

# CJA EVOUCHER TIPS & TRICKS

IOWA NORTHERN DISTRICT COURT — VOLUME 5, March 2019

## FAQ's

- ◆ I have been appointed on appeal and need to order transcript(s). What do I need to do?  
**Answer**— Once the 8th circuit order appointing attorney is filed in cm/ecf, contact the clerk's office to have the "appeal" representation set up.
- ◆ I have had a CJA21 claim rejected for corrections, but it will not let me make corrections.  
**Answer** — Access claim on home page, go to the confirmation tab, check the "swear & affirm box & "reject". The CJA21 will reappear in your "active documents" box in the "voucher entry-edit" status so corrections can be made.
- ◆ My password has expired & I can't reset it. What do I do?  
**Answer** — Contact the clerk's office. They will reset to a "generic" password.

## Reminders....

- ◆ If your billing information has changed, you **must** contact the clerk's office. Forms will be e-mailed for completion & billing information updated once completed forms received.
- ◆ Passwords expire every 180 days automatically. Account locked after (3) failed login attempts.
- ◆ Keep your attorney information in "my profile" up-to-date.

## Requesting New Vendor

This can be done by submitting either an AUTH or CJA21. Enter all required information and submit. You will receive a message that vendor is not in the system.

This sends the request to the clerk's office eVoucher home page as a "pending user". The court will facilitate completion of necessary paperwork to add new vendor.

## \*\* Rejected Documents \*\*

When a claim is rejected, you **must** re-submit the "rejected" claim with corrections. If "rejected" claim will not be resubmitted to the Court, you **must** "delete" the rejected claim from your home page.

