

CJA EVOUCHER TIPS & TRICKS

IOWA NORTHERN DISTRICT COURT — VOLUME 2, JULY 2017

REMINDERS....

- ◆ AUTH-24 must be submitted **and** approved **before** transcripts can be prepared (if transcript is for appeal purpose, request must be made to have case shell created).
- ◆ AUTH must be submitted **and** approved if compensation for expert services is anticipated to **exceed** \$800; if total requested is over \$2500.00 Circuit approval will be required.
- ◆ CJA20 - Please note that the end date under "claim status" tab is the last date claimed for services and/or expenses.
- ◆ CJA20 - Questions 1&2, regarding previous reimbursement, need to be answered under "claim status" tab.
- ◆ For each interpreter claim, mark as "final" under "claim status"
- ◆ FYI—Your password will expire every 180 days automatically.
- ◆ Account is locked after three failed log in attempts.

New in eVoucher 5.0

- ◆ Password reset - click "Forgot your login".
- ◆ Audit Assist - helpful audit checks to run on documents for possible errors.
- ◆ Online Help - provides guidance & explains various features & concepts in eVoucher.

Making Corrections in Rejected CJA21's

From the home page, access rejected CJA21 in the "active documents" box, 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.

Magistrate Case  Criminal Case

- ◆ Two representations/claims submitted separately, but one aggregate case comp maximum not-to-exceed \$10,300 w/o Circuit approval.

Expert Claims

Two steps are required to enter and submit CJA21 for expert invoice.

- Create the CJA21 - voucher is in "voucher entry - edit" status - enter information from expert's invoice & upload invoice - go to confirmation tab, check "swear & affirm" box and "submit" (reference prior authorization if one has been approved).
- Once submitted, access the 21 again (now in "submitted to attorney" status in "my active documents" box) - go to confirmation tab, check "swear & affirm" box and "approve".

NOTE: Same process is used to enter and submit CJA24's for *contract* court reporters.

