

Frequently Asked Questions

1. Are CJA Attorneys entitled to PACER Fee Exemptions?

Attorneys on the CJA Panel are entitled to PACER fee exemptions in connection with research performed for their CJA cases. CJA users can request that CJA privileges be activated on their PACER account by emailing pacer@psc.uscourts.gov. In the email, include your PACER account number and the district in which you have been appointed to the CJA panel. Further information about CJA PACER exempt status can be found [here](#).

2. How do I access eVoucher?

- ❖ Browser capability with eVoucher as of December 2022
 - **Windows:** Chrome 62, Edge 16, Firefox 57
 - Windows: Add "uscourts.gov" to your compatibility view settings.
 - Windows: Ensure your cache setting is "Every time I visit the webpage."
 - **Apple Macintosh:** Safari 10.1

3. Why isn't my case assignment in eVoucher?

When CJA counsel from the district court continues representation on appeal, an order confirming their CJA status must issue before the forms become available in eVoucher. The client must complete the form for selection of counsel indicating their wish for continued representation. The form for selection of counsel is included with the case opening notices.

4. Why can't I change "billing type" in eVoucher?

The billing type radio buttons will activate once the social security number is confirmed in the Attorney Info section. Log out of eVoucher, then sign back in for the change to take effect.

The screenshot shows two sections of a web form. The top section, titled "Attorney Info" with the subtitle "Your personal info", contains the following fields: "Bar Number" (text input), "Tax Identification Number: *(If on Panel)" (checkbox) and "Foreign Vendor?" (checkbox), "SSN:" (text input with a red note "Must be SSN format (###-##-####)."), "Confirm:" (text input), "First Name *" (text input with "John"), "Middle" (text input), "Last Name *" (text input with "Doe"), "Main Email *" (text input with "johndoe@firm.com"), "2nd Email" (text input), "3rd Email" (text input), "Phone *" (text input), "Cell Phone" (text input), "Fax" (text input), "Address 1 *" (text input), "City *" (text input), "Address 2" (text input), "State *(US only)" (dropdown menu), "Zip *(US only)" (text input), "Address 3" (text input), and "Country *" (dropdown menu with "UNITED STATES" selected). The bottom section, titled "Billing Info" with the subtitle "List all available billing info records", contains: "* Required Fields", "Billing Type:" with three radio buttons: "Self-Employed" (selected), "Firm", and "Associate", and "Billing Code:" (text input) with a "Verify" button.

5. How do I add the billing code in eVoucher?

The billing code will automatically populate once the Attorney Info section is complete.

The screenshot shows two sections of a form: "Attorney Info" and "Billing Info".

Attorney Info (Your personal info):

- Bar Number: [text input]
- Tax Identification Number: * (if on Panel) Foreign Vendor?
- SSN: [text input] (Must be SSN format (###-##-####).)
- Confirm: [text input]
- First Name *: [text input] Middle [text input] Last Name *: [text input] (Example: John Doe)
- Main Email *: [text input] (Example: johndoe@firm.com)
- 2nd Email: [text input]
- 3rd Email: [text input]
- Phone *: [text input] Cell Phone [text input] Fax [text input]
- Address 1 *: [text input] City *: [text input]
- Address 2: [text input] State * (US only): [dropdown] Zip * (US only): [text input]
- Address 3: [text input] Country *: [dropdown] (Example: UNITED STATES)

Billing Info (List all available billing info records):

- Billing Type: Self-Employed Firm Associate
- Billing Code: [text input] [Verify]

6. Why am I receiving a "CJA 20 out of date" error?

Service and/or Expenses are out of the Voucher Start and End Dates.

- First, click on the "Claims Status" tab and verify the start and end dates of the voucher.
 - Note the start date cannot precede the appointment date, which can be found on the "Basic Info" tab, Box 13.
- Second, click on the "Services" tab, sort by date, and verify that no service entries predate the start date or succeed the end date.
- Third, click on the "Expenses" tab, sort by date, and verify that no expense entries predate the start date or succeed the end date.

7. How is the CJA 21 voucher submitted?

Attorneys or service providers may create a CJA 21 voucher in eVoucher.

- If the attorney creates the voucher, they submit it to the service provider to review in eVoucher. The service provider then **returns it to the attorney**, who must submit it to the Court.
- If the service provider creates the voucher, they submit it to the attorney to review and the attorney must submit it to the Court.

8. eVoucher keeps timing out - what should I do?

The eVoucher program only recognizes "action" items – like hitting the Save button – as activity and will time out for security purposes after 30 minutes of inactivity. It is good practice to save your work often to prevent loss of data and timing out.

9. Who should I contact if I need assistance with eVoucher or have CJA-related questions?

Contact the CJA Coordinator Kaitlin Copson by phone at 617-748-9066 or by email at Kaitlin_Copson@ca1.uscourts.gov.

CJA 20 Checklist

- Final Disposition
 - If the case is affirmed:
 - Have you withdrawn pursuant to Local Rule 46.5; or
 - Filed a writ with the Supreme Court of the United States?
 - If the case is vacated, reversed, dismissed, or transferred:
 - Has mandate issued?
 - If filing an interim voucher:
 - Has the court granted your motion for interim payment filed electronically via CM/ECF?
- Services
 - Import service with sufficient detail and do not block-bill (i.e., listing multiple tasks under a single time entry).
 - Ensure that non-compensable and overhead tasks are not included. See CJA Reference Manual.
 - If associates are being used, include the associate's initials, see infra Confirmation, followed by a detailed description of the work completed.
 - Check that there are no duplicate time entries entered.
- Expenses
 - Ensure that all expenses comply with First Circuit policy and are supported with appropriate documentation or explanation as provided in the CJA Reference Manual. See also infra Documents.
- Claims Status
 - Start date cannot be prior to the date of appointment found in box 13 of Basic Info
- Documents
 - Non-travel receipts are required for expenses over \$50.
 - All travel receipts are required.
 - Explanation of lateness is required if the voucher is submitted more than 45 days from final disposition.
 - CJA 27 and/or memo in support if **case total** exceeds statutory maximum.
 - Add current attorney services total to attorney service totals of previous counsel and/or all interim vouchers.
 - ❖ 10 MB limit per file. No limitation on number of files attached.
- Confirmation
 - Attorney Notes: If associates were used, include the full name of associates with the corresponding initials used in Services. Ex: John Doe ("JD"). See supra Services.