

CJA Interpreters eVoucher Quick Guide

1. Contact [Janet Hamilton](#) or [James Toritto](#) to obtain log in username and password.
2. You will receive an email when a CJA attorney creates a CJA21 that requires information from you.
3. When you receive an eVoucher email, go to https://evadweb.ev.uscourts.gov/CJA_nye_prod/CJAeVoucher/ using Internet Explorer as your web browser, and log in using your username and password. It is suggested that you bookmark or save this site as favorite place.
 - a. Note: If you enter the wrong password three times, you will be locked out of your account. If this occurs, please contact Janet Hamilton at (718) 613-2288 for Brooklyn or James Toritto at (631) 712-6032 for Central Islip cases. They will unlock your account and then you can go back to eVoucher and click “Forgot Password” to reset your password.
4. The home page provides access to information about your cases and billing information which you submit.
 - a. The **My Documents** folder contains vouchers which have been created by you or for you by the attorney. They have not yet been submitted to the court for processing.
 - b. The **My Submitted Documents** folder contains documents which have been submitted to the court for processing.
 - c. The **Closed Documents** folder contains documents which have been completely processed.
5. Go to the **My Documents** folder.
 - a. To enter your fees and expenses, click the **Edit** hyperlink under **Status** column.
 - b. The Voucher will open to the **Basic Info** tab screen. The left panel will display a running summary of the services and expenses as they are entered and saved.
 - c. To enter your service fees and expenses, from the **Basic Info** screen, click the **Services** tab at the top of the screen or click **Next** at the bottom of the screen.
 - (1) Required fields are marked with a red asterisk. Enter the date of the service, number of hours billed and the rate. A description of the service provided is required. Click **Add**.
 - (2) You may continue to add additional entries until you have entered all of your service dates on the case. There is no autosave feature in eVoucher-make sure to

click Save after every addition. You will be prompted to save if you try to navigate to another area within eVoucher.

(3) To enter charges for any additional expenses, click the **Expenses** tab at the top of the screen or click **Next** at the bottom of the screen.

(4) Enter expenses and click **Add**. Be sure to save.

(5) The **Claim Status** tab will include the date range of your services. The dates default to the day of the creation of the voucher. Ensure that the date range covers the days for which you are billing services and expenses.

(a) Under **Payment Claims**, make payment selection. Final payment indicates you will not be billing more on this particular appointment. Interim payments must be approved by the Court by may be applicable for those in long cases. Supplemental payments cover forgotten charges discovered after final payment has been requested.

(6) Navigate to the **Documents** tab and attach any receipts, invoices, or documents as PDF documents. Label and describe the attachment in the description field and click **Upload** to attach the PDF documents.

(7) When you have entered all expenses and documents and ready to submit the voucher, advance to the **Confirmation** tab. You will be able to review the summary of the voucher and add any notes.

(8) Select the “**I swear and affirm**” check box. This action will date and time stamp the submission. The **Submit** button will become active. Click **Submit** to move the voucher forward to the attorney who must review your voucher before submitting it to the court.