



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

CJA eVoucher

Attorney User Manual

Release 4.1.3

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Contents	
Introduction	1
Panel Management.....	1
Voucher & Authorization Request Submission	1
Browser Compatibility.....	1
Court Appointment.....	1
Accessing the CJA eVoucher Program.....	2
Home Page	3
Navigating in the CJA eVoucher Program	4
Customizing the Home Page	5
My Profile.....	7
Changing My Profile Username and Password	8
CM/ECF Login	9
Attorney Info.....	10
Billing Info	11
Continuing Legal Education	12
Appointment’s List.....	14
View Representation.....	15
CJA 20 Voucher Process Overview	16
Creating the CJA 20 Voucher	16
Entering Services.....	18
Entering Expenses	20
Claim Status	23
Documents.....	24
Signing and Submitting to Court	25
CJA 20 Quick Review Panel	28
Reports and Case Management.....	29
Defendant Detailed Budget Report	30
Defendant Summary Report	31
Creating a CJA 30 and 31 Vouchers	32
Creating a CJA 26 Excess Authorization	33
Submitting an Authorization Request for Expert Services.....	36
Linking an Authorization to a CJA 21 Voucher	40
Creating a CJA 21 Voucher	43
Creating an Authorizations for Transcripts (AUTH 24)	50
Creating a CJA 24 Voucher	52
CJA Contact Information	57

Introduction

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

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

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

Panel Management

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

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.
- Apple Mobile: Safari is approved (with limitations).
- Chrome, Firefox and other browsers may not be used with CJA.

Court Appointment

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

Accessing the CJA eVoucher Program

Log in using your Username and Password you were provided, and **CLICK**

It is suggested that you bookmark it for easier access.



CJA eVoucher

Electronic Voucher Management System

**USER LOGIN Western District
of Pennsylvania Prod CJA
4.1.3**

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

If you forget your username or password, **CLICK** the [Forgot your login?](#) hyperlink.
Enter your Username or Email address, and **CLICK** Recover Logon to retrieve your information.

Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username:

and/or

Email:

Home Page

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

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

The screenshot shows a web application interface for an attorney. At the top, there is a navigation bar with 'Home', 'Operations', 'Reports', 'CHECK', 'Links', 'Help', and 'Logout'. A welcome message reads 'Welcome Andrew Anders (Attorney)'. Below this, there are sections for 'My Active Documents', 'My Proposed Assignments', 'My Submitted Documents', 'My Service Provider's Documents', and 'Closed Documents'. The 'Appointments List' section is expanded, showing a list of appointments with details such as Case Title, Defendant, Order Date, and Judge.

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.

PAWD MANUALLY APPOINT ATTORNEYS. This box will always display "No Data"

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



Home	The eVoucher home page.
Operations	Allows you to search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Allows you to query the CM/ECF database, if enabled by your court.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.



Note:

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

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

Customizing the Home Page

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

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

Moving Folders

Step
1

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

A crosshair icon  will appear.


Step
2

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

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

Resizing of Column

Step
1

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

Step
2

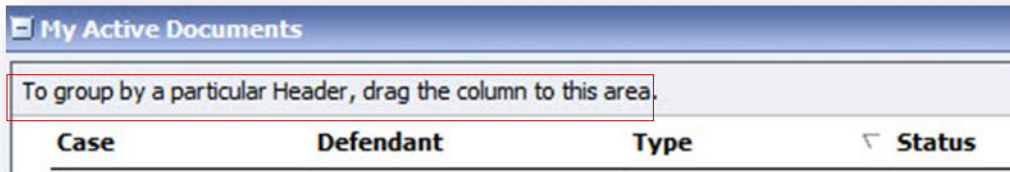
Drag the line in the desired direction to enlarge or reduce the column size.

Note:

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

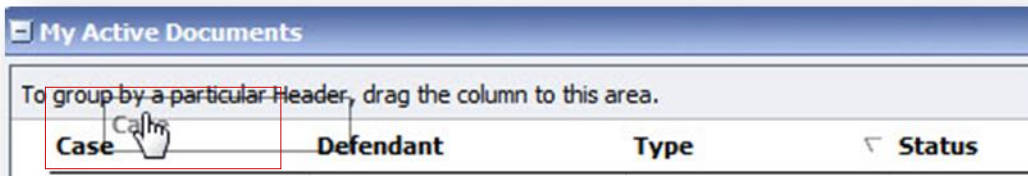
Customizing the Home Page (cont'd)

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

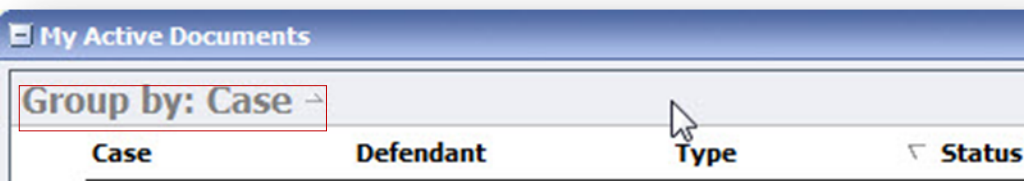


Step 1 **CLICK** the header for the column you wish to group.

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



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

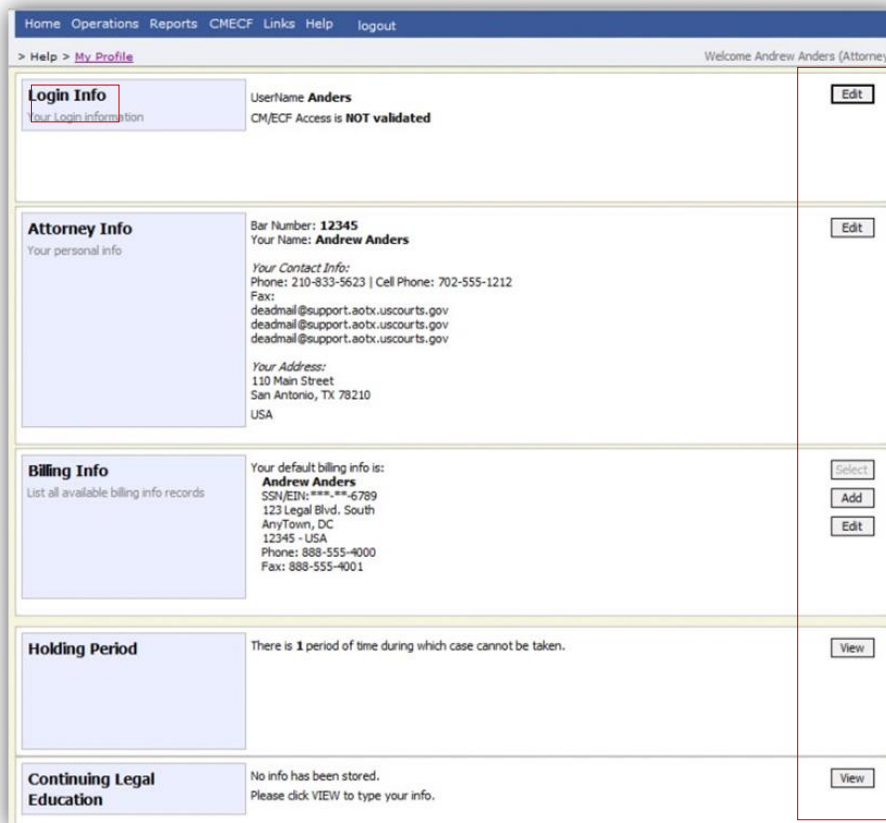


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

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



Changing My Profile Username and Password

Step
1

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

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

Login Info
Your Login information

UserName **Anders**

CM/ECF Access is **NOT validated**

Step
2

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

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)

Password *****

CM/ECF Username validate

CM/ECF Password

CM/ECF Access is **NOT validated**

Step
3

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

Step
4

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

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)

Password * **Strength:Strong**

Confirm

[cancel](#)

CM/ECF Username validate

CM/ECF Password

CM/ECF Access is **NOT validated**

Step
5

Press the **Reset** button to save.

Step
6

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

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

Login Info
Your Login information

Username [change](#)

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

CM/ECF Username validate

CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

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

Home Operations Reports CMECF Links Help logout

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)

Password *

Confirm *

[cancel](#)

CM/ECF Username [validate](#)

CM/ECF Password

CM/ECF Access is **NOT validated**

Attorney Info

Step 1

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

Attorney Info

Your personal info

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

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

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

Edit

Step 2

Make any necessary changes.

Attorney Info

Your personal info

Bar Number

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

Save

cancel

Step 3

Click **Save**.

Note:

- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.
- You **MUST** do a new **W-9 form** for address or firm changes. Submit the W-9 form to the CJA Administrator (Tonya Galloway-McKenzie) by email, fax or mail.

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

Name

SSN/EIN

Save

cancel

Copy Address from Profile

Phone Fax

Address 1

Address 2

Address 3

City State ZipCode

Country

Continuing Legal Education

Step
1

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

The screenshot shows a header area with the text "Continuing Legal Education" on the left. To the right, it says "No info has been stored. Please click VIEW to type your info." A "View" button is located in the top right corner and is highlighted with a red rectangular box.

Step
2

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

The screenshot shows the "Continuing Legal Education" section with a toolbar containing "Back", "Edit", "Add", and "Delete" buttons. The "Add" button is highlighted with a red rectangular box. Below the toolbar is a table with columns for "Files", "Credit", "Date", "Hours", and "Subject". The table is currently empty, with the text "No Continuing Legal Education" and "No data" displayed below it.

Step
3

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

The screenshot shows the "Continuing Legal Education" section with a form for adding new information. The "Credit" dropdown menu is highlighted with a red rectangular box and shows "Sentencing-rel" selected. Other fields include "Date" (05/01/2014), "Hours" (0), and a "Description" text area. A "Save" button is also highlighted with a red rectangular box. A note at the bottom states: "Document After you save the information about this Continuing Education, you will be able to upload related documents."

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note:

After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step
6

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

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Step
7

Click **Save**.

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

Continuing Legal Education

Back Edit Add Delete

Search:

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

1 Page 1 of 1 (1 items)

Appointment's List

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

Step 1

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

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

Home Operations Reports CMECF Links Help logout

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

[View Representation](#)

Create New Voucher

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

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

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

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

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

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

Reports

[Appointment Report](#)

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

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

[Attorney Time Report](#)

Appointment Info

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

Vouchers on File

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

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

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:

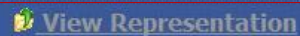
- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step
2

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

Appointment

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

 [View Representation](#)

Home Operations Reports CMECF Links Help logout

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

Reports
[Representation Report](#)

Representation Info

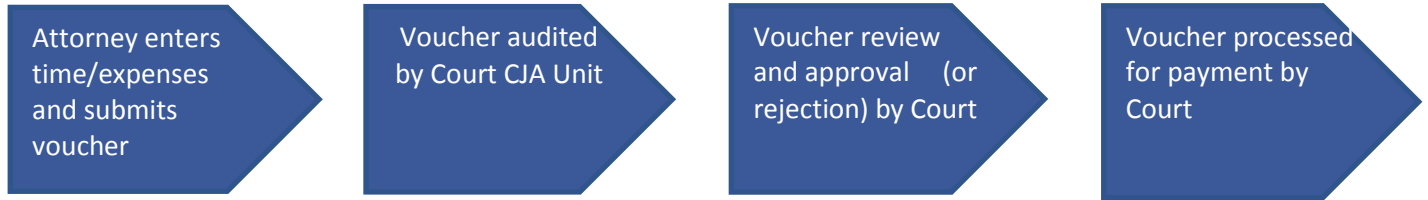
1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER		4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT./DEF.NUMBER	
6. OTHER. DKT./DEF.NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial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

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

Step
3

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

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

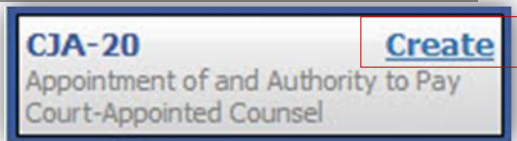
The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step 1

From the **Appointment** page click **Create** from the CJA 20 Voucher template.



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

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECE](#)

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

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

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

Basic Info

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

Payment Info

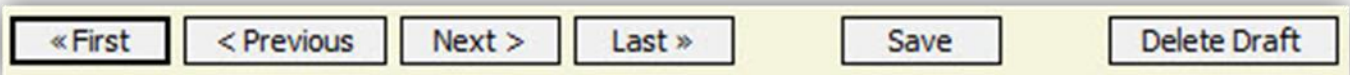
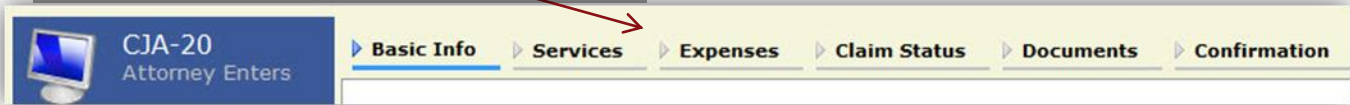
Preferred Payee: Andrew Anders

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

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

Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

Note: Quick Tip before you start Step Two

Advance to the Claim Status tab and set the Claim Start Date to the first date of service or expenses billed (it will default to the current date). You may then enter your expenses in the Services and Expenses tab and save your work. You may continue to add items and edit the voucher until you are ready to submit the claim to the court.

Entering Services

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

Step
2

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

Note:

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

The screenshot shows the 'Services' tab in the CJA-20 Attorney Enters application. The interface includes a left sidebar with user information (CJA-20 Attorney Enters, Def.: Jebediah Branson) and navigation options. The main area contains a form for entering service details, including Date (6/11/2014), Service Type, Doc. # (ECF), Pages, Hours, and Rate (\$126.00 per hour). Below the form is a table with columns for Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, with a 'No data' message at the bottom right. Navigation buttons like '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft' are visible at the bottom.

Step
3

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

This screenshot shows the 'Services' tab with a date selection calendar open. The calendar is for June 2014, with the date 6/11/2014 highlighted in yellow. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The 'Date' field in the form above the calendar is highlighted with a red box, and the calendar icon next to it is also highlighted.

Services (cont'd)

Step 4 Select **Service Type** from the drop-down menu.

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

Note:

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

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

The screenshot shows the 'Services' form with 'Hours' set to 0.5 and 'Description' set to 'First appearance and arraignment of Defendant.' The 'Service Type' is 'a. Arraignment and/or Plea'. A red box highlights the 'Hours' field and the 'Add' button.

Step 6 Enter a description.

Step 7 Click **ADD**.

Note:

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

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

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

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

Step 8 Click the **Date** header. This will sort services according to date.

Step 9 Click **Save**.

Entering Expenses

Step
1

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount:

Description:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

< First < Previous Next > Last > Save Delete Draft

Step
2

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles:

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

< First < Previous Next > Last >

Entering Expenses (cont'd)

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

Step 6 Enter a description.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

Step 4 Click **ADD**.

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

Expenses

Date: 6/12/2014 *

Expense Type:

Miles: * at \$0.5600 per mile.

Amount:

Description:

* Required Fields

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

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

1 Page 1 of 1 (1 items)

Entering Expenses (cont'd)

Notes:

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

Expenses

Date *

Expense Type *

Miles at \$0.5600 per mile.

Amount *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

Page 1 of 1 (2 items)

Step
5


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

Step
6

Click **SAVE**.

Claim Status

Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

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

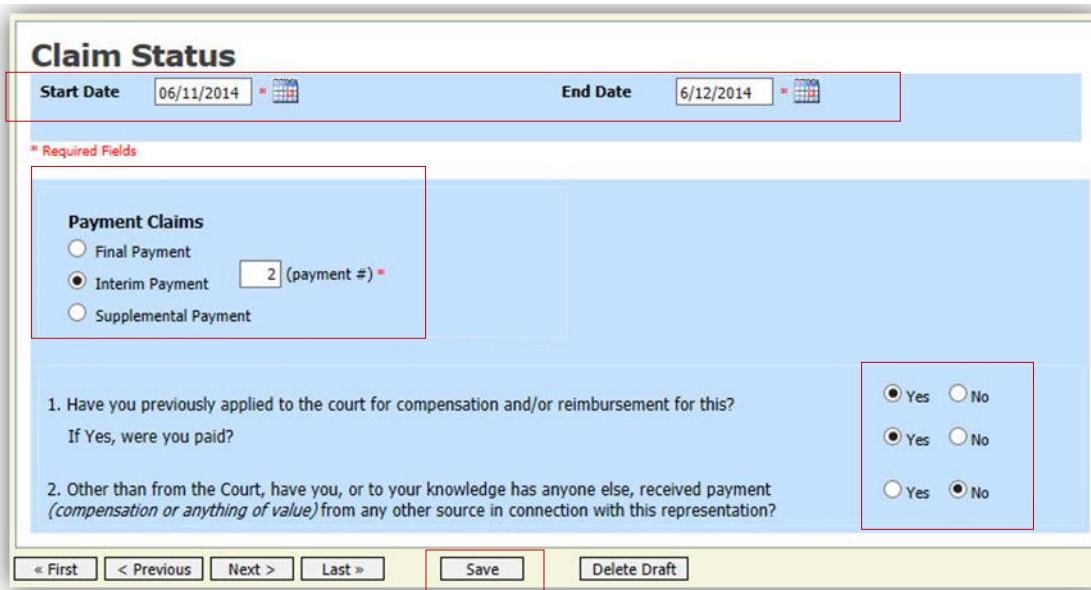
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step
1

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

Step
2

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



Step
3

Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. If using this type of payment indicate the number of this request payment. **You must keep track of your interim payment number.**
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
4

Answer all the questions regarding previous payments in this case.

Step
5

Click **SAVE**.

Documents

Attorneys (as well as the Court) may attach documents.
Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

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

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

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

Supporting Documents

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

File

Description

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

Supporting Documents

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

File

Description

Description	Delete	View
Copies of receipts	Delete	View

Step 4 Click **SAVE**.


Signing and Submitting to Court

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

Step
1

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

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

Confirmation					
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson		VOUCHER NUMBER		
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER		
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - 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 Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			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 (w) <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			28a. JUDGE CODE		
DATE			DATE		
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			34a. JUDGE CODE		
DATE			DATE		
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
Attention: The notes you enter will be available to the next approval level.					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>					

Signing and Submitting to Court (cont'd)

Step
2

Verify the information is correct.

Step
3

Scroll to the bottom of the screen.

Step
4

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

Note:

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

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

Public/Attorney Notes

Notes

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

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

Submit

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

Step
5

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

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

Success

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

Please keep the following voucher number for your own records:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

Step
6

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

Signing and Submitting to Court (cont'd)

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

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

Page 1 of 1 (3 items)

Edit Voucher

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

- Click on “**Edit**” for the voucher you want to access.
- Make your additions to the voucher following the instructions above for entering services and expenses.
- Remember to **Save** the voucher each time you work on it.

Returned Voucher

If the Court needs to return a document for corrections, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.

Notes:

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

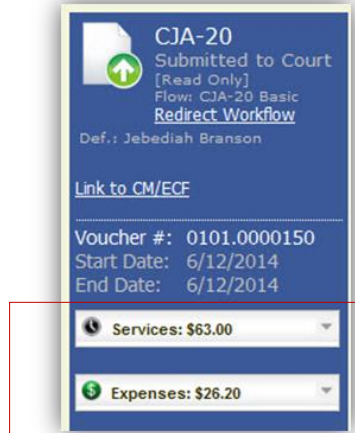
Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

- Click on the **Case Number** to access the voucher.
- The Court’s notes can be found on the Confirmation page.
- Make the corrections and resubmit to the Court.
- Email message generated by the system will be sent explaining what corrections need to be made.

CJA 20 Quick Review Panel

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

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



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

Note:
Once you see your voucher will exceed the statutory limit, you **MUST** do a CJA 26 form. Vouchers without prior authorization will be rejected back to you. Also, if you know in advance your case will exceed the statutory limit submit a CJA 26 form.

See instructions for Creating a CJA 26 Form Page 33



Reports and Case Management

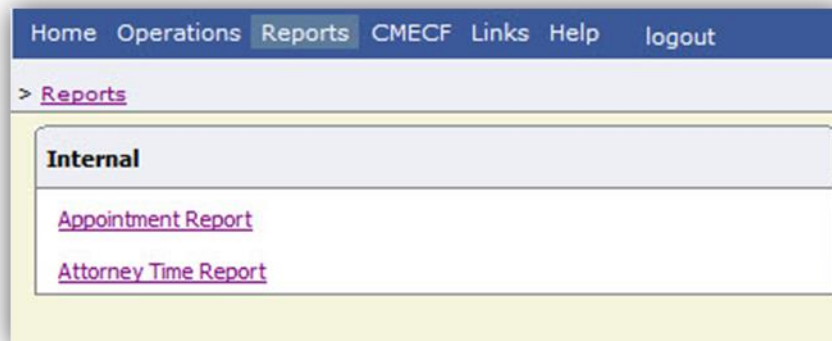
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum (\$800) allowed for representation.

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

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



Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

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

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

Budget Detail Report For Defendant													
1:14-CR-08805-1-AA													
Counsel Budget		Defendant: Jebediah Branson											
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted								
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00								
Budget Amount Approved:	\$9,800.00			Total:	\$35,000.00			Total:	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: Andrew Anders (Appointing Counsel) Active													
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00		
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	\$6,700.00		
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,944.00		
06/12/2014 to 06/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,881.00		
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00	\$5,629.00		
				Total Pending:	\$1,119.60					Total Approved:	\$3,541.24	\$6,700.00	\$5,629.00

Expert and Other Services Budget - Requiring Authorization

Expert and Other Services Budget - Not Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Vendor: Luz Garcia (Hair, Fiber Expert) Approved Amount: \$800.00 Attorney: Andrew Anders												
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	
				Total Pending:	\$0.00					Total Approved:	\$0.00	
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders												
01/20/2009 To 05/26/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00	
				Total Pending:	\$215.00					Total Approved:	\$0.00	
Grand Totals for the Representation												
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending				Approved				Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending			
		Travel	Other			Travel	Other		Fees	Fees and Expenses		
	\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34		

Defendant Summary Report

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

Budget Summary Report For Defendant											
1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$9,800.00			Total:	\$35,000.00	\$35,000.00					
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
				Total Pending:	\$1,119.60			Total Approved:	\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Authorization Number:		Amount Requested: \$0.00		Amount Authorized: \$0.00		Attorney: Andrew Anders					
Vendor: ()											
				Pending For Vendor:	\$0.00			Approved For Vendor:	\$0.00		
				Total Pending:	\$0.00			Total Approved:	\$0.00	\$0.00	\$0.00

Creating a CJA 30 and 31 Vouchers

CJA 30 vouchers function the same as a CJA 20 voucher other than they have a different “Service Type” drop down list on the “Services” page.

Service Type	Description
Doc. # (ECF)	In Court Services
Hours	a. In Court Hearings
	Out of Court Services
	b. Interviews and Conferences
	c. Witness Interviews
	d. Consulting with Investigators and Experts
	e. Obtaining and Reviewing Records
	f. Obtaining and Reviewing Evidence
	g. Consulting with Expert Counsel
	h. Legal Research and Writing
	i. Travel Time
	j. Other

Note:

The court will enter the hourly rate approved by the Judge. The rate will be displayed on your “Services” page.

CJA 30 and 31 vouchers have a mandatory “Stage of Proceedings” drop-down box on the “Claim Status” page which the other vouchers do not have.

Claim Status

Start Date	End Date
5/3/2010	5/3/2010

Payment Claims <input type="radio"/> Final Payment <input type="radio"/> Interim Payment (pmt.number) <input type="radio"/> Supplemental Payment	Stage of Proceeding Capital Prosecution a. Pre-Trial b. Trial c. Sentencing d. Other Post Trial e. Appeal f. Petition for the US Supreme Writ of Certiorari Habeas Corpus g. Habeas Petition h. Evidentiary Hearing i. Dispositive Motions j. Appeal k. Petition for the US Supreme Writ of Certiorari Other Proceeding l. Stay of Execution m. Appeal of Denial of Stay
--	--

Have you previously applied to the court for compensation and/or payment? If Yes, were you paid?

Other than from the Court, have you, or to your knowledge has anyone, received a payment (*compensation or anything of value*) from any other source for this representation?

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

Creating a CJA 26 Voucher

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

Step
1

From the Appointment page click **Create** from the AUTH 26 Voucher template.



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

Note:

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

CJA-26
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECE](#)

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

Reports

- [Defendant Summary Budget Report](#)
Totals only of budget info for defendant
- [Defendant Detail Budget Report](#)
Detail budget info for defendant
- [Form CJA26](#)

Basic Info

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

Amount Requested * Amount Approved

Pre Trial Hours Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

Step
2

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

Step
3

Click **Save**.

Creating a CJA 26 Voucher (cont'd)

Step
1

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

Step
2

Fill out justification sections.

Step
3

Click **Save**.

The screenshot shows the 'Justification' tab of a CJA 26 Voucher form. The form is divided into several sections, each with a numbered instruction and a corresponding text input area. The instructions are as follows:

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).
5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.
6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)
7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other
8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500
9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request.
Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.

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

Creating a CJA 26 Voucher (cont'd)

Step
1

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

Step
2

Browse to select a PDF file to attach.

Step
3

Click **Upload**.

Note:

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

The Document will appear in the bottom of the Supporting Documents section.

Step
4

Click **Save**.

A confirmation page will appear.

Step
5

Verify all information is correct.

Step
6

Check the affirmation box.

Step
7

Click **Submit**.

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

Step
8

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

The CJA 26 will now appear in the "My Submitted Documents" section.

Submitting an Authorization Request for Expert Services

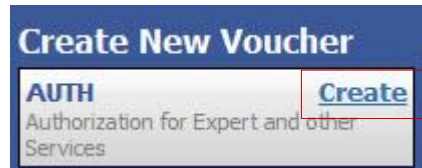
All service providers must submit a W-9 form. Click on Links in the Toolbar and you can print a W-9 form. Please have your service provider fill out the form and fax, email or mail to the CJA Administrator (Tonya Galloway-McKenzie) prior to Creating the CJA 21. The service provider must be entered into the eVoucher system or you will not be able to submit a CJA 21 voucher.

Step
1

Open the Appointment record.

Step
2

Click **Create** from the Authorization template.



The **Basic Info** screen will open.

Basic Info		
1. CIR./DST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DST. 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		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
Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text"/>	
Authorized Amount	\$ <input type="text"/>	
Basis of Estimate	<input type="text"/>	
Description	<input type="text"/>	
Service Type	<input type="text"/>	
Requested Provider	<input type="text"/>	

Note:

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

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 green section. The blue section contains the following fields:

- Order Date**: A date input field.
- Nunc Pro Tunc Date**: A date input field.
- Repayment**: A checkbox.
- Estimated Amount**: A text input field with a dollar sign and the value "8000.00".
- Authorized Amount**: A text input field with a dollar sign.
- Basis of Estimate**: A text input field containing "100 hours at \$80/hour".
- Description**: A large text area with up and down arrow controls.
- Service Type**: A dropdown menu with "Investigator" selected.
- Requested Provider**: A text input field containing "John Doe".

The green section at the bottom contains a navigation bar with the following buttons:

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

Red boxes highlight the "Estimated Amount", "Basis of Estimate", "Service Type", "Requested Provider", "Next >" button, and "Save" button.

Step
4

Click **Save**.

Step
5

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

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

Adding Attachments

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**.

The Confirmation screen will open.

Step
6

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

Note:

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

Step
7

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

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

Step
8

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

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

Linking an Authorization to a CJA 21 Voucher

After your authorization has been approved by the judge, the authorization will appear in your Closed Voucher's panel. You may click the voucher number hyperlink to view the voucher if desired.

Step
1

Select your appointment.

To create the CJA-21 Voucher and link it to the authorization, click the case number hyperlink of your defendant in the My Appointments panel.

Figure 1: Home Page – Appointment List

Step
2

Create CJA21.

On the appointment screen, click the Create CJA 21 link on the left panel.

Figure 2: Appointment Info

Linking an Authorization to a CJA 21 Voucher (cont'd)

Step
3

Authorization Selection

The Basic Info screen will give you the options of No Authorization Required or Use Previous Authorization. Click Use Previous Authorization.

Figure 3: Authorization Selection

Authorization Selection

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

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

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

< First < Previous Next > Last > Delete Draft

Notes:

- The system will search and display any Existing Requests for Authorization.

Step
4

Select Authorization

You must click the authorization listed and it will change color to yellow.

Figure 4: Authorization Selection

Existing Requests for Authorization	
ID Number: 139 Order Date: 01/02/2014 Authorized Amount: 0	Service Type: Pathologist, Medical Examiner Estimated Amount: 1000 Requested Provider: Marcus Welby MD

New Voucher Information

Service Type: [Dropdown]

Description: [Text Area]

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

Service Provider: [Dropdown]

Expert: [Dropdown]

First Name: [Text] Middle Name: [Text] Last Name: [Text]

SSN/EIN: [Text] Email: [Text]

Phone: [Text] Fax: [Text]

The application will automatically pull up existing requests for authorization, but you must click it and have it turn golden yellow before you will be able to fill in the new voucher information.

Linking an Authorization to a CJA 21 Voucher (cont'd)

Step
5

Fill in the New Voucher Information.

You may search for an existing expert or fill in the information for another provider.

Figure 5: New Voucher Information

Existing Requests for Authorization	
ID Number: 139	Service Type: Pathologist, Medical Examiner
Order Date: 01/02/2014	Estimated Amount: 1000
Authorized Amount: 0	Requested Provider: Marcus Welby MD

New Voucher Information

Service Type

Description

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

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

Expert

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

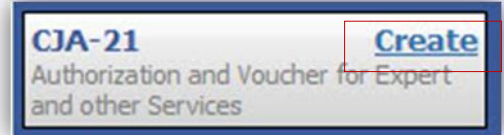
Notes:

- If the Service Provider or Expert has rights to enter their own expenses, the radio button selection for Voucher Assignment will become active, and you will choose if you or the expert will be filling in the service fees on the voucher.
- All CJA21 Vouchers, whether created and submitted by you or by the expert, will then move back to your Home page in the My Service Providers' Voucher folder. You must "sign" the completed CJA21 again to submit it on to the court for processing.

Creating a CJA 21 Voucher

Step
1

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



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

Basic Info

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

Authorization Selection

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

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

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

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

Reports

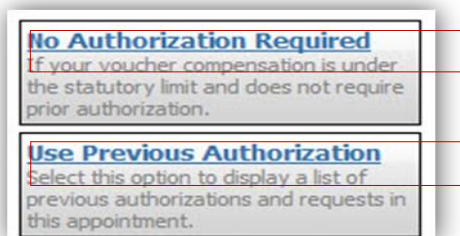
- [Defendant Summary Budget Report](#)
Totals only of budget info for defendant.
- [Defendant Detail Budget Report](#)
Detail budget info for defendant.
- [Form CJA21](#)

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

Step
2

If the request does not require advance authorization (\$800 or less), click on the **No Authorization Required** option.

If you have a previous authorization received through an order from the Court, click on the **Use Previous Authorization** option.



Note:

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

Creating a CJA 21 Voucher (cont'd)

If you CLICK "Use Previous Authorization" a list of Existing Requests for Authorization will appear.

Step
3

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

Step
4

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

Step
5

Enter a description of the service to be provided.

The screenshot shows two main sections of the application interface. The top section, titled "Existing Requests for Authorization", contains a table with one row highlighted in yellow. The row contains the following information: ID Number: 155, Order Date: 05/27/2014, Authorized Amount: 0, Service Type: Weapons Firearms Explosive Expert, Estimated Amount: 1000, and Requested Provider: Robert Arms. Below this is the "New Voucher Information" section. It includes a "Service Type" dropdown menu currently set to "Weapons Firearms Explosive Expert", a "Description" text area, a "Voucher Assignment" section with radio buttons for "Attorney" (selected) and "Expert", and a "Service Provider" section with a dropdown menu currently set to "Gabriel, Gina". Below the dropdown is an "Expert Info" section for "Gina Gabriel" with details: 110 Main Street, San Antonio TX 78210 USA, and Phone: 210-593-3340. At the bottom of the form is a "Create Voucher" button.

Step
6

Select the Expert. If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.

If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part.

This screenshot shows the "Voucher Assignment" section of the form. It features two radio buttons: "Attorney" (which is selected) and "Expert". Below the radio buttons is the text: "This indicates who will be responsible for filling the voucher claim part".

This screenshot shows the "Voucher Assignment" section of the form. It features two radio buttons: "Attorney" and "Expert" (which is selected). Below the radio buttons is the text: "This indicates who will be responsible for filling the voucher claim part".

Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page 45.

Creating a CJA 21 Voucher (cont'd)

Step
7

Click Create Voucher.

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the “My Active Documents” section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will then move to the “My Submitted Documents” section. Outlined steps are on pages 46-49.

Creating a CJA 21 Voucher (cont'd)

If you wish to submit a person as an **Expert**, follow steps 3 through 5 on page 44.

Step
6

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

Step
7

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

Step
8

Click Create Voucher.

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Existing Requests for Authorization

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

New Voucher Information

Service Type Weapons Firearms Explosive Expert ▾

Description ▴ ▾

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

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

Expert ▾

First Name	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN/EIN: *	Email *	
<input type="text"/>	<input type="text"/>	
Phone *	Fax	
<input type="text"/>	<input type="text"/>	
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	Country	
<input type="text"/>	<input type="text"/>	

Creating a CJA 21 Voucher (cont'd)

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

Note:

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

Step
1

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

Step
2

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

Step
3

Click **Add**.

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

Step
4

Click **Save**.

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

Date	Description	Hrs	Rate	Amt
No data				

Step
1

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

Step
2

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

Step
3

Click **Add**.

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

Step
4

Click **Save**.

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

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**.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.

Note:

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

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

Step 4 Click **Save**.

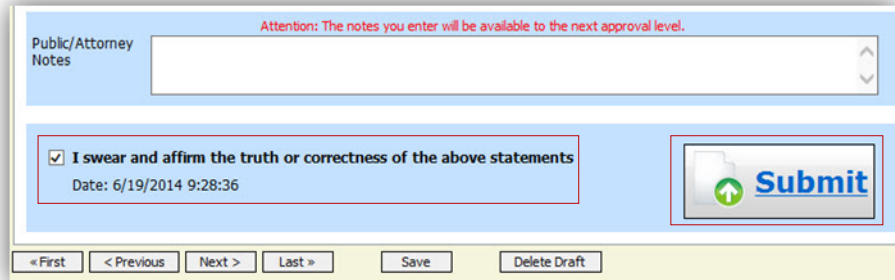
Creating a CJA 21 Voucher (cont'd)

A confirmation page will appear.

Step 1 Verify all information is correct.

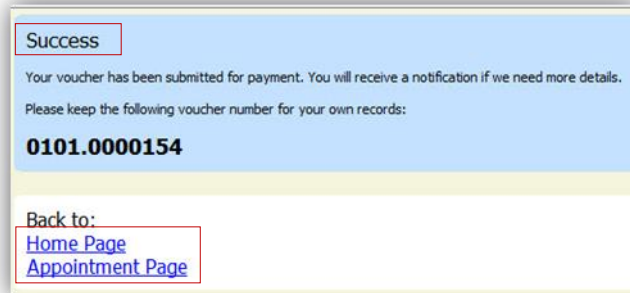
Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.



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

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



The case file will appear in the "My Active Documents" section.

Step 5 Select the file.



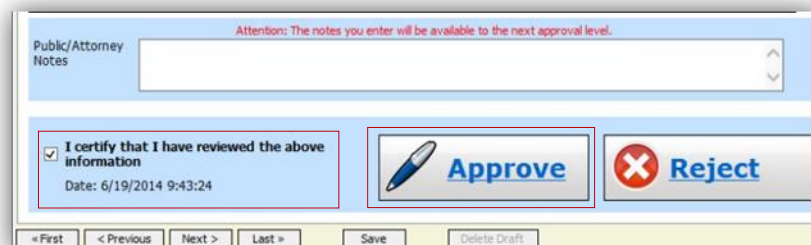
Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gna Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

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**.



Creating an Authorizations for Transcripts (AUTH 24)

Step
1

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

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

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

Note:

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

AUTH-24
Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #:
Request Date:1/1/1901
Decision Date:1/1/1901

Basic Info | Documents | Confirmation

1. CIR. DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14.CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <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			

Proceeding Transcript To Be Used: [Dropdown]

Proceeding To Be Transcribed: [Dropdown]

Apportioned Cost (%): [Text]

Apportioned Case and Defendant: [Text]

Special Transcript Handling: [Dropdown]

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

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

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

Step
2

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

Step
3

Click **Save**.

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

Step
1

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

Step
2

Browse to select a PDF file to attach.

Step
3

Click **Upload**.

Note:

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

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

Step
4

Click **Save**.

A confirmation page will appear.

Step
5

Verify all information is correct.

Step
6

Check the affirmation box.

Step
7

Click **Submit**.

A confirmation screen will appear indicating the action was successful and the Authorization Request 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.

previous
has been

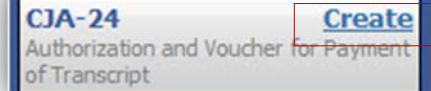
The Auth 24 will now appear in the “My Submitted Documents” section on the Attorney home page.

Creating a CJA 24 Voucher

After submission and approval of Auth-24, you can create the CJA 24 voucher for payment.

Step
1

From the Appointment page click **Create** from the CJA 24 voucher template.



The Basic Info page will open, showing approved authorizations.

Note:

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

Basic Info

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

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

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

New Voucher Information

Description:

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

Court Report/Transcriber Status:
 Official Contract Transcriber Other

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

Expert:

First Name: Middle Name: Last Name:

SSN/EIN: * Email: *

Phone: * Fax:

Address 1: * City: *

Address 2: State: * Zip: *

Address 3: Country:

Creating a CJA 24 Voucher (cont'd)

Step
2

Select the authorization you wish to use by clicking it, this will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step
3

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

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization

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

Note:

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

Step
4

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

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

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

Expert [Blank Drop-down]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *
Address 2 State * Zip *
Address 3 Country

Create Voucher

« First < Previous Next > Last » Delete Draft

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

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

Expert Transcripts, Teresa

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

Create Voucher

« First < Previous Next > Last » Delete Draft

Note:

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

Step
5

Click the **Create Voucher**.

Attorney Creates a CJA 24 Voucher for the Court Reporter

Note:

If Expert has been selected under the Voucher Assignment, the Expert will fill out the required expense information and submit the form. You will then approve it and submit to the Court. If you are using a Contract Court Reporter you will select Attorney and complete the CJA 24. You must include their invoice and upload the invoice with the voucher.

Step
1

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

Step
2

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

Note:

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

Step
3

Click **Add**.

The screenshot shows the 'Services' tab in a web application. The form includes fields for Date (7/1/2014), Service Type, No. of Pages, Rate Per Page, and Description. Below the form is a table with the following data:

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

The 'Add' button is highlighted with a red box.

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

Step
4

Click **Save**.

Step
1

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

Step
2

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

Step
3

Click **Add**.

The screenshot shows the 'Expenses' tab in a web application. The form includes fields for Date (7/1/2014), Expense Type, Miles, Amount, and Description. Below the form is a table with the following data:

Expense Type	Date	Description	Mile	Rate	Amt

The 'Add' button is highlighted with a red box.

The item will appear below in the Expense section.

Step
4

Click **Save**.

Attorney Creates a CJA 24 Voucher for Court Reporter (cont'd)

Step
1

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

Step
2

Browse to select a PDF file to attach.

Note:

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

Step
3

Click **Upload**.

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

Step
4

Click **Save**.

A confirmation page will appear.

Step
1

Verify all information is correct.

Step
2

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

Step
3

Click **Submit**.

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

Step
4

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

Court Reporter Creates a CJA 24 Voucher

The court reporter will perform the first level of submission and approval. You will receive an email that the CJA 24 has submitted to you for review.

Once the court reporter has submitted the voucher, it will appear in your “My Active Documents” folder with the status of “Submitted to Attorney”. You will need to perform the second level of approval and submission.

Step
1

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
2

Verify all information is correct.

Step
3

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

Step
4

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

Approve **Reject**

« First < Previous Next > Last » Save Delete Draft

CJA DEPARTMENT

Tonya Galloway-McKenzie 412-208-7532

Tonya_Galloway@pawd.uscourts.gov

Dennis Radinsky 412-208-7535

Dennis_Radinsky@pawd.uscourts.gov

CJA Help Information

Email: PAWDeVoucher_Support@pawd.uscourts.gov

CJA eVoucher Website:

https://evadweb.ev.uscourts.gov/CJA_paw_prod/CJAeVoucher/