



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

Release 4.3

November 2015



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Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice ACT (CJA) functions. The eVoucher program will allow for:

- On-line authorization requests by attorneys for service providers.
- On-line voucher completion by the service provider or by the attorney acting for the service provider.
- On-line voucher review and submission by the attorney.
- On-line submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Upload supporting documents to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.

Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Some Courts may send a proposed email to the Attorney, awaiting acceptance of a specific case.

Accessing the CJA eVoucher Program

The CJA eVoucher site for the Southern District of Florida can be accessed using the link below. It is suggested that you bookmark it for easier access.

https://evadweb.ev.uscourts.gov/CJA_fl_s_prod/CJAeVoucher/Logon.aspx?ReturnUrl=/CJA_fl_s_prod/CJAeVoucher

Log in using your Username and Password you were provided, and click 



Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login?** hyperlink. Enter your **Username** or **Email** address, and click **Recover Logon** to retrieve your information.



Home Page

Your home page provides access to all of your appointments and vouchers.

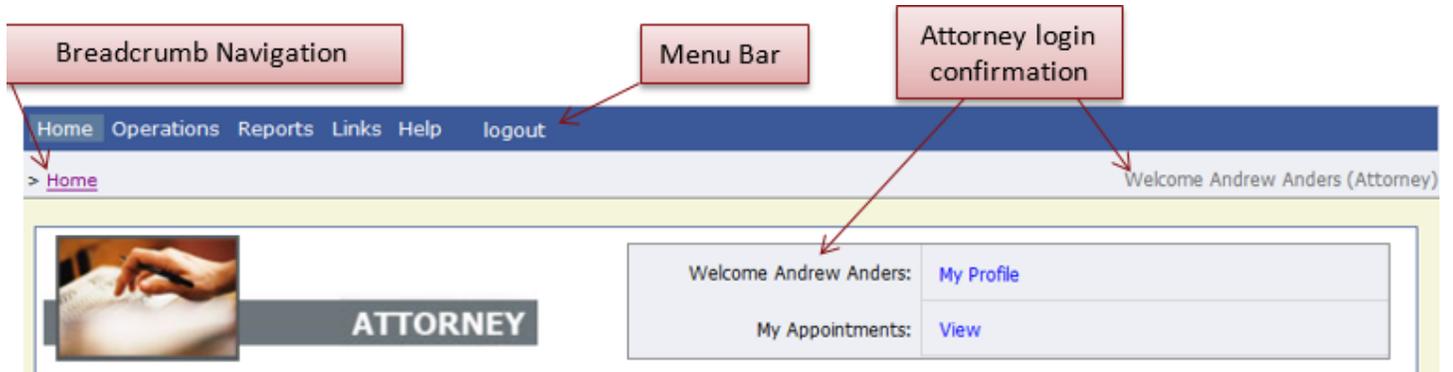
Security prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

The screenshot shows the attorney's home page with the following sections:

- My Active Documents:** A table with columns for Case, Medial Branch, Case ID, and Status. It lists two active cases.
- My Proposed Assignments:** A section for appointments with details like Case, Defendant, Order Type, Order Date, Fee, Judge, and App. Pkg. Judge.
- Appointments' List:** A list of appointments with details for each case, including representation type, order type, order date, fee, judge, and appointment package.
- My Submitted Documents:** A section for documents submitted to the court, showing case details and a 'Submitted to Court' status.
- My Service Provider's Documents:** A section indicating that no vouchers have been recorded in the database.
- Closed Documents:** A section indicating that no vouchers have been recorded in the database.

| Folder Descriptions | |
|--|--|
| My Active Documents | Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action. |
| Appointments' List | Quick reference to all your appointments |
| My Proposed Assignments | Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment. |
| My Submitted Documents | Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder. |
| My Service Provider's Documents | Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"> • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment |
| Closed Documents | Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page. |

Navigating in the CJA eVoucher Program



| Menu Bar Items | |
|-------------------|---|
| Home | The eVoucher home page |
| Operations | Allows you to search for specific appointments |
| Reports | Selected reports you may run on your appointments |
| Links | Hyperlinks to CJA resources: forms, guides, publications, etc. |
| Help | Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" email Privacy Notice |
| Logout | Logs user off the eVoucher program |

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the **plus sign**  to expand a folder. Click the **minus sign**  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.
A **crosshair** icon  will appear.

Step
2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., **Case, Description, Type**) to sort in either ascending or descending order.

Resizing of Column

Step
1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a **double arrow**  appears.

Step
2

Drag the line in the desired direction to enlarge or reduce the column size.

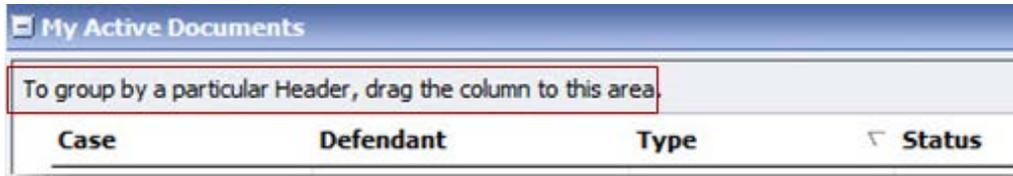
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the Group Header bar may be sorted in this manner.

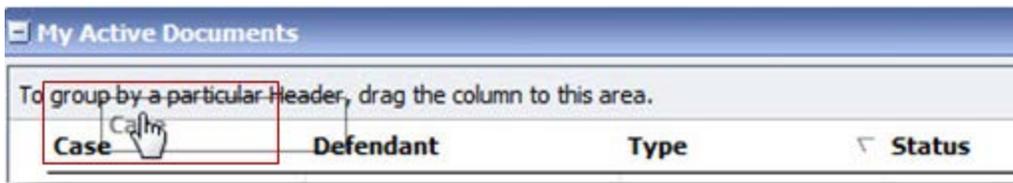
Step
1

Click the header for the column you wish to group.



Step
2

Hold the cursor and drag the header to the **Group by: Header** bar.



Step
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.



My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section).
- Edit contact information, phone, e-mail, physical address (Attorney Info section).
- Update social security number (SSN) or employee identification numbers (EIN) and any firm affiliation (**Billing Info** section).
- Add a time period in which you will be out of office (Holding Period).
- Document any CLE attendance (Continuing Legal Education section).

Click the **My Profile** link from either the **Home** screen or the **Help** menu bar to open the **My Profile** page.

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with links: Home, Operations, Reports, Links, Help, and Logout. Below this is a light blue breadcrumb trail starting with '> Home'. A dropdown menu is open under the 'Help' link, showing 'My Profile' (highlighted with a red box), 'Contact Us', and 'Privacy'. On the right side of the page, there is a user greeting: 'Welcome Andrew Anders (Attorney)'. Below the navigation, there is a main content area. On the left, there is a placeholder image of hands typing on a keyboard, with a dark grey box containing the word 'ATTORNEY' in white capital letters. On the right, there is a light grey box containing two rows of text: 'Welcome Andrew Anders:' followed by a blue link 'My Profile' (highlighted with a red box), and 'My Appointments:' followed by a blue link 'View'.

The screenshot shows the 'My Profile' page for Andrew Anders. The navigation bar includes Home, Operations, Reports, Links, Help, and logout. The page title is '> Help > My Profile' and the user is identified as 'Welcome Andrew Anders (Attorney)'. The page is divided into five sections, each with an 'Edit' or 'View' button on the right:

- Login Info:** Your Login information. Username: **Anders**. Button: **Edit**.
- Attorney Info:** Your personal info. Bar Number: [blank]. Your Name: **Andrew Anders**. Your Contact Info: Phone: 210-833-5623, Fax: deadmail@support.aotx.uscourts.gov. Your Address: 110 Main Street, San Antonio, TX 78210, US. Button: **Edit**.
- Billing Info:** List all available billing info records. Your default billing info is: **Andrew Anders**, Billing Code: 0101-000001, 110 Main Street, San Antonio, TX 78210 - US, Phone: 210-833-5623, Fax: [blank]. Buttons: **Select**, **Add**, **Edit**.
- Holding Period:** There is **1** period of time during which case cannot be taken. Button: **View**.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info. Button: **View**.

Changing My Profile Username and Password

Step 1

Under the **Login Info** section, click **Edit** to change your Password.

This screenshot shows the 'My Profile' page with the 'Edit' button in the 'Login Info' section highlighted with a red box. The page title is '> Help > My Profile' and the user is identified as 'Welcome Andrew Anders (Attorney)'. The 'Login Info' section shows 'Your Login information' and 'Username: **Anders**'. The 'Edit' button is located to the right of the 'Username' field.

Step 2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

This screenshot shows the 'My Profile' page with the 'Login Info' section expanded. The 'Username' field contains 'Anders' and the 'Password' field contains '****'. The 'change' button is highlighted with a red box next to the 'Username' field, and the 'reset' button is highlighted with a red box below the 'Password' field. A 'Close' button is also visible in the top right corner of the section.

Step 3

To reset your password, click **reset**.

Step 4

Type the new password and retype it in the **Confirm** field.

Step 5

Click **Reset** to save.

Step 6

Click **Close** to exit the **Login Info** section.

This screenshot shows the 'Login Info' section of a user profile page. On the left is a blue box labeled 'Login Info' with the subtitle 'Your Login information'. On the right, there are three input fields: 'Username' with the value 'Anders' and a 'change' link; 'Password' with masked characters and a 'Strength: Strong' indicator; and 'Confirm' with masked characters. A red box highlights the 'Password' and 'Confirm' fields. Below these fields are 'Reset' and 'cancel' buttons, with 'Reset' also highlighted by a red box.

This screenshot shows the 'Login Info' section after the password change. The 'Username' field now shows 'Anders' with a 'change' link. The 'Password' field shows '****' with a 'reset' link. A 'Close' button is highlighted with a red box in the top right corner. The page title in the top right corner reads 'Welcome Andrew Anders (Attorney)'.

Attorney Info

Step 1

Under the **Attorney Info** section, click **Edit** to access your personal information.

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Make any necessary changes.

Attorney Info
Your personal info

SSN Instructions:
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

Save
[cancel](#)

Step 3

Click **Save**.

Note:

- Each attorney (except Associates) must enter his or her social security number into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
 Billing Code:0101-000001
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-833-5623
 Fax:

Select
Add
Edit

Step 2

Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

Make any necessary changes and click **Save**.

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Save
cancel

Step 4

If applicable, add **Billing Info** for a firm or an associate by clicking the corresponding radio button.

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN:
Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:
Address 2:
Address 3:

City: State: Zip Code:

Country: UNITED STATES

Save
cancel

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code:

Save
cancel



Andrew Anders
Billing Code: 0101-000001
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Note:

- Attorneys with a pre-existing agreements must enter the firm’s EIN and name (required).
- Associates do not need to enter a social security number, but they will need to enter the billing code of the attorney to be paid.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you will not be given a new assignment.

Step 1 In the **Holding Period** section, click **View**.

The screenshot shows a light blue box on the left labeled "Holding Period". To its right, the text reads: "No info has been stored. Please click VIEW to type your info." A red box highlights a "View" button in the top right corner.

Step 2 Click **Add**.

The screenshot shows the "Holding Period" section with a table. Above the table are buttons for "Back", "Edit", "Add", and "Delete". The "Add" button is highlighted with a red box. The table has columns for "Starting", "Ending", and "Notes". A search bar is on the right. The table content shows "No Holding Period" and "No data" at the bottom right.

Step 3 Enter the **Starting Date** and **Ending Date**, along with any applicable **Notes**.

The screenshot shows the "Holding Period" section with a form. The "Save" button is highlighted with a red box. The form fields are: "Starting Date" (07/11/2014), "Ending Date" (08/01/2014), and "Notes" (Vacation Cruise.).

Step 4 Click **Save**.

Continuing Legal Education

Step
1

Under the **Continuing Legal Education** section, click **View** to access your CLE information.

The screenshot shows a web interface for 'Continuing Legal Education'. On the left is a blue sidebar with the title 'Continuing Legal Education'. The main content area contains the text: 'No info has been stored. Please click VIEW to type your info.' A red box highlights a 'View' button in the top right corner.

Step
2

To add CLE information, click **Add**.

The screenshot shows the 'Continuing Legal Education' interface. At the top, there are buttons for 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons is a table with columns: 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The table is currently empty, with the text 'No Continuing Legal Education' and 'No data' displayed. A search box is visible on the right side of the table.

Step
3

Click the **Credit** drop-down menu to select CLE categories.

The screenshot shows the 'Continuing Legal Education' form. At the top, there are 'Back' and 'Save' buttons. Below them is a 'Credit' drop-down menu with 'Sentencing-rel' selected. A red box highlights this menu. Below the menu are fields for 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A red box also highlights these fields. At the bottom, there is a note: 'Document: After you save the information about this Continuing Education, you will be able to upload related documents.'

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note: After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step 6 Click **Browse** to upload and attach a PDF document.

The screenshot shows a form for entering CLE information. At the top, there are 'Back' and 'Save' buttons. Below them are fields for 'Credit' (a dropdown menu showing 'Sentencing-re'), 'Date' (a date picker showing '05/15/2014'), and 'Hours' (a text box with '0'). A large 'Description' text area is below these. At the bottom, there is a 'Document' field with a 'Browse...' button to its right. Red boxes highlight the 'Save' button and the 'Browse...' button.

Step 7 Click **Save**.

All entries will appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

The screenshot shows the 'Continuing Legal Education' grid. At the top, there are 'Back', 'Edit', 'Add', and 'Delete' buttons. Below them is a search bar and a table. The table has columns: Files, Credit, Date, Hours, Subject. The first row is highlighted in yellow and contains the values: 0, Sentencin..., 05/15/2014, 0. The page number '1' is shown at the bottom left, and 'Page 1 of 1 (1 items)' is shown at the bottom right. Red boxes highlight the 'Edit' and 'Delete' buttons and the first row of the table.

| Files | Credit | Date | Hours | Subject |
|-------|--------------|------------|-------|---------|
| 0 | Sentencin... | 05/15/2014 | 0 | |

Appointments' List

Locate the **Appointments** section under the **Appointments' List** on your home page.

Step 1

Click the case number hyperlink to open the **Appointments** page.

Appointments' List

| Appointments | Defendant |
|---|--|
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge: |
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge: |

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-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case
Compensation Maximum: District Court

TRAVEL [Create](#)
Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Attorney Time Report](#)

Appointment Info

| | | | |
|--|---|--|--|
| 1. CIR. DIST./DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA | 5. APPEALS DKT. DEF. NUMBER | 6. OTHER DKT. DEF. NUMBER |
| 7. IN CASE MATTER OF(Case Name) USA v. Branson | 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 15:1825 F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Vouchers on File

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

| Case | Defendant | Type | Status |
|--|---|--|---|
| 1:14-CR-08805-AA Start: 03/03/2014 End: 06/05/2014 | Jebediah Branson (# 1) Claimed Amount: 778.40 | CJA-20 Andrew Anders | Submitted to Court 0101.0000001 INTERIM PAYMENT 1 |
| 1:14-CR-08805-AA Start: 04/02/2014 End: 01/01/1900 | Jebediah Branson (# 1) Claimed Amount: 1,000.00 | AUTH Chemist, Toxicologist | Submitted to Court 0101.0000002 |
| 1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014 | Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00 | AUTH-24 | Voucher Closed 0101.0000026 |
| 1:14-CR-08805-AA Start: 05/15/2014 End: 05/15/2014 | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-21 Luz Garcia Hair, Fiber Expert | Voucher Entry Edit |
| 1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014 | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-24 Teresa Transcripts | Voucher Entry Edit |
| 1:14-CR-08805-AA Start: 01/01/1901 End: 01/01/1901 | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Entry Edit |
| 1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014 | Jebediah Branson (# 1) Claimed Amount: 14.50 | CJA-24 Teresa Transcripts | Submitted to Attorney 0101.0000149 |

Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
2

From the **Appointment** page, click **View Representation**.

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](#)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [logout](#)

Representation

In this page you can access information of an existing representation.

Reports

[Representation Report](#)

Representation Info

| | | | | |
|--|---|---|--|------------------------------------|
| 1. CIR./DIST./DIV.CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF NUMBER | 4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA | 5. APPEALS. DKT/DEF NUMBER | 6. OTHER. DKT/DEF NUMBER | |
| 7. IN CASE/MATTER OF(Case Name) USA v. Branson | 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 15:1825.F INSPECTION VIOLATION PENALTIES | | | | |
| EXCESS FEE LIMIT \$9,900.00 | PRESIDING JUDGE Albert Albertson | MAGISTRATE JUDGE | DESIGNEE | |
| App.ID | Attorney | Order Type | Order | Email |
| 2 | Andrew Anders | Appointing Counsel | 03/03/14 | deadmail@support.aotx.uscourts.gov |

Step
3

Click **Home** on the menu bar at the top of the page.

CJA 20 Voucher Process Overview

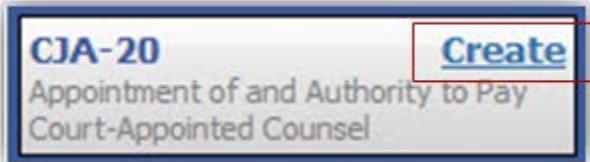


Creating the CJA 20 Voucher

The court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note: All voucher types and documents function primarily the same.

Step 1 From the **Appointment** page, click **Create** from the CJA-20 Voucher template.



The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: [blank]
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

[Defendant Detail Budget Report](#)
Detail budget info for defendant

[Form CJA20](#)

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

[Basic Info](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [Documents](#) | [Confirmation](#)

Basic Info

| | | | |
|--|---|--|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF NUMBER | 4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA | 5. APPEALS. DKT/DEF NUMBER | 6. OTHER. DKT/DEF NUMBER |
| 7. IN CASE/MATTER OF(Case Name) USA v. Branson | 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 15:1825.F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input checked="" type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Payment Info

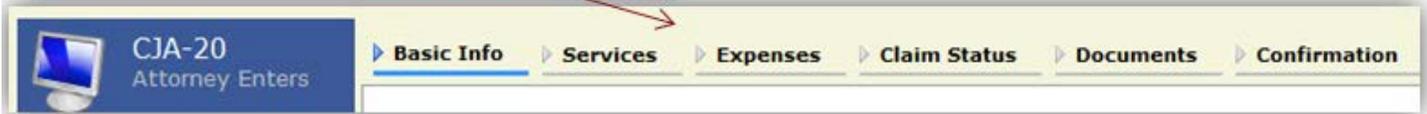
Preferred Payee: Andrew Anders

Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

<< First < Previous Next > Last >> Save Delete Draft

Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

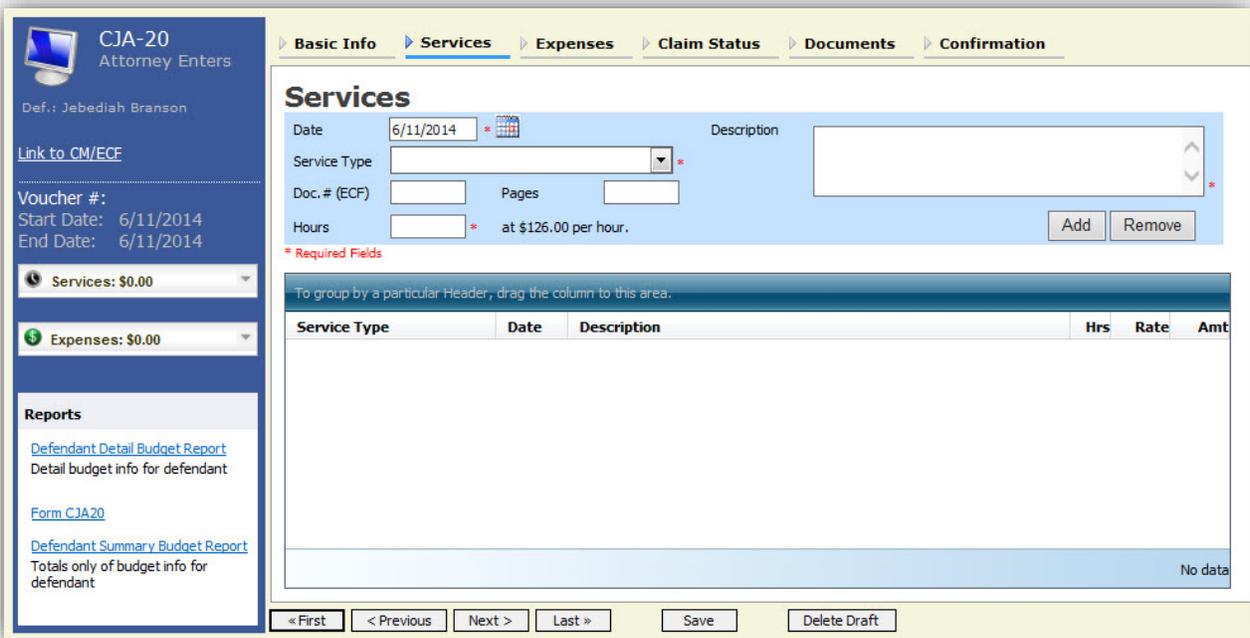
- The user should save any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using the tab headings or progress bar.

Entering Services

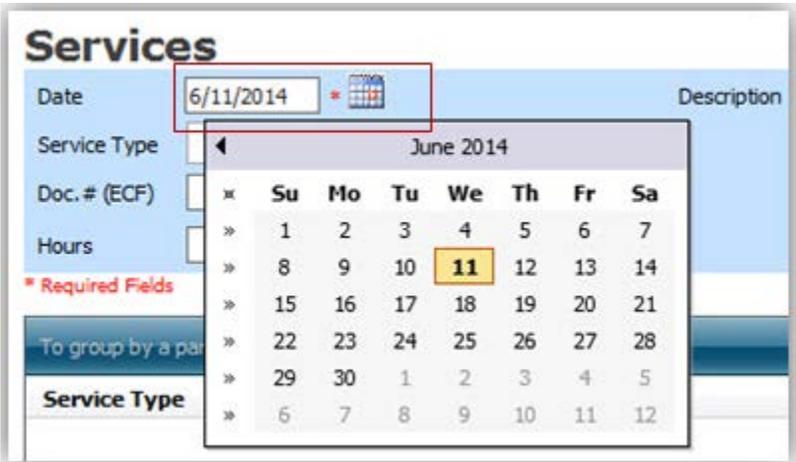
Line-item time entries should be entered on the **Services** tab.
Both In-Court and Out-of-Court time should be recorded on this screen.

Step 2 Click the **Services** tab or click **Next**, located on the progress bar.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically to save your work.



Step 3 Enter the date of the service. The default date is always the current date. You may type in the date or click the **calendar** icon to select a date from the pop-up calendar.



Services (cont'd)

Step 4 From the **Service Type** drop-down menu, select the service type.

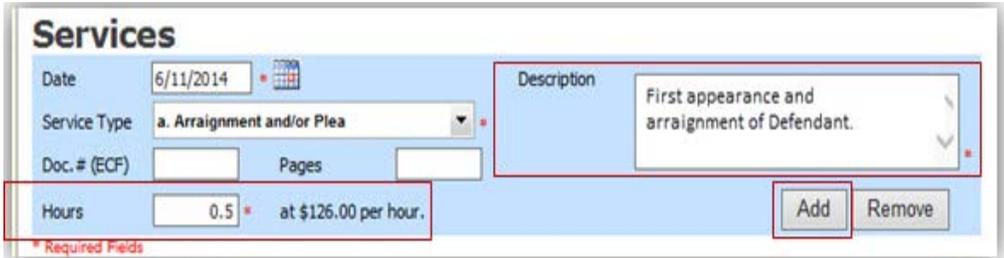
Note: You may add dates in any order. You can sort in chronological order at any time.



Step 5 Enter hours of service in tenths of an hour.

Step 6 Enter a description.

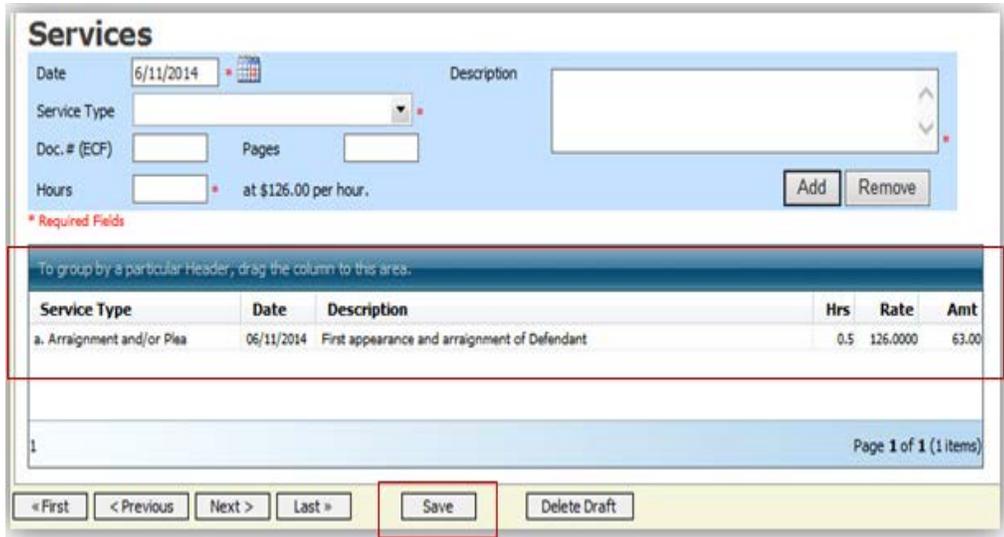
Step 7 Click **ADD**.



Note:

- You may add time in any order.
- Double-click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the **Service Type** section.



Step 8 Click the **Date** header. This will sort services according to date.

Step 9 Click **Save**.

Entering Expenses

Step 1

Click the **Expenses** tab or click **Next**.

The screenshot shows the 'Expenses' tab in a software interface. At the top, there are navigation tabs: Basic Info, Services, Expenses (selected), Claim Status, Documents, and Confirmation. Below the tabs, the 'Expenses' section contains several input fields: 'Date' with the value '6/12/2014', 'Expense Type' with a dropdown menu, 'Miles' with an input field and the text 'at \$0.5600 per mile.', and 'Amount' with an input field. To the right of these fields is a large 'Description' text area. Below the input fields, there are 'Add' and 'Remove' buttons. A red asterisk indicates required fields. Below this is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty, with 'No data' displayed at the bottom right. At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and action buttons: Save, Delete Draft.

Step 2

From the **Expense Type** drop-down menu, select the applicable expense.

This screenshot shows the same 'Expenses' form as in Step 1, but with the 'Expense Type' dropdown menu open. The menu lists several options: Travel Miles, Travel Misc., Fax, Long Distance Charges, Photocopies, Postage, and Other Expenses. The 'Date' field still shows '6/12/2014'. The rest of the form, including the table and navigation buttons, remains the same as in the previous screenshot.

Entering Expenses (cont'd)

Step 3 If **Travel Miles** is selected, enter the round trip mileage.

Step 4 Enter a description in the **Description** field.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 6/12/2014
- Expense Type: Travel Miles
- Miles: 20 at \$0.5600 per mile.
- Description: Travel to and from Court

The 'Add' button is highlighted with a red box. Below the form is a table with the following structure:

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data | | | | | |

Navigation buttons at the bottom include: << First, < Previous, Next >, Last >>, Save, Delete Draft.

Step 5 Click **Add**.

The entry will be added to the voucher and will appear at the bottom of the **Expense Type** section.

The screenshot shows the 'Expenses' form with the entry added to the table. The table row is highlighted with a red box:

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|-------------|--------------------------|------|--------|-------|
| Travel Miles | 06/12/20... | Travel to and from Court | 20 | 0.5600 | 11.20 |

Page 1 of 1 (1 items)

Navigation buttons at the bottom include: << First, < Previous, Next >, Last >>, Save, Delete Draft.

Entering Expenses (cont'd)

Notes:

- If photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Double-click an entry to edit.

Expenses

Date: * Description:

Expense Type: *

Miles: at \$0.5600 per mile.

Amount: *

* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|-------------|-----------------------------------|------|--------|-------|
| Photocopies | 06/12/20... | Copies - 100 pages @ .15 per page | 0 | 0 | 15.00 |
| Travel Miles | 06/12/20... | Travel to and from Court | 20 | 0.5600 | 11.20 |

Page 1 of 1 (2 items)

Step
6

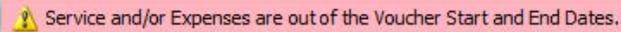
Click the **Date** column header. This will sort expenses according to date.

Step
7

Click **Save**.

Claim Status

Once you begin entering data on the Service and/or Expenses tab, you may receive what looks like an error message:



Service and/or Expenses are out of the Voucher Start and End Dates.

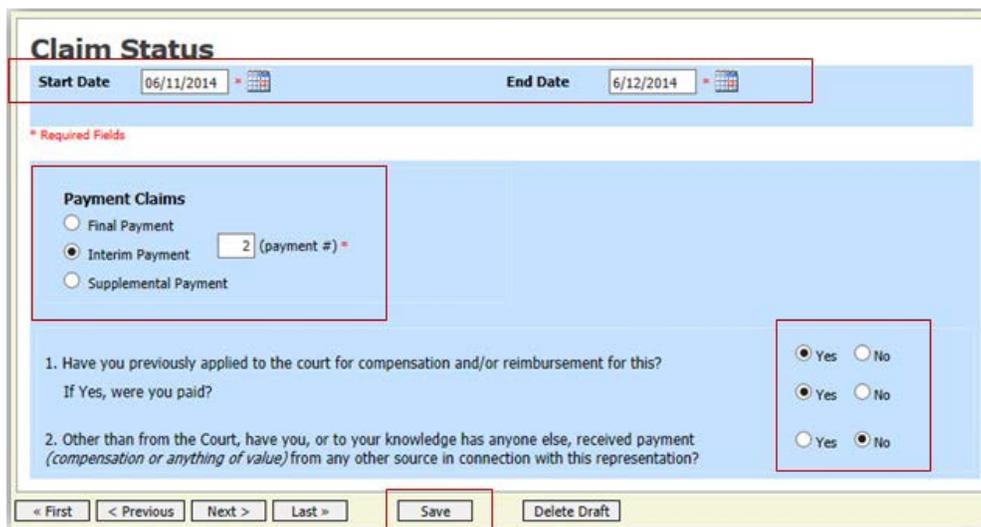
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step
1

Click the **Claim Status** tab or click **Next** located on the progress bar.

Step
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.



Claim Status

Start Date: 06/11/2014 End Date: 6/12/2014

* Required Fields

Payment Claims

Final Payment
 Interim Payment 2 (payment #)
 Supplemental Payment

1. Have you previously applied to the court for compensation and/or reimbursement for this?
If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? Yes No

<< First < Previous Next > Last >> **Save** Delete Draft

Step
3

Indicate payment type.

Note:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After the **Final Payment** number has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.

Step
4

Answer all the questions regarding previous payments in this case.

Step
5

Click **Save**.

Documents

Attorneys (as well as the court) may attach documents.

Attach any documentation that supports the voucher, i.e., travel or other expense receipts, orders from the court.

Step 1 To add an attachment, click **Browse** to locate your file.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

The screenshot shows the 'Supporting Documents' form. At the top, there is a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there are two input fields: 'File' and 'Description'. The 'File' field contains the path 'G:\AO\evoucher\CJA eVou' and a 'Browse...' button. The 'Description' field contains the text 'Copies of receipts'. To the right of the 'Description' field is a small 'x' icon. At the bottom right of the form is an 'Upload' button.

The attachment and description is added to the voucher and appears in the bottom of the **Description** section.

The screenshot shows the 'Supporting Documents' form after the document has been uploaded. The 'File' and 'Description' fields are now empty. Below the form, there is a section titled 'Description' with a table listing the uploaded document. The table has columns for 'Description', 'Delete', and 'View'. The row contains the text 'Copies of receipts', a 'Delete' button, and a 'View' button. At the bottom of the page, there is a navigation bar with buttons for '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step 4 Click **Save**.

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step 1 Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** screen appears which reflects all entries from the previous screens.

Confirmation

| 1. CIR. DIST. DIV. CODE 0101 | | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER | |
|---|----------------------------------|--|--|---|----------------------|
| 3. MAG. DKT/DEF NUMBER | | 4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA | | 5. APPEALS DKT/DEF NUMBER | |
| 6. OTHER DKT/DEF NUMBER | | 7. IN CASE MATTER OF (Case Name) USA v. Branson | | 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 15:1825 F INSPECTION VIOLATION PENALTIES | | | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel | | |
| 14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001 | | | Prior Attorney's Name Albert Albertson Appointment Dates Signature of Presiding Judge or By Order of the Court Date of Order: 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| CLAIMS FOR SERVICES AND EXPENSES | | | FOR COURT USE ONLY | | |
| CATEGORIES | HOURS CLAIMED | TOTAL AMOUNT CLAIMED | ADJUSTED HOURS | ADJUSTED AMOUNT | REVIEW |
| 15. a. Arraignment and/or Plea | | | | | |
| b. Bail and Detention Hearing | 0 | \$0.00 | | | |
| c. Motion | 0 | \$0.00 | | | |
| d. Trial | 0 | \$0.00 | | | |
| e. Sentencing Hearings | 0 | \$0.00 | | | |
| f. Revocation Hearings | 0 | \$0.00 | | | |
| g. Appeals Court | 0 | \$0.00 | | | |
| h. Other | 0 | \$0.00 | | | |
| Totals | | 0.5 | \$63.00 | | |
| 16. a. Interviews and Conferences | | | | | |
| b. Obtaining and Reviewing Records | 0 | \$0.00 | | | |
| c. Legal Research and Brief Writing | 0 | \$0.00 | | | |
| d. Travel Time | 0 | \$0.00 | | | |
| e. Investigative or Other Work | 0 | \$0.00 | | | |
| Totals | | 0 | \$0.00 | | |
| 17. Travel Expenses (lodging, parking, meals, mileage, etc.) | | | \$11.20 | | |
| 18. Other Expenses (other than expert, transcripts, etc.) | | | \$15.00 | | |
| GRAND TOTALS (CLAIMED AND ADJUSTED) | | | \$89.20 | | |
| 19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014 | | | 20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION | | 21. CASE DISPOSITION |
| 22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment | | | | | |
| Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation | | | | | |
| I swear or affirm the truth or correctness of the above statements. | | | | | |
| Signature of Attorney: | | | Date Signed: | | |
| APPROVED FOR PAYMENT - COURT USE ONLY | | | | | |
| 23. IN COURT COMP. \$0.00 | 24. OUT OF COURT COMP. \$0.00 | 25. TRAVEL EXPENSES \$0.00 | 26. OTHER EXPENSES \$0.00 | 27. TOTAL AMT. APPR. CERT. \$0.00 | |
| 28. SIGNATURE OF THE PRESIDING JUDGE | | | DATE | | |
| 29. IN COURT COMP. \$0.00 | 30. OUT OF COURT COMP. \$0.00 | 31. TRAVEL EXPENSES \$0.00 | 32. OTHER EXPENSES \$0.00 | 33. TOTAL AMT. APPR. CERT. \$0.00 | |
| 34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount | | | DATE | | |
| 34a. JUDGE CODE | | | 34b. JUDGE CODE | | |

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements

Date:

<< First
< Previous
Next >
Last >>
Save
Delete Draft

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any information to the Court in the Public/Attorney Notes section.

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes
Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/12/2014 16:32:35

Submit

<< First < Previous Next > Last >> Save Delete Draft

Step 5 Click **Submit** to send to the court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0101.0000150

Back to:
[Home Page](#)
[Appointment Page](#)

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Signing and Submitting to Court (cont'd)

The active voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section.

| My Submitted Documents | | | |
|---|--|-------------------------------|---|
| To group by a particular Header, drag the column to this area. | | | |
| Case | Defendant | Type | Status |
| 1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014 | Jebediah Branson (# 1) Claimed Amount: 89.20 | CJA-20 Andrew Anders | Submitted to Court 0101.0000150 |
| 1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014 | Jebediah Branson (# 1) Claimed Amount: 778.40 | CJA-20 Andrew Anders | Submitted to Court 0101.0000001 INTERIM PAYMENT 1 |
| 1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900 | Jebediah Branson (# 1) Claimed Amount: 1,000.00 | AUTH Chemist, Toxicologist | Submitted to Court 0101.0000002 |

1 Page 1 of 1 (3 items)

Notes:

- If a voucher is rejected by the court, it will reappear in the **My Documents** section and will be highlighted in gold.

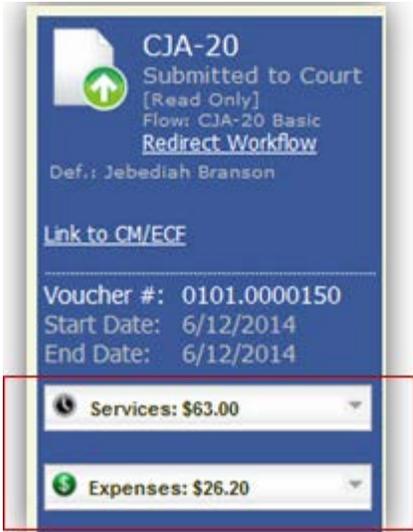
| My Documents |
|---|
| To group by a particular Header, drag the column to this area. |
| Case |
| 1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014 |

- An email message generated by the system will be sent explaining what corrections need to be made.

CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The **Services** and **Expenses** will tally as entries are entered into the voucher.



- Expand the item by clicking the **down arrow (▼)** to reveal specifics.



Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum (\$800) allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



Other accessible reports can be found on the menu bar.



Defendant Detailed Budget Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert service.

Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,900.00

| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | | |
|---|----------------|---------|----------|-----------------------|---------------|------------|----------|------------------------|-------------------|----------------------------|-------------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | After Approved | After Approved And Pending | |
| | | | Travel | Other | | | Travel | Other | | | |
| Attorney: Andrew Anders (Appointing Counsel) Active | | | | | | | | | | | |
| 09/23/2015 to 09/23/2015 | 0101.0000001 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$3,550.00 | \$3,550.00 |
| 01/01/1901 to 01/01/1901 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,550.00 | \$3,550.00 |
| 01/01/1901 to 01/01/1901 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,550.00 | \$3,550.00 |
| | | | | Total Pending: | \$0.00 | | | Total Approved: | \$6,350.00 | \$3,550.00 | \$3,550.00 |

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | |
|---|----------------|---------|----------|-------|----------|------|----------|------------------|----------------|----------------------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | |
| Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders | | | | | | | | | | |

Grand Totals for the Representation Defendant: Jebediah Branson

| NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth | Pending | | | Approved | | | Combined Total | | |
|--|---------|----------|--------|----------|------------|----------|----------------|----------------------|-------------------|
| | Fees | Expenses | | Total | Fees | Expenses | | Approved and Pending | |
| | | Travel | Other | | | Travel | Other | Fees | Fees and Expenses |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$6,350.00 |

Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.

Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$3,500.00

| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | | |
|--|----------------|----------------|----------|-------|----------|-----------------|----------|------------------|----------------|----------------------------|------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | After Approved | After Approved And Pending | |
| | | | Travel | Other | | | Travel | Other | | | |
| Attorney: Andrew Anders (Appointing Counsel) | | Active | | | | | | | | | |
| | | Total Pending: | | | \$0.00 | Total Approved: | | | \$6,350.00 | \$3,550.00 | \$3,550.00 |

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

| Time Period For Voucher | Voucher Number | Pending | | | Approved | | | Amount Remaining | | |
|--|----------------|------------------------------|----------|-------|---------------------------|------|----------|-------------------------|----------------|----------------------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | |
| Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist | | Amount Requested: \$1,000.00 | | | Amount Authorized: \$0.00 | | | Attorney: Andrew Anders | | |

Grand Totals for the Representation Defendant: Jebediah Branson

| NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth | Pending | | | Approved | | | Combined Total | | | |
|--|---------|----------|--------|----------|--------|------------|----------------|----------------------|-------------------|------------|
| | Fees | Expenses | | Total | Fees | Expenses | | Approved and Pending | | |
| | | Travel | Other | | | Travel | Other | Fees | Fees and Expenses | |
| | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$6,350.00 |

Creating a CJA-21 Voucher

Step
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.

CJA-21
Authorization and Voucher for Expert
and other Services **Create**

The voucher opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Basic Info

| | | | |
|--|---|---|--|
| 1. CTR. DST. DIV. CODE 0101 | 2. PERSON REPRESENTED Wendy Wilson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER | 4. DST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA | 5. APPEALS. DKT. DEF. NUMBER | 6. OTHER. DKT. DEF. NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Wilson et al | 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 18:13-4530.F INCOME TAX, FAILURE TO FILE | | | |
| EXCESS FEE LIMIT \$9,800.00 | PRESIDING JUDGE Albert Albertson | MAGISTRATE JUDGE | DESIGNEE |

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the **"No Authorization Required"** button if under the statutory limit.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

Navigation: < First < Previous Next > Last > Delete Draft

Reports

- [Defendant Summary Budget Report](#)
Totals only of budget info for defendant
- [Defendant Detail Budget Report](#)
Detail budget info for defendant
- [Form CJA21](#)

When submitting a CJA-21 voucher, you'll have two options from which to choose under **Authorization Selection**.

Step
2

If the request does not require advance authorization (\$800 or less), click **No Authorization Required**.

If you have a previous authorization received through an order from the Court, click **Use Previous Authorization**.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

Creating a CJA-21 Voucher (cont'd)

If you click **Use Previous Authorization** a list of **Existing Requests for Authorization** will appear.

Step
3

Select the authorization you wish to use. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step
4

The service type will roll over from the authorization selected. If no authorization is being used, use the **Service Type** drop-down list to select the service type.

Step
5

Enter a description of the service to be provided in the **Description** field.

From the **Expert** drop-down list, select the expert. If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** field will remain locked indicating the attorney will be responsible for filling the voucher claim part.

Step
6

If the expert you selected is authorized to use eVoucher, the **Voucher Assignment** field will unlock for you indicating the expert will be responsible for filling in the voucher claim part.

Existing Requests for Authorization

| | |
|------------------------|---------------------------------|
| ID Number: 155 | Service Type: Weapons Firearms |
| Order Date: 05/27/2014 | Explosive Expert |
| Authorized Amount: 0 | Estimated Amount: 1000 |
| | Requested Provider: Robert Arms |

New Voucher Information

Service Type

Description

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

Service Provider
You can search one of the service providers already in the system OR you can enter the required information for another provider

Expert

Expert Info

| |
|--------------------------|
| Gina Gabriel |
| Details |
| 110 Main Street |
| San Antonio TX 78210 USA |
| Phone: 210-593-3340 |

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

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

Note:

Only experts registered with the service type selected will appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are on page 36.

Creating a CJA-21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the "My Active Documents" section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 36-39.

Creating a CJA-21 Voucher (cont'd)

If you wish to submit a person as an expert, follow steps 3 through 5 on page 34.

Step
6

From the **Expert** drop-down list, select the empty (null) value. **Voucher Assignment** should be on the **Attorney** option.

Step
7

Fill in all required information on the person you wish to submit for approval.

Step
8

Click **Create Voucher**.

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Existing Requests for Authorization

| | |
|------------------------|---------------------------------|
| ID Number: 155 | Service Type: Weapons Firearms |
| Order Date: 05/27/2014 | Explosive Expert |
| Authorized Amount: 0 | Estimated Amount: 1000 |
| | Requested Provider: Robert Arms |

New Voucher Information

Service Type Weapons Firearms Explosive Expert ▼

Description [Empty Field] ▲▼

Voucher Assignment Attorney Expert

This indicates who will be responsible for filling the voucher claim part

Service Provider

You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert [Empty Field] ▼

| | | |
|----------------------|----------------------|----------------------|
| First Name * | Middle Name | Last Name * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| SSN/EIN: * | Email * | |
| <input type="text"/> | <input type="text"/> | |
| Phone * | Fax | |
| <input type="text"/> | <input type="text"/> | |
| Address 1 * | City * | |
| <input type="text"/> | <input type="text"/> | |
| Address 2 | State * | Zip * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address 3 | Country | |
| <input type="text"/> | <input type="text"/> | |

Create Voucher

Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Note:

If you have submitted the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the **My Active Documents** section.

Step
1

Click the **Services** tab or click **Next** on the progress bar.

Step
2

Enter the **Date, Hours, Rate,** and **Description.**

Step
3

Click **Add.**

The item will appear at the bottom of the **Services** section.

Step
4

Click **Save.**

The screenshot shows the 'Services' tab in a web application. At the top, there is a progress bar with tabs: Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Services' tab is active. Below the progress bar, there is a form with the following fields: Date (6/19/2014), Hours, Rate, and Description. There are 'Add' and 'Remove' buttons to the right of the Description field. Below the form, there is a table with the following columns: Date, Description, Hrs, Rate, and Amt. The table is currently empty. At the bottom of the form, there are navigation buttons: < First, < Previous, Next >, Last =, Save, and Delete Draft. The 'Save' button is highlighted with a red box.

Step
1

Click the **Expenses** tab or click **Next** on the progress bar.

Step
2

Enter the **Date, Expense Type,** **Description** and **Miles.**

Step
3

Click **Add.**

The item will appear at the bottom of the **Expense Type** section.

Step
4

Click **Save.**

The screenshot shows the 'Expenses' tab in a web application. At the top, there is a progress bar with tabs: Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Expenses' tab is active. Below the progress bar, there is a form with the following fields: Date (6/19/2014), Expense Type, Miles, and Description. There are 'Add' and 'Remove' buttons to the right of the Description field. Below the form, there is a table with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table contains one row: Travel Miles, 06/19/2014, Travel to/from meeting with defendant, 30, 0.5600, 16.80. At the bottom of the form, there are navigation buttons: < First, < Previous, Next >, Last =, Save, and Delete Draft. The 'Save' button is highlighted with a red box.

Creating a CJA-21 Voucher (cont'd)

Step
1

Click the **Claim Status** tab or click **Next..**

Step
2

Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step
3

Select an option under the **Payment Claims** section.

Step
4

Click **Save**.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
1

Click the **Documents** tab or click **Next..**

Step
2

Click **Browse** to select a PDF file to attach.

Step
3

Click **Upload**.

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

The document will appear in the bottom of the **Description** section.

Step
4

Click **Save**.

Creating a CJA-21 Voucher (cont'd)

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 Select the affirmation check box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The case file will appear in the **My Active Documents** section.

Step 5 Select the file.

| Case | Defendant | Type | Status |
|---|--|---|---|
| 1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014 | Wendy Wilson (= 2) Claimed Amount: 166.80 | CJA-21 Gina Gabriel Weapons Firearms Explosi... | Submitted to Attorney 0101.0000154 FINAL PAYMENT |

Navigate to the **Confirmation** tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by selecting the certification check box. This will automatically time stamp the voucher.

Step 8 Click **Approve**.

Submitting an Authorization Request for Expert Services

Step 1 Open the **Appointment** record.

Step 2 Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

| | | | | | | | |
|---|--|---|--|---|--|--|--|
| <p>1. CIR./DIST./DIV.CODE 0101</p> | | | | <p>2. PERSON REPRESENTED Jebediah Branson</p> | | <p>VOUCHER NUMBER</p> | |
| <p>3. MAG. DKT./DEF.NUMBER</p> | | <p>4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA</p> | | <p>5. APPEALS. DKT./DEF.NUMBER</p> | | <p>6. OTHER. DKT./DEF.NUMBER</p> | |
| <p>7. IN CASE/MATTER OF(Case Name) USA v. Branson</p> | | <p>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</p> | | <p>9. TYPE PERSON REPRESENTED Adult Defendant</p> | | <p>10. REPRESENTATION TYPE Criminal Case</p> | |
| <p>11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES</p> | | | | | | | |
| <p>12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623</p> | | | | <p>13. COURT ORDER</p> <p> <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel </p> <p> Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </p> | | | |
| <p>14. LAW FIRM NAME AND MAILING ADDRESS</p> | | | | | | | |

| | |
|--------------------|---------------------------|
| Order Date | <input type="text"/> |
| Nunc Pro Tunc Date | <input type="text"/> |
| Repayment | <input type="checkbox"/> |
| Estimated Amount | \$ <input type="text"/> * |
| Authorized Amount | \$ <input type="text"/> |
| Basis of Estimate | <input type="text"/> |
| Description | <input type="text"/> |
| Service Type | <input type="text"/> * |
| Requested Provider | <input type="text"/> |

Submitting an Authorization Request for Expert Services (cont'd)

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list

Reque

The screenshot shows a web form with the following fields and values:

- Order Date:** [Empty text box]
- Nunc Pro Tunc Date:** [Empty text box]
- Repayment:**
- Estimated Amount:** \$ 8000.00 *
- Authorized Amount:** \$ [Empty text box]
- Basis of Estimate:** 100 hours at \$80/hour
- Description:** [Empty text area]
- Service Type:** Investigator *
- Requested Provider:** John Doe

Navigation buttons at the bottom: < First, < Previous, Next >, Last >, Save, Delete Draft.

Step 4 Click **Save**.

Step 5 Click the **Supporting Documents** tab or click **Next**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 1 To add the attachment, click **Browse** to locate your file.

Note:

Documents are limited to PDF files, and must be 10 MB or less.

Step 2 In the **Description** field, add a description of the attachment.

Step 3 Click **Upload**.

The attachment and description will be uploaded and appear at the bottom of the **Description** section.

| Description | Delete | View |
|--|------------------------|----------------------|
| Proposed order | Delete | View |
| Affidavit in Support of Expert Service Request | Delete | View |
| Expert's Curriculum Vitae | Delete | View |

Step 4 Click **Save**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 5 Click **Next**.

The **Confirmation** screen will open.

Step 6 Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any notes to the court in the Public/Attorney Notes section.

Step 7 Click **Submit** to send to the court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

Creating an Authorizations for Transcripts (AUTH-24)

Step
1

From the **Appointment** page, click **Create AUTH-24**.

AUTH-24
Authorization for payment of transcript

Create

The Authorization opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

Basic Info | Documents | Confirmation

| 1. CIR. DIST. DIV. CODE | | 2. PERSON REPRESENTED | | VOUCHER NUMBER | |
|---|--|--|---|-----------------------------|--|
| 0101 | | Jebediah Branson | | | |
| 3. MAG. DCT. DEF. NUMBER | | 4. DIST. DCT. DEF. NUMBER | | 5. APPEALS DCT. DEF. NUMBER | |
| | | 1-14-CR-06805-1-AA | | | |
| 7. IN CASE MATTER OF (Case Name) | | 8. PAYMENT CATEGORY | | 9. TYPE PERSON REPRESENTED | |
| USA v. Branson | | Felony (including pre-trial diversion of alleged felony) | | Adult Defendant | |
| 10. REPRESENTATION TYPE | | 10. REPRESENTATION TYPE | | | |
| | | Criminal Case | | | |
| 11. OFFENSE(S) CHARGED | | | | | |
| 15:1825.F INSPECTION VIOLATION PENALTIES | | | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS | | | 13. COURT ORDER | | |
| Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | | <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Steadby Counsel | | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |

Proceeding Transcript To Be Used: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Input]

Apportioned Case and Defendant: [Input]

Special Transcript Handling: [Dropdown: None]

Transcripts:
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date: [Input]

Nunc Pro Tunc Date: [Input]

< First < Previous Next > Last > **Save** Delete Draft

Step
2

Enter the details for the transcript required on the **Basic Info** screen.

Step
3

Click **Save**.

Creating an Authorization for AUTH-24 Transcripts (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Step 3 Click **Save**.

Step 3 Click **Upload**.

Note:

All documents must be submitted in PDF format and must be 10 MB or less.

The Document will appear at the bottom of the **Description** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.

Creating a CJA-24 Voucher

After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment.

Step
1

From the **Appointment** page, click **Create** from the CJA-24 voucher template.



The **Basic Info** page will open, showing approved authorizations.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Basic Info

| | | | |
|--|---|---|--|
| 1. CTR. DKT. DEF. CODE 0101 | 3. PERSON REPRESENTED Ibediah Bratton | VOUCHER NUMBER | |
| 2. MAG. DKT. DEF. NUMBER | 4. DKT. DEF. NUMBER 1:14-CR-08805-L-3-A | 5. APPEALS DKT. DEF. NUMBER | 6. OTHER DKT. DEF. NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Bratton | 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 15-1825 F INSPECTION VIOLATION PENALTIES | | | |
| EXCESS FEE LIMIT \$9,800.00 | PRESIDING JUDGE Albert Albertson | MAGISTRATE JUDGE | DESIGNEE |

Authorization Selection
Select an approved authorization request for this CJA-24

| Existing Requests for Authorization | |
|--|--|
| ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0 | Service Type: Court Reporter / Transcript Estimated Amount: 0 |
| ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0 | Service Type: Court Reporter / Transcript Estimated Amount: 0 |

New Voucher Information

Description:

Voucher Assignment: Attorney Expert
This indicates who will be responsible for filing the voucher claim part.

Court Report/Transcriber Status: Official Contract Transcriber Other

Service Provider: You can search one of the service providers already in the system. OR you can enter the required information for another provider.

Expert:

First Name: Middle Name: Last Name:

SSN/EIN: Email:

Phone: Fax:

Address 1: City:

Address 2: State: Zip:

Address 3: Country:

Creating a CJA-24 Voucher (cont'd)

Step
2

Select the authorization you wish to use. You must click it. This will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step
3

Click the **Voucher Assignment** radio button indicating whether you or the transcriptionist will be entering information. .

Authorization Selection

Select an approved authorization request for this CJA-24

| Existing Requests for Authorization | |
|---|---|
| ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0 | Service Type: Court Reporter / Transcript Estimated Amount: 0 |
| ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0 | Service Type: Court Reporter / Transcript Estimated Amount: 0 |

Note:

You must select whether you, the attorney, or the court reporter will be filling the voucher claim portion.

Step
4

Click the **Expert** drop-down menu and select the transcriptionist.

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert [Blank]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

Create Voucher

< First < Previous Next > Last > Delete Draft

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

Service Provider
You can search one of the service providers already in the system
OR you can enter the required information for another provider

Expert Transcripts, Teresa

Expert Info Teresa Transcripts
Details
110 Main Street
San Antonio TX 78210 USA
Phone: 210-553-5692

Create Voucher

< First < Previous Next > Last > Delete Draft

Note:

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Step
5

Click **Create Voucher**.

Creating a CJA-24 Voucher (cont'd)

Note:

If **Expert** has been selected under the **Voucher Assignment**, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court.

Step 1 Click the **Services** tab or click **Next**.

Step 2 Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description**.

Note:

You'll have two options to choose from under **Service Type**: **Original** or **Copy**. The rate should vary between the two choices.

Step 3 Click **Add**.

The item will appear in the bottom of the **Service Type** section.

Step 4 Click **Save**.

Step 1 Click the **Expenses** tab or click **Next**.

Step 2 Enter the **Date**, **Expense Type**, and **Description**.

Step 3 Click **Add**.

The item will appear below in the **Expense** section.

Step 4 Click **Save**.

Creating a CJA-24 Voucher (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step 3 Click **Upload**.

The document will appear at the bottom of the **Description** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 Select the affirmation check box. This will automatically time stamp the voucher.

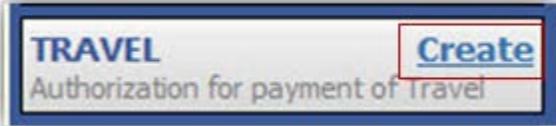
Step 3 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Creating a Travel Voucher

Step 1 From the **Appointment** page, click **Create** from the Travel Voucher template.



Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

The **Basic Info** screen will open.

TRAVEL Attorney Enters
Def.: Wendy Wilson
Link to CM/ECE
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901
Amount Claimed: \$0.00

Basic Info

| | | | |
|--|---|--|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Wendy Wilson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA | 5. APPEALS. DKT. DEF. NUMBER | 6. OTHER. DKT. DEF. NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Wilson et al | 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 18:13-4530.F INCOME TAX, FAILURE TO FILE | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Travel Agency to be Used: Global Travel
Global Travel
1234 Travel Lane
Suite 200
Second Floor
Los Angeles, CA 93765
Phone: 1-800-444-7890
Fax: 1-800-555-7777
Email: mail@support.aobx.uscourts.gov

<< First < Previous Next >> Last >> Save Delete Draft

The **Travel Agency to be Used** section will automatically populate.

Step 2 Click the **Authorization Request** tab or click **Next**.

Creating a Travel Voucher (cont'd)

Step 3 Fill out all required fields marked with a red asterisk.

Step 4 Click **Add**.

The information will appear in the bottom section.

Step 5 Click **Save**.

Request For Travel*
* Required Fields

Name and Title of Person Traveling: [text box] *

Address of Person Traveling: [text box]

Purpose of Travel: [text box] *

Travel From location: [text box]

Travel To Location: [text box]

Estimated Dates of Travel: [text box] *

Travel Requested Estimated Cost

Airline Tickets via CJA Government [text box]

Travel Agency [text box]

Ground Transportation [text box]

Per Diem (Hotel & Meals)** [text box]

Other [text box] [text box]

Total Estimated Cost: [text box] *

Justification for Request: [text box]

[Add] [Remove]

* All travel and expenses must be in compliance with government travel regulations.
** Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

| Name | Purpose | Travel To | Travel Date | Requested |
|--------------|------------------|-----------------|-------------|-----------|
| Wendy Wilson | Aquire documents | Los Angeles, CA | July 14, 15 | 490.00 |

Page 1 of 1 (1 items)

<< First < Previous Next > Last >> [Save] [Delete Draft]

Creating a Travel Voucher (cont'd)

Step
1

Click the **Documents** tab or click **Next**.

Step
2

Click **Browse** to select a PDF file to attach.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step
3

Click **Upload**.

The screenshot shows the 'Supporting Documents' interface. At the top, there are tabs for 'Basic Info', 'Authorization Request', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs, there's a 'Supporting Documents' section. It includes a 'File Upload (Only Pdf files of 10MB size or less)' area with a 'File' input field, a 'Description' input field, and a 'Browse...' button. An 'Upload' button is to the right. Below this is a table with columns 'Description', 'Delete', and 'View'. The 'Description' column contains the text 'Documents'. The 'Delete' and 'View' columns have links 'Delete' and 'View' respectively. At the bottom of the page, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

The document will appear at the bottom of the **Description** section.

Step
4

Click **Save**.

The **Confirmation** tab will appear.

Step
1

Verify all information is correct.

Step
2

Select the affirmation check box. This will automatically time stamp the voucher.

Step
3

Click **Submit**.

The screenshot shows the 'Confirmation' tab. At the top, there's a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text area. A red box highlights a checked affirmation box: 'I swear and affirm the truth or correctness of the above statements' with a timestamp 'Date: 6/19/2014 9:28:36'. To the right of this is a 'Submit' button with a green arrow icon. At the bottom, there are navigation buttons: '= First', '< Previous', 'Next >', 'Last =', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step
4

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The screenshot shows a 'Success' message in a blue box. The text reads: 'Success', 'Your voucher has been submitted for payment. You will receive a notification if we need more details.', and 'Please keep the following voucher number for your own records:'. Below this is the voucher number '0101.0000162'. At the bottom, there's a 'Back to:' section with two links: 'Home Page' and 'Appointment Page'. Both links are highlighted with red boxes.

The Travel Voucher will now appear in the **My Submitted Documents** section.

Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits.

Step 1 From the **Appointment** page, click **Create** from the AUTH-26 Voucher template.



The voucher opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

CJA-26 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECE](#)
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901
Reports
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA26](#)

Basic Info

| | | | |
|---|---|--|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF NUMBER | 4. DIST. DKT. DEF NUMBER 1:14-CR-08805-1-AA | 5. APPEALS DKT. DEF NUMBER | 6. OTHER DKT. DEF NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Branson | 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 15-1825 F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Next Pro Term Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Amount Requested Amount Approved
 Pre Trial Hours Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours
 Number of Counts Number of Co-Defendants
 Other Pending Cases
 Sentencing Guideline Range
 Mandatory Minimum Found

<< First < Previous Next > Last > **Save** Delete Draft

Step 2 Enter the details for information required on the **Basic Info** screen.

Step 3 Click **Save**.

Creating a CJA-26 Voucher (cont'd)

Step 1 Click the **Justification** tab or click **Next**.

Step 2 Fill out justification text fields.

Step 3 Click **Save**.

The screenshot shows the 'Justification' tab of a CJA-26 Voucher form. The form is divided into several sections, each with a numbered instruction and a corresponding text input field. The instructions are:

- 3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
- 4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).
- 5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.
- 6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)
- 7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other
- 8. Explain any expense (Items 17 and 18 of the CJA 20 voucher) greater than \$500
- 9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. *Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.*

At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and a **Save** button which is highlighted with a red box. There is also a 'Delete Draft' button.

Creating a CJA-26 Voucher (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 **Browse** to select a PDF file to attach.

Step 3 Click **Upload**.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

The document will appear at the bottom of the **Supporting Documents** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The CJA-26 will now appear in the **My Submitted Documents** section.