



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

CJA eVoucher

Attorney User Manual 2016



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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 password, address, phone, 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 email 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.

Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access.

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



CJA eVoucher
Electronic Voucher Management System

**USER LOGIN, Train 6 Release
4.2**

Existing user? Please log in.

Username:

Password:



[Forgot your login?](#)

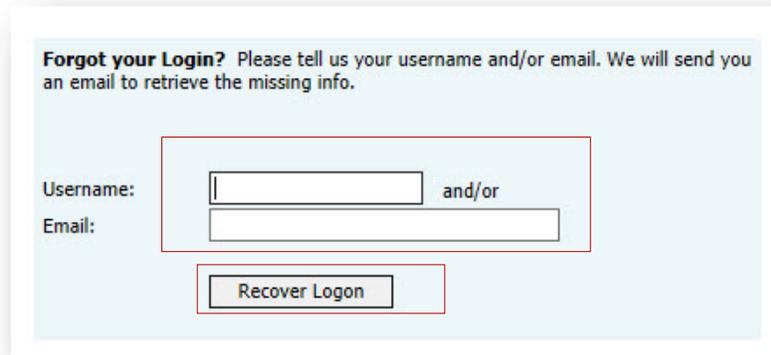
Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords 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 and/or Email address, and click Recover Logon to retrieve your information.



Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

Home Page

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

Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

The screenshot shows a web application interface for an attorney. At the top, there is a navigation bar with 'Home', 'Operations', 'Reports', 'CMECF', 'Links', 'Help', and 'logout'. Below this, a welcome message reads 'Welcome Andrew Anders (Attorney)'. The main area is divided into several panels:

- My Active Documents:** A table with columns for Case, Status, and a search bar. It shows two items with details like 'Jebedah Branson (P. 1)', 'Clamed Amount: 0.00', and 'CJA-20'.
- My Proposed Assignments:** A section for 'Appointments' with details for 'Case: 1114-CR-08807-AA', 'Defendant: # 1', 'Case Title: USA v Delgado', and 'Attorney:'. It also lists 'Representation Type: Criminal Case', 'Order Type:', 'Order Date:', 'Pres. Judge: Albert Albertson', and 'Adm. Mag Judge:'.
- Appointments' List:** A list of appointments with details for each, including 'Case: 1114-CR-08805-AA', 'Defendant: # 1', 'Case Title: USA v. Branson', 'Attorney: Andrew Anders', and 'Order Type: Appointing Counsel'.
- My Submitted Documents:** A section for 'Submitted Documents' with details for 'Case: 1114-CR-08805-AA', 'Defendant: # 1', 'Case Title: USA v Delgado', and 'Attorney:'. It also lists 'Representation Type: Criminal Case', 'Order Type:', 'Order Date:', 'Pres. Judge: Albert Albertson', and 'Adm. Mag Judge:'.
- My Service Provider's Documents:** A section for 'Service Provider's Documents' with a search bar and a message: 'No rows have been recorded on the database'.
- Closed Documents:** A section for 'Closed Documents' with a search bar and a message: 'No rows have been recorded on 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 action by you.

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:

- 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

The screenshot shows the CJA eVoucher Program interface. At the top, there is a blue menu bar with the following items: Home, Operations, Reports, Links, Help, and logout. Below the menu bar is a breadcrumb navigation path: > Home. On the right side of the page, there is a welcome message: Welcome Andrew Anders (Attorney). In the center, there is a section with a photo of hands typing on a keyboard, a grey bar with the word ATTORNEY, and a user profile box. The profile box contains the text: Welcome Andrew Anders: My Profile, My Appointments: View. Three red callout boxes with arrows point to the breadcrumb navigation, the menu bar, and the attorney login confirmation area.

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

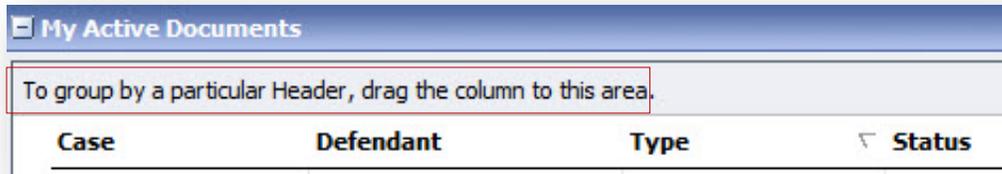
Drag the line in the desired direction to enlarge or reduce the column size.

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.

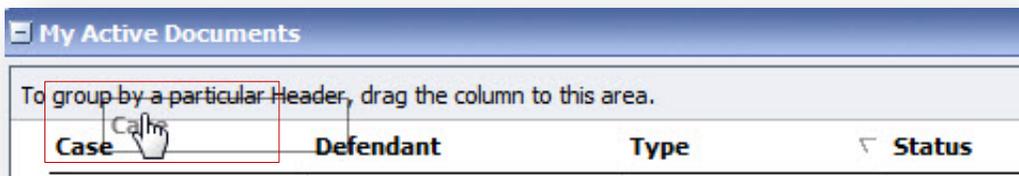


Step
1

Click the header for the column you wish to group.

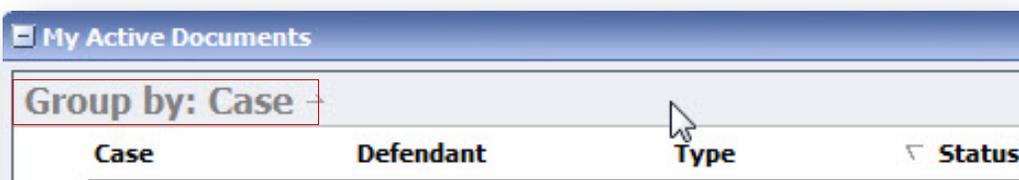
Step
2

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, email, physical address (Attorney 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.

Home Operations Reports Links Help logout

> [Home](#) **My Profile** Contact Us Privacy

Welcome Andrew Anders (Attorney)

ATTORNEY

Welcome Andrew Anders: [My Profile](#)

My Appointments: [View](#)

Home Operations Reports CMECF Links Help logout

> Help > **My Profile** Welcome Andrew Anders (Attorney)

Login Info Your Login information	UserName Anders CM/ECF Access is NOT validated	Edit
Attorney Info Your personal info	Bar Number: 12345 Your Name: Andrew Anders <i>Your Contact Info:</i> Phone: 210-833-5623 Cell Phone: 702-555-1212 Fax: deadmail@support.aobx.uscourts.gov <i>Your Address:</i> 100 Main Street San Antonio, TX 78210 US	Edit
Billing Info List all available billing info records	Your default billing info is: Andrew Anders Billing Code:0860-000034 123 Legal Blvd. South AnyTown, DC 12345 - US Phone: 888-555-4000 Fax: 888-555-4001	
Holding Period	No info has been stored. Please click VIEW to type your info.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

Changing My Profile Username and Password

Step
1

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

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** Edit

Step
2

To change your Username, type the new Username and click [change](#). It will show "The Username has been changed."

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Step
3

To reset your password, click [reset](#).

Step
4

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

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password ***** * Strength:Strong

Confirm Reset cancel

Step
5

Click **Reset** to save.

Step
6

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

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Attorney Info

Step 1

Under the **Attorney Info** section, click the **Edit** button 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:

- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

If any changes to your billing information (SSN or TIN) are required, you **must** complete a new AO 213 form which is available on our website and forward to CJA@arwd.uscourts.gov. The change will be made by CJA court staff.

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

Under 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 contains one row with "No Holding Period" in the "Notes" column and "No data" at the bottom right.

Step
3

Enter the **Starting** and **Ending Date**, along with **Notes**.

The screenshot shows the "Holding Period" section with the "Add" button now "Save". The "Starting Date" is 07/11/2014 and the "Ending Date" is 08/01/2014. The "Notes" field contains "Vacation Cruise." The "Save" button is highlighted with a red box.

Step
4

Click **Save**.

Continuing Legal Education

Step
1

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

The screenshot shows a header for 'Continuing Legal Education' on the left. To the right, a message states: 'No info has been stored. Please click VIEW to type your info.' A 'View' button is highlighted with a red box in the top right corner.

Step
2

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

The screenshot shows the 'Continuing Legal Education' 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 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. Below the table, it says 'No Continuing Legal Education' and 'No data'.

Step
3

Click the **Credit** dropdown menu to select CLE categories.

The screenshot shows the 'Continuing Legal Education' section with a form. The 'Credit' dropdown menu is highlighted with a red box and shows 'Sentencing-rel' selected. Below it are fields for 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A 'Save' button is also highlighted with a red box. A note at the bottom says: '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 are 'Back' and 'Save' buttons. Below are fields for 'Credit' (set to 'Sentencing-rel'), 'Date' (05/15/2014), and 'Hours' (0). A large 'Description' text area is present. At the bottom, the 'Document' field is empty, and the 'Browse...' button is highlighted with a red box.

Step
7

Click **Save**.

All entries will be 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 are 'Back', 'Edit', 'Add', and 'Delete' buttons. Below is a search bar and a table with the following data:

Files	Credit	Date	Hours	Subject
0	Sentencn...	05/15/2014	0	

Page 1 of 1 (1 items)

Appointment's List

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

Step 1

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

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:

Home Operations Reports CMECF Links Help logout

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 1:14-CR-08805-1-AA	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 Prior Attorney's Name Appointment Dates 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

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

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 open, 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 CMECF 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 \$9,800.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
DESIGNEE					

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov
29	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.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.



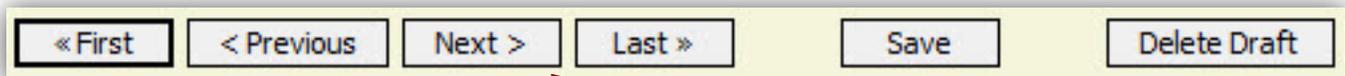
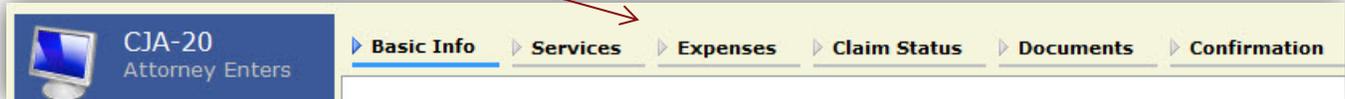
The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

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 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 Nunc Pro Tunc Date 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	

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 the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

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.

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00

Expenses: \$26.20

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

Services: \$63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00

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.

Once you begin entering data on the Services 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.

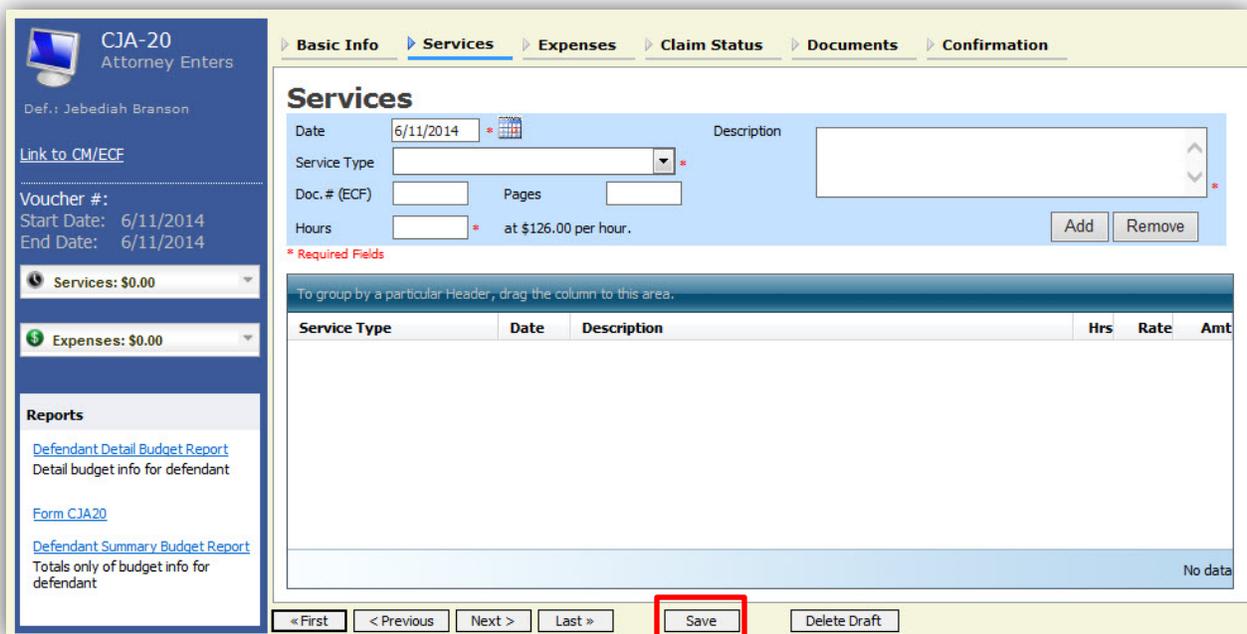
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step
2

Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:

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



CJA-20 Attorney Enters
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
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

Services

Date: 6/11/2014 *
Service Type: *
Description: *
Doc. # (ECF): Pages: *
Hours: * at \$126.00 per hour. Add Remove

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
No data					

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

Services (cont'd)

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.

The screenshot shows the 'Services' form with the 'Date' field containing '6/11/2014'. A calendar pop-up is displayed, showing the month of June 2014. The date '11' is highlighted in yellow. The form also includes fields for 'Service Type', 'Doc. # (ECF)', and 'Hours'.

Step
4

Select **Service Type** from the drop-down menu.

Note:

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

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The menu options are: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. The 'Date' field is set to '6/11/2014'.

Step
5

Enter hours of service in tenths of an hour.

The screenshot shows the 'Services' form with the 'Hours' field set to '0.5' and the 'Description' field containing 'First appearance and arraignment of Defendant.'. The 'Service Type' is set to 'a. Arraignment and/or Plea'. The 'Date' field is '6/11/2014'. There are 'Add' and 'Remove' buttons at the bottom right.

Step
6

Enter a description.

Services (cont'd)

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.

Services

Date * Description

Service Type *

Doc. # (ECF) Pages

Hours * at \$126.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

1 Page 1 of 1 (1 items)

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 the **Next** option located on the Progress bar.

The screenshot shows the 'Expenses' tab in a software application. The form includes the following fields:

- Date:** 6/12/2014 (with a calendar icon and an asterisk indicating it is a required field).
- Expense Type:** A dropdown menu (with an asterisk indicating it is a required field).
- Miles:** An input field followed by the text 'at \$0.5600 per mile.'
- Amount:** An input field.
- Description:** A text area (with an asterisk indicating it is a required field).

Buttons for 'Add' and 'Remove' are located to the right of the form fields. Below the form, there is a table with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table currently contains no data, indicated by 'No data' at the bottom right. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

Step
2

Enter the Expense Type from the Expense Type drop-down menu.

This screenshot shows the 'Expenses' form with the 'Expense Type' dropdown menu open. The menu lists the following options:

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

The 'Expense Type' field is highlighted with a red box. The rest of the form, including the 'Date' field (6/12/2014) and the navigation buttons at the bottom, remains the same as in the previous screenshot.

Entering Expenses (cont'd)

Step
3

If Travel Miles is chosen, enter the round trip mileage. Airline travel requires a Travel Authorization. See Travel Authorization pg 46.

Step
4

Enter a description.

Expenses

Date *

Expense Type *

Miles * at \$0.5600 per mile.

Amount

Description *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Step
5

Click **ADD**.

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

Expenses

Date *

Expense Type *

Miles * at \$0.5600 per mile.

Amount

Description

* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last »

Entering Expenses (cont'd)

Notes:

- All travel expenses will be claimed on the CJA 20 except Airline Travel. See page 46.
- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate of \$.15 per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.
- Receipts are required for expenses \$50 and over. See Document Section page 26.

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** header. This will sort expenses according to date.

Step
7

Click **SAVE**.

Claim Status

Once you begin entering data on the Services 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.

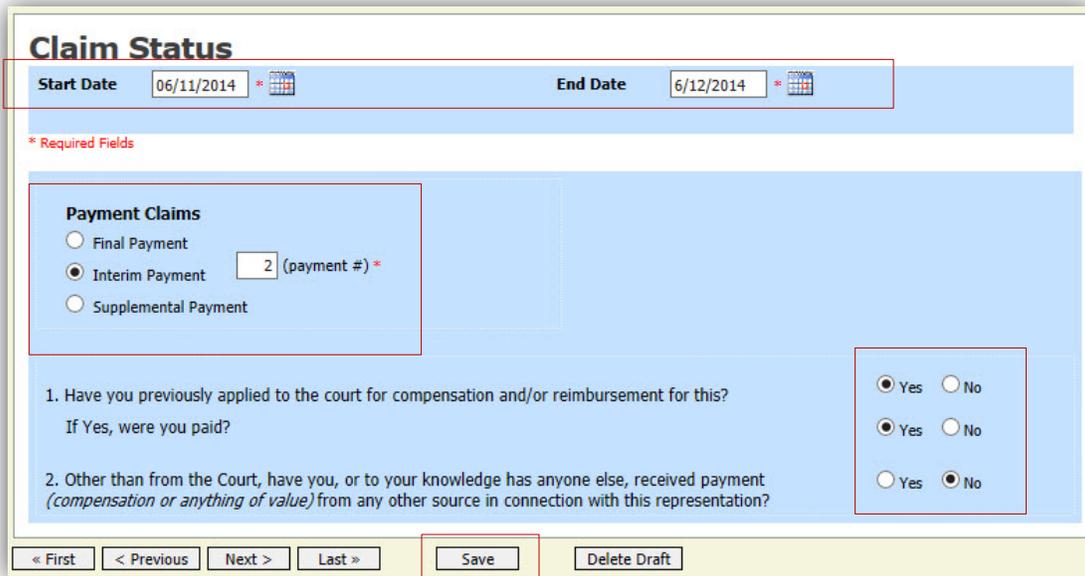
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher. If you still receive an error message contact the CJA clerk for assistance.

Step
1

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



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 Final Payment 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 which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

Step
1

To add an attachment, click the **Browse** button 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**.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File

Description

Description	Delete	View
Copies of receipts	Delete	View

«First < Previous Next > Last »

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 Confirmation tab or the **Last** option located 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 Jehediah 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 AmyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			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		
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	0.5	\$63.00			
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	0	\$0.00			
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	28a. JUDGE CODE	
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	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements					
Date:					
					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="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 Check the 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.

The screenshot shows a form with a text area for "Public/Attorney Notes" containing the word "Notes". Above the text area is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below the text area is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. To the right of the checkbox is a "Date: 6/12/2014 16:32:35" field. To the right of the checkbox and date field is a "Submit" button with a green arrow icon. At the bottom of the form are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "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.

The screenshot shows a "Success" confirmation screen. It contains the following text: "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**". Below this text is a "Back to:" section with two links: "Home Page" and "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.			Search: <input type="text"/>
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.

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 allowed for representation and expert services.

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.

Budget Detail Report For Defendant 1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$9,800.00				Total:	\$35,000.00	\$35,000.00				
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											
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00	
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,944.00	
06/12/2014 to 06/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$5,854.80	
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,602.80	
				Total Pending:	\$1,119.60				Total Approved:	\$3,541.24	\$6,700.00
Expert and Other Services Budget - Requiring Authorization											

Expert and Other Services Budget - Not Requiring Authorization										
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		
Vendor: Luz Garcia (Hair, Fiber Expert) Approved Amount: \$800.00 Attorney: Andrew Anders										
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
				Total Pending:	\$0.00				Total Approved:	\$0.00

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		
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders										
01/20/2009 To 05/28/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00
				Total Pending:	\$215.00				Total Approved:	\$0.00

Grand Totals for the Representation										
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.	Pending			Approved			Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
		\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50

Defendant Summary Report

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

Budget Summary Report For Defendant												
1:14-CR-08805-1-AA												
Counsel Budget Defendant: Jebediah Branson												
Type of Representation:	Criminal Case				Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$0.00				CJA-26	0101.0000029	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$9,800.00				Total:		\$35,000.00	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active			Total Pending:		\$1,119.60	Total Approved:		\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Authorization Number:		Amount Requested: \$0.00			Amount Authorized: \$0.00		Attorney: Andrew Anders					
Vendor: ()												
Pending For Vendor:				\$0.00	Approved For Vendor:				\$0.00			
Total Pending:				\$0.00	Total Approved:				\$0.00	\$0.00	\$0.00	

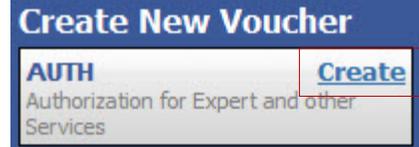
Submitting an Authorization Request for Expert Services

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 in order to save your work.

Basic Info 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 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			

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

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

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

Step
3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type ▼ *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Step
4

Click **Save**.

Step
5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

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

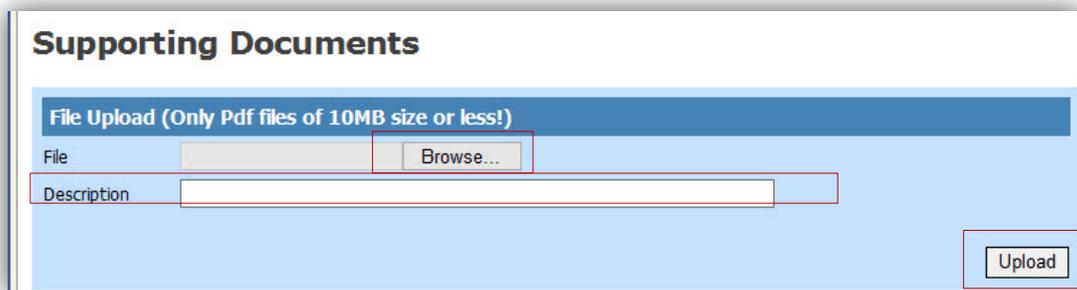
Step 1 To add the attachment, click the **Browse** button to locate your file.

Note:

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

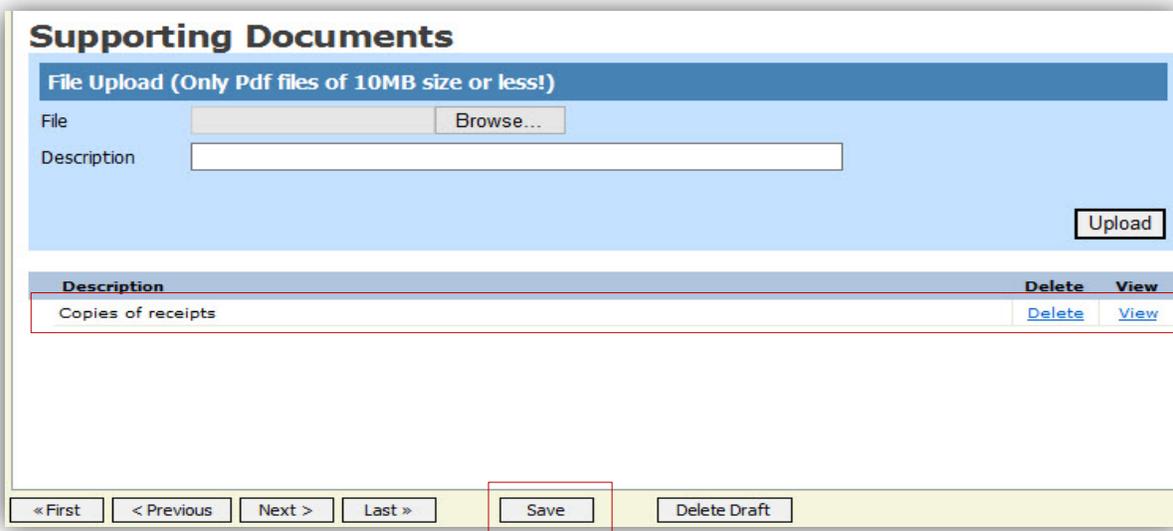
Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The screenshot shows the 'Supporting Documents' section of a web form. It features a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' input field with a 'Browse...' button to its right. A 'Description' text area is located below the file field. An 'Upload' button is positioned in the bottom right corner of the form area. Red boxes highlight the 'Browse...' button, the 'Description' text area, and the 'Upload' button.

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



The screenshot shows the 'Supporting Documents' section after an upload. The 'File Upload' section is still visible at the top. Below it, the 'Description' section has a table with one row. 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 form, 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.

Description	Delete	View
Copies of receipts	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 Check the 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

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.

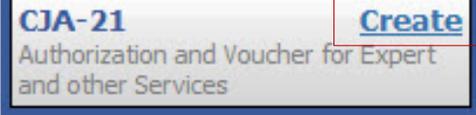
Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

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

Creating a CJA 21 Voucher

Step
1

From the **Appointment** page click **Create** from the CJA 21 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 in order to save your work.

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			
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

Services

Totals		\$0.00
--------	--	--------

Travel

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

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 to choose from under the Authorization Selection.

Step
2

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

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

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 by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step
4

The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

Step
5

Enter a description of the service to be provided.

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

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 Gabriel, Gina ▼

Expert Info **Gina Gabriel**

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

Create Voucher

Step
6

Select the Expert.
 If the Expert you selected 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.

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.

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 box. If you wish to submit a person for approval, a motion and order is required. If the order is granted the CJA clerk will enter the expert into the system.

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 40-42.

Approving a CJA 21 Voucher

When the expert submits the voucher for approval the case file will appear in the "My Active Documents" section.

Step
1

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 through all tabs.

Step
2

Verify all information is correct.

Step
3

Certify the information by checking the box. This will automatically time stamp the voucher.

Step
4

Click Approve.

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

Public/Attorney Notes

I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

 **Approve**  **Reject**

« First < Previous Next > Last » Save Delete Draft

Entering a CJA 21 Voucher

If you are entering a CJA 21 on behalf of an expert, after **Create Voucher** has been selected, you'll proceed with similar steps outlined 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.

Services

Step 1 Click the **Services** tab or click the **Next** option located on the Progress bar.

Step 2 Enter the **Date, Hours, Rate, and Description**.

Step 3 Click **Add**.

The item will appear in the bottom of the Services list section.

Step 4 Click **Save**.

The screenshot shows the 'Services' tab in a voucher entry system. The form includes fields for Date (6/19/2014), Hours, Rate, and Description. An 'Add' button is highlighted. Below is a table with columns Date, Description, Hrs, Rate, and Amt. The 'Save' button is also highlighted.

Date	Description	Hrs	Rate	Amt
No data				

Expenses

Step 1 Click the **Expenses** tab or click the **Next** option located on the Progress bar.

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

Step 3 Click **Add**.

The item will appear in the bottom of the Expense Type section.

Step 4 Click **Save**.

The screenshot shows the 'Expenses' tab in a voucher entry system. The form includes fields for Date (6/19/2014), Expense Type, Miles, and Description. An 'Add' button is highlighted. Below is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The 'Save' button is also highlighted.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/19/2014	Travel to/from meeting with defendant	30	0.5600	16.80

Entering a CJA 21 Voucher (cont'd)

Claim Status

Step 1

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

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.

Documents

Step 1

Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2

Browse to select a PDF file to attach.

Step 3

Click **Upload**.

Notes:

Invoice for expert services are **REQUIRED**.

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**.

Entering CJA 21 Voucher (cont'd)

Confirmation

Step 1 Verify all information is correct.

Step 2 Check the affirmation 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 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 checking the box. This will automatically time stamp the voucher.

Step 8 Click Approve.

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 in order to save your work.

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 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			

Proceeding Transcript To Be Used	
Proceeding To Be Transcribed	
Apportioned Cost (%)	
Apportioned Case and Defendant	
Special Transcript Handling	None
Transcripts	<input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire
Order Date	
Nunc Pro Tunc Date	

«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)

Documents

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

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 in the bottom of the Description section.

Step 4 Click **Save**.

Confirmation

Step 5 Verify all information is correct.

Step 6 Check the affirmation 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.

Approving a CJA 24 Voucher

When the court reporter submits the voucher for approval the case file will appear in the “My Active Documents” section.

Step 1 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-24 Teresa Transcripts	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate through all tabs.

Step 2 Verify all information is correct.

Step 3 Certify the information by checking the box. This will automatically time stamp the voucher.

Step 4 Click Approve.

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

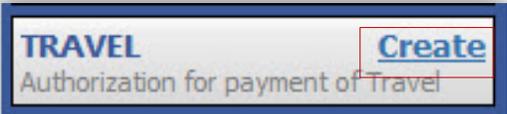
Public/Attorney Notes

I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

Approve **Reject**

≪ First < Previous Next > Last ≫ Save Delete Draft

Creating an Airline Travel Authorization



Step
1

From the **Appointment** page click **Create** from the Travel template.

Note:

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

The Basic Info screen will open.

 A screenshot of the "Basic Info" screen in the "TRAVEL Attorney Enters" system. The interface includes a sidebar on the left with user information and a main form area with a progress bar at the top. The form contains several sections:

- 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:** Includes checkboxes for A Associate, C Co-Counsel, F Subs for Federal Defender, O Appointing Counsel, F Subs for Panel Attorney, R Subs for Retained Attorney, and Y Standby Counsel.
- 14. LAW FIRM NAME AND MAILING ADDRESS:**
- 15. TRAVEL AGENCY TO BE USED:** 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.aotx.uscourts.gov

 The bottom of the screen features navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

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

Step
2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Creating an Airline Travel Authorization (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.

Basic Info
Authorization Request
Documents
Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling:	<input style="width: 90%;" type="text"/>	*
Address of Person Traveling:	<input style="width: 90%;" type="text"/>	*
Purpose of Travel:	<input style="width: 90%;" type="text"/>	*
Travel From location:	<input style="width: 90%;" type="text"/>	*
Travel To Location:	<input style="width: 90%;" type="text"/>	*
Estimated Dates of Travel:	<input style="width: 90%;" type="text"/>	*

Travel Requested	Estimated Cost
<input type="checkbox"/> Airline Tickets via CJA Government	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> Travel Agency	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> Ground Transportation	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> Per Diem (Hotel & Meals)**	<input style="width: 80%;" type="text"/>
<input type="checkbox"/> Other <input style="width: 40%;" type="text"/>	<input style="width: 80%;" type="text"/>

Total Estimated Cost:	<input style="width: 90%;" type="text"/>	*
Justification for Request:	<input style="width: 90%;" type="text"/>	

* 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	July14,15	490.00

Page 1 of 1 (1 items)

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

Creating an Airline Travel Authorization (cont'd) Documents

Step 1 Click **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 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 in the bottom of the Description section.

Step 4 Click **Save**.

Confirmation

Step 1 Verify all information is correct.

Step 2 Check the affirmation 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 additional document for this appointment.

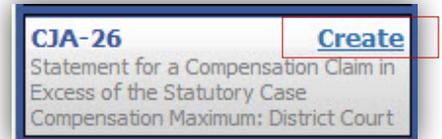
The Travel Authorization will now appear in the “My Submitted Documents” section.

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 in order to save your work.

CJA-26 Attorney Enters
Def.: Jebediah Branson
Link to CM/ECF
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	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	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"/> V 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			

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)

Justification

Step
1

Click the **Justification** tab or click the **Next** option located on the Progress bar.

Step
2

Fill out justification sections.

Step
3

Click **Save**.

Basic Info
Justification
Documents
Confirmation

Justification

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.

« First
< Previous
Next >
Last »
Save
Delete Draft

Creating a CJA 26 Voucher (cont'd)

Documents

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

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 in 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 Check the affirmation box.

Step 7 Click **Submit**.

Confirmation

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.