

## **Instructions for submitting vouchers completed in the Attorney Timekeeping System**

Summary totals for each service and expense category by calendar year will need to be entered in eVoucher and the Attorney Timekeeping System voucher must be attached as documentation. Please use the following dates for entering summary totals:

the last date of service for work done between 1/1/2016 and the last day of service  
12/31/2015 for work done between 1/1/2015 and 12/31/2015  
12/31/2014 for work done between 3/1/2014 and 12/31/2014

For example, if there was 30.0 hours for interviews and conferences, 18.0 hours between 1/1/2015 and 12/31/2015 and 12.0 hours between 1/1/2016 and 4/22/2016, you would enter 18.0 hours for interviews and conference on 12/31/2015 and 12.0 hours for interviews and conferences on 4/22/2016.

Please use "See attached voucher" for the description of each summary entry.

If you have any questions, please contact the eVoucher help desk by phone at (214) 753-2173 or email at [evoucher@txnd.uscourts.gov](mailto:evoucher@txnd.uscourts.gov).