

EVOUCHER ADMINISTRATIVE GUIDE

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I. INTRODUCTION

- A. The CJA eVoucher System is a web-based solution for submission, monitoring, and management of Criminal Justice Act (CJA) functions. The eVoucher program will allow for:
 - 1. Online authorization requests by attorneys for service providers.
 - 2. Online voucher completion by the service provider or by the attorney acting for the service provider.
 - 3. Online voucher review and submission by the attorney.
 - 4. Online submission to the court.
- B. It is the policy of the United States District Court for the Northern District of Oklahoma to require attorneys and other permitted registrants to create and submit electronic vouchers. The following policies and procedures govern electronically submitting vouchers in this District.

II. GENERAL POLICIES

- A. Creating and submitting vouchers through eVoucher is mandatory.
- B. Electronic transmission of a voucher through the eVoucher system, consistent with this guide, constitutes submission of the voucher.
- C. When a voucher is submitted through eVoucher, the official record is the electronic recording of the document as stored by the Court.
- D. eVoucher registrants may submit vouchers electronically, 24 hours a day, seven days a week.

III. BROWSER REQUIREMENTS

- A. Windows: Internet Explorer 8 or newer are approved. **Note:** If you are using IE 10 or 11, you will need to set your browser to “compatibility mode.”
- B. Apple Macintosh: Safari 5.1 or newer is approved.
- C. Chrome, Firefox and other browsers may not be used with eVoucher.

IV. ADMINISTRATIVE ROLES

- A. The Federal Public Defender is the designated Operational Administrator and is authorized to re-delegate this role as long as internal control guidelines are followed. Operational Administrator Duties include the following:
1. Manage external users (attorneys)
 2. Manage attorney panel
 3. Create representations and appointments
 4. View logs
 5. Manage private attachments
- B. The Court Clerk is the designated CJA Administrator and is authorized to re-delegate this role as long as internal control guidelines are followed. CJA Administrator Duties include the following:
1. Manage external users (service providers)
 2. Create internal users (judges and court staff) and manage security settings (rights and roles)
 3. Manage lookup tables
 4. Manage workflows
 5. View logs
 6. Manage private attachments
 7. Manage reports

V. ELIGIBILITY

- A. The following are eligible to register as eVoucher Users:
1. Attorneys
 2. Court Users
 3. Service Providers. **Note:** At the discretion of the Clerk and the Federal Public Defender, select service providers will have access to submit documents through eVoucher. All other service providers will submit documents through their attorneys.

VI. REGISTRATION

- A. Registration shall be on a form prescribed by the Clerk and Federal Public Defender (FPD).
1. **Attorneys:** Complete and sign an eVoucher Registration Form, available as a fillable form on the Court's website at www.oknd.uscourts.gov or on the FPD's website at www.okn.fd.org.
 - a. The registrant may request assignment of the User Login utilized in another federal court or agency, but a random password will still be assigned.
 - b. Attorneys must enter their Social Security number in the Attorney Information section in order to be paid, even if there is a firm EIN/TIN.
 - c. Users must indicate whether they are self-employed or work for a firm.
 - d. Associates are not required to enter their SSNs. Associates will enter the billing code of the attorney they are working with.
 - e. Attorneys with a pre-existing agreement must enter the firm's EIN and name (required).
 2. **Service Providers:** Complete and sign an eVoucher Registration Form, available as a fillable form on the Court's website at www.oknd.uscourts.gov or on the FPD's website at www.okn.fd.org.
 - a. Self-employed service providers must enter a Social Security number in the Vendor Information section. Payments are made to the service provider's Social Security number.
 - b. Company-employed service providers will need to enter the EIN (payments are made to a firm's EIN number).
 - c. The registrant may request assignment of the User Login utilized in another federal court, but a random password will still be assigned.
 3. All Registrants may provide up to three email addresses that will receive automatic notifications from eVoucher:
 - a. When a case has been entered into eVoucher.
 - b. If a document submitted by the User has been rejected.
 - c. When a voucher has gone through the approval process and payment has been entered in the system.
 - d. In other circumstances as indicated by local guidelines.
 4. Signed, original eVoucher Registration Forms shall be emailed to the Court Clerk's Office, as indicated on the form.

VII. BILLING

- A. Users cannot submit a voucher in eVoucher without a completed eVoucher Registration Form on file with the District Court. Please see the Registration section above. A billing code is assigned to every registered User. **Note:** Associates will enter the billing code of the attorney they are working with.

VIII. UPDATE USER INFORMATION

- A. **Attorneys:** Attorneys may edit or update their own user information within eVoucher, including:
1. Changing passwords.
 2. Editing contact information, such as phone, e-mail, and physical address.
 3. Updating SSN or EIN numbers and any firm affiliation.
 4. Adding out of office time periods.
 5. Documenting CLE attendance.
- B. **Service Providers:** Service Providers will not have access to edit their own contact and billing information. The eVoucher Information Update Form is available as a fillable form on the Court's website at www.oknd.uscourts.gov or on the FPD's website at www.okn.fd.org. Submit the Update Form to the Court Clerk at eVoucher_OKND@oknd.uscourts.gov, who will make requested changes.

IX. PASSWORDS

- A. After receiving the User Login and Password that are initially assigned by the Court, a User should change his or her password in eVoucher. Users are required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:
1. one uppercase letter,
 2. one lowercase letter,
 3. one number and
 4. one (basic) special character
- B. Users are also required to change their passwords every 180 days. Users shall not permit the User Login and Password to be utilized by anyone other than persons specifically authorized by the User. The User is responsible and accountable for all documents filed with that User Login and Password.

- C. Users agree to protect the security of their Passwords and promptly notify the clerk if they learn that their Password has been compromised. If a password is believed to be compromised, the User must notify the Clerk's Office by telephone at 918-699-4844, toll free at 866-213-1957, or by email at eVoucher_OKND@oknd.uscourts.gov and change the Password immediately in the eVoucher program.
- D. If you forget your User Login and Password:
 - 1. Click the **Forgot your login?** hyperlink.
 - 2. Enter your User Login or Email address
 - 3. Click **Recover Logon** to retrieve your information.
- E. **Note:** If you work in another district court that also uses eVoucher, you can have the same User Login and Password for all courts. However, keep in mind that the eVoucher programs look essentially the same once you are logged in. To avoid potential issues, DO NOT have multiple versions of eVoucher open at the same time.

X. ATTORNEY APPOINTMENT

- A. When an appointment is made, an email will automatically be generated by the program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

XI. USER ACCESS/SECURITY

- A. Security has been put into place that prohibits Users from viewing information for other Users. **Note:** If a service provider is entering their own voucher, they will not have access to any other information except their own voucher. Attorneys will have access to all of their service provider vouchers.

XII. DOCUMENTS SUBMITTED IN EVOUCHER

- A. All CJA-related documents are submitted in eVoucher. All voucher types and documents function primarily the same. **Note:** Motions related to CJA vouchers are no longer filed in CM/ECF. Any type of document that was filed in CM/ECF before eVoucher, will now be submitted in eVoucher instead.

1. **Appointments**
2. **Representations**
3. **AUTH:** Service Providers. \$800.00-\$2500.00
4. **AUTH (Excess):** Service Providers. Over \$2500.00
5. **AUTH-24:** Transcripts. Attorneys will create and submit the AUTH-24s.
6. **CJA-20:** Attorney Fees.
7. **CJA-21:** Service Providers. \$800.00-\$2500.00.
8. **CJA-21 - Excess:** Service Providers. Over \$2500.00.
9. **CJA-24:** Transcripts. Court Reporters will create the CJA-24 Vouchers. Attorneys will approve and submit the CJA-24s to the Court.
10. **CJA-30:** Death Penalty Attorney Fees
11. **CJA-31:** Death Penalty Service Provider Fees.
12. **Other Supporting Documents**

XIII. FILE SIZE LIMITATIONS

- A. All documents must be submitted in PDF format and must be 10 MB or less.

XIV. SUPPORTING DOCUMENTS

- A. Attach any documentation which supports the voucher, i.e. expense receipts, etc. **Remember:** All CJA-related documents are submitted in eVoucher. They are no longer filed in CM/ECF.

XV. SIGNATURES

- A. Users check a box each time to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped. Checking this box, in conjunction with the User Login and Password required to access eVoucher, serves as the User's signature.
 1. Vouchers submitted by attorneys are sent directly to the court.
 2. Vouchers submitted by service providers are sent to the attorney who must review it before submitting it to the court.

XVI. NOTIFICATIONS

- A. **Voucher Submitted:** If you have done everything correctly, you will receive a Success notification and the program will automatically assign the document a voucher number. Write down the voucher number or print the page for reference.
- B. **Voucher Rejected:** A voucher may be rejected by the court for a number of reasons. The program will send to the attorney (using the email address(es) on the attorney's profile page) an email with the reason stated.
- C. **Voucher Approved:** The system automatically sends an email to the address(es) in the attorney profile section to alert a User that a voucher has been approved for payment. A User can still view the document by clicking on the voucher number, but it will be in read-only format.
- D. Other Notifications may be implemented in accordance with local eVoucher Guidelines.

XVII. INTERIM PAYMENTS

- A. Interim payments are not typically granted in non-budgeted cases.
- B. Requests for interim payments are no longer filed in CM/ECF. If requesting interim payments, email your request to: **eVoucher_OKND@oknd.uscourts.gov**.
- C. The request, along with an approval or denial, will be returned to the attorney and should be attached as supporting documents with each voucher submitted for the case in eVoucher.
- D. In a multi-defendant case, each attorney requesting interim payments will need to submit a separate request.

XVIII. FINAL AND SUPPLEMENTAL PAYMENTS

- A. **Final Payment:** Final Payment is requested after all services have been completed.
- B. **Supplemental Payment:** After a final payment number has been submitted, a supplemental payment may be requested due to a missed or forgotten receipt.

XIX. CASE BUDGETING

- A. Attorneys are responsible for monitoring all cases and contacting the Case Budgeting Attorney for the Tenth Circuit, as soon as it seems likely that a case will require more than 300 attorney hours or \$39,000 in combined attorney and service provider fees. This must occur as early in the case as is practical.

- B. The Case Budgeting Attorney will work with counsel to prepare a budget for the judge’s approval.
- C. The same process is followed if a supplemental budget is necessary for trial.

XX. WITHHOLDINGS

Withholding refers to the process of withholding a percentage of the attorney fees until the representation is completed. Unless otherwise ordered by the presiding judge in a specific case, withholdings will not be utilized by the Northern District of Oklahoma.

XXI. SUPPORT

- A. Attorneys:
 - 1. For procedural questions, attorneys should contact the Federal Public Defender’s Office at 918-581-7656.
 - 2. For technical problems or questions, contact the Clerk’s office help desk line at 918-699-4844 or toll free at 866-213-1957 during regular business hours (8:30 a.m. - 4:30 p.m., Monday - Friday).
- B. Court Employees: Contact the Clerk’s office for all eVoucher related questions, both procedural and technical.

XXII. REVISION HISTORY

Date	Description
2/2016	Original Version
5/2016	Section XVII.C. changed “first voucher” to “each voucher”
9/2016	Section VI. 4. Changed to indicate form should be emailed directly to court at address specified on form. No longer the option to fax or mail in.