District of Oregon CJA Tip Sheet

Vouchers Paid Report

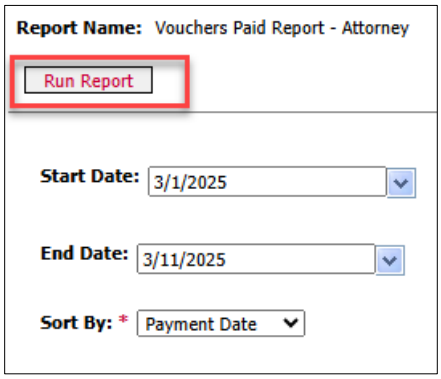
Banks do not always display identifying information such as a client's name or voucher number on voucher payments via EFT. To identify which payment is for which voucher, attorneys and experts can run an eVoucher report to view additional identifying information on both paper check and EFT payments. Payments appear on the report only after the payment has cleared, usually a few days after the date of deposit.

NOTE: If an attorney or expert works in multiple districts or in both the circuit and a district, the report must be run for each court profile to see payments for each respective eVoucher account. If the report does not appear as an option on the Reports tab, contact the local eVoucher helpdesk and ask them to add the report.

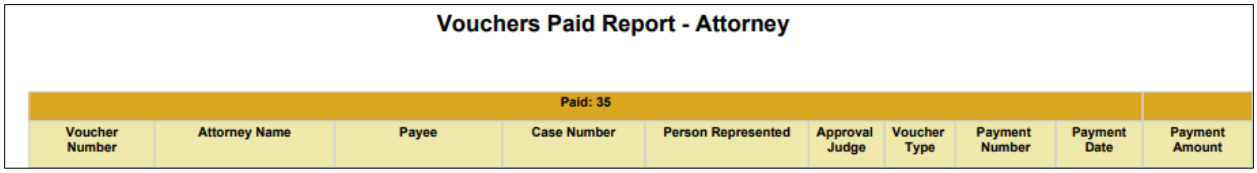
Vouchers Paid Report – Attorney

1. Click on the Reports Menu in eVoucher, then click on Vouchers Paid Report - Attorney

2. Enter in start date, end date, choose a sort option, then click Run Report. Note that the default format for the report is a PDF, but Excel, CSV, and HTML formats are available in the upper right of the screen before clicking Run Report.



3. Results will have these columns. Attorneys can use Ctrl+F to quickly locate a specific payment amount or other search term.



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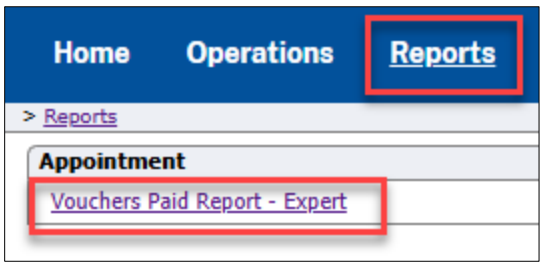
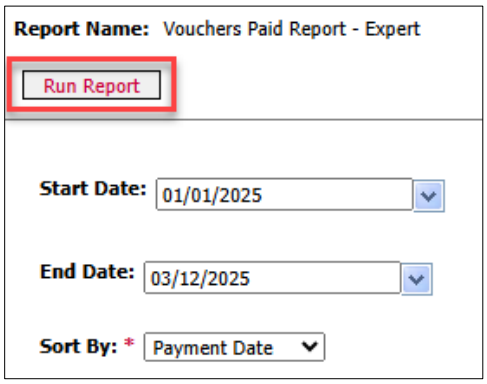
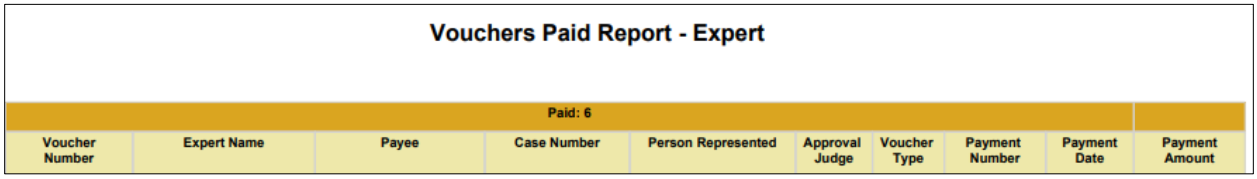
Vouchers Paid Report

Vouchers Paid Report – Expert

1. Click on the Reports Menu in eVoucher, then click on the Vouchers Paid Report - Expert



2. Enter in start date, end date, and choose the sort by option desired, such as sort by Payment Date, then click Run Report. Note that the default format for the report is a PDF, but Excel, CSV, and HTML formats are available in the upper right of the screen before clicking Run Report.



3. Results will have these columns. Experts can use Ctrl+F to quickly locate a specific payment amount or other search term.