

**U.S. District Court
Eastern District of New York**

eVoucher - Getting Started

Upon receipt of your eVoucher login and password, follow these steps:

1. Navigate to the CJA page of the court's web-site under the "for Attorneys" tab:
<http://www.nyed.uscourts.gov/criminal-justice-act>
2. Scroll down to the CJA eVoucher Login button, and click on it:



3. Enter your login into the Username box
Enter your Password into the Password box
Click the 'Log In' button

Username:

Password:

You will be routed to the Profile page. You must verify and add information to this page in order to activate your account.

4. Login Info - Edit

- Click 'reset' to change your password to something you can remember

Login Info

Your Login information

Username [change](#)

Password *

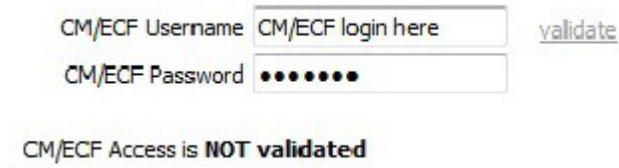
Confirm *

[cancel](#)

- Establish a link from eVoucher to CM/ECF so you can query docket information such as the date of a court proceeding, length of time in court, name of court reporter for transcript requests, etc.

- Insert your CM/ECF Username and CM/ECF Password

Before validation:

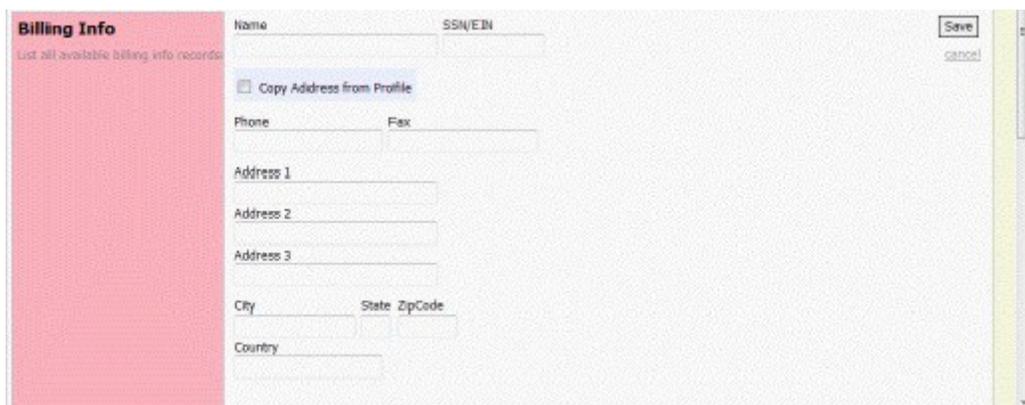


The screenshot shows a login form with two input fields. The first field is labeled 'CM/ECF Username' and contains the text 'CM/ECF login here'. The second field is labeled 'CM/ECF Password' and contains seven black dots. To the right of the second field is a 'validate' button. Below the form, a message reads 'CM/ECF Access is NOT validated'.

After validation:

CM/ECF Access is **linked**

5. Attorney Info. Click Edit to review contact information. Update if necessary and click Save.
6. Billing Info. Click the 'Add' button to add your billing information. The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN. The Court is not able to see the entire SSN/EIN, only the last 4 digits (i.e. TestAttorney SSN/EIN:***-**-5678) Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and W2s will be issued under the SSN/EIN as it appears in the Profile.



The screenshot shows a 'Billing Info' form. On the left, there is a red sidebar with the text 'Billing Info' and 'List all available billing info records'. The main form area contains several input fields: 'Name', 'SSN/EIN', 'Phone', 'Fax', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'ZipCode', and 'Country'. There is a checkbox labeled 'Copy Address from Profile' and a 'Save' button in the top right corner.

7. Scroll back to the top of your screen. Click logout to exit eVoucher.
8. Log back into eVoucher with your Login and new password.

You will now be at the eVoucher Landing Page / Home Screen.

Appointments' List	Displays pending appointments
My Active Vouchers	Displays vouchers or documents that you are currently working on or have been submitted for your approval.
My Submitted Vouchers	Displays vouchers for documents that you have completed or approved and have been submitted to the court. To review the voucher - click on the voucher number (i.e. 0206.0000043)
Closed Vouchers	Displays vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the vouchers associated with the closed voucher will not display on your landing page. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.