

eVoucher Tips and Tricks

- Remember to go to the Claim Status tab as your first step in voucher entry! Change your Start Date to the first day you had services or expenses in the case and click on Save at the bottom of the Claim Status tab. This will help you avoid any error messages about Service and/or Expenses being out of the Voucher Start and End Dates!
- Always get a SIGNED, detailed invoice from your service providers. You will have to attach the invoice in the Documents section when you complete the CJA 21. The signature on the invoice replaces the necessity of the signature of the service provider on the CJA 21 itself.
- If you have used a service provider in your case, please note that fact in the Public/Attorney Notes section on the Confirmation tab of your CJA 20 – that way we will know there is a CJA 21 associated with your voucher and we can look for it and process it at the same time as your CJA 20.
- If you use an associate, differentiate their services by including their initials in parentheses at the end of the Service entry description. All service hours performed by an associate will be manually recalculated by the CJA Technician at the \$90/hour associate rate and your voucher will be reduced by the difference in the hourly rates for their number of total hours in each category of services. Please remember to use associates sparingly and only for specific tasks that you as the appointed attorney would have otherwise have had to do (i.e. legal research, drafting of motions etc.). Under no circumstances should an associate's time represent a majority of the time billed on a voucher. There can be no duplicative time billed by the appointed attorney and the associate (client visits, trial time etc.). The total attorney compensation for a voucher, including associate time, should

remain within the statutory case compensation maximum unless there are extraordinary circumstances.

- All time must be billed in tenths of an hour (six minute increments).
- Attach your completed CJA 26 in the Documents tab of your CJA 20 if your voucher exceeds the statutory maximum for the case! (currently \$10,000 for a felony, \$2,100 for supervised release and \$2,900 for a misdemeanor). Explain why the case was “extended” and/or “complex” – which are the standards for exceeding the case compensation maximum.
- You must get advance approval using an AUTH for any service provider or combination of service providers over \$800. The system will not let you submit a CJA 21 for a service provider over \$800 without having and using a previously approved AUTH!
- Make sure you change the End Date on the Claim Status tab to the last day of services or expenses and click on Save at the bottom of the page prior to submitting your voucher. If you do not do so your End Date defaults to the day the voucher is submitted and it is incorrect.
- Complete the Payment Claim status questions regarding previously received compensation on the Claim Status tab prior to submitting your voucher. If these questions are not completed prior to submission the entire voucher has to be rejected back to you because only the attorney has access to those radio buttons and the questions must be answered.
- If the voucher is being submitted in an untimely manner (outside the 45-day submission deadline) you must provide a written statement as to why in the Public/Attorney Notes section on the Confirmation page OR attach a separate written statement in the Documents section. Failure to provide a reason will delay processing of the voucher until an explanation of good cause is received.

- Suggestions for common entries and their categories:
 - In-court time for your defendant only (*scheduled* start to end—check daybook entry on the docket) (bill in section 15)
 - Wait time in court (15h In Court Other)
 - Initial appearance hearings (15h In Court Other)
 - Talking on phone; client meetings; PSR interview (16a Interviews/conferences)
 - Plea negotiations (16a Interviews/conferences)
 - Reviewing discovery, documents on CM/ECF, files (16b Records; NOT “Research”)
 - Reviewing the PSR (16b Records)
 - Reading letters (16b Records)
 - Legal research (16c Research/writing)
 - Legal memorandum/motion drafting (16c Research/writing)
 - Composing sentencing memorandum (16c Research/writing)
 - Travel time (16d Travel)
 - Writing letters (16e Investigative/other)
 - Reading or writing emails (16e Investigative/other)
 - Attending hearings for co-defendant/s (16e Investigative/other, Do NOT bill on “in-court” time)
 - Wait time at jail for meeting with client (16e Investigative/other)
 - Preparing for a hearing or client meeting, going to the crime scene, preparing an AUTH for a service provider etc. (16e Investigative/other)
 - PLEASE include at least a minimal explanation as to:
 - the purpose of each client visit - especially if they are numerous. It can be as simple as review discovery, prepare for hearing, discuss/review plea, review draft PSR etc.
 - Legal research being performed (career offender status, charging statutes, etc.)