CJA eVoucher Attorney Training

DISTRICT COURT OF THE VIRGIN ISLANDS

DATE: JULY 24, 2026

PRESENTED BY:
FINANCIAL SERVICES

Presentation Outline

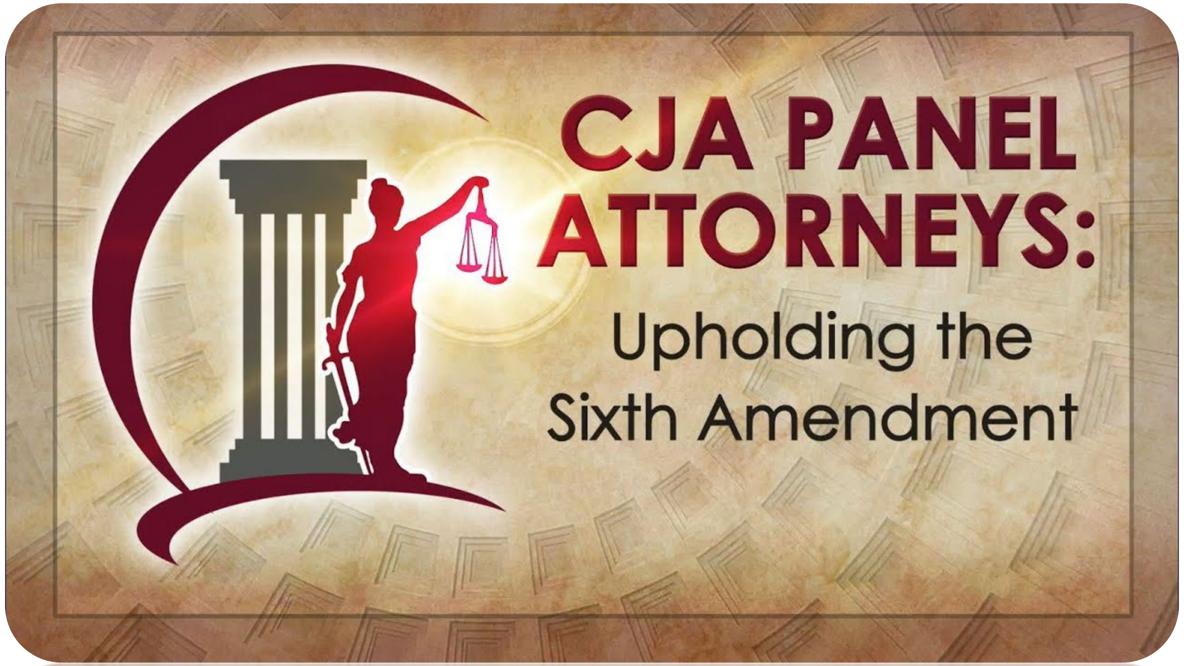
1. What is CJA eVoucher?
2. eVoucher Features
3. CJA Rates
4. CJA Case Compensation Maximums
5. SLP and VMS Overview
6. Travel Time Guidelines
7. Voucher Types Summary
8. Common Findings with Submission
9. Observations from the Magistrate
10. Required Documentation for each voucher
11. 5 Minute Break
12. Voucher Demonstrations
13. Case Budgeting & Resources
14. CJA eVoucher Resources

What is CJA eVoucher?

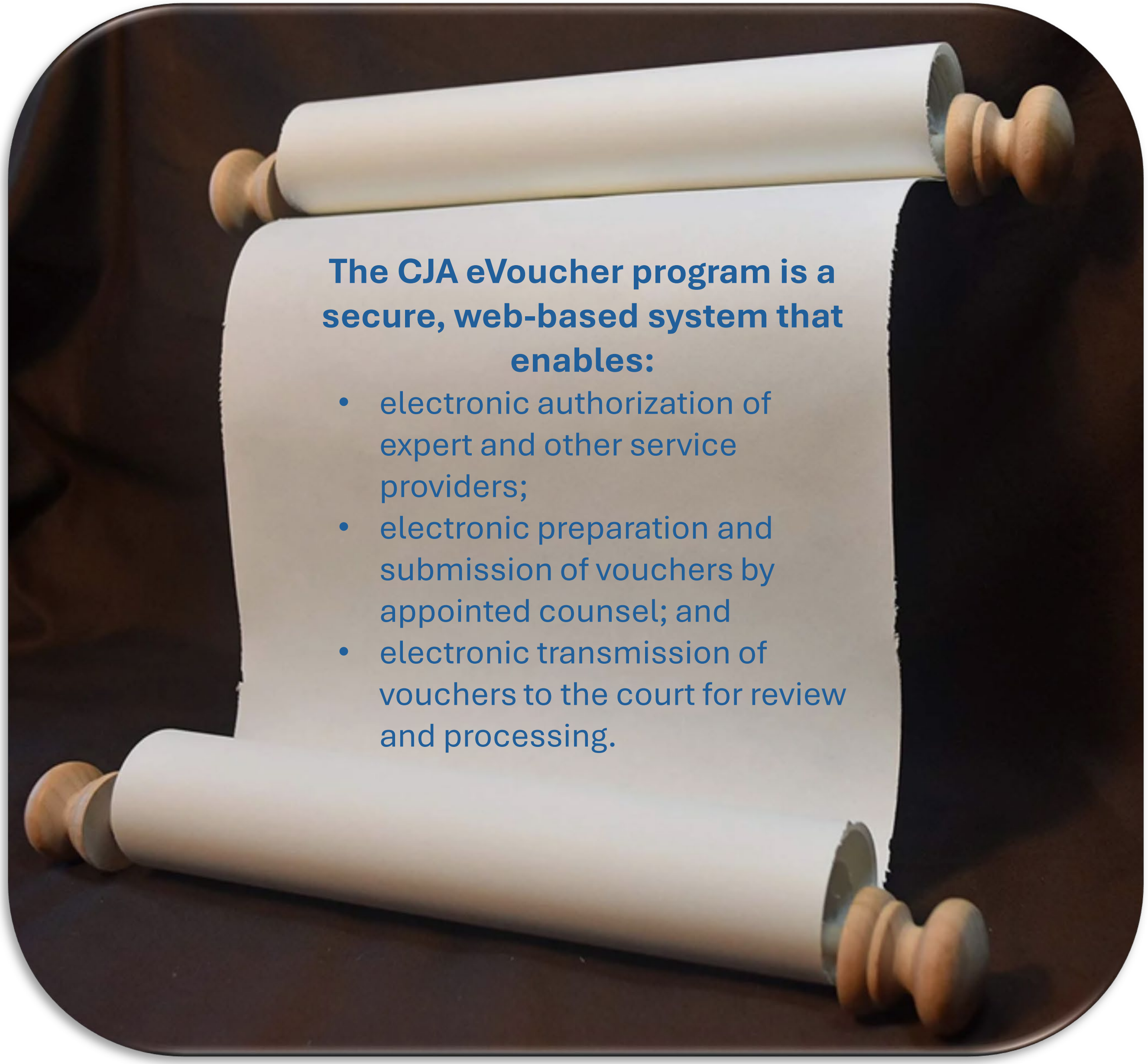
CJA eVoucher
Electronic Voucher Management System

The Criminal Justice Act (CJA) eVoucher System is:

- the Court's electronic CJA voucher system;
- provides for the creation, submission and tracking of all CJA related vouchers; and
- all payments are submitted electronically using the CJA eVoucher system.



eVoucher Program Features



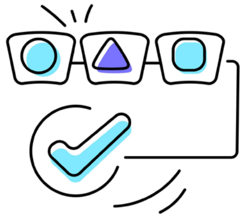
Criminal Justice Act

Electronic Voucher Management System

- CJA eVoucher is a web-based application that provides counsel, court staff and judges the ability to create and process CJA vouchers and documents electronically.

Things you can do in eVoucher

Accept	Manage	Create	Upload	Monitor	Request	Submit
Accept or decline CJA Appointments	Update and maintain your user profile and contact information	Create a CJA 20/30 Payment Voucher Create a CJA 26 Excess Compensation Statement Create a CJA 21/31 Payment Voucher for experts Create a CJA 24 Transcript Voucher Create an Authorization	Upload supporting documentation and receipts	Review voucher status and track the approval process View case assignments, authorizations, and payment history	Request Authorization for Travel Request Authorizations for your experts	Submit vouchers on behalf of self and authorized service providers and associates, when applicable Respond to voucher corrections



Complete Process

CJA Rates

Hourly Rates for CJA Panel Attorneys for Services **ON** or **AFTER** January 1, 2026:

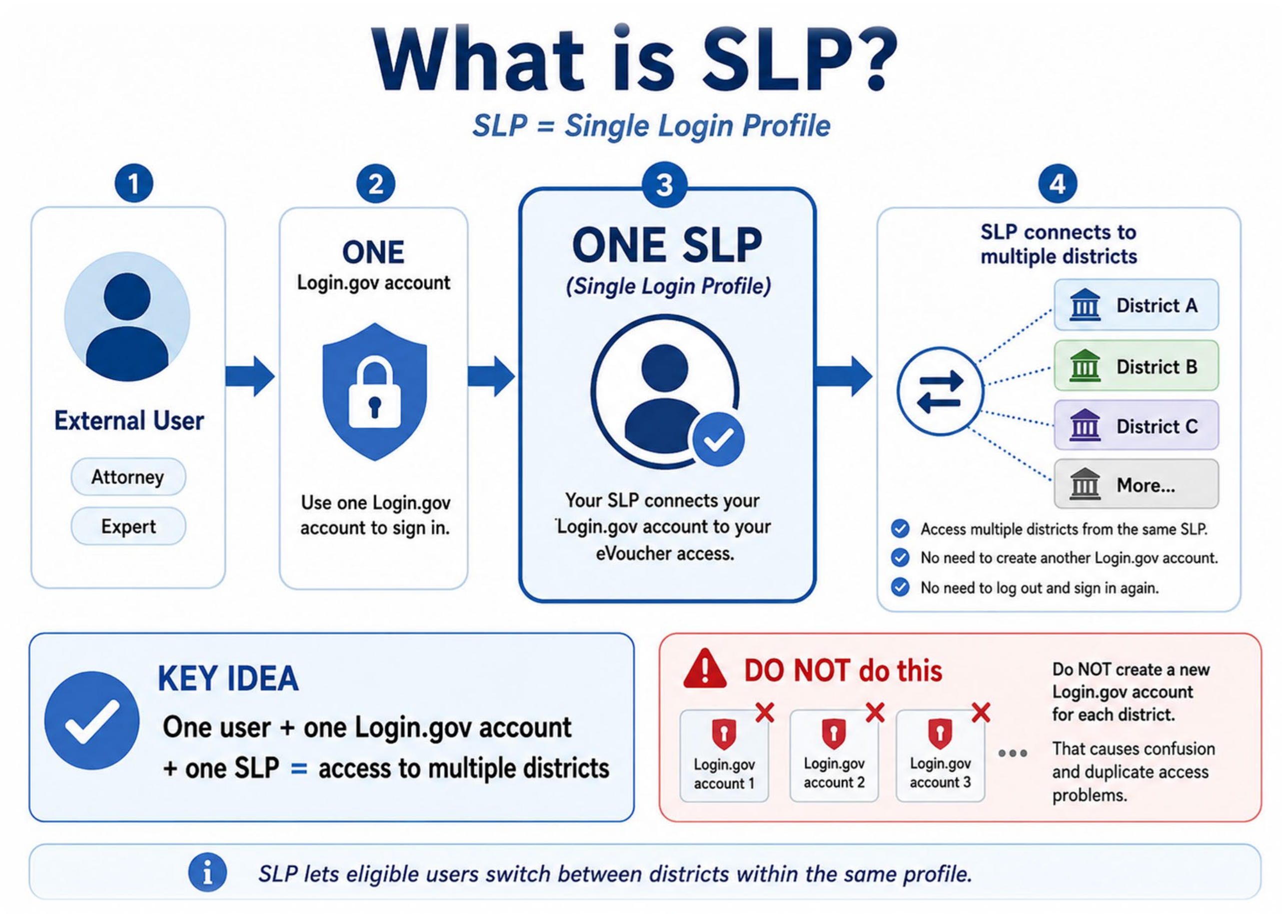
If a case is...	The hourly rate maximum is...
Non-Capital	$177
Capital	$226

2026 CJA Case Compensation Maximums

Waivable Case Compensation Maximums for Non-Capital Cases ON or AFTER January 1, 2026:

If a case is a …	**And services were completed on or after Jan. 1, 2026, the case maximum is …**
Felony (including pre-trial diversion of alleged felony)	$13,800
Misdemeanor (including pre-trial diversion of alleged misdemeanor)	$3,900
Proceeding under 18 U.S.C. § 4106A	$3,000
Proceeding under 18 U.S.C. §§ 4107 or 4108 (for each verification proceeding)	$3,900
Proceeding under 18 U.S.C. § 983	$13,800
Post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255	$13,800
Proceeding under 28 U.S.C. § 1875	$13,800
Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A ,18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C.§ 1875)	$9,800
Other representation required or authorized by the CJA (including, but not limited to probation, supervised release hearing, material witness, grand jury witness)	$3,000
Appeal of other representation	$3,000

Single Login Profile (SLP) and Vendor Management System at a Glance




QUESTIONS

Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico

Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico

Maximum Travel Time

Attorneys who reside in St. Thomas and are required to travel to St. Croix for a court proceeding shall be allowed to claim actual travel time to and from the Almeric L. Christian Federal Building and U.S. Courthouse up to a maximum limit of 4.0 hours.

Attorneys who reside in St. Croix and are required to travel to St. Thomas for a court proceeding shall be allowed to claim actual travel time to and from the Ron de Lugo Federal Building and U.S. Courthouse up to a maximum limit of 4.0 hours.

Attorneys who reside in Puerto Rico and are required to travel to St. Croix for a court proceeding shall be allowed to claim actual travel time to and from the Almeric L. Christian Federal Building and U.S. Courthouse up to a maximum limit of 5.0 hours.

Attorneys who reside in Puerto Rico and are required to travel to St. Thomas for a court proceeding shall be allowed to claim actual travel time to and from the Ron de Lugo Federal Building and U.S. Courthouse up to a maximum limit of 5.0 hours.

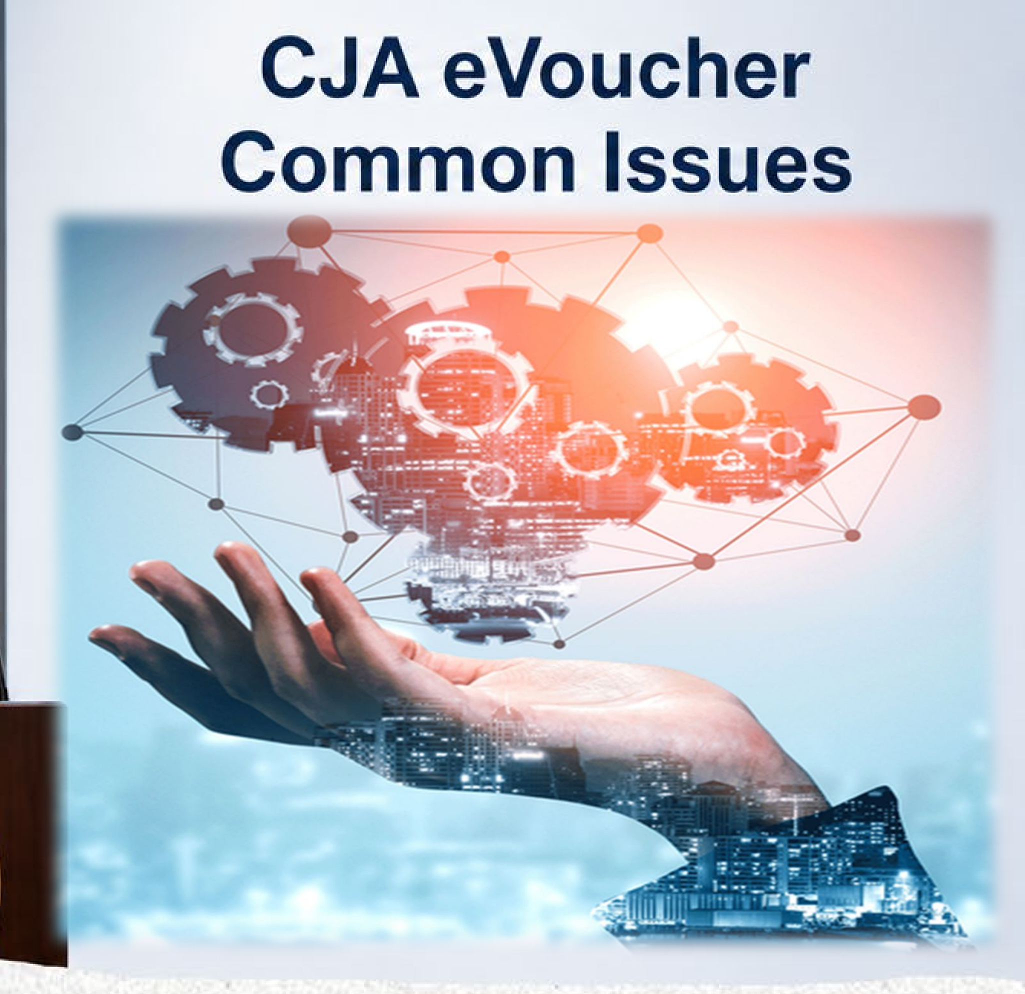
Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico

- All attorneys travel time claimed must use the attorney's office address
- Attorneys are not allowed to claim travel expenses (i.e., airfare, hotel, taxi, car rental, parking, per diem, etc.), **unless specifically authorized by the presiding judicial officer**.
- **Please Note:** Rental Car Insurance is not a reimbursable expense.


Q&A

The following are common findings observed during routine reviews.

- Payment vouchers are not being submitted in a timely manner. (***CJA 20)***
- CJA 21 and CJA 24 vouchers for experts are not being prioritized and submitted in a timely manner for payment.
- Attorneys are not obtaining prior authorization before exceeding the applicable Statutory Case Compensation Maximums. ***(CJA 26)***
- Attorneys are retaining experts without first obtaining the required prior authorization. (***CJA 21)***
- Attorneys are requesting transcripts without first obtaining the required prior authorization. (***CJA 24)***
- Attorneys are submitting travel requests at the last minute or traveling without obtaining the required prior authorization. ***(TRAVEL AUTH)***
- Payment vouchers are frequently submitted without all required supporting documentation, including Orders of Appointment and approved case budgets for budgeted cases. ***(every submission)***



Honorable Emile A. Henderson III
United States Magistrate Judge
for the District Court of the Virgin Islands

Sharing some CJA eVoucher Common Issues

CJA eVoucher

Electronic Voucher Management System

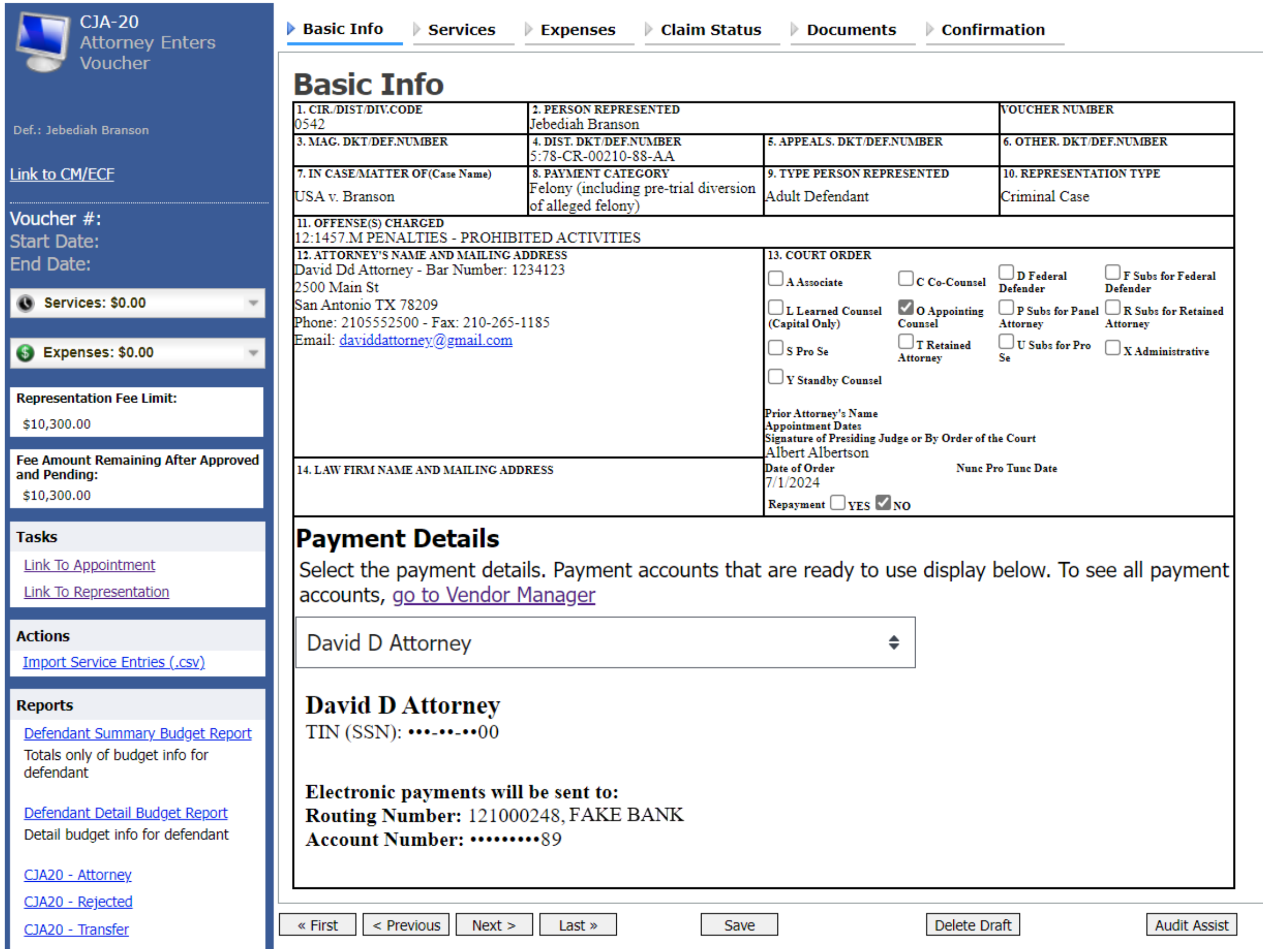
Voucher Types

- CJA-20/30: Payment Vouchers for Attorneys
- AUTH: Authorization Request for Expert Services
- CJA-21/31: Payment Voucher for Experts and Other Services
- CJA-26: Claim for Excess Compensation
- AUTH-24: Authorization for Transcripts
- CJA-24: Payment Voucher for Transcripts
- Travel AUTH

CJA-20 Voucher

CJA 20 – Appointment & Authority to Pay Counsel

- used to compensate court-appointed counsel for services rendered;
- claims may be entered once the appointment is created;
- include detailed service descriptions and reimbursable expenses;
- upload all required supporting documents
- claim types include Final, Interim, Supplemental, and Withholding; and
- attorney travel expenses are claimed on the CJA 20 voucher.



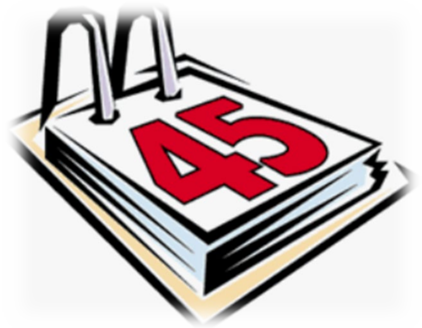
CJA-20 Voucher

In eVoucher, there are 4 different claim status types for a CJA 20 voucher: final, interim, supplemental and withholding.

1. Final voucher – a final voucher is the final claim for services submitted on a CJA 20.
2. Interim voucher – an interim voucher can only be filed when approved by the presiding judge. The interim voucher is used to submit payments throughout the process, each interim payment in eVoucher must be assigned a number and cover a specific period.
3. Supplemental voucher – a supplemental voucher is used to request compensation claim for a service that may have been missed or forgotten for a time frame previously claimed.
4. Withholding voucher – a withholding voucher is used to request the return of previously withheld funds. Vouchers with this claim status selected must not have any service or expense line items on it.

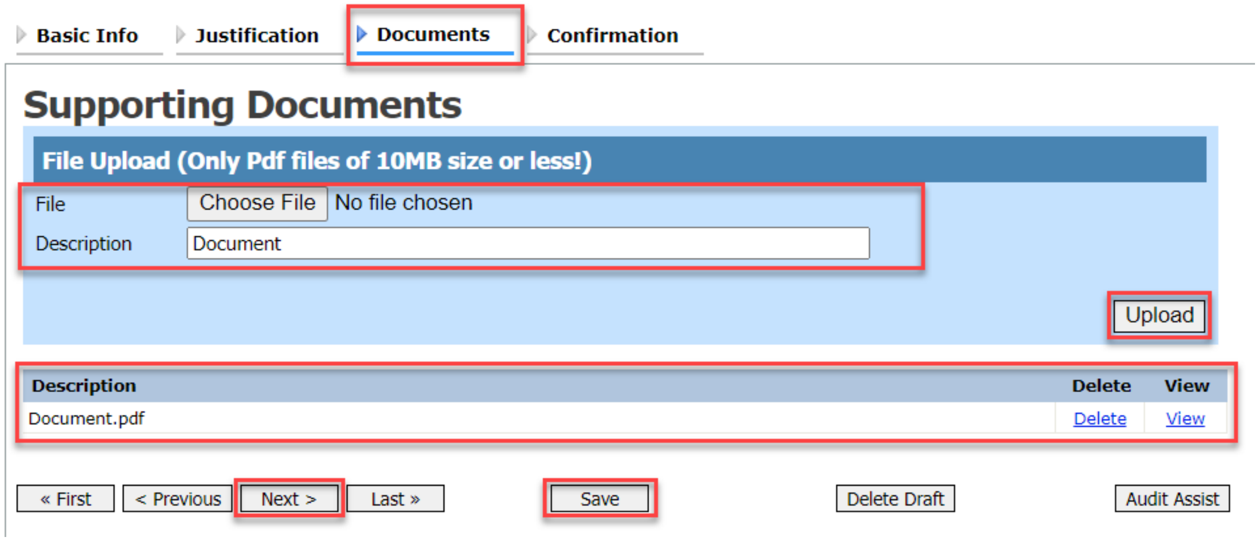
The CJA Guidelines require that vouchers must be completed and submitted for approval within 45 days after the final disposition of the case, unless good cause is shown.

The 45 days, begins when the Judgment is entered on the docket.



***Interim Payments to Counsel**
20% of each interim payment is withheld until the submission of the final voucher, the amount withheld can be claimed on a Withholding Voucher.

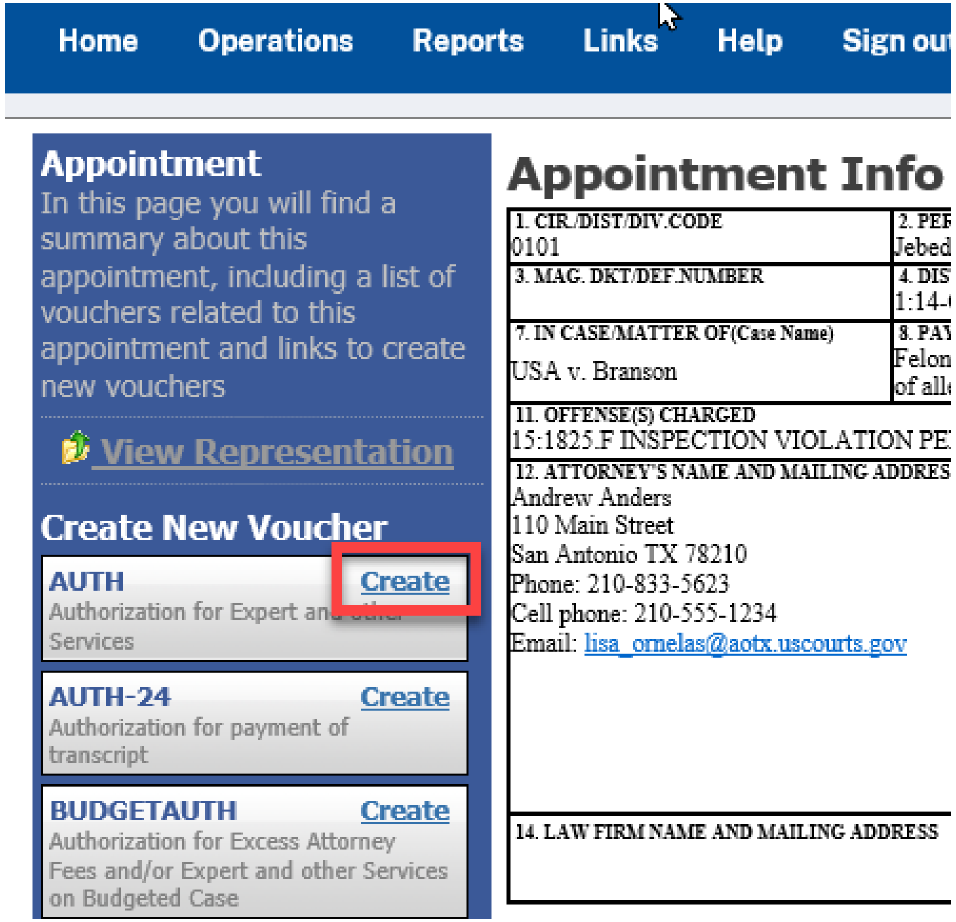
Documents for the CJA-20 Voucher

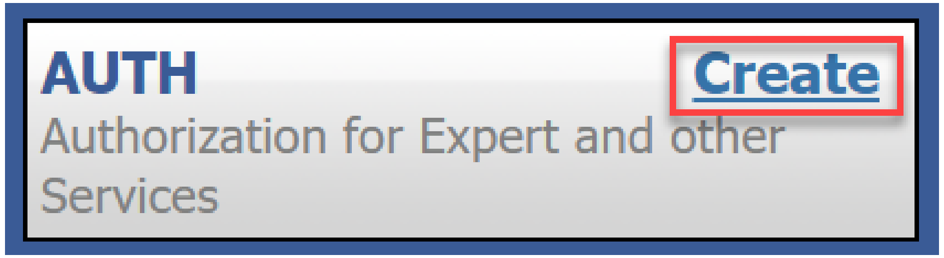


- order of appointment;
- interim payment order (if applicable);
- order granting Leave to File Out of Time(if voucher is submitted after the 45-day deadline);
- approved CJA 26 (if compensation exceeds the statutory maximum);
- approved Case Budget Order (for budgeted cases); and
- supporting documentation for all claimed expenses (e.g., receipts, invoices, travel documentation).


AUTH Voucher

- an **AUTH** is the authorization request for an attorney to use an expert where the expenses are expected to exceed $1,000;
- an ex parte motion must be filed on the docket via CM/ECF **BEFORE** the **AUTH** can be submitted in CJA eVoucher; and
- compensation exceeding $3,000 requires **prior** approval from the Presiding Judge and the Chief Judge of the 3rd Circuit.





AUTH Voucher

The **AUTH** in eVoucher **should not** be filed prior to receiving an Order granting the request made on the ex parte motion. This motion will be addressed by the Magistrate Judge. The request for investigative, expert and other services must contain:

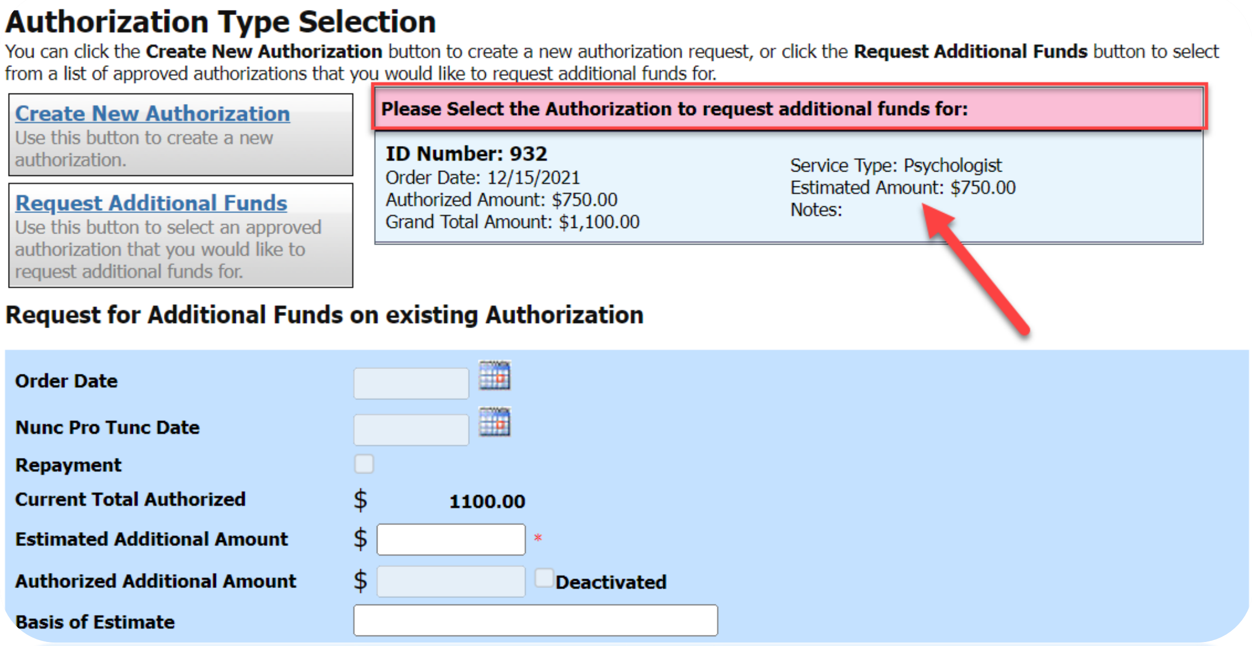
a) the service provider's name, address, telephone number,

b) the service provider's hourly rate;

c) the estimated number of hours to complete the work;

d) justification for the use of the service provider, and

e) a comprehensive background of the service provider's education and/or credentials.



Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

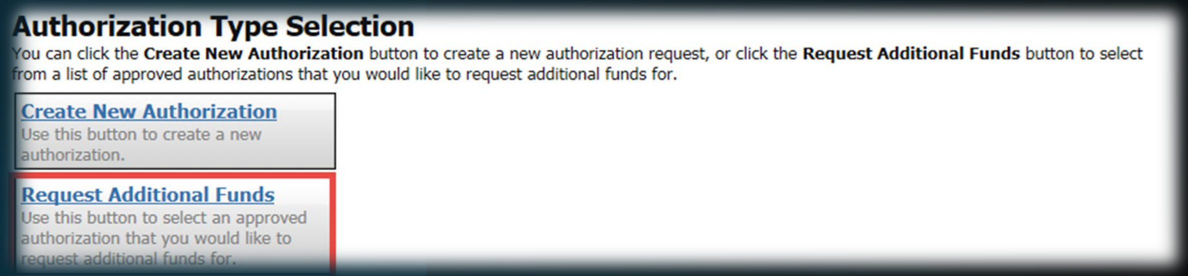
Please Select the Authorization to request additional funds for:

ID Number: 932
Order Date: 12/15/2021
Authorized Amount: $750.00
Grand Total Amount: $1,100.00
Service Type: Psychologist
Estimated Amount: $750.00
Notes:

Request for Additional Funds on existing Authorization

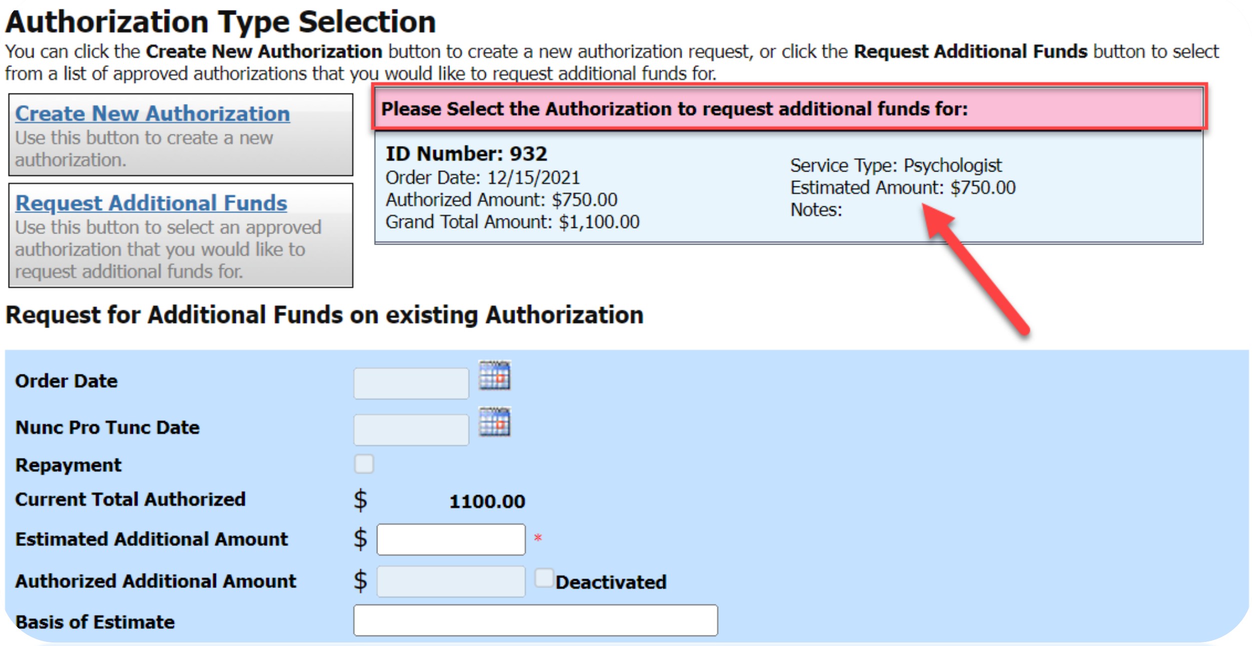
Order Date
Nunc Pro Tunc Date
Repayment
Current Total Authorized $ **1100.00**
Estimated Additional Amount $ *
Authorized Additional Amount $ **Deactivated**
Basis of Estimate

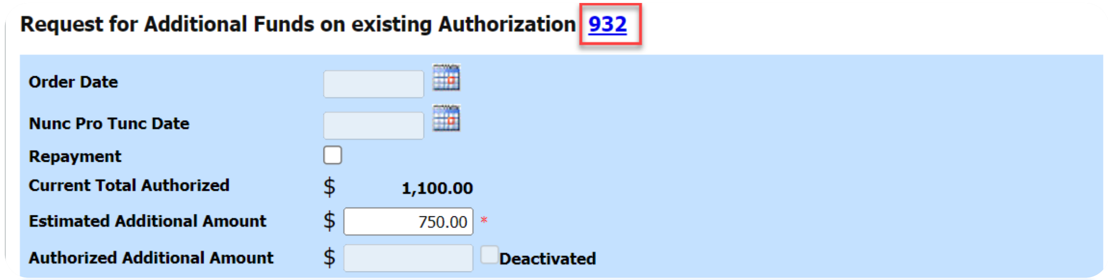
AUTH Voucher



Requesting Additional Expert Funds

- Submit additional funding requests using the AUTH document in eVoucher.
- Attach a memorandum in support (no motion in CM/ECF required).
- This streamlines processing and allows request status tracking.
- The original AUTH retains the approved funding and is used to generate CJA 21/31 vouchers and calculate authorization amounts.

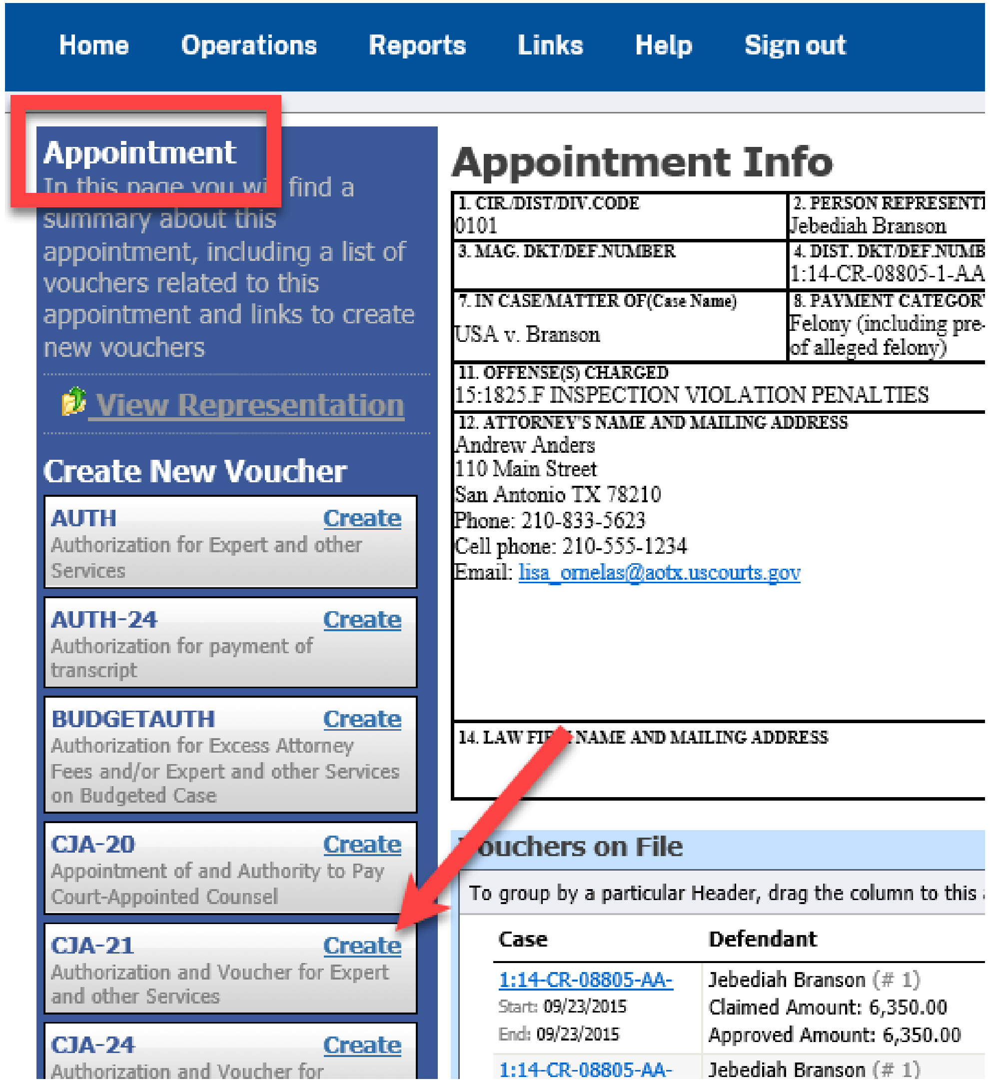




CJA-21/31 Voucher

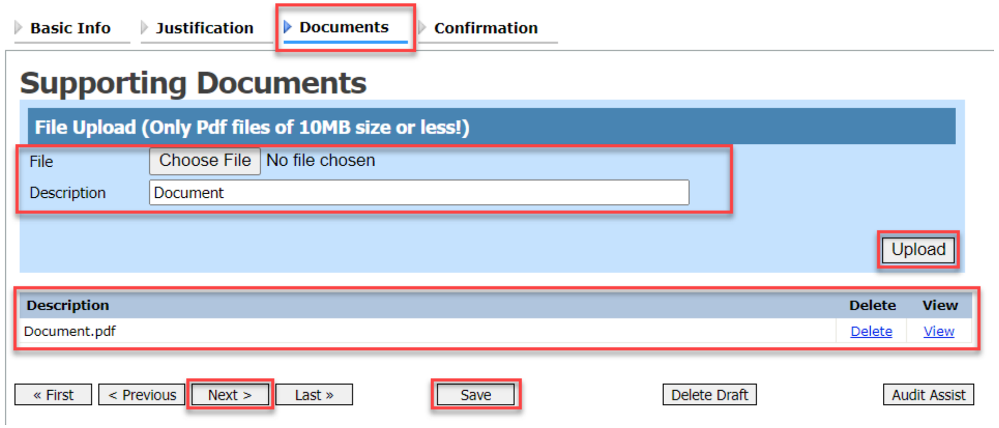
- payment voucher for expert and other service providers that provided services throughout the case;
- payment is made directly to the service provider;
- the attorney is responsible for the submission of the voucher for the expert within 30 days of the receipt of an itemized invoice; and
- mandatory documents are required upon submission.

*****This voucher requires two levels of approval and submission by the attorney.*****



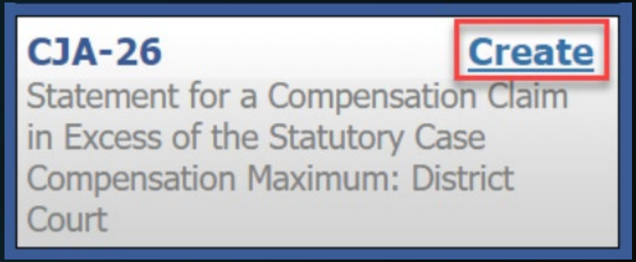
CJA-21/31 Voucher Mandatory Documents

- **Court Orders:** Appointment, expert authorization, and interim payment orders (if applicable);
- **Expert Billing:** Itemized invoice for services;
- **Expense Documentation:** Itemized receipts for expenses over $75 and any additional supporting documentation.

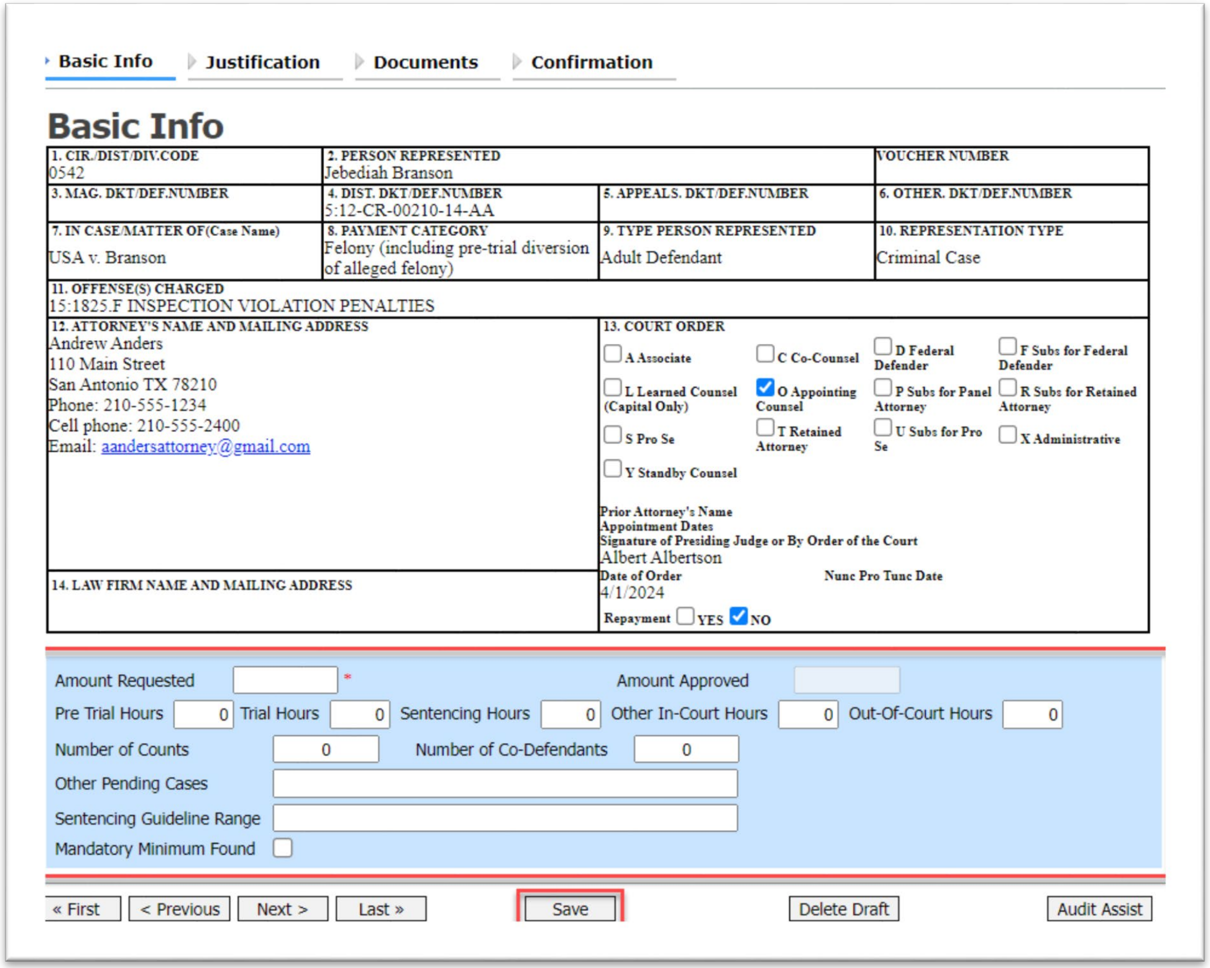



Any Questions?

CJA-26 Request for Excess Compensation

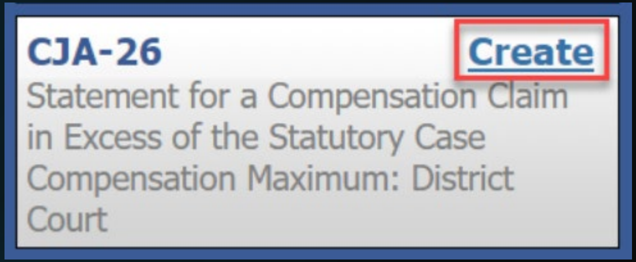


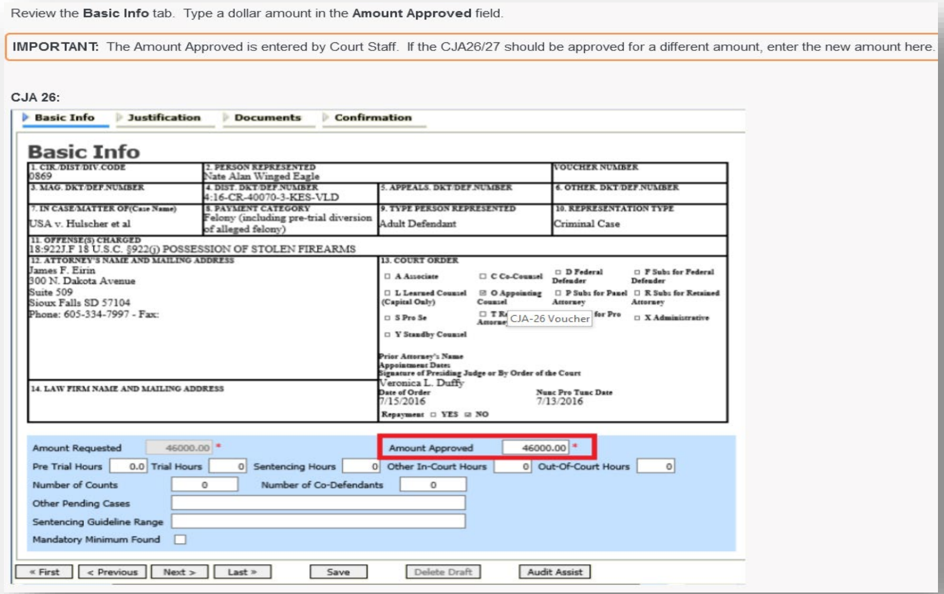
- required when compensation exceeds the statutory maximum;
- current maximums effective January 1, 2026:
  a) Felony: $13,800
  b) Misdemeanor: $3,900;
- may be requested for cases involving unusual complexity;
- submit a detailed justification describing the work performed or anticipated;
- request approval **before** exceeding the statutory maximum;
- requires approval by the Presiding Judge; and
- include all required supporting documentation especially **the proposed CJA-20 voucher**.



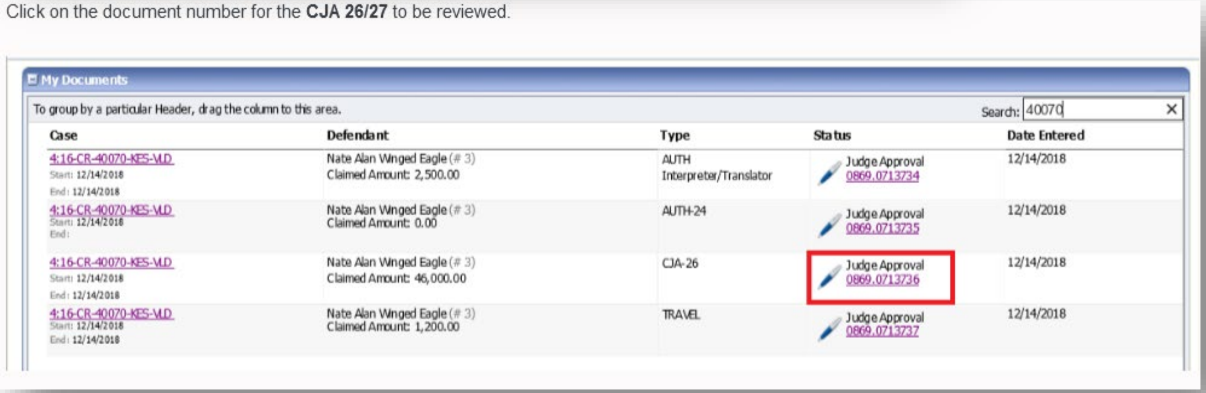
Submit a Request

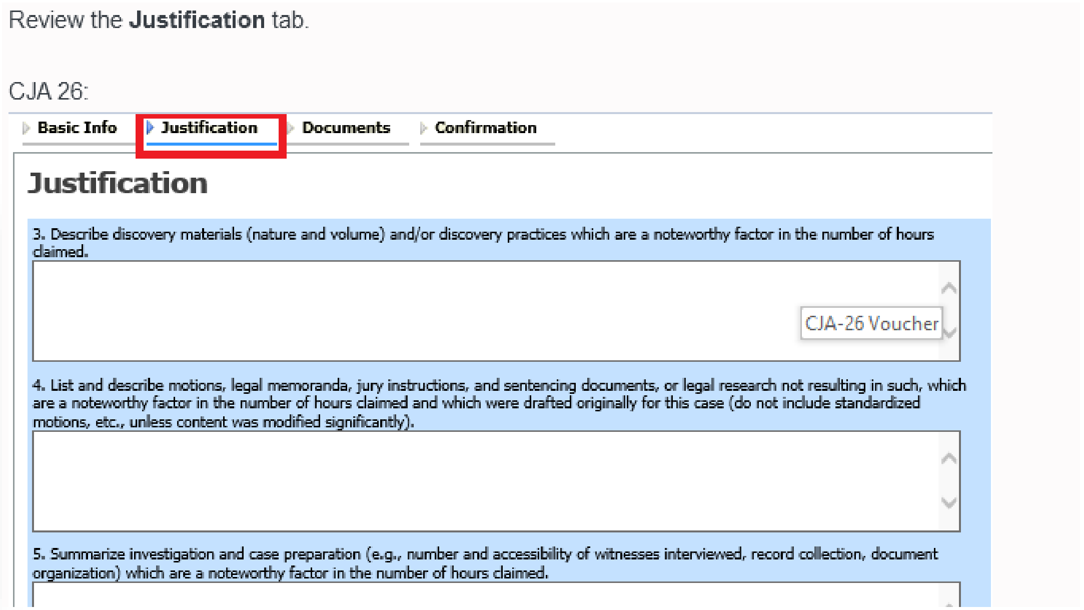
CJA-26 Request for Excess Compensation





Please Note: Case Compensation Maximums apply to each attorney in each case. Excess compensation vouchers are approved by the Chief Judge of the circuit and requires authorization prior to exceeding the Case Compensation Maximum. Local authorization is obtained via the CJA26 voucher approved by the Presiding Judge and should be completed prior to exceeding the case maximum.

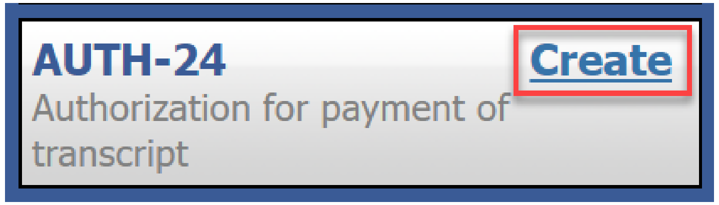


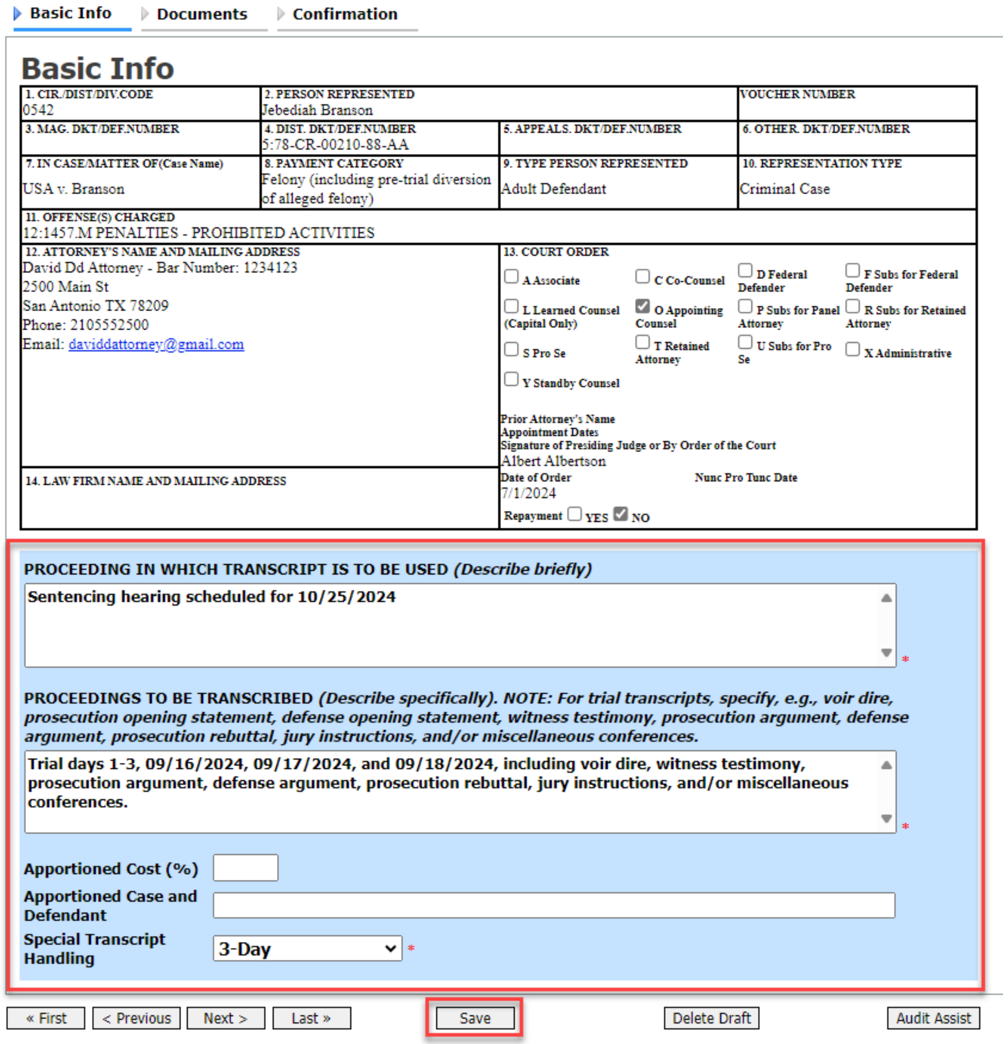



ANY QUESTIONS?
CJA
eVoucher

AUTH-24 Voucher

- an **AUTH-24** is used to request authorization for transcripts;
- transcript requests must first be authorized through an AUTH-24;
- approval is required before the court reporter can prepare the transcript; and
- submit all required supporting documents with the request.

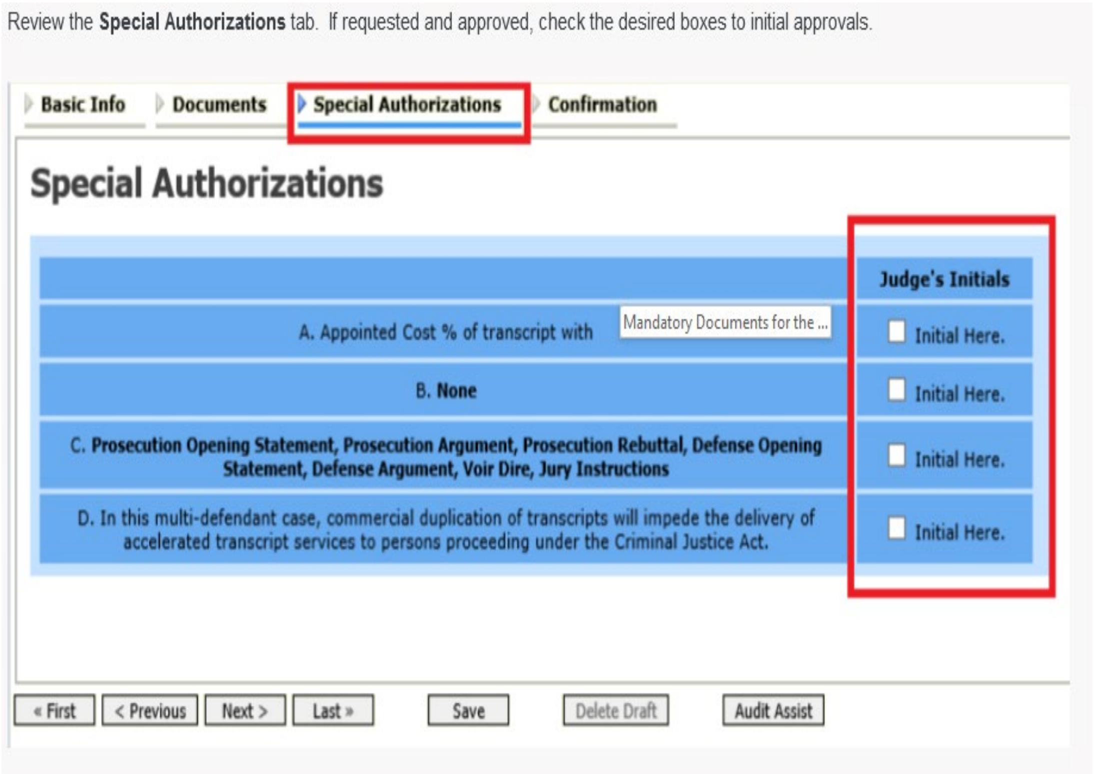




AUTH-24 Voucher

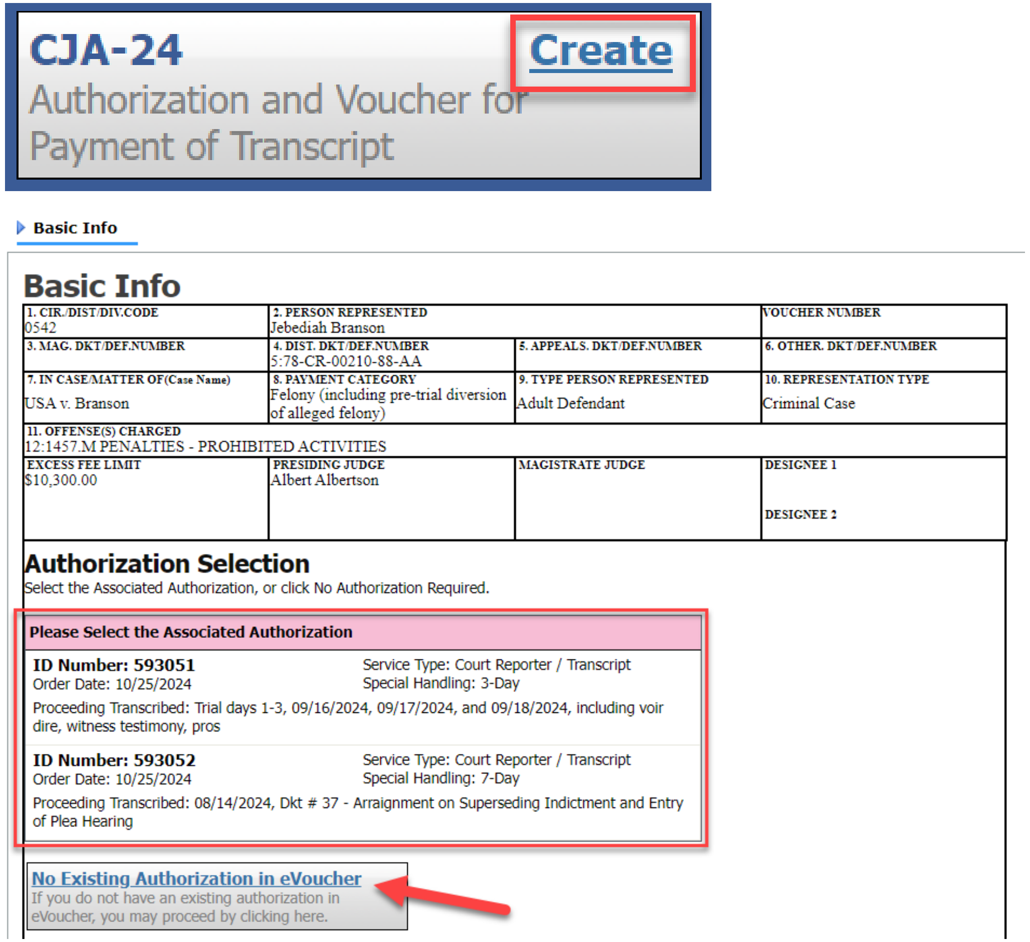
Please note:

- it is the attorney's responsibility to prepare the AUTH-24
- only the necessary portions of the transcript should be ordered;
- include the specific hearing/trial date(s) of the necessary testimony;
- expedited or daily copies are discouraged unless necessary; and
- after approval, email the approved AUTH-24 to the court reporter.



Review the **Confirmation** tab. Verify that the **Special Authorizations** are correct. Review the **Public/Attorney Notes**, **Private/Court Notes**, and the **Appointment Notes**. **Approve** or **Reject** the AUTH-24. If rejecting, provide reasons in the **Public/Attorney Notes** field.

CJA-24 Voucher (Voucher for Payment of Transcripts)



CJA-24 **Create**
Authorization and Voucher for Payment of Transcript

Basic Info

Basic Info

1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBITED ACTIVITIES			
EXCESS FEE LIMIT $10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection
Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 593051 Service Type: Court Reporter / Transcript
Order Date: 10/25/2024 Special Handling: 3-Day
Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, pros

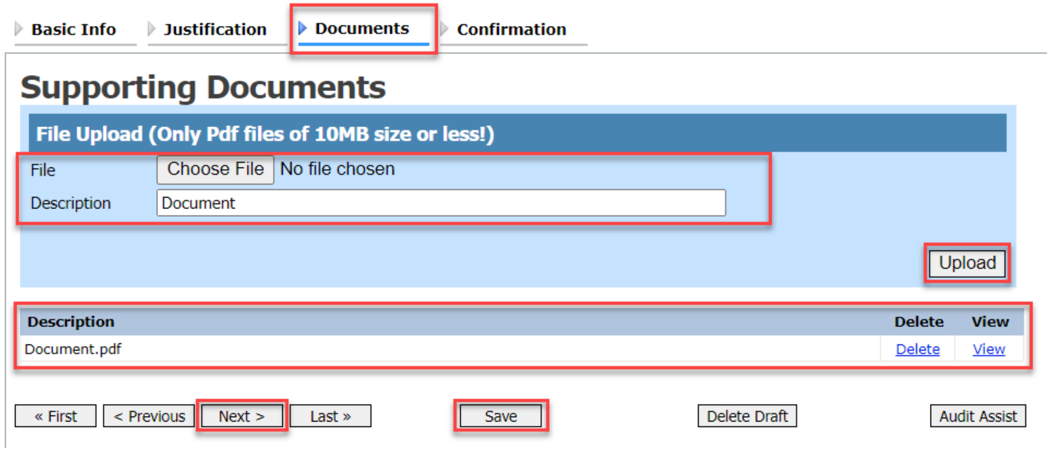
ID Number: 593052 Service Type: Court Reporter / Transcript
Order Date: 10/25/2024 Special Handling: 7-Day
Proceeding Transcribed: 08/14/2024, Dkt # 37 - Arraignment on Superseding Indictment and Entry of Plea Hearing

No Existing Authorization in eVoucher
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

- the CJA-24 is used to pay Court Reporters for transcript services;
- submit the voucher within 30 days of receiving the invoice;
- court reporters must be registered as an Expert in eVoucher with current billing information; and
- include all required supporting documents with the voucher.

*****This voucher requires two levels of approval and submission by the attorney.*****

CJA-24 Voucher Mandatory Documents



- an order of appointment; and
- any documents to support the request.

Note: In multi-defendant cases involving CJA defendants, **only one transcript** should be purchased from the Court Reporter for all CJA defendants.

CJA-24 Voucher

Guide to Judiciary Policy, Vol. 7A, Ch. 3

§ 320.30 Transcripts

§ 320.30.30 Commercial Duplication in Multi-Defendant Cases

- (a) In multi-defendant cases involving CJA defendants, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants. The appointed counsel or the clerk of court should share an electronic copy with each of the CJA defendants for whom a transcript has been approved. If the transcript was provided in printed format, counsel should arrange for duplication at commercially competitive rates. The cost of such duplication will be charged to the CJA appropriation. This policy would not preclude the furnishing of duplication services by the court reporter at the commercially competitive rate.
- (b) In individual cases involving requests for **accelerated** transcripts, the court may grant an exception to the policy set forth in (a) of this subsection based upon a finding that application of the policy will unreasonably impede the delivery of accelerated transcripts to persons proceeding under the CJA. Such finding should be reflected on the transcript voucher.


Any
QUESTIONS?

Travel AUTH

- A Travel Authorization is a request for an attorney to travel outside of their jurisdiction for matters that relate to the case.
- Travel Authorizations can include cost for expenses such as transportation and hotels and meals.
- Travel Authorizations are to be submitted prior to the proposed travel day.

TRAVEL Create
Authorization for payment of Travel

Basic Info | Authorization Request | Documents | Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traving: *
Address of Person Traveling: *
Travel From Location: *
Travel To Location: *
Estimated Dates of Travel: *

Travel Requested: * | Estimated Cost: | Instructions for requesting amounts for the travel items:

Airline Tickets via CJA Government Travel Agency:
Ground Transportation:
Subsistence (Hotels & meals):
Other:

Complete the estimated dollar amount for each applicable line.

The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Complete information for one traveler per form.

Total Estimated Cost:
Total Authorized:
Purpose and Justification: *
Court Notes:

Adjust | Remove

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

To group by a particular Header, drag the column to this area.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	$1,400.00	1380.00	Subsistence Max for D.C. is $580
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	$1,220.00		

1 Page 1 of 1 (2 items)

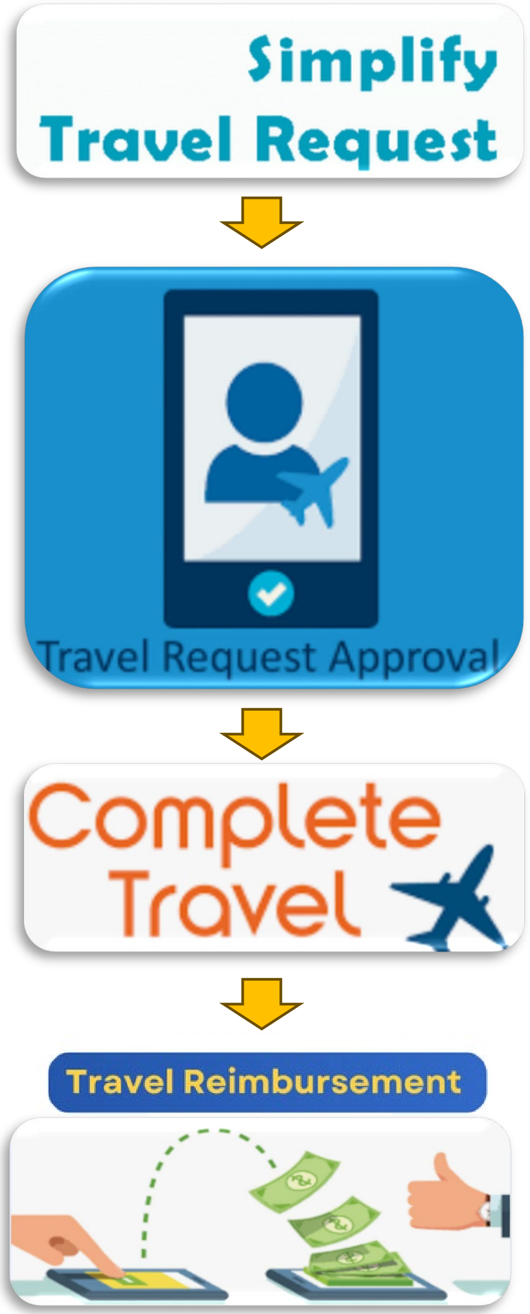
<< First | < Previous | Next> | Last>> | Save | Delete Draft | Audit Assist

Travel Agency to be Used: National Travel Service (NTS)

National Travel Service (NTS)
707 Virginia Street East
Suite 100
Charleston, WV 25301

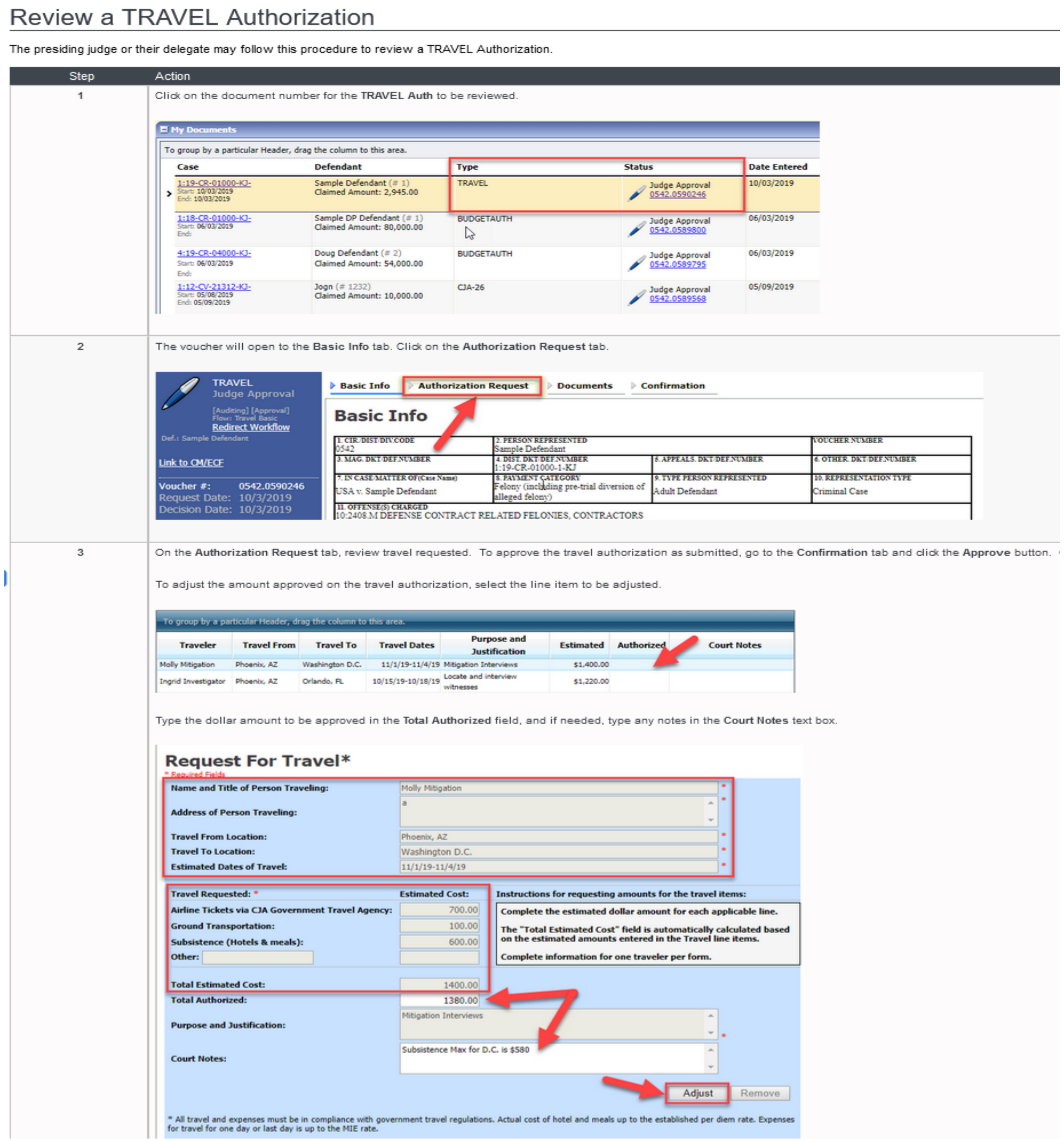
Phone: (800) 445-0668
Fax:

Email:



Review of a Travel AUTH

- select the Travel AUTH document number to open the request;
- review details on the Authorization Request tab;
- confirm requested travel expenses and dates;
- to approve as submitted, go to the Confirmation tab and select Approve; and
- to modify approved amounts, select the specific line item requiring adjustment..



Review a TRAVEL Authorization

The presiding judge or their delegate may follow this procedure to review a TRAVEL Authorization.

Step	Action
1	Click on the document number for the **TRAVEL Auth** to be reviewed.
2	The voucher will open to the **Basic Info** tab. Click on the **Authorization Request** tab.
3	On the **Authorization Request** tab, review travel requested. To approve the travel authorization as submitted, go to the **Confirmation** tab and click the **Approve** button. To adjust the amount approved on the travel authorization, select the line item to be adjusted. Type the dollar amount to be approved in the **Total Authorized** field, and if needed, type any notes in the **Court Notes** text box.

My Documents

To group by a particular Header, drag the column to this area.

Case	Defendant	Type	Status	Date Entered
1:19-CR-01000-KJ- Start: 10/03/2019 End: 10/03/2019	Sample Defendant (# 1) Claimed Amount: 2,945.00	TRAVEL	Judge Approval 0542.0590246	10/03/2019
1:18-CR-01000-KJ- Start: 06/03/2019 End:	Sample DP Defendant (# 1) Claimed Amount: 80,000.00	BUDGETAUTH	Judge Approval 0542.0589800	06/03/2019
4:19-CR-04000-KJ- Start: 06/03/2019 End:	Doug Defendant (# 2) Claimed Amount: 54,000.00	BUDGETAUTH	Judge Approval 0542.0589795	06/03/2019
1:12-CV-21312-KJ- Start: 05/08/2019 End: 05/09/2019	Jogn (# 1232) Claimed Amount: 10,000.00	CJA-26	Judge Approval 0542.0589568	05/09/2019

TRAVEL
Judge Approval
[Auditing] [Approval]
Flow: Travel Basic
Redirect Workflow
Def.: Sample Defendant
Link to CM/ECF
Voucher #: 0542.0590246
Request Date: 10/3/2019
Decision Date: 10/3/2019

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Sample Defendant		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:19-CR-01000-1-KJ	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Sample Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			

To group by a particular Header, drag the column to this area.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	$1,400.00		
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	$1,220.00		

Request For Travel*

* Required Fields

Name and Title of Person Traveling:	Molly Mitigation
Address of Person Traveling:	a
Travel From Location:	Phoenix, AZ
Travel To Location:	Washington D.C.
Estimated Dates of Travel:	11/1/19-11/4/19

Travel Requested: *	Estimated Cost:
Airline Tickets via CJA Government Travel Agency:	700.00
Ground Transportation:	100.00
Subsistence (Hotels & meals):	600.00
Other:	
Total Estimated Cost:	1400.00
Total Authorized:	1380.00

Instructions for requesting amounts for the travel items:

Complete the estimated dollar amount for each applicable line.

The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Complete information for one traveler per form.

Purpose and Justification: Mitigation Interviews

Court Notes: Subsistence Max for D.C. is $580

Adjust | Remove

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

Review of a Travel AUTH

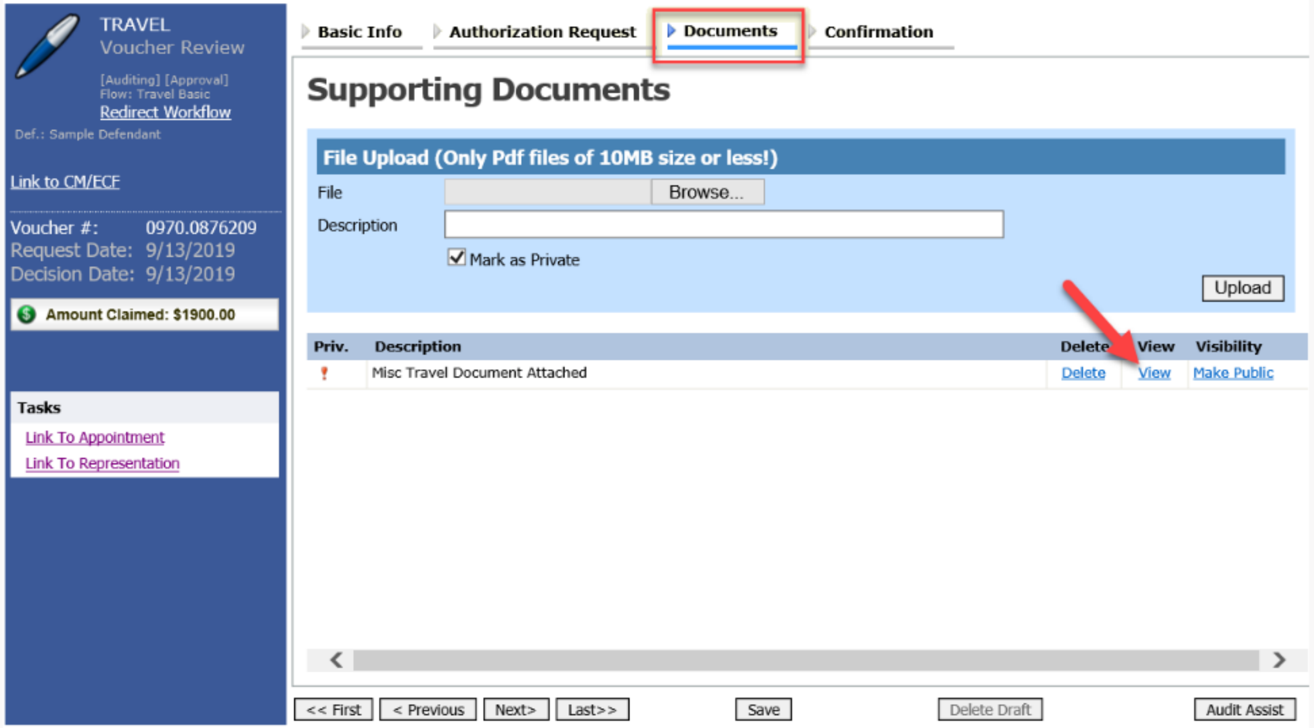
- review the Documents tab for required supporting documentation;
- upload additional documents, if needed;
- to upload;
  - Select Browse and locate the file;
  - Enter a document description;
  - Click Upload;
- documents must be;
  - PDF format;
  - 10 MB or less;

Adjustments will be displayed in the grid below.

To group by a particular Header, drag the column to this area.

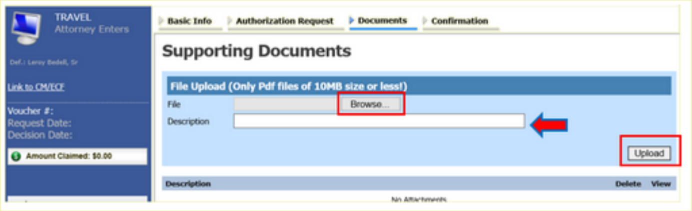
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	$1,400.00	1380.00	Subsistence Max for D.C. is $580
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	$1,220.00		

Review the **Documents** tab to view supporting documentation that may have been uploaded.



Additional documents may be uploaded as needed. To upload a document, click **Browse** and navigate to the document. Next, type a description of the document in the **Description** field and click **Upload**.

Note: Documents must be in PDF format and 10 MB or less in size.

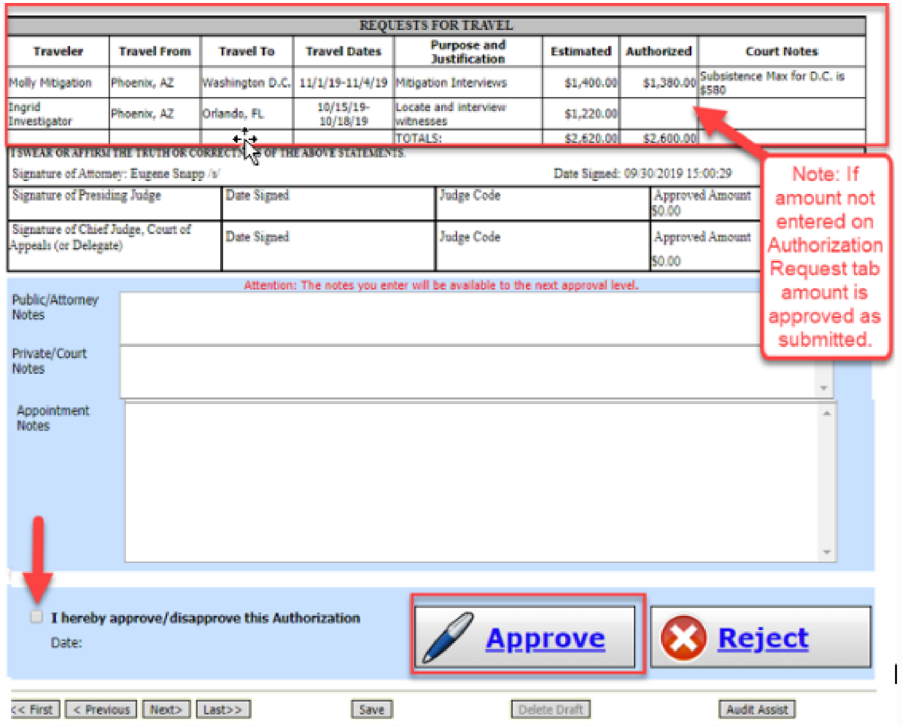


Review of a Travel AUTH

- review the Confirmation tab to verify approval details;
- to approve;
  - select "I hereby approve/disapprove this Authorization";
  - Click Submit;
- to reject;
  - Enter the reason in Public/Attorney Notes;
  - Select the approval/disapproval checkbox;
  - Click Reject;
- Successful submission will display a confirmation message.

On the **Confirmation** tab, ensure that all travel approvals for this document are properly reflected on the page. If the document is accurate, check the box next to "I hereby approve/disapprove this Authorization", then click **Submit**.

If rejecting, provide reason in the **Public/Attorney Notes** field. Check the box next to "I hereby approve/disapprove this Authorization", then click **Reject**.



REQUESTS FOR TRAVEL

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	$1,400.00	$1,380.00	Subsistence Max for D.C. is $580
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	$1,220.00		
				TOTALS:	$2,620.00	$2,600.00	

I SWEAR OR AFFIRM THE TRUTH OR CORRECTNESS OF THE ABOVE STATEMENTS.

Signature of Attorney: Eugene Snapp /s/ Date Signed: 09/30/2019 15:00:29

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount $0.00
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount $0.00

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

Private/Court Notes

Appointment Notes

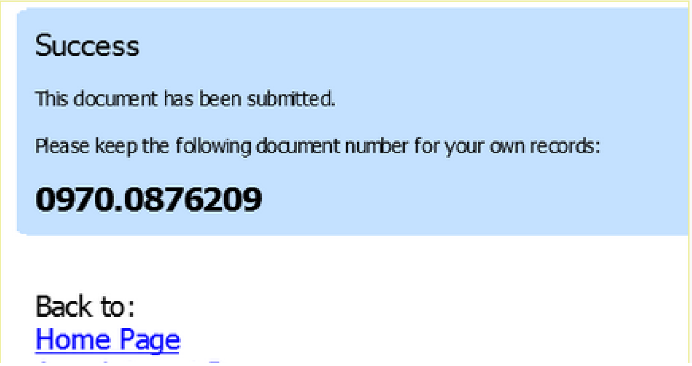
I hereby approve/disapprove this Authorization

Date:

Approve Reject

<< First < Previous Next> Last>> Save Delete Draft Audit Assist

If there are no errors or warnings associated with the document, a success message will be displayed indicating that the document has been submitted.



Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0876209

Back to:

Home Page


any
questions?
From me

5 MIN BREAK


DEMO

By a show of virtual hands, who feels more confident using CJA eVoucher?

Case Budgeting

- a budget covers all services and expenses for a particular case;
- all travel expenses are covered for the duration of the case;
- all required approvals, to include circuit-level approval, will be authorized in one document;
- Case budgeting should be used in cases deemed complex and mega;
- www.ca3.uscourts.gov/case-budgeting.

Case Budgeting Resources

SCHEDULE A CONSULTATION

Renee Hurtig Edelman
Case Budgeting Attorney for the Third Circuit
Office of the Circuit Executive
(267) 232-0210
renee_edelman@ca3.uscourts.gov

Budget Authorizations

Once the Court has received the Order from the 3rd Circuit approving a budget for a case, the Court will submit a budget authorization on behalf of the attorneys in the case.

The Court will enter the approve funds for the attorneys and experts for the case and once the budget auth is approved within the system, the system auto-creates the AUTH within the system.

As the attorney, the Budget Auth document type allows you to request additional attorney funds and/or to request service providers on a budgeted case.

Payment to Experts

- It is the responsibility of the attorney to submit payments for an expert in eVoucher on behalf of the expert.
- Payments should be submitted in eVoucher within 30 days of receipt.
- It is the responsibility of the attorney to review the itemized invoices and all supporting receipts for accuracy.

Merging of Cases within the eVoucher

- When a magistrate case is merged into a criminal case, the two cases now show as one representation ID number in the system.

CJA eVoucher Resources

https://www.vid.uscourts.gov/criminal-justice-act-info

- Attorney Instructions for Entering Associate Attorney Services
- CJA eVoucher
- CJA eVoucher Attorney User Manual (Release 6.11)
- CJA eVoucher PowerPoint Presentation
- CJA Rates
- CJA Appointment Manual
- CJA Application For Membership
- CJA Renewal Application For Membership
- CJA eVoucher Attorney Acknowledgment Form
- CJA Engagement Letter for Investigative, Expert and Other Services

- Acceptance of Fees Policy
- Updated Interpreter Rates
- Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico
- Standing Order re Submission of Interim Vouchers in Budgeted Cases
- Creating a Vendor Account with an EIN
- Creating a Vendor Account with an SSN
- Creating an Authorized Agent Account
- New Vendor Manager System (VMS) Announcement
- Virgin Islands CJA Plan

Financial Services Contacts for CJA eVoucher

Shervin T. Clarke
Financial Supervisor
CJA eVoucher Payment Certifier
Shervin_Clarke@vid.uscourts.gov
(340) 775-8015

Shaneka Carter
Procurement & Financial Specialist
CJA eVoucher 1st Level Reviewer
Shaneka_Carter@vid.uscourts.gov
(340) 775-8016

Deanne Schneider
Budget Analyst
CJA eVoucher System Administrator
Deanne_Schneider@vid.uscourts.gov
(340) 775-8017


End of Presentation
Any Questions?


Scan QR Code
Open link
https://www.example.gov
SCAN HER
for more informati
Thank you!


District Court of the Virgin Islands


Thank you