

eVOUCHER: ATTORNEY

CJA-31: VOUCHER FOR EXPERT SERVICES (DEATH PENALTY CASE)

Rules for Use

- Use the CJA-31 if you are submitting a voucher AND it is a Death Penalty case.
- If the voucher will cause expert services in the case to exceed \$800, an AUTH must be submitted by you and approved by the court before a CJA-31 is submitted; otherwise, the CJA-31 will be rejected by the court.
- Always create a voucher when you are ready to start recording time, services or expenses. Do not wait until it is time for final payment.
- To save a voucher without submitting it, simply click **Save** on each screen after you enter information, but do not click **Submit** on the **Confirmation** screen. The information you have entered will be saved even if you close the voucher and log out.
- Attorneys must submit a CJA-31 twice in order for it to be processed by the court.
 - First, you complete the CJA-31 for the service provider and submit it to yourself as the attorney.
 - Next, you reopen the CJA-31 and submit it to the court.
- There is NOT AN AUTOSAVE function on this program. You must click SAVE periodically in order to save your work.

Instructions

Part I: Voucher Entry/Approval (on behalf of Service Provider)

1. On the **Home** page, from the Appointments list, select your case.
2. On the **Appointment Info** screen, in the **Create New Voucher** section on the left, click **Create** next to **CJA-31** to begin a voucher for expert services.
3. The **Basic Info** screen appears.
 - a. Complete the **Authorization Selection** section:
 - If the request does not require advance authorization (\$800 or less), click **No Authorization Required**. Go to step **b**.

- If you have a previous authorization (AUTH) from the Court, click **Use Previous Authorization**.
 - i. A list of **Existing Requests for Authorization** appears.
 - ii. Select the authorization you wish to use. The selected authorization will highlight in yellow. You will not be able to continue until it is highlighted.
 - b. Complete the **New Voucher Information** section. **Note:** You will not be able to access some fields. Fields marked with an asterisk are required.
 - **Service Type:** The service type will roll over from the authorization selected if a previous authorization is being used. If no authorization is being used, use the **Service Type** drop-down list to select the service type.
 - **Description:** Enter a description of the service to be provided, if needed.
 - **Expert:** From the **Expert** drop-down list, select the service provider.
 - **Important!** Only service providers registered with the service type selected will appear in the drop-down list. If your service provider is not listed and you wish to submit a person for approval, add your service provider's information and click **Create Voucher**.

This sends a message to the court to add the service provider to the database. Although you can continue to complete the voucher and **Save** it to the My Service Provider's Documents section of your Home page, you will not be able to submit the voucher to the court until the service provider has been added to the database. This process may take a couple of days.

Once the process is complete, when you reopen the CJA-31, the expert's name and billing info will appear in the Basic Info page of the CJA-31, and you can complete and submit it to the court.
 - c. Click **Save**.
 - d. Click **Create Voucher**.
4. Click **Next** or click the **Services** tab on the progress bar to enter required information for services. Line item entries should be entered on the **Services** tab. **Note:** You may add dates in any order and sort in chronological order at any time. You can double-click on an entry to edit it.

- a. **Date:** Enter the date of service. The default date is the current date. You may type in a date or click the calendar icon to select a date from the pop-up calendar.
 - b. **Hours:** Enter hours of service in tenths of an hour.
 - c. **Rate:** Enter the rate.
 - d. **Description:** Enter a description of the service.
 - e. Click **Add**. The item will be added to the voucher and will appear at the bottom of the services section.
 - f. Click **Save**.
 - g. Repeat steps **a-f** until you have entered information for all services.
5. Click **Next** or click the **Expenses** tab on the progress bar to enter required information for expenses. Line item entries should be entered on the **Expenses** tab. **Note:** You may add dates in any order and sort in chronological order at any time. You can double-click on an entry to edit it.
- a. **Date:** Enter the date of the expense. The default date is always the current date. You may type in a date or click the calendar icon to select a date from the pop-up calendar.
 - b. **Expense Type:** From the **Expense Type** drop-down menu, select the applicable expense from the following options:
 - **Travel Miles:** Enter the round trip mileage in the Miles field.
 - **Travel Misc.**
 - **FAX:** If FAX is selected as the expense, indicate the number of pages and the rate charged per page in the Description field for that line item.
 - **Long Distance Charges**
 - **Photocopies:** If Photocopies is selected as the expense, indicate the number of pages and the rate charged per page in the Description field for that line item.
 - **Postage**
 - **Other Expenses**
 - c. **Miles:** If Travel Miles is selected, enter the round trip mileage.
 - d. **Description:** If FAX or Photocopies are selected as the expense, indicate the number of pages and the rate charged per page for each applicable line item.
 - e. Click **Add**. The item will appear at the bottom of the services section.
 - f. Click **Save**.
 - g. Repeat steps **a-f** until you have entered information for all expenses.
6. Click **Next** or click the **Claim Status** tab on the progress bar to enter required payment information.

- a. **Start Date:** Enter the start date from service or expenses, whichever date is earliest. **Note:** If unsure, go back to the **Expenses** and **Services** sections and click the **Date** header to sort showing the earliest date first.
 - b. **End Date:** Enter the end date from service or expenses, whichever date is most recent.
 - c. **Payment Claims:** Select an option:
 - **Final Payment:** Final Payment is requested after all services have been completed.
 - **Interim Payment:** If using this type of payment, indicate the number of the requested payment in the box. **Note:** Interim payments are *not* typically granted in non-budgeted cases. Please refer to the eVoucher Administrative Guide for details. If interim payments have been granted in a budgeted case, the case budget approved by the 10th Circuit must be included as an attachment to this voucher.
 - **Supplemental Payment:** After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.
 - d. Click **Save**.
7. Click **Next** or click the **Documents** tab on the progress bar to attach documents. Attach any documentation that supports the voucher. **Note:** Documents are limited to PDF files, and must be 10 MB or less:
 - a. Click **Browse** to locate your file.
 - b. Add a Description of the attachment.
 - c. Click **Upload**. The attachment and description will be uploaded and appear in the bottom of the Description section.
 - d. Click **Save**.
 8. Click **Next** or click the **Confirmation** tab on the progress bar to review and submit the voucher:
 - a. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time-stamped.
 - b. Click **Submit**.
 9. A confirmation screen appears, indicating that the previous action was successful and the CJA-31 has been submitted. **Important!** Write down the voucher number or print the page for reference.
 10. Click **Home Page** to return to the home page. The voucher will appear in the **My Active Documents** section on your **Home** page.
 11. Continue to **PART II** below to submit the voucher to the court.

Part II: Attorney Voucher Approval/Submission to Court

1. On the **Home** page, in the **My Active Documents** section, click the appropriate voucher link in the Status column. The **Basic Info** screen appears.
2. Click the **Confirmation** tab on the progress bar to go directly to review and submit the voucher:
 - a. Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time-stamped.
 - b. You may include notes to the Court, if any, in the Public/Attorney Notes section.
 - c. Click **Submit** to send to the Court.
3. A confirmation screen appears, indicating that the previous action was successful and the CJA-31 has been submitted to the Court. **Important!** Write down the voucher number or print the page for reference.
4. The voucher will appear in the “My Submitted Documents” section on your Attorney Home page.

I. REVISION HISTORY

Date	Description
4/16	Original Version