

# UNITED STATES DISTRICT COURT DISTRICT OF MASSACHUSETTS



CJA eVoucher  
Electronic Voucher Management System

## A USER GUIDE FOR COURT REPORTERS

JUNE 2014  
(Release 4.1.2)

## Table of Contents

Introduction.....	2
User Support .....	2
Logging into eVoucher .....	2
Maintaining Your Profile.....	3
Changing Your Password .....	4
Linking eVoucher to CM/ECF.....	5
Home Page .....	5
Folders on your home page.....	5
Adjusting views on your home page.....	6
Menu Bar .....	6
Create a CJA 24 Voucher .....	7
Entering Services .....	7
Entering Expenses.....	9
Supporting Documents.....	9
Editing Information on the CJA 24.....	9
Delete Voucher .....	9
Confirmation/Submit Voucher.....	10
Returned Voucher/Document .....	10
Correcting/Updating a Returned Voucher .....	10
Confirmation/Submit Voucher.....	12
Reports .....	12
CJA 24 Authorization Work Flow .....	<b>Error! Bookmark not defined.</b>
CJA 24 Work Flow .....	<b>Error! Bookmark not defined.</b>

## Introduction

The eVoucher program was designed and implemented by the clerk's office in the District of Nevada. It is now nationally supported by the Administrative Office of the United States Courts.

## User Support

The District of Massachusetts has established a help desk to assist our eVoucher users.

Please do not hesitate to contact CJA staff by email at [ecjaMAhelpdesk@mad.uscourts.gov](mailto:ecjaMAhelpdesk@mad.uscourts.gov).

## Logging into eVoucher

➡ **NOTE:** Windows Explorer 8 (or newer) or Safari 5.1 (or newer) must be used to access the CJA eVoucher program. At this time Chrome, Firefox and other browsers do not work with the eVoucher program.

To log into eVoucher, follow the link in the email notifying you that a voucher has been initiated by the clerk's office, or click on the link on the court's public (XXXX) or internal (XXXX) website. We recommend that you set a bookmark to the site for future use.

Your eVoucher username is the same as your CM/ECF login/username. Your initial eVoucher password will be provided during training. We encourage you to change your eVoucher password as soon as possible.



The screenshot shows the login interface for the CJA eVoucher system. At the top left is the official seal of the United States Court of Appeals for the First Circuit. To its right, the text reads "CJA eVoucher" in a large font, with "Electronic Voucher Management System" underneath. A green horizontal bar contains the text "USER LOGIN Massachusetts Test, Release 4.1". Below this bar, the text "Existing user? Please log in." is displayed. There are two input fields: "Username:" with the text "courtreporter" and "Password:" with seven black dots. A "Log In" button is positioned to the right of the password field. At the bottom left, there is a blue link that says "Forgot your login?".

Click on the "Forgot your login?" link if you have forgotten your username or your password. You will be asked for your username and/or your email address. An email will then be generated

by the system, and sent to court staff. A new password will be assigned and your login and password will be sent to you by email from the eVoucher help desk.

## Maintaining Your Profile

When you log into this system you will be brought to your home page. From there, you may click on “My Profile” to review or update your contact information.



We ask that you confirm the information in “Expert Info” and “Billing Info.” Both sections were populated by court staff from information contained in the CJA payment system and CM/ECF.

➡ **NOTE:** It is the responsibility of each court reporter to update their contact information in the eVoucher program. You should also email any changes to your billing information to the eVoucher help desk at [ecjaMAhelpdesk@mad.uscourts.gov](mailto:ecjaMAhelpdesk@mad.uscourts.gov).

**WARNING:** not notifying the court of changes to your contact and billing information in a timely manner will affect your taxes and payments.

Home Operations Reports CMECF Links Help logout

> Help > [My Profile](#)

**Login Info**  
Your Login information

UserName **CourtReporter**  
CM/ECF Access is **NOT validated**

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**Expert Info**  
Your personal info

Your Name: **John CourtReporter**

*Your Contact Info:*  
Phone: 617-555-5555  
Fax:  
ecjaMAhelpdesk@mad.uscourts.gov

*Your Address:*  
1 Main Street  
Boston, MA 02210  
USA

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**Billing Info**  
List all available billing info records

Your default billing info is:  
**John CourtReporter**  
SSN/EIN: \*\*.\*\*\*1111  
1 Main Street  
Boston, MA  
02210 - USA  
Phone: 617-555-5555  
Fax:

## Changing Your Password

Please be sure to change your password as soon as possible after receiving the login information from the court. While there is no current requirement for the style of the password, we encourage you to make it complex enough so that others cannot compromise your account.

To change your password, click on “edit” to the right of the Login Info portion of that screen.

Click on “reset” and enter your new password. You will be asked to type it again to confirm. Then click on the “Reset” button to accept the change.

Home Operations Reports CMECF Links Help logout

> Help > [My Profile](#)

**Login Info**  
Your Login information

Username  [change](#)

Password  [reset](#)

CM/ECF Username  [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

## Linking eVoucher to CM/ECF

Linking your eVoucher account to CM/ECF will allow you to easily view docket information in CM/ECF while working in eVoucher.

To link your eVoucher account to your CM/ECF account, click on the **Edit** button on the right hand side of the profile screen.

Enter your CM/ECF username and password and click on “validate.” When successful, the screen will change from “NOT validated” to “linked.”

Home Operations Reports CMECF Links Help logout

> Help > My Profile

**Login Info**  
Your Login information

Username CourtReporter [change](#)

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

CM/ECF Username  [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

When done, click on **Close** on the right hand side of the screen.

## Home Page

### Folders on your home page

There are three folders on your home page: My Documents, My Submitted Documents and Closed Documents.

My Documents	Contains vouchers that you are currently editing.
My Submitted Documents	Contains vouchers for documents that you have completed or approved and have been submitted to the court.
Closed Documents	Contains vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the vouchers associated with the closed appointment will not display on your home page.

## Adjusting views on your home page

You can change the way information is displayed in the folders.

- **Sorting.** Click on the column header to sort by that column (clicking once will sort it low to high, clicking twice will sort it high to low).
- **Change Size of Column.** Move your cursor to the line between columns until you see an arrow. Hold your left mouse key and drag the line in the desired direction.
- **Group by Column Header.** Click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the “Case” header. If you want all the documents grouped by the kind of document it is, click on the “Type” header.) Hold your left mouse key and drag the column header into the identified area above the grid.
- **Closing Folder.** Click on the “-” next to the name of the folder you would like to close. Click on the “+” to open the folder.
- **Moving Folders.** Click on the title of the folder you want to move. Using the left mouse key, drag the folder to the desired location.

## Menu Bar

You may use the menu bar at the top of the screen to access other functions of the program.

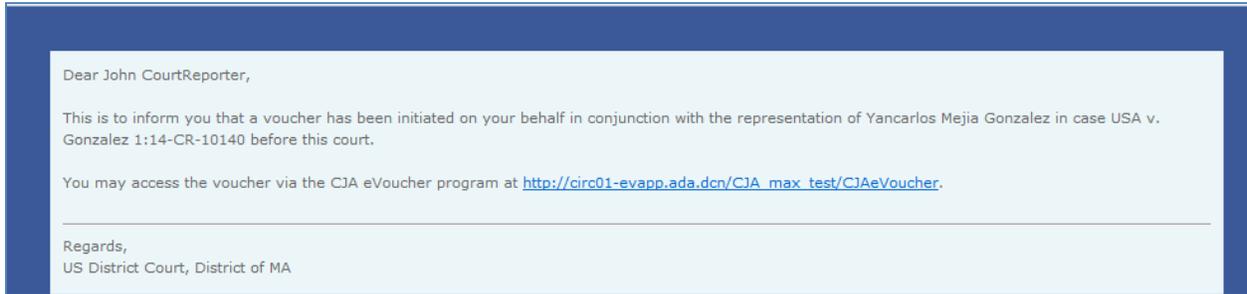


Home	Takes you to your home page.
Operations	Takes you to your appointments or to a search screen to find appointments.
Reports	Takes you to reports you can select and run.
CM/ECF	If your eVoucher account is linked to CM/ECF, you will be able to query dockets by case number or person name.
Links	Takes you to a page of links such as forms and other documents related to the Criminal Justice Act panel.
Help	Provides links to: <ul style="list-style-type: none"><li>• “My Profile” (another way to access your profile).</li><li>• “Contact Us” will allow you to email the court’s CJA staff.</li><li>• “Privacy” displays the court’s privacy statement.</li><li>• “Links” displays links other CJA-related information</li></ul>
Logout	Logs you out of eVoucher and closes the program.

## Create a CJA 24 Voucher

Attorneys will submit a request for authorization of transcripts through eVoucher. The court will review the authorization, and when approved, the court reporter supervisor will initiate a CJA-24 voucher on your behalf. That document will contain nothing more than the case information and the name of the court reporter who will be preparing the transcript(s).

You will receive an email notifying you when the CJA-24 has been initiated.



Log into eVoucher. The CJA-24 voucher will appear in the “My Documents” folder. Click on “Edit” to start adding data.



## Entering Services

Enter the required information:

- The date the services were provided (the date the transcript was delivered) by clicking on the calendar icon or by typing the date in this format: mm/dd/yyyy.
- The description of the transcript (e.g., Jury Trial day one)
- The Service Type (original or copy).
- The number of pages
- The rate per page

## Services

Date: 6/11/2013 \*  Description: Motion hearing - day one

Service Type: Original \*

Include Page Numbers:

No. of Pages: 52 \* Rate Per Page: 3.65 \*

Less Amount Apportioned:

Less Amount Adjusted:

\* Required Fields

Click on Add.

The information will now appear in the list below.

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	06/12/2013	Motion hearing day two		89	\$3.65	\$0.00	\$0.00	\$324.85
Original	06/11/2013	Motion hearing day one		52	\$3.65	\$0.00	\$0.00	\$189.80

Be sure to click on Save.

As information is added to the voucher, the summary on the left hand side of the screen will be updated.

 Summary: \$514.65

Services	
Service Type	Amount
Original	\$514.65
Copy	\$0.00
<b>Totals</b>	<b>\$514.65</b>

Travel	
Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Expenses	
Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

## Entering Expenses

Generally, court reporters will not have expenses, but if you do, follow the same steps as described above for entering services. Be sure to attach any documents necessary to support this payment.

Remember to click on Save after entering any data.

## Supporting Documents

In most instances, court reporters will not need to add any supporting documents.

But if you do:

Any documents to be added to eVoucher must be in PDF, and cannot be larger than 10MB. If there are any documents to add, click on Browse. Find your document on your system and click on Open from the dialog box to move it to the eVoucher program. Add a brief description of the document.

Click on Upload.

Repeat this process for other documents.

## Editing Information on the CJA 24

Prior to submission of the voucher, you may change any and all information. To make changes, return to the Services tab, and then click on the line to be changed (or deleted). The information will appear in the fields at the top of the screen. Make any changes, and click on Add. The new information will replace the previous information.

Be sure to click on Save.

## Delete Voucher

At any time, prior to affixing your confirmation and submitting the voucher for payment, you may delete the voucher.

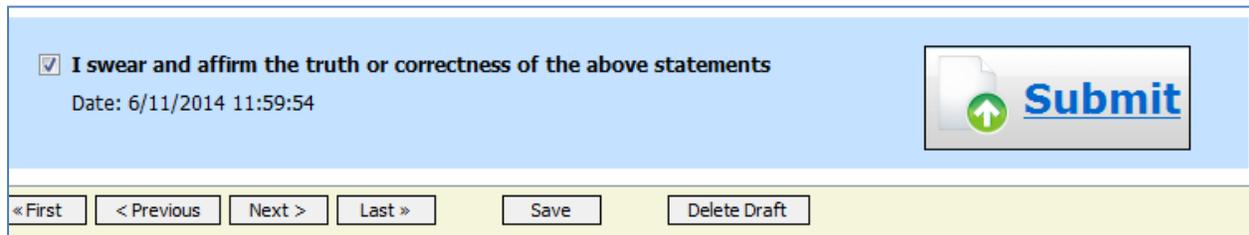
 **NOTE:** A deleted voucher cannot be retrieved.

## Confirmation/Submit Voucher

Once all data has been added to your CJA 24, click on the Confirmation tab at the top of the screen.

An image of the traditional CJA 24 will appear on the screen. Review the information. This will be your last chance to update any information.

Once you are satisfied with the information contained on the form, click on the check box next to “I swear and affirm....” The system will respond by entering the date and time. The Submit button will be activated.



I swear and affirm the truth or correctness of the above statements  
Date: 6/11/2014 11:59:54

 **Submit**

< First   < Previous   Next >   Last >   Save   Delete Draft

Clicking on Submit will notify the system that you have completed your voucher.

An email will be sent to the attorney, and the voucher will now appear in the attorney’s eVoucher inbox for review and confirmation.

## Returned Voucher/Document

During the review and approval process, the voucher passes through a chain of the usual employees before it appears in the inbox of the judicial officer. If at any point the voucher is rejected, it will be returned back along the same chain. If it ends back in your inbox, you will receive an email, and will be able to edit the voucher to make the necessary corrections.

## Correcting/Updating a Returned Voucher

Should a voucher be rejected, it will be returned to your home page, in the “My Documents” folder. It will be highlighted in yellow, to distinguish it from other vouchers.

My Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
<a href="#">1:14-CR-10140-PBS...</a> Start: 06/11/2014 End: 06/11/2014	Yancarlos Mejia Gonzalez ... Claimed Amount: 511.00	CJA-24 John CourtReporter	 Voucher Entry <a href="#">0101.0000020</a>
1			Page 1 of 1 (1 items)

Click on the voucher number. The voucher will appear on your screen. The person who rejected the voucher should have entered notes in the “Public/Attorney Notes” section.

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

Public/Attorney Notes

Click on the tab where a correction is needed. In this scenario, the court reporter would click on the “Services” tab at the top of the page.

Basic Info	Services	Expenses	Documents	Confirmation																																													
<h3>Services</h3> <p>Date: 6/11/2014 *  Description: <input type="text"/></p> <p>Service Type: <input type="text"/> *</p> <p>Include Page Numbers: <input type="text"/></p> <p>No. of Pages: <input type="text"/> * Rate Per Page: <input type="text"/> *</p> <p>Less Amount Apportioned: <input type="text"/></p> <p>Less Amount Adjusted: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Add"/> <input type="button" value="Delete Item"/></p> <p><small>* Required Fields</small></p>																																																	
<p>To group by a particular Header, drag the column to this area.</p> <table border="1"> <thead> <tr> <th>Service</th> <th>Date</th> <th>Descri</th> <th>Incl. Page Nt</th> <th>No.Pa</th> <th>Rat</th> <th>Apporti</th> <th>Discour</th> <th>Tot:</th> <th>Notes</th> <th>Page:</th> <th>Rate.</th> <th>Apporti</th> <th>Discour</th> <th>Amt A</th> </tr> </thead> <tbody> <tr> <td>Original</td> <td>06/11/...</td> <td>Jury trial - day 2</td> <td></td> <td>88</td> <td>\$3.65</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$321...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Original</td> <td>06/11/...</td> <td>Jury trial day 1</td> <td></td> <td>52</td> <td>\$3.65</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$189...</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Service	Date	Descri	Incl. Page Nt	No.Pa	Rat	Apporti	Discour	Tot:	Notes	Page:	Rate.	Apporti	Discour	Amt A	Original	06/11/...	Jury trial - day 2		88	\$3.65	\$0.00	\$0.00	\$321...							Original	06/11/...	Jury trial day 1		52	\$3.65	\$0.00	\$0.00	\$189...						
Service	Date	Descri	Incl. Page Nt	No.Pa	Rat	Apporti	Discour	Tot:	Notes	Page:	Rate.	Apporti	Discour	Amt A																																			
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Original	06/11/...	Jury trial day 1		52	\$3.65	\$0.00	\$0.00	\$189...																																									

Click on the line to be corrected. The information you previously entered will appear at the top of the page. Make any necessary changes and click on “Add.” The information will be updated.

[Basic Info](#) | [Services](#) | [Expenses](#) | [Documents](#) | [Confirmation](#)

### Services

Date: 06/11/2014 \*  Description: Jury trial - day 2

Service Type: Original \*

Include Page Numbers:

No. of Pages: 75 \* Rate Per Page: 3.65 \*

Less Amount Apportioned:

Less Amount Adjusted:

\* Required Fields

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

Service	Date	Description	Incl. Page Nu	No. Pag	Rate	Apporti	Discoun	Tot	Notes	Pages	Rate	Apporti	Discoun	Amt
Original	06/11/...	Jury trial - day 2		75	3.65	0	0	273.75						
Original	06/11/...	Jury trial day 1		52	\$3.65	\$0.00	\$0.00	\$189...						

Be sure to click on “Save” to record the updated information in the database.

### Confirmation/Submit Voucher

Once the necessary information has been added or corrected on the CJA 24, click on the Confirmation tab at the top of the screen. Follow the instructions to submit the corrected CJA 24 as described on page 10.

### Reports

No reports are available at this time.