



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

CJA eVoucher

Attorney User Manual

Release 4.2

May 2015



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Nota Bene: Edit before using!

We are distributing this manual in Word format to make it easier for you to customize the content to follow your local rules and CJA rules. You may wish to include information about some of the following topics:

Do you wish to include contact information for CJA administrators to the attorneys? Web site link?

Are you using the CM/ECF link in eVoucher?

Are attorneys allowed to edit their own profile and billing information? Enter Holding Periods?

Do attorneys still file any CJA-related documents in CM/ECF?

What is your policy about interim payments?

How will your site handle the CJA-24 Auth and the CJA-24 voucher? Will court reporters be involved as Experts? Will the attorney create the CJA-24?

Will the panel attorneys use the CLE-tracking feature in eVoucher?

Will the attorneys be doing the Travel Authorization provided in eVoucher?

Will you be using the email proposed appointments available in eVoucher? How will attorneys be notified of appointments?

Can you provide more specific information about what kinds of documents you wish the attorney to attach for each document type?

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.

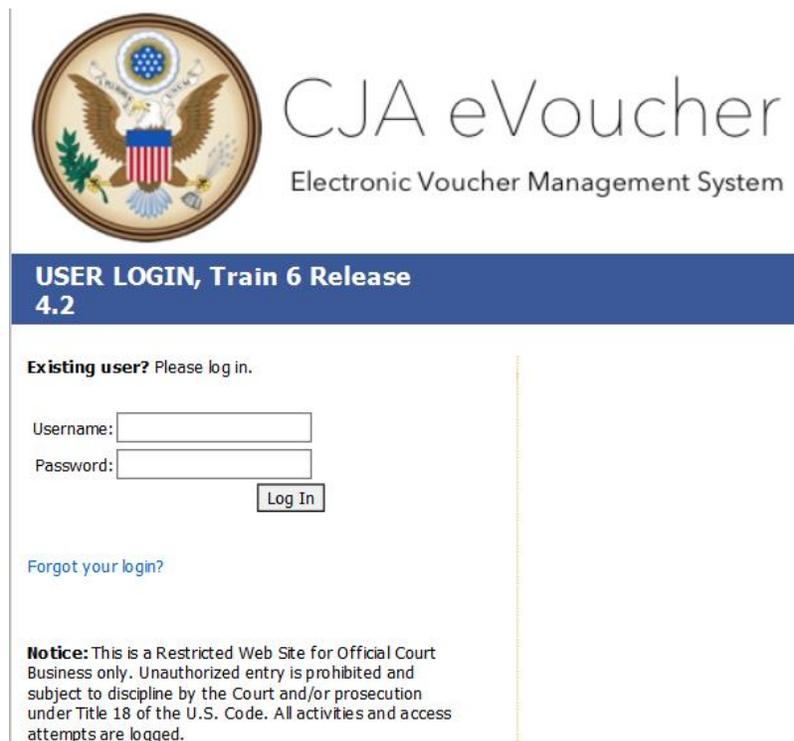
Some Courts may send a proposed email to the Attorney, awaiting acceptance of a specific case.

Accessing the CJA eVoucher Program

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

https://evsdweb.ev.uscourts.gov/CJA_law_prod/CJAeVoucher/

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 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.



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 the home page of the CJA eVoucher system for attorney Andrew Anders. The page is organized into several sections:

- My Active Documents:** A table with columns for Case, Defendant, Order Date, and Status. It lists two active cases for defendant Jebediah Branson.
- My Proposed Assignments:** A table with columns for Case, Defendant, Order Date, and Status. It lists one proposed assignment for defendant USA v Delgado.
- Appointments' List:** A table with columns for Case, Defendant, Order Date, and Status. It lists five appointments for various defendants.
- My Submitted Documents:** A table with columns for Case, Defendant, Order Date, and Status. It lists one submitted document for defendant Jebediah Branson.
- My Service Provider's Documents:** A table with columns for Case, Defendant, Order Date, and Status. It shows no rows recorded in the database.
- Closed Documents:** A table with columns for Case, Defendant, Order Date, and Status. It shows no rows 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 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: <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.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Note:

The **Search** option is not a valid link. A Pop up will indicate that you have been redirected.

 You don't have access to the requested page. The system has redirected you here.

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

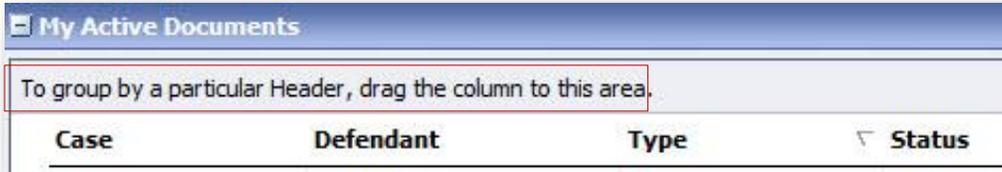
Drag the line in the desired direction to enlarge or reduce the column size.

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.

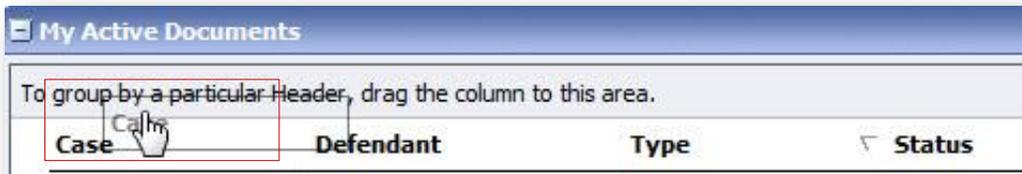


Step
1

Click the header for the column you wish to group.

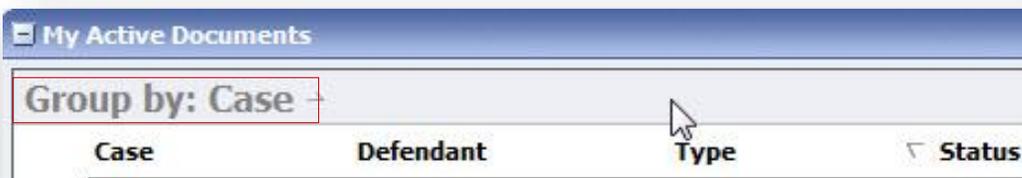
Step
2

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.

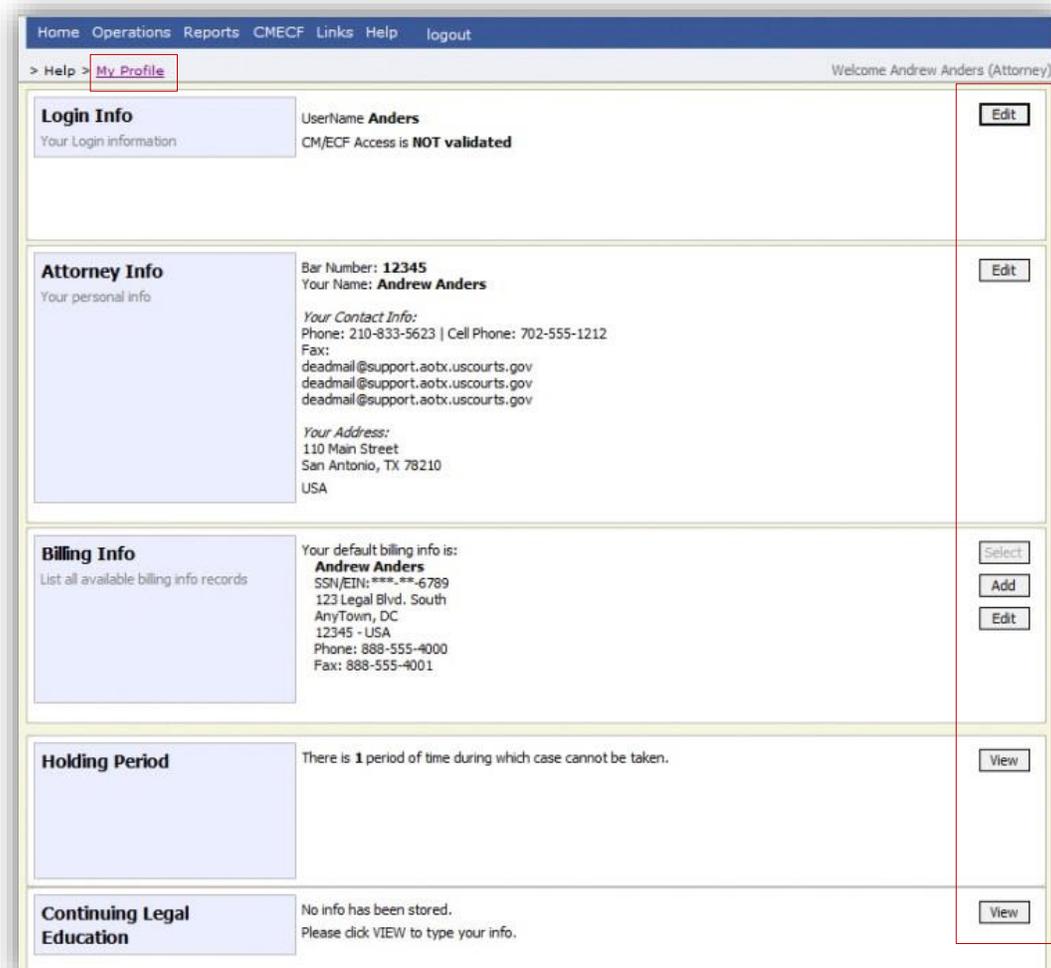
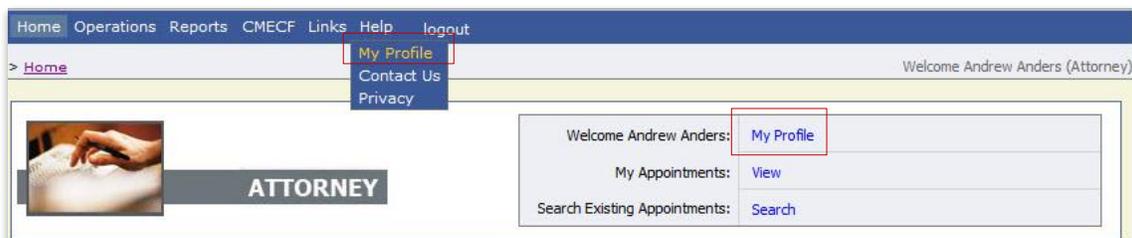


My Profile

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 SSN or EIN numbers 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.



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**

CM/ECF Access is **NOT validated**

Step 2

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

> Help > [My Profile](#)

Login Info
Your Login information

Username Anders [change](#)

Password ***** [reset](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Step 3

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

Step 4

Type the new password and retype it in the confirm field.

> Help > [My Profile](#)

Login Info
Your Login information

Username Anders [change](#)

Password ***** * **Strength: Strong**

Confirm *

Reset [cancel](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Step 5

Press the **Reset** button to save.

Step 6

Click the **Close** button to exit the login Info section.

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

Login Info
Your Login information

Username Anders [change](#) **Close**

Password ***** [reset](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

If your Court is allowing access to CM/ECF, log in using your CM/ECF Username/Password, and selecting validate. This will allow for synchronization between CJA eVoucher and CM/ECF. Once you've logged in, access will show as validated.

The screenshot shows a web application interface with a blue navigation bar at the top containing links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar is a breadcrumb trail: > Help > [My Profile](#). The main content area is divided into two sections. On the left is a light blue box titled "Login Info" with the subtitle "Your Login information". On the right is a form with the following elements: a "Username" field containing "Anders" with a "change" link; a "Password" field with a red asterisk; a "Confirm" field with a red asterisk; a "Reset" button and a "cancel" link; a "CM/ECF Username" field with a "validate" link; a "CM/ECF Password" field; and a red-bordered box containing the text "CM/ECF Access is **NOT validated**".

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

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

[cancel](#)

Step 3

Click **Save**.

Note:

- Each attorney (except Associates) must enter his/her Social Security Number into the user profile.
- 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

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.

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Save
cancel

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

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Save
cancel

Billing Code: Verify

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 Under the **Holding Period** section click **View**.

The screenshot shows a sidebar with a 'Holding Period' section highlighted in blue. The main content area contains the text: 'No info has been stored. Please click VIEW to type your info.' A 'View' button is located in the top right corner of the main area.

Step 2 Click **Add**.

The screenshot shows the 'Holding Period' sidebar. The main area has a toolbar with 'Back', 'Edit', 'Add', and 'Delete' buttons. The 'Add' button is highlighted with a red box. Below the toolbar is a search bar and a table with columns 'Starting', 'Ending', and 'Notes'. The table contains one row with the text 'No Holding Period' and 'No data' at the bottom right.

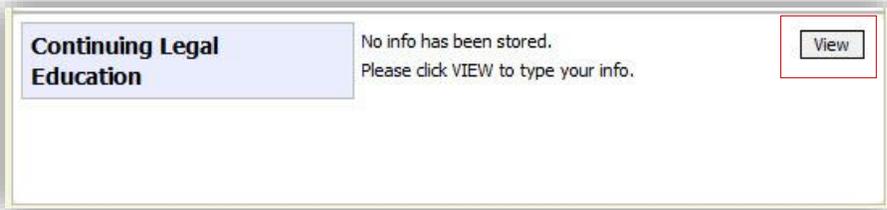
Step 3 Enter the **Starting** and **Ending Date**, along with **Notes**.

The screenshot shows the 'Holding Period' sidebar. The main area has a toolbar with 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the toolbar are two date pickers: 'Starting Date' (07/11/2014) and 'Ending Date' (08/01/2014). Below the date pickers is a text area for 'Notes' containing the text 'Vacation Cruise.' The 'Notes' text area is also highlighted with a red box.

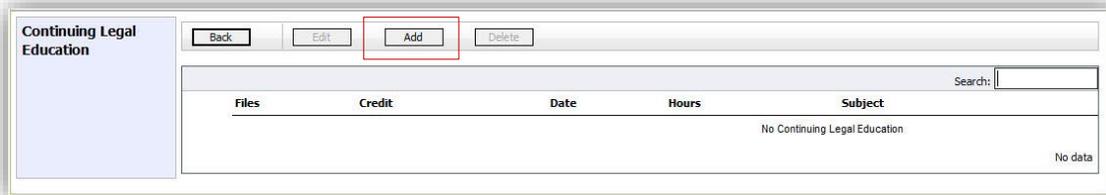
Step 4 Click **Save**.

Continuing Legal Education

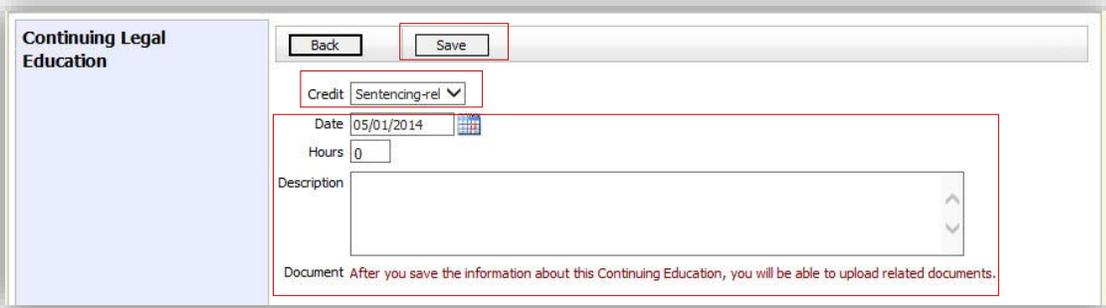
Step 1 Under the **Continuing Legal Education** section, click the **View** button to access your CLE information.



Step 2 To add CLE information, click **Add**.



Step 3 Click the **Credit** dropdown menu to select CLE categories.



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 adding a new entry. At the top are 'Back' and 'Save' buttons. Below are fields for 'Credit' (set to 'Sentencing-rel'), 'Date' (set to '05/15/2014'), and 'Hours' (set to '0'). There is a 'Description' text area and a 'Document' field with a 'Browse...' button. The 'Save' and 'Browse...' buttons are highlighted with red boxes.

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 one entry. The table has columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The entry has '0' in the 'Files' column, 'Sentench...' in the 'Credit' column, '05/15/2014' in the 'Date' column, and '0' in the 'Hours' column. The 'Subject' column is empty. The page number '1' is shown at the bottom left, and 'Page 1 of 1 (1 items)' is shown at the bottom right.

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

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	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

CJA eVoucher | Version 4.2 | AO-DTS-SDSO-Training Division | May 2015

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 DESIG-NEE	

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
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 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: 000000-0000-6789
 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



«First < Previous Next > Last » Save Delete Draft

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.

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 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.

The screenshot shows the 'Services' tab in the CJA-20 Attorney Enters application. The interface includes a sidebar with user information (CJA-20 Attorney Enters, Def.: Jebediah Branson) and budget reports. The main area has tabs for Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The Services tab is active, showing a form with fields for Date (6/11/2014), Service Type, Doc.# (ECF), Pages, Hours, and Description. A table below the form is currently empty, with columns for Service Type, Date, Description, Hrs, Rate, and Amt. Navigation buttons like 'Save' and 'Delete Draft' are visible at the bottom.

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.

This screenshot shows the 'Services' tab with a calendar pop-up over the Date field. The calendar is for June 2014, and the date 6/11/2014 is highlighted. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The Date field in the background shows '6/11/2014' with a calendar icon.

Services (cont'd)

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 date is set to 6/11/2014. The dropdown menu lists five options: a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. A red box highlights the dropdown arrow.

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

Step 6 Enter a description.

The screenshot shows the 'Services' form with 'a. Arraignment and/or Plea' selected in the Service Type dropdown. The Hours field contains '0.5' and the Description field contains 'First appearance and arraignment of Defendant.' The 'Add' and 'Remove' buttons are visible at the bottom right.

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.

The screenshot shows the 'Services' form with the entry added to a table. The table has columns: Service Type, Date, Description, Hrs, Rate, Amt. The entry is: a. Arraignment and/or Plea, 06/11/2014, First appearance and arraignment of Defendant, 0.5, 126.0000, 63.00. The 'Save' button is highlighted with a red box.

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

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.

Expenses

Date: 6/12/2014 *

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 » Save Delete Draft

Step
2

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles:

Amount:

*** 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 »

Entering Expenses (cont'd)

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

Step 6 Enter a description.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

Step 4 Click **ADD**.

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

Expenses

Date: 6/12/2014 *

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)

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
5

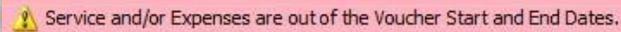
Click the **Date** header. This will sort expenses according to date.

Step
6

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.

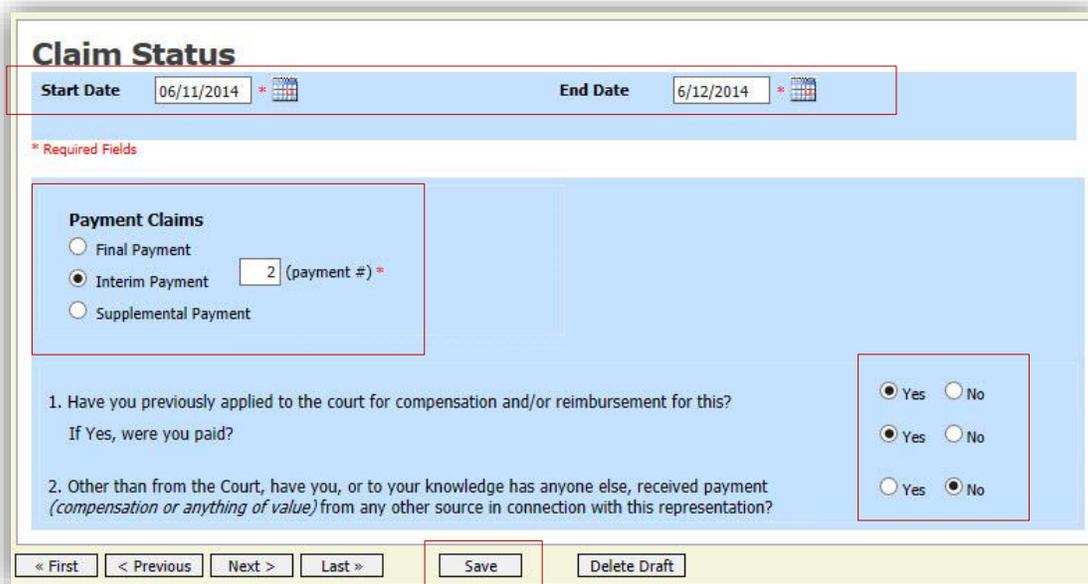
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

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 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 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.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Note:

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

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

Description	Delete	View
Copies of receipts	Delete	View

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 Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT / DEF. NUMBER		4. DIST. DKT / DEF. NUMBER 1:14-CR-08805-1-A.A.		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		
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	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

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

Date: Submit

« 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 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 web form for submitting a voucher. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes" containing the word "Notes". Underneath the notes 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" field showing "6/12/2014 16:32:35". On the right side of the form is a large blue "Submit" button with a green arrow icon. At the bottom of the form are several 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. At the top, there is a blue box with the word "Success" in a red-bordered box. Below this, the text reads: "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:". The voucher number "0101.0000150" is displayed in a large, bold, black font. At the bottom, there is a section labeled "Back to:" with two blue hyperlinks: "Home Page" and "Appointment Page".

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create 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 on 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.

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-28	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												
01/01/1901 to 01/01/1901		\$0.00	\$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	\$6,700.00	
03/03/2014 to 08/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,944.00	
08/12/2014 to 08/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,881.00	
05/01/2014 to 08/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,629.00	
				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		Total	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	\$0.00	\$800.00	\$800.00
				Total Pending:	\$0.00					Total Approved:	\$0.00
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders											
01/20/2009 To 05/26/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$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	\$4,890.34

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		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		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

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

Summary: \$0.00

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

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
Details

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

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, steps on how to add an Expert are on page36.

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 ▴ ▾

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 ▾

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"/>	

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 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 the CJA 21 Voucher system. The form includes fields for Date (6/19/2014), Hours, Rate, and Description. The 'Add' button is highlighted. Below the form is a table with columns Date, Description, Hrs, Rate, and Amt. The 'Save' button is highlighted at the bottom.

Date	Description	Hrs	Rate	Amt
No data				

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 the CJA 21 Voucher system. The form includes fields for Date (6/19/2014), Expense Type, Miles, Description, and Amount. The 'Add' button is highlighted. Below the form is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The 'Save' button is highlighted at the bottom.

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

Creating a CJA 21 Voucher (cont'd)

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**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 06/12/2014
- End Date:** 6/19/2014
- Payment Claims:**
 - Final Payment
 - Interim Payment (payment #)
 - Supplemental Payment
- Navigation:** << First, < Previous, Next >, Last >>, **Save**, Delete Draft

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 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 screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
- File:** Browse...
- Description:** [Empty text field]
- Upload** button
- Table:**

Description	Delete	View
invoice from Expert	Delete	View
- Navigation:** << First, < Previous, Next >, Last >>, **Save**, Delete Draft

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 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**.

Submitting an Authorization Request for Expert Services

Step
1

Open the Appointment record.

Step
2

Click **Create** from the Authorization template.

Create New Voucher

AUTH

Authorization for Expert and other Services

Create

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			
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	<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"/>

«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
- Name of Service Provider

The screenshot shows a web form with a light blue background. The form contains several fields and buttons. The fields are: Order Date (text box), Nunc Pro Tunc Date (text box), Repayment (checkbox), Estimated Amount (text box with a dollar sign and a red asterisk, containing '8000.00'), Authorized Amount (text box with a dollar sign), Basis of Estimate (text box containing '100 hours at \$80/hour'), Description (text area), Service Type (drop-down menu with 'Investigator' selected and a red asterisk), and Requested Provider (text box containing 'John Doe'). The buttons at the bottom are: « First, < Previous, Next >, Last », Save, and Delete Draft. Red boxes highlight the Estimated Amount, Basis of Estimate, Service Type, and Requested Provider fields, and the Save button.

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 attachment and description will be uploaded and appear in 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 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 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 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

<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>14. LAW FIRM NAME AND MAILING ADDRESS</p>	<p>13. COURT ORDER</p> <p><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel</p> <p><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel</p> <p><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney</p> <p><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>
---	---

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts

Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal

Defense Opening Statement Defense Argument Jury Instructions 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)

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**.

A confirmation page will appear.

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.

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 in order to save your work.

Def.:

[Link to CM/ECF](#)

Voucher #: ---
Request Date: ---
Approved Date: ---

Summary: \$0.00

Service	Amount
Service Type	
Original	\$0.00
Copy	\$0.00
Totals	\$0.00

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

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

Basic Info

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			
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 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:

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 by clicking it, this will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step
3

Select the Voucher Assignment radio button indicating if you will be entering the information for the transcriptionist, or if the transcriptionist will do the expense entries.

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization

ID Number: 26	Service Type: Court Reporter / Transcript
Order Date: 03/03/2014	Estimated Amount: 0
Authorized Amount: 0	
ID Number: 148	Service Type: Court Reporter / Transcript
Order Date: 03/03/2014	Estimated Amount: 0
Authorized 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 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 the **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 the **Next** option located on the Progress bar.

Step
2

Enter the **Date**, **Service Type**, **No. 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**.

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportionec	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

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

Step
4

Click **Save**.

Step
1

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

Step
2

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

Step
3

Click **Add**.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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 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**.

A confirmation page will appear.

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.

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 in order to save your work.

The Basic Info screen will open.

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

Basic Info

1. CIR. DIST/DIV.CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Wendy Wilson		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
	1:14-CR-08802-2-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Wilson et al	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
18:13-4530.F INCOME TAX, FAILURE TO FILE			
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 Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		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 5/27/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
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 the **Next** option located on the Progress bar.

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.

Basic Info
Authorization Request
Documents
Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: *

Address of Person Traveling: *

Purpose of Travel: *

Travel From location: *

Travel To Location: *

Estimated Dates of Travel: *

Travel Requested	Estimated Cost
<input type="checkbox"/> Airline Tickets via CJA Government	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Ground Transportation	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Per Diem (Hotel & Meals)**	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Other <input style="width: 100px;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Estimated Cost: *

Justification for Request:

* 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 a Travel Voucher (cont'd)

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 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 'Browse...' button, and a description field. An 'Upload' button is located to the right of the description field. Below this is a table with the following structure:

Description	Delete	View
Documents	Delete	View

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 in the bottom of the Description section.

Step
4

Click **Save**.

The Confirmation tab will appear.

Step
1

Verify all information is correct.

Step
2

Check the affirmation box. This will automatically time stamp the voucher.

Step
3

Click Submit.

The screenshot shows the 'Confirmation' screen. 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. In the center, there's a checked checkbox with the text 'I swear and affirm the truth or correctness of the above statements' and a date stamp '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 box. The text inside reads: '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: **0101.0000162**'. Below this, there's a 'Back to:' section with two links: 'Home Page' and 'Appointment Page'. The 'Success' title and the voucher number are highlighted with red boxes.

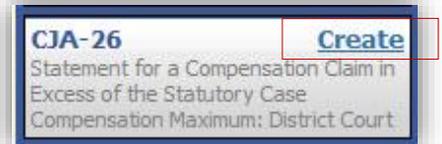
The Travel Voucher will now appear in the "My Submitted Documents" section.

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 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	
		1:14-CR-08805-1-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		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			<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		
110 Main Street			Prior Attorney's Name		
San Antonio TX 78210			Albert Albertson		
Phone: 210-833-5623			Appointment Dates		
			Signature of Presiding Judge or By Order of the Court		
			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)

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)

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**.

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.