

## Instructions for CJA Panel Attorney to Review/Approve CJA-24s

1. After you login to eVoucher you will see a CJA-24 in your My Active Documents. Click on the voucher to open it. You can see the date, the case number, the Court Reporter and when the voucher was submitted.

My Active Documents				
To group by a particular Header, drag the column to this area.				Search:
Case	Defendant	Type	Status	Date Entered
<a href="#">1:15-MJ-00157...</a> Start: 01/15/2016 End: 01/15/2016	VICTOR MORALES (...) Claimed Amount: 15...	CJA-24 Bruce Matthews	Submitted to Attorney <a href="#">0647.0000070</a>	01/15/2016

2. On the Basic Info verify the case number and the Payment Information is the Court Reporter that performed the services.

### Payment Info

Preferred Payee

**Bruce Matthews**  
Billing Code:0647-000004  
801 superior  
cleveland, OH  
44113 - US  
Phone: 216-357-7000

3. Click Next or click on the Services tab. Verify the services claimed by the court reporter such as your page numbers and rate per page.

Basic Info
  Services
  Expenses
  Documents
  Confirmation

### Services

Date	<input type="text" value="01/15/2016"/> *	Description	<input type="text" value="comment"/>
Service Type	<input type="text" value="Original"/> *		
Include Page Numbers	<input type="text" value="1-60"/>		
No. of Pages	<input type="text" value="60"/> *	Rate Per Page	<input type="text" value="2.65"/> *
Less Amount Apportioned	<input type="text" value="0"/>		
Less Amount Adjusted	<input type="text" value="0"/>		

\* Required Fields

To group by a particular Header, drag the column to this area.						
Service Type	Date	Description	Incl. Page Numbers	No.Pages	Rate	Apportioned
Original	01/15/2016	comment	1-60	60	\$2.65	\$0.00

- Click Next or click on the Expenses tab. Verify any expenses claimed.

### Expenses

Date:  \*

Expense Type:  \*

Miles:  rate per mile: \$0.5400

Amount:

\* Required Fields

To group by a particular Header, drag the column to this area.

Expense Type	Date	Description
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- Click Next or click on the Documents tab. Open and verify any supporting documentation. You may also add any supporting documents here by clicking Browse and then Upload.

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File:

Description:

Description	Delete	View
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No Attachments

- Click on Next or the Confirmation tab. Verify the information in the Claims For Services. Verify the Signature of the Claimant (court reporter).

CLAIMS FOR SERVICES							
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other				18. PAYEE'S NAME AND ADDRESS Bruce Matthews 801 superior cleveland OH 44113 US Phone: 216-357-7000			
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: ***-**-7777							
20.	TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
	Original	see detail	60	see detail	\$159.00	see detail	\$159.00
	Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
	Expenses (Itemize)						\$0.00
<b>TOTAL AMOUNT CLAIMED:</b>							<b>\$159.00</b>
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.							
Signature of Claimant/Payee: Bruce Matthews						Date: 1/15/2016 9:23:40	

7. Enter any public notes here.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney  
Notes

8. When you click in the box, you are certifying that you have reviewed the information for the CJA-24 voucher and are stating that the services have been performed by the court reporter are accurate. Next, click Approve. If the services are incorrect, type in an appropriate comment and click Reject.

**I certify that I have reviewed the above information**  
Date: 1/15/2016 9:48:54

 **Approve**

 **Reject**

9. You will receive a message that the voucher was successfully approved. The voucher is automatically emailed to the CJA Team for review and processing. You can either click on the Home Page link or click on Home.