



CJA eVoucher Training for Panel Attorneys



Presenters – Julie Cobble, Mike Socha & Kristen Keppler

Court's Criminal Justice Act Page

Criminal Justice Act

CJA Plan

CJA Panel selection Announcement 2017

Application for Admission to CJA Panel

CJA Seat of Court Committee roster (Effective Jan. 1 2017)

Guidelines for Administering CJA & Related Statutes

CJA Voucher Payment Process

Johnson Case Review ECF Process

Attorney Tools

Current Attorney Case Compensation Maximums (UPDATED 5/9/2017)

CJA Pay Chart (Hourly Rates, Mileage Rates & Case Compensation Maximums (UPDATED 5/9/2017)

CJA Panel Attorney Quick Reference Guide (UPDATED 5/9/2017)

National CJA Voucher Reference Tool

eVoucher Training Materials

Version 5.0 Training Manuals

eVoucher Attorney Manual

eVoucher Expert Manual

Version 5.0 Job Aids

First Login to eVoucher

Creating a CJA20 Voucher

Service Provider Authorization

Linking Authority for CJA21

Creating a CJA 24 Authorization

Changing Your Username and Password

Audit Assist Manager

eVoucher Online Help Tool

Version 4.3.1.3 Training Videos

CJA Expert Services

Creating a New CJA20 and CJA30

Introduction to eVoucher

CJA Training Seminar Videos (2015)

Intro

Tech for Discovery

Gun Presentation

Sixth Circuit Update

Judges Roundtable

Navigating Supervised Release

Johnson

Effective July 1, 2015 for the Cincinnati division and September 1, 2015 for the Columbus and Dayton divisions, attorneys appointed as counsel in criminal cases in the Southern District of Ohio shall use the new CJA eVoucher program. Access to the new program can be reached by using this link.

The CJA eVoucher program has been tested with Internet Explorer and Safari. If you use Internet Explorer 11 and receive a message to set the browser to compatibility mode, do the following:

- Click on the tools menu bar
- Select Compatibility view settings
- Add website uscourts.gov
- Click on Add button
- Close settings box

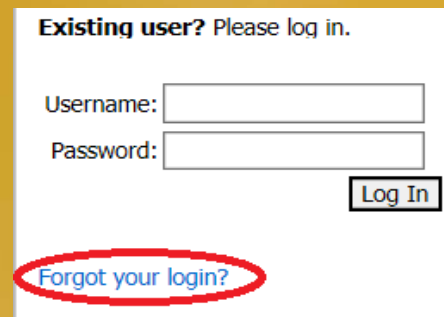
If you have any questions or need assistance with eVoucher, Please email: cja@ohsd.uscourts.gov

<http://www.ohsd.uscourts.gov/criminal-justice-act>



eVoucher Passwords

- Passwords expire every 180 days
- Click on “Forgot your login?” link below the log in area if you forget your password
- Your account will be locked after 3 unsuccessful log in attempts (Please contact the Court to reset)



Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)



Non-Reimbursable Services and Expenses

- General office overhead
 - personnel; rent; telephone service; and secretarial.
- Items and services of a personal nature
- Filing fees
- Printing briefs
- Service of process
- Taxes
- eVoucher preparation



PACER Expenses

- Counsel may not submit claims for reimbursement for PACER charges because PACER is available free of charge to all CJA panel attorneys.



Reimbursable Services and Expenses

- Computer-assisted research
- Travel expenses
- Collect calls from Client
- Facsimile transmissions (FAX)
- Copying (cost per page, not time spent)
- Postage
- Messenger services




Supporting Documentation

- Itemized expenses for \$50.00 or more require proof of payment for reimbursement:
 - acceptable examples include a receipt, a copy of a canceled check, or a credit card statement.
 - an invoice alone is not sufficient.



Substitution of Counsel

- In cases where CJA counsel has been substituted, the attorney may not bill for their time or expenses until after the date of case termination. If the case is particularly extended and waiting until case termination would create a significant financial hardship, counsel may submit a motion with the presiding Judge requesting permission to submit an interim voucher before case termination.

Start Date  End Date 

Payment Claims

Final Payment:

Interim Payment: (payment #)

Supplemental Payment:

**** Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this? Yes No

If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No



Payment Process

- Vouchers are reviewed in the order they are received.
- Voucher processing time is dependent on the complexity of the individual voucher.



Payment Process

There is a five step certification process:


1. Initial review by Court Staff
2. Review and approval by presiding Judge
(Note: excess fee vouchers sent to Circuit for final approval)
3. Financial Administrator processes for payment
4. Certifying Officer processes for payment
5. Check issued and mailed by US Treasury




Voucher Dates

- Start Date – date of first service performed
- End Date – date of last service performed

Claim Status

Start Date * 

End Date * 

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

**** Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this? Yes No

If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No

* Required Fields



Best Practices for Submitting Vouchers

- Separate in-court and out-of-court time
- Separate travel time
- Provide sufficient detail
 - “review File/Evidence” or “legal research” needs more detail
- Avoid non-reimbursable claims
- Attach service provider invoice
- Verify service provider rates



eVoucher Service Types

CJA 20 List

In Court Services

- a. Arraignment and/or Plea**
- b. Bail and Detention Hearing**
- c. Motion**
- d. Trial**
- e. Sentencing Hearings**
- f. Revocation Hearings**
- g. Appeals Court**
- h. Other**

Out of Court Services

- a. Interviews and Conferences**
- b. Obtaining and Reviewing Records**
- c. Legal Research and Brief Writing**
- d. Travel Time**
- e. Investigative or Other Work**

CJA 30 List

In Court Services

- a. In Court Hearings**

Out of Court Services

- b. Interviews and Conferences**
- c. Witness Interviews**
- d. Consulting with Investigators and Experts**
- e. Obtaining and Reviewing Records**
- f. Obtaining and Reviewing Evidence**
- g. Consulting with Expert Counsel**
- h. Legal Research and Writing**
- i. Travel Time**
- j. Other**



PROPER CLASSIFICATION OF SERVICES – IN COURT AND OUT OF COURT

Do this . . .

Date	Service	Time	Description
1/8/18	Arraignment and/or Plea	0.5	Attend arraignment hearing
1/8/18	Interviews/Conferences	0.3	Conference with client
1/8/18	Interviews/Conferences	0.3	Conference with AUSA

Not this . . .

Date	Service	Time	Description
1/5/18	Arraignment and/or Plea	1.1	Attend arraignment hearing (.5); Conference with client (.3); Conference with AUSA (.3)



PROPER CLASSIFICATION OF SERVICES/EXPENSES – COPIES

CLAIMS FOR COPIES

Do this . . .

Date	Service	Time	Description
1/12/18	Investigative or Other Work	1.6	Received and reviewed discovery

Date	Expense	Description
1/12/18	Photocopies	Copy of discovery for client (105 at \$0.10 per page)

Not this . . .

Date	Service	Time	Description
1/12/18	Investigative or Other Work	2.0	Received and reviewed discovery, printed copy



PROPER CLASSIFICATION OF SERVICES – CANNOT BE COMBINED

PROPER CLASSIFICATION OF SERVICES – CANNOT BE COMBINED

Do this...

Date	Service	Time	Description
1/5/18	Interviews/Conferences	1.6	Met with client's mother (.4); phone call with client (.4); met with client at jail (.8)
1/5/18	Obtain/Review Records	3.0	Reviewed 200 pages of wiretap transcripts
1/5/18	Legal Research	4.2	Researched whether the search of client's car without a warrant was unlawful; began draft of motion to suppress (ECF 112)

Not this . . .

Date	Service	Time	Description
1/5/18	Interviews/Conferences	8.8	Met with client's mother (.4); phone call with client (.4); reviewed discovery (3.0); met with client at jail (.8); researched whether the search of client's car without a warrant was unlawful; began draft of motion to suppress (ECF 112) (4.2)



DETAILED TASK DESCRIPTIONS

Do this...

Date	Service	Time	Description
2/5/18	Travel Time	1.0	Travel to Butler County Jail for Client meeting
2/5/18	Interviews/Conferences	3.0	Meeting with Client at Butler County Jail
2/8/18	Obtain/Review Records	4.0	Reviewed 200 pages of wiretap transcripts
2/9/18	Legal Research	5.2	Researched whether the search of client's car without a warrant was unlawful; began drafting motion to suppress (ECF. 112)

Not this...

Date	Service	Time	Description
2/5/18	Travel Time	1.0	Travel for meeting
2/5/18	Interviews/Conferences	3.0	Client
2/8/18	Obtain/Review Records	4.0	Reviewed records
2/9/18	Legal Research	5.2	Legal research and writing



ECF REVIEW & PROPER CLASSIFICATION OF SERVICES TO COMBINE

Do this . . .

Date	Service	Time	Description
1/5/18	Obtain/Review Records	0.6	Reviewed multiple ECF filings (ECF. Nos. 2-7)

Not this . . .

Date	Service	Time	Description
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 2)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 3)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 4)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 5)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 6)
1/5/18	Obtain/Review Records	0.1	ECF review (ECF 7)



Attachments

Basic Info Services Expenses Claim Status **Documents** Summary Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)


File Browse...

Description

Mark as Private

Upload

Priv.	Description	Delete	View	Visibility
	WI Invoice for Todd A Long 103120171300TAL.pdf	Delete	View	Make Private
	WI Invoice for Todd A Long 102620171500TAL.pdf	Delete	View	Make Private
	WI Invoice for Todd A Long 092820171300TAL.pdf	Delete	View	Make Private
	WI Invoice for Todd A Long 100620171300TAL.pdf	Delete	View	Make Private

 **UPLOADED / ATTACHED DOCUMENTS**

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



Associate Work

- Unless separately appointed, co-counsel or associate attorneys may not be compensated under the CJA.
- However, appointed counsel may claim compensation for services furnished by a partner or associate within the maximum compensation allowed by CJA, **separately identifying the provider of each service.**

Do this . . .

Date	Service	Time	Description
1/12/18	Obtain/Review Records	0.8	Reviewed discovery (ASSOCIATE TIME)



Attorney Excess Fee Requests

- Motions for excess fees
 - Must be submitted when exceeding case limits
 - Must state the requested amount
 - Attach a copy of the working voucher as exhibit
- CJA 20 Vouchers
 - Notify CJA Specialist about order so that the fee maximum can be increased in eVoucher
 - Attach the motion/order to the CJA 20 voucher



Expert Excess Fee Requests

- Motions for excess fees
 - Must be submitted when exceeding case limits
- AUTH
 - Must be submitted in eVoucher after obtaining order for excess expert fees
 - Attach the motion/order
- CJA 21 Vouchers
 - Voucher must be linked to approved AUTH *when created*
 - Attach the motion/order to the CJA 21 voucher



Case Budgeting

- Case budgets are determined by the Judge, Attorney and Sixth Circuit Budgeting Attorney.
- Case Budgets do not become effective until they are signed/approved by the presiding District Court Judge and the Sixth Circuit Judge.
- Provide a copy of the approved budget order to the CJA Specialist for setup in eVoucher.
- Remember to also attach a copy of the budget order when submitting your voucher.



Interim Payments - Non Budgeted Cases

- Interim payments can only be made with prior Court approval pursuant to *Guide to Judiciary Policy*, § 230.73.10.
- Copies of the motion and order for interim payments must be attached to the interim voucher(s).



Out of District Travel

- A motion for CJA Attorney travel should include specific information, such as travel dates, travel location, and reason for travel.
- Upon entry of an order, the CJA attorney can make travel arrangements with National Travel for airfare to be paid by the Court.
- After travel arrangements with National Travel have been made, counsel must:
 - submit a TRAVEL authorization in eVoucher and
 - attach copies of the itinerary, motion and order authorizing the travel



Current Rates for Panel Attorneys

For services on or after 3/23/2018:

- Non-capital case \$140/hour
- Capital case \$188/hour



Current Case Compensation Maximums

For services on or after 3/23/2018:

- Felony - \$10,900
- Misdemeanor / Petty Offense - \$3,100
- Post-Conviction Proceedings - \$10,900
- Other CJA representation - \$2,300



Ancillary Matters

- Representation may be furnished for financially eligible persons in “ancillary matters appropriate to the proceedings” under 18 U.S.C. § 3006A(c).
- In determining whether a matter is ancillary to the proceedings, the court should consider whether the matter, or the issues of law or fact in the matter, arose from, or are the same as or closely related to, the facts and circumstances surrounding the principal criminal charge.
- Not all ancillary matters will require a separate appointment – but, some of them can.



Submitting CJA 21 Vouchers

- Must be approved twice by attorneys in the eVoucher system
 - first approval is the “expert level”
 - second approval is the “attorney level”



Interpreter Voucher Review

- Presumptive hourly rate - \$50.00/hour
- Mileage rate - \$0.545/mile
- Billing of time – tenths of an hour required by eVoucher for actual work performed
- Invoices for services must be attached



Contacts

- Kristen Keppler, CJA Specialist
 - Phone (614) 719-3064
 - Voucher Submission & General eVoucher Issues
- Mike Socha, Financial Administrator
 - Phone (614) 719-3063
 - General eVoucher Issues
- Chris Williams, Data Quality Supervisor
 - Phone (614) 719-3016
 - eVoucher Technical Issues & PACER issues
- CJA General Help Desk
 - cja@ohsd.uscourts.gov



Contacts

- Caitlin Fischer, Procurement Specialist
 - Phone (614) 719-3051
 - Voucher Submission
- Mary Rogers, Courtroom Deputy
 - Phone (513) 564-7529
 - Voucher Submission
- Kelly Kopf, Courtroom Deputy
 - Phone (937) 512-1551
 - Voucher Submission
- Connie Berry, Case Management Specialist
 - Phone (937) 512-1413
 - Voucher Submission



