



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

**Release 6.10**

**April  
2024**



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## Nota Bene: Edit Before Using!

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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. Consider the following questions when customizing your information:

- Do you wish to include CJA administrator contact information for attorneys or include a website link?
- Are you using the CM/ECF link in eVoucher?
- Are attorneys allowed to edit their own profiles and billing information, or enter holding periods?
- Do attorneys still file any CJA-related documents in CM/ECF?
- What is your policy about interim payments?
- How does your site handle the CJA-24 Auth and the CJA-24 voucher? Are court reporters involved as experts? Does the attorney create the CJA-24?
- Do the panel attorneys use the Continuing Legal Education (CLE) tracking feature in eVoucher?
- Do the attorneys complete the travel authorization provided in eVoucher?
- Do you use the email proposed appointments available in eVoucher? How are attorneys notified of appointments?
- Can you provide more specific information about the kinds of documents you wish the attorney to attach for each document type?

## Introduction

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The CJA eVoucher system is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The eVoucher program allows for:

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

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

## Panel Management

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- 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 and Authorization Request Submission

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- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads 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

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- Windows: Chrome 62, Edge 16, Firefox 57
- Apple Macintosh: Safari 10.1

## Court Appointment

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When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides 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

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Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

**Note:** Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact> or call their 24-hour help line at (844) 875-6446.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

## Creating a Login.gov Account

### Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.

**UNITED STATES COURTS** CJA eVoucher - Texas Eastern District Court  
Release 6.10.0.0

**We've changed how you will sign in to eVoucher!**

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

**Sign in with LOGIN.GOV**

**Need to create a Login.gov account?**

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

On the Login.gov page, click **Create an account**.

LOGIN.GOV UNITED STATES COURTS

eVoucher is using  
Login.gov to allow you to sign in to  
your account safely and securely.

**Sign in** **Create an account**

**Sign in for existing users**

Email address

### Step 3

Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

**Note:** Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address  
davidattorney210gmail.com

Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)  Español  Français

I read and accept the Login.gov [Rules of Use](#)

Submit

### Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.

LOGIN.GOV

Check your email

We sent an email to davidattorney210@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Confirm your email inbox x

Login.gov <no-reply@identifysandbox.gov>

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address



**Step 5**

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

You have confirmed your email address

### Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

**Continue**

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

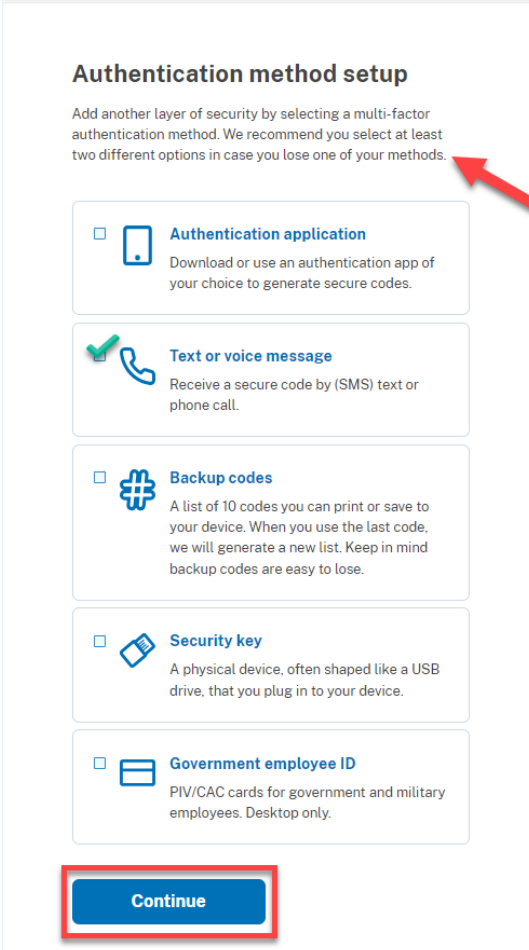
**Note:** Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

## Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

### Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.



**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

**Note:** Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

**Step 2**

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and then click **Send code**.

**Add a phone number**

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS)  Phone call

You can change this anytime. If you use a landline number, select "Phone call."

**Send code**

[Mobile terms of service](#)

**Step 3**

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

**Enter your one-time code**

We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555. This code will expire in 10 minutes.

One-time code  
Example: 123456

Remember this browser

**Submit**

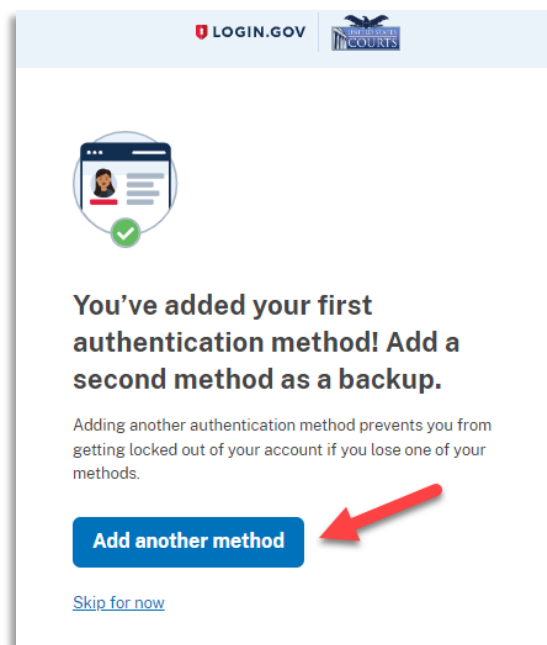
Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

**Step 4**

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

**Note:** It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



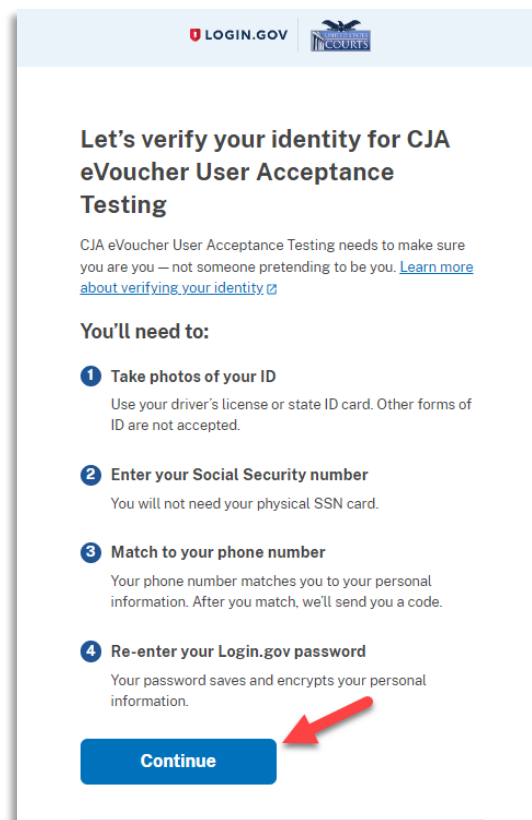
## Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

**Note:** This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

### Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and InCOURTS. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". Under the heading "You'll need to:", there are four numbered steps: 1. "Take photos of your ID" (with a note that only driver's licenses or state ID cards are accepted), 2. "Enter your Social Security number" (noting that a physical SSN card is not needed), 3. "Match to your phone number" (noting that a personal phone number is required and a code will be sent), and 4. "Re-enter your Login.gov password" (noting that the password is saved and encrypted). At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

## Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

Getting started   Verify your ID   Verify your information   Verify phone or address   Secure your account

### How verifying your identity works

Identity verification happens in two parts:

#### Verify your identity

We'll ask for your personal information to verify your identity against public records.

#### Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

**Continue**

## Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

LOGIN.GOV  

Getting started   Verify your ID   Verify your information   Verify phone or address   Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

**Recommended**

#### Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

**Send link**

#### Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

**Upload photos**

[Cancel](#)

## Option 1: Upload photos from phone (recommended)

### Option 1

1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

**Recommended**

**Use your phone to take photos**

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

🇺🇸 (210) 555-5555

**Send link**

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

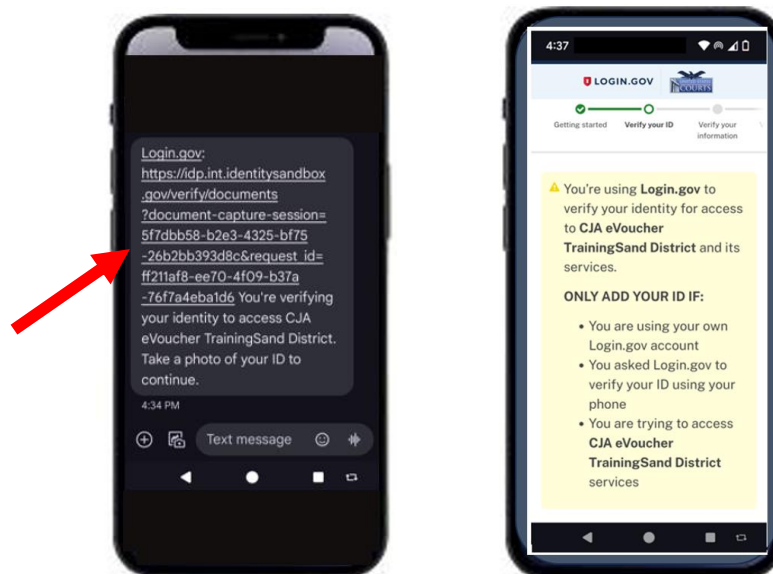
**Do not close this window.**  
The next step will load automatically.

### We sent a message to your phone

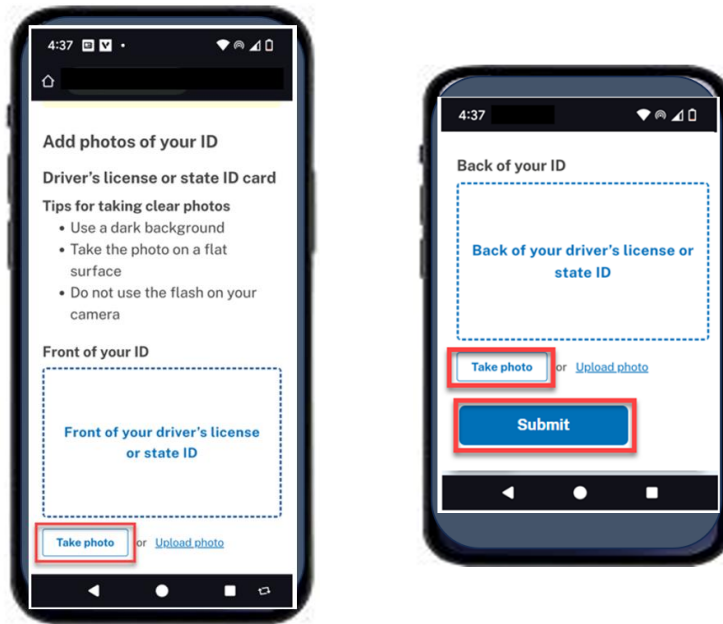
You entered: +1 210-555-5555

Please check your phone and follow instructions to take a photo of your state-issued ID.

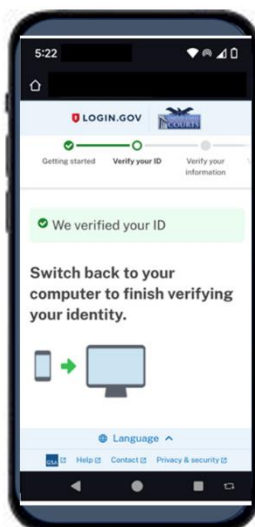
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.



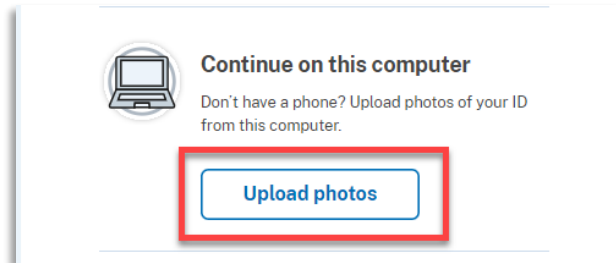
Continue to step 4 to complete the identity verification process.



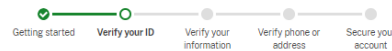
## Option 2: Upload photos from your computer

### Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



### Add photos of your ID

#### Driver's license or state ID card

##### Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

##### Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

##### Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID


Drag file here or [choose from folder](#)

**Submit**

**Note:** You may see a processing screen as the upload completes and Login.gov verifies your identity.

**Step 4**

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

**LOGIN.GOV** 

Getting started  Verify your ID  **Verify your information**  Verify phone or address  Secure your account

We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

**Social Security number**  
Example: 123-45-6789

.....

Show Social Security number

**Continue**

### Step 5

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note:** You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

Getting started   Verify your ID   **Verify your information**   Verify phone or address   Secure your account

### Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY  
Last name: MCFAKERSON  
Date of birth: October 6, 1938  
ID number: 111111111111

Address line 1: 1 FAKE RD [Update](#)  
Address line 2:  
City: GREAT FALLS  
State: MT  
ZIP Code: 59010

Social Security number: 5\*\*-\*\*-\*\*\*\*5 [Update](#)

Show Social Security number

**Submit**

### Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Getting started   Verify your ID   Verify your information   **Verify phone or address**   Secure your account

**We verified your information**

### Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number  
[210] 555-5555

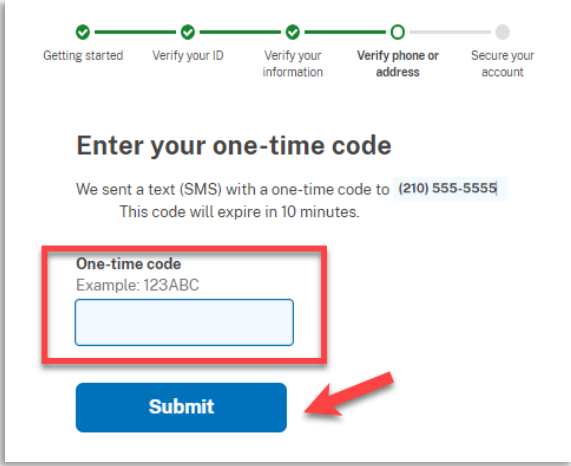
How should we send a code?  
If you entered a landline above, please select "Phone call" below.

Text message (SMS)    Phone call

**Send code**

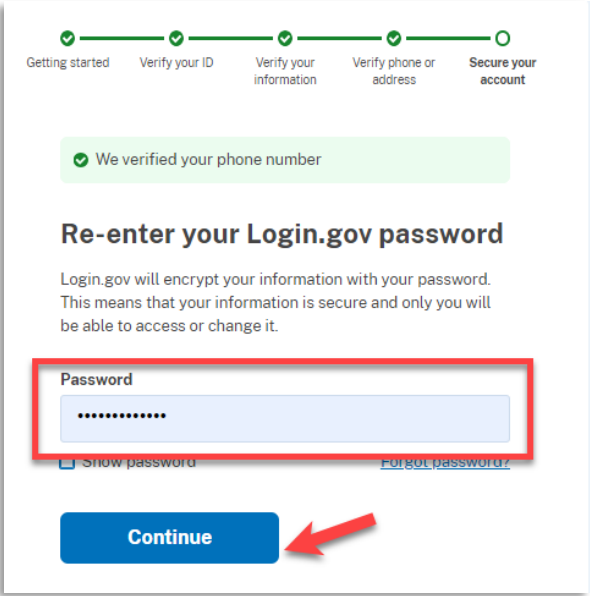
**Step 7**

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.



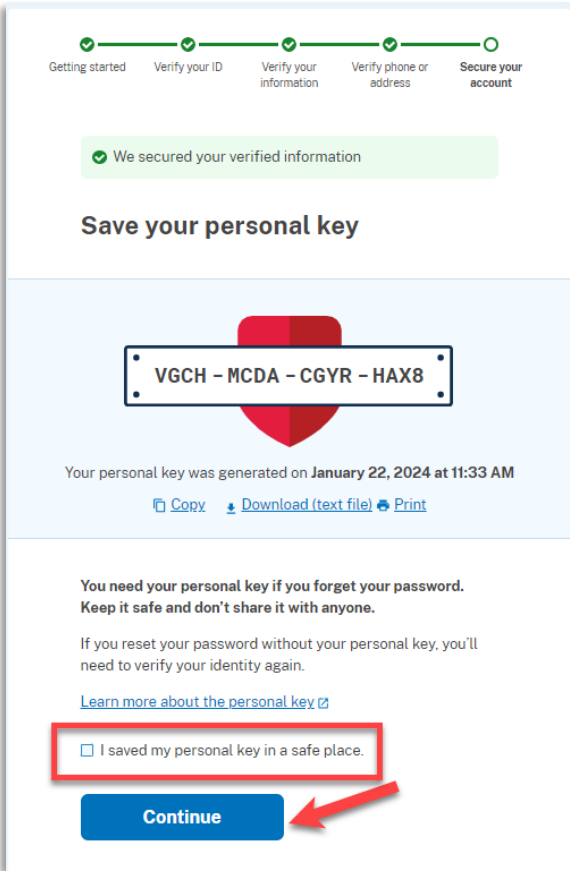
**Step 8**

Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov, and then click **Continue**.



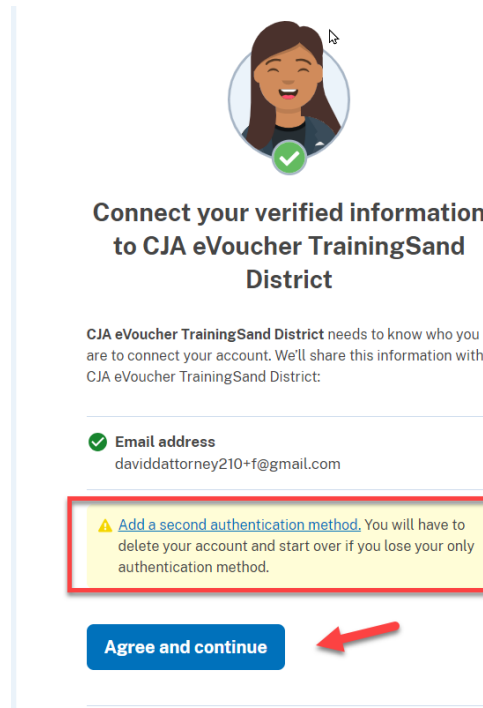
**Step 9**

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.



**Step 10**

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



**Connect your verified information to CJA eVoucher TrainingSand District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**  
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

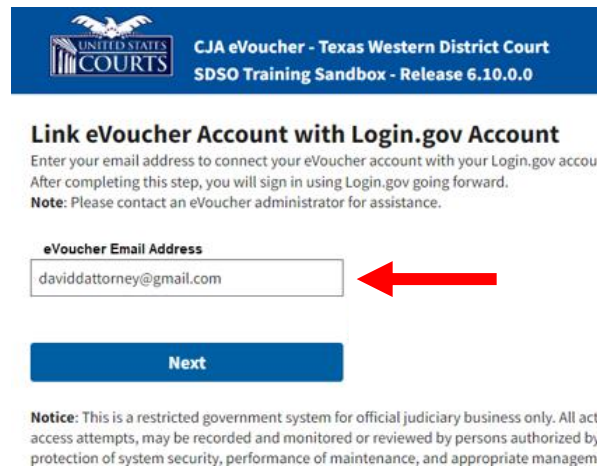
**Agree and continue**

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

## Linking Your eVoucher Account to Your Login.gov Account

### For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.

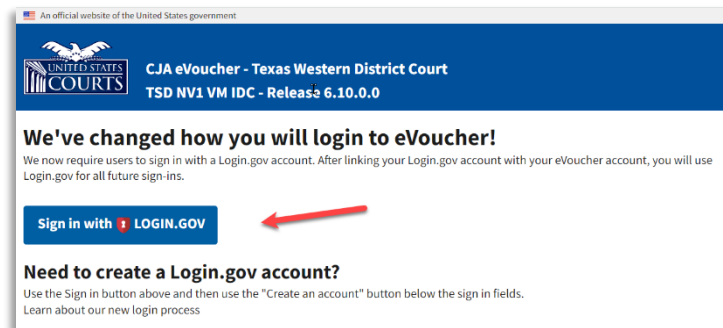


The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header is the heading "Link eVoucher Account with Login.gov Account". The instructions state: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance." There is a text input field labeled "eVoucher Email Address" containing the email address "davidattorney@gmail.com". A red arrow points to this field. Below the field is a blue "Next" button. At the bottom, a notice states: "Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management."

### For EXISTING Login.gov accounts:

#### Step 1

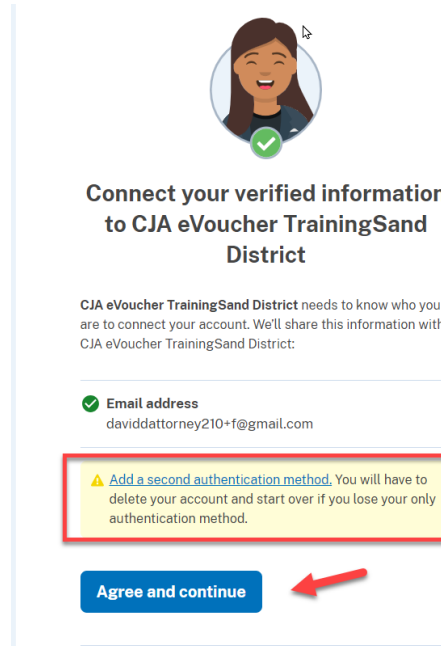
From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "TSD NV1 VM IDC - Release 6.10.0.0". Below the header is the heading "We've changed how you will login to eVoucher!". The instructions state: "We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins." There is a blue button labeled "Sign in with LOGIN.GOV". A red arrow points to this button. Below the button is the heading "Need to create a Login.gov account?". The instructions state: "Use the Sign in button above and then use the 'Create an account' button below the sign in fields. Learn about our new login process."

## Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



**Connect your verified information to CJA eVoucher TrainingSand District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ Email address  
davidattorney210+f@gmail.com

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

**Agree and continue**

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

**Link eVoucher Account with Login.gov Account**

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

eVoucher Email Address  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activity access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

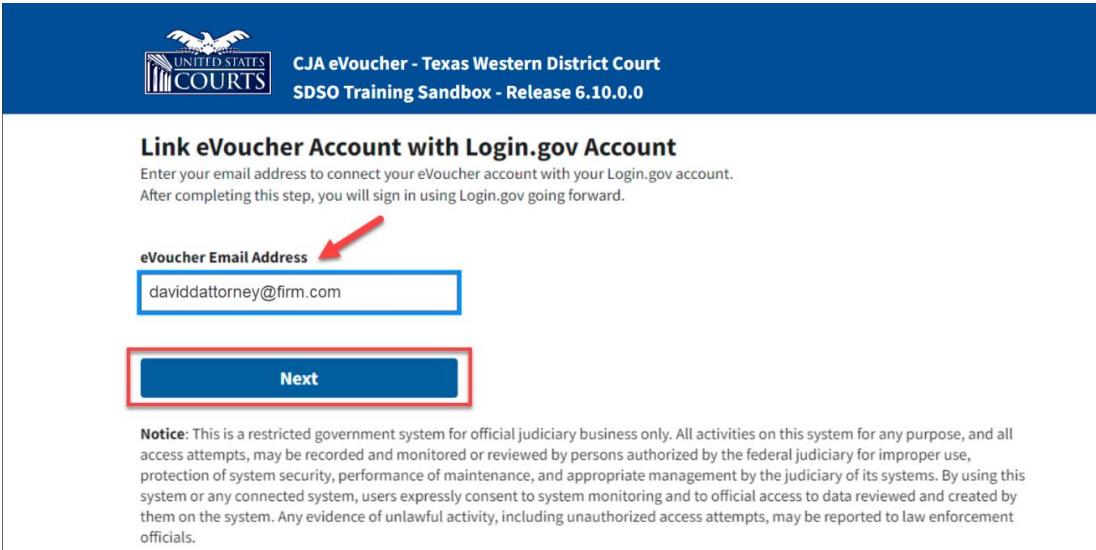


## Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

### Step 1

In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.



The screenshot shows the 'Link eVoucher Account with Login.gov Account' screen. At the top, there is a blue header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, the title 'Link eVoucher Account with Login.gov Account' is displayed, followed by instructions: 'Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.' The 'eVoucher Email Address' field is highlighted with a blue border and contains the text 'davidattorney@firm.com'. A red arrow points to this field. Below the field is a blue 'Next' button, which is also highlighted with a red border. At the bottom, there is a 'Notice' section with a disclaimer about system security and monitoring.

**Link eVoucher Account with Login.gov Account**  
Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**

davidattorney@firm.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

eVoucher Password

[Forgot your password?](#)

**Connect Accounts**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0  
Andrew Anders (Attorney)

Home Operations Reports Links Accounts Help Sign out

> Home

You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on.

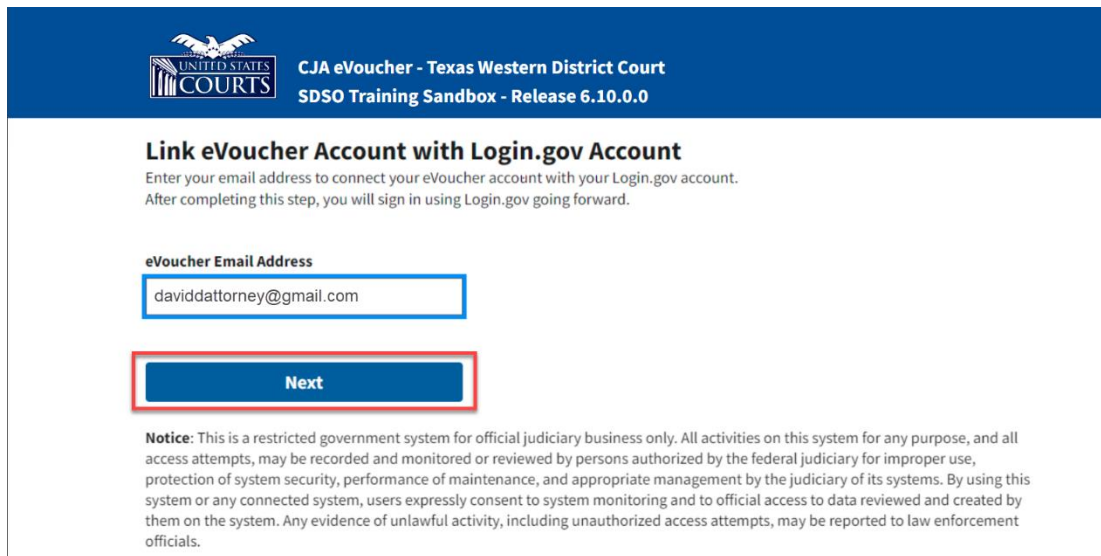
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

### Step 1

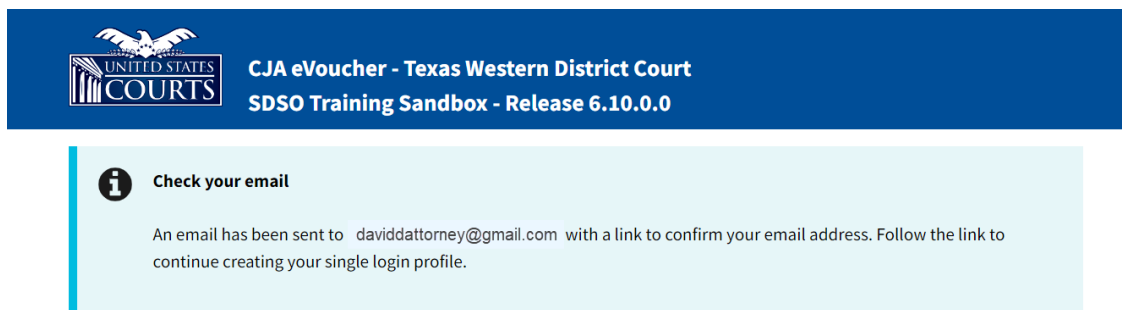
Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



The screenshot shows the top of the page with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this is the heading "Link eVoucher Account with Login.gov Account" and a sub-heading "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." There is a text input field labeled "eVoucher Email Address" containing the email address "davidattorney@gmail.com". Below the input field is a blue button labeled "Next" with a red border. At the bottom, there is a "Notice" section with a warning icon and text: "Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials."

### Step 2

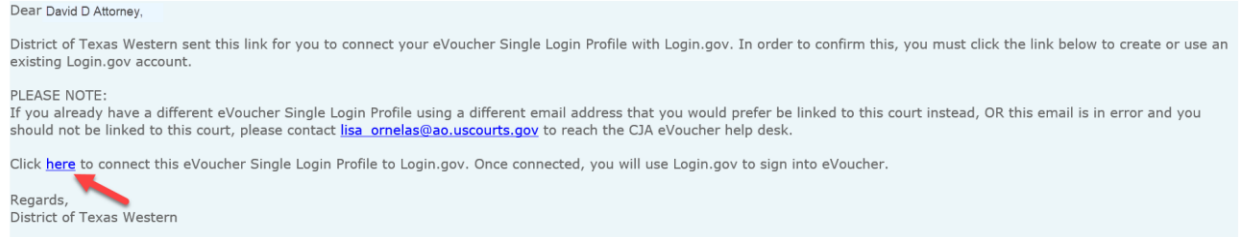
A message appears, prompting you check your email and confirm that you entered the correct email address.



The screenshot shows the top of the page with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this is a light blue message box with a white background. It contains an information icon (i) and the heading "Check your email". The text below reads: "An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile."

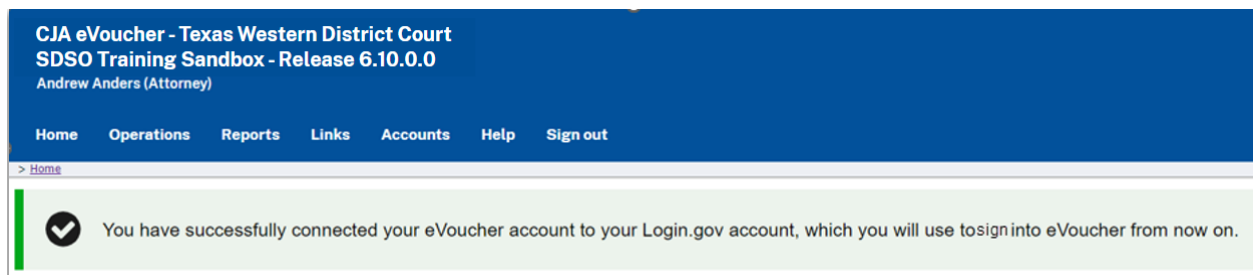
### Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.



### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



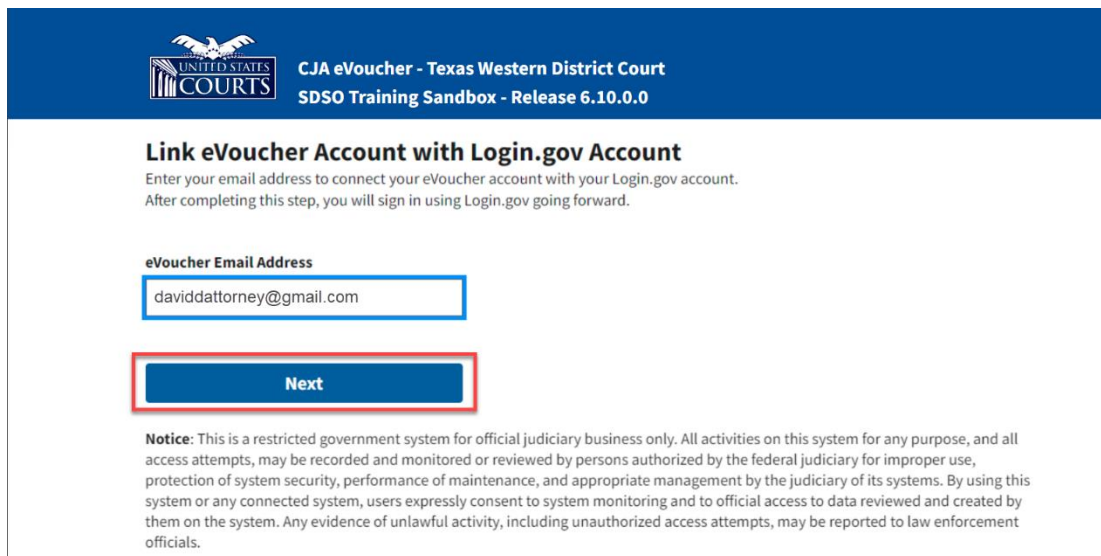
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**

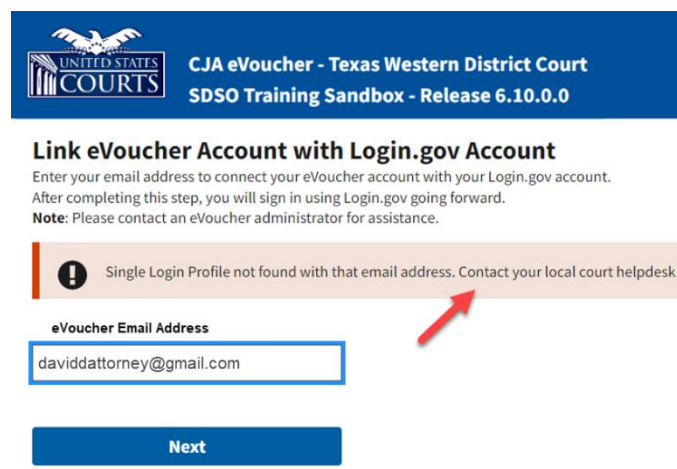
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.



**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

! Single Login Profile not found with that email address. Contact your local court helpdesk.

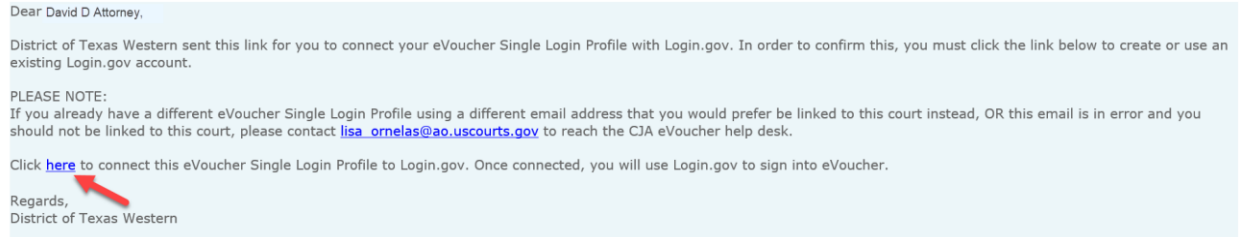
**eVoucher Email Address**

davidattorney@gmail.com

**Next**

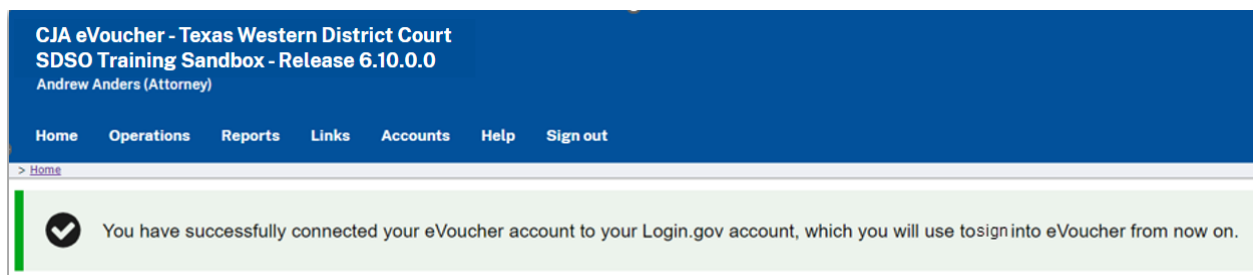
### Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

# Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

## Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.



### We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.



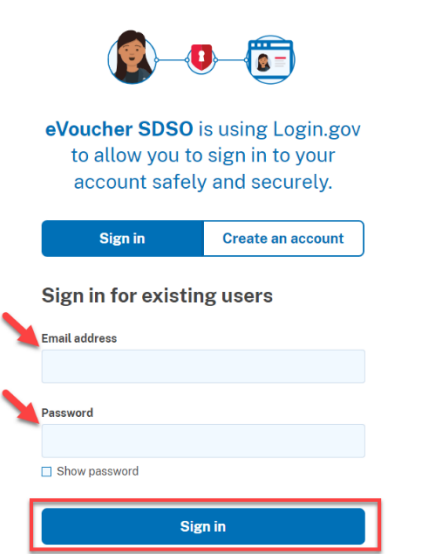
### Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.



**Step 3**

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

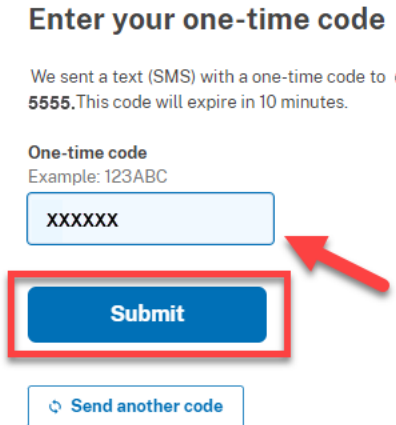
**Enter your one-time code**

We sent a text (SMS) with a one-time code to (\*\*\*)\*\*-5555. This code will expire in 10 minutes.

**One-time code**  
Example: 123ABC

**Submit**

[Send another code](#)



Login.gov directs you to your eVoucher home page.

**CJA eVoucher - Texas Western District Court**  
**SDSO Training Sandbox - Release 6.10.0.0**

David Attorney (Attorney)

[Home](#)   [Operations](#)   [Reports](#)   [Links](#)   [Help](#)   [Sign out](#)

> [Home](#)

**My Active Documents**

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

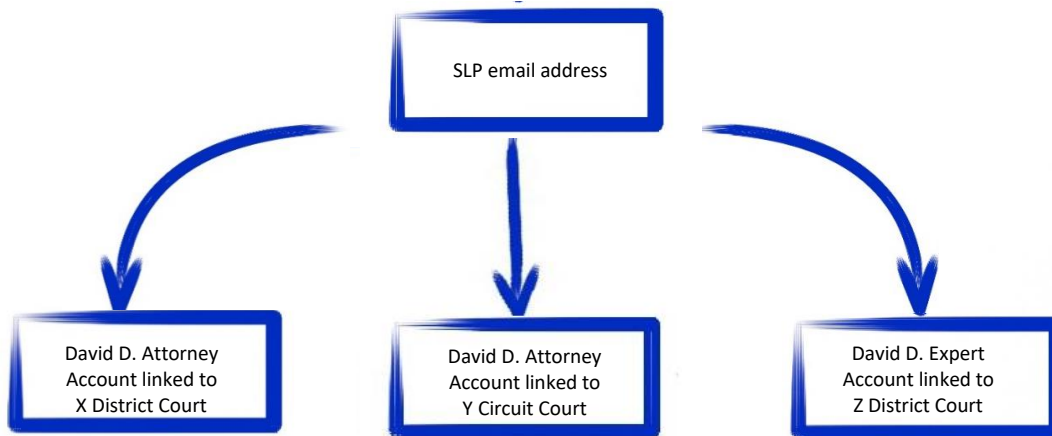
Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Robert Chodwick (# 1)	CJA 20		04/04/2014



## Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

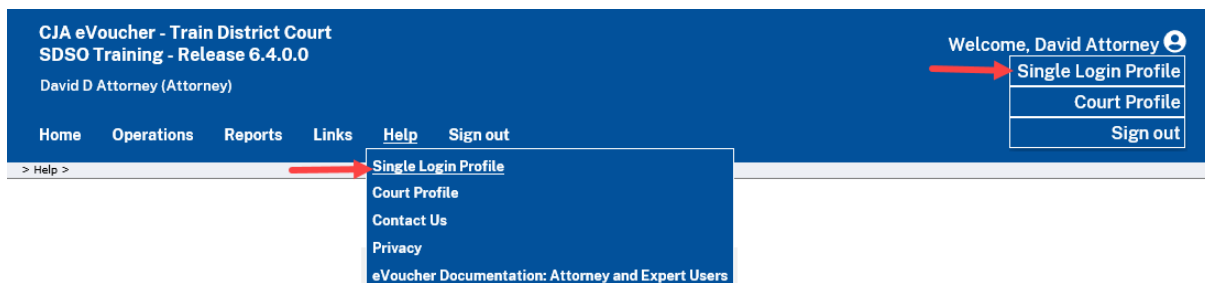
### Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

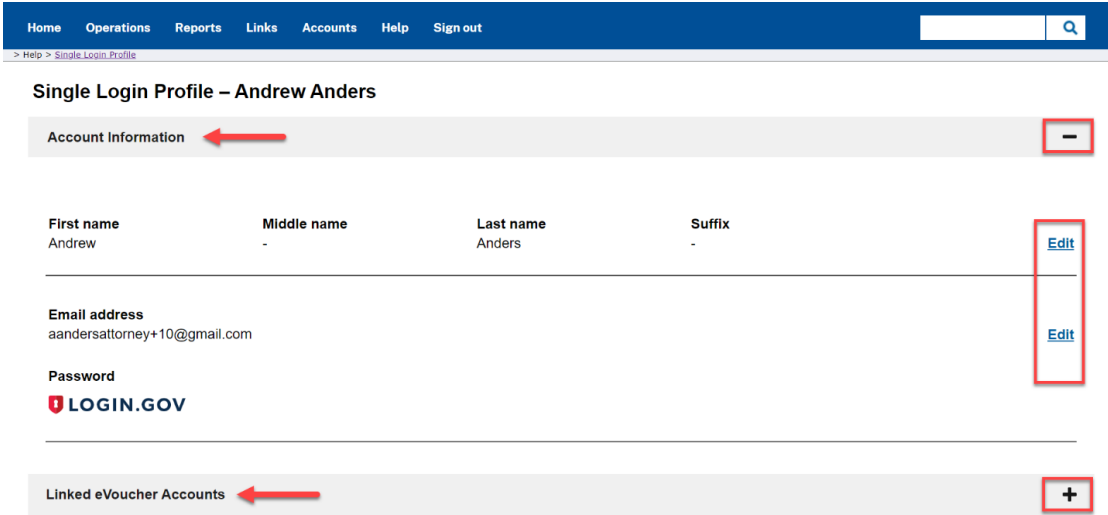
To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



## Editing Your SLP

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

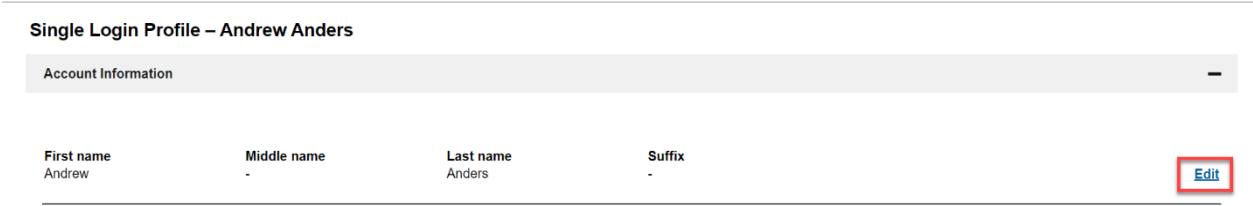
**Note:** The Account Information section automatically displays when you access your SLP information.



## Modifying Your Name

### Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.



**Step 2**

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

**Single Login Profile – Andrew Anders**

Account Information

First name	Middle name	Last name	Suffix
Andrew		Anders	

**Note:** It is important to remember that changing your SLP name does not change the name associated with your court profile.

# Updating Your SLP Email Address

## Step 1

Click the **Edit** link to the right of your email address.

Email address  
aandersattorney+10@gmail.com [Edit](#)

## Step 2

Enter your new email address, confirm it, and then click **Save changes**.

Single Login Profile – Andrew Anders

Account Information

**Note:** This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

[Edit](#)

Email address

Confirm email address

[Cancel](#) [Save changes](#)

**Note:** It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

## Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > [Single Login Profile](#)

[Back to List](#) [Edit User](#) [Assign Roles](#) Single Login Profile

### Single Login Profile – Morales Attorney

**Account Information** -


First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	<a href="#">Edit</a>

---

**Email address** [Edit](#)

MoralesAttorney210@gmail.com

**Password**



**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

## Linked eVoucher Accounts

### Step 1

Click the plus sign (+) to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.

Single Login Profile – Andrew Anders

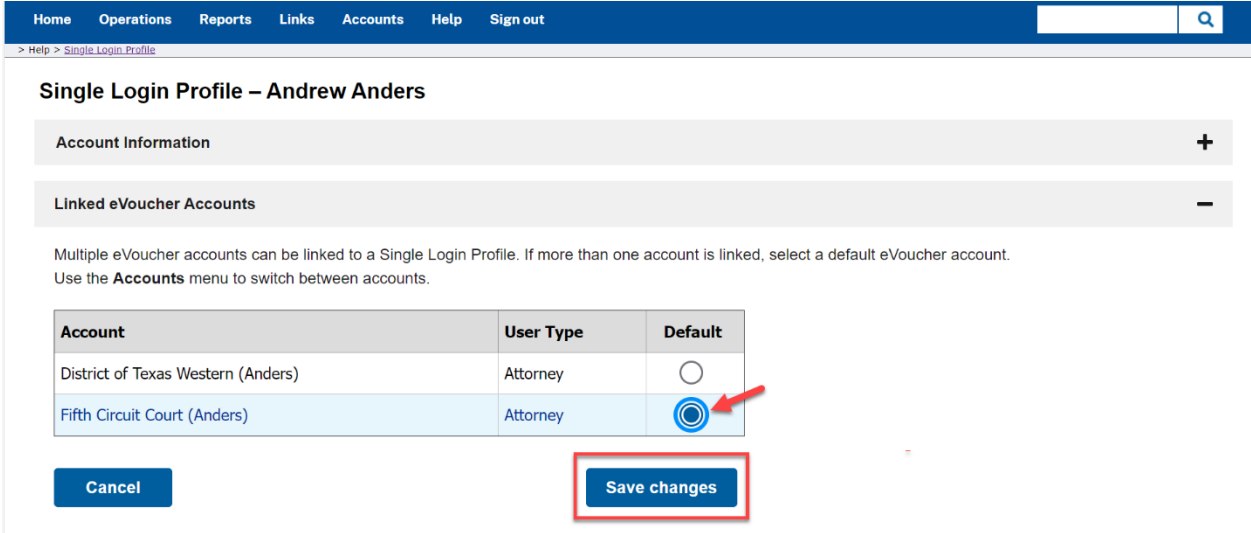
**Account Information** +

**Linked eVoucher Accounts** +

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

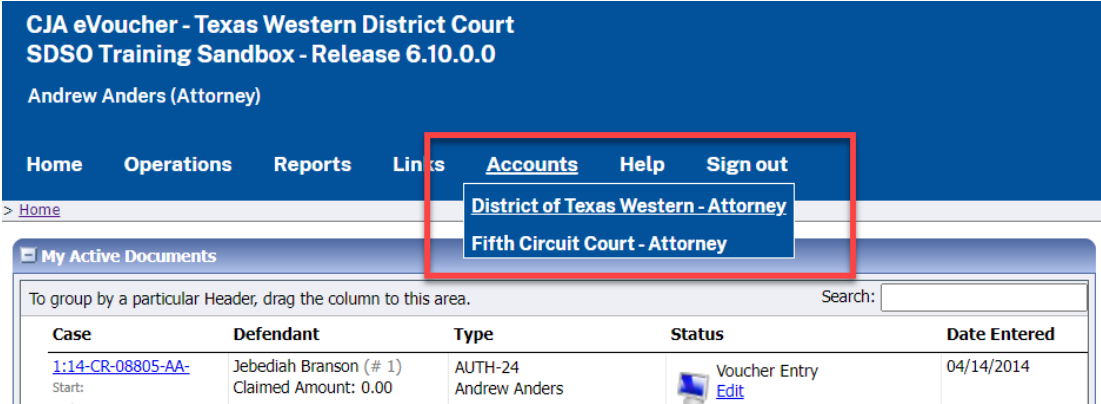
**Step 2**

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.



## Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.



## Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface for Train District Court. The header includes the text "An official website of the United States government" and "CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0". The user is identified as "David D Attorney (Attorney)". The navigation menu includes "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu is open under "Accounts", showing "Circuit - Attorney" and "District - Attorney". A profile icon in the top right corner has a dropdown menu with "Single Login Profile", "Court Profile", and "Sign out".

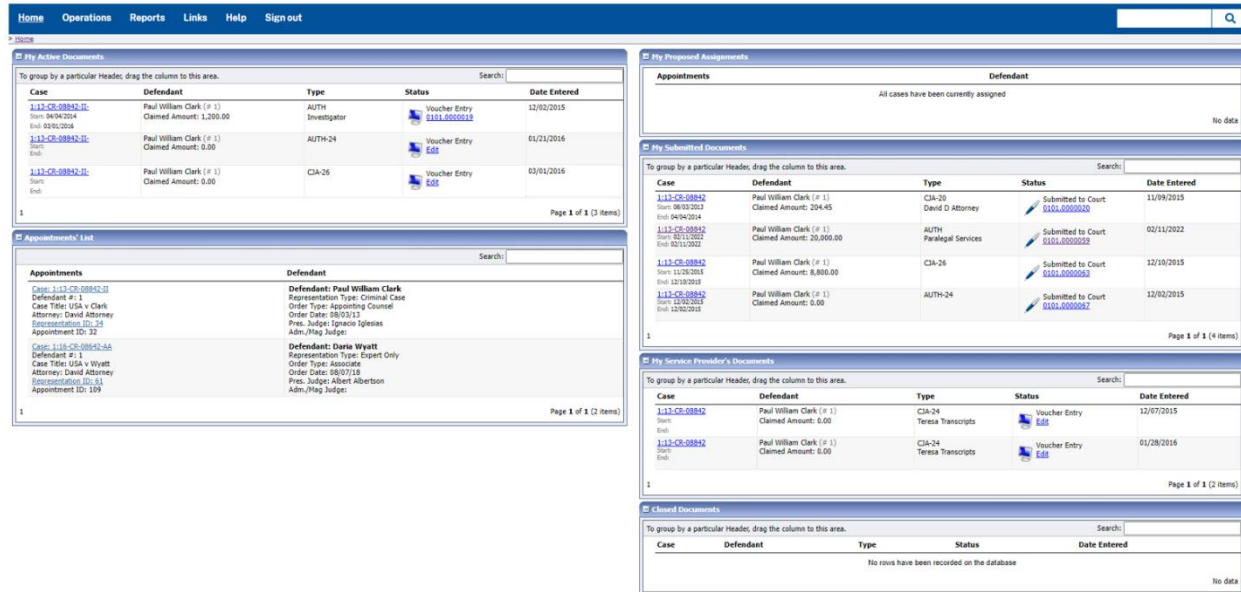
Numbered callouts point to the following elements:

- 1: Court account to which you are signed in (points to "Train District Court" in the header).
- 2: Single Login Profile (SLP) username (points to "Welcome, David Attorney" in the header).
- 3: Profile icon (points to the user profile icon in the header).
- 4: Attorney/expert court account username (points to "David D Attorney (Attorney)" in the header).
- 5: List of linked accounts to which you have access (points to the "Accounts" dropdown menu).

1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

# Home Page

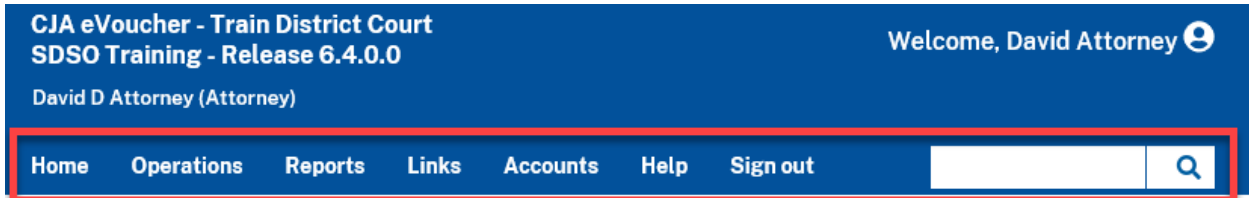
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.



Section Name	Contents
<b>My Active Documents</b>	This section contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	This section contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
<b>My Service Provider's Documents</b>	This section contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>• Vouchers in progress by the experts.</li> <li>• Vouchers submitted to the attorney for approval and submission to the court.</li> <li>• Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	This section contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment page.



## Navigating in the CJA eVoucher Program



Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you can run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.
<b>Search field</b>	Enter search criteria to look up any of your cases.

## Customizing the Home Page

You can customize your home page to change the way your information displays in each section.

**Expand/Collapse a Section:** Click the plus sign (+) to expand a folder. Click the minus sign (-) to collapse a section.

### Resize a Column

#### Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow  $\leftrightarrow$  appears.

#### Step 2

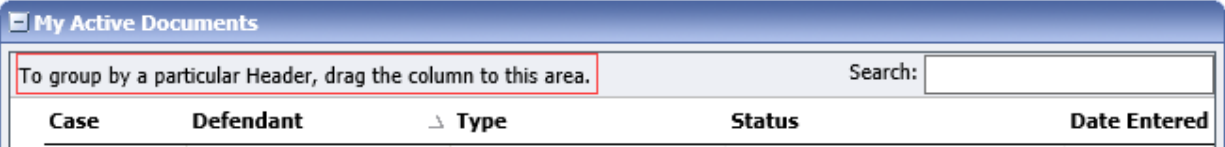
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

**Group by Column Header:** To sort all the information within a section, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

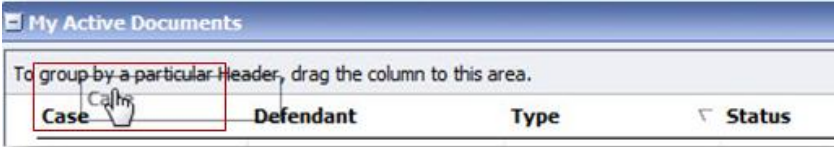
**Step 1**

Click in the header for the column by which you wish to group.

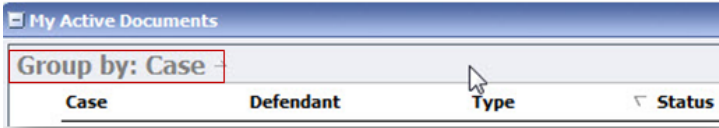


**Step 2**

Click and drag the header to the **group by** header bar.



All the information in that folder is now grouped and sorted by that selection.



## Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

### Court Profile

<b>Attorney Info</b> Your personal info	Bar Number: TX125568 Your Name: David D Attorney  <i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov  <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US	<input type="button" value="Edit"/>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>David D Attorney</b> Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
<b>Holding Period</b>	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
<b>Continuing Legal Education</b>	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>

# Attorney Info

## Step 1

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

<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Edit</div>
	<i>Your Contact Info:</i> Phone: 210-833-5623   Cell Phone: 210-555-1234 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov	
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

**Court Profile**

**!** For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.  
 Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

## Step 2

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

<b>Attorney Info</b> Your personal info <b>SSN Instructions:</b> 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.  <b>Payee Certification:</b> This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).	<p><b>* Required Fields</b></p> Bar Number <input type="text"/>	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Save</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;">cancel</div>
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/>	
	Confirm: <input type="text"/>	
	First Name * <input type="text"/> Middle <input type="text"/> Last Name * <input type="text"/> Andrew <input type="text"/> Anders	
	Main Email * <input type="text"/> lisa_ornelas@aobx.uscourts.gov	
	2nd Email <input type="text"/> deadmail@support.aobx.uscourts.gov	
	3rd Email <input type="text"/> deadmail@support.aobx.uscourts.gov	
	Phone * <input type="text"/> Cell Phone <input type="text"/> Fax <input type="text"/> 210-833-5623 210-555-1234	
	Address 1 * <input type="text"/> City * <input type="text"/> 110 Main Street San Antonio	
	Address 2 <input type="text"/> State * (US only) <input type="text"/> Zip * (US only) <input type="text"/> <input type="text"/> TEXAS 78210	
	Address 3 <input type="text"/> Country * <input type="text"/> <input type="text"/> UNITED STATES	

**Notes:**

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select the **Foreign Vendor?** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

## Billing Info

### Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

Your default billing info is:

**Andrew Anders**  
Billing Code:0101-00002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

Select

Add

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

**Court Profile**

**!** Changes made to the **Billing Info** section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

**Step 2**

Make any necessary changes and click **Save**. If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

**Billing Info**  
List all available billing info records

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Tax Identification Number:  
EIN/TIN:   
Confirm:

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:   
Address 2:   
Address 3:

City:  State:  Zip Code:

Country:  UNITED STATES

Save  
cancel

**Billing Info**  
List all available billing info records

\* Required Fields

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Billing Code:  Verify

**Notes:**

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate - No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

## Holding Period

---

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

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

**Court Profile**

**Changes made to this court profile will not be applied to any other linked accounts.**

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

**Step 1**

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

<b>Holding Period</b>	There are <b>9</b> periods of time during which cases cannot be taken.	<b>View</b>
-----------------------	--	-------------

**Step 2**

Click **Add**.

<b>Holding Period</b>	<input type="button" value="Back"/> <input type="button" value="Edit"/> <input style="border: 1px solid red;" type="button" value="Add"/> <input type="button" value="Delete"/>		
	Search: <input type="text"/>		
	<b>Starting</b>	<b>Ending</b>	<b>Notes</b>
No Holding Period			No data

**Step 3**

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

The screenshot shows a form titled "Holding Period". At the top, there are "Back" and "Save" buttons. Below these are two date pickers: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Below the date pickers is a "Notes" field containing the text "Vacation.".

## Continuing Legal Education (CLE)

**Step 1**

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

The screenshot shows a section titled "Continuing Legal Education". To the right of the title, it says "No info has been stored. Please click VIEW to type your info." There is a "View" button on the right side of the section.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

### Court Profile

**!** Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

**Step 2**

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

The screenshot shows the "Continuing Legal Education" section. At the top, there are "Back", "Edit", "Add", and "Delete" buttons. Below the buttons is a table with columns: "Files", "Credit", "Date", "Hours", and "Subject". A search bar is located to the right of the table. The table is currently empty, with the text "No Continuing Legal Education" and "No data" displayed below it.



**Step 3**

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

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

**Note:** After you save information, you can upload related PDF documents.

**Step 4**

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

This screenshot is similar to the previous one but highlights the 'Browse...' button located at the bottom right of the 'Document' field.

The screenshot shows the 'Continuing Legal Education' grid. At the top, there 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	Sentencin...	04/16/2020		

Page 1 of 1 (1 items)

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

# Appointments' List

On your home page, in the Appointment's List section, locate the desired case.

**Step 1**

Click the case number link to open the Appointment Info page.

**Appointments' List** Search:

Appointments	Defendant
<p><b>Case: <a href="#">1:14-CR-08805-AA</a></b>                      Defendant #: 1                      Case Title: USA v. Branson                      Attorney: Andrew Anders  <a href="#">Representation ID: 2</a>                      Appointment ID: 4</p>	<p><b>Defendant: Jebediah Branson</b>                      Representation Type: Criminal Case                      Order Type: Appointing Counsel                      Order Date: 03/03/14                      Pres. Judge: Albert Albertson                      Adm./Mag Judge:</p>

**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

**BUDGET AUTH** [Create](#)  
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**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](#)

[Case Detail Budget Report](#)

**Appointment Info**

<b>I. CIR. DIST. DIV. CODE</b> 0101	<b>7. PERSON REPRESENTED</b> Jebediah Branson	<b>8. APPEALS DIV. DEF. NUMBER</b>	<b>9. VOUCHER NUMBER</b>
<b>11. MAG. DIV. DEF. NUMBER</b>	<b>4. CASE DIV. DEF. NUMBER</b> 1:14-CR-08805-1-AA	<b>6. APPEALS DIV. DEF. NUMBER</b>	<b>8. OTHER DIV. DEF. NUMBER</b>
<b>5. IN CASE MATTER OF (Case Name)</b> USA v. Branson	<b>1. PAYMENT CATEGORY</b> Felony (including pre-trial diversion of alleged felony)	<b>9. TYPE PERSON REPRESENTED</b> Adult Defendant	<b>10. REPRESENTATION TYPE</b> Criminal Case

**II. OFFENSES CHARGED**  
15.1825 F. INSPECTION VIOLATION PENALTIES

**12. ATTORNEY'S NAME AND MAILING ADDRESS**  
Andrew Anders  
110 N. Main Street  
San Antonio TX 78210  
Phone: 210-833-5623  
Cell phone: 210-555-1214  
Email: [lia\\_omelias@actx.uscourts.gov](mailto:lia_omelias@actx.uscourts.gov)

**13. COURT ORDER**  
 A Associate     C Co-Counsel     D Federal Defender     F Subs for Federal Defender  
 L Learned Counsel (Capital Only)     O Appointing Counsel     P Subs for Paid Attorney     R Subs for Retained Attorney  
 S Pro Se     T Retained Attorney     U Subs for Pro Se     X Administrative  
 T Steady Counsel

**14. LAW FIRM NAME AND MAILING ADDRESS**

**15. PRIOR ATTORNEY'S NAME**  
Appointing State  
Department of Presiding Judge or By Order of the Court  
Albert Albertson  
Date of Order: 3/3/2014  
Nunc Pro Tunc Date

Repayment:  YES  NO

**Vouchers on File**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	08/01/2022
Start: 01/25/2022	Claimed Amount: 1,000.00	Andrew Anders	<a href="#">Edit</a>	
End: 01/25/2022		Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	07/28/2022
Start: 01/25/2022	Claimed Amount: 500.00	Andrew Anders	<a href="#">Edit</a>	
End: 01/25/2022		Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Submitted to Court	01/25/2022
Start: 01/25/2022	Claimed Amount: 0.00	Rick Adley	<a href="#">0101.0000927</a>	
End: 01/25/2022		Chemist/Toxicologist	FINAL PAYMENT	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 01/25/2022	Claimed Amount: 400.00	Andrew Anders	<a href="#">0101.0000955</a>	
End: 01/25/2022	Approved Amount: 400.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 01/25/2022	Claimed Amount: 900.00	Andrew Anders	<a href="#">0101.0000955</a>	
End: 01/25/2022	Approved Amount: 900.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/19/2022
Start: 01/19/2022	Claimed Amount: 750.00	Andrew Anders	<a href="#">0101.0000941</a>	
End: 01/19/2022	Approved Amount: 750.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Voucher Entry	12/14/2021
Start: 12/14/2021	Claimed Amount: 0.00	Lucy Hall	<a href="#">Edit</a>	
End: 12/14/2021		Litigation Support Services		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 10,500.00	Andrew Anders	<a href="#">0101.0000920</a>	
End: 12/14/2021	Approved Amount: 10,000.00	Psychologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,200.00	Andrew Anders	<a href="#">0101.0000218</a>	
End: 12/14/2021	Approved Amount: 1,200.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Submitted to Court	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,050.00	Rick Adley	<a href="#">0101.0000918</a>	
End: 12/14/2021		Chemist/Toxicologist	FINAL PAYMENT	

1 2 3 4 5 6 -- Last --

Page 1 of 18 (176 items)

Section Name	Contents
<b>Appointment Info</b>	This section contains all information about the appointment.
<b>Vouchers on File</b>	This section contains all vouchers for the appointment.
<b>Appointment</b>	This section describes the information found on the page. Click the <b>View Representation</b> link to open the Representation Info page.
<b>Create New Voucher</b>	Click the <b>Create</b> link next to the voucher to create a voucher for the appointment.
<b>Reports</b>	This section contains reports for the appointment.

# View Representation

Click the **View Representation** link to display the following information:

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

**Step 1**

In the Appointment section, click the **View Representation** link.



The Representation Info page appears.

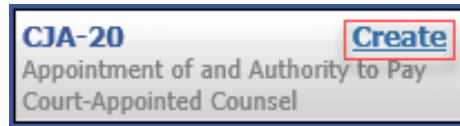
Representation Info		VOUCHER NUMBER		
1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson			
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER	
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (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 PENAL TIES				
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1	
			DESIGNEE 2	
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov

## Creating a CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 voucher.

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

In the Create New Voucher section, from the CJA-20 voucher template, click the **Create** link.



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

**Basic Info**

1. CIR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:71-CR-01989-616-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) Longoria vs USA	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 15:1644 F CREDIT CARD FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: <a href="mailto:MoralesAttorney210@gmail.com">MoralesAttorney210@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 10/1/2021 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: Morales Attorney

**Morales Attorney**  
Billing Code: 0101-000105  
1234 Main Street  
San Antonio, TX  
78209 - US  
Phone: 2105551234  
Fax:

Navigation: << First < Previous Next > Last >> Save Delete Draft Audit Assist

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

## Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

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

### Step 1

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

The screenshot shows the 'Services' page with the following elements:

- Navigation tabs: Basic Info, **Services**, Expenses, Claim Status, Documents, Confirmation.
- Form fields: Date (4/17/2020), Service Type, Doc.# (ECF), Pages, Hours. A note indicates a rate of \$152.00 per hour.
- Buttons: Add, Remove.
- Table: A table with columns Service Type, Date, Description, Hrs, Rate, Amt. It is currently empty.
- Bottom navigation: « First, < Previous, **Next >**, Last ».

### Step 2

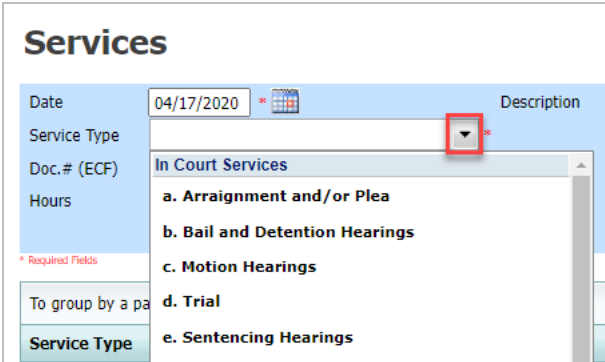
Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.

## Services

The screenshot shows the 'Services' page with a calendar pop-up for the date field. The date 04/17/2020 is entered in the field, and the calendar shows April 2020 with the 17th highlighted in yellow. The 'Next >' button in the bottom navigation bar is highlighted with a red box.

**Step 3**

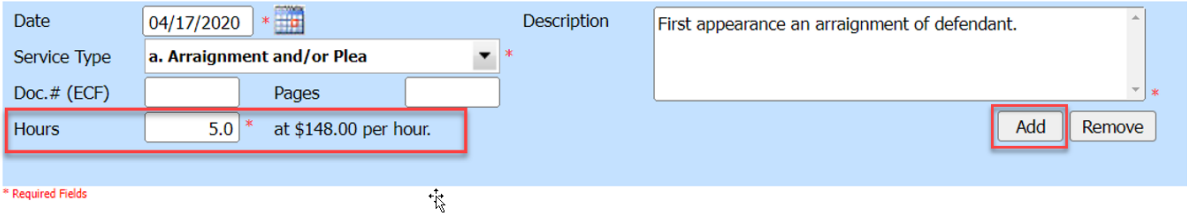
Click the **Service Type** drop-down arrow and select the service type.



**Note:** You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

**Step 4**

Enter your hours of service in tenths of an hour, enter a description, and then click **Add**.



**Step 5**

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Be sure to click **Save**. Click an entry to edit.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

### Services

Date: 04/17/2020 \* Description: First appearance an arraignment of defendant.

Service Type: a. Arraignment and/or Plea \*

Doc.# (ECF):  Pages:

Hours: 5.0 \* at \$148.00 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
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

Page 1 of 1 (1 items) [1] Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last » **Save** Delete Draft Audit Assist

## Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

**Note:** If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

### Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

**CJA-20 Attorney Enters**

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: [Blank]  
Start Date: [Blank]  
End Date: [Blank]

Services: \$0.00  
Expenses: \$0.00

Representation Fee Limit: \$11,500.00  
Fee Amount Remaining After Approved and Pending: \$11,500.00

**Tasks**  
[Link To Appointment](#)  
[Link To Representation](#)

**Actions**  
[Import Service Entries \(.csv\)](#)

**Reports**  
[Form CJA20](#)  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant

---

**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  
110 Main Street  
San Antonio TX 78210  
Phone: 210-833-5623  
Cell phone: 210-555-1234  
Email: [lisa\\_ornelas@aotx.uscourts.gov](mailto:lisa_ornelas@aotx.uscourts.gov)

13. COURT ORDER  
 A. Associate     C Co-Counsel     D Federal Defender     F Subj. for Federal Defender  
 L Licensed Counsel (Original Only)     O Appointing Counsel     P Subj. for Panel Attorney     R Subj. for Retained Attorney  
 S Pro Se     T Retained Attorney     U Subj. for Pro Se     X Administrative  
 Y StandBy Counsel  
 Prior Attorney's Name: [Blank]  
 Appointment Date: [Blank]  
 Signature of Presiding Judge or By Order of the Court: Albert Albertson  
 Date of Order: 3/3/2014    Null: Pro Tunc Date  
 Repayment:  YES  NO

14. LAW FIRM NAME AND MAILING ADDRESS

---

**Payment Info**

Preferred Fee: Andrew Anders - Andrew Anders

**Andrew Anders - Andrew Anders**  
 Billing Code: 0101-00002  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-833-5623  
 Fax: [Blank]



**Step 2**

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[- Additional Information](#)

**Each service line entry must have data in the following columns:**

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

**The following columns do not require data, but should be included in the header row:**

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

**CSV file when opened in a text editor might look like this:**  
Date, Hours, Description, Service Type, Doc#, Pages  
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,  
1/4/2021,,5,Reviewed Indictment,16b,4,25  
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

---

Date  \*  Description

Service Type

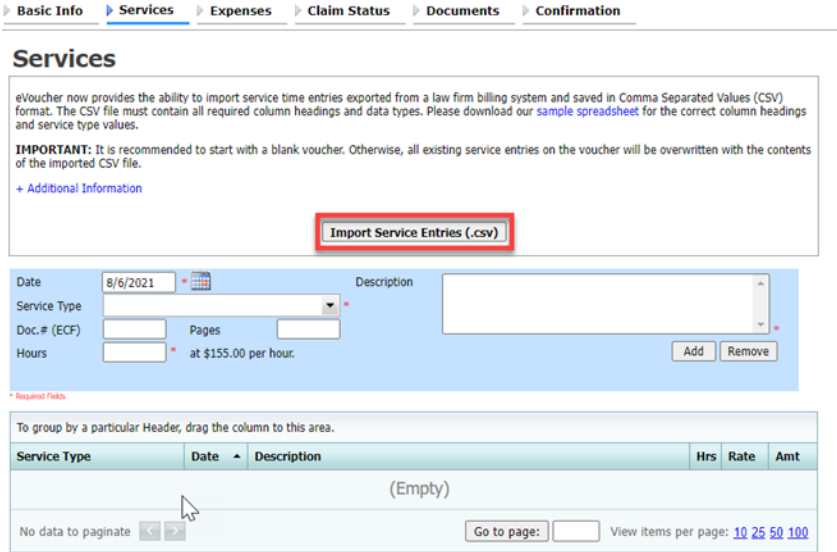
Doc.# (ECF)  Pages

Hours  \* at \$155.00 per hour.

\* Required Fields

**Step 3**

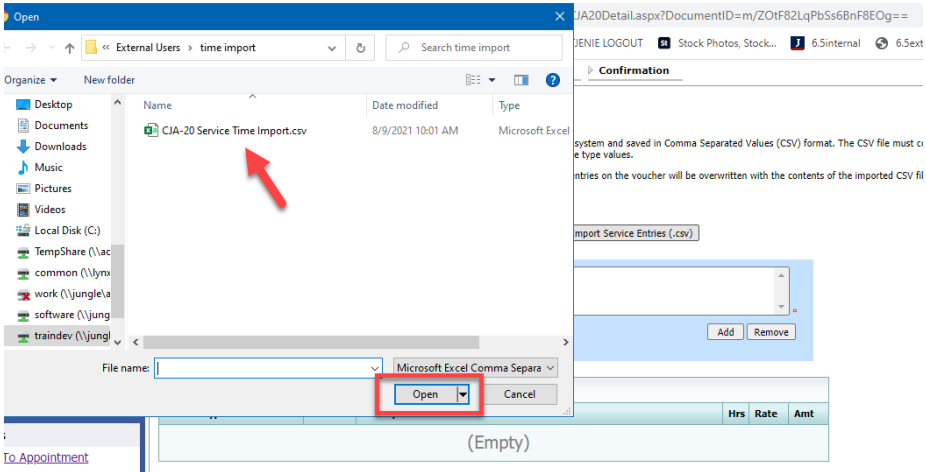
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.



**Note:** The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

**Step 4**


Your file directory browser opens. Click the correct .csv file, and then click **Open**.



**Step 5**

A success message appears, indicating the number of entries that were imported and saved to the services table.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

 **Service entries have been updated!**  
13 entries have been successfully added from *CJA-20 Service Time Import\_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

**Services**

Date: 9/2/2021  
Service Type: [dropdown]  
Doc.# (ECF): [input] Pages: [input]  
Hours: [input] at \$155.00 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
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtainino and Reviewing					

## Importing Service Entries on Previously Created CJA-20s

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

### Step 1

On the home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	09/03/2021

### Step 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Jebediah Branson

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks

- [Link To Appointment](#)
- [Link To Representation](#)

Actions

- [Import Service Entries \(.csv\)](#)

Reports

- [Form CJA20](#)
- [Defendant Detail Budget Report](#)

Detail budget info for defendant

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEFNUMBER	4. DIST. DKT. DEFNUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEFNUMBER	6. OTHER. DKT. DEFNUMBER
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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ernelas@astc.uscourts.gov">lisa_ernelas@astc.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> Associate <input type="checkbox"/> Co-Counsel <input type="checkbox"/> Federal Defender <input type="checkbox"/> Subs for Federal Defender <input type="checkbox"/> Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> Appointing Counsel <input type="checkbox"/> Subs for Panel Attorney <input type="checkbox"/> Subs for Retained Attorney <input type="checkbox"/> Pro Se <input type="checkbox"/> Retained Attorney <input type="checkbox"/> Subs for Pro Se <input type="checkbox"/> Administrative <input type="checkbox"/> Standby Counsel Prior Attorney's Name Appointments Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 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

Andrew Anders - Andrew Anders  
Billing Code: 0101-00002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

Step 3

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

- Basic Info
- Services**
- Expenses
- Claim Status
- Documents
- Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

Date, Hours, Description, Service Type, Doc#, Pages  
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,  
1/4/2021,,5,Reviewed Indictment,16b,4,25  
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15C,,

Import Service Entries (.csv)

Date  \*  Description

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$155.00 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	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

**Step 4**

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \* [calendar icon] Description: [text area] \*

Service Type: [dropdown] \*

Doc.# (ECF): [text] Pages: [text]

Hours: [text] \* at \$155.00 per hour. [Add] [Remove]

\* Required Fields

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

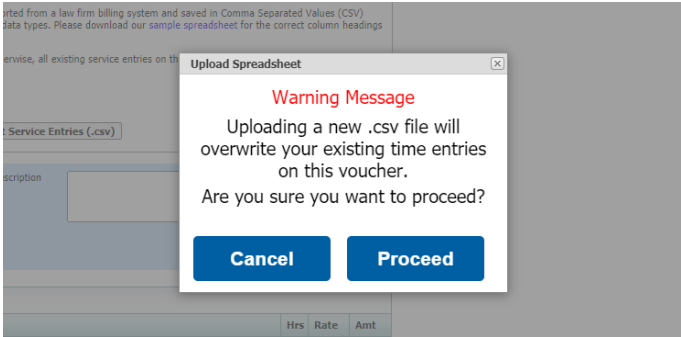
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

**Step 5**

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

**Note:** To include any existing entries, you must manually enter them in your .csv file.

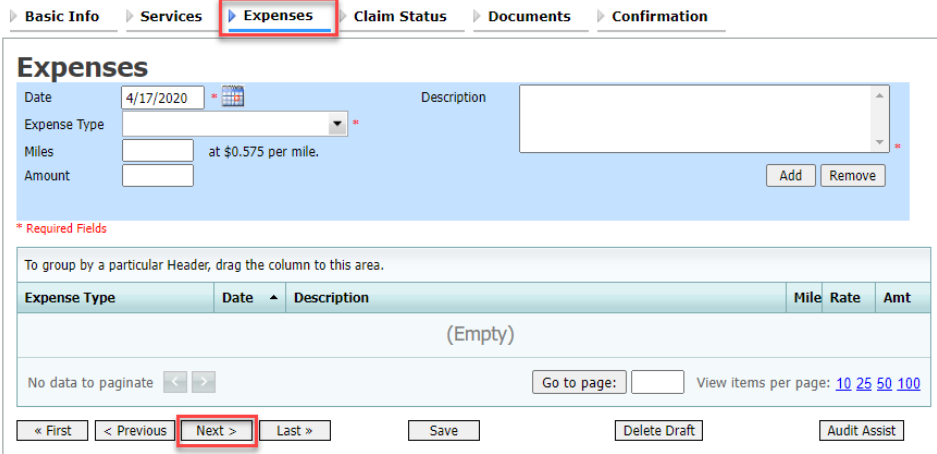
Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.



# Entering Expenses

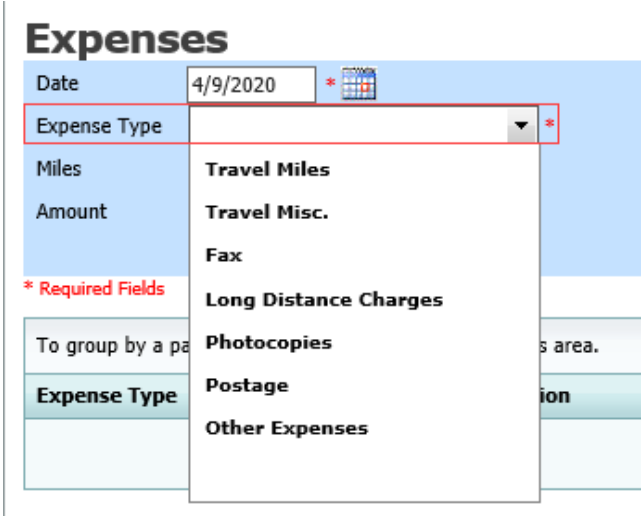
## Step 1

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



## Step 2

Click the **Expense Type** drop-down arrow and select the applicable expense.



## Step 3

If **Travel Miles** is selected, in the **Miles** field, enter the round-trip mileage, and then click in the **Description** field to enter a description. Click **Add**.

### Expenses

Date  \*

Expense Type  \*

Miles  \* at \$0.575 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
(Empty)					

No data to paginate

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

The entry is added to the voucher and appears at the bottom of the Expense Type column.

### Expenses

Date  \*

Expense Type  \*

Miles  \* at \$0.575 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	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50

Page 1 of 1 (1 items)

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)



Step 4

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

Expenses

Date  \*  Description

Expense Type

Miles  at \$0.575 per mile.

Amount  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50
Photocopies	04/18/2020	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

Page 1 of 1 (2 items)  [1]    View items per page: [10](#) [25](#) [50](#) [100](#)

Notes:

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

Claim Status

Step 1

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

Basic Info > Services > Expenses > **Claim Status** > Documents > Confirmation

**Claim Status**

Start Date  \*  End Date  \*

**Payment Claims \***

Final Payment

Interim Payment  (payment #)

Supplemental Payment

Withholding Return Payment

\*\* Reminder: Please select the appropriate claim status.

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

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



\* Required Fields

## Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**. Click **Audit Assist** at any time to view any errors or warnings regarding your document.

Basic Info Services Expenses **Claim Status** Documents Confirmation

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

Final Payment

Interim Payment  (payment #)

Supplemental Payment

Withholding Return Payment

**\*\* Reminder: Please select the appropriate claim status.**

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

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

\* Required Fields


« First < Previous Next > Last » Save Delete Draft **Audit Assist**

### Notes:

In the Payment Claims section, click one of the following radio buttons:

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, in the **(payment #)** field, indicate the number of interim payments.
- **Supplemental Payment** to request payment due to a missed or forgotten receipt after the final payment has been submitted.
- **Withholding Return Payment** for an attorney to request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

If you try to submit with errors, including incomplete dates, the following pink error message may appear:

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

The message disappears when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

## Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher, e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

### Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

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

### Supporting Documents

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

File:  [Browse...](#)

Description:

[Upload](#)

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

[« First](#) | [< Previous](#) | **[Next >](#)** | [Last »](#)

[Save](#) | [Delete Draft](#) | [Audit Assist](#)

### Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

### Supporting Documents

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

File:  [Browse...](#)

Description:

[Upload](#)

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

[« First](#) | [< Previous](#) | [Next >](#) | **[Save](#)** | [Delete Draft](#) | [Audit Assist](#)

# Signing and Submitting to Court

## Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab, or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.

Basic Info Services Expenses Claim Status Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENAL TIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		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	

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	1.0	\$158.00			
b. Bail and Detention Hearings	2.0	\$316.00			
c. Motion Hearings	3.0	\$474.00			
d. Trial	4.0	\$632.00			
e. Sentencing Hearings	3.0	\$474.00			
f. Revocation Hearings	0.0	\$0.00			
g. Appeals Court	0.0	\$0.00			
h. Other	7.0	\$1,106.00			
<b>Totals</b>	<b>20.0</b>	<b>\$3,160.00</b>			
16. a. Interviews and Conferences	8.0	\$1,264.00			
b. Obtaining and Reviewing Records	7.0	\$1,106.00			
c. Legal Research and Brief Writing	8.0	\$1,264.00			
d. Travel Time	6.0	\$948.00			
e. Investigative and Other Work	1.3	\$205.40			
<b>Totals</b>	<b>30.3</b>	<b>\$4,787.40</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$24.53			
18. Other Expenses (other than expert, transcripts, etc.)		\$4.40			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$7,976.33</b>			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 11/01/2022 TO: 11/30/2022

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS  Final Payment  Interim Payment (\*)  Supplemental Payment  Withholding Payment (---) (Total ---)

Have you previously applied to the court for compensation and/or reimbursement for this case?  YES  NO

If yes, were you paid?  YES  NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?  YES  NO If yes, please attach supporting documentation

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

Signature of Attorney: \_\_\_\_\_ Date Signed: \_\_\_\_\_


APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR. CERT.
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR. CERT.
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE). Payment approved in excess of the statutory threshold amount		DATE	34a. JUDGE CODE	TOTAL AMT. CERTIFIED FOR PAYMENT

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

Public/Attorney Notes

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

Date: \_\_\_\_\_



« First < Previous **Next >** Last » Save Delete Draft Audit Assist

### Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

### Step 3

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000150</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>

**Note:** If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

## CJA-20 Quick Review Panel

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

**CJA-20  
Attorney Enters**

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

**Services: \$9,400.00**

**Expenses: \$215.42**

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved  
and Pending:**  
\$2,100.00

The **Services** and **Expenses** fields tally services and expenses as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or the expenses.

🕒 Services: \$9,400.00
▼

In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	2.0	\$400.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
<b>Totals</b>	<b>8.0</b>	<b>\$1,600.00</b>

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
<b>Totals</b>	<b>39.0</b>	<b>\$7,800.00</b>

💰 Expenses: \$215.42
▼

Travel	
Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
<b>Totals</b>	<b>\$90.42</b>

Expenses	
Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
<b>Totals</b>	<b>\$125.00</b>

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.

CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

🕒 Services: \$9,400.00

💰 Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
\$2,100.00

CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

🕒 Services: \$12,600.00

💰 Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
(\$1,100.00)



## Reports and Case Management

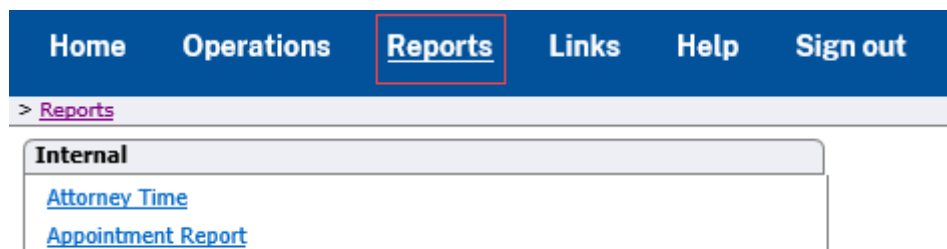
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

- Viewable reports appear in the left review panel.
- Each panel, depending on the 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.



To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.



## Defendant Detailed Budget Report

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

It provides the information in two sections: attorney appointment and authorized expert service.

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$9,300.00

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

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

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

#### Grand Totals for the Representation Defendant: Jebediah Branson

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

# Defendant Summary Budget Report

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

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

Counsel Budget Defendant: Jebediah Branson										
Type of Representation:		Criminal Case								
Budget Amount Requested:		\$0.00								
Budget Amount Approved:		\$3,900.00								
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Attorney: Andrew Anders (Appointing Counsel) <span style="float: right;">Active</span>										
Total Pending:				\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization								Defendant: Jebediah Branson		
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00		Amount Authorized: \$0.00		Attorney: Andrew Anders				
Specialty: Chemist, Toxicologist										

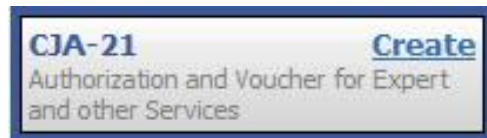
Grand Totals for the Representation								Defendant: Jebediah Branson	
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending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

## Creating a CJA-21 Voucher

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

### Step 1

On the Appointment page, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



### Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

#### 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			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

**Please Select the Associated Authorization**

<b>ID Number: 917</b> Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
<b>ID Number: 920</b> Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
<b>ID Number: 955</b> Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)  
 If your voucher compensation is under the statutory limit and does not require prior authorization.

**Note:** The **No Authorization Required** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

Please Select the Associated Authorization	
<b>ID Number: 4</b> Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
<b>ID Number: 186</b> Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

If the voucher does not require advance authorization, click the **No Authorization Required** link.

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

### Associated Authorizations Unavailable


If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts 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 CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**  
 Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization
No Authorization Requests Found

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



### Step 3

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

**New Voucher Information**

**Service Type** Chemist/Toxicologist \*

**Description** Toxicology report

### Step 4

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

**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** Jennings, Julie

**Expert Info**  
Details

**Julie Jennings**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-452-5512

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

Create Voucher

#### Notes:

- Only experts assigned with the service type selected appear in the drop-down list.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

**Step 5**

If the expert does not have an eVoucher account and profile, you must contact an eVoucher administrator to add a new provider.

**New Voucher Information**

**Service Type** Chemist/Toxicologist \*

**Description**

**Service Provider**  
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

**Expert** [Empty dropdown]

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

Create Voucher

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

**Step 6**

If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

**New Voucher Information**

**Service Type** Interpreter/Translator \*

**Description**

**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** Campos, Charlene

**Expert Info**  
Details  
**Charlene Campos**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-477-2344

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

Create Voucher

**Step 7**

Click **Create Voucher**.

110 Main Street  
San Antonio TX 78210 US  
Phone: 210-477-2344

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

Create Voucher

**Notes:**

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- When you select the expert from the **Expert** drop-down list, their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice—once while sending it for the expert, and again after it appears in the My Active Documents section.

**Step 8**

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the Services section. Click **Save**.

Basic Info **Services** Expenses Claim Status Documents Confirmation

**Services**

Date: 4/17/2020 \* Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$152.00 per hour. Add Remove

\* Required Fields

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate < > Go to page:  View items per page: 10 25 50 100

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



**Step 9**

Click the **Expenses** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The entry now appears in the Expense Type column. Click **Save**.

Basic Info Services **Expenses** Claim Status Documents Confirmation

### Expenses

Date: 4/17/2020 \* Expense Type: \* Description: \* Miles: at \$0.575 per mile. Amount: Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate < > Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

**Step 10**

Click the **Claim Status** tab, or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the Payment Claims section, click the appropriate radio button, and then click **Save**.

Basic Info Services Expenses **Claim Status** Documents Confirmation

### Claim Status

Start Date: \* End Date: \*

**Payment Claims \***

- Final Payment
- Interim Payment (payment #)
- Supplemental Payment
- Withholding Return Payment

\*\* Reminder: Please select the appropriate claim status.

\* Required Fields

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

**Notes:**

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

**Step 11**

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then enter a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Services Expenses Claim Status **Documents** Confirmation

### Supporting Documents

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

File C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

< First < Previous **Next >** Last >

Save Delete Draft Audit Assist

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

**Step 12**

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Services Expenses Claim Status Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Debediah Branson	VOUCHER NUMBER	
3. MAC. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-00305-1-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 STATEMENT  
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
 Authorization to obtain the service. Estimated compensation: \$1000.00  
 Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney  
 Andrew Anders  
 110 Main Street  
 San Antonio TX 78210  
 Phone: 210-833-5623  
 Cell phone: 210-555-1234  
 Email: [haa\\_omelas@actx.uscourts.gov](mailto:haa_omelas@actx.uscourts.gov)

13. DESCRIPTION AND JUSTIFICATION FOR SERVICE(S) (see instructions)	14. TYPE OF SERVICE PROVIDER
16. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Worflow/Letis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services Expert <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensic Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner

NOTES  
Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
14. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
A. Compensation	\$0.00	\$0.00	
B. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
C. Other Expenses	\$0.00	\$0.00	
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	<b>\$0.00</b>	<b>0.0</b>	

15. PAYEE'S NAME  
 Abraham Astley TIN: XX-XXXXXXX  
 110 Main Street  
 San Antonio TX 78210 US  
 Phone: 210-555-3434  
 Final Payment  
 Interim Payment (#)  
 Supplemental Payment  
 Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020  
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.  
 Signature of Claimant/Payee: \_\_\_\_\_ Date: \_\_\_\_\_

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.  
 Signature of Attorney: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.

23.  Either the cost (including expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.  
 Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (including expenses) exceeds the statutory maximum.

Signature of Presiding Judge \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD  
 Signature of Chief Judge, Court of Appeals (or Delegate) \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_ Total Amt. Certified For Payment \_\_\_\_\_

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

Public/Attorney Notes

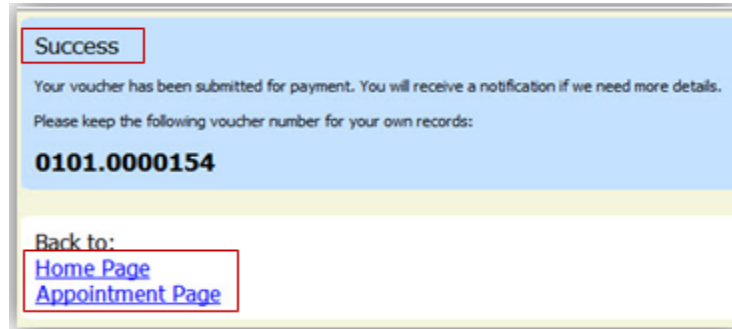
I swear and affirm the truth or correctness of the above statements  
 Date: 4/20/2020 21:27:33

**Submit**

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

### Step 13

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

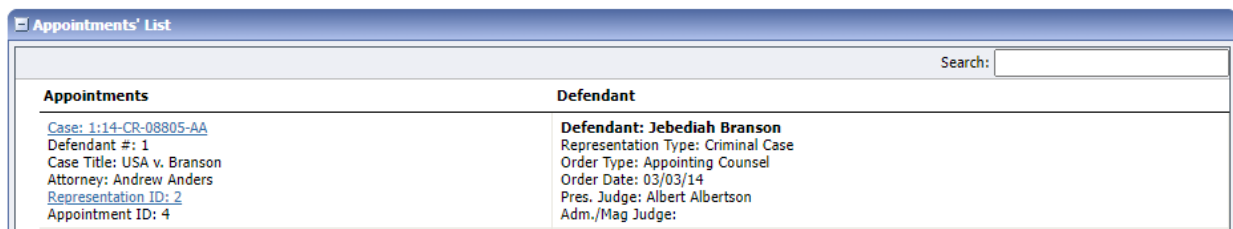


## Submitting an Authorization Request for Expert Services

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

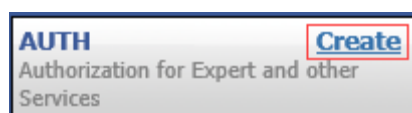
### Step 1

In the Appointments' List section, open the appointment record.



### Step 2

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH.



Step 3

Click **Create New Authorization**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

**Create New Authorization**  
Use this button to create a new authorization.

**Request Additional Funds**  
Use this button to select an approved authorization that you would like to request additional funds for.

Step 4

The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

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

Click **Save**.

Basic Info Documents Confirmation

### 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			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@actx.uscourts.gov">lisa_ornelas@actx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel 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	
14. LAW FIRM NAME AND MAILING ADDRESS			

### Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount

Authorized Amount   Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last »

## Step 5

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

Basic Info | **Documents** | Confirmation

### Supporting Documents

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

File:

Description:

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First | < Previous | **Next >** | Last »

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

## Step 6

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info | Documents | **Confirmation**

### Confirmation

1. CJA SHEET NO. 0001	2. PERSON REPRESENTED Federal Prisoners	3. APPEALS HISTORY NUMBER	4. VOUCHER NUMBER
5. MAG. DISTRICT NUMBER 1442-0001-1-A-A	6. DIST. COURT DISTRICT NUMBER 1442-0001-1-A-A	7. APPEALS HISTORY NUMBER	8. OTHER DISTRICT NUMBER
9. CASE MATTER ORIGIN Name USA v. Branson	10. PATIENT CATEGORY primary (including pre-trial diversion of alleged felons)	11. TYPE PERSON REPRESENTED Adult Defendant	12. REPRESENTATION TYPE Criminal Case

**IT OFFENSES CHECKED**

**IT IS/IS NOT A CONVICTION VIOLATION PENALTIES**

**IT AFFIDAVIT STATEMENT**  
 I, the undersigned, on the person represented above, hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
 a) Authorization to obtain the service. Estimated compensation: \$ \_\_\_\_\_  
 b) Approval of services already obtained to be paid for by the United States Dept. of the District Service. Appropriation: \_\_\_\_\_

Signature of Attorney:  
 Anglene Anderson  
 1110 Main Street  
 San Antonio TX 78210  
 Phone: 210-453-3533  
 Cell phone: 210-555-1234  
 Email: [ang\\_anna@joshincourt.org](mailto:ang_anna@joshincourt.org)

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	14. TYPE OF SERVICE PROVIDED
15. COURT ORDER Partial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court: Albert Albarino Date of Case: _____ Represented: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 01 Interpreter <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatric <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALLS (Warden Calls, etc.) <input type="checkbox"/> 10 Camera/Video Analyst <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Trauma/Explosion Expert <input type="checkbox"/> 14 Fingerprint/Medical Examiner <input type="checkbox"/> 16 Other Method <input type="checkbox"/> 17 Video/Audio Analyst <input type="checkbox"/> 18 Blue Team Expert <input type="checkbox"/> 19 Computer (Hardware/Software/Network) <input type="checkbox"/> 20 Paralegal Services <input type="checkbox"/> 21 Legal Analyst/Consultant <input type="checkbox"/> 22 Forensic Consultant <input type="checkbox"/> 23 Translation Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Language Support Services <input type="checkbox"/> 26 Computer Forensic Expert

NOTES

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	

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

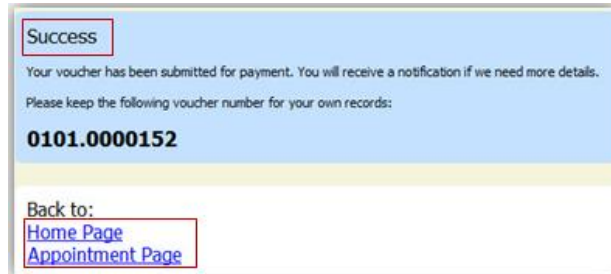
Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
 Date: \_\_\_\_\_

« First | < Previous | **Next >** | Last »

**Step 7**

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.







**Step 3**

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Documents Confirmation

### Supporting Documents

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

File  Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

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

## Step 4

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Documents **Confirmation**


### Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-cr-00805-1, S.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			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <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"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

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: 4/20/2020 21:49:45



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

## Step 5

A confirmation screen appears, indicating that the previous action was successful, and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

## Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

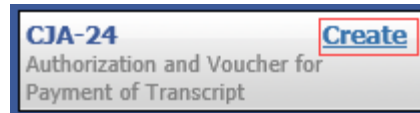
[Home Page](#)  
[Appointment Page](#)

## Creating a CJA-24 Voucher

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

### Step 1

On the Appointment page, from the CJA-24 voucher template, click the **Create** link. The Basic Info page appears.



### Step 2

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

Basic Info

Basic Info			
1. CIR. DIST. DIV. CODE 0101	7. PERSON REPRESENTED Federalia Branson	8. APPEALS DKT. DEF. NUMBER	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	9. OTHER DKT. DEF. NUMBER	
6. 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 13:1823.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**  
Select the Associated Authorization, or click No Authorization Required.

**Please Select the Associated Authorization**

**ID Number: 513** Service Type: Court Reporter / Transcript  
Order Date: 01/23/2020 Special Handling: 0  
Proceeding Transcribed: proceeding

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

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

**ID Number: 736** Service Type: Court Reporter / Transcript  
Order Date: 02/24/2021 Special Handling: 0  
Proceeding Transcribed: xyz

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

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

[No Existing Authorization in eVoucher](#)  
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

**Note:** The **No Existing Authorization in eVoucher** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until it is highlighted.*

**Please Select the Associated Authorization**

**ID Number: 513**      Service Type: Court Reporter / Transcript  
 Order Date: 01/23/2020      Special Handling: 0  
 Proceeding Transcribed: proceeding

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

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

---

**ID Number: 736**      Service Type: Court Reporter / Transcript  
 Order Date: 02/24/2021      Special Handling: 0  
 Proceeding Transcribed: xyz

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

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link.

[No Existing Authorization in eVoucher](#)  
 If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

Associated Authorizations Unavailable

If there are no associated authorizations available, a “No Authorization Requests Found” message displays, and you must click the **No Existing Authorization in eVoucher** link to proceed.

Basic Info

<b>Basic Info</b>		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Ernest Hornblatz	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:52-CR-00652-98-AA	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) Hornblatz vs USA	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		
11. OFFENSE(S) CHARGED 15:1 F. ANTI-TRUST VIOLATIONS			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**  
 Select the Associated Authorization, or click No Authorization Required.

**Please Select the Associated Authorization**

No Authorization Requests Found

[No Existing Authorization in eVoucher](#)  
 If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

### Step 3

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

**New Voucher Information**

Description

**Court Reporter/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**

Expert Info	LeVar Expert
Details	AO-CMSO Washington DC 20544 US Phone: 202-502-2965

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

#### Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.
- Click the **Attorney** or **Expert** radio button to indicate whether you or the expert (in this case, the court reporter) will complete the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert completes the required expense information and submits the form. The attorney then approves and submits to the court.

**Step 4**

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

**Services**

Date: 4/20/2020 \*  
Service Type: \*  
Include Page Numbers: \*  
No. of Pages: \* Rate Per Page: \*  
Less Amount Apportioned: \*  
Less Amount Adjusted: \*  
\* Required Fields

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

Service Type	Date	Description	Incl. Page Number	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total	Audit Notes	Audit Amt
Original	04/20/2020	Transcription		15	10.00			150.00		

1 Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

« First < Previous **Next >** Last » **Save** Delete Draft Audit Assist

**Step 5**

Click the **Expenses** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, and a description, and then click **Add**. The entry appears in the Expense Type column. Click **Save**.

**Expenses**

Date: 4/20/2020 \*  
Expense Type: \*  
Miles: \* at \$0.575 per mile.  
Amount: \*  
\* Required Fields

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

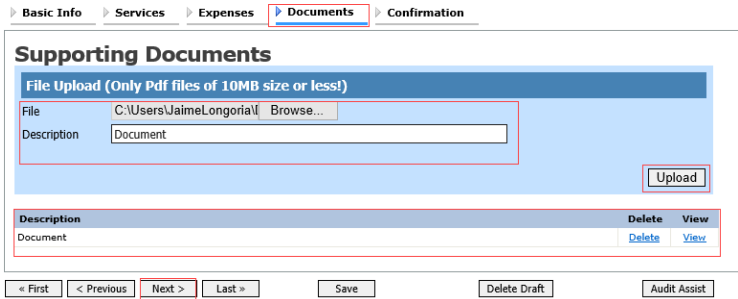
Expense Type	Date	Description	Mile	Rate	Amt	Audit Notes	Audit Miles	Audit Amt
Travel Miles	04/20/2020	Travel to court.	20	0.575	11.5			

1 Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

« First < Previous **Next >** Last » **Save** Delete Draft Audit Assist

**Step 6**

Click the **Documents** tab, or click **Next** on the progress bar. Click **Browse** to locate your file, and then enter a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.



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

Step 7

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Services Expenses Documents Confirmation

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER				
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER			
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case			
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES						
REQUEST AND AUTHORIZATION FOR TRANSCRIPT						
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript						
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).						
14. SPECIAL AUTHORIZATIONS			JUDGE'S INITIALS			
A. Apportioned Cost % of transcript with						
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited						
C. <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"/> Voir Dire <input type="checkbox"/> Jury Instructions						
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.						
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16  Signature of Attorney Date Andrew Anders  Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson  Signature of Presiding Judge or By Order of the Court 01/21/2016  Date of Order Nunc Pro Tunc Date				
CLAIMS FOR SERVICES						
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965				
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX						
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	0	see detail	\$0.00	see detail	\$0.00
Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
Expenses (Reimburse)						\$0.00
TOTAL AMOUNT CLAIMED: \$0.00						
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.  Signature of Claimant Payee: _____ Date: _____						
ATTORNEY CERTIFICATION						
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  _____ Signature of Attorney or Clerk Date						
APPROVED FOR PAYMENT -- COURT USE ONLY						
23. APPROVED FOR PAYMENT						24. AMOUNT APPROVED
Signature of Judge or Clerk of Court _____ Date _____						\$0.00

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

Public/Attorney Notes

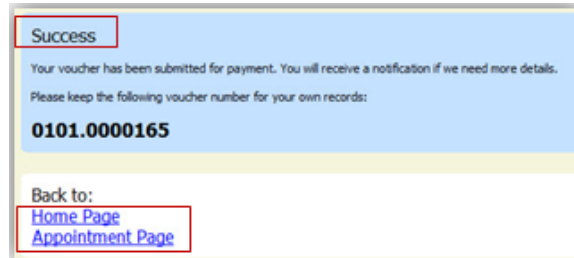
I swear and affirm the truth or correctness of the above statements  
Date: 4/20/2020 22:12:0

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



**Step 8**

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



# Creating a Budget Auth

The Budget AUTH document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit's case budgeting attorney and/or the court's CJA administrator.

## Step 1

On the Appointment Info page, click the link for the case from which you want to create the budget auth.

Appointments	Defendant
<a href="#">Case: 1:17-CR-01111-AA</a> Defendant #: 1 Case Title: USA vs Hall Attorney: David Attorney <a href="#">Representation ID: 108</a> Appointment ID: 88	<b>Defendant: Jennifer Hall</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/31/17 Pres. Judge: Albert Albertson Adm./Mag Judge:
<b>Case: 1:55-CR-55555-LRJ</b> Defendant #: 55555 Case Title: USA VS Bob Smith Attorney: David Attorney <a href="#">Representation ID: 120</a> Appointment ID: 116	<b>Defendant: Bob Smith</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/09/18 Pres. Judge: LeVar Judge Adm./Mag Judge:

## Step 2

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to BUDGETAUTH.

### 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

<b>AUTH</b> <a href="#">Create</a>
Authorization for Expert and other Services
<b>AUTH-24</b> <a href="#">Create</a>
Authorization for payment of transcript
<b>BUDGETAUTH</b> <a href="#">Create</a>
Authorization for Expenses Attorney Fees and/or Expert and other Services on Budgeted Case

### Appointment Info

1. CIR. DIST DIV CODE 0101	2. PERSON REPRESENTED Bob Smith	5. APPEL
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:55-CR-55555-LRJ	
7. IN CASE MATTER OF (Case Name) USA VS Bob Smith	8. PAYMENT CATEGORY Misdemeanor (including pre-trial diversion of alleged misdemeanor)	9. TYPE Adult
11. OFFENSE(S) CHARGED 12:1818 F. TERMINATION OF STATUS AS INSURED BANK		
12. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: TX125567 113 Minor Street San Antonio TX 78209 Phone: 210-555-6781 Email: <a href="mailto:daviddattomey210@gmail.com">daviddattomey210@gmail.com</a>	13. COURT <input type="checkbox"/> A. <input type="checkbox"/> L: (Capital) <input type="checkbox"/> S1 <input type="checkbox"/> Y: Prior An Appoint Signature LeVar Date of f 10/9/20 Report	
14. LAW FIRM NAME AND MAILING ADDRESS		

#### Vouchers on File

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

## Step 3

On the **Basic Info** tab of the budget auth, the **Budget Phase/Stage** (e.g., Pretrial/Trial/Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields are required. Optionally, in the **Notes** field, you can add notes to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab).

**Note:** If no attorney fees are being requested in this request, you **MUST** enter **\$0** to submit the budget auth.

**BUDGETAUTH**  
Request Entry

Def.: Bob Smith

[Link to CM/ECF](#)

Voucher #:  
Request  
Date:  
Decision  
Date:

**Tasks**

[Link To Appointment](#)  
[Link To Representation](#)

**Reports**

[Budget Auth Form- Attorney](#)  
[Budget Auth Form- Attorney](#)  
[Budget Auth Form- Attorney](#)

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CIR. DIST.DIV.CODE 0101	2. PERSON REPRESENTED Bob Smith	3. APPEALS. DKT.DEFNUMBER	VOUCHER NUMBER
3. MAG. DKT.DEFNUMBER	4. DIST. DKT.DEFNUMBER 1:55-CR-55555-5555-LRJ	6. OTHER. DKT.DEFNUMBER	
7. IN CASE/MATTER OF(Case Name) USA VS Bob Smith	8. PAYMENT CATEGORY N. Indemnitor (including pre-trial diversion of alleged misdemeanor)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED  
12. 1818 F TERMINATION OF STATUS AS INSURED BANK

13. ATTORNEY'S NAME AND MAILING ADDRESS  
David D Attorney - Bar Number: TX125567  
113 Minor Street  
San Antonio TX 78209  
Phone: 210-555-6781  
Email: davidattorney210@gmail.com

14. LAW FIRM NAME AND MAILING ADDRESS

15. COURT ORDER

A Associate     C Co-Counsel     D Federal Defender     F Subs for Federal Defender

L Licensed Counsel (Capital Only)     O Appointing Counsel     P Subs for Panel Attorney     R Subs for Retained Attorney

S Pro Se     T Retained Attorney     U Subs for Pro Se     X Administrative

Y Standby Counsel

Prior Attorney's Name  
Appointment Date  
Signature of Providing Judge or By Order of the Court  
L. Star Judge  
Date of Order  
10/9/2018    None Pre-Tune Date

Repayment  YES  NO

Order Date:

Nunc Pro Tunc Date:

Budget Phase/Stage:

**Attorney Funding Information**

Rerepresentation Limit Upon Submission: \$ 3,300.00

Requested Additional Attorney Fees: \$

Resubmission Period (if Primary Case): \$ 3,300.00

Resubmission Period (if Secondary Case): \$ 3,300.00

Notes:

**Step 4**

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you are requesting, if any. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. The provider request appears in the grid below. Continue to add service providers.

The screenshot shows the 'Request For Service Providers' form with the 'Authorization Request' tab selected. The 'Service Provider Type' dropdown is set to 'Interpreter/Translator'. A red box highlights this dropdown, and a red arrow points to it. Below it, a section titled 'Previous Authorizations for this Provider Type:' contains a table with one entry:

<b>ID Number: 186</b>	Service Type: Interpreter/Translator
Order Date: 02/01/2017	Estimated Amount: \$5,000,000.00
Authorized Amount: \$100.00	Notes:
Grand Total Amount: \$100.00	

Below the table, the 'Previously Authorized Amount' is \$100.00. The 'Additional Amount Requested' field is highlighted with a red box and contains the value '10000.00'. A red arrow points to this field. At the bottom right, the 'Add' button is highlighted with a red box. A red arrow also points to the 'Add' button. A red asterisk indicates required fields.

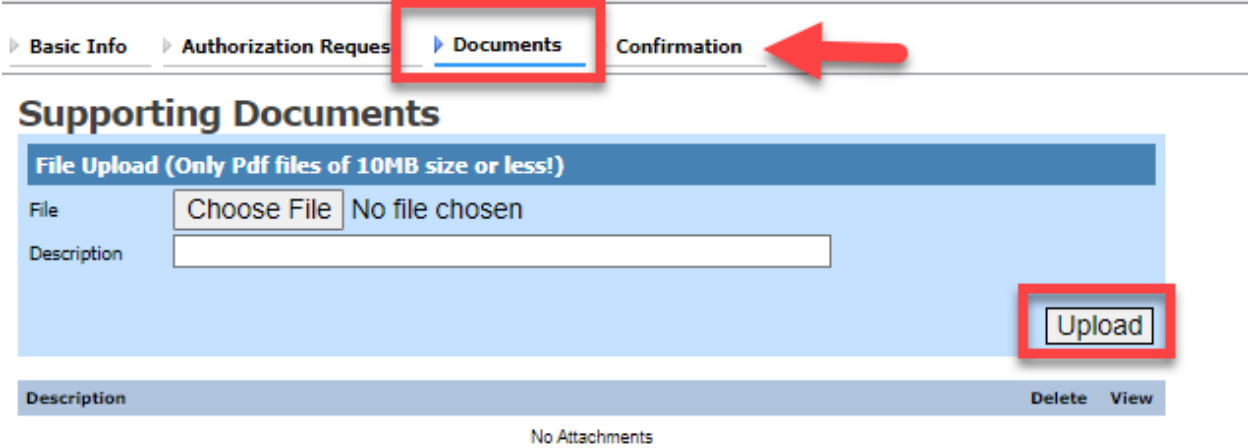
**Step 5**

If there is no prior auth for the provider type being requested, you only need to enter an amount requested in the **Additional Amount Requested** field.

The screenshot shows the 'Request For Service Providers' form with the 'Authorization Request' tab selected. The 'Service Provider Type' dropdown is set to 'Documents Examiner' and is highlighted with a red box. Below it, a section titled 'Previous Authorizations for this Provider Type:' contains a message: 'No Previous Authorizations Found'. Below this, the 'Previously Authorized Amount' is \$0.00. The 'Additional Amount Requested' field is highlighted with a red box and contains the value '10000.00'. At the bottom right, the 'Add' and 'Remove' buttons are visible. A red asterisk indicates required fields.

**Step 6**

On the **Documents** tab, upload any relevant documents, and then click the **Confirmation** tab.





**Step 8**

A confirmation screen appears, indicating the previous action was successful and the budget auth has been submitted to the court. Click the **Home Page** link to return to the home page, or click the **Appointment Page** link to create an additional document for this appointment.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0101.0001122**

Back to:

[Home Page](#)

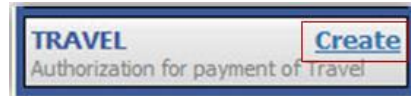
[Appointment Page](#)

## Creating a Travel Voucher

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

### Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to TRAVEL.



### Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CR. DIST/DIV CODE 0101	3. PERSON REPRESENTED Deborah Branson	VOUCHER NUMBER		
2. 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 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:law_counsel@nts.uscourts.gov">law_counsel@nts.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Definite <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS		15. PRO TUNE DATE		
Travel Agency to be Used: National Travel Service (NTS) <table border="1"> <tr> <td> <b>National Travel Service (NTS)</b>            707 Virginia Street East            Suite 100            Charleston, WV 25301             Phone: (800) 445-0668            Fax:            Email:         </td> </tr> </table>				<b>National Travel Service (NTS)</b> 707 Virginia Street East Suite 100 Charleston, WV 25301  Phone: (800) 445-0668 Fax: Email:
<b>National Travel Service (NTS)</b> 707 Virginia Street East Suite 100 Charleston, WV 25301  Phone: (800) 445-0668 Fax: Email:				

<< First | < Previous | Next > | Last >> | Save | Delete Draft | Audit Assist

### Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. Complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.



Basic Info | **Authorization Request** | Documents | Confirmation

### Request For Travel\*

**Required Fields**

**Name and Title of Person Traveling:** Andrew Anders  
**Address of Person Traveling:** 123 Way, San Antonio, TX 78229  
**Travel From Location:** San Antonio, TX  
**Travel To Location:** Los Angeles, CA  
**Estimated Dates of Travel:** 5/25-5/28

**Travel Requested:** Airline Tickets via CIA Government Travel Agency: 300.00  
 Ground Transportation: 20.00  
 Subsistence (Hotels & meals): 100.00  
 Other:

**Estimated Cost:** 420.00  
**Total Authorized:**

**Instructions for requesting amounts for the travel items:**  
 Complete the estimated dollar amount for each applicable line.  
 The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.  
 Complete information for one traveler per form.

**Total Estimated Cost:** 420.00  
**Total Authorized:**

**Purpose and Justification:** Travel to talk to witness.  
**Court Notes:**

\* 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 M&IE rate.

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

1 Page 1 of 1 (1 Items)

<< First | < Previous | **Next** > | Last >> |  |  |

**Step 4**

Click the **Documents** tab, or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

Basic Info | Authorization Request | **Documents** | Confirmation

### Supporting Documents

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

File: C:\Users\JaimeLongoria\ |   
 Description:

Description	Delete	View
Travel Receipts	<a href="#">Delete</a>	<a href="#">View</a>

<< First | < Previous | **Next** > | Last >> |  |  |

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

Step 5

Click the Confirmation tab, or click Next on the progress bar. In the Public/Attorney Notes field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click Submit.

Basic Info Services Expenses Documents Confirmation

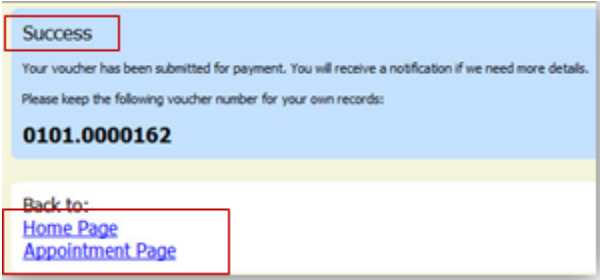
### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <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"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/                      1/21/2016 14:48:16  Signature of Attorney                      Date  Andrew Anders  Printed Name  Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson  Signature of Presiding Judge or By Order of the Court 01/21/2016  Date of Order                      Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 302-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Reimburse)			
		TOTAL AMOUNT CLAIMED:	
		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  _____ Signature of Attorney or Clerk                      Date			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT  _____ Signature of Judge or Clerk of Court                      Date                      Approved Amount			
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes <div style="border: 1px solid gray; height: 20px;"></div>			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0			

« First < Previous **Next >** Last » Save Delete Draft Audit Assist

Step 6

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



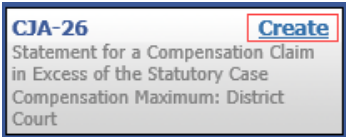
## Creating a CJA-26 Voucher

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

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

Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-26.



Step 2

The Basic Info page appears. Enter the required information. Click **Save**.

Basic Info | Justification | Documents | Confirmation

Basic Info	
1. CUR. DISTRICT CODE 0101	1. PERSON REPRESENTED Federal Prisoner
2. MAG. DISTRICT NUMBER 114-CR-08805-1-AA	3. APPEALS DISTRICT NUMBER 0
4. DIST. DISTRICT NUMBER 114-CR-08805-1-AA	5. OTHER DISTRICT NUMBER 0
6. IN CASE MATTER OF (Case Name) USA v. Branson	7. PAYMENT CATEGORY Felony (including pre-trial diversion or alleged felony)
8. TYPE PERSON REPRESENTED Adult Defendant	9. REPRESENTATION TYPE Criminal Case
10. OFFENSE(S) CHARGED	
11. 1812.5 INSPECTION VIOLATION PENALTIES	
12. ATTORNEY'S NAME AND MAILING ADDRESS Address: Andlers 110 Main Street San Antonio TX 78210 Phone: 210-833-3623 Cell phone: 210-555-1234 Email: <a href="mailto:lia_crosbie@sdtx.uscourts.gov">lia_crosbie@sdtx.uscourts.gov</a>	
13. COURT ORDER <input type="checkbox"/> A Associate Counsel <input type="checkbox"/> C Co-Counsel Attorney <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Subs for Federal Attorney <input type="checkbox"/> F Subs for Federal Attorney <input type="checkbox"/> G Subs for Retained Attorney <input type="checkbox"/> H Subs for Pre-Trial Attorney <input type="checkbox"/> I Administrative <input type="checkbox"/> J Steady Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS	
15. COURT ORDER Prior Attorney Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Robert A. Robertson Date of Order: 12/20/14 Year Prev Term Date: _____ Repayment: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Amount Requested: _____	Amount Approved: _____
Prior Trial Hours: 0	Trial Hours: 0
Sentencing Hours: 0	Other In-Court Hours: 0
Out-Of-Court Hours: 0	Number of Counts: 0
Number of Co-Defendants: 0	Other Pending Cases: _____
Sentencing Guideline Range: _____	Mandatory Minimum Found: <input type="checkbox"/>

« First < Previous Next > Last » Save Delete Draft Audit Assist

**Step 3**

Click the **Justification** tab, or click **Next** on the progress bar. On the Justification page, enter relevant information in the fields, and then 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 Audit Assist

**Step 4**

Click the **Documents** tab, or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

Basic Info | Justification | **Documents** | Confirmation

### Supporting Documents

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

File: C:\Users\JaimeLongoria\ | Browse...

Description: Document x

**Upload**

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First | < Previous | **Next >** | Last » | **Save** | Delete Draft | Audit Assist

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

Step 5

Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info | Justification | Documents | **Confirmation**

### Confirmation

**SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT**

THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE *GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT*, VOLUME VII, *GUIDE TO JUDICIARY POLICIES AND PROCEDURES*, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C (2) OF THOSE *GUIDELINES*, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME: Andrew Anders  
CASE NAME: USA v. Branson  
DOCKET NUMBER: 1:14-CR-08805-AA DEFENDANT NUMBER: 1 VOUCHER NUMBER:

1 PERIOD OF APPOINTMENT (DATES): 3/3/2014  
TOTAL NUMBER OF IN-COURT HOURS: 0  
PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0  
TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825.F INSPECTION VIOLATION PENALTIES  
NUMBER OF COUNTS CHARGED: 0 NUMBER OF CO-DEFENDANTS: 0  
OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:  
IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:  
WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING?  YES  NO

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 CHECK 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, 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.

Signature of Attorney Andrew Anders	Date Signed	Requested Amount
Signature of Presiding Judge	Date Signed	Judge Code
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code
		Approved Amount

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

Public/Attorney Notes

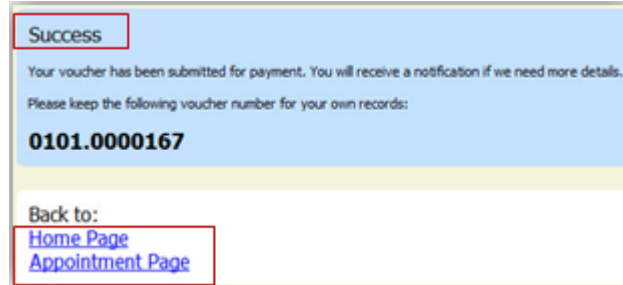
I swear and affirm the truth or correctness of the above statements  
Date: 4/20/2020 22:27:34



« First | < Previous | **Next >** | Last » | Save | Delete Draft | Audit Assist

**Step 6**

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



## Appendix A: Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

### Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



**Import failed.**  
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

### Step 2

The Errors Only report opens by default, with the errors in the file highlighted. Review the error report and correct the original .csv file.

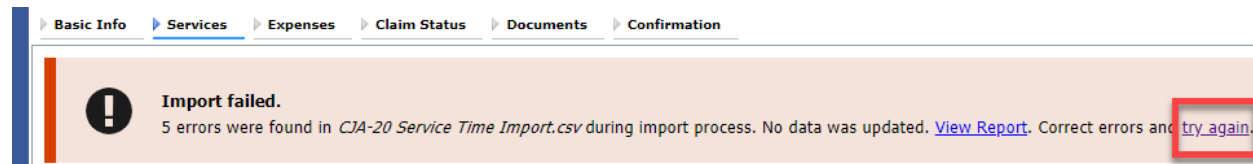
Errors Only  Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	11/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	11/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	12/2/2021	0.9	Test	15c. Motion Hearings		~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	1/14/2021	1.1	Test<>	16a. Interviews and Conferences		

**Note:** Click the **Full Report** radio button to view an error report that includes all imported service lines.

### Step 3

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



**Import failed.**  
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.



## Appendix B: Creating the Excel File for Import


Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA )	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

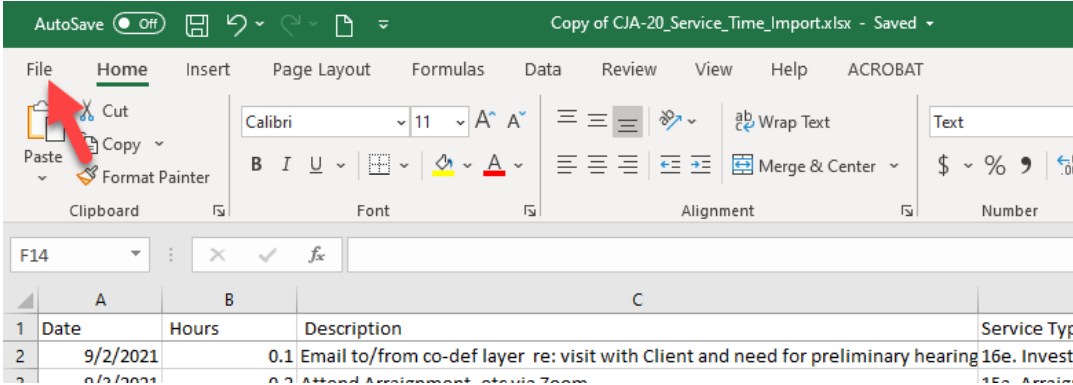
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

# Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow you to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

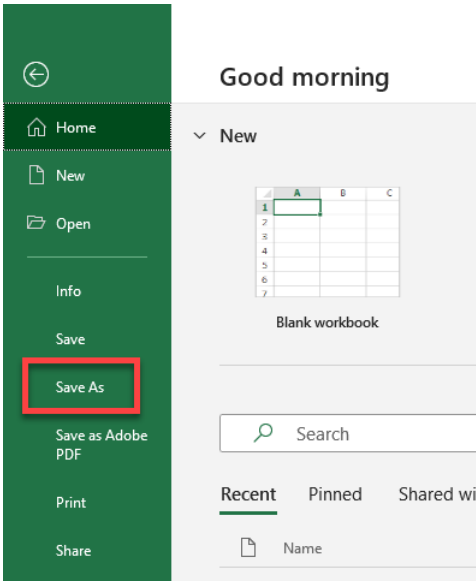
## Step 1

In your Excel file, click the **File** tab.

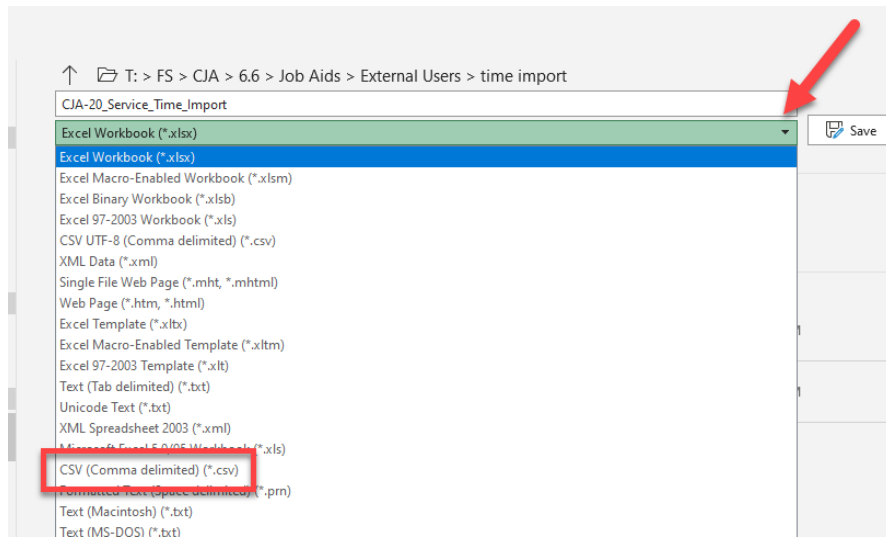


## Step 2

From the navigation menu on the left, click **Save As**.



On the Save As page, click the drop-down arrow and select **CSV (Comma delimited) (\*.csv)**.



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

