



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

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**September
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Nota Bene: Edit before using!

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

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

Introduction

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

- 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. The program includes the following modules:

Panel Management

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

Voucher and Authorization Request Submission

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

Browser Compatibility

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

Court Appointment

When you make an appointment, an email will automatically be generated by the program, and sent 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

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log on using the user name and password you were provided, and click **Log In**.



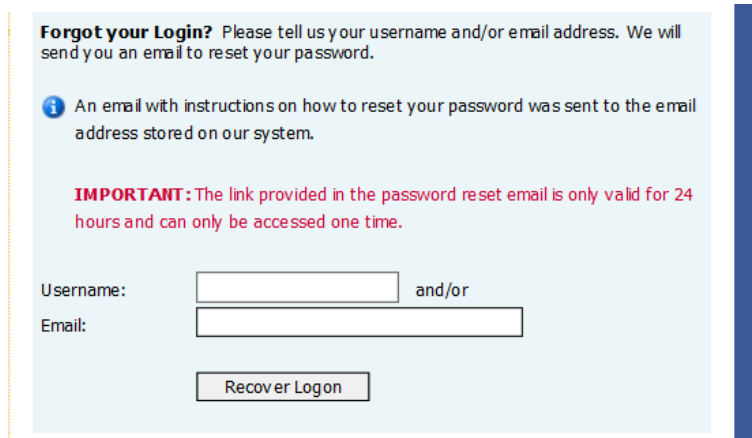
You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- One special character.

You are required to change your password every 180 days.

If you forget your user name or password, click **Forgot your Login**.

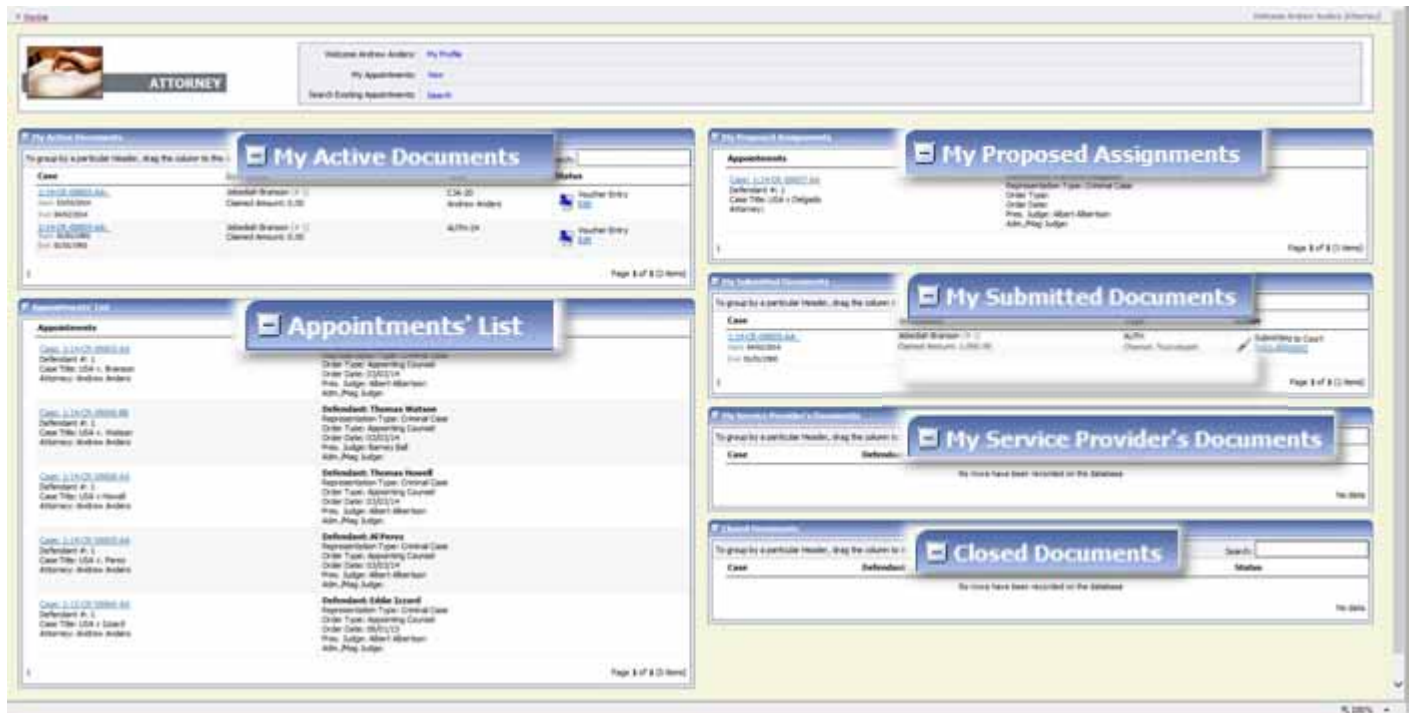
Enter your user name or email address, and click **Recover Logon** to retrieve your information.



Home Page

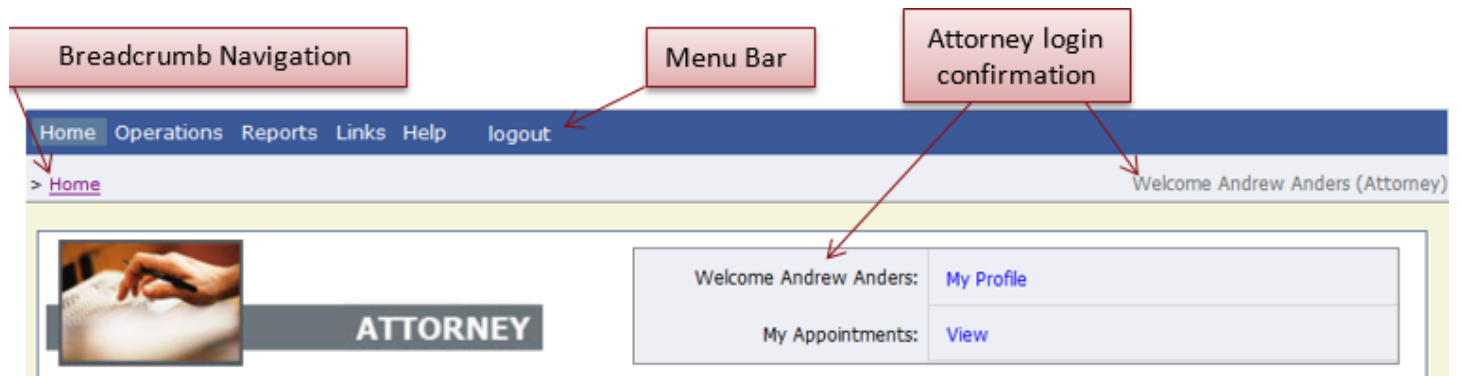
Your home page provides access to all of your appointments and vouchers.

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



Folder Descriptions	
My Active Documents	This folder contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers. This includes: <ul style="list-style-type: none"> • Vouchers in progress by the experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or have been approved by the court. Closed documents are only displayed for open cases. Closed documents are displayed until they are archived and/or for 60-90 days after the appointment is terminated. They are still accessible through the appointment page.



Navigating in the CJA eVoucher Program



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

Customizing the Home Page

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

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

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A **crosshair** icon  appears.


Step
2

Click and drag the folder to the new location.

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

Resizing of Column

Step
1

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

Step
2

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

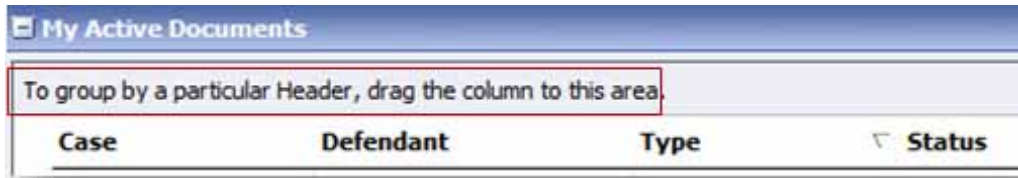
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

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

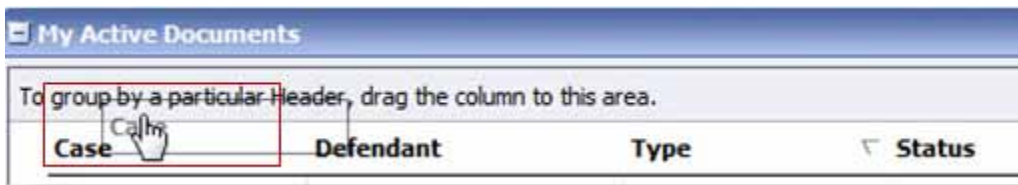
Step
1

Click the header for the column you wish to group.



Step
2

Click and drag the header to the **Group by:** header bar.



Step
3

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

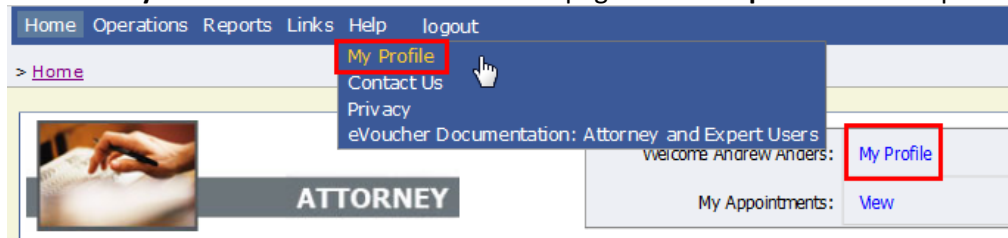


My Profile

In the **My Profile** section, the attorney may:

- Change password (**Login Info** section).
- Edit contact information, phone, email, and/or physical address (**Attorney Info** section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Any changes to SSN after the first login must be made through the court.
- Add a time period in which you will be out of the office (**Holding Period** section).
- Document any CLE attendance.

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



 This screenshot shows the 'My Profile' page. The 'My Profile' link in the top navigation bar is highlighted with a red box. The page displays several sections:

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

Changing My Profile Username and Password

Step
1

In the **Login Info** section, click **Edit** to change your password.

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

Login Info
Your Login information

UserName **Anders** Edit

Step
2

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

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

Login Info
Your Login information

Username Anders change

Password **** reset Close

Step
3

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

Step
4

Enter the new password and reenter it in the **Confirm** field.

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

Login Info
Your Login information

Username Anders change

Password ***** Strength: Strong

Confirm ***** Reset cancel

Step
5

Click **Reset** to save.

Step
6

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

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

Login Info
Your Login information

Username Anders change

Password **** reset Close

Attorney Info

Step 1

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

Attorney Info
Your personal info

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

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

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

Edit

Step 2

Make any necessary changes.

Attorney Info
Your personal info

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

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

Payee Certification:
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.).

*** Required Fields**
Bar Number
Tax Identification Number: * (If on Panel)
SSN:
Confirm:

☐ Foreign Vendor?

First Name * Middle Last Name *
Andrew Anders

Main Email *
deadmail@support.aotx.uscourts.gov

2nd Email
deadmail@support.aotx.uscourts.gov

3rd Email
deadmail@support.aotx.uscourts.gov

Phone * Cell Phone Fax
210-833-5623

Address 1 * City *
110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)
TEXAS 78210

Address 3 Country *
UNITED STATES

Save
cancel

Step 3

Click **Save**.

Note:

- Each attorney (except associates) must enter his or her SSN into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, select that checkbox and enter in appropriate information.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

Step 1

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

Billing Info
List all available billing info records

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

Select
Add
Edit

Step 2

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

Note:

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

Step 3

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

Billing Info
List all available billing info records

Billing Type:
☒ Self-Employed
☐ Firm
☐ Associate

☒ Copy Address from Profile

Name:

Phone: Fax:
 210-833-5623

Address 1:
 110 Main Street

Address 2:

Address 3:

City: State: Zip Code:
 San Antonio TEXAS 78210

Country:
 UNITED STATES

Save
cancel

Step 4

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

Billing Type:

☐ Self-Employed

☐ Firm

☒ Associate

Billing Code: **Verify**

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

Save
[cancel](#)

Note:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN, but must enter the billing code of the attorney to be paid.

Holding Period

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

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

The screenshot shows a web interface with a header bar. On the left, there is a blue box labeled 'Holding Period'. To its right, the text reads: 'No info has been stored. Please click VIEW to type your info.' In the top right corner of the header bar, there is a button labeled 'View' which is highlighted with a red rectangular box.

Step 2 Click **Add**.

The screenshot shows the 'Holding Period' section. On the left is a blue box. To its right is a control bar with buttons: 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red rectangular box. Below the buttons is a table with columns 'Starting', 'Ending', and 'Notes'. The first row contains the text 'No Holding Period'. At the bottom right of the table area, it says 'No data'. There is also a 'Search:' field on the right side of the table header.

Step 3 In the corresponding fields, enter the starting date and ending date, along with any applicable notes.

The screenshot shows the 'Holding Period' section with data entered. On the left is a blue box. To its right is a control bar with buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red rectangular box. Below the buttons are two date fields: 'Starting Date' with the value '07/11/2014' and 'Ending Date' with the value '08/01/2014'. Both date fields have small calendar icons to their right. Below the date fields is a text area labeled 'Notes' containing the text 'Vacation Cruise.'. The entire data entry area is highlighted with a red rectangular box.

Step 4 Click **Save**.

Continuing Legal Education

Step
1

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

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

Step
2

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

The screenshot shows the 'Continuing Legal Education' section with a table. Above the table are buttons for 'Back', 'Edit', 'Add', and 'Details'. The 'Add' button is highlighted with a red box. The table has columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. A search bar is on the right. The table is currently empty, showing 'No Continuing Legal Education' and 'No data'.

Step
3

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

The screenshot shows the 'Add' form for Continuing Legal Education. It includes fields for 'Credit' (a drop-down menu with 'Sentencing-rel' selected), 'Date' (05/01/2014), 'Hours' (0), and 'Description'. A red box highlights the 'Credit' drop-down menu. Below the form, a note states: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

Step
4

In the corresponding fields, enter the date, the number of hours, and a description.

Step
5

Click **Save**.

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

Continuing Legal Education (cont'd)

Step
6

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

Step
7

Click **Save**.

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

Continuing Legal Education

Back

Edit

Add

Delete

Search:

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

1

Page 1 of 1 (1 items)

Appointments' List

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

Step
1

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

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

Appointment
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript

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

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

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

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

Reports

[Appointment Report](#)

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

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

[Attorney Time Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08805-1-AA	6. OTHER DIST. 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
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES		10. REPRESENTATION TYPE Criminal Case
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Vouchers on File

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

Case	Defendant	Type	Status
1:14-CR-08805-AA Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.00000001 INTERIM PAYMENT 1
1:14-CR-08805-AA Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.00000002
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.00000026
1:14-CR-08805-AA Start: 06/15/2014 End: 06/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

Page 1 of 1 (7 items)

View Representation

The **View Representation** information displays:

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

Step
2

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



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

Representation

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

Reports

[Representation Report](#)

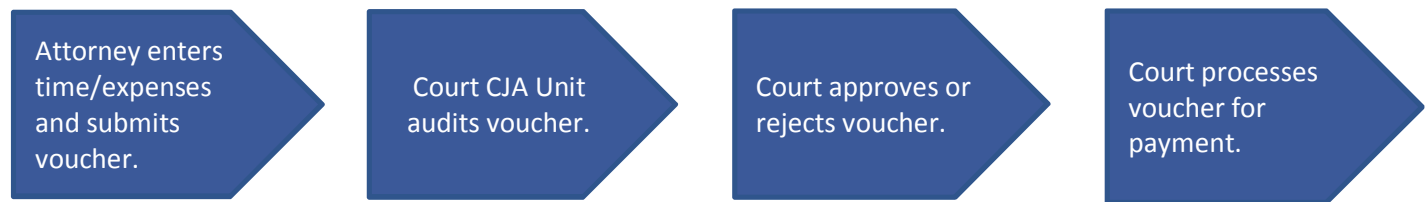
Representation Info

1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT/DEF NUMBER	
6. OTHER. DKT/DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
EXCESS FEE LIMIT \$9,900.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
DESIGNEE					
App.ID Attorney 					

Step
3

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

CJA-20 Voucher Process Overview



Creating the CJA-20 Voucher

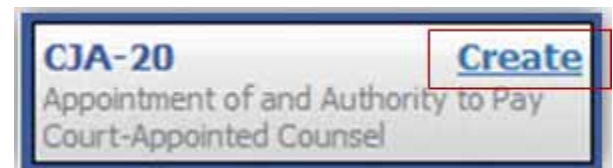
The court creates the appointment. The attorney initiates the CJA-20 Voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** section, click **Create** from the CJA-20 Voucher template.



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

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

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

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

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

Payment Info

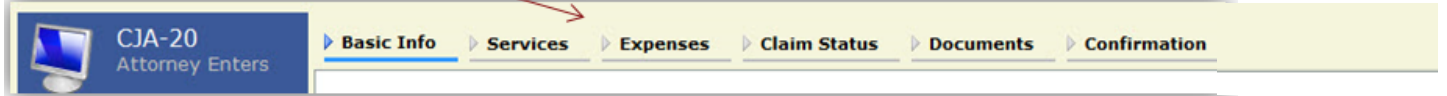
Preferred Payee: Andrew Anders

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

« First < Previous Next > Last » Save Delete Draft

Creating the CJA-20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Notes:

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

Entering Services

Line-item time entries should be entered on the **Services** tab.
Both in-court and out-of-court time should be recorded on this screen.

Step
2

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

Note:

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

Step
3

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

Services (cont'd)

Step
4

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

Note:

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

Step
5

Enter hours of service in tenths of an hour.

Step
6

Enter a description.

Step
7

Click **Add**.

Note:

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

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

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

Step
8

Click the **Date** header. This sorts services according to date.

Step
9

Click **Save**.

Entering Expenses

Step
1

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount:

*** Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

Step
2

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles:

Amount:

*** Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Entering Expenses (cont'd)

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

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

Expenses

Date: 6/12/2014

Expense Type: Travel Miles

Miles: 20 at \$0.5600 per mile.

Description: Travel to and from Court

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

Step 5 Click **Add**.

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

Expenses

Date: 6/12/2014

Expense Type:

Miles: at \$0.5600 per mile.

Description:

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/2014	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)


« First < Previous Next > Last » Save Delete Draft

Entering Expenses (cont'd)

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.

Expenses

Date: 6/12/2014 *  Description:

Expense Type:

Miles: at \$0.5600 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
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

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

Step 6 Click the **Date** column header. This sorts expenses according to date.

Step 7 Click **Save**.

Claim Status

Step 1 Click the **Claim Status** tab or click **Next** located on the progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

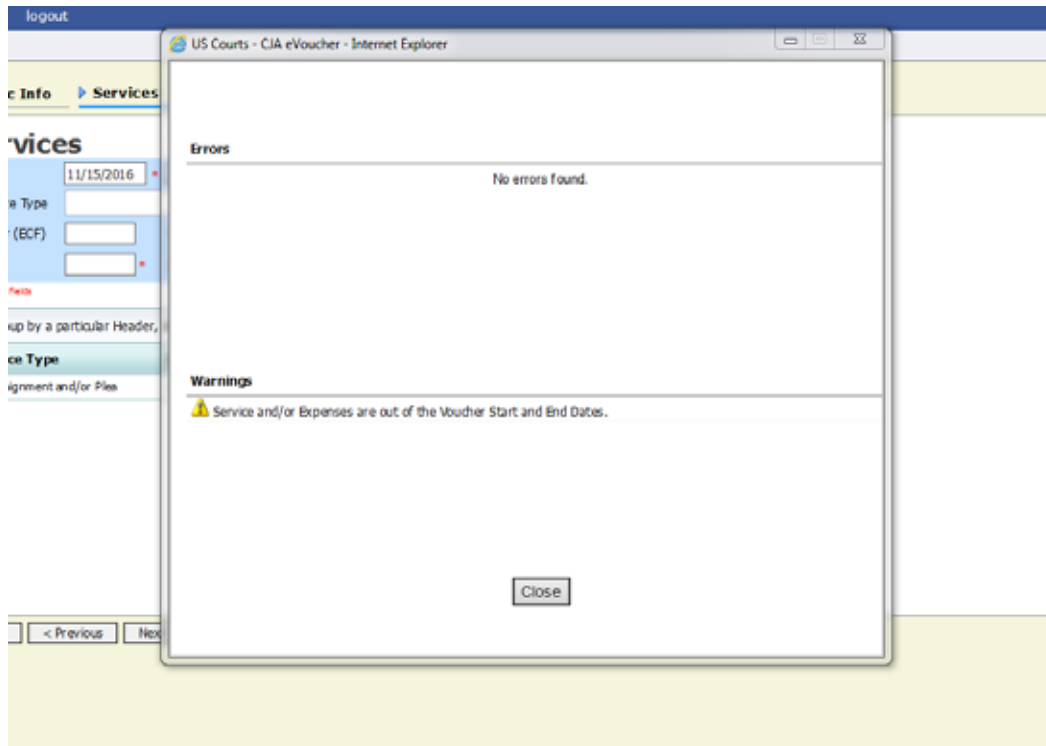
Step 3 In the **Payment Claims** section, select the payment claims type.

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


Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **Save**.

At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.



If you try to submit with errors, you may receive the following pink error message:

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

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

Documents

Attorneys (as well as courts) may attach documents. Attach any documentation that supports the voucher, i.e., 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 To add an attachment, click **Browse** to locate your file.

Step 2 Add a description of the attachment.

Step
3

Click **Upload**.

Supporting Documents

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

File: G:\AO\evoucher\CJA eVoucher\Receipts\Receipts.pdf

Description: Copies of receipts

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

Supporting Documents

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

File:

Description:

Description	Delete	View
Copies of receipts	Delete	View

« First < Previous Next > Last »

Step
4

Click **Save**.

Signing and Submitting to Court

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

Step
1

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

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

Confirmation					
1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jehediah Branson		VOUCHER NUMBER	
3. MAG. DIST. DIV. NUMBER		4. DIST. DIST. DIV. NUMBER 1-14-CR-08805-1-2A		5. APPEALS DIST. DIV. NUMBER	
6. OTHER DIST. DIV. 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 05-1823.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-555-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders LTD: ***-**-6789 625 Legal Blvd. South Anytown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			15. COURT ORDER Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES					
CATEGORIES		HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT
16. a. Arrangement and/or Plea		0.5	\$63.00		
b. Bail and Detention Hearing		0	\$0.00		
c. Motion		0	\$0.00		
d. Trial		0	\$0.00		
e. Sentencing Hearings		0	\$0.00		
f. Revocation Hearings		0	\$0.00		
g. Appeals Court		0	\$0.00		
h. Other		0	\$0.00		
Totals		0.5	\$63.00		
17. a. Interviews and Conferences		0	\$0.00		
b. Obtaining and Reviewing Records		0	\$0.00		
c. Legal Research and Brief Writing		0	\$0.00		
d. Travel Time		0	\$0.00		
e. Investigative or Other Work		0	\$0.00		
Totals		0	\$0.00		
18. Travel Expenses (lodging, parking, meals, mileage, etc.)			\$11.20		
19. Other Expenses (other than expert, transcript, etc.)			\$15.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)			\$89.20		
20. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			21. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		22. CASE DISPOSITION
23. CLAIM STATUS <input type="checkbox"/> First Payment <input type="checkbox"/> Interim Payment (N) <input type="checkbox"/> Supplemental Payment					
Have you previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of any kind of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
24. IN COURT COMP. \$0.00		25. OUT OF COURT COMP. \$0.00		26. TRAVEL EXPENSES \$0.00	
27. OTHER EXPENSES \$0.00		28. TOTAL AMT. APPR. CERT. \$0.00			
29. SIGNATURE OF THE PRESIDING JUDGE			DATE		
30. IN COURT COMP. \$0.00		31. OUT OF COURT COMP. \$0.00		32. TRAVEL EXPENSES \$0.00	
33. OTHER EXPENSES \$0.00		34. TOTAL AMT. APPR. CERT. \$0.00			
35. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in form of the monetary threshold amount			DATE		
36a. JUDGE CODE			36b. JUDGE CODE		
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
<input type="button" value="Submit"/>					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>					

You may include any information to the court in the **Public/Attorney Notes** field.

Signing and Submitting to Court (cont'd)

Step
2

Verify the information is correct.

Step
3

Scroll to the bottom of the screen.

Step
4

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

Step
5

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

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

Step
6

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

Signing and Submitting to Court (cont'd)

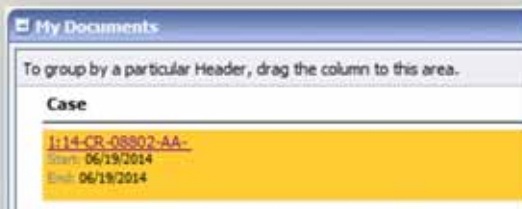
The active voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section.

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

1 Page 1 of 1 (3 items)

Notes:

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



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

CJA-20 Quick Review Panel

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

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

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014
Services: \$63.00
Expenses: \$26.20

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

Services: \$63.00 ▼

In Court Services

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

Out of Court Services

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

Expenses: \$26.20 ▼

Travel

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

Expenses

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

Reports and Case Management

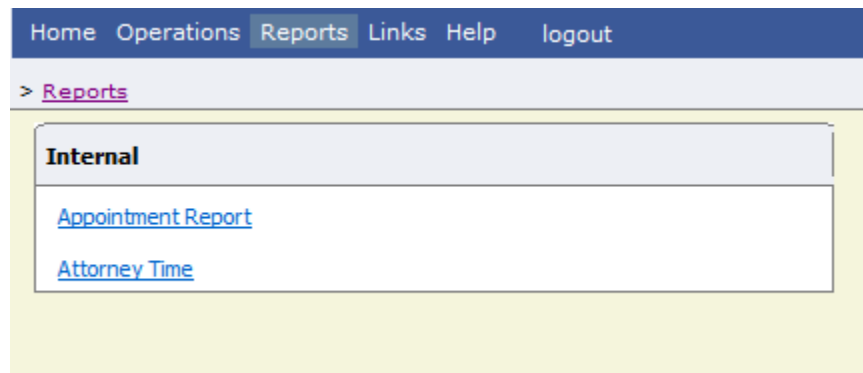
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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



You can find other accessible reports on the menu bar.



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.

The report 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		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)	Active									
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization									Defendant: Jebediah Branson		
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	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		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	\$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		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
		Total Pending:		\$0.00		Total Approved:		\$6,350.00	\$3,550.00	\$3,550.00	

Expert and Other Services Budget - Requiring Authorization									Defendant: Jebediah Branson		
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	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		Total	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	\$6,350.00

Creating a CJA-21 Voucher

Step
1

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

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

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

Note:

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

Basic Info

1. 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 \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

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

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

When submitting a CJA-21 Voucher, you have two options from which to choose under the **Authorization Selection** section.

Step
2

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

If you have a previously approved authorization, click **Use Existing Authorization**.

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

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Creating a CJA-21 Voucher (cont'd)

If you click **Use Existing Authorization**, an **Associated Authorization** list appears.

Step
3

Select the authorization you wish to use.
It will turn beige when selected. **You cannot continue until it is highlighted.**

Step
4

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

Step
5

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

Step
6

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

If the expert selected is authorized to enter expenses on their own voucher, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.

Please Select the Associated Authorization

ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:
--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------

New Voucher Information

Service Type Interpreter/Translator *

Description

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

Service Provider

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

Expert Campos, Charlene

Expert Info

Details

Charlene Campos

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

Create Voucher

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

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

Note:

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

Creating a CJA-21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

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

Creating a CJA-21 Voucher (cont'd)

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

Step
1

From the **Expert** drop-down list, select the empty value. In the **Voucher Assignment** group, the **Attorney** radio button should be selected.

Step
2

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

Step
3

Click **Create Voucher**.

Please Select the Associated Authorization	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type Interpreter/Translator *

Description

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

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

Expert *

First Name Middle Name Last Name *

Email *

Phone * Fax

Address 1 * City *

Address 2 State (U.S. Only*) Zip

Address 3 Country* UNITED STATES

Note:

- The person you submitted goes through an approval process. Once that person is approved, an email is sent to you.
- You can now select the person from the **Expert** drop-down list, and all their information will automatically populate.

Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, proceed with similar steps mentioned on the CJA-20 Voucher adding services, expenses, claim status, and documents.

Note:

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

Step
1

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

Step
2

In the corresponding fields, enter the date, hours, rate, and description.

Step
3

Click **Add**.

The screenshot shows the 'Services' tab of the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Hours' and 'Rate' fields are empty. The 'Description' field is empty. Below the input fields is a table with columns: Date, Description, Hrs, Rate, and Amt. The 'Add' button is highlighted. The 'Save' button is also highlighted at the bottom.

The item appears at the bottom of the **Services** section.

Step
4

Click **Save**.

Step
1

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

Step
2

In the corresponding fields, enter the date, expense type, description, and miles.

Step
3

Click **Add**.

The screenshot shows the 'Expenses' tab of the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Expense Type' field is set to 'Travel Miles'. The 'Miles' field is set to 30. The 'Amount' field is set to 15.80. The 'Description' field is empty. Below the input fields is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The 'Add' button is highlighted. The 'Save' button is also highlighted at the bottom.

The item appears at the bottom of the **Expense Type** section.

Step
4

Click **Save**.

Note:

At any point, click **Audit Assist** and the system will search for any warnings or errors.

Creating a CJA-21 Voucher (cont'd)

Step 1 Click the **Claim Status** tab or click **Next**.

Step 2 Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date.

Step 3 Select an option in the **Payment Claims** section.

Step 4 Click **Save**.

Note:

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

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

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

Step 3 Click **Upload**.

Note:

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

Step 4 The document appears at the bottom of the **Description** section. Click **Save**.

Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

- Step 1** Verify all information is correct.
- Step 2** Select the affirmation check box. This automatically time stamps the voucher.
- Step 3** Click **Submit**.

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

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

The case file appears in the **My Active Documents** section.

- Step 5** Click the case hyperlink to select the file.

My Active Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
1:14-CR-03802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

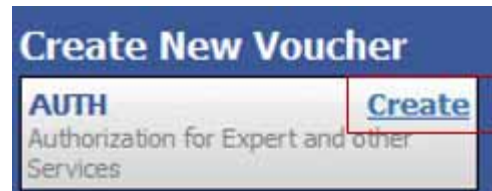
Navigate to the **Confirmation** tab.

- Step 6** Verify all information is correct.
- Step 7** Certify the information by selecting the certification check box. This automatically time stamps the voucher.
- Step 8** Click **Approve**.

Submitting an Authorization Request for Expert Services

Step 1 Open the **Appointment** record.

Step 2 Click **Create** next to AUTH.



The **Basic Info** screen will open.

Note:

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

Basic Info Documents Confirmation

Basic Info

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

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

« First < Previous Next > Last » Save Delete Draft

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

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

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

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ 8000.00 *

Authorized Amount \$

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator *

Requested Provider John Doe

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

- Step 4** Click **Save**.

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

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

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

Note:

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

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

Step 3 Click **Upload**.

Supporting Documents

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

File

Description

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

Supporting Documents

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

File

Description

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

« First < Previous **Next >** Last »

Step 4 Click **Save**.

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

Step 5 Click **Next**.

The **Confirmation** screen will open.

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

Note:

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

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

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

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

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

Creating an Authorizations for Transcripts (AUTH-24)

Step
1

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

AUTH-24 **Create**
Authorization for payment of transcript

The Authorization opens to the **Basic Info** page. Select **No Authorization Required**.

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

Note:

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

AUTH-24 Attorney Enters
Def.: Jerediah Brannon
Link to CM/ECF
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901

Basic Info

1. CJA-DCT DEF CODE 0101	2. PERSON REPRESENTED Jeremiah Brannon	VOUCHER NUMBER	
3. MAG. DCT DEF NUMBER	4. DCT DEF NUMBER 1-14-CR-08805-1-JA	5. APPEALS DCT DEF NUMBER	6. OTHER DCT DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Brannon	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 13.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <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: 8-3-2014 Next Pro Tunc Date Reapportionment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used: [Dropdown]
 Proceeding To Be Transcribed: [Dropdown]
 Apportioned Cost (%): [Text]
 Apportioned Case and Defendant: [Text]
 Special Transcript Handling: [Dropdown]
 Transcripts: ☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal
☐ Defense Opening Statement ☐ Defense Argument ☐ Jury Instructions ☐ Voir Dire
 Order Date: [Text]
 Nunc Pro Tunc Date: [Text]

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

Step
2

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

Step
3

Click **Save**.

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

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

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

Step 3 Click **Upload**.

Note:

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

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

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

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

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

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

Creating a CJA-24 Voucher

After submission and approval of AUTH-24, if required in your court, you can create the CJA-24 voucher for payment.

Step
1

From the **Appointment** page, click **Create** next to CJA-24.



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

Note:

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

Basic Info

Basic 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 PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection
You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

Use Existing Authorization in eVoucher
You may click here to select from a list of approved authorizations.

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

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

Creating a CJA-24 Voucher (cont'd)

Step
2

If your court does not require an AUTH 24, click **No Existing Authorization in eVoucher**. It is similar to creating a CJA-21, outlined in the CJA-21 section. If your court does require an AUTH 24, click **Use Existing Authorization in eVoucher** and then click to select the applicable AUTH 24. This will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step
3

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

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

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

Note:

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

**Step
4**

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

New Voucher Information

Description

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

Court Report/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

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

Expert [Blank dropdown]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

Create Voucher

< First < Previous Next > Last = Delete Draft

New Voucher Information

Description

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

Court Report/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

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

Expert Transcripts, Teresa

Expert Info

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

Create Voucher

< First < Previous Next > Last = Delete Draft

Note:

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

**Step
5**

Click **Create Voucher**.

Creating a CJA-24 Voucher (cont'd)

Note:

If **Expert** has been selected under the **Voucher Assignment**, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court. You may also use the Audit Assist at any time to verify warnings or errors.

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

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

Note:

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

Step 3 Click **Add**.

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

Step 4 Click **Save**.

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

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

Step 3 Click **Add**.

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

Step 4 Click **Save**.

Creating a CJA-24 Voucher (cont'd)

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

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

Note:

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

Step 3 Click **Upload**.

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

Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

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

Step 3 Click **Submit**.

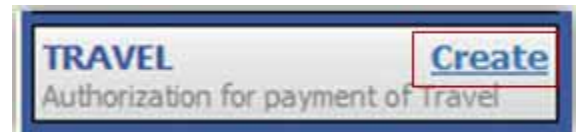
A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

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

Creating a Travel Voucher

Step
1

From the **Appointment** page, click **Create** next to TRAVEL.



Note:

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

The **Basic Info** screen opens.

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

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1-14-CR-08802-2-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530.F INCOME TAX FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/27/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: Global Travel

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

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

The **Travel Agency to be Used**: section automatically populates.

Step
2

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

Creating a Travel Voucher (cont'd)

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

Step 4 Click **Add**.

The information will appear in the bottom section.

Step 5 Click **Save**.

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

Request For Travel*

*** Required Fields**

Name and Title of Person Traveling:

Address of Person Traveling:

Purpose of Travel:

Travel From location:

Travel To Location:

Estimated Dates of Travel:

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

Total Estimated Cost:

Justification for Request:

Add **Remove**

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

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

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Acquire documents	Los Angeles, CA	July 14, 15	\$90.00

Page 1 of 1 (1 items)

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

Creating a Travel Voucher (cont'd)

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

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

Note:

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

Step 3 Click **Upload**.

The screenshot shows the 'Supporting Documents' section of the CJA eVoucher system. The 'Documents' tab is active. The 'File Upload' section allows users to upload PDF files (10MB or less). A 'Browse...' button is used to select a file, and an 'Upload' button is used to submit it. Below the upload section is a table with columns 'Description', 'Delete', and 'View'. The 'Save' button is highlighted at the bottom of the form.

The document appears at the bottom of the **Description** section.

Step 4 Click **Save**.

The **Confirmation** tab appears.

Step 1 Verify all information is correct.

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

Step 3 Click **Submit**.

The screenshot shows the Confirmation screen. It includes a 'Public/Attorney Notes' field, an affirmation checkbox labeled 'I swear and affirm the truth or correctness of the above statements' with a timestamp 'Date: 6/19/2014 9:28:36', and a 'Submit' button. The 'Save' button is also visible at the bottom.

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

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

The screenshot shows the Success confirmation screen. It displays the message 'Success' and 'Your voucher has been submitted for payment. You will receive a notification if we need more details.' It also shows the voucher number '0101.0000162' and links to 'Home Page' and 'Appointment Page'.

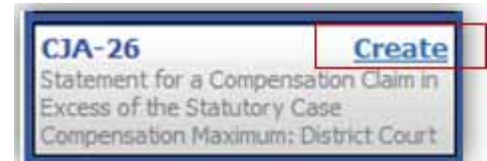
The travel voucher now appears in the **My Submitted Documents** section.

Creating a CJA-26 Voucher

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

Step
1

From the **Appointment** page, click **Create** next to CJA-26.



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

Note:

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

 A screenshot of the CJA-26 Attorney Entry form. The form is titled 'Basic Info' and contains several sections:

- 1. CJA-26 DKT. DEF. CODE:** 0101
- 2. PERSON REPRESENTED:** Jbediah Branson
- 3. MAG. DKT. DEF. NUMBER:** 1:14-CR-08805-1-AA
- 4. DKT. DEF. NUMBER:** 1:14-CR-08805-1-AA
- 5. APPEALS DKT. DEF. NUMBER:**
- 6. OTHER DKT. DEF. NUMBER:**
- 7. IN CASE MATTER OF (Case Name):** USA v. Branson
- 8. PAYMENT CATEGORY:** Felony (including pre-trial diversion of alleged felony)
- 9. TYPE PERSON REPRESENTED:** Adult Defendant
- 10. REPRESENTATION TYPE:** Criminal Case
- 11. OFFENSE(S) CHARGED:** 15-1825 F INSPECTION VIOLATION PENALTIES
- 12. ATTORNEY'S NAME AND MAILING ADDRESS:** Andrew Anders - Bar Number: 12345, 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623
- 13. COURT ORDER:** Includes checkboxes for A Associate, C Co-Counsel, F Subs for Federal Defender, O Appointing Counsel, P Subs for Panel Attorney, R Subs for Retained Attorney, and Y Standby Counsel. Also includes fields for Prior Attorney's Name, Appointment Date, Signature of Presiding Judge or By Order of the Court, Date of Order, and Next Pre Trial Date.
- 14. LAW FIRM NAME AND MAILING ADDRESS:**

 At the bottom, there is a section for 'Amount Requested' and 'Amount Approved' with various input fields for hours and costs. A 'Save' button is highlighted with a red box.

Step
2

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

Step
3

Click **Save**.

Creating a CJA-26 Voucher (cont'd)

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

Step 2 Fill out the justification text fields.

Step 3 Click **Save**.

The screenshot shows the 'Justification' tab of the CJA-26 Voucher form. The form has four tabs: Basic Info, Justification (selected), Documents, and Confirmation. The Justification section contains nine numbered text areas for 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.

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

Creating a CJA-26 Voucher (cont'd)

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

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

Step 3 Click **Upload**.

Note:

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

The document appears at the bottom of the **Supporting Documents** section.

Step 4 Click **Save**.

A confirmation page appears.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

A confirmation screen appears indicating the previous action was successful and the authorization request has been submitted.

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

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