

## Guidelines to Hiring a Service Provider in eVoucher

All authorizations to hire a service provider or expert must be made through eVoucher. A memorandum in support should be attached to the Documents page to inform the Judge and/or Circuit Delegate Judge of the details regarding why you need to hire a service provider, their rate and their qualifications. If there is a reason for the service provider to receive interim payments this information would be included as well. Your authorization should include the service provider's W-9, their phone number and email. The Security Form which requires their signature should be mailed to my attention.

You can now decide if you want to enter your service provider's time or allow them to enter their time themselves. Please keep in mind it is your responsibility to inform your service provider of how to use eVoucher. The CJA 21 manual is located on the Links tab, the Help Button and Audit Assist are great resources. When creating the CJA 21/31 the radio button will be left blank and you must select Attorney or Expert. If you select **Attorney**, you will fill out their voucher. If you select **Expert**, then the service provider will fill out their voucher.

You can email me or include in your authorization the service provider should not have Expert Enter rights and I can create their account the way I do now, and the radio button will only read Attorney and the Expert button will be greyed out.

Example of how the CJA 21/31 look when the radio button is selected:

Attorney chose to enter time for Expert

**Voucher Assignment \***  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

Expert has rights to enter their own time

**Voucher Assignment \***  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

Attorney enter time for Expert, Expert does not have rights to eVoucher

**Voucher Assignment \***  Attorney  Expert  
*This indicates who will be responsible for filling the voucher claim part*

If you are entering the voucher on behalf of the service provider their supporting documentation of service time is still required and should be uploaded in pdf format to the Documents Page. Service providers who enter their time should not group categories together and they should not do summary totals. The sample worksheet is attached on the Authorization to Hire an Expert/Service Provider on the Links tab.

All CJA Guidelines and the Court's Policy and Procedure regulations are always to be followed.