

BEST PRACTICES FOR SUBMITTING VOUCHERS

General

- Make sure the voucher start date and end date are correct; the “start date” is the date of the first service performed and the “end date” is the date of the last service performed.
- If services were provided prior to appointment of the CJA panel attorney, a nunc pro tunc CJA appointment order will need to be entered in order that reimbursement for the services provided during this period may be claimed.
- Always separate in-court from out-of-court time service entries and time rather than combining; an in-court category entry should only reflect courtroom waiting time and actual conducted hearing time while a separate entry(s) should be made for out-of-court service such as interview/conference with client and travel time to the Courthouse.
- Always enter travel time separately from meetings/conferences/court attendance; these cannot be combined because individual eVoucher service type categories are required for each.
- Please avoid terms like “Copy, Print, Fax, Download or File” in service entries as these are examples of secretarial work that cannot be paid per § 230.66.10(b) **General Office Overhead** of the **Guidelines for Administering the CJA**.
- The description of the services provided must be sufficiently detailed so that the reviewer can understand the nature of the service performed. Broad descriptions, such as “review file” or “review evidence,” should not be used.
- Claims for legal research should state the specific issue researched, provided, however, that the description should not reveal otherwise-privileged information.
- Claims for review of discovery should specify the type of discovery being reviewed and a reasonably detailed description of the volume of discovery reviewed.
- Conferences, telephone calls and other meetings should identify the participants as well as the general nature of the conference. Please keep in mind that you can only bill for communication with a client’s family and friends if the communication has a purpose that advances the case (i.e., identifying potential witnesses, obtaining information for sentencing position) rather than simply providing the family with a status update.

Associates

- Properly identify all Associate time in the Description portion of each applicable entry (ASSOCIATE TIME) as it is paid at a different rate than the primary CJA Attorney and currently has to be manually recalculated by court staff.

Payments/Budgeting

- To receive interim payments, a motion and order must be submitted to the presiding Judge on non-budgeted, non-capital cases. Interim payments cannot be processed unless the order is signed by the presiding Judge and a copy attached to the voucher.

- In the case of Substitution of Counsel, the originally appointed CJA Attorney would need to file a motion for interim billing, without withholding, and obtain an approved order to submit a voucher for immediate review, approval and payment; otherwise, payment will be made at the conclusion of the case.
- If you have an excess fees or funding/budget order, attach a copy of the motion and approved order to each voucher or AUTH being submitted on those funds (including service providers or expert vouchers if the budget order authorized expert or provider services).

Expenses

- Proof of payment is required for all itemized expenses in excess of \$50. Proof of payment could include a receipt, a copy of a canceled check or a credit card statement. An invoice alone is not sufficient.
- Charges for in-house copy work may be claimed at \$0.10 per page. The actual number of pages for copy work must be stated along with a description of the copied items in expense section of the voucher.

Service Provider/Expert

- When claiming time for reviewing Service Provider and Experts invoices that are entered into eVoucher please enter this time as “Review and Certify invoice for (Service Providers/Experts’ name).” The time entered should be reasonable and not excessive.
- Always attach the service provider or expert invoice with a breakdown of services provided.
- Always verify that the rates being charged by service providers fall within the approved rate ranges. A current list of CJA Service Provider Rates can be found on the Court’s CJA webpage.

Voucher Examples

Please follow the tips below to ensure that your voucher is complete and sufficiently detailed. These tips apply to attorney and provider/expert vouchers and invoices. Vague or incomplete vouchers or invoices will result in unnecessary delay or rejection of the voucher for corrections.

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)

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)

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

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)

CJA Frequently Asked Questions

- How do I get help with eVoucher?

Contact the Court via email: cja@ohsd.uscourts.gov. Emails are monitored by the Court staff and will be responded to in a timely manner.

- My voucher has been approved but I have not received payment?

Payments are generated by the Administrative Office of the Courts (AO). Be sure to verify that your profile information in eVoucher is accurate. The AO requires the local court to wait 30 days before beginning the process of re-issuing a lost payment. Please contact the Court via email at cja@ohsd.uscourts.gov if 30 days has lapsed without receipt of your payment after approval.

- How do I update my information in eVoucher, such as an email address or password?

Profile updates must be completed by the attorney or service provider. Navigate to the “my profile” link in eVoucher where you may edit either your personal information or your login/password information.

Please note: Passwords expire every 6 months for security reasons. Upon login, eVoucher will prompt users to change their password 10 days prior to password expiration. If the password is not reset, it will expire. You will then need to use the “forgot my login” link to reset your password. Click the link and enter your username or email. You will receive an email with instructions on how to reset your password.

- How can I find out how much has been billed on a case?

The easiest way to get this information is to run the “Defendant Summary Budget Report” or the “Defendant Detail Budget Report”. This will show the approved budgeted amount, pending amounts, approved payments and the budgeted amount remaining.

- I submitted a voucher but it has reappeared in "My Active Vouchers" highlighted yellow. What does that mean?

This means that the voucher has been rejected. Counsel will receive an auto-generated email with an explanation. The reason for rejection can also be found in the “Public/Attorney Notes” section of the Confirmation page.

- How does an attorney make a correction to a CJA 20/21/30/31 that has already been submitted?

Once a voucher has been submitted to the Court, you have “read only” access. You must email cja@ohsd.uscourts.gov to request the voucher be rejected back to you for editing.

- Why does a CJA 21/31 not show up in the “Submitted to Court” section of eVoucher?

A CJA21/31 voucher must be approved twice. The attorney must navigate to the confirmation page of the voucher and approve the voucher. The first level is the service level approval and the second is the attorney level approval.

Please note: An easy way to know if you have forgotten to approve the voucher a second time is to look on your home page and see if there are any CJA 21 vouchers that have the status of “Submitted to Attorney.” If you see that, you must approve them a second time.

- Why can't I edit a CJA 21/31 that has been rejected back to me?

To edit a CJA21/31 voucher, the attorney must navigate to the confirmation page of the rejected voucher, and reject the voucher again. Once rejected, the attorney will be able to make any necessary revisions to the voucher.

- Why can't I submit my CJA 21/31 in eVoucher?

If you have expended all or most of your \$800, then there may not be enough funds left to pay the voucher at hand. You will have to file a motion for excess expert fees and submit the corresponding AUTH in eVoucher. Once the eVoucher AUTH is approved, the existing voucher must be deleted and recreated, making sure to link it to the approved authorization for excess funds.

The service provider is not listed in eVoucher as an approved vendor. If the service provider does not appear in the expert drop down list on the CJA 21/31, the voucher will not be able to be submitted. If this occurs, counsel must email cja@ohsd.uscourts.gov and provide the expert's name, address, email and telephone number so that an eVoucher account can be created for them.

- What does this date related error message mean? "Service and/or Expenses are out of the Voucher Start and End Dates."

Change the start date to the beginning of the period for which you are seeking compensation. This date is the earliest date on which claims relative to appointment were incurred. The end date should be the final date on

which expenses relative to the appointment were incurred. To resolve the errors above, verify that claims in the services and expenses sections do not fall outside of the date range on the claim status page.

- May I print my vouchers prior to submitting them to the court for payment?

Yes, you can print each page separately. You can also save the voucher to your desktop as a PDF document by clicking on “Form CJA 20” on the left hand side of your screen when in a Voucher.

- How do I get reimbursed for out of pocket expenses?

Counsel and service providers may be reimbursed for any out of pocket expenses reasonably incurred. These are reported under the expenses tab within eVoucher. Supporting documentation such as receipts, cancelled checks, credit card statement etc. must be provided for any expense in excess of \$50.00. An invoice alone is not sufficient, proof of payment.

- How does an attorney know when an AUTH request has been approved?

The email address listed in the eVoucher profile will receive an auto-generated notification. The approved AUTH will also now be shown in the “Closed Documents” section of eVoucher when you next log in.

CJA Panel Attorney Quick Reference Guide

❖ *Current Rates for Panel Attorneys (for services on or after 3/23/2018)*

- If the case is non-capital, the hourly rate maximum is \$140
- If the case is capital, the hourly rate maximum is \$188

❖ *Current Fee Maximums (for services completed on or after 3/23/2018)*

- Felony (including pre-trial diversion of alleged felony) - \$10,900.00
- Misdemeanor / Petty Offense (including pre-trial diversion of alleged misdemeanor) - \$3,100.00
- Post-Conviction Proceeding under 28 USC §2241, 2254, or 2255 - \$10,900.00
- Other representation required or authorized by the CJA (including, but not limited to probation & supervised release hearings, material witness, grand jury witness) - \$2,300.00
- *The CJA website will be updated to capture all possible case types and fee maximums*

❖ *Compensation Maximums for Services other than Counsel (e.g. Experts & Investigators)*

- \$800.00 without prior authorization from the Court (applies to all service providers combined)
- \$2,500.00 with prior authorization from the Court (applies to each individual service provider)
- Simply put, you have a total of \$800.00 to use on all experts before you have to get the Court's approval for additional expert funds. If the Court's approval is needed, and if a specific expert's total services exceed \$2,500.00, their voucher must also be approved by the Chief Judge of the 6th Circuit as being necessary to provide fair compensation for services of an unusual character or duration. If the Court's approval is needed, but the expert's total services do not exceed \$2,500.00, the Court can pay the voucher without the Circuit's approval.
- For capital cases, the total case limits are \$800.00 and \$7,500.00, respectively

❖ *Interpreters*

- The current CJA rate for non-federally certified interpreters is \$50.00/hour
- Any CJA 21 vouchers submitted for interpreters that are billed at more than \$50.00/hour will be reduced, unless there is an order from the Court that authorizes payment at a different rate

❖ *Voucher "start" and "end" dates*

- The voucher start date is always the date of the first service listed on the voucher, which may or may not be same as the appointment date. If you do not do any work on the case the day you are appointed, then the start date will be the date of the first service you perform on the voucher.
- The voucher end date is always the date of the last service or expense listed on the voucher, whichever is later.

❖ *Excess Fee Requests*

- Motions for excess fees should be submitted to the Court prior to going over the case maximum limits for both CJA 20s and CJA 21s in order to avoid any unnecessary delays in voucher submission and/or payment. They should be filed ex parte.
- If the motion for excess fees is for expert services, a copy of the order approving the fees must be attached to the AUTH when it is submitted in eVoucher. A copy of the order must also be attached to the corresponding CJA 21 voucher once the AUTH is approved by the Court. If the motion for excess fees is for attorney services, a copy of the order must also be attached to the CJA 20 voucher when it is submitted in eVoucher.
- If the motion for excess fees is for attorney services, please notify the CJA Specialist when the order is signed by the Judge so that the fee maximum can be increased in eVoucher

■ Chart To Convert Minutes To Tenths Of An Hour

Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported
1 min.	0.0	21 min.	0.4	41 min.	0.7
2 min.	0.0	22 min.	0.4	42 min.	0.7
3 min.	0.1	23 min.	0.4	43 min.	0.7
4 min.	0.1	24 min.	0.4	44 min.	0.7
5 min.	0.1	25 min.	0.4	45 min.	0.8
6 min.	0.1	26 min.	0.4	46 min.	0.8
7 min.	0.1	27 min.	0.5	47 min.	0.8
8 min.	0.1	28 min.	0.5	48 min.	0.8
9 min.	0.2	29 min.	0.5	49 min.	0.8
10 min.	0.2	30 min.	0.5	50 min.	0.8
11 min.	0.2	31 min.	0.5	51 min.	0.9
12 min.	0.2	32 min.	0.5	52 min.	0.9
13 min.	0.2	33 min.	0.6	53 min.	0.9
14 min.	0.2	34 min.	0.6	54 min.	0.9
15 min.	0.3	35 min.	0.6	55 min.	0.9
16 min.	0.3	36 min.	0.6	56 min.	0.9
17 min.	0.3	37 min.	0.6	57 min.	1.0
18 min.	0.3	38 min.	0.6	58 min.	1.0
19 min.	0.3	39 min.	0.7	59 min.	1.0
20 min.	0.3	40 min.	0.7	60 min.	1.0

6th Circuit Presumptive Rates

Paralegal ¹	\$35 – \$50
Law Student	\$15 – \$25
Investigator ²	\$55 – \$100
Mitigation Specialist	\$75 – \$100 (\$55 for record collection)
Attorney Expert – Capital Case	\$185
Attorney Expert – Non-Capital Case	\$132
Litigation Support Expert	\$65 – \$100
Psychiatrist (M.D.)	\$200 – \$300
Neurologist (M.D.)	\$250 – \$350
Other Medically-licensed Expert (M.D. or D.O.)	\$250 – \$350
Neuropsychologist (with Ph.D.)	\$150 – \$250
Psychologist (with Ph.D.)	\$150 – \$250
Accountant	\$150 – \$250
Audio, Video, or Photo Analyst	\$100 – \$200
Ballistics/Firearms Expert	\$150 – \$250
Chemist	\$100 – \$250
DNA	\$150 – \$250
Fingerprint Analyst	\$100 – \$125
Forensic Computer/Cellphone Analyst	\$150 – \$250
Gang Expert	\$100 – \$200
Handwriting Analyst	\$100 – \$150
Jury Consultant	\$100 – \$200
Interpreter/Translator	\$25 – \$60
Document Translation	16.5 cents per word
Associates Non CJA Panel	\$80
Associates CJA Panel	\$90

¹ The policy contemplates that paralegals appointed at the maximum hourly rate possess foreign language skills, discovery database management expertise, or subjective coding experience in at least two prior federal cases or complex civil litigation.

² The policy contemplates that investigators authorized at the maximum hourly rate have foreign language skills, a high level of investigative expertise in the type of crime alleged, special skills the case requires, or experience conducting investigations in a significant number of federal cases.

**CJA PAY CHART
HOURLY RATES, MILEAGE RATES & COMPENSATION
MAXIMUMS**

Current as of March 23, 2018

Please confirm that the rates provided below are current prior to completing CJA form(s).

**COMPENSATION REIMBURSEMENT FOR CJA 20
(Non-Capital Cases)**

<u>DATE</u>	<u>HOURLY RATE</u> (In Court or Out of Court)
March 23, 2018 - PRESENT	\$140
May 5, 2017 – March 22, 2018	\$132
Jan. 1, 2016 - May 4, 2017	\$129
Jan. 1, 2015 - Dec. 31, 2015	\$127
March 1, 2014 - Dec. 31, 2014	\$126
Sept. 1, 2013 - Feb. 28, 2014	\$110
Jan. 1, 2010 - Aug. 31, 2013	\$125

**COMPENSATION REIMBURSEMENT FOR CJA 30
(Capital Cases)**

<u>DATE</u>	<u>HOURLY RATE</u> (In Court or Out of Court)
March 23, 2018 - PRESENT	\$188
May 5, 2017 – March 22, 2018	\$185
Jan. 1, 2016 - May 4, 2017	\$183
Jan. 1, 2015 - Dec. 31, 2015	\$181
March 1, 2014 - Dec. 31, 2014	\$180
Sept. 1, 2013 - Feb. 28, 2014	\$163
Jan. 1, 2010 - Aug. 31, 2013	\$178

MILEAGE RATE REIMBURSEMENT

<u>DATE</u>	<u>MILEAGE RATE</u> (Cents Per Mile)
Jan. 1, 2018 - PRESENT	\$0.545
Jan. 1, 2017 - Dec. 31, 2017	\$0.535
Jan. 1, 2016 - Dec. 31, 2016	\$0.540
Jan. 1, 2015 - Dec. 31, 2015	\$0.575
Jan. 1, 2014 - Dec. 31, 2014	\$0.560
Jan. 1, 2013 - Dec. 31, 2013	\$0.565
April 17, 2012 - Dec. 31, 2012	\$0.555

COMPENSATION MAXIMUM REIMBURSEMENT

<u>TYPE OF CASE</u>	<u>3/1/2014 - 12/31/2014</u>	<u>1/1/2015 - 12/31/2015</u>	<u>1/1/2016 - 5/4/2017</u>	<u>5/5/2017 - PRESENT</u>	<u>3/23/2018 - PRESENT</u>
Felony and non-capital habeas corpus cases	\$9,800	\$9,900	\$10,000	\$10,300	\$10,900
Misdemeanor	\$2,800	\$2,800	\$2,900	\$2,900	\$3,100
Appeals	\$7,000	\$7,100	\$7,200	\$7,300	\$7,800
Other	\$2,100	\$2,100	\$2,100	\$2,200	\$2,300

EXPENSE REIMBURSEMENT LIMITATIONS

CJA 21 COMPENSATION FOR EXPERT AND OTHER SERVICES (Non-Capital Cases)	CJA 31 COMPENSATION FOR EXPERT SERVICES (Death Penalty Proceedings)
\$800 without prior authorization (compensation only) [<i>\$500 for work completed prior to May 27, 2010</i>]	\$800 without prior authorization (compensation only) [<i>\$500 for work completed prior to May 27, 2010</i>]
\$2,500 with prior authorization (compensation only) [<i>\$1,600 for work completed prior to May 27, 2010</i>]	\$7,500 with prior authorization (total compensation and expenses)

§ 230.23.20 Current Attorney Case Compensation Maximums

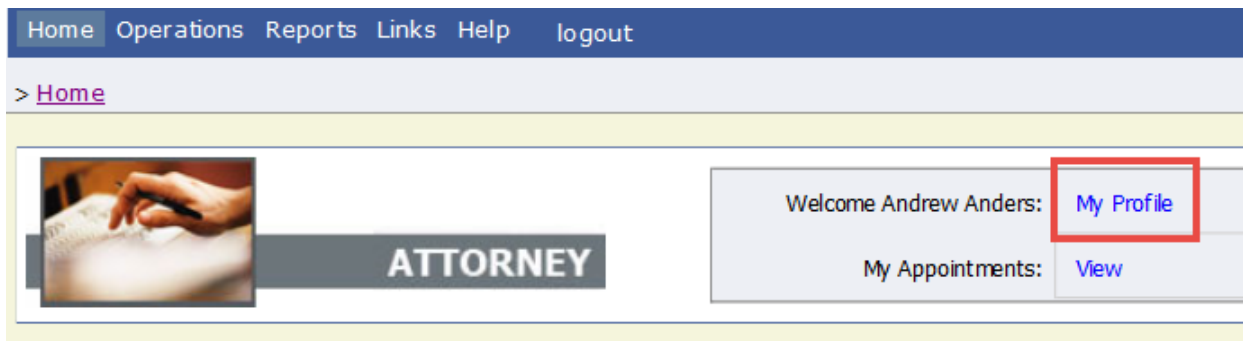
If the case is a...	The case maximum is...
(a) Felony (except federal capital prosecutions)	\$10,900 for trial court level \$7,800 for appeal
(b) Misdemeanors (including petty offenses (class B or C misdemeanors or infractions) as set forth in) 18 U.S.C. § 3006A(a)(2)(A)	\$3,100 for trial court level \$7,800 for appeal
(c) Proceedings under 18 U.S.C. § 4106A (in connection with paroled prisoners transferred to the United States)	\$2,300 for representation before the U.S. Parole Commission \$7,800 for appeal
(d) Proceedings under 18 U.S.C. § 4107 or § 4108 (for counsel and guardians ad litem providing services in connection with prisoner transfer proceedings). Note: For information on appointment of counsel or guardians ad litem under 18 U.S.C. § 4109 , see: Guide, Vol 7B (International Prisoner Transfer Proceedings) .	\$3,100 for each consent verification proceeding
(e) Pre-Trial Diversion	\$10,900 if offense alleged by the U.S. attorney is a felony \$3,100 if offense alleged by the U.S. attorney is a misdemeanor
(f) Proceedings under 18 U.S.C. § 983 (for services provided by counsel appointed under 18 U.S.C. § 983(b)(1) in connection with certain judicial civil forfeiture proceedings)	\$10,900 for trial court level \$7,800 for appeal
(g) Non-Capital Post-Conviction Proceedings under 28 U.S.C. § 2241 , § 2254 or § 2255	\$10,900 for trial court level \$7,800 for appeal
(h) Proceedings to Protect Federal Jurors Employment under 28 U.S.C. § 1875	\$10,900 for trial court level \$7,800 for appeal

§ 230.23.20 Current Attorney Case Compensation Maximums

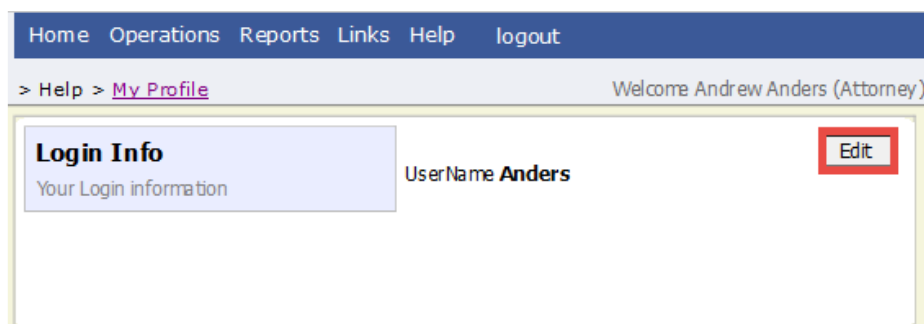
If the case is a...	The case maximum is...
<p>(i) Other Representations Required or Authorized by the CJA</p> <p>Note: This category includes but is not limited to the following representations:</p> <p>(1) probation violation;</p> <p>(2) supervised release hearing (for persons charged with a violation of supervised release or facing modification, reduction, or enlargement of a condition or extension or revocation of a term of supervised release);</p> <p>(3) parole proceedings under 18 U.S.C. chapter 311 (repealed) (but see: note at Guide, Vol 7A, § 210.20.10(a)(5)).</p> <p>(4) material witness in custody;</p> <p>(5) mental condition hearings under 18 U.S.C. chapter 313 (except for hearings under 18 U.S.C. § 4241 and § 4244, which are considered part of the case in chief with no separate compensation maximums applying. (For a chart detailing the treatment for the purpose of compensation of representation at each hearing under 18 U.S.C. chapter 313, see: Guide, Vol7A, § 220.30(f));</p> <p>(6) civil or criminal contempt (where the person faces loss of liberty);</p> <p>(7) witness (before a grand jury, a court, the Congress, or a federal agency or commission which has the power to compel testimony, where there is a reason to believe either before or during testimony, that the witness could be subject to a criminal prosecution, a civil or criminal contempt proceeding, or face loss of liberty); and</p> <p>(8) international extradition (under 18 U.S.C. chapter 209).</p>	<p>\$2,300 for trial court level \$2,300 for each level of appeal</p>

Changing Your User Name and Password

You can access your user name and password in your profile. The **My Profile** link is near the top of your Home page, and also in the **Help** menu.



From your My Profile page, click **Edit**.




To change your user name, in the **Username** field, type the new user name, and click **change**.

To reset your password, click **Reset**. The screen changes to allow you to enter and confirm the new password. Click **Reset** again.

A screenshot of a form for changing a password. It has three input fields: 'Username' with the value 'Anders', 'Password', and 'Confirm'. To the right of the 'Username' field is a blue link 'change'. To the right of the 'Password' and 'Confirm' fields are red asterisks. Below the 'Confirm' field is a black 'Reset' button, which is highlighted with a black rectangular box. To the right of the 'Reset' button is a grey 'cancel' link.

If you are locked out of your account, click **Forgot your Login?**. Enter the correct information and you will receive an email with a link to reset your password. The reset link is only valid for 24 hours and can only be clicked once. If you need to click it again, you will receive a new link.

Forgot your Login? Please tell us your username and/or email address. We will send you an email to reset your password.

 An email with instructions on how to reset your password was sent to the email address stored on our system.

IMPORTANT: The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username: and/or

Email:

First Login to CJA eVoucher

logout

In order to complete the activation of your profile, please fill the mandatory information.

Login Info
Your Login information
UserName **AAttorney**

Attorney Info
Your personal info
Bar Number:
Your Name: **Adam A Attorney**
Your Contact Info:
Phone: 210-666-7845
Fax:
james_schaaf@aobc.uscourts.gov
Your Address:
1112 N. Main Street
San Antonio, TX 78211
USA

Billing Info
List all available billing info records
In order to get paid you need to setup at least one Billing entry.

Holding Period
No info has been stored.
Please click VIEW to type your info.

Continuing Legal Education
No info has been stored.
Please click VIEW to type your info.

The first time you log on to CJA eVoucher, a screen may appear requesting you to complete your profile information, especially your billing information. Click **Add** to the right of the **Billing Info** section. When you have completed any missing information, log out and log on again, and you be taken directly to your **Home** page. If the profile error page appears again with a new login attempt, check each section for missing information such as phone numbers, Tax ID, etc.

You are required to change your password within 30 days of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- One special character.

You are required to periodically change your password.

Billing Info
List all available billing info records

If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).

Billing Type:
☒ Self-Employed
☐ Firm
☐ Associate

☐ Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:
 UNITED STATES