Mag Judge:

1 Page 1 of 1 (3 items)

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.

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-24	Create
Authorization for payment of transcript	
CJA-30	Create
Death Penalty Proceedings: Appointment of and Authority to Pay Court-Appointed Counsel	
CJA-31	Create
Death Penalty Proceedings: Ex Parte Request for Authorization and Voucher for Expert and Other Services	

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.

Basic Info

1. CIR. DIST. DIV. CODE 0420	2. PERSON REPRESENTED Jahbou Drakes	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 3:15-CR-00079-1-JFA	5. APPEALS. DKT.
7. IN CASE/MATTER OF (Case Name) USA v. Drakes	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON Adult Defendan
11. OFFENSE(S) CHARGED 18:922G.F 18:922(g)(1), 18:924(a)(2) and 18:2UNLAWFUL TRANSPORT OF FIREARM, felon		
EXCESS FEE LIMIT \$10,000.00	PRESIDING JUDGE Joseph F. Anderson, Jr.	MAGISTRATE JU

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click **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.

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.

New Voucher Information

Service Type: Interpreter Translator

Description: [Empty]

Voucher Assignment: Attorney Expert

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

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: **Smith, Matt**

Expert Info: **Matt Smith**
Details: 123 Main Street, Columbia SC 29201 US, Phone: 999-999-9999

Create Voucher

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

New Voucher Information

Service Type *

Description

Voucher Assignment Attorney Expert
This indicates who will be responsible for filling the voucher claim part

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

First Name Middle Name Last Name *

Email *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only*) Zip

Address 3 Country* UNITED STATES

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.

You cannot submit a voucher for an expert that has not been approved by the court.

CJA-21 Voucher Entry
 Def.: Jahbou Drakes
[Link to CM/ECF](#)
 Voucher #:
 Start Date: 3/29/2016
 End Date: 3/29/2016

Basic Info

1. CIR. DIST/DIV. CODE 0420	2. PERSON REPRESENTED Jahbou Drakes	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 3:15-CR-00079-1-JFA	5. APPE
7. IN CASE/MATTER OF(Case Name) USA v. Drakes	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE Adult I
11. OFFENSE(S) CHARGED		

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.

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

Services

Date: 03/01/2016 * Description: *

Hours: *

Rate: *

* Required Fields

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

Date	Description	Hrs	Rate	Amt
03/01/20...	See attached invoice	3.0	25.0000	75.00

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.

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

Services

Date: 03/01/2016 * Description: *

Hours: *

Rate: *

* Required Fields

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

Date	Description	Hrs	Rate	Amt
03/01/20...	See attached invoice	3.0	25.0000	75.00



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.

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

Expenses

Date: 03/08/2016 * Description: *

Expense Type: *

Miles: * at \$0.5400 per mile.

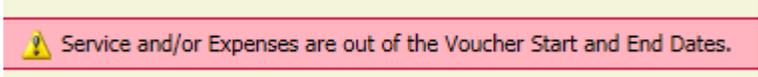
Amount:

* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	03/08/20...	See attached invoice	100	0.5400	54.00

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 screenshot shows the 'Claim Status' section of the eVoucher system. At the top, there are navigation tabs: Basic Info, Services, Expenses, Claim Status (highlighted), Documents, and Confirmation. Below the tabs, the 'Claim Status' section is displayed. It features two date fields: 'Start Date' and 'End Date', both set to '3/29/2016'. Below these are two main sections: 'Payment Claims' and 'Stage of Proceeding'. The 'Payment Claims' section has three radio button options: 'Final Payment', 'Interim Payment' (with a text input field for 'payment #'), and 'Supplemental Payment'. The 'Stage of Proceeding' section has a dropdown menu currently set to 'Capital Prosecution'. A red arrow points to the 'Interim Payment' option, and another red arrow points to the 'Stage of Proceeding' dropdown. A red asterisk reminder reads: "** Reminder: Please select the appropriate claim status." At the bottom left, there is a red asterisk label: "* Required Fields".

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.

Supporting Documents

The screenshot shows the 'Supporting Documents' section. At the top, there is a blue header with the text: "File Upload (Only Pdf files of 10MB size or less!)". Below this, there is a 'File' input field with a 'Browse...' button next to it. Below the 'File' field is a 'Description' text input field. At the bottom right of the form, there is an 'Upload' button. Below the form, there is a table with a header row containing 'Description', 'Delete', and 'View'. The table body shows 'No Attachments'.

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: _____



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.

<p>3:15-CR-00079-J... Start: 03/28/2016 End: 03/29/2016</p>	<p>Jahbou Drakes (# 1) Claimed Amount: 1,0...</p>	<p>CJA-21 James Bond Investigator</p>	<p>Submitted to Attorney 0420.0000149 FINAL PAYMENT</p>	<p>03/29/2016</p>
---	---	---	---	-------------------

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.

<p><input checked="" type="checkbox"/> I certify that I have reviewed the above information Date: 3/29/2016 11:14:51</p>	<p> Approve</p>	<p> Reject</p>
--	---	--

You will receive a Success message:

 **Success**

You have successfully approved this document.

Please keep the following document number for your own records:

0420.0000149

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.”

My Submitted Documents				
To group by a particular Header, drag the column to this area.				Search: <input type="text"/>
Case	Defendant	Type	Status	Date Entered
<p>3:15-CR-00079... Start: 03/28/2016 End: 03/29/2016</p>	<p>Jahbou Drakes (# 1) Claimed Amount: 1,000...</p>	<p>CJA-21 James Bond Investigator</p>	<p>Submitted to Court 0420.0000149 FINAL PAYMENT</p>	<p>03/29/2016</p>