

eVoucher - Best Practices

<p>Accessing eVoucher</p>	<p>The link to access USDC-NJ eVoucher is https://evadweb.ev.uscourts.gov/CJA_njx_prod/CJAeVoucher</p> <p>After three (3) unsuccessful attempts to login, the system will lock you out. Please contact the help desk for assistance.</p>
<p>Passwords</p>	<p>From your eVoucher Home Page, click "My Profile" "Login Info"</p> <ul style="list-style-type: none"> - Passwords must be changed every 180 days - Re-use of previously used passwords is not permitted - Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers and special characters
<p>Address/Phone Number Change</p>	<p>The Panel Attorney is responsible for maintaining current contact information. Updates to a mailing address or phone number can be made under "My Profile"</p>
<p>Billing Worksheets</p>	<p>Please do not attach in-house billing worksheets to any vouchers in eVoucher.</p>
<p>Creating a Voucher</p>	<p>When creating a voucher, always begin at the "Claim Status" tab and change the start date. The start date will be the initial date of services/expenses claimed on the voucher, and the end date will be the last date of services/expenses claimed on a voucher.</p> <p>IF APPROVED FOR INTERIM BILLING, DO NOT SUBMIT VOUCHERS THAT CROSS OVER A PERIOD OF TIME FROM A PRIOR VOUCHER.</p>
<p>Service Provider Vouchers</p>	<p>All CJA 21/31 vouchers must show line by line services and expenses provided by the service provider.</p> <p>Expert invoices <u>must</u> be signed and attached as a PDF document to the CJA 21/31 voucher. If the service provider sends you an invoice for work or amounts that you cannot certify as accurate for payment, do not enter the information in eVoucher, but contact the service provider for a revised invoice.</p> <p>Service providers not previously entered and approved in eVoucher at the time you are creating a CJA 21/31 must be submitted to the court for approval prior to submission of the voucher. Review pages 34-37 of the attorney manual for additional details.</p>

Associates/Partners	<p>The local CJA 1 “Pre-Authorization” form has been discontinued. Use the “Create Auth” function in eVoucher to submit requests for the use of Associates/Partners.</p> <p>If you are utilizing Associate counsel (with or without prior authorization pursuant to the Court policies) who is approved at a lesser hourly rate, contact the eVoucher help desk for assistance.</p>
Budgeted Cases	In budgeted cases, please attach a copy of the applicable portion of the budget that pertains to the voucher.
Receipts	All receipts must be included for travel expenses (parking, tolls, etc).
Transcript Authorizations	Once you receive an authorization for a transcript, please contact the Court Reporter or Magistrate Judge Courtroom Deputy directly. The system <u>does not</u> automatically notify the Court Reporter or Magistrate Judge Courtroom Deputy of the approved authorization.
Periodic Saving	It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if the system times you out or if you navigate away from eVoucher, you will not lose your data.