

## **CJA eVoucher FAQs**

1. I am not able to log into the system, what should I do? First, check to make sure you are logging into the right database. On the login page, just under the seal, it should show “Southern District of Ohio” and the website address should be [https://evadweb.ev.uscourts.gov/CJA\\_ohs\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_ohs_prod/CJAeVoucher/). Second, if you think you have forgotten your password, you can click on the “Forgot your login?” on the login page to reset your password. Finally, if you are still having issues, you should contact the Finance office at 614-719-3060.
2. Is the CJA Hourly Spreadsheet Tools required to be uploaded into CJA eVoucher system when submitting a voucher? The spreadsheet is not required to be uploaded into CJA eVoucher system.
3. Are the budget reports required to be filed in the CJA eVoucher system? The budget reports will continue to be filed in the CM/ECF system and the budget reports will not be filed into the CJA eVoucher system.
4. What is the process of filing a voucher in excess of the statutory limits? Before filing a voucher in excess of the statutory limits you must first file a motion in ECF requesting authorization. Once the motion is granted, you will then file an AUTH (service provider) or CJA26 (attorney fees) in the CJA eVoucher system and attach the motion and order. Once the AUTH or CJA26 is approved you can then file your voucher in excess of statutory limits.
5. I am submitting a CJA21 on behalf of a service provider, is there anything I need to be aware of? Yes, when submitting the voucher on behalf of the service provider, the CJA21 form is sent to your “My Service Provider’s Documents” in eVoucher. From there, you will need to click on the voucher and approve it to submit to the Court for review.