



CJA Panel Attorney Orientation

What is eVoucher?

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

eVoucher –vs– CM/ECF

- Unlike CM/ECF, the eVoucher system is NOT PUBLIC. This is an internal financial application.
- Only designated users have access to the system.
- The Court doesn't accept *ex parte/sealed* motions for experts, excess compensation, interim payments, travel, etc. via email or CM/ECF. Memos (formerly titled motions) are attached in eVoucher.

USERS of eVoucher

- Panel Attorneys
- Judges
- Court Reporters
- Court Staff

Features and Benefits

- Accessible anywhere via the internet.
- Provides counsel the ability to create and electronically submit CJA vouchers, requests for excess fees and authorizations, supporting documents, etc. to the court.
- Includes rate tables that ensure the appropriate fee, mileage and representation rates are applied.
- Performs calculations which reduce mathematical errors, voucher preparation time and court audit time.
- Provides an enhanced interface with CM/ECF, which imports representation data from CM/ECF and allow viewing of CM/ECF case dockets through the program.
- Enforces local business rules.

Supports entire lifecycle, from voucher creation through final payment and reporting.



CJA eVoucher - Tennessee Western District Court

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile, you will be prompted to create one.

Email Address

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Appointments

The court uses an Attorney Selection System to appoint CJA counsel.

When CJA counsel accepts an appointment, the appointment Order is docketed in CM/ECF, and CJA counsel receives an email notification.

How points are assigned

- Criminal Case

3	Accept, Decline, or Judicial Appointment
1	Unable to reach Attorney
0	Case Conflict – Unable to Accept

- Post Judgment Matters

1	Accept, Decline, or Judicial Appointment
1	Unable to reach Attorney
0	Case Conflict – Unable to Accept



CJA eVoucher - tnw_trng Notifying Counsel of Appointment

daria_wyatt to: eVoucher

10/20/2015 10:28 AM

[Hide Details](#)

From: daria_wyatt@tnwd.uscourts.gov
To: eVoucher@tnwd.uscourts.gov,

To: Robert Brooks,

Date: 10/20/2015 11:28:12 AM.

This is to inform you that the Tennessee Western District has appointed you to represent CANDICE CAMMILLE STARKS in case USA v. CANDICE CAMMILLE STARKS 2:15-CR-20209 before this court.

You may access this appointment via the CJA eVoucher program at https://circ06-evapp.ada.dcn/CJA_tnw_trng/CJAeVoucher.

Regards,
Tennessee Western District

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

eVoucher Functions

1. Create CJA 20/30 Payment Voucher.
2. Create CJA 26 Excess Compensation
3. Statement.
4. Create Auth for experts.
5. Create CJA 21/31 Payment Voucher for experts.
6. Create Auth24 for Transcripts.
7. Create CJA 24 Voucher.
8. Create Authorization for Travel.

Process

Attorney creates authorization/voucher and submits to CJA Administrator.



CJA Administrator performs math and technical review of authorization/voucher and rejects to attorney for corrections or forwards to Judge.



Judge approves or rejects the voucher and returns it to the CJA Administrator for final review.



CJA Administrator rejects voucher to attorney pursuant to Judge's instructions or forwards voucher for payment/6th Circuit approval (excess compensation only).

FINAL VOUCHERS

- Vouchers shall be submitted no later than 45 days after the final disposition of the case or the last date of service performed, unless good cause is shown.
- Final vouchers shall contain the case disposition (enter case disposition on the confirmation tab in the Public/Attorney notes field)
- Counsel must maintain contemporaneous time and attendance records as well as expense records for three years after approval of the final voucher since all payments are subject to audit.

CJA Attorney Hourly Rates

CJA CASE COMPENSATION MAXIMUMS – Attorney Services


TYPE OF PROCEEDING	For Services on or After March 23, 2018	For Services on or After February 15, 2019	For Services on or After January 1, 2020	For Services on or After January 1, 2021	For Services on or After January 1, 2022
Felony (including pre-trial diversion of alleged felony)	\$10,900	\$11,500	\$11,800	\$12,100	\$12,300
Misdemeanor (including pre-trial diversion of alleged misdemeanor)	\$3,100	\$3,300	\$3,400	\$3,400	\$3,500
Proceeding under 18 U.S.C. § 4106A	\$2,300	\$2,500	\$2,500	\$2,600	\$2,600
Proceeding under 18 U.S.C. §§ 4107 or 4108 (for each verification proceeding)	\$3,100	\$3,300	\$3,400	\$3,400	\$3,500
Proceeding under 18 U.S.C. § 983	\$10,900	\$11,500	\$11,800	\$12,100	\$12,300
Post-conviction proceeding under 18 U.S.C. §§ 2241, 2254 or 2255	\$10,900	\$11,500	\$11,800	\$12,100	\$12,300
Proceeding under 28 U.S.C. § 1875	\$10,900	\$11,500	\$11,800	\$12,100	\$12,300
Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 18 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	\$7,800	\$8,200	\$8,400	\$8,600	\$8,800
Other representation required or authorized by the CJA (including, but not limited to probation, supervised release hearing, material witness, grand jury witness)	\$2,300	\$2,500	\$2,500	\$2,600	\$2,600
Appeal of other representation	\$2,300	\$2,500	\$2,500	\$2,600	\$2,600

CJA Case Maximum Rates

HOURLY RATES		
For Work Performed On or After	In-Court	Out-of-Court
01/01/2022	\$158	\$158
01/01/2021	\$155	\$155
01/01/2020	\$152	\$152
02/15/2019	\$148	\$148
03/23/2018	\$140	\$140
05/05/2017	\$132	\$132
01/01/2016	\$129	\$129
01/01/2015	\$127	\$127
03/01/2014	\$126	\$126
09/01/13*	\$110	\$110

CAPITAL HOURLY RATES		
For Work Performed On or After	In-Court	Out-of-Court
01/01/2022	\$202	\$202
01/01/2020	\$197	\$197
02/15/2019	\$190	\$190
03/23/18	\$188	\$188
05/05/2017	\$185	\$185
01/01/2016	\$183	\$183
01/01/2015	\$181	\$181
03/01/2014	\$180	\$180
09/01/13*	\$163	\$163
01/01/10	\$178	\$178

REIMBURSEMENT MILEAGE RATES	
Effective Date	P.O.V.*
07/01/2022	62.5¢
01/01/2022	58.5¢
01/01/2021	56¢
01/01/2020	57.5¢
01/02/2019	58¢
01/01/2018	54.5¢
01/01/17	53.5¢
01/01/16	54¢
01/01/15	57.5¢
01/01/14	56¢
01/01/13	56.5¢
04/17/12	55.5¢



Policy Guidance for Completing CJA Vouchers

- Reimbursable and Non-Reimbursable Expenses
- Case Budgeting
- Auth for Experts
- Travel Auth
- Excess Compensation
- Interim Payments
- Supporting Documentation



Reimbursable Services and Expenses for Attorney

- Claims for reimbursement are submitted on CJA 20/30
 - CJA 20 is used for non capital cases and CJA 30 is used for capital cases
 - Vouchers must be submitted 45 days after the termination of appointment (end of case OR substitution of counsel)
- Reimbursement is authorized for reasonable expenses incurred during the representation
- Receipt is required for single expenses in excess of \$50
- Reimbursable out-of-pocket expenses:
 - Computer-assisted legal research
 - Travel expenses
 - Copying, postage, and messenger services
 - Court-authorized transcripts (CJA 24)



Non-Reimbursable Expenses for Attorney

- General office overhead:
 - Rent
 - Telephone service
 - Secretarial expenses
- CJA attorneys are expected to use their own office resources, including secretarial help, for working on CJA cases
- Service of process (all subpoenas for warrants are issued and delivered by U.S. Marshal)

Case Budgeting

- Judicial Conference policy encourages case budgeting for:
 - Federal capital prosecutions
 - Capital habeas corpus representations
 - Non-capital representation
- A case budget is required in representations that appear likely to become or have become extraordinary in terms of potential cost. Ordinarily, this is a representation that is anticipated to cost more than \$48,000 or involve more than 300 hours of attorney time
- Case budgeting forms are available on the Judiciary's public website <https://www.uscourts.gov/services-forms/forms> (Forms CJA28A-CJA 28H)
- Proposed budgets shall be filed *ex parte* under seal in CM/ECF

Case Budgeting Cont.

- Counsel submits a proposed initial budget for proposed costs of all services and expenses of counsel and experts to Dennis Alerding, 6th Circuit Budgeting Attorney.
 - email-Dennis_Alerding@ca6.uscourts.gov
 - phone-(513) 564-7358
- Use BUDGETAUTH document in eVoucher to create an auth for each expert approved in the budget



Excess Compensation (Panel Attorneys)

- CJA 20 vouchers that exceed the attorney case compensation limit may be authorized when necessary to provide fair compensation and for extended or complex representation

When a CJA 20 exceeds case compensation limits:

- Create CJA 26 in eVoucher
 - Do not click the submit button on a CJA 26
 - Save CJA 26 in pdf format and attach to CJA 20
- CJA 20 excess comp vouchers must be approved by the presiding District Judge and the 6th Circuit Chief Judge



Interim Payment Requests

- The presiding judge may approve interim payments for attorneys
- A memo requesting interim payment is required for each interim payment or when counsel is substituted by CJA counsel
- A memo requesting interim payment should include
 - length of time interim payments will be needed
 - a justification of need
- Attach the memo to CJA 20/30

AUTHORIZATIONS (AUTH)
AND
VOUCHERS (CJA 21/31)
FOR EXPERTS

Attorneys will create and submit authorizations and vouchers on behalf of all experts.

Experts

- Expert reimbursements for services and expenses reasonably incurred are claimed on Form CJA 21/31
- Receipt is required for each single expense in excess of \$50
- Submission and approval of a TRAVEL document in eVoucher is required prior to overnight lodging and/or airline travel.
- Reimbursable travel expenses include reasonably incurred transportation, lodging, meals, and miscellaneous expenses (alcoholic beverages are not reimbursable)
- Reimbursement is for actual expenses only up to the GSA rates. See GSA rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Expert Maximum Rates

CJA CASE COMPENSATION MAXIMUMS – Expert Services					
	For Services Before May 27, 2010	For Services on or After May 27, 2010	For Services on or After January 1, 2016	For Services on or After February 15, 2019	For Services on or After January 1, 2021
With prior court authorization	\$1,600	\$2,400	\$2,500	\$2,600	\$2,700
Without prior court authorization	\$500	\$800	\$800	\$900	\$900

The chart contains maximum compensation amounts allowed per case for CJA services in non-capital cases. Compensation requests that exceed the amounts listed above



Auth for Experts

An Auth is required:

- When an individual expert's fees, not including expenses, are \$901-\$2,700 (District Judge approval only)
- When ALL experts' fees are over \$7,500 in capital cases (District and Circuit Judge approval is required)
- Overnight travel that doesn't require airline travel

Advance Approval for Expert (AUTH)

Auth includes:

- Estimated service amount
- Basis for the estimate (# of hours times expert's hourly rate)
- Service Type
- Name of Expert
- Supporting memorandum
 - a. Reason for hiring expert
 - b. Duties to be performed by the expert
 - c. Basis for the estimate
- Curriculum Vitae of expert (CV)



Excess Compensation (Experts)

- Complete and attach Appendix 3A to Auth when expert service fees exceed \$2,700
- <https://www.uscourts.gov/sites/default/files/vol07a-ch03-appx3a.pdf>
- Approved by the presiding District Judge and the 6th Circuit Chief Judge



Interim Payment Requests

- The presiding judge may approve interim payments for experts
- A memo requesting interim payment is required for each interim payment
- A memo requesting interim payment should include
 - length of time interim payments will be needed
 - a justification of need
- Attach the memo to CJA 21/31



Reasons for CJA Voucher Rejection

- Receipt not attached for single expenses in excess of \$50
- Case disposition code not entered on the final voucher in the public/attorney notes section
- When reviewing court records, DE# not entered
- Service provider invoice attached to the CJA 21/31 does not match amount claimed on voucher
- Supporting Documentation not attached to the CJA voucher
- Not addressing the audit assist errors prior to submission

EXPEDITED TRANSCRIPTS

When a transcript is needed within 14 days or less it is considered “expedited.” Expedited transcripts are requested via form CJA 24 .

1. Attorney completes the top portion of a form CJA-24 (Items 1-15) and delivers to the Court Reporter via email or hand delivery;
2. Court Reporter presents the form CJA-24 to appropriate Judge for approval;
3. Court Reporter forwards approved form CJA-24 to CJA Administrator; and
4. CJA Administrator creates and submits the AUTH 24 and the CJA-24 in eVoucher

TRAVEL Document (Panel attorneys and experts)

- Submission and approval of a TRAVEL document in eVoucher is required prior to reserving airline fare.

Reports

- Appointment Report – appointments and status of vouchers submitted for each appointment
- Detail Budget Report-total amount authorized and balances for representation, excess compensation amount, approved expert authorizations, expert payments and balance of expert authorizations
- Attorney Time Report-time entered and amount paid for a representation

Resource Materials

Resource materials available on the Court's website:
<https://www.tnwd.uscourts.gov/cja-portal.php>

- CJA eVoucher Attorney User Manual
- Quick Reference Sheets
- FAQs
- Troubleshooting Tips
- CJA eVoucher Links Tab

Contact Information

Helpdesk – please email your questions to:
cjahelpdesk@tnwd.uscourts.gov

CJA Administrators:

Daria Wyatt - 901-495-1365

Malinda Futrell - 901-495-1556

CJA Coordinator:

Jean Miller-Lee – 901-495-1212

Questions

