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.

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

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.

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

Expenses

Date	1/15/2016 *	Description	
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

5. 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		Browse...
Description		

Upload

Description	Delete	View

No Attachments

6. 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				18. PAYEE'S NAME AND ADDRESS			
☑ Official ☐ Contract ☐ Transcriber ☐ Other				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
					TOTAL AMOUNT CLAIMED:		$159.00
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.

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.

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.