

CJA Newsletter

United States District Court, District of New Mexico

Clerk's Office

Welcome to the Clerk's Office Quarterly CJA Newsletter

The goal of this newsletter is to share Judiciary news and information on topics that would be beneficial to CJA panel members. Our hope is this newsletter will help create a better understanding of the eVoucher process and explain the expectations for CJA panel members. Along with this newsletter, we plan to update the CJA website regularly with any new information and FAQs. This hopefully will improve communication, by easing any challenges you may experience with eVoucher. Financial Services met in December with Jackie Robins in her capacity as the CJA Panel representative for Albuquerque/Santa Fe, and we feel the discussions were very productive. We plan to continue these meetings, so feel free to discuss any issues with Jackie Robins or Cori Ann Harbour for future presentation to the Clerk's Office. 

Inside This Issue

- Important message to new CJA Panel members
- Quick Tips
- Spotlight On...Creating a CJA 21 for Experts and Investigators
- FAQs

Contact Info & Important Links

- ❖ US District Court, District of New Mexico [website](#)
- ❖ [CJA Attorney Manual](#)
- ❖ [National CJA Voucher reference tool](#)

Financial Services:

Phone: (505) 348-2145
 Email: financial@nmcourt.fed.us



Attention: New CJA Panel Members

If you have not already done so, please complete and email the following three forms to Financial Services at financial@nmcourt.fed.us so you can be provided access to eVoucher:

- ❖ CJA eVoucher Registration form
- ❖ CJA Attorney Data Form
- ❖ IRS W9

These forms are available on our website, [New Panel Member Registration](#).

Quick Tips

Forgot Your Password?

Click the link and enter your username or email. You will receive an email with instructions on how to reset your password.

The screenshot shows the 'CJA eVoucher' logo at the top, followed by a blue header 'PASSWORD RESET'. Below this is a section titled 'RESET your password' containing four input fields: 'Username:' with a '*' icon, 'New Password:' with a '*' icon, 'Confirm Password:' with a '*' icon and a circular refresh icon, and 'Email:' with a '*' icon. A 'Reset' button is located at the bottom right of the form area.



Missing or Lost Data?

Your data's not lost! Log out and log back in and you should see all your data up until your last save.

Don't Go Back!

To reduce data loss, avoid using your browser's BACK button! Use the navigation buttons within eVoucher.

NOTE: There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

The navigation bar consists of six buttons: '< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. A red arrow points to the 'Save' button.



Creating a CJA 21 for Experts and Investigators

Example Entries for Services and Expenses

Services Tab:

Single entry for the total hours at each authorized rate. Include wording "Please see attached invoice"

Date fields:

Use the date of the invoice or the date the invoice was received.

Basic Info Services Expenses Claim Status Documents Confirmation					
Services					
To group by a particular Header, drag the column to this area.					
Date	Description	Hrs	Rate	Amt	
01/27/2017	Investigative Services from 12/1/16-1/17/17 Please see attached invoice	10.0	\$65.00	\$650.00	
01/27/2017	4 hours of travel time billed at reduced rate of \$32.50/hr. Please see attached invoice	4.0	\$32.50	\$130.00	

Expenses Tab:

Single entry for each expense type. Include wording "Please see attached invoice"

An expense type billed with different rates must be listed separately. This could be necessary due to reimbursement rate changes.

Basic Info Services Expenses Claim Status Documents Confirmation					
Expenses					
To group by a particular Header, drag the column to this area.					
Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	12/12/2016	100 miles billed at \$0.54/mile. Please see attached invoice	100	\$0.54	\$54.00
Travel Miles	01/13/2017	100 miles billed at \$0.535/mile. Please see attached invoice	100	\$0.54	\$53.50
Photocopies	01/13/2017	250 copies @ \$0.15/page = \$37.50. Please see attached invoice	0	\$0.00	\$37.50
FAX	01/13/2017	10 pages @ \$0.50/page = \$5.00 Please see attached invoice	0	\$0.00	\$5.00

Date fields:

Use the date of the invoice or the date the invoice was received.

Frequently Asked Questions

- Q.** A Law Clerk did work as both a Law Clerk and Paralegal, but provided only one invoice. How do I enter this information under Services on the CJA 21?
- A.** Two line entries are required. Enter one line for hours billed at the Law Clerk rate, and a second line for hours billed at the Paralegal rate. Make sure to complete the description with "Please see attached invoice."
- Q.** My service provider is not available when selecting expert.
- A.** Only experts registered with the service type selected will appear in the drop down box. If you wish to submit a person for approval, please follow the steps on how to request the addition of an expert in eVoucher on page 37 of the eVoucher Attorney User Manual. Upon approval, the expert will receive an email with their username and login instructions. The expert must set up their user profiles before any payment can be submitted.
- Q.** What do these date related error messages mean?
- "The date of this voucher is before the Appointment Date"
 - "Service and/or Expenses are out of the Voucher Start and End Dates"
- A.** eVoucher automatically inserts the current date in the Start and End dates on the Claim Status screen when creating a voucher. Change the start date to the beginning of the period for which you are seeking compensation. This date is the earliest date for which claims can be submitted. 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 on the Services and Expenses sections do not fall outside of the date range on the Claim Status page.