



# Criminal Justice Act eVoucher



# Court's Criminal Justice Act Page

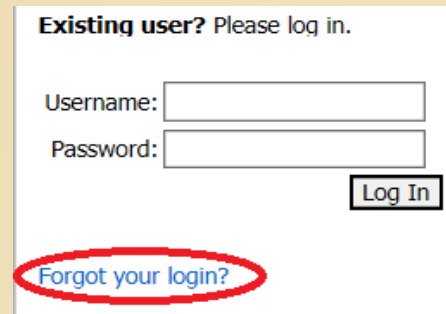
- May be found at [www.pamd.uscourts.gov](http://www.pamd.uscourts.gov) under the blue CJA tab. Includes training materials, links and other helpful information.
- Helpful information may also be found on the homepage of your eVoucher account in the “Links” and “Help” tabs.

<https://www.pamd.uscourts.gov/cja-information-forms>



# eVoucher Passwords

- Passwords expire every 180 days
- Click on “Forgot your login?” link below the log in area if you forget your password
- Your account will be locked after 6 unsuccessful log in attempts (Please contact the Court to reset)



Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)



# Current Rates for Panel Attorneys

For services on or after 1/1/2020:

- Non-capital case \$152/hour
- Capital case \$195/hour
- eVoucher will automatically calculate the correct hourly rate by the date you enter.



# Current Case Compensation Maximums

For services on or after 1/1/2020:

- Felony - \$11,800
- Misdemeanor / Petty Offense - \$3,400
- Other CJA representation (i.e. grand jury witness/target letter, supervised release revocation) - \$2,500



# Attorney Excess Fee Requests

- CJA 26 Forms
  - Should be submitted, along with a copy of your proposed CJA 20 voucher.
- CJA 20 Vouchers
  - May be filed once the CJA 26 form has been approved. Attach a copy of your CJA 26 form to your voucher.



# Associate Work

- Use of associate counsel is not permitted unless approved by the court in advance.
- If approved, must be billed on appointed counsel's voucher



# Interim Payments

- Interim payments may only be made with prior Court approval pursuant to *Guide to Judiciary Policy*, § 230.73.10
- These requests are to be filed in CM/ECF and a copy of the signed order for interim payments must be attached to the interim voucher(s).





# eVoucher Document Types

US Courts - CJA eVoucher

Home Operations Reports Links Help logout

Welcome Appellate Court CJA Appointee (Attorney)

**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** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-26** [Create](#)  
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum; District Court

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Reports**

[Defendant Detail Budget Report](#)  
Detail budget info for defendant

[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

[Attorney Time](#)

[Appointment Report](#)

**Appointment Info**

1. CIR./DIST.DIV.CODE 0314	2. PERSON REPRESENTED Marcal Fraction	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 9-14-CR-00305-3-MEM-M	5. APPEALS DKT./DEF.NUMBER	6. OTHER DKT./DEF.NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Drayton et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 21.846-CD F CONSPIRACY TO DISTRIBUTE CONTROLLED SUBSTANCE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Appellate Court CJA Appointee 235 N. Washington Avenue Scranton PA 18501 Phone: 570-207-5614 - Fax:		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court United States Court of Appeals Judge Date of Order 3/28/2019 NucPro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Vouchers on file**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3-14-CR-00305-MEM-</a> Start: 04/11/2019 End: 04/15/2019	Marcal Fraction (# 3) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0214.0815848</a>	04/15/2019
<a href="#">3-14-CR-00305-MEM-</a> Start: 04/25/2019 End: 04/25/2019	Marcal Fraction (# 3) Claimed Amount: 73.00 Approved Amount: 73.00	CJA-24 Laura Boyanowski	Voucher Closed Paid <a href="#">0214.0817492</a>	04/25/2019

1 Page 1 of 1 (2 items)

# eVoucher Service Codes

## CJA 20 List

### **In Court Services**

- a. Arraignment and/or Plea**
- b. Bail and Detention Hearing**
- c. Motion**
- d. Trial**
- e. Sentencing Hearings**
- f. Revocation Hearings**
- g. Appeals Court**
- h. Other**

### **Out of Court Services**

- a. Interviews and Conferences**
- b. Obtaining and Reviewing Records**
- c. Legal Research and Brief Writing**
- d. Travel Time**
- e. Investigative or Other Work**

## CJA 30 List

### **In Court Services**

- a. In Court Hearings**

### **Out of Court Services**

- b. Interviews and Conferences**
- c. Witness Interviews**
- d. Consulting with Investigators and Experts**
- e. Obtaining and Reviewing Records**
- f. Obtaining and Reviewing Evidence**
- g. Consulting with Expert Counsel**
- h. Legal Research and Writing**
- i. Travel Time**
- j. Other**



# Reimbursable Expenses

- Computer-assisted research
- Travel expenses
- Telephone toll calls
- Facsimile transmissions
- Copying (indicate the amount of copies & rate)
- Postage
- Messenger services



# Non-Reimbursable Services and Expenses

- General office overhead (this includes secretarial tasks such as making copies, scanning, faxing, scheduling appointments, filing documents with the court, etc..)
- Items and services of a personal nature for the defendant (i.e. clothes, haircut)
- Filing fees
- Printing briefs
- Service of process (including if performed by one of your experts)
- Taxes



# eVoucher Expense Codes

**Expenses**

Date 6/12/2014

Expense Type

Miles

Amount

\* Required Fields

To group by a p

Expense Type

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

<< First < Previous Next > Last >>

# Supporting Documentation


- Itemized expenses for \$50.00 or more require proof of payment for reimbursement.
- Receipts are required for all travel related expenses, regardless of the amount.




# Voucher Dates

- Start Date – date of first service performed
- End Date – date of last service performed

**Claim Status**

Start Date  \* 

End Date  \* 

**Payment Claims**

Final Payment

Interim Payment  (payment #)

Supplemental Payment

**\*\* Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this?  Yes  No

If Yes, were you paid?  Yes  No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?  Yes  No

\* Required Fields



# Common eVoucher Error Messages

- “Services and/or Expenses are out of the Voucher Start and End dates.”
- “You cannot submit a voucher for an expert who has not been approved by the court.”
- “There aren’t enough approved funds on this representation.”



# **Common Mistakes**

- **Billing for time spent preparing own bill/voucher;**
- **Billing for the service of documents that are served through CM/ECF;**
- **Billing for reviewing court reporter notes (which are not “reviewable”);**
- **Billing for more time than hearings lasted;**
- **Billing for PACER fees;**
- **Billing for the service of subpoenas (either for you or your experts);**
- **Billing for secretarial tasks (copying, scanning, mailing, filing (including CM/ECF documents and travel time to file such, and scheduling appointments);**
- **Billing for purchasing or getting clothes or haircut for client (including travel time);**
- **Not identifying the discovery reviewed;**
- **Not separating meeting, waiting, or travelling times from hearing times;**
- **Billing for travel for further than the location of your office (i.e. from home to prison/court);**
- **Not requesting a travel authorization when travelling outside of the Middle District;**
- **Billing for meals when no overnight travel is involved;**
- **Requesting reimbursement for alcoholic beverages;**
- **Tipping more than 20%;**
- **Going over the allowable per diem for lodging and meals;**
- **Requesting more than .25 per copy (it should be actual cost);**
- **Billing lump sums instead of itemizing;**
- **Not noting the to and from locations for travel;**
- **Not attaching receipts for expenses over \$50 and all travel expenses;**
- **Not attaching a copy of your appointment order (and approved CJA 26 form if applicable); and**
- **Splitting costs for mileage if seeing more than one client at a prison (only the hours should be split and the case in which it is being split should be noted)**

# PACER Expenses

- Counsel may not submit claims for reimbursement for PACER charges because PACER is available free of charge to all CJA panel attorneys.
- Contact the PACER service center at 800-676-6856 or visit their website at [www.pacer.gov](http://www.pacer.gov) to set up your CJA fee exempt account.



# Timely Submission of Vouchers

*Guide to Judiciary Policy*, § 230.13 Time Limits

(a) Vouchers **should** be submitted no later than *45 days* after the final disposition of the case, unless good cause is shown.

If submitting your voucher beyond this time, a reason for the untimely submission must be noted.



# Compensation Maximums for Experts

- Non-Capital Case Limits
  - \$900 total without prior authorization
  - \$2,600 total with authorization
- Capital Case Limits (Death Penalty)
  - \$900 total without prior authorization
  - \$7,500 total with authorization



# Expert Excess Fee Requests

- Requests for Excess Fees
  - Must be submitted in eVoucher (not CM/ECF) as an “AUTH”
- CJA 21 Vouchers
  - Must be linked to the approved authorization or the eVoucher system will not accept them and they will have to be redone.



# Submitting CJA 21 Vouchers

- Experts in the Middle District are given privileges to enter their own vouchers. We leave it up to counsel to decide who will enter them.
- Upon initiating the voucher, choose the appropriate party by clicking the radio button for attorney or expert.
- Two step submission. The first certification/submit sends it to counsel for approval and the second certification/submit sends it to the court (regardless of who enters the voucher, it takes two submissions to get it to the court).



# Interpreter Vouchers

- Must be billed in whole or half day increments.
- Enter 1 unit and then the whole or half day rate
- Attach a copy of the interpreters invoice



# Payment Process

- Vouchers are reviewed in the order they are received
- Voucher processing time is dependent on the complexity of the individual voucher. Judges attempt to have vouchers approved within 30 days
- There is a five to six step certification process:
  1. Initial review by CJA Specialist
  2. Review and approval by presiding Judge  
(Note: excess fee vouchers must be sent to Circuit approval)
  3. CJA Specialist processes for payment
  4. Certifying Officer processes for payment
  5. Check issued and mailed by US Treasury (within 3 days of certification)





# Contacts

- Holly Snell, Internal Controls Analyst/CJA Coordinator
  - Phone (570) 207-5614
  - Voucher Submission & General eVoucher Issues
- Christine Lavelle, Data Quality Analyst
  - Phone (570) 207-5672
  - Voucher Submission & General eVoucher Issues
- CJA General Help Desk
  - [pamdevhelpdesk@pamd.uscourts.gov](mailto:pamdevhelpdesk@pamd.uscourts.gov)



