



*evolve* VOUCHER

# Step by Step Instructions

# We're CJA Attorneys too.

We understand how critical the **security** and **confidentiality** of your client data is.

evolveVoucher was built with those two pillars as our North Star. ★

Your data goes straight into eVoucher from your computer, through your browser.

We just help you do it faster and better.



# evolve VOUCHER

## DATA SECURITY NOTICE

We understand how crucial the confidentiality of your billing data is. This app only transmits your billing data directly to eVoucher. No billing data is ever transmitted to any other server or stored outside your computer. Your data stays with you, your computer, and the government's servers, just as though you'd painstakingly typed it in yourself; *only faster*.

[Continue →](#)



First, export your slips to a CSV or Text file



Then open evolveVoucher application

See additional instructions built into the application for the file format for your law firm's software.

Currently supported platforms include BillingsPro, Clio, Timeslips, Timesolv, and our custom Excel spreadsheet.

# Add a new Bill

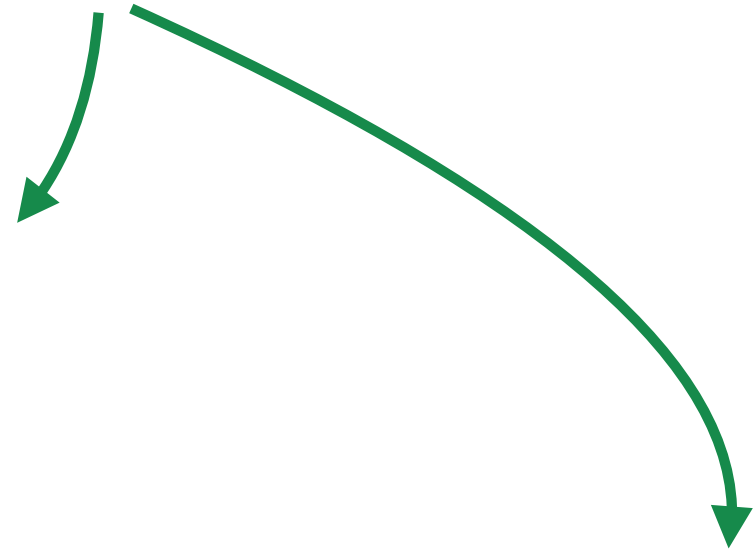
## Select CJA 20,21,30, or 31



First Time Use



Add Your First Bill



CJA 20  
IN PROGRESS

USA v. SMITH

ACCOUNT: [redacted] Attorney  
CREATED: Jun 13, 2024

SERVICES

83 SLIPS  
\$6047.83

EXPENSES

4 SLIPS  
\$178.26

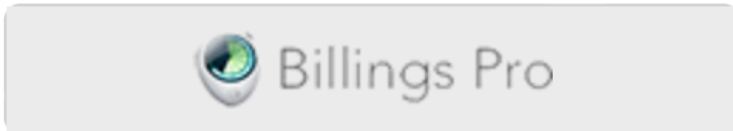



Subsequent




## Add your slips

IMPORT SLIPS







✓ Select button for your practice management software or export file.

✓ Select your export file (we recommend initially saving it to your desktop so you can find it easily, then move that file to your client file to save it).

*Note: if you want to use Excel, you must download and use the custom template we include in the application. A generic excel will have errors.*

# 3

## Match your Slips to eVoucher's Billing Codes

← CJA 20



VOUCHER NOT ASSIGNED ⓘ

① Add Slips — ② Check — ③ Profile — ④ Assign — ⑤ Process Slips — ⑥ Review

Import Remove all

Upload →

DATE	SERVICE TYPE	HOURS	RATE ⓘ	AMOUNT	DESCRIPTION
<input type="checkbox"/> Feb 20, 2020	OCTR - Travel Time ↔ ServicesTravelHours	0.20	\$152.00	\$30.40	travel to from PSR
<input type="checkbox"/> Feb 7, 2020	OCTR - Travel Time ↔ ServicesTravelHours	0.25	\$152.00	\$38.00	Travel to from PSR PSR writer noshowed
<input type="checkbox"/> Jan 9, 2020	OCTR - Travel Time ↔ ServicesTravelHours	0.10	\$152.00	\$15.20	return travel from courthouse
<input type="checkbox"/> Apr 13, 2020	OCSR - Legal Research ↔ ServicesResearchWritingH...	0.60	\$152.00	\$91.20	finish objection letter, text with client, review



In the previous example, most of the matching has been done so the slips show green; evolve will highlight if one still needs to be matched, shown in red.

- ✓ Make sure you look for any red, unmatched slips, on BOTH the services and expenses tab.
- ✓ Spot check your matches are correct.

# +Add the slips to the bill

← CJA 20 Health Check

VOUCHER NOT ASSIGNED ⓘ

- ✓ Add Slips
- ② Check
- ③ Profile
- ④ Assign
- ⑤ Process Slips
- ⑥ Review

✓ EVERYTHING LOOKS GREAT!

EVOLVEVOUCHER CREDITS	✓ Verified
SERVICE SLIP 1	✓ Verified
SERVICE SLIP 2	✓ Verified
SERVICE SLIP 3	✓ Verified

evolve confirms  
your data

# Launch eVoucher from within evolve & log in via login.gov

← CJA 20

VOUCHER NOT ASSIGNED ⓘ

✓ Add Slips — ✓ Check — ③ Profile — ④ Assign — ⑤ Process Slips — ⑥ Review

## SECURE CJA LOGIN



When you click the button below, a secure window will open the CJA eVoucher Website.



Enter your credentials and click "Log In".



Once you are logged in, the window will close and you will move onto the Assign Voucher step.



Launch Secure Browser

We do not store your credentials OR your data. You are interacting directly with eVoucher.

# Select your profile from eVoucher (you may have just one or two, depending)

← CJA 20

VOUCHER NOT ASSIGNED ⓘ

✓ Add Slips — ✓ Check — ③ Profile — ④ Assign — ⑤ Process Slips — ⑥ Review

## SELECT PROFILE

5 Profiles found. Please select the Profile to which you would like to assign this Bill.

Select District of Columbia - Attorney

Select Ninth Circuit - Attorney

Select Oregon - Attorney

Select Oregon - Expert

Select Oregon - Expert

The browser window will “fetch your appointments” and you’ll get a dropdown menu of your appointments – select the client you’re billing.

← CJA 20

VOUCHER NOT ASSIGNED ⓘ

✓ Add Slips

✓ Check

✓ Profile

④ Assign

⑤ Process Slips

⑥ Review

### SELECT APPOINTMENT

3 Appointments found. Please select the Appointment to which you would like to assign this Bill.

Select	USA v. Smith	3:24 CR 00123 PM
Select	USA v. Smith	3:24 CR 00124 PM
Select	USA v. Smith	3:24 CR 00125 PM

# 4

## Click to start the magic

← CJA 20

USA v. SMITH



- ✓ Add Slips
- ✓ Check
- ✓ Profile
- ✓ Assign
- 5 Process Slips
- 6 Review

### READY TO PROCESS YOUR SLIPS

0 SERVICES

0 of 0 Pending

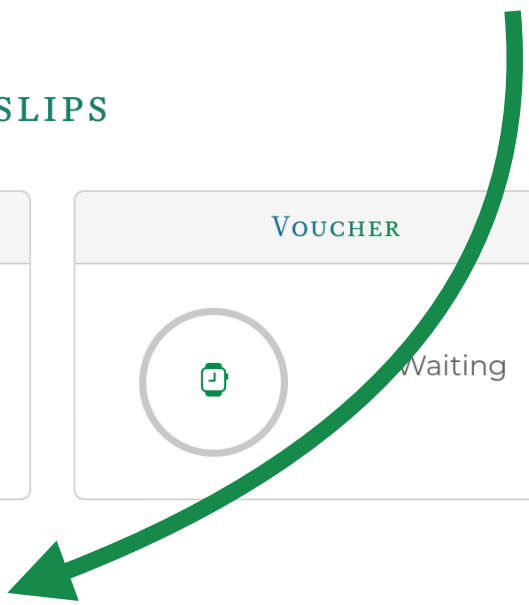
0 EXPENSES

0 of 0 Pending

VOUCHER

Waiting

Start processing slips





# That's it. You're done.

evolveVoucher will create your CJA 20 (21, 30, or 31!) & start the automated entry.

*I recommend getting a cup of coffee or tea before this step so you can watch the gentle spinning wheel of slip uploads and contemplate the number of hours of frustration you are saving.*

You'll begin seeing the program add your services & expenses.

Unlike eVoucher, evolveVoucher will automatically SAVE your data when it's done.





# Finish billing

← CJA 20

USA v. SMITH



✓ Add Slips — ✓ Check — ✓ Profile — ✓ Assign — ✓ Process Slips — ⑥ Review

Review your voucher



Your bill was successfully uploaded, but your voucher has not yet been submitted for processing.


Please review your voucher in the Secure Browser and VERIFY THE ACCURACY OF ALL SLIPS BEFORE SUBMITTING IT.

Review

Close Secure Browser

Basic Info Services Expenses Claim Status Do

# Services

Date: 7/11/2024 \*  Description

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$172.00 per hour.

\* Required Fields

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

Service Type	Date ▲	Description
b. Obtaining and Reviewing Records	02/11/2022	review FD notes email to AUSA re case
e. Investigative and Other Work	02/15/2022	search for client, locate in MCDC email e
a. Interviews and Conferences	02/15/2022	TCW client, TCW client mom for backgro
e. Investigative and Other Work	02/15/2022	draft investigation request draft treatmen
b. Obtaining and Reviewing Records	02/15/2022	review PACER
a. Interviews and Conferences	02/15/2022	TCW AUSA proffer info on Zelle
e. Investigative and Other Work	02/15/2022	Draft letter to client
a. Interviews and Conferences	02/16/2022	Attempt to call client convo with client m
a. Interviews and Conferences	02/17/2022	Text convo with mom extensive question:
a. Interviews and Conferences	02/21/2022	TCW investigator, debrief initial meeting c

Page 1 of 9 (87 items) < [1] 2 3 4 5 6 7 8 9 >

<< First < Previous Next > Last >> Save

CJA-20 Voucher Entry

← CJA 20

✓ Add Slips

✓ M/ECF

r #:   
 ate: 2/11/2022

Services:

enses:

ntation Fee Limit:   
 ..

unt Remaining After Approved   
 ling:   
 (6.00)

[Appointment Representation](#)

[Service Entries \(.csv\)](#)

[Ant Detail Report](#)   
 information for this   
 ant in the case. Includes   
 riod of vouchers and   
 r numbers.

slips

- ✓ Upload your supporting documents as usual
- ✓ Check your service dates (evolveVoucher will have found them for you, no more clicking around to find the first & last dates).
- ✓ ✓ **DOUBLE CHECK FOR ACCURACY**
- ✓ Submit your bill.

# Finesse Points

Hopefully you're using billing codes in your practice management software.

If you're not using billing codes, we recommend you set them up TODAY because once you have matched your codes, **evolveVoucher will remember your selections on your local machine & you won't have to rematch the codes.**

This will be an additional time savings.

*See the individual pages for Clio, Timeslips, Timesolv, and Billings Pro on how to do this.*

# ✓ ✓ Double Check

With any automatic computer system, we recommend spot checking to ensure accuracy.

*Please note: We cannot control eVoucher - it is notoriously buggy and fickle. Please ensure your uploaded data is correct before submitting it. evolveVoucher takes no responsibility for bills submitted with errors.*

# Tell your friends

- 🕒 Help support the application.
- 🕒 Tell your colleagues how much time you saved
- 🕒 Post about us on social media & use #evolveVoucher for the chance to win free vouchers.