



UNITED STATES DISTRICT COURT

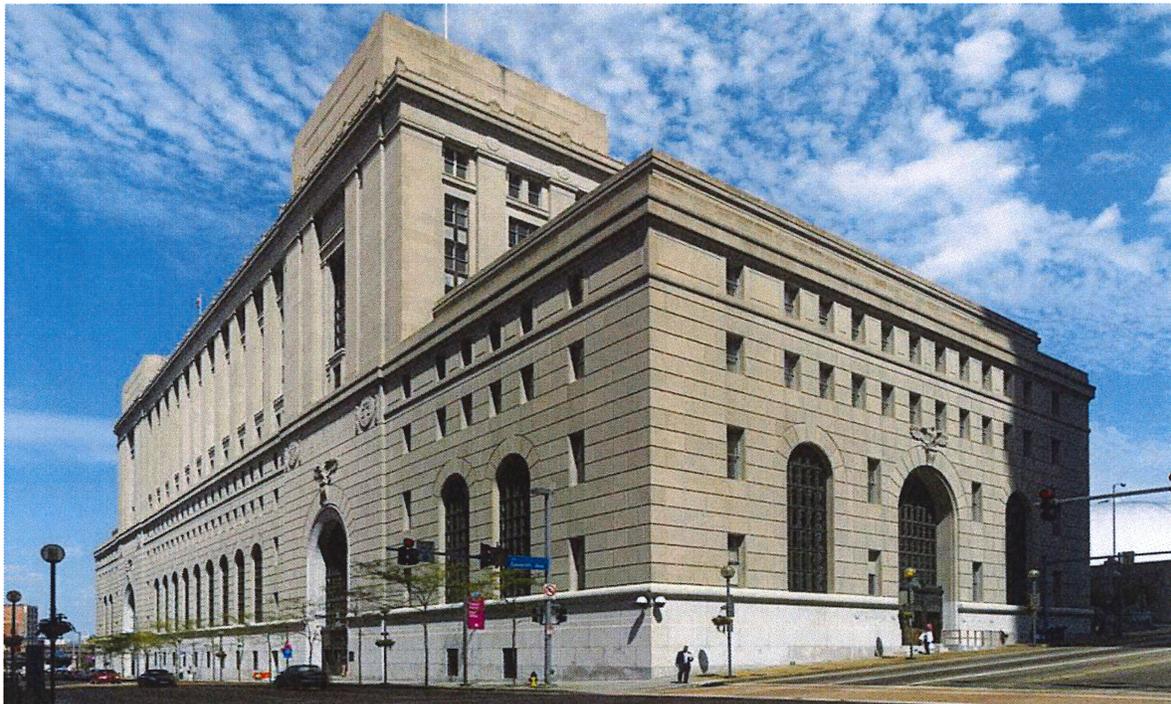
Western District of Pennsylvania

Mark R. Hornak, Chief Judge – Joshua C. Lewis, Clerk of Court

# CJA eVoucher

## Attorney User Manual

**Release 6.2**  
**January 2020**



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## **CJA DEPARTMENT**

If you should need assistance with eVoucher.

**CJA Administrator:**

**Tonya Galloway-McKenzie**

**(412) 208-7532**

**Tonya\_Galloway@pawd.uscourts.gov**

**CJA HELP Information:**

**Email: PAWDeVoucher\_Support@pawd.uscourts.gov**

**CJA eVoucher Website:**

**[https://evadweb.ev.uscourts.gov/CJA\\_paw\\_prodCJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_paw_prodCJAeVoucher/)**

## 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 allows for:

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

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

## Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.
- **We do not use the holding periods.** This feature only works for random assignment of appointments our court does manual appointments.

## Voucher and Authorization Request Submission

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

## Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

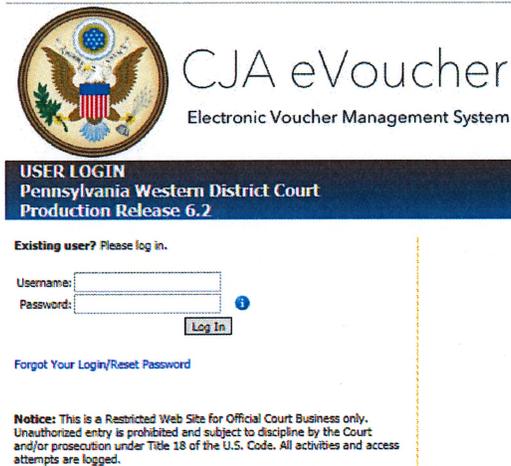
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## Court Appointment

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

## Accessing the CJA eVoucher Program

Log on using the username and password you were provided, and click **Log In**. It is suggested that you bookmark it for easier access.



**USER LOGIN**  
Pennsylvania Western District Court  
Production Release 6.2

Existing user? Please log in.

Username:

Password:

[Log In](#)

[Forgot Your Login/Reset Password](#)

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your username or password, click the **Forgot your Login/Reset Password** hyperlink. Enter your username or email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

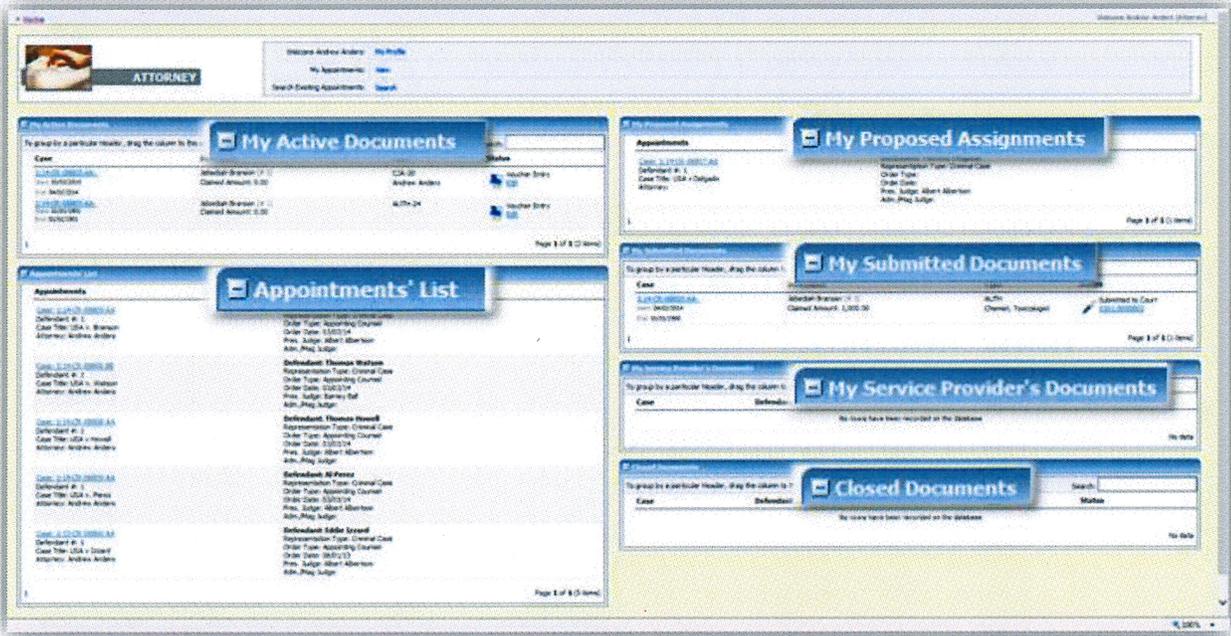
**Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.

Username:  and/or  
Email:

## Home Page

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

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



Folder Name	Contents
<b>My Active Documents</b>	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>[Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it. <b>PAWD MANUALLY APPOINT ATTORNEYS. This box will always display "No Data"</b>
<b>My Submitted Documents</b>	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
<b>My Service Provider's Documents</b>	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>•Vouchers in progress by the experts.</li> <li>•Vouchers submitted to the attorney for approval and submission to the court.</li> <li>•Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

## Navigating in the CJA eVoucher Program

The screenshot shows the top navigation area of the CJA eVoucher program. A breadcrumb trail at the top left reads 'Home > Home'. A menu bar below it contains 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'logout'. On the right, a user greeting says 'Welcome Andrew Anders (Attorney)'. Below the menu bar, there is a profile box for 'ATTORNEY' Andrew Anders, with links for 'My Profile' and 'View' under 'My Appointments'.

Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you may run on your appointments.
<b>Links</b>	Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Logout</b>	Click to log off the eVoucher program.

## Customizing the Home Page

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

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

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### Moving Folders

#### Step 1

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

A crosshair icon  appears.

#### Step 2

Click and drag the folder to the new location.

### Sorting

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

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### Resizing of Column

#### Step 1

Along the folder headings (e.g., Case, Description, 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.

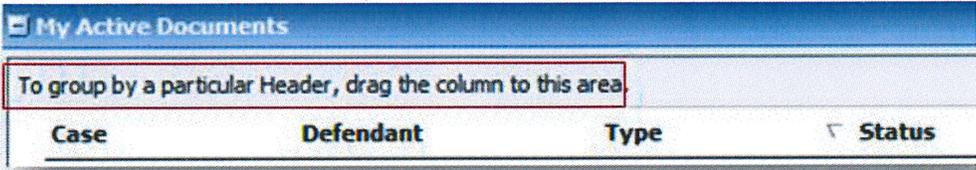
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

## Customizing the Home Page (cont'd)

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

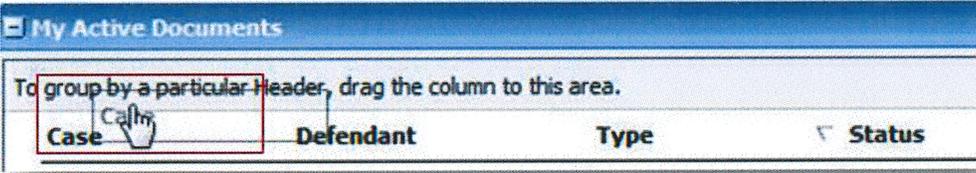
### Step 1

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



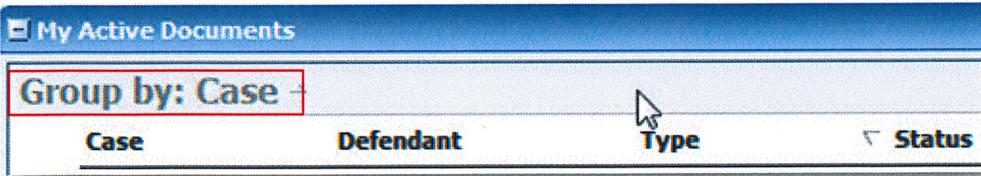
### Step 2

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



### Step 3

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

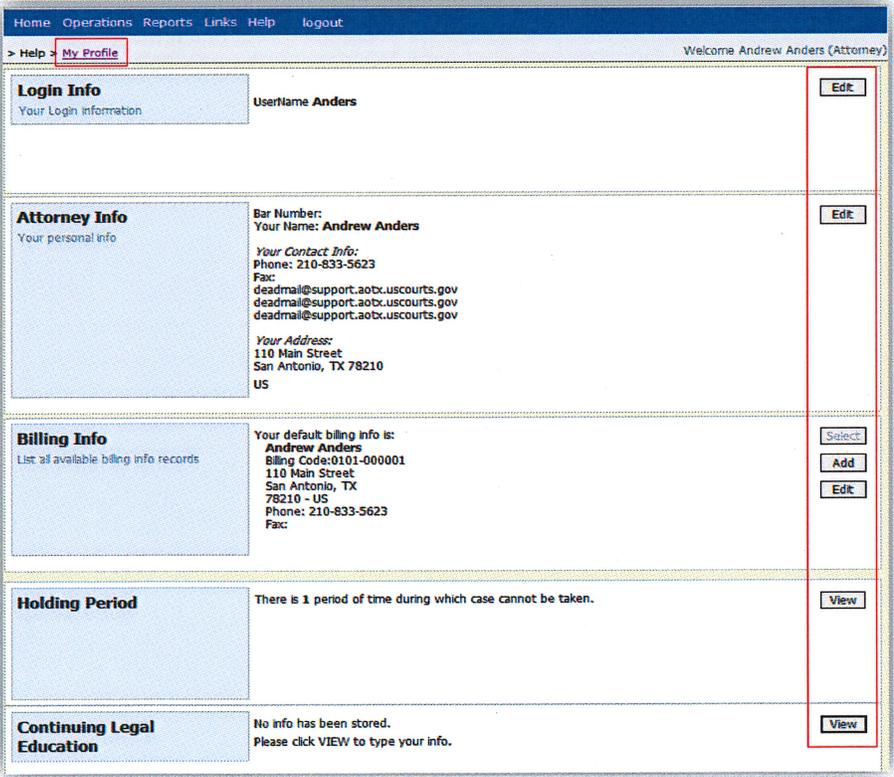
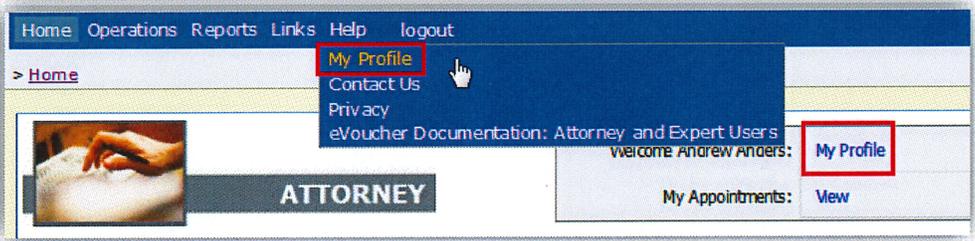


# My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (Attorney Info section).
- **You Cannot** Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (Billing Info section). Copies of a W-9 must be provided to the court, and any changes to the SSN or EIN after the first logon must be made through the court.
- Add a time period in which you will be out of the office (Holding Period section). (**DO NOT USE Holding Period**)
- Document any CLE attendance.

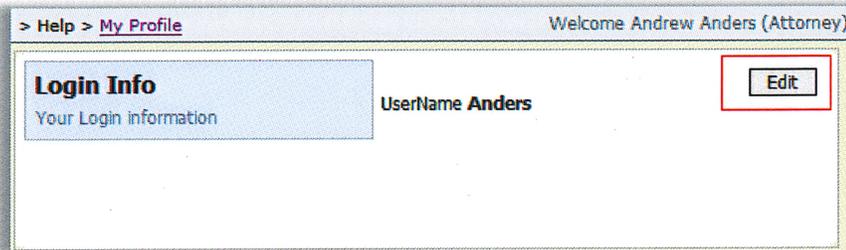
Click the **My Profile** hyperlink from either the Home page or the **Help** menu bar to access the My Profile page.



## Changing My Profile Username and Password

### Step 1

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

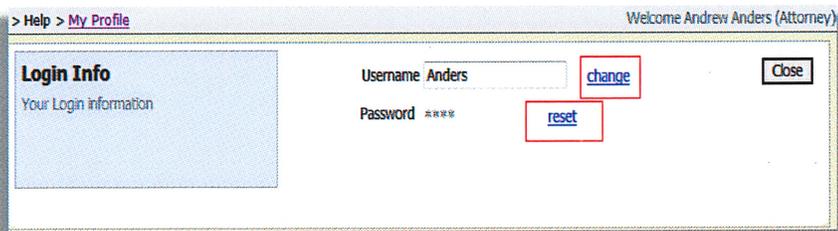


### Step 2

To change your username, type the new username and click the **change** hyperlink. The "The Username has been changed" message appears.

### Step 3

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

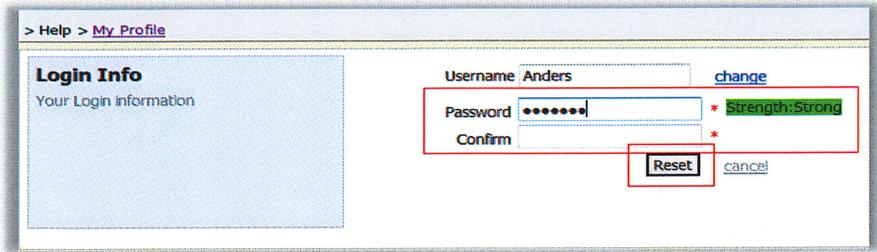


### Step 4

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

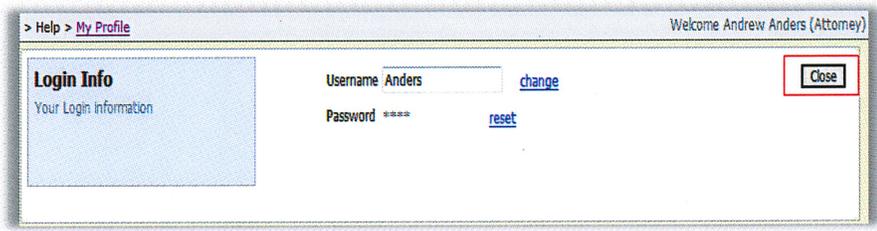
Step 5

Click **Reset** to save.



Step 6

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



## Attorney Info

You **MUST** submit a new **W-9 Form** when you change your address or firm. Submit the W-9 form to the CJA Administrator (Tonya Galloway-McKenzie by email, fax or mail).

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

<b>Attorney Info</b> Your personal info	Bar Number: <b>12345</b> Your Name: <b>Andrew Anders</b>	<input type="button" value="Edit"/>
	<b>Your Contact Info:</b> 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	
	<b>Your Address:</b> 110 Main Street San Antonio, TX 78210 USA	

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

<b>Attorney Info</b> Your personal info	<p><b>* Required Fields</b></p> Bar Number <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<b>SSN Instructions:</b> If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.  If you are an associate only, do not enter your Social Security Number in the SSN field.	<b>Tax Identification Number: * (If on Panel)</b> SSN: <input type="text"/> Confirm: <input type="text"/>	
<b>Payee Certification:</b> This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).	First Name *    Middle    Last Name * <input type="text" value="Andrew"/> <input type="text"/> <input type="text" value="Anders"/>	
	Main Email * <input type="text" value="deadmail@support.aobx.uscourts.gov"/>	
	2nd Email <input type="text" value="deadmail@support.aobx.uscourts.gov"/>	
	3rd Email <input type="text" value="deadmail@support.aobx.uscourts.gov"/>	
	Phone *    Cell Phone    Fax <input type="text" value="210-833-5623"/> <input type="text"/> <input type="text"/>	
	Address 1 *    City * <input type="text" value="110 Main Street"/> <input type="text" value="San Antonio"/>	
	Address 2    State * (US only)    Zip * (US only) <input type="text"/> <input type="text" value="TEXAS"/> <input type="text" value="78210"/>	
	Address 3    Country * <input type="text"/> <input type="text" value="UNITED STATES"/>	

### Notes:

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

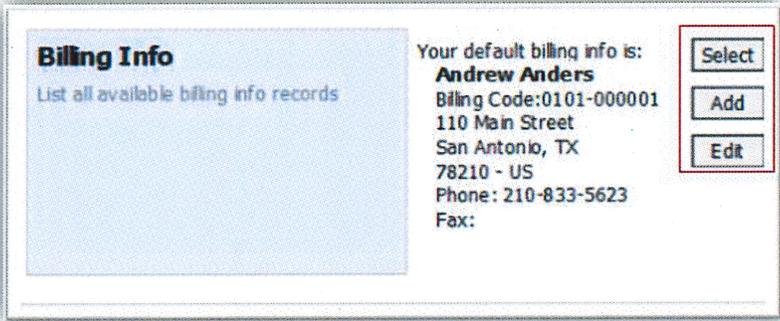
# Billing Info – ATTORNEYS ARE NO LONGER ABLE TO CHANGE THEIR BILLING INFORMATION YOU MUST CONTACT THE CJA ADMINISTRATOR

## Step 1

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

## Step 2

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

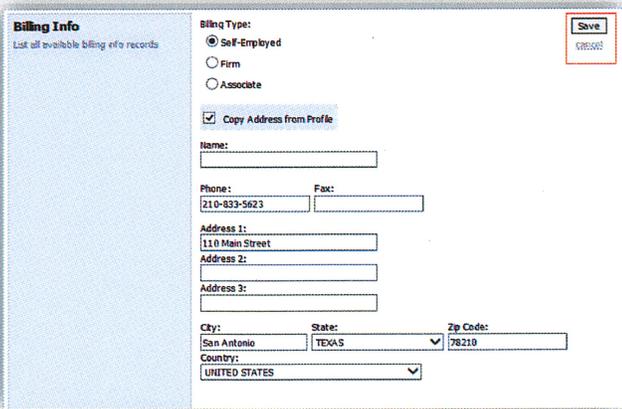


### Notes:

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

## Step 3

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



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:  Verify

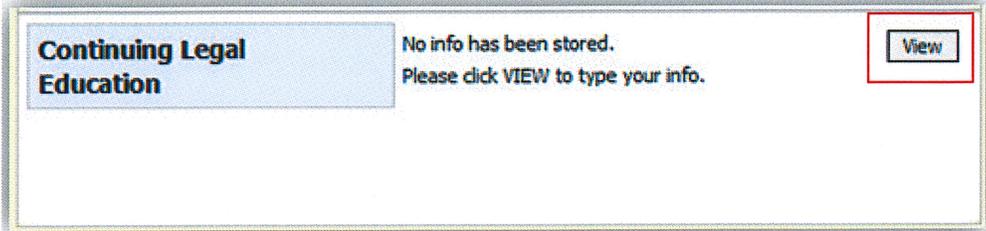
Notes:

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

# Continuing Legal Education

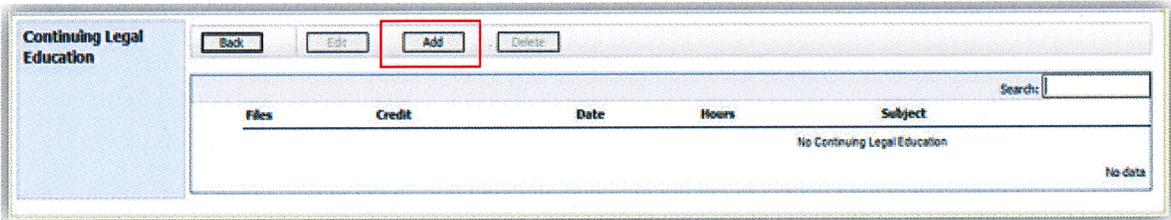
## Step 1

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



## Step 2

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

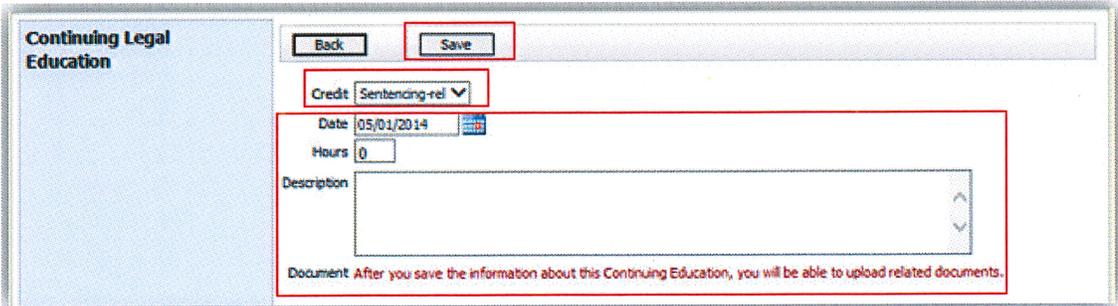


## Step 3

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

## Step 4

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



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

## Continuing Legal Education (cont'd)

### Step 6

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

Back Save

Credit Sentencing-re

Date 05/15/2014

Hours 0

Description

Document Browse...

**Note:** All entries appear in the grid and can be accessed, edited, or deleted by selecting the entry and clicking a button.

Continuing Legal Education

Back Edit Add Delete

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

1 Page 1 of 1 (1 items)

# Appointments' List

On your home page, locate the Appointments column in the Appointments' List section.

Step 1

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

**Appointments' List**

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

**Appointment Info**

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

[View Representation](#)

[Create New Voucher](#)

[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](#)

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA</a> Start: 04/02/2014 End: 01/01/2014	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000001
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000001
<a href="#">1:14-CR-08805-AA</a> Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hsp. Fibre Expert	Voucher Entry 0101.0000149
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry 0101.0000149
<a href="#">1:14-CR-08805-AA</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry 0101.0000149
<a href="#">1:14-CR-08805-AA</a> 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

Clicking the **View Representation** hyperlink displays the following information:

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

### Step 2

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



### Step 3

On the menu bar at the top of the page, click **Home**.

Home Operations Reports Links Help logout

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

**Reports**  
[Representation Report](#)

### Representation Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER	4. DIST. DKT./DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF NUMBER	6. OTHER DKT./DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE
<b>App.ID</b>	<b>Attorney</b>	<b>Order Type</b>	<b>Order</b>
2	Andrew Anders	Appointing Counsel	03/03/14
			<b>Email</b> deadmail@support.aobx.uscourts.gov

## CJA-20 Voucher Process Overview

Attorney enters time/expenses and submits the voucher.

Court CJA unit audits the voucher.

Court approves or rejects the voucher.

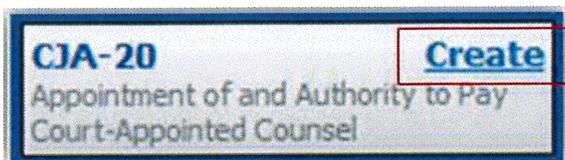
Court processes the voucher for payment.

## Creating the CJA-20 Voucher

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

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

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



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

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER			
0101	Jebediah Branson				
3. MAC. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER		
	1:14-CR-08805-1-AA				
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE		
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case		
11. OFFENSE(S) CHARGED					
15:1825 F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER			
Andrew Anders - Bar Number: 12345		<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel			
110 Main Street San Antonio TX 78210 Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order                      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

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

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

## Entering Services

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

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

### Step 1

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

The screenshot shows the 'Services' tab in the CJA-20 Attorney Enters application. The sidebar on the left contains the user name 'CJA-20 Attorney Enters', a link to 'CM/ECF', voucher information (Start Date: 6/11/2014, End Date: 6/11/2014), and budget reports for Services (\$0.00) and Expenses (\$0.00). The main form area has the following fields:

- Date:** 6/11/2014 (with a calendar icon)
- Description:** (empty text box)
- Service Type:** (dropdown menu)
- Doc.# (ECF):** (text input)
- Pages:** (text input)
- Hours:** (text input) at \$126.00 per hour.

Below the form is a table with the following columns: Service Type, Date, Description, Hrs, Rate, Amt. The table is currently empty and displays 'No data' at the bottom right. Navigation buttons at the bottom include '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

### Step 2

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

This close-up screenshot shows the 'Date' field in the 'Services' form. The date '6/11/2014' is entered in the text box, and a calendar icon is visible to its right. A pop-up calendar for June 2014 is displayed, showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date '11' (June 11th) is highlighted in yellow, indicating it is the selected date.

## Services (cont'd)

### Step 3

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

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

**Note:** You can add dates in any order, or sort in chronological order at any time.

### Step 4

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

The screenshot shows the 'Services' form with the 'Hours' field set to 0.5 and the 'Description' field containing 'First appearance and arraignment of Defendant.' The 'Add' button is highlighted. The 'Date' field is 6/11/2014 and the 'Service Type' is 'a. Arraignment and/or Plea'.

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

**Note:** You may add time in any order. Click an entry to edit.

### Step 5

The Date header sorts by date. Be sure to click **Save**.

The screenshot shows the 'Services' form with the 'Date' header sorted by date. The 'Save' button is highlighted. The 'Hours' field is 0.5 and the 'Description' is 'First appearance and arraignment of Defendant.' The 'Date' field is 6/11/2014.

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

# Entering Expenses

## Step 1

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

**Expenses**

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

\* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

## Step 2

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

**Expenses**

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

\* Required Fields

To group by a p

Expense Type

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

<< First < Previous Next > Last >>

**Note:** Travel expenses for parking, tolls, meals only if you stayed out of state at a hotel should be included in Travel Misc

# Entering Expenses (cont'd)

## Step 3

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

**Expenses**

Date: 6/12/2014

Expense Type: Travel Miles

Miles: 20 at \$0.5600 per mile.

Description: Travel to and from Court

Amount: [ ]

Buttons: 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

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

## Step 4

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

**Expenses**

Date: 6/12/2014

Expense Type: [ ]

Miles: [ ] at \$0.5600 per mile.

Description: [ ]

Amount: [ ]

Buttons: 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

Page 1 of 1 (1 items)

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

## Entering Expenses (cont'd)

### Step 5

Click in the Date column header. This sorts expenses according to date. Click **Save**.

### Expenses

Date:   Description:

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)

**Notes:** The Court has a copy rate flat charge. Review the Policy and Procedure manual for current rate.

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

## Claim Status

### Step 1

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

### 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 in the Date header to sort by the earliest date of services.

The screenshot shows the 'Claim Status' form with the following elements:

- Start Date:** 6/11/2014
- End Date:** 6/12/2014
- Payment Claims:**
  - Final Payment
  - Interim Payment  (payment #) \*
  - Supplemental Payment
  - Withholding Return Payment
- Reminder:** Please select the appropriate claim status.
- Survey Questions:**
  - Have you previously applied to the court for compensation and/or reimbursement for this case?
    - Yes  No
  - If Yes, were you paid?
    - Yes  No
  - Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?
    - Yes  No
- Required Fields:** (indicated by a red asterisk)
- Buttons:** < First, < Previous, Next >, Last >, Save, Delete Draft, Audit Assist

### Step 3

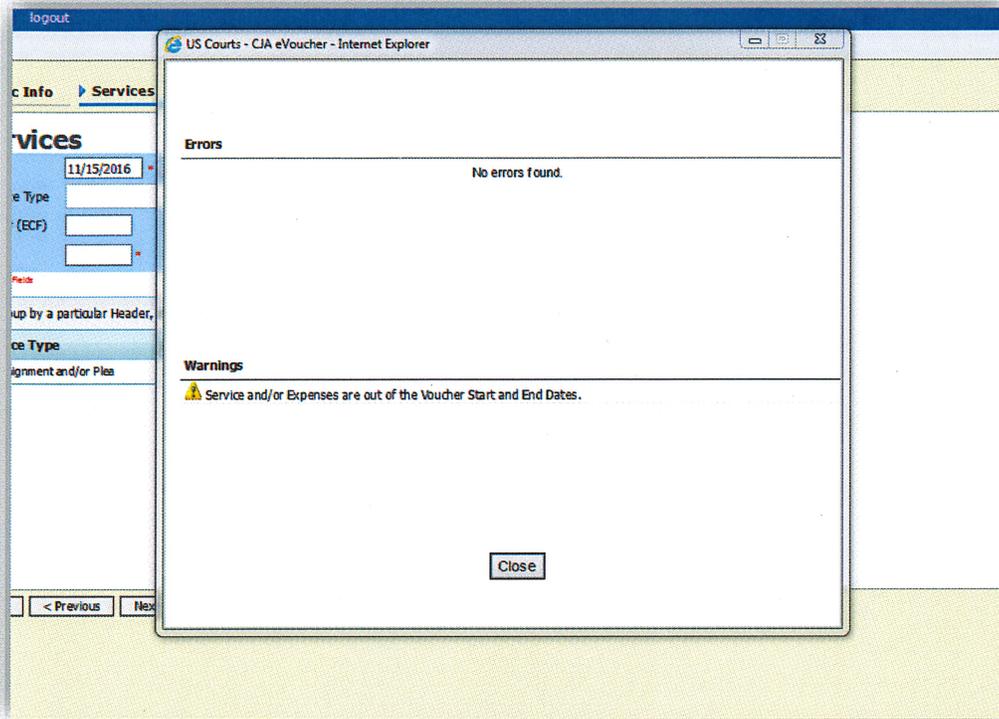
The Payment Claims section features the following payment claims type radio buttons:

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

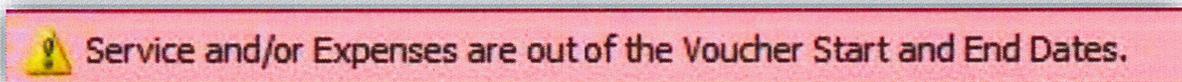
### Step 4

Answer all the questions regarding previous payments in this case. Click **Save**.

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



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



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

## Documents

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

### Step 1

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

### Step 2

Add a description of the attachment.

### Step 3

Click **Upload**.

The attachment and description is added to the voucher and appears at the bottom of the Description column.

Description	Delete	View
Copies of receipts	Delete	View

# Signing and Submitting to Court

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

## Step 1

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

The Confirmation page appears, reflecting all entries from the previous screens.

### Confirmation

1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jedediah 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. IN CASE MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
11. OFFENSE(S) CHARGED 15.1525 F INSPECTION VIOLATION PENAL TIES		10. REPRESENTATION TYPE Criminal Case			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-3623			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 Any Town 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    Nunc Pro Tunc Date 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea    0.5    \$63.00					
b. Bail and Detention Hearing    0    \$0.00					
c. Motion    0    \$0.00					
d. Trial    0    \$0.00					
e. Sentencing Hearings    0    \$0.00					
f. Revocation Hearings    0    \$0.00					
g. Appeals Court    0    \$0.00					
h. Other    0    \$0.00					
<b>Totals</b> 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					
<b>Totals</b> 0    \$0.00					
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>			

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			DATE	29a. JUDGE CODE	
28. IN COURT COMP. \$0.00	29. OUT OF COURT COMP. \$0.00	30. TRAVEL EXPENSES \$0.00	31. OTHER EXPENSES \$0.00	32. TOTAL AMT. APPR. CERT. \$0.00	
33. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in course 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

Select the check 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

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 appears, 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](#)

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

## Signing and Submitting to Court (cont'd)

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

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

Page 1 of 1 (3 items)

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

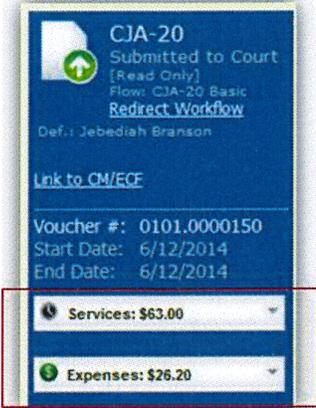
Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

The system generates an email message explaining the corrections that must be made.

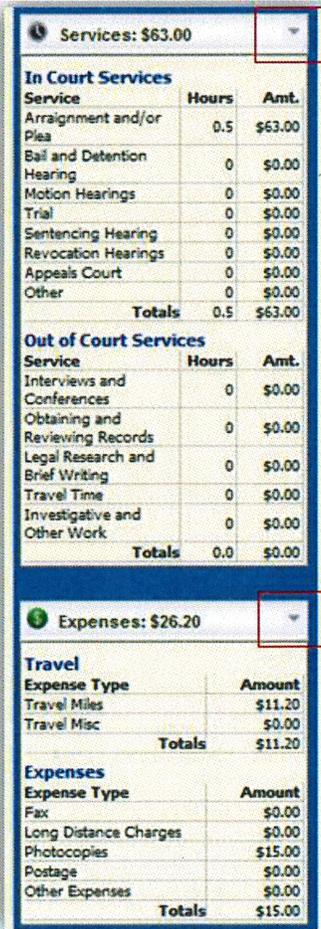
# CJA-20 Quick Review Panel

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

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



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



## Reports and Case Management

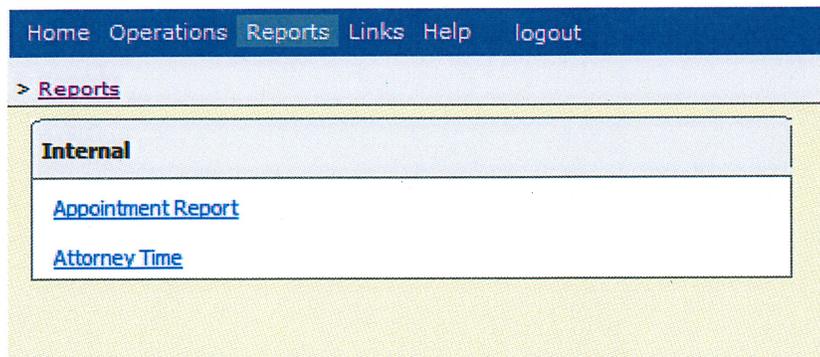
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



You can find other accessible reports by clicking Reports on the menu bar.



## Defendant Detailed Budget Report

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

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

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$3,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
09/23/2015 to 09/23/2015	D101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending: \$0.00				Total Approved: \$6,350.00				\$3,550.00	\$3,550.00

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

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

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

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

## Defendant Summary Budget Report

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

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

**Counsel Budget** Defendant: **Jebediah Branson**

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$3,500.00

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

**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 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)	<b>In Court Services</b>
Hours	<b>a. In Court Hearings</b>
	<b>Out of Court Services</b>
	<b>b. Interviews and Conferences</b>
	<b>c. Witness Interviews</b>
	<b>d. Consulting with Investigators and Experts</b>
	<b>e. Obtaining and Reviewing Records</b>
	<b>f. Obtaining and Reviewing Evidence</b>
	<b>g. Consulting with Expert Counsel</b>
	<b>h. Legal Research and Writing</b>
	<b>i. Travel Time</b>
	<b>j. Other</b>

### 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

<b>Payment Claims</b> <input type="radio"/> Final Payment <input type="radio"/> Interim Payment (pmt.number) <input type="radio"/> Supplemental Payment	<b>Stage of Proceeding</b> Capital Prosecution <b>Capital Prosecution</b> a. Pre-Trial b. Trial c. Sentencing d. Other Post Trial e. Appeal f. Petition for the US Supreme Writ of Certiorari <b>Habeas Corpus</b> g. Habeas Petition h. Evidentiary Hearing i. Dispositive Motions j. Appeal k. Petition for the US Supreme Writ of Certiorari <b>Other Proceeding</b> 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 else, received any payment (compensation or anything of value) from any other source for this representation?

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

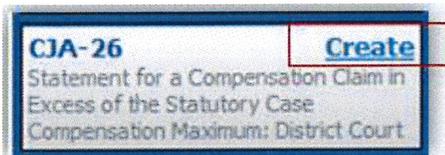
## Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits. In your justification your **MUST** deem the case **EXTENDED** or **COMPLEX**. Attach supporting orders or memorandum to support your excess claim.

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

### Step 1

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



This opens the Basic Info page.

**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. CER. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CP-00905-1-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: 8/3/2014 Next Pre Term Date Reappointment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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 page. Run the Detailed Budget Report the negative amount in red is the amount you should enter in Amount Requested. Click **Save**.

## Creating a CJA-26 Voucher (cont'd)

### Step 1

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

### Step 2

On the Justification page, enter information in the text fields, and then click **Save**.

**Basic Info** > **Justification** > Documents > Confirmation

### Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support the 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.*

## Creating a CJA-26 Voucher (cont'd)

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

### Step 1

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

### Step 2

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

### Step 3

Click **Upload**. The document appears at the bottom of the Supporting Documents section. Click **Save**. A confirmation page appears.

The screenshot shows the 'Supporting Documents' section of the CJA eVoucher system. The breadcrumb navigation at the top indicates the current step: Basic Info > Justification > Documents > Confirmation. The section title is 'Supporting Documents'. Below the title, there is a sub-header 'File Upload (Only Pdf files of 10MB size or less!)'. The form contains a 'File' input field with a 'Browse...' button, a 'Description' input field, and an 'Upload' button. Below the form, there is a table with the following structure:

Description	Delete	View
No Attachments		

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

### Step 4

Verify all information is correct.

**Step 5**

Select the affirmation check box.

**Step 6**

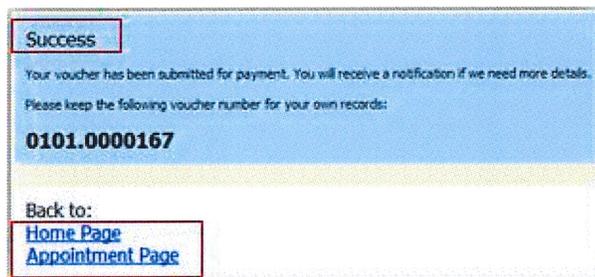
Click **Submit**.

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

**Step 7**

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

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



Note: When requesting in advance for an excess amount over the statutory limit you must attach your CJA 20 that you are working on up to date to allow the district and circuit judge to help review you CJA 26.

# Submitting an Authorization Request for Expert Services

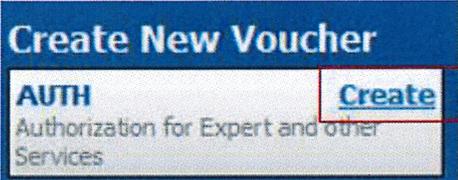
**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work. Click on the Links Tab in eVoucher for the instructions on how to hire an Expert/Service Provider under Authorization to hire an Expert/Service Provider.

## Step 1

Open appointment record.

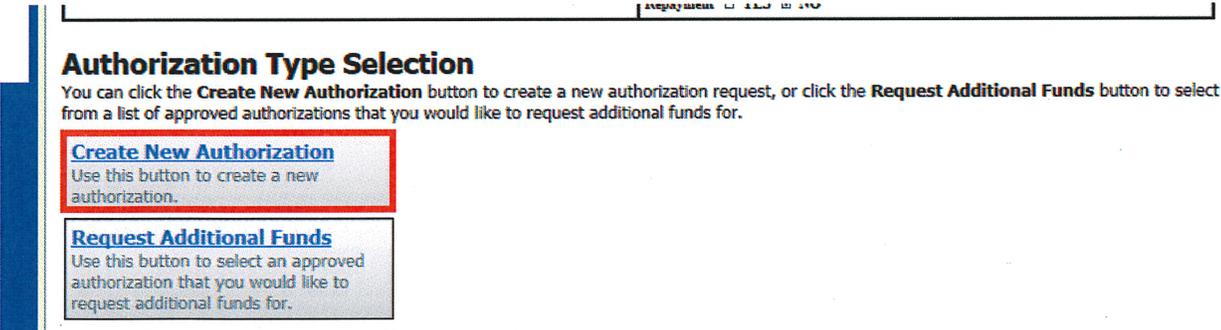
## Step 2

Click the **Create** hyperlink next to AUTH.



## Step 3

Click the **Create New Authorization** hyperlink.



Step 4

The Basic Info page appears.

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

Step 5

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

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

Click Save.

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ 8000.00 *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	100 hours at \$80/hour
Description	<input type="text"/>
Service Type	Investigator ▼ *
Requested Provider	John Doe

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

Step 6

Click the **Supporting Document** tab or click **Next** on the progress bar.

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

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

### Step 1

To add the attachment, click **Browse** to locate your file. In the **Description** field, add a description of the attachment. Click **Upload**, click **Save**, and then click **Next**.

### Step 2

The attachment description uploads and appears at the bottom of the Description column.

Description	Delete	View
Proposed order	<a href="#">Delete</a>	<a href="#">View</a>
Affidavit in Support of Expert Service Request	<a href="#">Delete</a>	<a href="#">View</a>
Expert's Curriculum Vitae	<a href="#">Delete</a>	<a href="#">View</a>

### Step 3

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

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



Step 4

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

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

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

The authorization request now appears in the My Submitted Documents section of the Attorney home page.

**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](#)

## Linking an Authorization to a CJA-21 Voucher

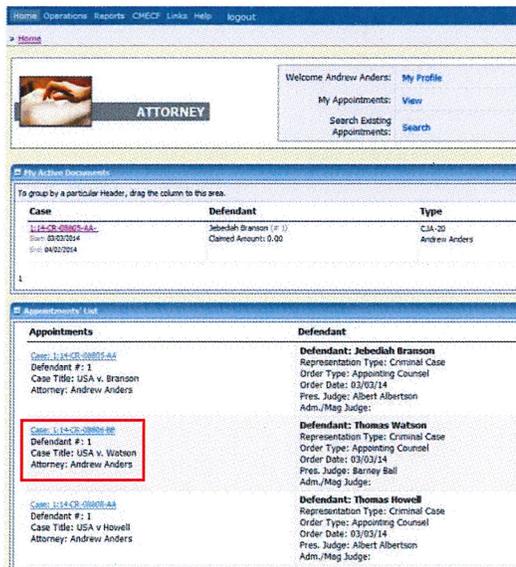
After your authorization has been approved by the judge, it appears in your **Closed Vouchers** panel. If desired, click the voucher number link to view the voucher.

**Step 1**

### Select Your Appointment

To create the CJA-21 Voucher and link it to the authorization, click the defendant case number link in the Appointments' List section.

Figure 1: Home Page – Appointments' List

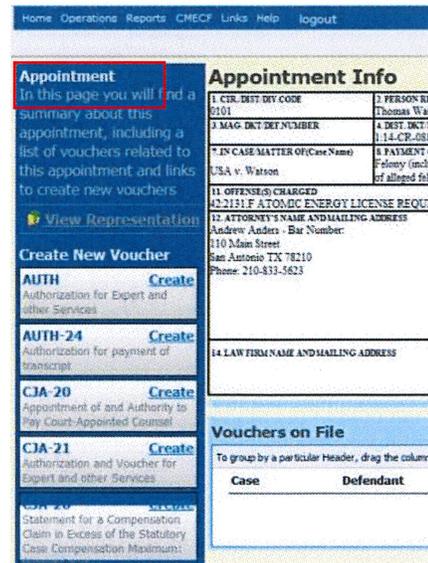


**Step 2**

### Create CJA-21

In the blue Appointment section, click the CJA-21 Create link.

Figure 2: Appointment Info



**Step 3**

**Authorization Selection**

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

Figure 3: Authorization Selection

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

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

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

**Notes:**

- The system searches and displays any existing requests for authorization.

**Step 4**

**Select Authorization**

The application automatically pulls up existing requests for authorizations. You must select the appropriate authorization listed before you can fill in the new voucher information; it turns cream colored when selected.

Figure 4: Authorization Selection

**Authorization Selection**

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

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

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

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

**New Voucher Information**

**Service Type** Interpreter/Translator

**Description**

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

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

**Expert**

Step  
5

### Fill In the New Voucher Information

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

Figure 4: New Voucher Information

Existing Requests for Authorization	
<b>ID Number: 38</b> Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Chemist, Toxicologist Estimated Amount: \$1,200.00 Requested Provider:
<b>ID Number: 71</b> Order Date: 03/03/2014 Authorized Amount: \$1,200.00	Service Type: Interpreter Translator Estimated Amount: \$1,200.00 Requested Provider:

**New Voucher Information**

Service Type: Interpreter Translator

Description:

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

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

Expert:

First Name:  Middle Name:  Last Name:

Email:

If the authorization has an increase in the amount, you can see this by comparing the original authorized amount to the grand total amount, which includes the increase.

on button to select from a list of approved authorizations, or click the **No Authorization Required** button.

Please Select the Associated Authorization	
<b>ID Number: 224</b> Order Date: 03/03/2014 Authorized Amount: \$500.00 Grand Total Amount: \$800.00	Service Type: Chemist/Toxicologist Estimated Amount: \$500.00 Notes:

**New Voucher Information**

#### Notes:

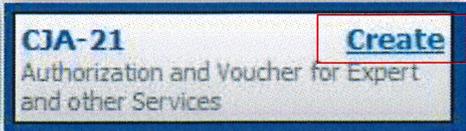
- If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio button becomes active, and you can choose if you or the expert will enter the service fees on the voucher.
- All CJA-21 Vouchers, whether created and submitted by you or by the expert, will then move back to your Home page in the **My Service Providers' Voucher** folder. You must virtually sign the completed CJA-21 again to submit it to the court for processing.

# Creating a CJA-21 Voucher

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

## Step 1

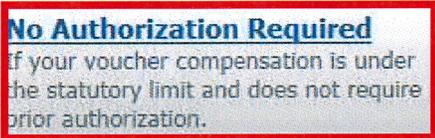
From the Appointment page, click **Create** from the CJA-21 Voucher template. The voucher opens the Basic Info page.



## Step 2

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

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



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



**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT/DEF NUMBER	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**

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

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

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

## Creating a CJA-21 Voucher (cont'd)

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

### Step 3

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

### Step 4

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

### Step 5

In the **Description** field, enter a description of the service to be provided.

### Step 6

From the **Expert** drop-down list, select the expert.

If the expert you select is not authorized to use eVoucher, the Voucher Assignment radio buttons remain unavailable, indicating the attorney will be responsible for filling the voucher claim part.

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

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

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

Click **Create Voucher**.

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

### New Voucher Information

Service Type	Interpreter/Translator
Description	
Voucher Assignment	<input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>
Service Provider	You can search one of the service providers already in the system OR you can enter the required information for another provider
Expert	Campos, Charlene
Expert Info	<b>Charlene Campos</b> 110 Main Street San Antonio TX 78210 US Phone: 210-477-2344
<input type="button" value="Create Voucher"/>	

### Notes:

- Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined in the next section.
- If you don't enter all information, you cannot advance to the next screen.
- If the expert you selected is authorized to use eVoucher, you are done at this point and can click **Home** or **logout**.
- If the expert you selected is not authorized to use eVoucher, you must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to attorney. You must perform the second level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

## Creating a CJA-21 Voucher (cont'd)

### Step 1

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

### Step 2

Fill in all required information on the person you wish to submit for approval. Click **Create Voucher**.

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

### New Voucher Information

**Service Type**  \*

**Description**

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

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

**Expert**

**First Name**  **Middle Name**  **Last Name \***

**Email \***

**Phone \***  **Fax**

**Address 1 \***  **City \***

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

**Address 3**  **Country\***

### Notes:

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

## Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, proceed by following the steps mentioned previously for adding services, expenses, claim status, and documents on the CJA-20 voucher.

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

### Step 1

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

### Step 2

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

### Step 3

Click **Add**.

**Services**

Date: 4/22/2019 \*  
 Units: \*  
 Rate: \*  
 Description: \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
03/27/2019				

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

## Creating a CJA-21 Voucher (cont'd)

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

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

Click **Add**.

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

### Expenses

Date: 4/30/2019 \*  Description:

Expense Type:  \*

Miles:  \* at \$0.55 per mile.

Amount:

\* Required Fields

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

Expense Type	Date	Description	Miles	Rate	Amt
Travel Miles	04/30/2019	Travel	30	\$0.545	\$16.35



The item appears at the bottom of the Expense Type column. Click **Save**.

**Note:** At any point, click **Audit Assist** and the system searches for any warnings or errors.

## Creating a CJA-21 Voucher (cont'd)

### Step 1

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

### Step 2

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

### Step 3

In the Payment Claims section, click the appropriate radio button, and then click **Save**.

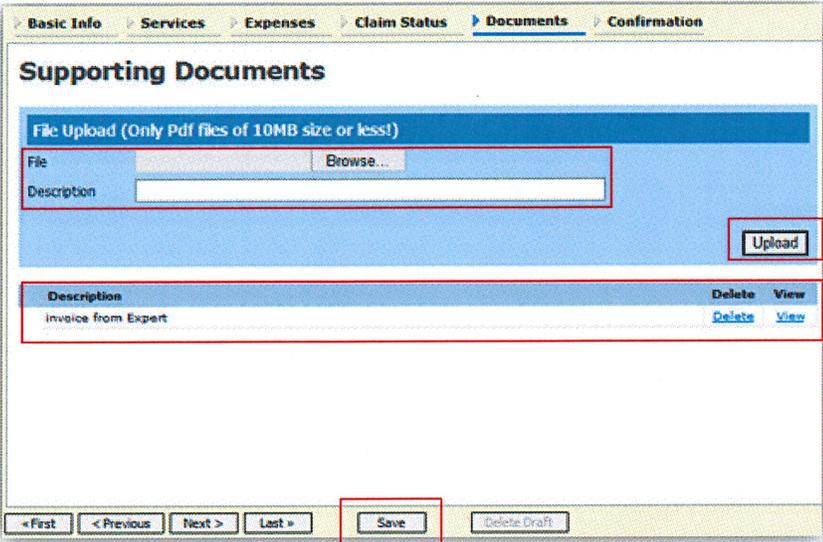
The screenshot displays the 'Claim Status' section of the CJA-21 Voucher form. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Claim Status' tab is active. Below the tabs, there are two date fields: 'Start Date' (6/12/2014) and 'End Date' (6/14/2014). Underneath, there is a 'Payment Claims' section with four radio button options: 'Final Payment' (selected), 'Interim Payment' (with a '(payment #)' field), 'Supplemental Payment', and 'Withholding Return Payment'. A red box highlights the 'Payment Claims' section. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assst'. The 'Save' button is highlighted in red. A red asterisk indicates required fields. A reminder message at the bottom reads: '\*\* Reminder: Please select the appropriate claim status.'

### Notes:

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

## Creating a CJA-21 Voucher (cont'd)

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to select a PDF file to attach. Click **Upload**. The document appears at the bottom of the Description column. Click **Save**.



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

## Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

Step 1

Verify all information is correct.

Step 2

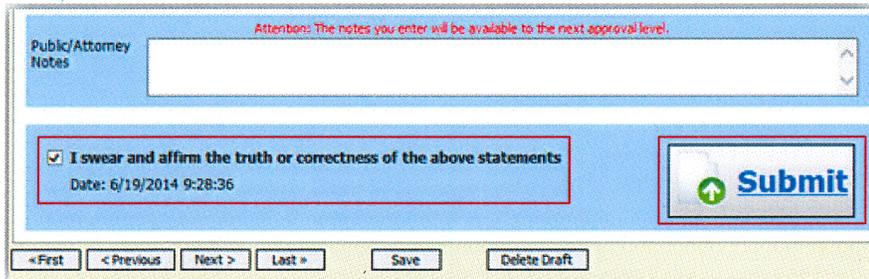
Select the affirmation check box. This automatically time stamps the voucher.

Step 3

Click **Submit**.

Step 4

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



A screenshot of a web form for submitting a CJA-21 Voucher. At the top, a red warning message reads: "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 a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 6/19/2014 9:28:36". To the right of this box is a "Submit" button with a green arrow icon. At the bottom of the form are several navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

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



A screenshot of a success confirmation screen. A "Success" message is displayed in a blue box. 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 hyperlinks: "Home Page" and "Appointment Page".

# Creating a CJA-21 Voucher (cont'd)

The case file appears in the My Active Documents section.

Step 5

Click the case hyperlink to select the file.

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

Navigate to the Confirmation tab.

Step 6

Verify all information is correct.

Step 7

Certify the information by selecting the certification check box. This automatically time stamps the voucher. 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**

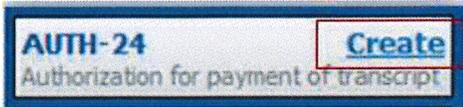
< First Previous Next > Last = Save Create Draft

## Creating an Authorization for Transcripts (AUTH-24)

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

### Step 1

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



The authorization opens to the Basic Info page. Click the **No Authorization Required** hyperlink. **NEVER CHECK THIS BOX**

### No Authorization Required

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

### Step 2

Enter the details for the transcript required on the Basic Info page. Why do you need this transcript? What do I want transcribed, date, and court reporter name? What percent is cost split? Who is cost split with government or co-defendants?

Click **Save**.

**AUTH-24 Attorney Enters**

Def: J. J. Branson

Link to OJETS

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

**Basic Info** Documents Confirmation

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehadiah Branson	3. APPEALS DIST. DIV. NUMBER	VOUCHER NUMBER
3. MAG. DIST. DIV. NUMBER	4. DIST. DIST. DIV. NUMBER 114-CR-03805-1-AA	6. OTHER DIST. DIV. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 13.1825 F. INSPECTION VIOLATION PENALTIES	12. ATTORNEY FIRM NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623		
14. LAW FIRM NAME AND MAILING ADDRESS		13. COURT ORDER <input type="checkbox"/> A. Accused <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"/> S. Standby Counsel Print Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/2014 Note: Pre-Tax Date Regime: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling: None

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

Order Date

Print Pro Tunc Date

< First < Previous Next > Last > Save Delete Draft

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

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

Attach the court order or hearing memo on the Documents tab for all cost split transcripts.

### Step 1

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

### Step 2

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

### Step 3

Click **Upload**.

The document appears at the bottom of the Description column.

Click **Save**, and a confirmation page appears.

The screenshot shows a web interface with three tabs: 'Basic Info', 'Documents', and 'Confirmation'. The 'Documents' tab is active. The main heading is 'Supporting Documents'. Below it is a sub-heading 'File Upload (Only Pdf files of 10MB size or less!)'. There is a form with a 'File' field containing a 'Browse...' button and a 'Description' text input field. To the right of the form is an 'Upload' button. Below the form is a table with the following structure:

Description	Delete	View
Documentation	Delete	View

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

## Step 4

Verify all information is correct. Select the affirmation check box, and then click **Submit**.

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

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

The AUTH-24 now appears in the My Submitted Documents section of the Attorney home page.

### Notes:

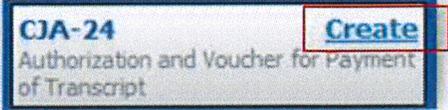
- CJA Panel Attorneys **DO NOT** have rights to create a CJA-24.
- Once the AUTH-24 has been approved by the Judge the CJA Administrator will create the CJA-24.
- The Court Reporter will enter their service time on the CJA-24 and submit it to the attorney for approval.
- The CJA-24 will appear in your “My Active Documents” folder with the status of “Submitted to Attorney”
- The Attorney will perform the second level of approval to submit the CJA-24 for payment on behalf of the Court Reporter.

# Creating a CJA-24 Voucher – For Informational Purpose Only

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

## Step 1

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



The Basic Info page appears, showing approved authorizations.

**Basic Info**

<b>Basic Info</b>			
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

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

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

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

## Step 2

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

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

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

Step 3

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

In the Voucher Assignment group, click the appropriate radio button indicating whether you or the transcriptionist will be entering information.

**New Voucher Information**

Description

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filing 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** [Dropdown Menu]

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

Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. Click **Create Voucher**.

**New Voucher Information**

Description

**Voucher Assignment**  Attorney  Expert  
*This indicates who will be responsible for filing 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: 210-553-9692

**Create Voucher**

< First < Previous Next > Last > Delete Draft

- To enter a new transcriptionist into the system, select the **Expert** drop-down list, and enter all required information.
- Selecting a transcriptionist already in the system automatically populates that expert's information.

## Creating a CJA-24 Voucher (cont'd)

**Note:** If you click the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves it and submits to the court. You may also click **Audit Assist** at any time to verify warnings or errors.

### Step 1

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

### Step 2

Complete the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description** fields, and then click **Add**. The items appear at the bottom of the Service Type column. Click **Save**.

The screenshot shows the 'Services' tab in a software interface. The form includes fields for Date (7/1/2014), Service Type, Include Page Numbers, No. of Pages, Rate Per Page, Lines Amount Appointed, and Lines Amount Adjusted. There are 'Add' and 'Delete Item' buttons. Below the form is a table with the following data:

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Appointed	Discount	Total
Original	07/01/2014	Transcribing		100	4.88			488.00

At the bottom of the interface, there are navigation buttons: 'Back', 'Previous', 'Next', 'Exit', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

**Note:** From the **Service Type** drop-down list, you can select **Original** or **Copy**. The rate should vary between two choices.

## Creating a CJA-24 Voucher (cont'd)

### Step 1

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

## Step 2

Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**.

The item appears below the Expenses section.

Click **Save**.

The screenshot shows the 'Expenses' section of the CJA eVoucher system. The form includes the following fields:

- Date:** 7/1/2014
- Expense Type:** (dropdown menu)
- Miles:** (text input)
- Amount:** (text input)
- Description:** (text input)

Below the form is a table with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty. At the bottom of the form, there are buttons for First, Previous, Next, Last, Save, and Delete Draft. The Save button is highlighted with a red box.

## Creating a CJA-24 Voucher (cont'd)

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

### Step 1

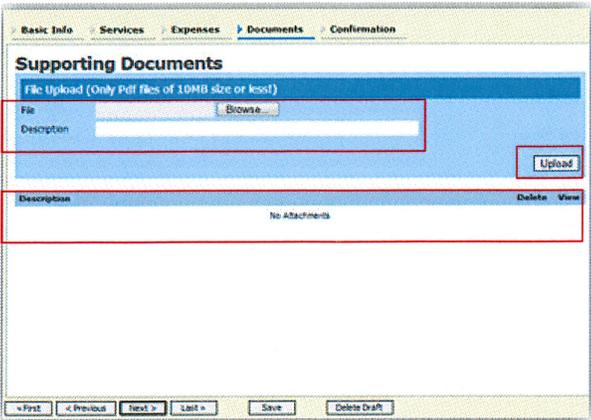
Click the **Documents** tab or click **Next** on the progress bar.

### Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

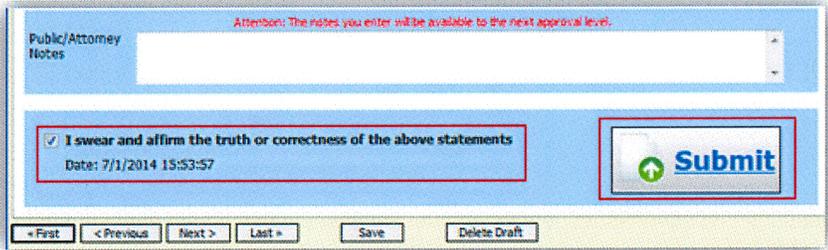
The document appears at the bottom of the Description column.

Click **Save**.



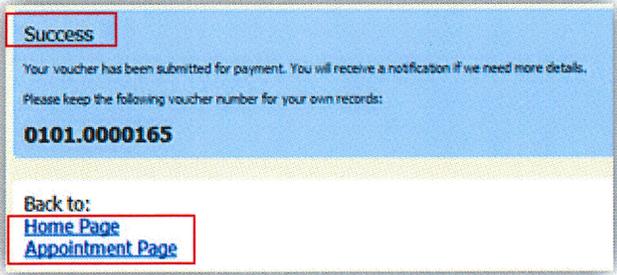
Step 3

A confirmation page appears. Verify all information is correct, and then select the affirmation check box, which automatically time stamps the voucher. Click **Submit**.



Step 4

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

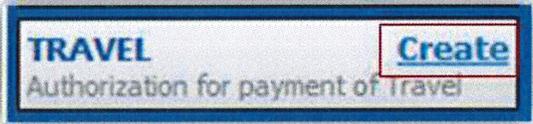


# Creating a Travel Voucher

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

## Step 1

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



The Basic Info page appears.

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

Basic Info Authorization Request Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	3. VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CP-08802-2-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530.F INCOME TAX FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-433-3623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> S Sub for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Sub for Panel Attorney <input type="checkbox"/> R Sub 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: 5/27/2014    Yes: Pre Trial Date Reprimand: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS		Travel Agency to be Used: <span style="border: 1px solid red; padding: 2px;">Global Travel</span> <div style="border: 1px solid red; padding: 5px; margin-top: 5px;"> <b>Global Travel</b>            1234 Travel Lane            Suite 200            Second Floor            Los Angeles, CA 93765            Phone: 1-800-444-7890            Fax: 1-800-555-7777            Email: mail@support.eotc.uscourts.gov         </div>	

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

The Travel Agency to be Used section automatically populates.

## Step 2

Click the **Authorization Request** tab or click **Next** on the progress bar.

Step 3

Complete all required fields marked with red asterisks, and then click **Add**.

The information appears in the table at the bottom of the screen. Click **Save**.

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

### Request For Travel\*

\* Required Fields

Name and Title of Person Traveling:  \*

Address of Person Traveling:  \*

Purpose of Travel:  \*

Travel From location:  \*

Travel To Location:  \*

Estimated Dates of Travel:  \*

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

Total Estimated Cost:  \*

Justification for Request:  \*

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

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

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

Page 1 of 1 (1 items)

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

## Creating a Travel Voucher (cont'd)

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

### Step 1

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

### Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

The document appears at the bottom of the Description column.

Click **Save**.

The screenshot shows the 'Supporting Documents' section of the CJA eVoucher system. The 'Documents' tab is selected. A 'File Upload (Only Pdf files of 10MB size or less!)' section is highlighted with a red box, containing a 'File' input field with a 'Browse...' button and a 'Description' input field. An 'Upload' button is also highlighted with a red box. Below this is a table with one row containing 'Documents' and links for 'Delete' and 'View'. At the bottom, a 'Save' button is highlighted with a red box.

### Step 3

The **Confirmation** tab appears. Verify all information is correct.

Select the affirmation check box, which automatically time stamps the voucher.

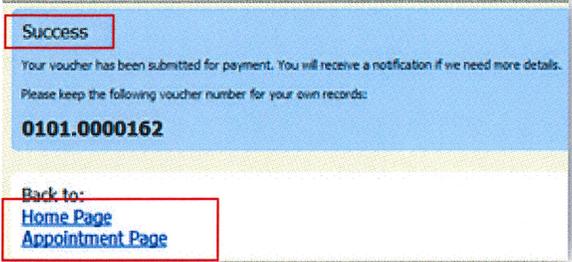
Click **Submit**.

The screenshot shows the 'Confirmation' section of the CJA eVoucher system. A 'Public/Attorney Notes' field is visible. Below it is a confirmation box with a checked checkbox and the text 'I swear and affirm the truth or correctness of the above statements' and a timestamp 'Date: 6/19/2014 9:28:36'. A 'Submit' button is highlighted with a red box. At the bottom, a 'Save' button is also highlighted with a red box.

Step 4

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

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



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