

CJA EVOUCHER TIPS & TRICKS

IOWA NORTHERN DISTRICT COURT — VOLUME 4, January 2018

More Helpful Tips for CJA20s:

- ◆ If a claim is submitted past 45 days from completion of case, a letter **must** be addressed to the presiding judge & attached under the documents tab.
- ◆ If legal research is claimed, the description **must** include what was researched. If the claim is for Westlaw research, an **invoice & letter** indicating what was researched **must** be attached under the documents tab.
- ◆ For expense entries - confirm correct expense type is selected and dates claimed are correct.
- ◆ For service entries - confirm correct category is selected and dates claimed are correct.

PACER ACCESS

When appointed in a specific case, CJA attorneys are able to obtain a PACER EXEMPT account through pacer.gov.

During PACER registration, be sure to click the box “check here if this account will be used by an attorney appointed to the CJA Attorney Panel”.

** REMINDER **

Be sure to keep your billing information in “my profile” up-to-date.

New in eVoucher 5.1

- ◆ Users can increase the amount approved on a *closed* AUTH as new amounts are requested which then is submitted for court approval.
- ◆ Additional instructions have been added to “Forgot Login” and “Password Reset” pages.
- ◆ Payments are now being disbursed through the Judiciary Integrated Financial Management System (JIFMS) instead of Criminal Justice Act Panel Attorney Payment System (CJA 6x).

