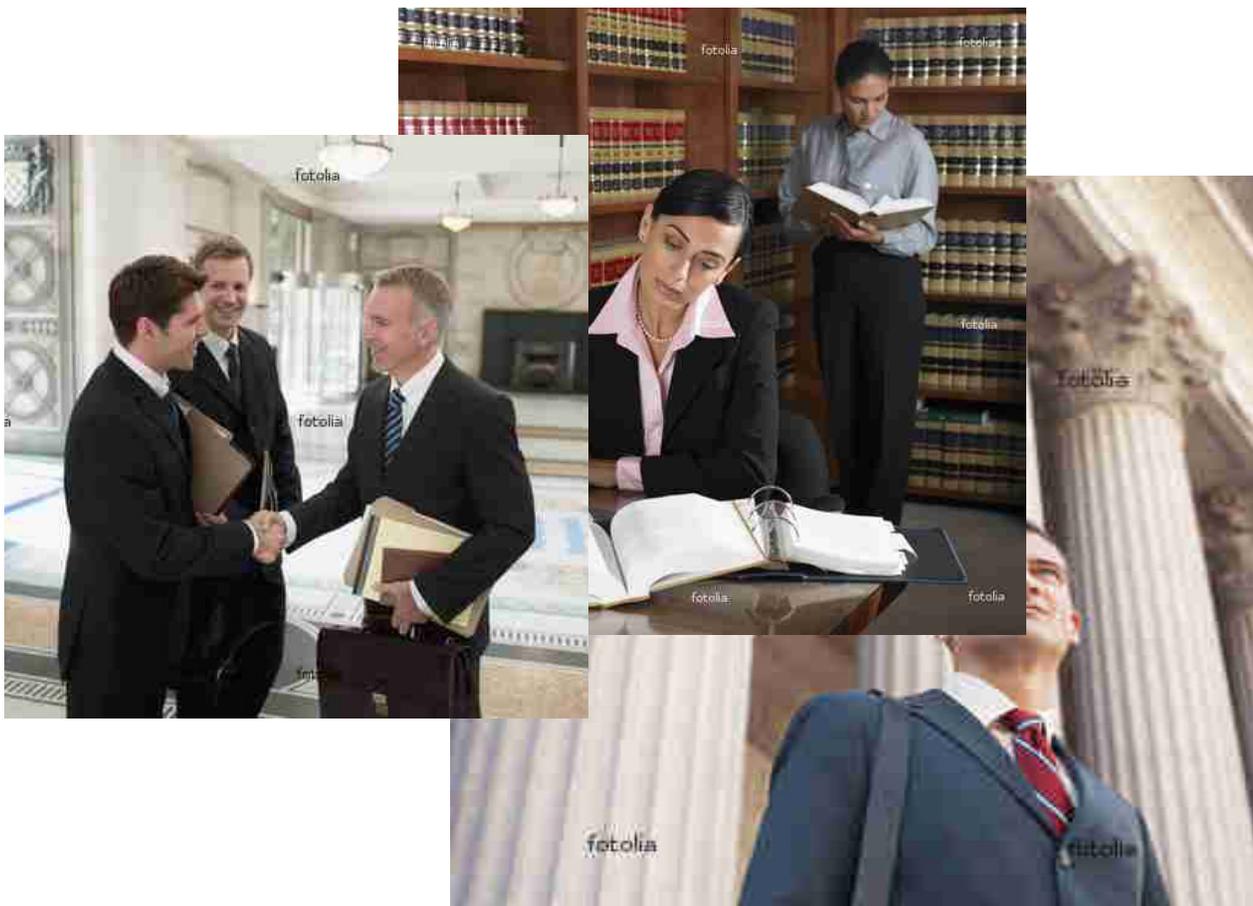


UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA

CJA eVoucher

Attorney User Manual

April 2016



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Introduction

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

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

The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, and firm associations.

Voucher & Authorization Request Submission

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

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers MAY NOT BE USED with CJA.

Note:

Ensure that your cache setting is set to – Every time I visit the webpage – to avoid data loss.

Court Appointment

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

To: Paul Stevenson,

Date: 6/5/2015 9:52:01 AM.

This is to inform you that the Western District of Virginia has appointed you to represent Marty Schwartz in case USA v. Schwartz 7:15-CR-00017 before this court.

You may access this appointment via the CJA eVoucher program at https://circ04-evapp.ada.dc/n/CJA_yaw_test/CJAeVoucher.

Regards,
Western District of Virginia

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

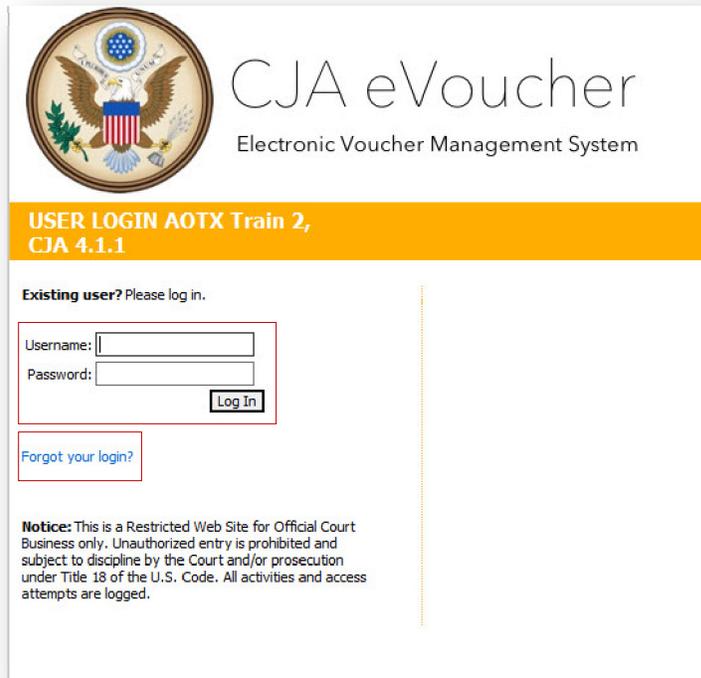
Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email,
- Bookmark the web address and use your internet browser to access the system, or
- Click on the CJA eVoucher link in the Criminal Justice Act tab on the District Court's website.

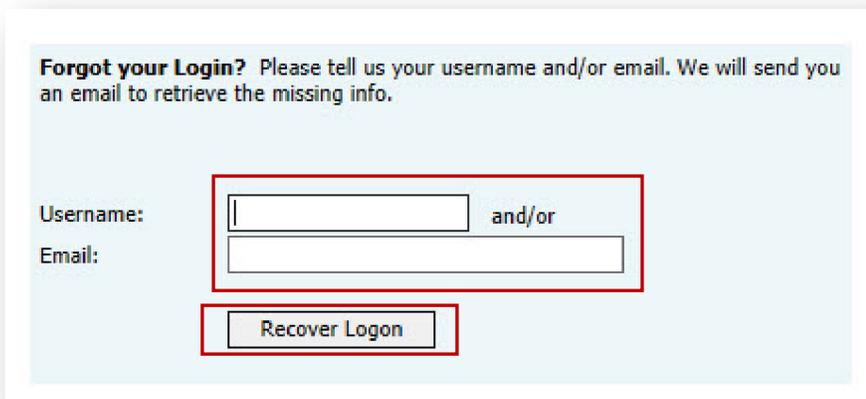
Log in using your Username and Password and click

Log In



The screenshot shows the CJA eVoucher login interface. At the top left is the official seal of the Western District of Virginia. To its right, the text reads "CJA eVoucher" and "Electronic Voucher Management System". Below this is a yellow banner with the text "USER LOGIN AOTX Train 2, CJA 4.1.1". The main content area is titled "Existing user? Please log in." and contains two input fields: "Username:" and "Password:". A "Log In" button is positioned to the right of the password field. Below the input fields is a blue hyperlink labeled "Forgot your login?". At the bottom of the page, there is a "Notice" section with the following text: "Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

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

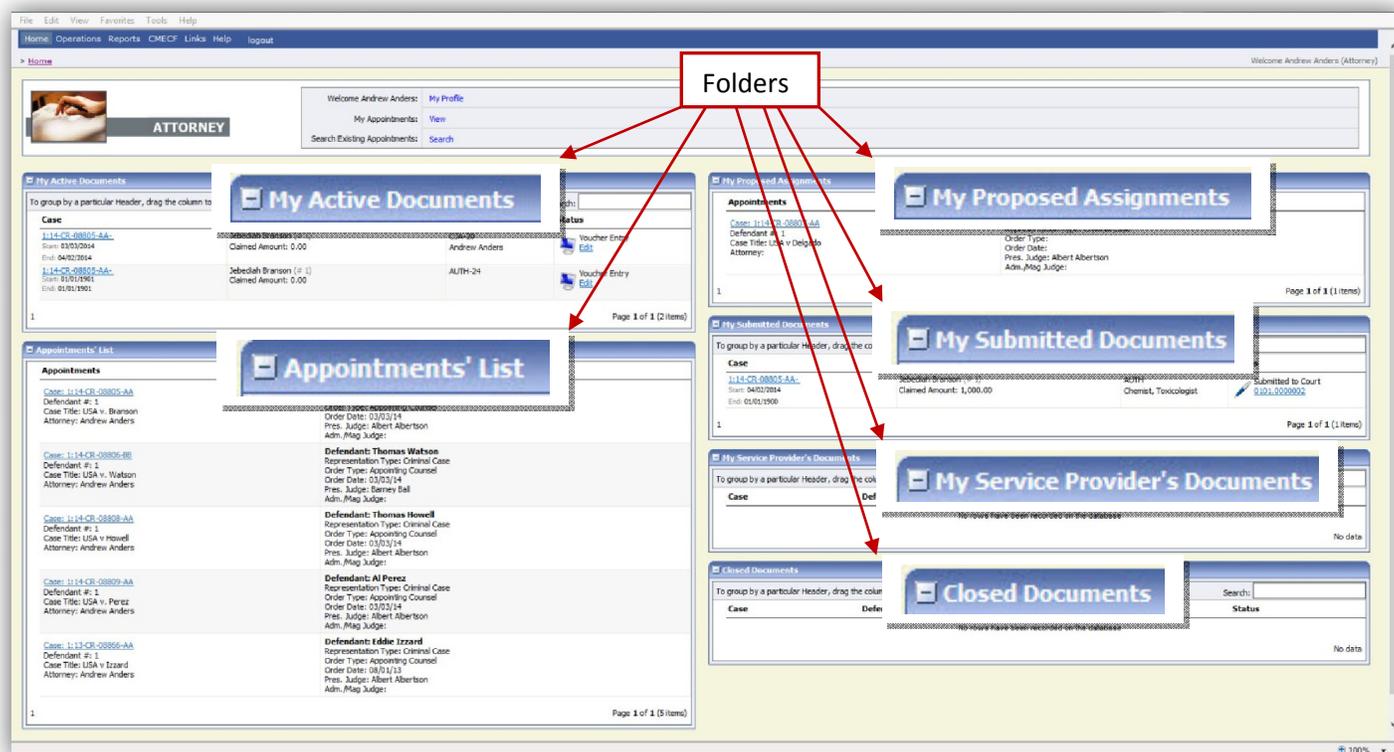


The screenshot shows the "Forgot your Login?" form. The heading reads "Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info." Below the heading are two input fields: "Username:" and "Email:". A red box highlights both input fields and the text "and/or" between them. Below the input fields is a "Recover Logon" button, also highlighted with a red box.

Home Page

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

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



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

Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court. NOTE: Not in use In WDVA.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Note:

The [Search](#) option is not a valid link. A Pop up will indicate that you have been redirected.

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

Customizing the Home Page

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

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

Moving Folders

Step
1

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

Step
2

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

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

Resizing of Column

Step
1

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

Step
2

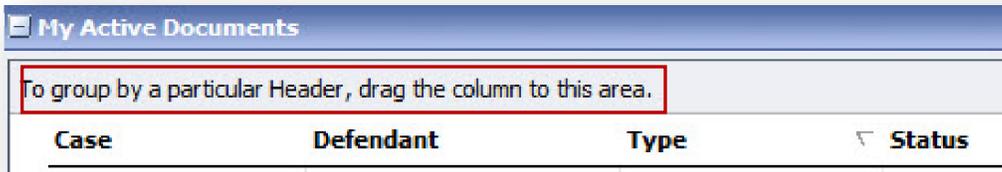
Drag the line in the desired direction to enlarge or reduce the column size.

Note:

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

Customizing the Home Page (continued)

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

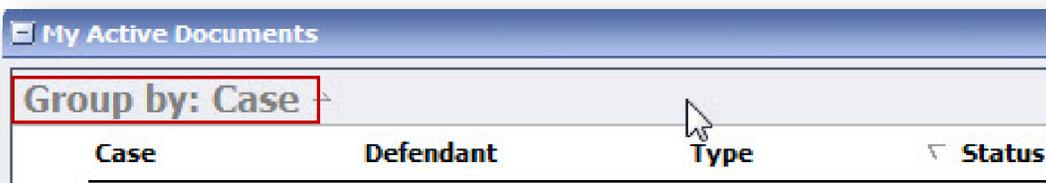


Step 1 Click the header for the column you wish to group.

Step 2 Hold the cursor and drag the header to the “Group by Header” bar.



Step 3 Release the cursor and all the information in that folder will be grouped and sorted by that selection.

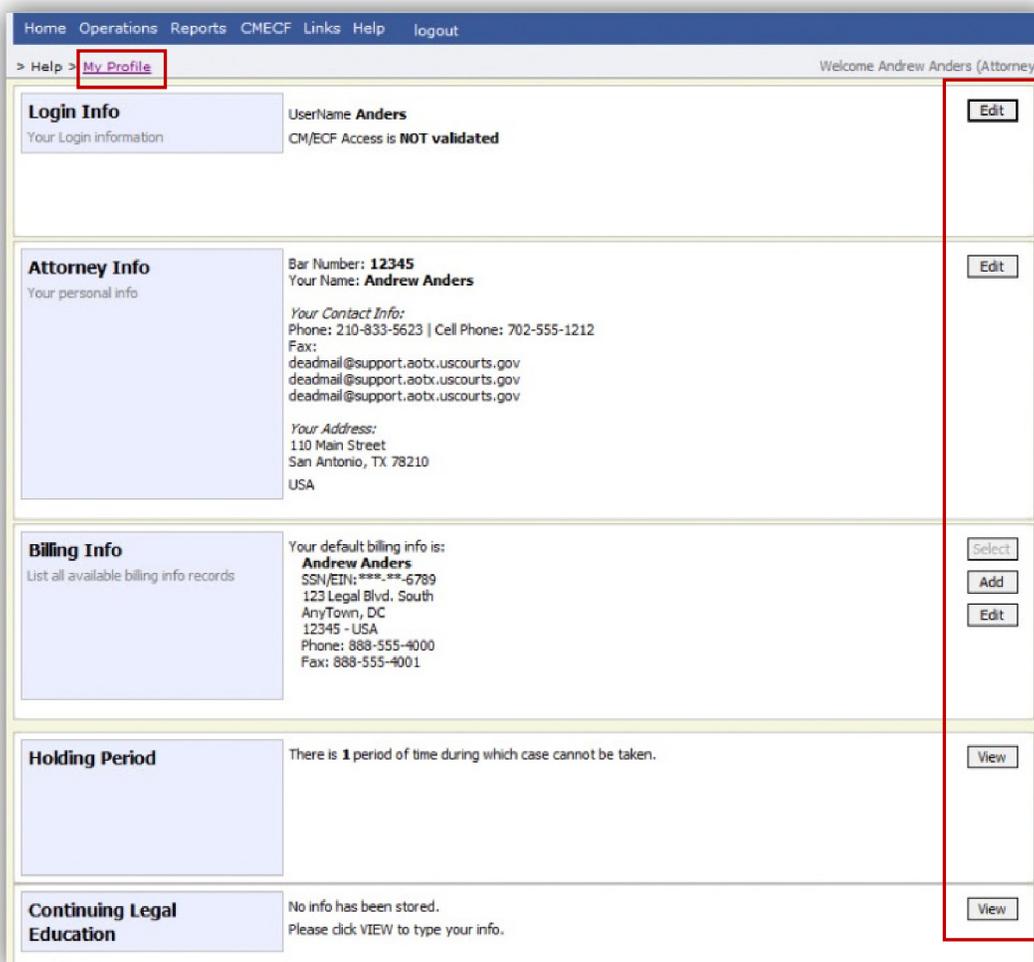
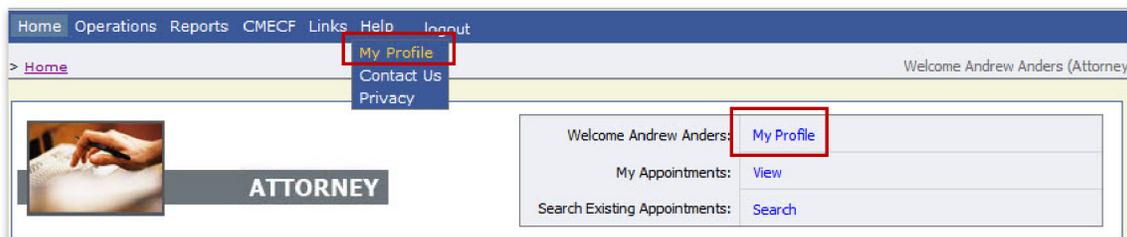


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)

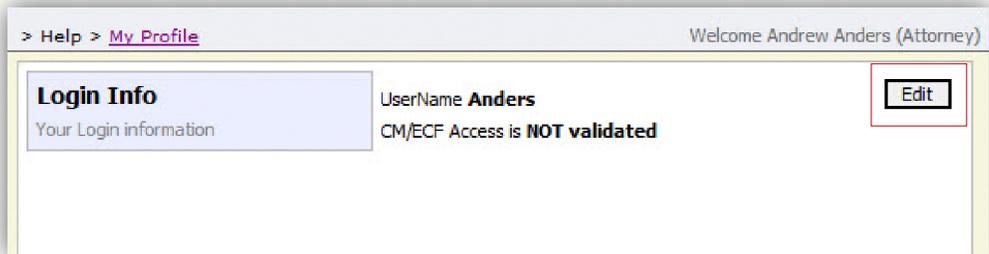
Click the [My Profile](#) link from either the Home screen or the Help menu bar to open the “My Profile” page.



Changing My Profile Username and Password

Step 1

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



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

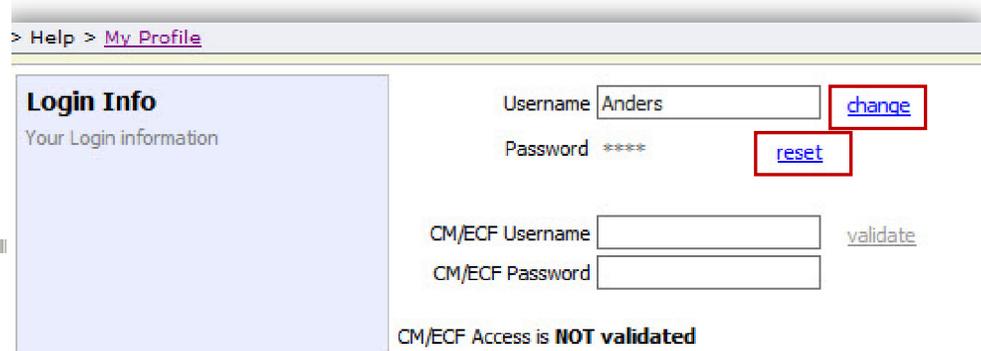
Login Info
Your Login information

UserName **Anders**

CM/ECF Access is **NOT validated**

Step 2

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



> Help > [My Profile](#)

Login Info
Your Login information

Username

Password

CM/ECF Username

CM/ECF Password

CM/ECF Access is **NOT validated**

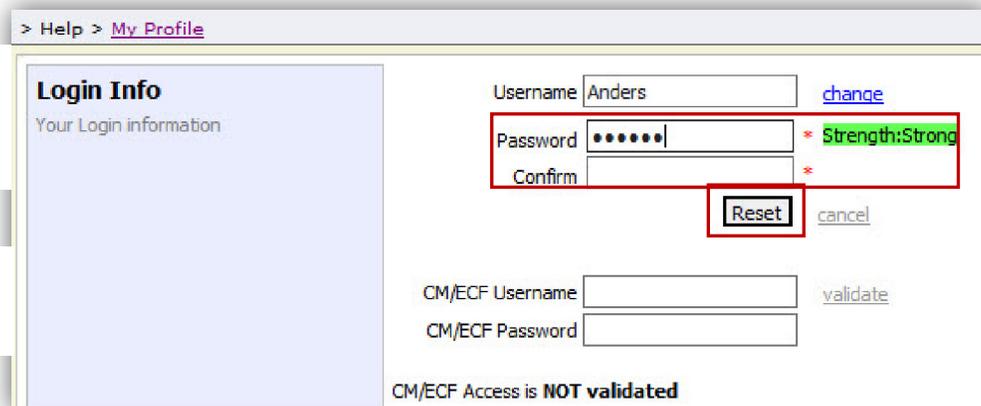
Step 3

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

NOTE: Passwords must be at least eight characters in length and contain: One lower-case character, one upper-case character, one number, and one special character.

Step 4

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



> Help > [My Profile](#)

Login Info
Your Login information

Username

Password * **Strength: Strong**

Confirm *

CM/ECF Username

CM/ECF Password

CM/ECF Access is **NOT validated**

Step 5

Press the **Reset** button to save.

Step
6

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

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

Login Info
Your Login information

Username [change](#)

Password [reset](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Close

CM/ECF Login

The Western District of Virginia is not utilizing this feature at this time.

Home Operations Reports CMECF Links Help logout

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)

Password *

Confirm *

Reset [cancel](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Attorney Info

Step 1

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

Attorney Info

Your personal info

Bar Number: **12345**

Your Name: **Andrew Anders**

Your Contact Info:

Phone: 210-833-5623 | Cell Phone: 702-555-1212

Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:

110 Main Street
San Antonio, TX 78210
USA

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.).

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

Step 3

Click **Save**.

Note:

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

Billing Info

Step 1

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

Billing Info

List all available billing info records

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

Select
Add
Edit

Step

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

Note:

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

Step 3

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

Billing Info

List all available billing info records

EIN Instructions:
If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).

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.).

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:

If Firm is selected as Billing Type, then EIN/TINs must be entered.

Holding Period

The Western District of Virginia is not utilizing this feature at this time.

Holding Period	No info has been stored. Please click VIEW to type your info.	View
-----------------------	--	----------------------

Continuing Legal Education

The Western District of Virginia is not utilizing this feature at this time.

Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View
-----------------------------------	--	----------------------

Appointments' List

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

Step
1

Click the case number hyperlink to open the **Appointment** page for that particular case.

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

Home Operations Reports CMECF Links Help logout

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

[View Representation](#)

Create New Voucher

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

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

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

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

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](#)

Appointment Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER	4. DIST. DKT./DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF NUMBER	6. OTHER. DKT./DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-333-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		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	

Vouchers on File

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

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

1 Page 1 of 1 (7 items)

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

View Representation

The **View Representation** information will display:

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

Step
2

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

Appointment

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

[View Representation](#)

Home Operations Reports CMECF Links Help logout

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

Reports

[Representation Report](#)

Representation Info

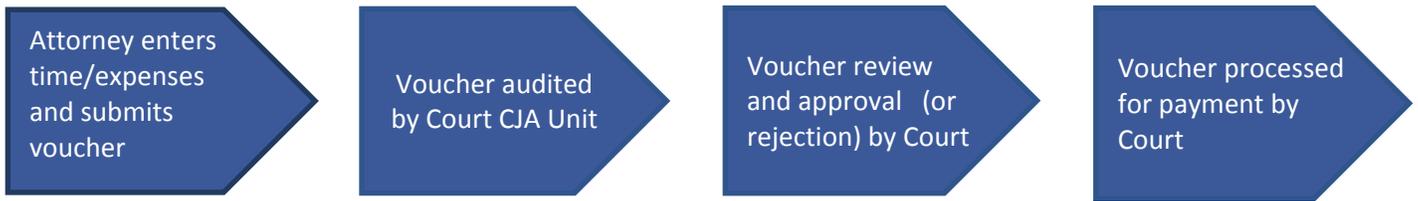
1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT/DEF NUMBER	
6. OTHER. DKT/DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
EXCESS FEE LIMIT \$9,800.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE DESIGNEE	

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

Step
3

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

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

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

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page, locate the appointment for which you want to create the voucher. Click **Create** from the CJA 20 Voucher template.

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

CJA-20

Appointment of and Authority to Pay
Court-Appointed Counsel

Create

CJA-20 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECE](#)
Voucher #: [blank]
Start Date: 6/11/2014
End Date: 6/11/2014
Services: \$0.00
Expenses: \$0.00

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 Non Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

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

Tasks
[Link to Appointment](#)
[Link to Representation](#)

Reports
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Creating the CJA 20 Voucher (cont'd)

Navigate between the pages of the voucher by clicking the tabs at the top of page or move through pages directionally by using the progress bar at the bottom of the page.

Tab Headings appears at the top of the screen

CJA-20 Attorney Enters

Basic Info Services Expenses Claim Status Documents Confirmation

<< First

< Previous

Next >

Last >>

Save

Delete Draft

Progress Bar appears at the bottom of the screen.

Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
*****There is no autosave feature*****
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.

Entering Services

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

Step 2

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

Note:
There is **NO AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

CJA-20 Attorney Enters
Def.: Jebediah Branson
Link to CM/ECF
Voucher #: Start Date: 6/11/2014 End Date: 6/11/2014
Services: \$0.00
Expenses: \$0.00

Services

Date: 6/11/2014 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$126.00 per hour. [Add] [Remove]

* Required Fields

Service Type	Date	Description	Hrs	Rate	Amt
No data					

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

Step 3

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

Services

Date: 6/11/2014 * [Calendar Icon]

Service Type:

Doc.# (ECF):

Hours:

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
No data					

Services (cont'd)

Step 4

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

Note:

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

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

Step 5

Enter hours of service in **tenths** of an hour.

Step 6

Enter a description.

Step 7

Click **ADD**.

The screenshot shows the 'Services' form with the 'Hours' field set to 0.5 and the 'Description' field set to 'First appearance and arraignment of Defendant.'. The 'Add' button is highlighted with a red box. A red arrow points from the 'Add' button to the 'Note' box below.

Note:

- The rate will adjust depending upon the date of service.

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

Note:

- Double click an entry to edit.

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

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

Step 8

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

Step 9

Click **Save**.

Entering Expenses

Step
1

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

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: at \$0.5600 per mile.
Amount: *
Description: *

* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
No data					

< First < Previous Next > Last > Save Delete Draft

Step
2

Enter the Date as well as Expense Type from the Expense Type drop-down menu.

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: *
Amount: *

* Required Fields

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

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

< First < Previous Next > Last >

Entering Expenses (cont'd)

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

Step 6 Enter a description.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

Note: The rate will adjust depending upon the date of service.

« First < Previous Next > Last » Save Delete Draft

Step 4 Click **ADD**.

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: * at \$0.5600 per mile.

Amount:

Description: *

Add Remove

* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

Entering Expenses (cont'd)

Notes:

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

Expenses

Date: 6/12/2014 *
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
5

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

Step
6

Click **SAVE**.

Once you begin entering data on the **Services** or **Expenses** tab, you may receive the following error message:

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

This error message will be removed when you complete the **Claim Status** section described in the next section.

Claim Status

Step
1

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

Step
2

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

Claim Status

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

* Required Fields

Payment Claims

Final Payment

Interim Payment 2 (payment #) *

Supplemental Payment

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

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

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

Step
3

Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. ****Call CJA Administrator for additional information regarding interim payments prior to submission to the Court.**** If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
4

Answer all the questions regarding previous payments in this case.

Step
5

Click **SAVE**.

Documents

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court and any CJA 26.

Step 1

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

Note:

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

Step 2

Add a description of the attachment.

Step 3

Click **Upload**.

Supporting Documents

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

File

Description

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

Supporting Documents

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

File

Description

Description	Delete	View
Copies of receipts	Delete	View

Step 4

Click **SAVE**.

Signing and Submitting to Court

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

Step
1

Click **Confirmation** tab or the **Last** option located on the Progress bar.

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

Confirmation					
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebedah Branson		VOUCHER NUMBER		
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT./DEF. NUMBER		
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel			
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order None Pro Tunc Date 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, braces/jaz, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (9) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
< First < Previous Next > Last > Save Delete Draft					

Signing and Submitting to Court (cont'd)

Step
2

Verify the information is correct.

Step
3

Scroll to the bottom of the screen.

Step
4

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

Note:

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

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

Public/Attorney Notes

Notes

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

Date: 6/12/2014 16:32:35

 **Submit**

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

Step
5

Click **Submit** to send to the Court.

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

Success

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

Please keep the following voucher number for your own records:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

Step
6

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

Signing and Submitting to Court (cont'd)

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

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

1 Page 1 of 1 (3 items)

Notes:

- If a voucher is rejected by the Court, it will reappear in the “My Active Documents” section and will be highlighted in gold.

My Active Documents			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
Case	Defendant	Type	Status
7:15-CR-00017-... Start: 06/01/2015 End: 06/05/2015	Marty Schwartz (# 1) Claimed Amount: 2...	CJA-20 Paul Stevenson	Voucher Entry 0423.0000036 FINAL PAYMENT

1 Page 1 of 1 (1 items)

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

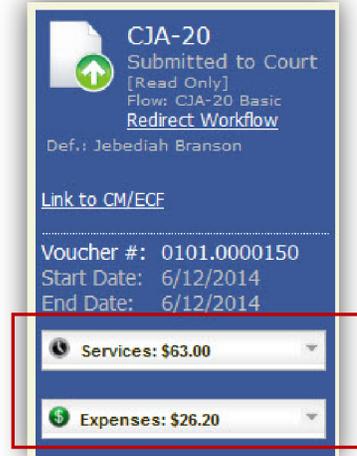
Compensation Claim in Excess of the Statutory Case Maximum, CJA-26

When fees in excess of the case compensation maximum are requested, the attorney must prepare a CJA-26 and upload the **PDF** as a supporting document to the CJA-20 voucher. The CJA-26 form is available [here](#) and guidance to assist in preparing the CJA-26 is available [here](#).

CJA 20 Quick Review Panel

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

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



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



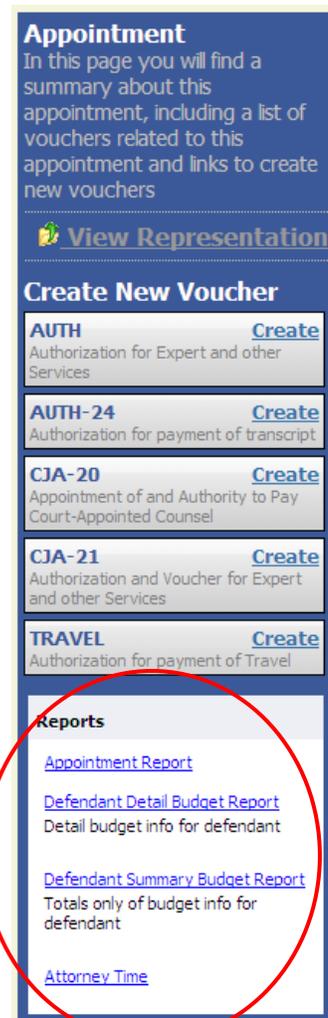
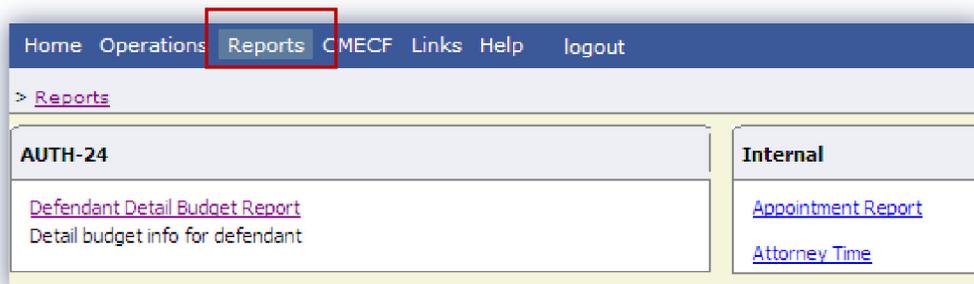
Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. Therefore, attorneys are encouraged to monitor the status of funds, attorney hours as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Items to remember:

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

Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

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

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

Budget Detail Report For Defendant											
1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$9,800.00	Total:			\$35,000.00	\$35,000.00					
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00	
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,944.00	
08/12/2014 to 08/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$5,854.80	
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,602.80	
Total Pending:				\$1,119.60	Total Approved:				\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization											

Expert and Other Services Budget - Not Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Vendor: Luz Garcia (Hair, Fiber Expert) Approved Amount: \$800.00 Attorney: Andrew Anders											
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	
Total Pending:				\$0.00	Total Approved:				\$0.00		

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders											
01/20/2009 To 05/28/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00	
Total Pending:				\$215.00	Total Approved:				\$0.00		

Grand Totals for the Representation										
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending			Approved			Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
		\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50

Defendant Summary Report

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

Budget Summary Report For Defendant												
1:14-CR-08805-1-AA												
Counsel Budget		Defendant: Jebediah Branson										
Type of Representation:	Criminal Case				Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$0.00				CJA-28	0101.0000029	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$9,800.00				Total:		\$35,000.00	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending		
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active			Total Pending:		\$1,119.60	Total Approved:		\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending		
			Travel	Other			Travel	Other				
Authorization Number:		Amount Requested: \$0.00			Amount Authorized: \$0.00		Attorney: Andrew Anders					
Vendor: ()												
		Pending For Vendor:			\$0.00	Approved For Vendor:		\$0.00				
		Total Pending:			\$0.00	Total Approved:		\$0.00	\$0.00	\$0.00		

Creating a CJA 21 Voucher

Step
1

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

CJA-21

Authorization and Voucher for Expert
and other Services

Create

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

Note:

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

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4330.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection

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

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

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

< First < Previous Next > Last > Delete Draft

Reports

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

When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

Step
2

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

If you have submitted and the court has approved a previous authorization (see Submitting an Authorization Request for Expert Services), click on the **Use Previous Authorization** option.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

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

Creating a CJA 21 Voucher (cont'd)

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

Step
3

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

Step
4

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

Step
5

Enter a description of the service to be provided.

Step
6

The Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.

Step
7

Select the Expert.
A drop down list of approved experts matching the indicated Service Type appears.

The screenshot displays a web interface for creating a CJA 21 Voucher. It is divided into several sections:

- Existing Requests for Authorization:** A table with a yellow highlight on the first row. The row contains: ID Number: 155, Order Date: 05/27/2014, Authorized Amount: 0, Service Type: Weapons Firearms Explosive Expert, Estimated Amount: 1000, and Requested Provider: Robert Arms.
- New Voucher Information:** A form with several fields:
 - Service Type:** A dropdown menu currently showing "Weapons Firearms Explosive Expert".
 - Description:** An empty text area with a scroll bar.
 - Voucher Assignment:** Radio buttons for "Attorney" (selected) and "Expert". Below it, a note reads: "This indicates who will be responsible for filling the voucher claim part".
 - Service Provider:** A section with the text: "You can search one of the service providers already in the system OR you can enter the required information for another provider".
 - Expert:** A dropdown menu showing "Gabriel, Gina".
 - Expert Info:** A section with a "Details" link and contact information for Gina Gabriel: 110 Main Street, San Antonio TX 78210 USA, Phone: 210-593-3340.
- Create Voucher:** A button at the bottom of the form.

Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit an expert for approval, see Steps 7 - 9 on page 36.

Step
8

Click Create Voucher. (Continue with steps outlined on pages 37 – 39.)

Note:

If all information is not entered, you cannot advance to the next screen. Experts are not authorized to use eVoucher. You will complete the voucher on behalf of the expert. The voucher will then appear in the “My Active Documents” section on your Home page with the Status indicating submitted to attorney. You will now need to perform approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will then move to the “My Submitted Documents” section on the Home page indicating it has been submitted to the court.

Creating a CJA 21 Voucher (cont'd)

If you wish to submit a person as an **Expert**, follow the steps below.

Step
7

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

Step
8

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

Step
9

Click Create Voucher. (Continue with steps outlined on pages 37 – 39.)

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you. An email will also be sent to the expert with instructions for setting up their profile.
- Your expert will now be available for selection from the **Expert** drop-down list and all their information will automatically populate.

Existing Requests for Authorization

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

New Voucher Information

Service Type Weapons Firearms Explosive Expert

Description

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

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

Expert [Dropdown]

First Name [Input] **Middle Name** [Input] **Last Name *** [Input]

SSN/EIN: * [Input] **Email *** [Input]

Phone * [Input] **Fax** [Input]

Address 1 * [Input] **City *** [Input]

Address 2 [Input] **State *** [Input] **Zip *** [Input]

Address 3 [Input] **Country** [Input]

Create Voucher

Creating a CJA 21 Voucher (cont'd)

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

Step 1

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

Step 2

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

Step 3

Click **Add**.

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

Step 4

Click **Save**.

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

Date	Description	Hrs	Rate	Amt
No data				

Step 1

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

Step 2

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

Step 3

Click **Add**.

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

Step 4

Click **Save**.

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

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

Creating a CJA 21 Voucher (cont'd)

Step 1

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

Step 2

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

Step 3

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

Step 4

Click **Save**.

The screenshot shows the 'Claim Status' form. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Claim Status' tab is active. Below the tabs, there are two date fields: 'Start Date' with the value '06/12/2014' and 'End Date' with the value '6/19/2014'. Below these is a section titled '* Required Fields' containing a 'Payment Claims' section with three radio button options: 'Final Payment' (selected), 'Interim Payment' (with a text input field for '(payment #)'), and 'Supplemental Payment'. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. ****Call CJA Administrator for additional information regarding interim payments prior to submission to the Court.**** If using this type of payment indicate the number of this requested payment.
- After Final Payment has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 1

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

Step 2

Browse to select a PDF file to attach.

Step 3

Click **Upload**.

Note:

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

The screenshot shows the 'Supporting Documents' form. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs, there is a section titled 'File Upload (Only Pdf files of 10MB size or less!)'. This section includes a 'File' input field with a 'Browse' button, a 'Description' text input field, and an 'Upload' button. Below this is a table with the following structure:

Description	Delete	View
invoice from Expert	Delete	View

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

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

Step 4

Click **Save**.

Creating a CJA 21 Voucher (cont'd)

A confirmation page will appear.

Step
1

Verify all information is correct.

Step
2

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

Step
3

Click **Submit**.

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: 6/19/2014 9:28:36

Submit

< First < Previous Next > Last > Save Delete Draft

Note:

- You will be unable to submit a voucher for the expert until they have set up their billing information in their profile.
- If you have selected your expert service provider from the drop-down list and the error message below appears in the CJA-21 voucher entry screen, then the expert has not set up their billing information, which is preventing submission and routing to you for your final approval.

 You cannot submit a voucher for an expert that has not been approved by the court.

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.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:

0101.0000154

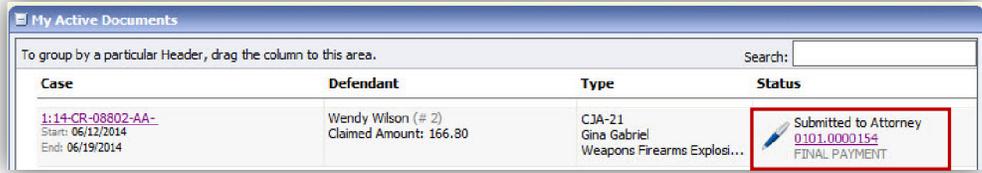
Back to:
[Home Page](#)
[Appointment Page](#)

Note:

You have just submitted the voucher for the expert. You will now need to approve the voucher for submission to the court for payment. The voucher will now appear in the "My Active Documents" section of your Home page awaiting final attorney approval. (see page 40, Step 5 - 8)

The case file will appear in the “My Active Documents” section indicating it is Submitted to Attorney.

Step 5 Select the file.



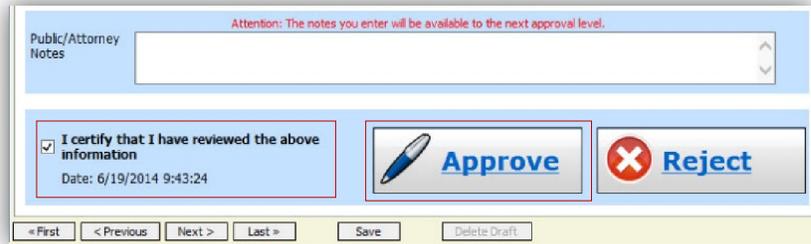
Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the Confirmation tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by checking the box. This will automatically time stamp the voucher.

Step 8 Click **Approve**.



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

Public/Attorney Notes

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

< First < Previous Next > Last > Save Delete Draft

Submitting an Authorization Request for Expert Services

Step
1

Open the Appointment record.

Step
2

Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Note:

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

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

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

« First < Previous Next > Last » Save Delete Draft

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

Step
3

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

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

The screenshot shows a web form for submitting an authorization request. The form is divided into a light blue section and a light yellow section. The blue section contains the following fields:

- Order Date: [text input]
- Nunc Pro Tunc Date: [text input]
- Repayment:
- Estimated Amount: \$ [text input with value 8000.00]
- Authorized Amount: \$ [text input]
- Basis of Estimate: [text input with value 100 hours at \$80/hour]
- Description: [text area]
- Service Type: [drop-down menu with value Investigator]
- Requested Provider: [text input with value John Doe]

The yellow section at the bottom contains navigation and action buttons: « First, < Previous, Next >, Last », Save, and Delete Draft. The 'Next >' and 'Save' buttons are highlighted with red boxes in the image.

Step
4

Click **Save**.

Step
5

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

Note:

A Motion for CJA Expert and Other Services Exceeding Statutory Limitation must still be filed in the case via CM/ECF. Counsel **must attach** the order granting the Motion for CJA Expert and Other Services Exceeding Statutory Limitation as a **Supporting Document** to the Authorization Request.

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

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

Note:

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

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

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

File

Description

The attachment and description will be uploaded and appear in 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

Step 4 Click **SAVE**.

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

Step
5

Click **Next**.

Note:

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

The Confirmation screen will open.

Step
6

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

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: 6/16/2014 15:53:48

Submit

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

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.

Success

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

Please keep the following voucher number for your own records:

0101.0000152

Back to:

[Home Page](#)

[Appointment Page](#)

Step
8

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

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

Creating an Authorizations for Transcripts (AUTH 24)

Step
1

From the Appointment page click **Create** Auth 24.

AUTH-24

Authorization for payment of transcript

Create

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

Note:

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

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

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

Basic Info | Documents | Confirmation

1. CIR. DIST / DIV. CODE 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
 A Associate C Co-Counsel
 F Subs for Federal Defender O Appointing Counsel
 P Subs for Panel Attorney R Subs for Retained Attorney
 V Standby Counsel
 Prior Attorney's Name
 Appointment Dates
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order Nunc Pro Tunc Date
 3/3/2014
 Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding Transcript To Be Used *

Proceeding To Be Transcribed *

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling *

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

Order Date

Nunc Pro Tunc Date

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

Step
2

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

Step
3

Click **Save**.

Creating an Authorization for Auth 24 Transcripts (cont'd)

Step 1

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

Step 2

Browse to select a PDF file to attach.

Step 3

Click **Upload**.

Note:

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

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Documentation	Delete	View

« First < Previous Next > Last » Save Delete Draft

The Document will appear in the bottom of the Description section.

Step 4

Click **Save**.

A confirmation page will appear.

Step 5

Verify all information is correct.

Step 6

Check the affirmation box.

Step 7

Click **Submit**.

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: 6/19/2014 9:28:36

Submit

« First < Previous Next > Last » Save Delete Draft

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

Step 8

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

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000148

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

The Auth 24 will now appear in the "My Submitted Documents" section on the Attorney home page.

Creating a CJA 24 Voucher

Important Note:

Step
1

Clerk's office staff will create the CJA 24 Voucher for the expert to complete.

Step
2

The expert will fill out the required information and submit the form to the attorney for approval.

Step
3

The **attorney MUST** then approve the voucher and submit to the Court.

Creating a Travel Voucher

TRAVEL Create
Authorization for payment of Travel

Step
1

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

Note:

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

The Basic Info screen will open.

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

Basic Info | Authorization Request | Documents | Confirmation

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult: Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:15-4530 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"/> F 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 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: Global Travel

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

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

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

Step
2

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

Creating a Travel Voucher (cont'd)

Step
3

Fill out all required fields marked with a red asterisk.

Step
4

Click Add.

The information will appear in the bottom section.

Step
5

Click Save.

Basic Info
Authorization Request
Documents
Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: *

Address of Person Traveling: *

Purpose of Travel: *

Travel From location: *

Travel To Location: *

Estimated Dates of Travel: *

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

Total Estimated Cost: *

Justification for Request: *

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

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

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

Page 1 of 1 (1 items)

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

Creating a Travel Voucher (cont'd)

Step 1

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

Step 2

Browse to select a PDF file to attach.

Note:

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

Step 3

Click Upload.

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

Supporting Documents

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

File: Browse...

Description:

Upload

Description	Delete	View
Documents	Delete	View

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

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

Step 4

Click **Save**.

The Confirmation tab will appear.

Step 1

Verify all information is correct.

Step 2

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

Step 3

Click Submit.

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: 6/19/2014 9:28:36

Submit

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

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

Step 4

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

Success

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

Please keep the following voucher number for your own records:

0101.0000162

Back to:

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

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

Schedule of Revisions

Updates since June, 2015

<u>Date</u>	<u>Title and Page Number</u>	<u>Comments</u>
4/25/16	Creating a CJA 21 Voucher – Page 36	Entire section updated to clarify procedures for creating and processing a CJA 21 voucher.