

eVoucher

Instructions for CJA-Appointed Counsel to Request the Services of Mentee Counsel:

Follow the steps below to file a pre-authorization request for Mentee Services:

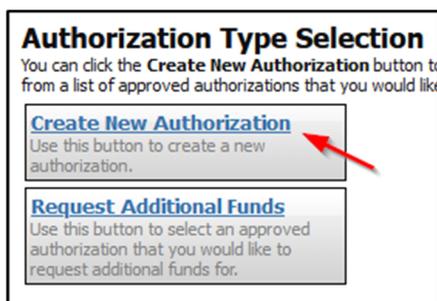
Step 1: Navigate to https://evadweb.ev.uscourts.gov/CJA_mex_prod/CJAeVoucher/ and login with your login.gov account.

Step 2: Click the Case Number hyperlink in the Appointments' List on the home page.

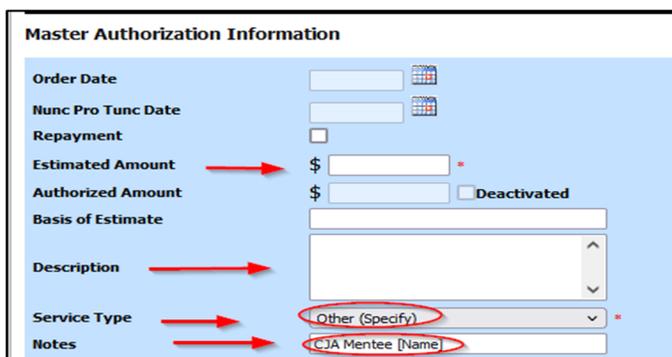
Step 3: On the Appointment Info page, click the **AUTH Create** link from the menu on the left side of the screen.



Step 4: On the Basic Info screen, click the **Create New Authorization** link.



Step 5: On the **Basic Info** tab, under **Master Authorization Information**, enter the **Estimated Amount** requested (should be no more than \$5,250 [\$87.5/hour x 60 hours not including expenses]), **Description** (to include the hourly rate, the number of hours expected and the mentee's name). Select a **Service Type** of **Other (specify)**. In the **Notes** field, enter **CJA Mentee [Name]**. Click Save.



Step 6: Navigate to the **Confirmation** tab. Confirm that all information has been properly completed. **Click** the “I swear and affirm” box (the Date will automatically populate) and click Submit to submit the request to the Court.

<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 8/6/2024 10:28:37	
--	---

Following Submission: After the authorization has been submitted, the request will appear in the “My Submitted Documents” panel. Once the authorization request has been approved by the Judge, the authorization will appear in the “Closed Documents” panel. You may click the voucher number hyperlink to view the voucher if desired.

IF YOUR REQUEST IS REJECTED BY THE COURT, you will receive an e-mail via eVoucher indicating the reason it is being returned. The message will appear in the “My Active Documents” panel with a yellow background. You should review the Notes, make any corrections and re-submit.