

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

CJA eVoucher

Attorney User Manual

Revised 3/22/2019



Table of Contents

Introduction	1
Panel Management.....	1
Voucher & Authorization Request Submission	1
Browser Compatibility.....	1
Court Appointment	2
Adding Associate Attorney to Your Appointment	2
Accessing the CJA eVoucher Program	3
Home Page	4
Navigating in the CJA eVoucher Program	5
Customizing the Home Page	6
My Profile	8
Changing my Username and Password.....	9
Attorney Info	10
Billing Info.....	11
Continuing Legal Education	14
Appointments' List	13
View Representation	14
CJA 20/30 Voucher Process Overview	15
Creating the CJA 20/30 Voucher	15
Creating a CJA20/30 with an Associate.....	16
Entering Services and Expenses.....	18
Entering Services.....	18
Entering Expenses.....	20
Entering Associate Attorney Services and Expenses.....	23
Claim Status.....	25
Documents	26
Signing and Submitting to the Court	27
Compensation Claim in Excess of the Statutory Case Compensation Maximum, CJA-26	27
CJA 20 Quick Review Panel	28
Reports and Case Management	29
Defendant Detailed Budget Report	32
Defendant Summary Report	33
Creating a CJA 21 Voucher	34
Submitting an Authorization Request for Expert Services	41
Creating an Authorizations for Transcripts (AUTH-24)	43

Creating a CJA-24 Voucher	45
Creating a Travel Voucher	46

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring and management of all Criminal Justice

ACT (CJA) functions. The eVoucher program will allow for:

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

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates. 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.dcn/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.

Adding Associate Attorney to Your Appointment

The associate functionality in the eVoucher applications allows an appointed attorney using the services of an associate attorney to add claims for services and expenses to their own CJA 20/30.

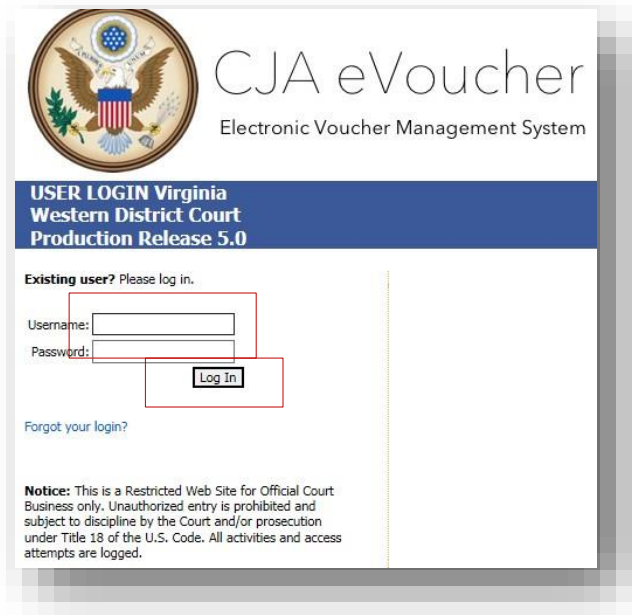
- To do this, the appointed attorney must contact the court to ensure the associate attorney is set up in eVoucher and to have the associate attorney added to the appointment.
- Once completed, an attorney having an associate on their appointment may add associate services and expenses to a CJA 20/30 and submit together with their own services and expenses on the same voucher. (See [Entering Associate Attorney Services and Expenses](#), page 23)

Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

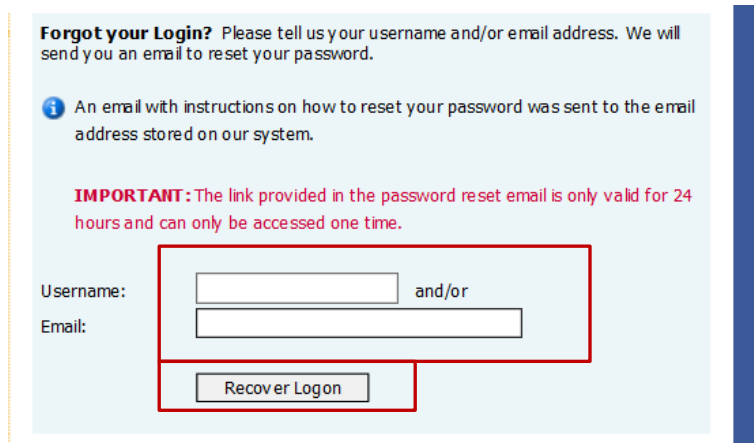
- Click on the link provided in the appointment email,
- Bookmark the web address and use your internet browser to access the system, or
- Click on the CJA eVoucher Login link on the District Court’s website home page (www.vawd.uscourts.gov).

Log in using your Username and Password and click



The screenshot shows the CJA eVoucher login interface. At the top left is the seal of the United States. To its right, the text reads "CJA eVoucher" and "Electronic Voucher Management System". Below this is a blue header with the text "USER LOGIN Virginia Western District Court Production Release 5.0". The main content area has the heading "Existing user? Please log in." followed by "Username:" and "Password:" labels, each with a corresponding input field. A "Log In" button is positioned below the password field. A "Forgot your login?" link is located below the login fields. At the bottom, a "Notice" states: "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?" page. The heading reads "Forgot your Login? Please tell us your username and/or email address. We will send you an email to reset your password." Below this is a blue information icon and the text: "An email with instructions on how to reset your password was sent to the email address stored on our system." A red "IMPORTANT" notice follows: "The link provided in the password reset email is only valid for 24 hours and can only be accessed one time." The form includes "Username:" and "Email:" labels, with a combined input field for "and/or" between them. A "Recover Logon" button is located at the bottom of the form.

Home Page

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

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

The screenshot shows the attorney's home page interface. A red box labeled "Folders" is positioned at the top center, with red arrows pointing to six specific sections of the page: "My Active Documents", "Appointments' List", "My Proposed Assignments", "My Submitted Documents", "My Service Provider's Documents", and "Closed Documents". Each of these sections is also highlighted with a black rectangular box. The page includes a navigation menu at the top, a user profile section, and several data tables and lists for each folder.

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:

- 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

Breadcrumb Navigation


Attorney login confirmation

The screenshot displays the top navigation bar with links: Home, Operations, Reports, Links, Help, and logout. Below this is a breadcrumb trail: > Home. The main content area features a profile section for an attorney, including a photo, the name 'ATTORNEY', and a 'Welcome Atest Attorney:' message with links for 'My Profile' and 'My Appointments: View'. Below the profile is a 'Menu Bar Items' table.

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" 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.

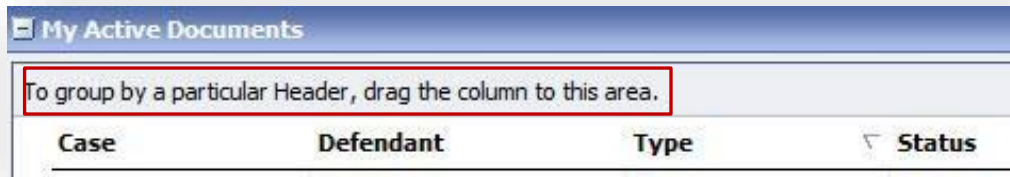
Step 2 Drag the line in the desired direction to enlarge or reduce the column size.

Note:

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

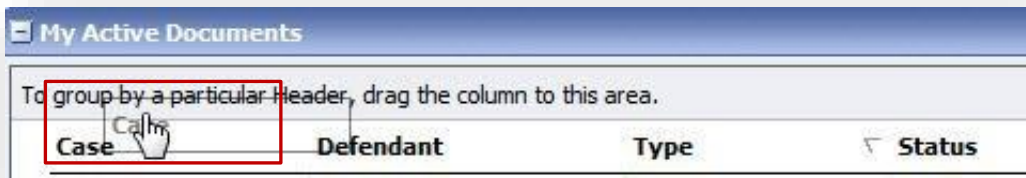
Customizing the Home Page (continued)

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.

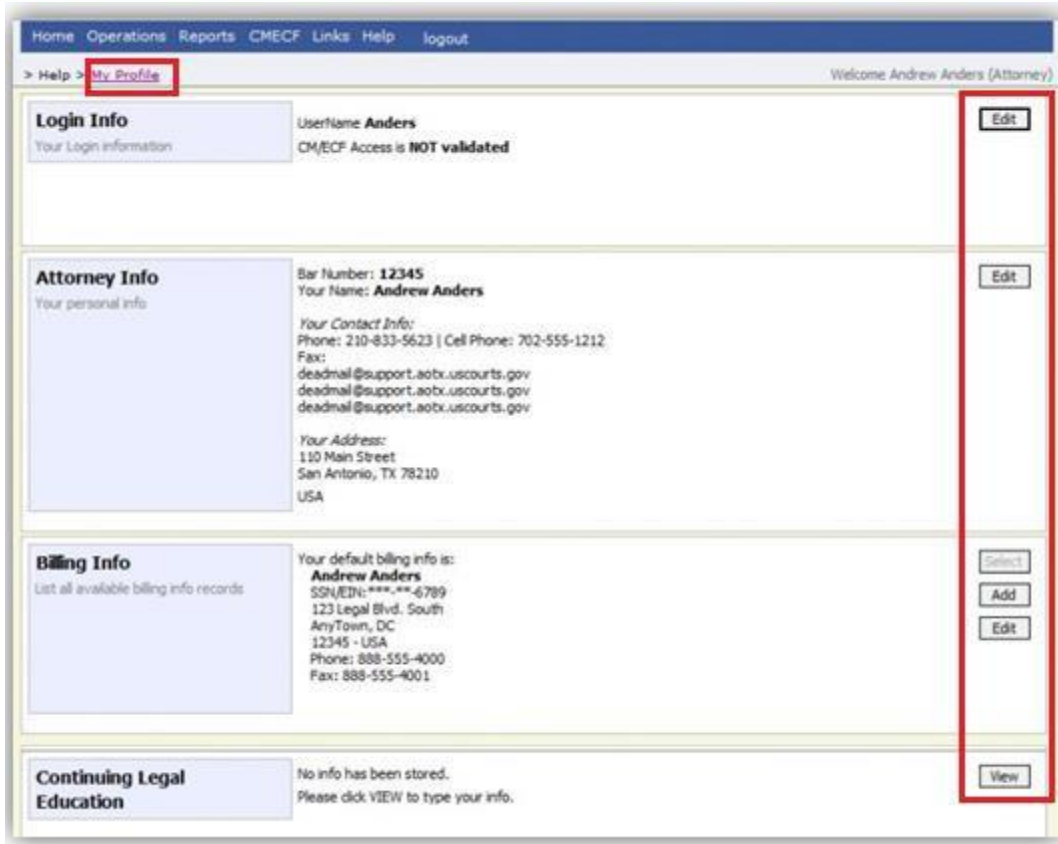
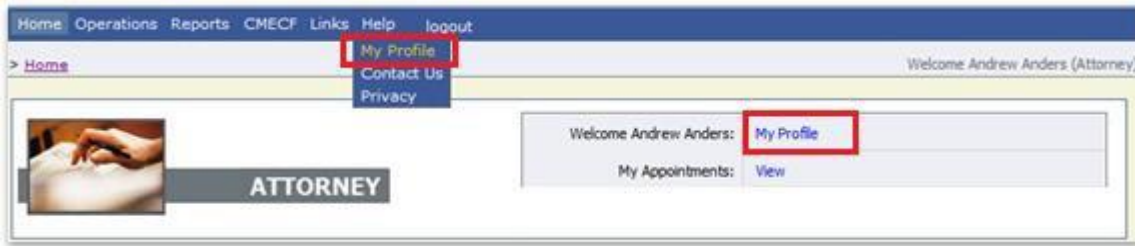


My Profile

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.)

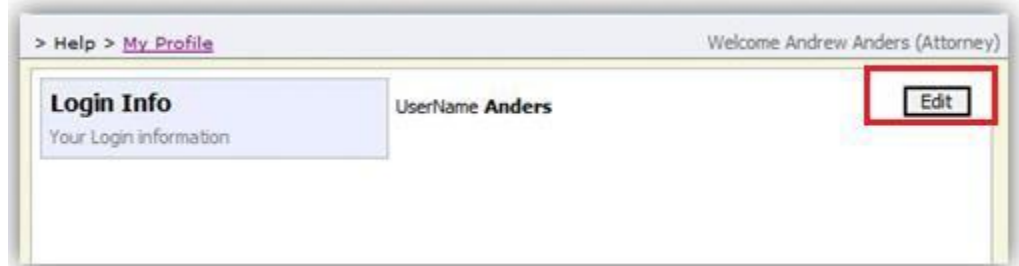
Click the **My Profile** link from either the Home screen or the Help menu bar to open the “My Profile” page.



Changing my Username and Password

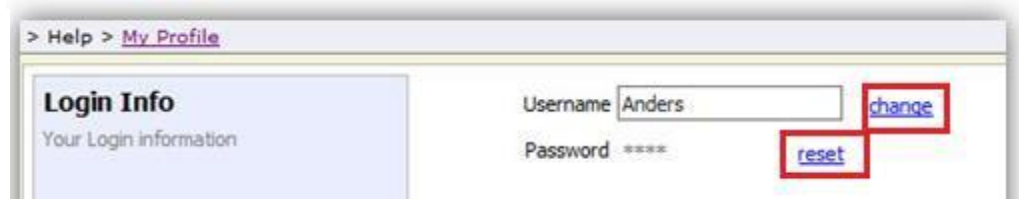
Step 1

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



Step 2

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



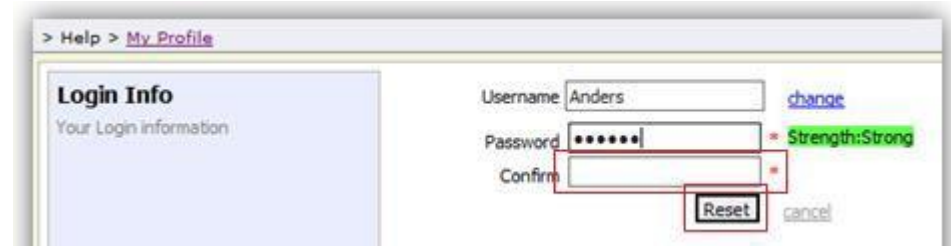
Step 3

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

NOTE: Passwords must be at least eight characters in length and contain: One lower-case letter, one upper-case letter, one numeral, and one special character. You are required to change your password every 180 days.

Step 4

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



Step 5

Press the **Reset** button to save.

Step 6

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



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**

Edit

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
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
USA

Step 2

Make any necessary changes.

Attorney Info
Your personal info

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

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

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:

First Name * Middle Last Name *
Andrew Anders

Main Email *

2nd Email

3rd Email

Phone * Cell Phone Fax
210-833-5623

Address 1 * City *
110 Main Street San Antonio

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

Address 3 Country *
 UNITED STATES

Save
cancel

Step 3

Click **Save**.

Note:

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The Country field will automatically populate United States, unless otherwise entered.
- **You may list up to three email addresses. eVoucher notification will be sent to each email address.**

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 2

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

Note:

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

**Step
3**

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

Billing Info

List all available billing info records

Billing Type:

Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: **Fax:**

Address 1:

Address 2:

Address 3:

City: **State:** **Zip Code:**

Country:

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

* Required Fields

Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code:

Note:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate - No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers with an associate.

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.	<input type="button" value="View"/>
-----------------------------------	--	-------------------------------------

Appointments' List

Locate the **Appointments** section in the Appointments' List folder 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: 210-833-5623		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			

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) 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

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

View Representation

The **View Representation** information will display:

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

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](#)

Step 2

From the Appointment page open, click **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

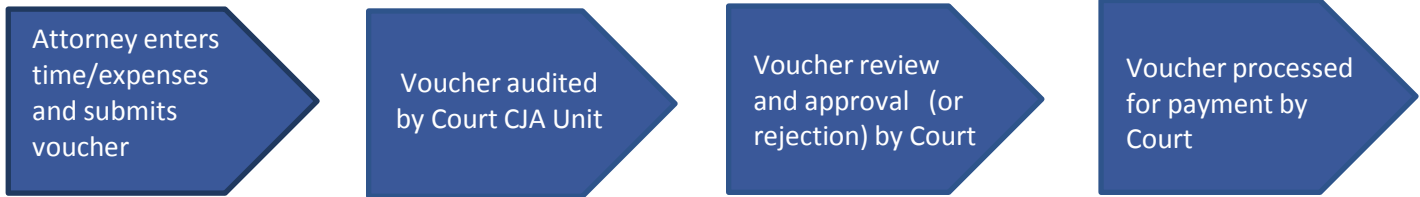
1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT./DEF. NUMBER	
6. OTHER. DKT./DEF. NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including 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 20/30 Voucher Process Overview



Creating the CJA 20/30 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.

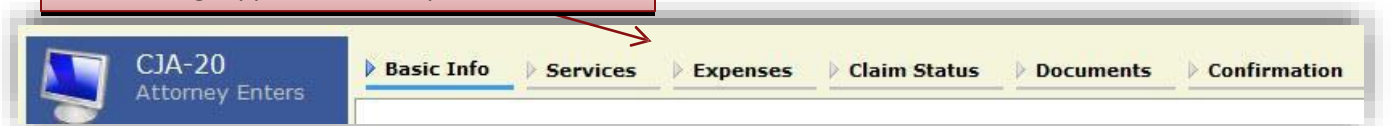
Basic Info		VOUCHER NUMBER
1. CIR. DIST. DIV. CODE D101	2. PERSON REPRESENTED Jebedah Branson	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged 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 Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Non Pro Tunc Date Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

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

Creating the CJA 20/30 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



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.

Creating a CJA20/30 with an Associate

Payments are always made to the appointed attorney's preferred payee billing selected on the **Basic Info** tab of the CJA 20/30.

1. On the **Home** page, select a case from the **Appointments' List** grid.

A screenshot of the 'Home' page in the CJA eVoucher system. The top navigation bar includes 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. Below the navigation bar is a 'Welcome Andrew Anders' section with 'My Profile' and 'My Appointments: View' links. The main content area is titled 'My Active Documents' and contains an 'Appointments' List grid. The grid has two columns: 'Appointments' and 'Defendant'. The second row of the grid is highlighted with a red box. The data in the grid is as follows:

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-08806-BB Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Barney Ball Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case

Creating a CJA20/30 with an Associate (cont'd)

- In the CJA-20 (or CJA-30, if the case is a Capital Case) section, click **Create**.

Appointment	Appointment Info												
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	<table border="1"> <tr> <td>1. CIR./DIST./DIV.CODE 0101</td> <td>2. PERSON REPRESENTED Thomas Watson</td> </tr> <tr> <td>3. MAG. DKT/DEF NUMBER</td> <td>4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-BB</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name) USA v. Watson</td> <td>8. PAYMENT CATEGORY Felony (including alleged felon)</td> </tr> <tr> <td colspan="2">11. OFFENSE(S) CHARGED</td> </tr> <tr> <td colspan="2">12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:</td> </tr> <tr> <td colspan="2">14. LAW FIRM NAME AND MAILING ADDRESS</td> </tr> </table>	1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-BB	7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including alleged felon)	11. OFFENSE(S) CHARGED		12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:		14. LAW FIRM NAME AND MAILING ADDRESS	
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson												
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-BB												
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including alleged felon)												
11. OFFENSE(S) CHARGED													
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:													
14. LAW FIRM NAME AND MAILING ADDRESS													
View Representation Create New Voucher <table border="1"> <tr> <td>AUTH Authorization for Expert and other Services</td> <td>Create</td> </tr> <tr> <td>AUTH-24 Authorization for payment of transcript</td> <td>Create</td> </tr> <tr> <td>CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel</td> <td>Create</td> </tr> <tr> <td>CJA-21 Authorization and Voucher for Expert</td> <td>Create</td> </tr> </table>	AUTH Authorization for Expert and other Services	Create	AUTH-24 Authorization for payment of transcript	Create	CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create	CJA-21 Authorization and Voucher for Expert	Create					
AUTH Authorization for Expert and other Services	Create												
AUTH-24 Authorization for payment of transcript	Create												
CJA-20 Appointment of and Authority to Pay Court-Appointed Counsel	Create												
CJA-21 Authorization and Voucher for Expert	Create												

- In the **Associate Info** section, select the level of access (below) for this voucher that the associate attorney has, if any. Payment for this voucher still goes to the selected preferred payee.
 - Not on Voucher:** This voucher does not include any claims for services and/or expenses for the associate attorney.
 - On Voucher, No Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, the associate has read-only access. They can only view their own entries on this voucher. Only the appointed attorney can add, remove, edit, and save entries on behalf of the associate.
 - On Voucher, Can Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, both the appointed attorney and the associate can add, remove, edit, and save their entries on this voucher. The associate always has access to only their voucher entries.

After selecting **On Voucher, No Edit** or **On Voucher, Can Edit**, click the **Services** and/or **Expenses** tab.

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation																																										
<table border="1"> <tr> <td colspan="2">1. CIR./DIST./DIV.CODE 0101</td> <td colspan="2">2. PERSON REPRESENTED Thomas Watson</td> <td colspan="2">VOUCHER NUMBER</td> </tr> <tr> <td colspan="2">3. MAG. DKT/DEF NUMBER</td> <td colspan="2">4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-BB</td> <td colspan="2">5. APPEALS DKT/DEF NUMBER</td> </tr> <tr> <td colspan="2">6. OTHER DKT/DEF NUMBER</td> <td colspan="2">7. IN CASE/MATTER OF(Case Name) USA v. Watson</td> <td colspan="2">8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td> </tr> <tr> <td colspan="2">9. TYPE PERSON REPRESENTED Adult Defendant</td> <td colspan="2">10. REPRESENTATION TYPE Criminal Case</td> <td colspan="2">11. OFFENSE(S) CHARGED</td> </tr> <tr> <td colspan="4">12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:</td> <td colspan="2">13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel </td> </tr> <tr> <td colspan="4">14. LAW FIRM NAME AND MAILING ADDRESS</td> <td colspan="2">15. PRIOR ATTORNEY'S NAME Appointments Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date</td> </tr> <tr> <td colspan="4"></td> <td colspan="2">Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table>						1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Thomas Watson		VOUCHER NUMBER		3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-BB		5. APPEALS DKT/DEF NUMBER		6. OTHER DKT/DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Watson		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		12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:				13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel		14. LAW FIRM NAME AND MAILING ADDRESS				15. PRIOR ATTORNEY'S NAME Appointments 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 type="checkbox"/> NO	
1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Thomas Watson		VOUCHER NUMBER																																											
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-BB		5. APPEALS DKT/DEF NUMBER																																											
6. OTHER DKT/DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Watson		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																																											
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:				13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel																																											
14. LAW FIRM NAME AND MAILING ADDRESS				15. PRIOR ATTORNEY'S NAME Appointments 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 type="checkbox"/> NO																																											
<table border="1"> <tr> <td colspan="6"> Payment Info Preferred Payee: Andrew Anders - Andrew Anders Andrew Anders - Andrew Anders Billing Code:0101-00002 110 Main Street San Antonio, TX 78210 - US </td> </tr> <tr> <td colspan="6"> Associate Info Billy Bates: Not on Voucher On Voucher, No Edit On Voucher, Can Edit </td> </tr> </table>						Payment Info Preferred Payee: Andrew Anders - Andrew Anders Andrew Anders - Andrew Anders Billing Code:0101-00002 110 Main Street San Antonio, TX 78210 - US						Associate Info Billy Bates: Not on Voucher On Voucher, No Edit On Voucher, Can Edit																																			
Payment Info Preferred Payee: Andrew Anders - Andrew Anders Andrew Anders - Andrew Anders Billing Code:0101-00002 110 Main Street San Antonio, TX 78210 - US																																															
Associate Info Billy Bates: Not on Voucher On Voucher, No Edit On Voucher, Can Edit																																															

Entering Services and Expenses

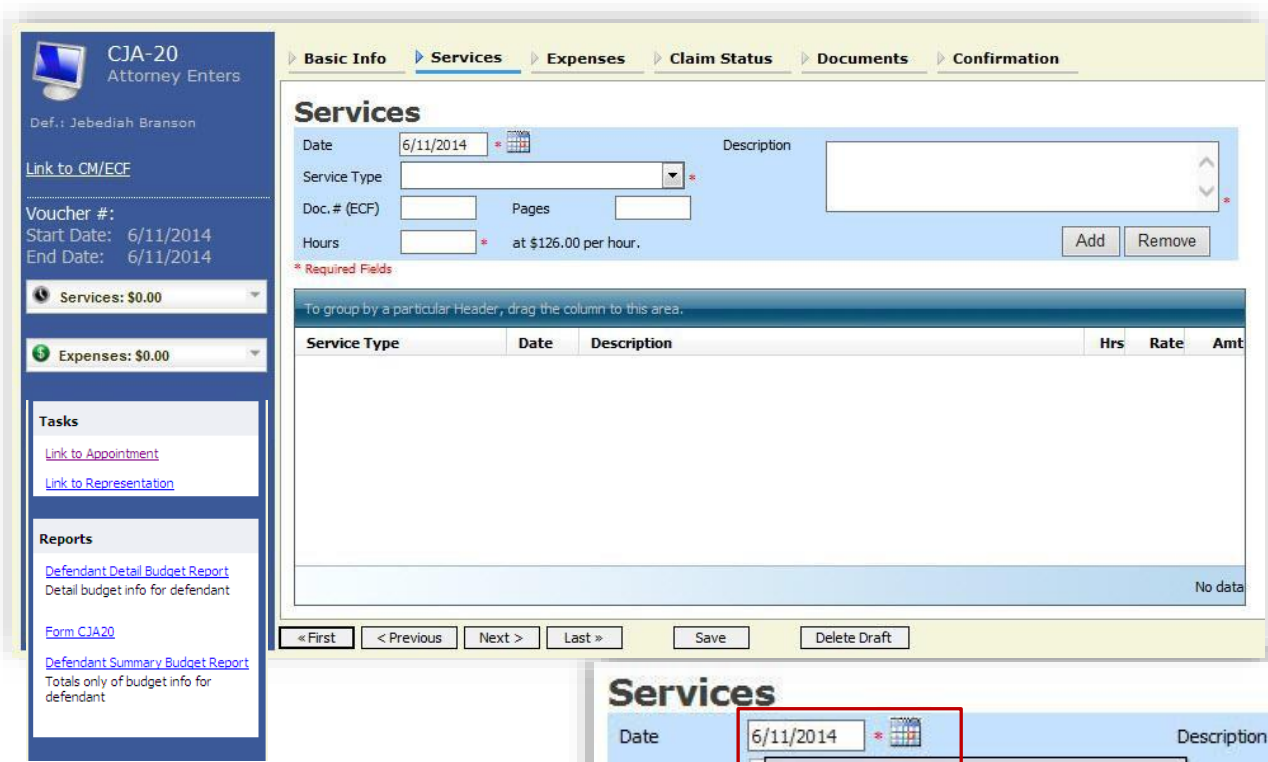
Entering Services

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 1

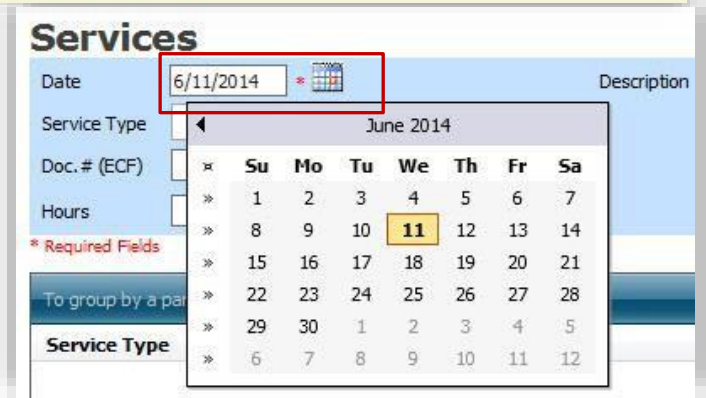
Click the **Services** tab or click the **Next** option located on the Progress bar.

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



Step 2

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.



Entering Services (cont'd)

Step 3

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 (see Step 8).

Step 4

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

Step 5

Enter a description.

Step 6

Click **ADD**.

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.

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

Clicking the **Date** header will sort services in ascending or descending order by date.

Step 9

Click **Save**.

Entering Expenses

Step
1

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

The screenshot shows the 'Expenses' form with the following elements:

- Navigation tabs: Basic Info, Services, **Expenses**, Claim Status, Documents, Confirmation.
- Form title: Expenses
- Input fields: Date (6/12/2014), Expense Type (dropdown), Miles (input), Amount (input), and Description (text area).
- Buttons: Add, Remove.
- Required fields indicator: * Required Fields.
- Table header: Expense Type, Date, Description, Mile, Rate, Amt.
- Table content: No data.
- Bottom navigation: << First, < Previous, Next >, Last >>, Save, Delete Draft.

Step
2

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

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

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

The Date field is highlighted with a red box and contains the value 6/12/2014. The Expense Type dropdown is also highlighted with a red box. The bottom navigation buttons are visible at the bottom of the form.

Entering Expenses (cont'd)

Step 3 If Travel Miles is chosen, 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.
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 5 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.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 6/12/2014
- Expense Type: (empty dropdown)
- Miles: (empty input) at \$0.5600 per mile.
- Amount: (empty input)
- Description: (empty text area)

Buttons: 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

Page 1 of 1 (2 items)

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

Clicking the **Date** header will sort services in ascending or descending order by date.

Step
6

Click **SAVE**.

Entering Associate Attorney Services and Expenses

Associate appointments appear in the My Appointments page with the order type of **Associate For** [*the appointed attorney's name*]. Only the appointed attorney can create a voucher.

- If the associate is given **On Voucher, Can Edit** permission, they can add their services and expenses to the voucher.
- If the associate is given **On Voucher, No Edit** permission, only the appointed attorney can edit the voucher.

Associates can only see their own claims and claimed amounts on the voucher. The appointed attorney is the only one who can view the entire voucher with the combined entries.

The screenshot shows the 'My Appointments' page with a navigation bar at the top containing 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. Below the navigation bar, the breadcrumb 'Operations > My Appointments' is visible. The main content area is divided into two columns: 'Appointments' and 'Defendant'. The 'Appointments' column lists two entries:

- Case: 1:14-CR-08806-BB
Defendant #: 1
Case Title: USA v. Watson
Attorney: Billy Bates
- Case: 1:14-CR-08807
Defendant #: 1
Case Title: USA v Delgado
Attorney: Billy Bates

The 'Defendant' column provides details for each case:

- Defendant: Thomas Watson**
Representation Type: Criminal Case
Order Type: Associate For Andrew Anders
Order Date: 04/10/17
Pres. Judge: Barney Ball
Adm/Mag Judge:
- Defendant: Patricia Delgado**
Representation Type: Criminal Case
Order Type: Appointing Counsel
Order Date: 04/10/17
Pres. Judge:
Adm/Mag Judge:

A red box highlights the 'Order Type: Associate For Andrew Anders' and 'Order Date: 04/10/17' for the first defendant entry.

The **Services** and **Expenses** tab include an additional **Attorney** drop-down field. If no selection is made in this field, then service or expense entries added to the voucher will be for the appointed attorney. To enter a service or expense claim for the associate, click the **Attorney** drop-down arrow and select the associate's name.

The screenshot shows the 'Services' tab selected in a navigation bar with other tabs: 'Basic Info', 'Expenses', 'Claim Status', 'Documents', and 'Confirma'. The 'Services' section has a form with several fields: 'Attorney', 'Date', 'Service Type', 'Doc.# (ECF)', and 'Hours'. A red box highlights the 'Attorney' drop-down menu, which is currently open and shows two options: 'Andrew Anders' and 'Billy Bates'. Below the form, there is a 'To group by a pa' field and a 'Attorney' label. A red asterisk indicates that the 'Attorney' field is a required field.

Entries added for the associate are added at the rate entered by court staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate. Service and expense entries for the appointed attorney appear at the statutory rate (non-capital or capital). The Attorney column in the table indicates for whom each line item applies.

CJA-20
Attorney Enters
Basic Info | **Services** | Expenses | Claim Status | Documents | Confirmation

Def.: Thomas Watson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$2948.00

In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	4.0	\$516.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	8.0	\$1032.00
Trial	8.0	\$800.00
Sentencing Hearing	6.0	\$600.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	26.0	\$2948.00

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	0	\$0.00

Services

Attorney:

Date: 10/3/2018 *

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$129.00 per hour.

* Required Fields

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

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Andrew Anders	a. Arraignment and/or Plea	10/03/2018	Arraignment	4.0	\$129.00	\$516.00
Andrew Anders	c. Motion	10/03/2018	motion	8.0	\$129.00	\$1,032.00
Billy Bates	d. Trial	10/03/2018	Trial	8.0	\$100.00	\$800.00
Billy Bates	e. Sentencing Hearings	10/03/2018	sentencing	6.0	\$100.00	\$600.00

Claim Status

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.
*****This tab is always read-only for the associate.**

Step
2

Enter the **Start Date** from the services or expenses entries, whichever date is earliest. The **End Date** is the last date of service or expense entered on the voucher. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest and last date of services.

Claim Status

Start Date 6/11/2014 * End Date 6/12/2017 *

Payment Claims

Final Payment

Interim Payment 2 (payment #) *

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

1. Have you previously applied to the court for compensation and/or reimbursement for this case? Yes No

If Yes, were you paid? Yes No

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

* Required Fields

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

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.
- **Our court does not utilize payment withholding.**

Step
4

Answer all the questions regarding previous payments in this case.

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

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

To remove the message, complete the **Claim Status** section with correct start and end dates that include all service and expenses dates for the voucher.

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.

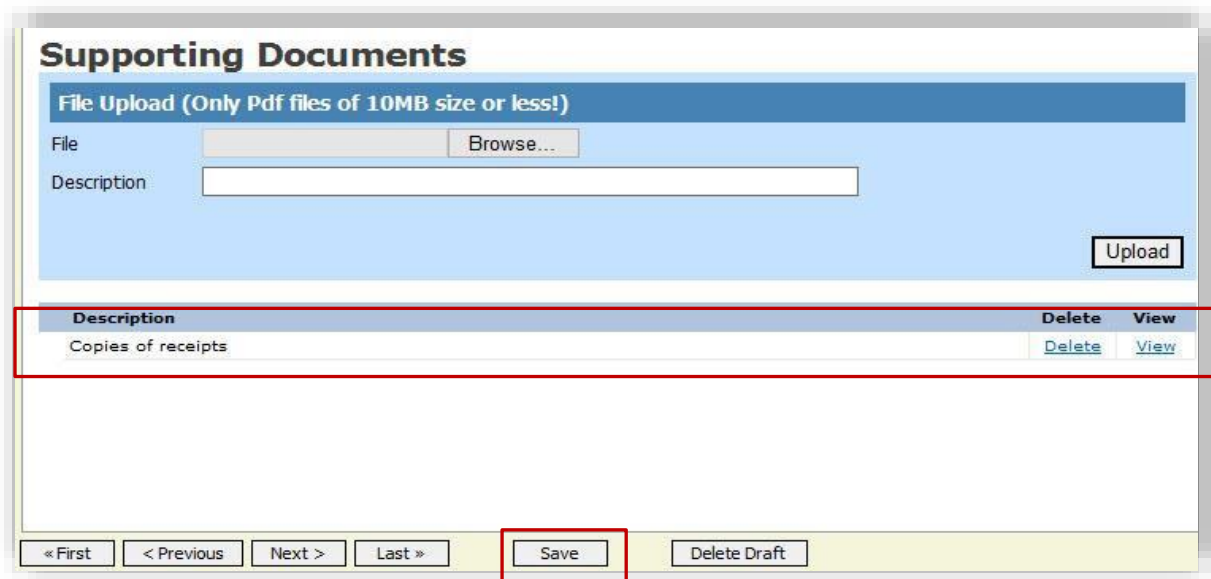
Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



The screenshot shows the 'Supporting Documents' section of a web interface. It features a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' input field containing the path 'G:\AO\leVoucher\CJA eVou' and a 'Browse...' button. A 'Description' text area contains the text 'Copies of receipts'. An 'Upload' button is located in the bottom right corner. Red boxes highlight the 'Browse...' button, the 'Description' text area, and the 'Upload' button.

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



The screenshot shows the 'Supporting Documents' section after the document has been uploaded. The 'File Upload' section is now empty, with only a 'Browse...' button visible. Below it, the 'Description' section contains a table with one row: 'Copies of receipts'. To the right of this row are 'Delete' and 'View' links. At the bottom of the page, there is a navigation bar with buttons for '« First', '< Previous', 'Next >', 'Last »', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step 4 Click **SAVE**.

Signing and Submitting to the Court

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

Step
1

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

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

Confirmation

1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER		
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT./DEF. NUMBER		
6. OTHER. DKT./DEF. NUMBER		7. IN CASE/MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case				
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES						
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel			
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South 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 Nuc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY			
CATEGORIES		HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea		0.5	\$63.00			
b. Bail and Detention Hearing		0	\$0.00			
c. Motion		0	\$0.00			
d. Trial		0	\$0.00			
e. Sentencing Hearings		0	\$0.00			
f. Revocation Hearings		0	\$0.00			
g. Appeals Court		0	\$0.00			
h. Other		0	\$0.00			
Totals		0.5	\$63.00			
16. a. Interviews and Conferences		0	\$0.00			
b. Obtaining and Reviewing Records		0	\$0.00			
c. Legal Research and Brief Writing		0	\$0.00			
d. Travel Time		0	\$0.00			
e. Investigative or Other Work		0	\$0.00			
Totals		0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)			\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)			\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)			\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION		
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment						
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.						
Signature of Attorney:				Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY						
23. IN COURT COMP. \$0.00		24. OUT OF COURT COMP. \$0.00		25. TRAVEL EXPENSES \$0.00		
26. OTHER EXPENSES \$0.00		27. TOTAL AMT. APPR. CERT. \$0.00				
28. SIGNATURE OF THE PRESIDING JUDGE				DATE		
29. IN COURT COMP. \$0.00				29a. JUDGE CODE		
30. OUT OF COURT COMP. \$0.00		31. TRAVEL EXPENSES \$0.00		32. OTHER EXPENSES \$0.00		
33. TOTAL AMT. APPR. CERT. \$0.00		34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount		DATE		
				34a. JUDGE CODE		

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

Public/Attorney Notes:

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

Date:

« First < Previous Next > Last » Save 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

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

Note:

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

The screenshot shows a web form for submitting a voucher. At the top, a red-bordered box contains the text "Attention: The notes you enter will be available to the next approval level." Below this is a section labeled "Public/Attorney Notes" with a text input field containing the word "Notes". A second red-bordered box contains a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 6/12/2014 16:32:35". To the right of this box is a "Submit" button with a green arrow icon. At the bottom of the form are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step
5

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

Note:

Only the appointed attorney can submit a voucher to the court. Associate attorneys cannot.

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

The screenshot shows a confirmation screen with a blue header and a yellow footer. The header contains a red-bordered box with the word "Success". Below this, the text reads: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: **0101.0000150**". The footer contains the text "Back to:" followed by two blue hyperlinks: "Home Page" and "Appointment Page".

Step
6

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

Signing and Submitting to Court (cont'd)

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

My Submitted Documents			
To group by a particular Header, drag the column to this area.			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 Compensation 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 added to the voucher.

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

[Link to CM/ECF](#)

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

Services: \$63.00

Expenses: \$26.20

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

Services: \$63.00

In Court Services

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

Out of Court Services

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

Expenses: \$26.20

Travel

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

Expenses

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

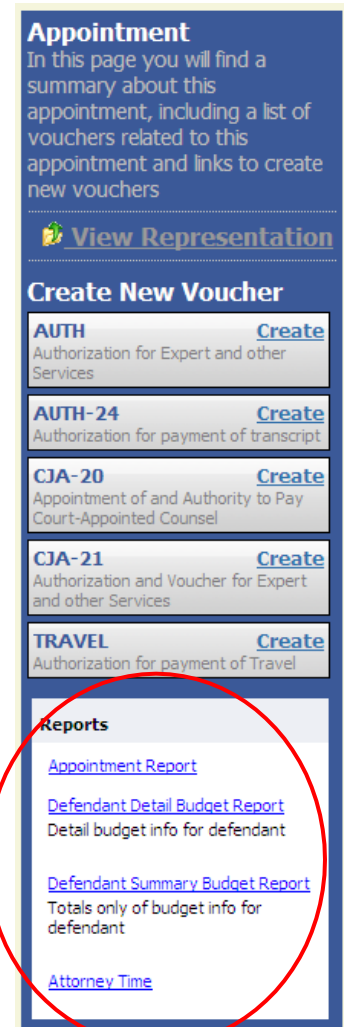
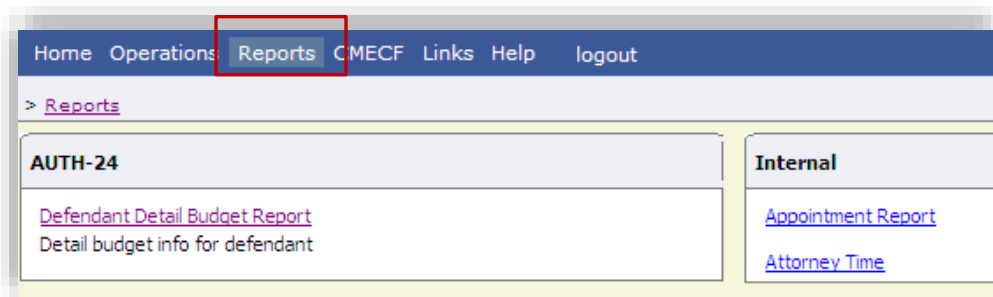
Reports and Case Management

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 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		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		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		
Specialty: Chemist, Toxicologist										

Grand Totals for the Representation Defendant: Jebediah Branson

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

Defendant Summary 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: \$9,900.00

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

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Creating a CJA 21 Voucher

Step 1

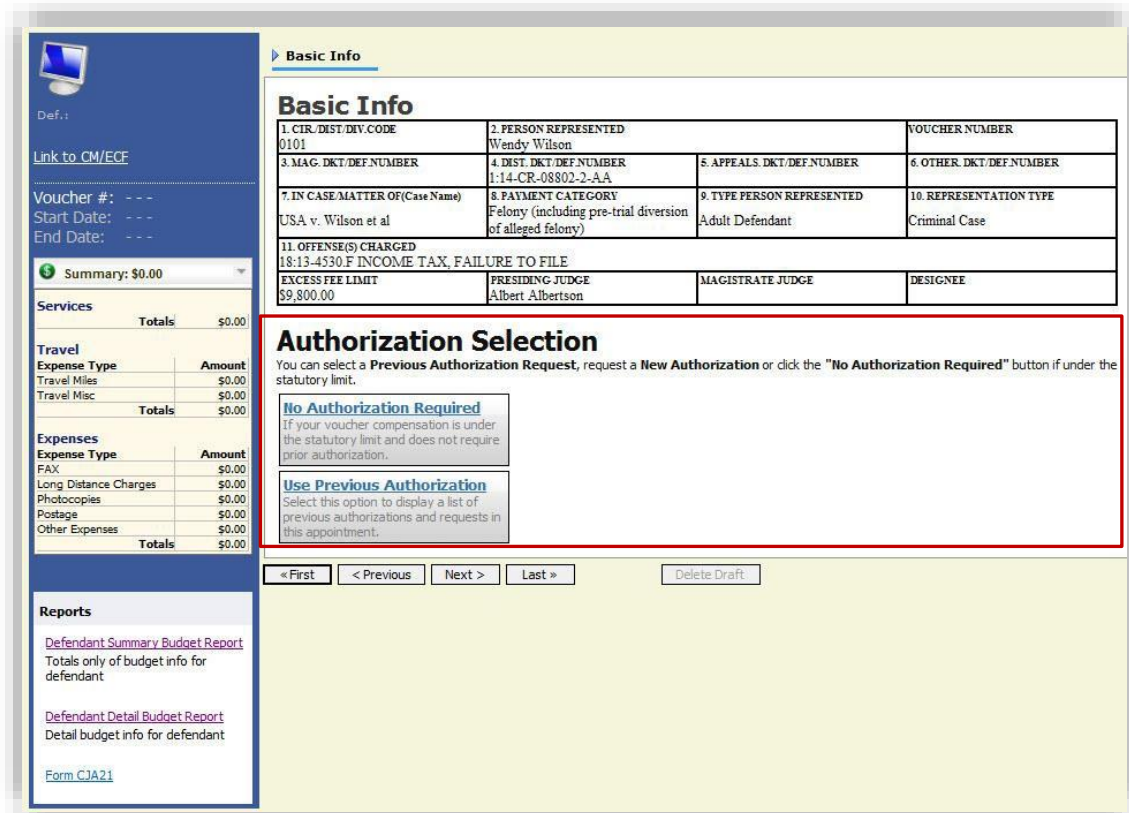
From the **Appointment** page click **Create** to access the CJA-21 Voucher template.



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

Note:

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



The screenshot shows the 'Basic Info' page of the CJA 21 Voucher system. It includes a sidebar with navigation links and a main content area with a table of case information and an 'Authorization Selection' section.

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

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

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

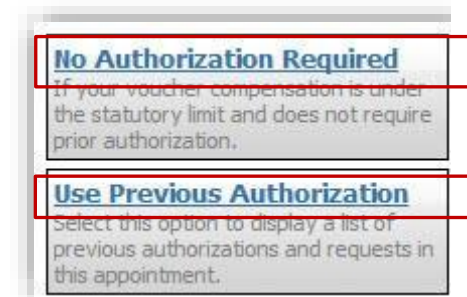
Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

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. (Skip to Step 4)

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.



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 any selected authorization; otherwise, choose the appropriate service type from the drop-down list.

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 completing the voucher claim part.

Step
7

Add the Expert.

- Select an approved expert from the drop-down list for indicated specialty.

OR

- Submit an expert for approval by selecting empty (null) value for Expert field and fill in all the required information for your expert.

Please Select the Associated Authorization

ID Number: 477939 Order Date: 12/01/2015 Authorized Amount: \$1,500.00	Service Type: Psychologist Estimated Amount: \$1,500.00 Notes:
---	--

New Voucher Information

Service Type Psychologist

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

Boyd, Sara E.
Fletcher, Constance N
McClintock, James T

First Name * Last Name *

Email *

Phone * Fax

Address 1 * City *

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

Address 3 Country* UNITED STATES

Create Voucher

Note:

Only experts registered with the selected service type will appear in the drop-down list.

Creating a CJA 21 Voucher (cont'd)

Step
8

Click Create Voucher.

NOTE:

If you submitted an expert for approval:

- Basic Info screen will display with the following:

Payment Info

This is a Pending Service Provider

Current Information on File:

Mary Lawless TIN: XX-XXXXXXX

315 Church Avenue

Roanoke VA 24016 US

Phone: 540-000-0000

- The expert you submitted will go through an approval process. Once that expert 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.
- Once expert has set up their profile, the voucher's Basic Info screen will then display:

Payment Info

Preferred Payee

Mary Lawless

Billing Code:0423-041739

315 Church Avenue

Roanoke, VA

24016 - US

Phone: 540-000-0000

Fax:

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. The 'Add' button is highlighted. Below the form is a table with columns Date, Description, Hrs, Rate, and Amt. The 'Save' button is highlighted at the bottom.

Date	Description	Hrs	Rate	Amt

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. The 'Add' button is highlighted. Below the form is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The 'Save' button is highlighted at the bottom.

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

Creating a CJA 21 Voucher (cont'd)

Step 1

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

Step 2

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

Step 3

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

Step 4

Click **Save**.

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

Claim Status

Start Date: 06/12/2014 * End Date: 6/19/2014 *

* Required Fields

Payment Claims

Final Payment

Interim Payment (payment #)

Supplemental Payment

< First < Previous Next > Last > Save Delete Draft

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. ****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

Click browse to select a PDF file to attach.

Note: The expert's invoice must be attached as a supporting document.

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

Step 3

Click **Upload**.

Step 4

The document will appear in the bottom of the Description section. Click **Save**.

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

Supporting Documents

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

File: Browse...

Description:

Upload

Description	Delete	View
invoice from Expert	Delete	View

< First < Previous Next > Last > Save Delete Draft

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**.

The screenshot shows a web form for submitting a voucher. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". A red box highlights the affirmation section, which contains a checked checkbox and the text "I swear and affirm the truth or correctness of the above statements", followed by a timestamp "Date: 6/19/2014 9:28:36". To the right of this section is a "Submit" button with a green arrow icon. At the bottom of the form, there are navigation buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "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 receive the below error message after clicking Submit, the expert service provider you submitted to the court 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.

The screenshot shows a "Success" confirmation screen. The text reads: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: **0101.0000154**". Below this, there is a "Back to:" section with two links: "Home Page" and "Appointment Page", both of which are highlighted with a red box.

Note:

You have just completed the voucher on behalf of 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 with the Status "Submitted to Attorney" and is awaiting final attorney approval. (see page 40, Step 5 - 8)

Creating a CJA 21 Voucher (cont'd)

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

Step 5 Select the file.



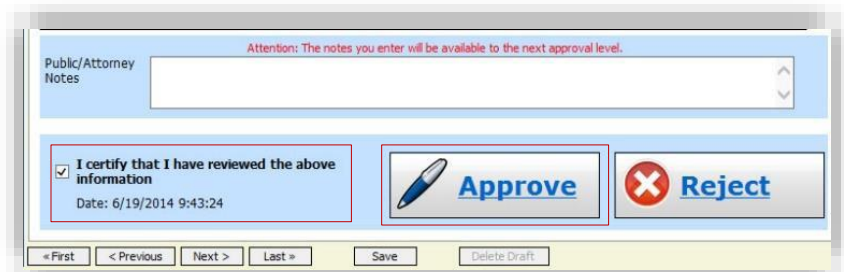
Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

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

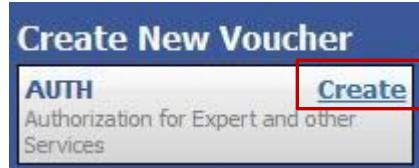
Submitting an Authorization Request for Expert Services

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

Basic Info

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

Order Date:

Nunc Pro Tunc Date:

Repayment:

Estimated Amount: \$ *

Authorized Amount: \$

Basis of Estimate:

Description:

Service Type: *

Requested Provider:

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

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

Step
3

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

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- 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: [Date input field]
- Nunc Pro Tunc Date: [Date input field]
- Repayment:
- Estimated Amount: \$ 8000.00 (highlighted with a red box)
- Authorized Amount: \$ [Amount input field]
- Basis of Estimate: 100 hours at \$80/hour (highlighted with a red box)
- Description: [Text area]
- Service Type: Investigator (highlighted with a red box)
- Requested Provider: John Doe (highlighted with a red box)

The yellow section at the bottom contains navigation and action buttons: « First, < Previous, Next >, Last », Save (highlighted with a red box), and Delete Draft.

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 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** Auth-24.

AUTH-24

Authorization for payment of transcript

Create

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

AUTH-24
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECE](#)

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 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 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	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Text Box]

Apportioned Case and Defendant: [Text Box]

Special Transcript Handling: [Dropdown: None]

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

Order Date: [Text Box]
Nunc Pro Tunc Date: [Text Box]

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

Note: An Auth-24 can request multiple transcripts reported by the same court reporter.

Proceeding Transcript To Be Used: List Hearing(s) and/or purpose for transcript.

Proceeding To Be Transcribed: Provide hearing type, date, the Court Reporter.

Special Transcript Handling: Indicate any special delivery request. None indicates ordinary delivery (30 days).

Transcripts: If transcript request includes any of listed items, check the corresponding box(es).

Step
2

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

Step
3

Click **Save**.

Creating an Authorization for Transcripts – Auth-24 (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

Step 6

Check the affirmation box. I swear and affirm the truth or correctness of the above statements. Date: 6/19/2014 9:28:36

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.

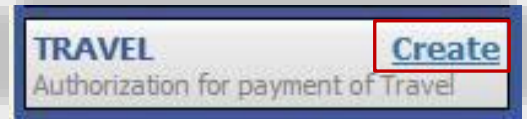
Step
2

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.

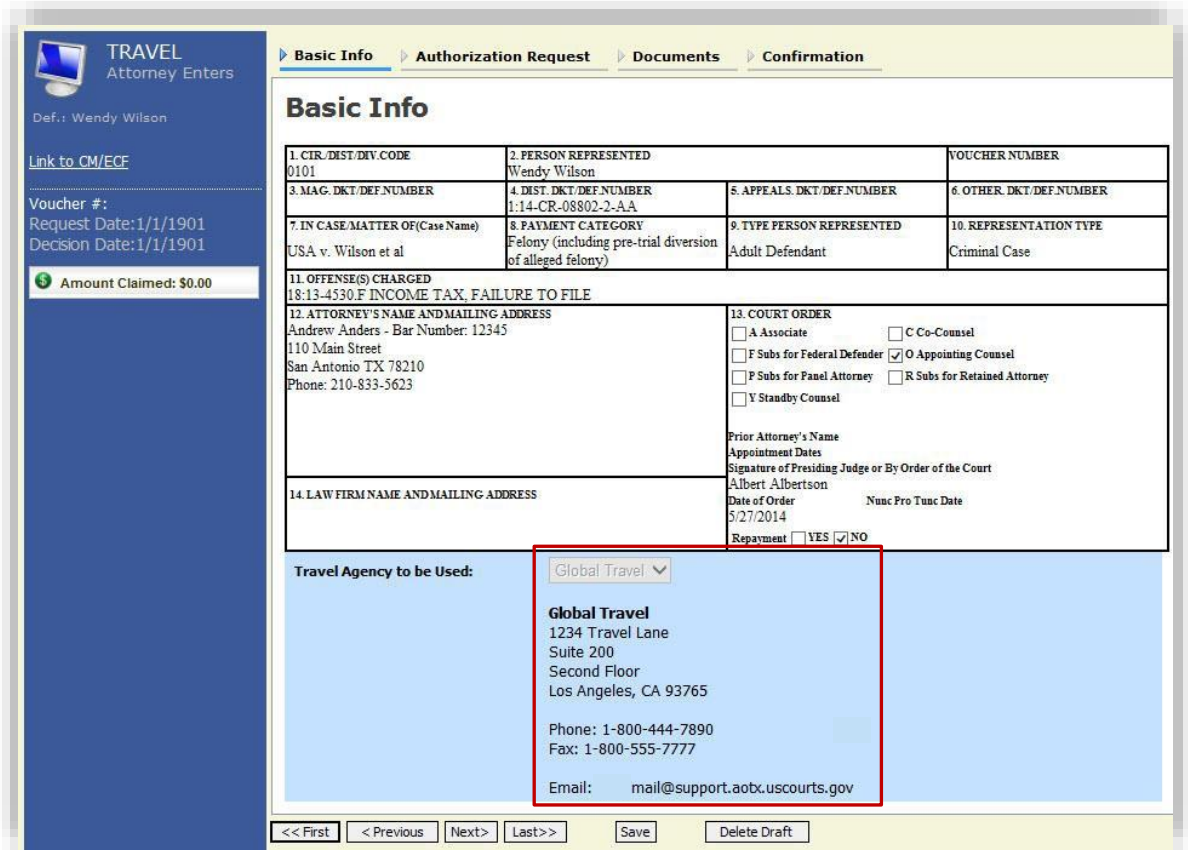
Creating a Travel Voucher



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.



1. CIR. /DIST./DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Wendy Wilson		
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
	1:14-CR-08802-2-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Wilson et al	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS 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 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.aobx.uscourts.gov

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

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

Step 2 Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Creating a Travel Voucher (cont'd)

Step
3

Fill out all required fields marked with a red asterisk.

Step
4

Click Add.

The information will appear in the bottom section.

Step
5

Click Save.

Basic Info
Authorization Request
Documents
Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: *

Address of Person Traveling: *

Purpose of Travel: *

Travel From location: *

Travel To Location: *

Estimated Dates of Travel: *

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

Total Estimated Cost: *

Justification for Request: *

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

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

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Aquire documents	Los Angeles, CA	July14,15	490.00

Page 1 of 1 (1 items)

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

Creating a Travel Voucher (cont'd)

Step 1

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

Step 2

Browse to select a PDF file to attach.

Note:

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

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

Step 3

Click Upload.

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 Changes

Date	Section Title	Comments
11/29/2018	Creating a CJA-21	<ul style="list-style-type: none"> Added instruction that expert invoice must be attached as a supporting document.
11/29/2018	Entire Document	<ul style="list-style-type: none"> Updated screen depictions to reflect current eVoucher version. Reworded where needed for better clarification.
3/22/2019	<ul style="list-style-type: none"> Adding Associate Attorney to Your Appointment Creating a CJA20/30 with an Associate Entering Associate Attorney Services and Expenses 	<p>Sections added to include information related to new Associate Attorney functionality.</p>