

Creating CJA eVoucher Travel Request

This process should be completed and your travel approved before you contact National Travel. National Travel will book your flight using the Court's corporate travel card.

Navigate to your client's Appt Info page in eVoucher. Click Create next to Travel.

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH
Create

Authorization for Expert and other Services

AUTH-24
Create

Authorization for payment of transcript

CJA-21
Create

Authorization and Voucher for Expert and other Services

CJA-24
Create

Authorization and Voucher for Payment of Transcript

TRAVEL
Create

Authorization for payment of Travel



- Basic Info
- Authorization Request
- Documents
- Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0976	2. PERSON REPRESENTED Isael Herrera-Martinez	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER 1:19-MJ-10314-1-EJL	4. DIST. DKT/DEF. NUMBER 1:19-CR-00037-1-EJL	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Herrera-Martinez	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED CMP DISTRIBUTING METHAMPHETAMINE; 21 U.S.C. § 841(d)(1), (b)(1)(A)			
12. ATTORNEY'S NAME AND MAILING ADDRESS Greg S. Silvey - Bar Number: 5139 P.O. Box 5501 Boise ID 83705 Phone: 208-286-7400 - Fax:		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> K Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Ronald E. Bush Date of Order 1/14/2019 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: National Travel Service (NTS) ▼

National Travel Service (NTS)
 707 Virginia Street East
 Suite 100
 Charleston, WV 25301

Phone: (800) 445-0668
 Fax:
 Email:

Click the Authorization Request tab and fill in requested information. Call the CJA Administrator (Sam) to provide you with the approximate airfare.

Basic Info | **Authorization Request** | Documents | Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling:	<input type="text"/>	*
Address of Person Traveling:	<input type="text"/>	*
Purpose of Travel:	<input type="text"/>	*
Travel From Location:	<input type="text"/>	*
Travel To Location:	<input type="text"/>	*
Estimated Dates of Travel:	<input type="text"/>	*

Travel Requested *	Estimated Cost	Instructions for requesting amounts for the travel items:
<input type="checkbox"/> Airline Tickets via CJA Government Travel Agency	<input type="text"/>	1. Check the box in front of the travel item. 2. Complete the estimated dollar amount. The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines. Complete information for one traveler per form.
<input type="checkbox"/> Ground Transportation	<input type="text"/>	
<input type="checkbox"/> Subsistence (Hotels & meals)	<input type="text"/>	
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/>	

Total Estimated Cost:

Justification for Request:

Add Remove

Fill in all mandatory fields (fields marked with a red *)

Justification for Request:

Enter the reason for your travel, i.e. "meeting with client to review PSIR" etc.

Once this page has been filled in, click the "Add" button.

Next, click the Documents tab and attach your PDF Travel Request. Click the Confirmation tab and submit.

Once submitted to the Clerk's office, we will attach a Travel Authorization and forward to chambers for their review and approval. Chambers will affix their signature to the Travel Authorization and return to the Clerk's Office and the panel member.