



CJA eVoucher

Electronic Voucher Management System

ATTENTION: ALL CJA PANEL ATTORNEYS

IMPORTANT INFORMATION REGARDING EVOUCHER

Paper Voucher Deadline

All paper CJA 20/30 vouchers for completed appointments should be submitted to the Clerk's Office by no later than **December 15, 2015**. The Court plans to process these vouchers as soon as possible. Please mail your vouchers to the Clerk's Office as you currently do.

Disposition Pending Form

For those representations not completed by December 15, 2015, appointments will need to be created in the new eVoucher system so you can subsequently create your CJA20/30 in the eVoucher system. The Disposition Pending Form appended to this correspondence is the means by which you will identify those cases which will still be pending on or after December 15, 2015. You will not be able to submit a voucher for payment until the Form is received and processed. Once the Clerk's Office receives this form, the respective appointment will be created in eVoucher and you will be sent an email notification alerting you that you can create your voucher in the eVoucher system at the appropriate time. Forms should be [e-mailed](#) or faxed to Billy Crumley at 336-332-6029.

Live on eVoucher

The Clerk's Office will begin creating appointments through the eVoucher system on or about **January 22, 2016**. Whenever an appointment is created in the eVoucher system (new or an existing appointment as outlined in the paragraph above), the respective attorney will receive an automatically generated email.

Once ready to create the voucher, you will:

1. Login to eVoucher
2. Find your appointment under your eVoucher *Appointment List*
3. Click the hyperlink to the specific appointment
4. Create the applicable voucher:

The screenshot shows a web interface titled "View Representation" with a sub-section "Create New Voucher". It lists six voucher types, each with a description and a "Create" button:

Voucher Type	Description	Action
AUTH	Authorization for Expert and other Services	Create
AUTH-24	Authorization for payment of transcript	Create
CJA-20	Appointment of and Authority to Pay Court-Appointed Counsel	Create
CJA-21	Authorization and Voucher for Expert and other Services	Create
CJA-24	Authorization and Voucher for Payment of Transcript	Create
CJA-26	Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	Create

5. The CJA voucher will be automatically transmitted to the Clerk's Office for review, approval and processing.

Training

In-person training on eVoucher will be provided beginning the week of December 14, 2015 and logins will be provided. [Training dates](#) in Greensboro have been posted on the Criminal Justice Act link on the Court's website. Please contact [Billy Crumley](#) by e-mail or by phone at (336) 332-6003 to register for training. Written and electronic training materials will be provided prior to training.

Evoucher Browser Compatibility

Windows: Internet Explorer 8 or newer is approved.

Apple Macintosh: Safari 5.1 or newer is approved.

Apple Mobile: Safari is approved (with limitations).

Chrome, Firefox and other browsers may NOT be used with eVoucher.

Please update your browser as soon as possible.

Questions?

Questions may be directed to:

Billy Crumley	billy_crumley@ncmd.uscourts.gov	336-332-6003
Tammi Hellwig	tammi_hellwig@ncmd.uscourts.gov	336-332-6012
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