



District Court of the Virgin Islands

CJA eVoucher

Attorney User Manual

Release 6.9

July 2023



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FAQs/Tips for Success

1. **Accessing eVoucher-** This is the link to District Court of the Virgin Islands CJA eVoucher page on the Court's website: <https://www.vid.uscourts.gov/criminal-justice-act-info>. You may also access CJA eVoucher by using the following link: https://evadweb.ev.uscourts.gov/CJA_vix_prod/CJAeVoucher/.
2. **Mailing Address-** The Panel Attorney is responsible for maintaining current contact information in eVoucher. Attorneys should verify their mailing address for accuracy. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in the eVoucher Profile.
3. **Phone Number-** The eVoucher contact profile includes a spot for both 'Phone' and 'Cell phone'. However, only the number in the 'Phone' field appears on the screen that is viewable by the court during the rotational appointment process. Attorneys should enter in the 'Phone' field the phone number they would like to receive calls for appointments. This information is not public; it is viewable only by the attorney and the court staff.
4. **Address or Phone number change-** Be sure to update any changes in address or telephone number. The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Landing Page, "My Profile").
5. **Passwords /Changing passwords-** From the Landing Page - 'My Profile' - Login Info
 - Passwords must be changed every 180 days.
 - Re-use of previously used passwords is not permitted.
 - Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, special characters.
6. **Periodic saving-** The eVoucher program only recognizes 'action' items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your input.
7. **Claims for services-** Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously. Vouchers should be submitted **45 days** after the last day of service. Attorneys are encouraged to submit vouchers for service providers in a timely manner.
8. **Billing Information-** The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding their Social Security Number or EIN. Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and 1099s will be issued under the SSN/EIN as it appears in the Profile.

Self-Employed : the Panel Attorney does not work for a firm and/or the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the attorney's name and SSN. To select, a valid SSN must first be entered in the Attorney Info section.

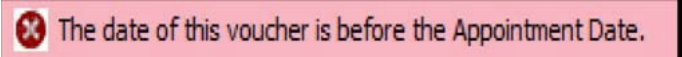
Firm : the Panel Attorney is performing CJA services as an employee of a firm (Pre-Existing Agreement). Enter the EIN number for the firm. Payments will be made to the attorney whose name and address is listed in the Attorney Info section and 1099's will be sent to the firm listed in the Billing Info section.

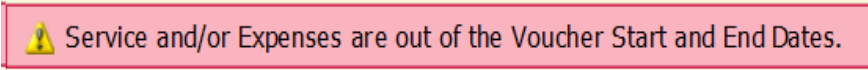
Associate : the attorney is not the appointed counsel in the case, but is providing services in support of appointed counsel in the case. Work performed by the associate is claimed by and paid to the appointed counsel.

9. **Panel Attorney has accepted the appointment. What's next?** Upon the acceptance of a CJA appointment, the Court creates the appointment in eVoucher. eVoucher will generate an e-mail to the Panel Attorney confirming the appointment. When the Panel Attorney accesses eVoucher, pending appointments will appear in the 'Appointments List' box of the landing page. Select the case by clicking on the hyper-link. Along the left column, click 'Create CJA-20'. Basic Info page - review for correctness. Confirm that billing information as displayed in the Payment Info (blue area at the bottom) is accurate. Claims should be entered contemporaneously on the 'Services' and 'Expenses' pages for work performed from the date of the appointment up to case conclusion. Once the CJA-20 is created, it will appear in the 'My Active Documents' box on the Landing Page. Return to this section to input claims. [\(The Court is not able to see or access the CJA-20/30 voucher while it is in progress with the attorney.\)](#)
10. **Using an Interpreter or Other Expert-** Experts are reimbursed via a CJA- 21, which the attorney completes and submits on behalf of the expert. Any service over \$900, excluding expenses, must be pre-approved. Attorneys should submit an AUTH in CJA- eVoucher for pre-approval of expert services.
11. **My CJA 21 voucher is still appearing in "My Active Documents"**- CJA-21 is a two-step process: 1) The attorney creates the CJA21 voucher on behalf of the expert. Upon submitting it electronically, it will appear in the "My Active Documents" window on the attorney's landing page. 2) Select it, navigate to the Confirmation page, and approve the voucher. It will be submitted electronically to the court. This is the attorney's certification that the work was performed by the expert.
12. **Requesting transcripts-** To obtain court approval for the court reporter to produce a transcript, the panel attorney must submit an Auth-24 in the eVoucher system.
13. **Receipts-** Appointed counsel must itemize each expense for which reimbursement is claimed on each calendar day of travel. Supporting documentation (e.g., receipts, canceled checks) must be provided, where practical, for all travel expenses and for any other expense in excess of \$50. An invoice is not considered proof of payment.
14. **Yellow Highlighted Item in Inbox-** An entry in 'My Active Documents' appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an e-mail via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.

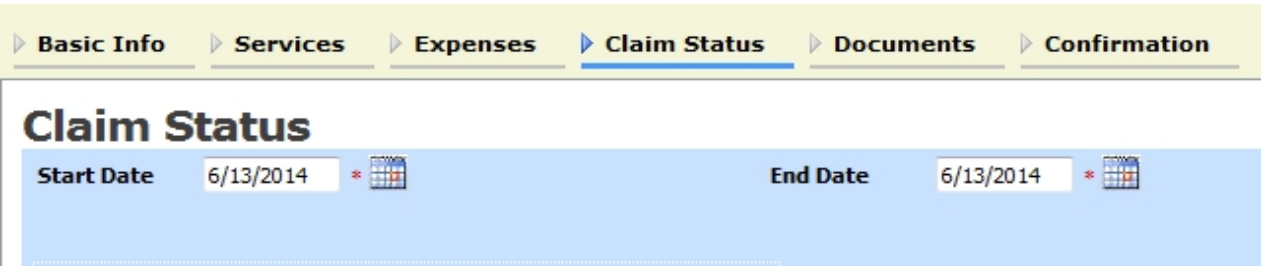
Case	Defendant	Type	Status
5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014	John Robinson (...) Claimed Amount...	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT

15. Error regarding dates-

 The date of this voucher is before the Appointment Date.

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

If you receive either of the above errors, navigate to the Claim Status section of the voucher. The start date appearing on this page is the date of the appointment. This is the earliest date for which claims can be submitted. The end date is the final date on which expenses relative to the appointment were incurred. To resolve the errors above, verify that claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page. If you are not able to resolve the error, contact the Court.



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

Claim Status

Start Date	6/13/2014	*	End Date	6/13/2014	*
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Introduction

The CJA eVoucher system is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The eVoucher program 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; and
- online submission to the court.

Attorneys are 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; and
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher and Authorization Request Submission

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

Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57; or
- Apple Macintosh: Safari 10.1.

Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program. The attorney must log in and accept the appointment within 24 hours of receipt of the email. Occasionally, you may receive a telephone call, notifying you of the appointment.

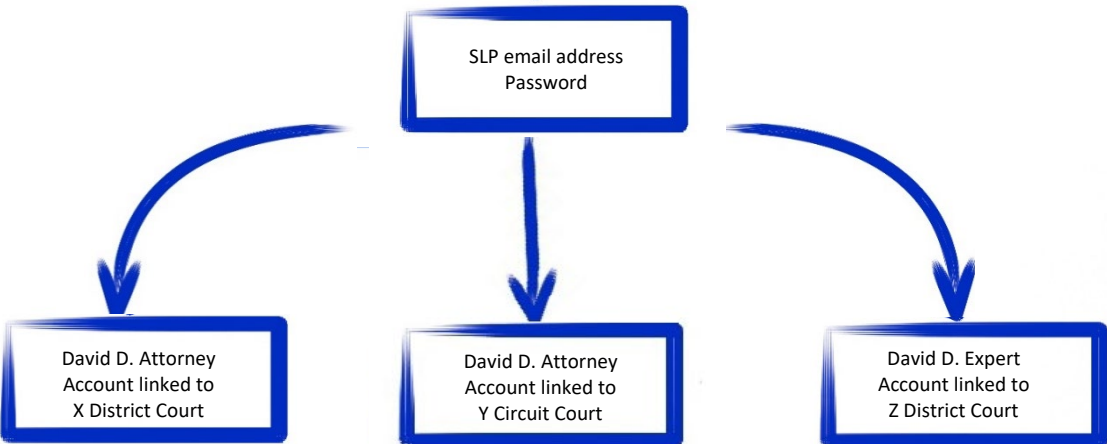
Accessing the CJA eVoucher Program

You may access the CJA eVoucher Program by clicking on the link provided in the appointment email generated by the program or by visiting the District Court of the Virgin Islands website at www.vid.uscourts.gov and clicking on the Criminal Justice Act tab. It is suggested that you bookmark www.vid.uscourts.gov for easier access.

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and sign into each individual court account in which you wanted to work. You had a separate Username and Password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

Note: Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.

Single Login Profile for David D. Attorney

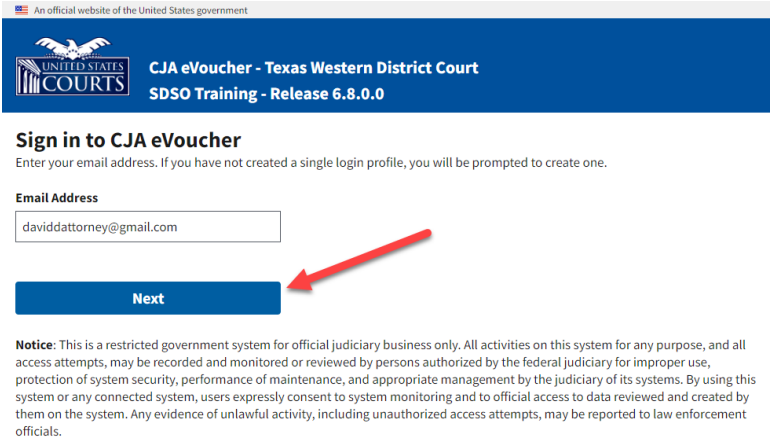


Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only has to be done once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

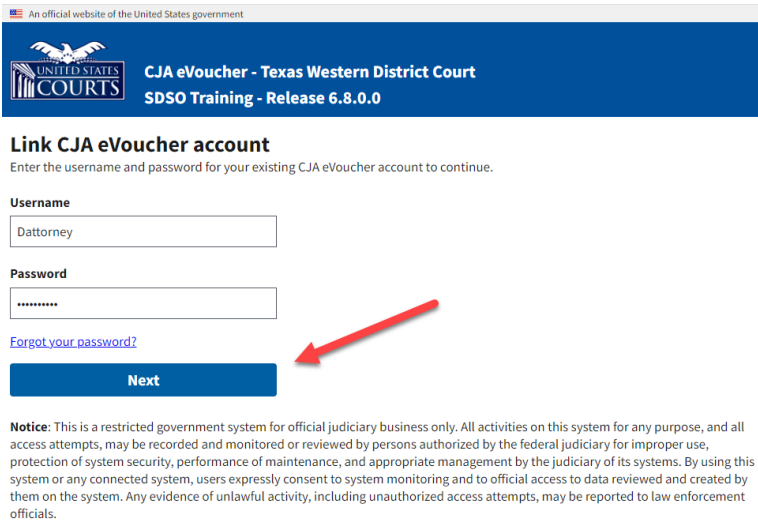
Step 1

In the **Email Address** field, enter your email address, and then click **Next**.



Step 2


If you use more than one court account, choose one, and then click **Next**.



Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

An official website of the United States government

 **CJA eVoucher - Texas Western District Court**
SDSO Training - Release 6.8.0.0

Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name	Middle name	Last name	Suffix
David	D	Attorney	Jr.

Email address
daviddattorney@gmail.com

Confirm email address
daviddattorney@gmail.com

Step 4

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.

Security Questions

Select three security questions and enter your answers.

Question 1
In what city or town was your first job?

Answer 1
Boston

Question 2
What was your childhood nickname?

Answer 2
Davey

Question 3
What was your first car?

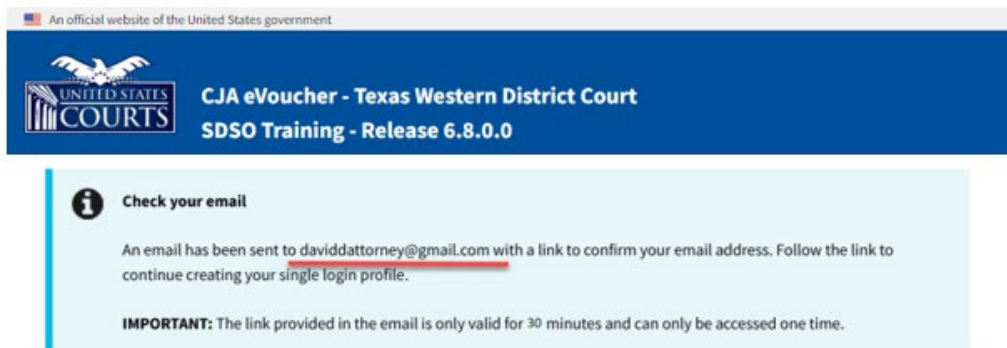
Answer 3
Saturn

When you click Next, we will send an email with a link to confirm your email address.

Next

Step 5

A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

Note: The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.




Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must:

- be at least eight characters in length and alphanumeric;
- contain at least one lowercase and one uppercase character;
- contain at least one special character; and
- not be a password used in the past 365 days.

To view current password requirements, click the plus sign (+) icon to expand the **Password Requirements** section. You must change your password every 180 days. Verify the password, and then click **Next**.

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 **CJA eVoucher - Texas Western District Court**
SDSO Training - Release 6.8.0.0

Enter password
Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password


Next


Password Requirements 

Step 8

A success message appears, and you are directed to the eVoucher home page. **Your email address and new password are now your new login credentials.** You have now successfully created your Single Login Profile (SLP) and can use the email address you entered when setting up your Single Login Profile (SLP) to log into all your CJA eVoucher accounts going forward.

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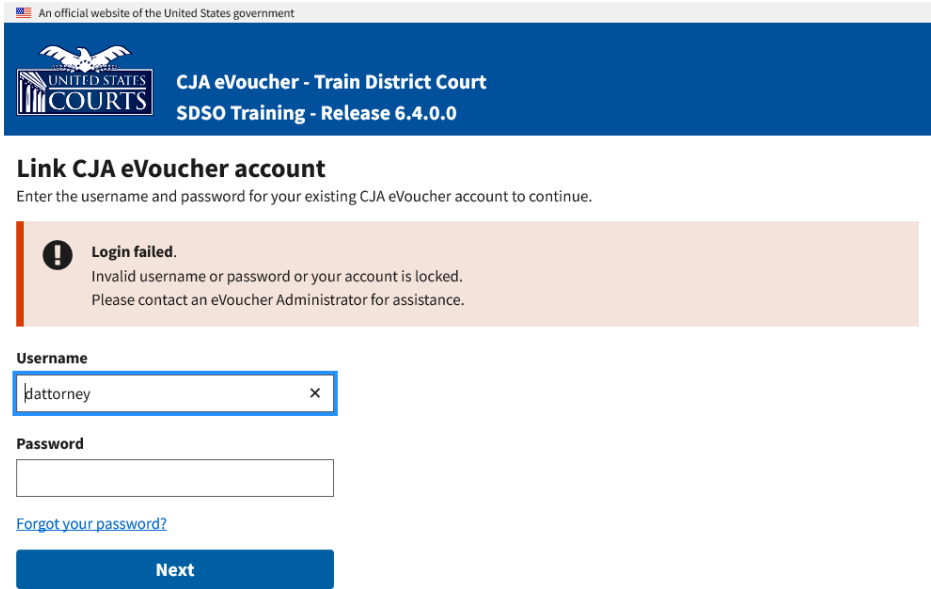
 **CJA eVoucher - Texas Western District Court**
SDSO Training - Release 6.8.0.0

 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

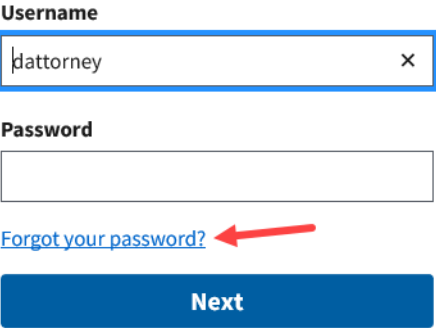
Forgotten Password – Legacy

If you have forgotten your current court password or entered it incorrectly, a login failed message appears. To recover your password, click the **Forgot your password?** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact Financial Services for assistance.



Step 1

Click the **Forgot your password?** link.



Notice: This is a Restricted Web Site for Official Court Business only. Ur Court and/or prosecution under Title 18 of the U.S. Code. All activities

Step 2

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username

Email

[Back to sign in](#)

Recover Logon



Step 3

In the email message, click the **here** link to create a new password.

CJA - Logon Recover by Joe Attorney Inbox x



cja_atty@aotx.uscourts.gov

to me

"0" topmargin="0" style="background-color: #ffffff; padding: 30 30 30 30">

Dear Joe Attorney,

On 11/4/2020 11:02:20 AM we received a request to reset your Online CJA 'password' from the CJA - district_trng site. In order to start the recovery process, please click [here](#) and you will be taken to the proper page.

Regards,
US Courts

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the name

Note: The password link expires after 30 minutes and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

Step 4

You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, username, and email address, and then click **Reset**.

IMPORTANT: The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

Reset your password

New Password

Confirm Password

Username

Email

Reset

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Step 5

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign into eVoucher.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

✓ Password updated.
Your password was successfully updated.

Email Address

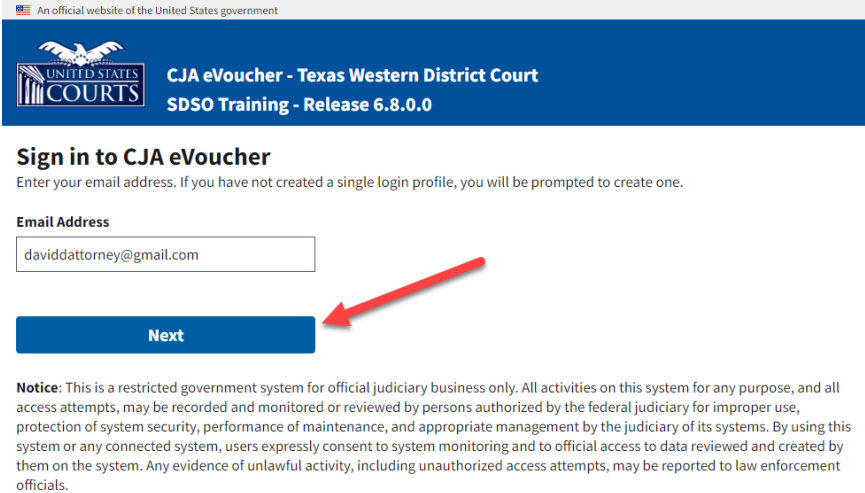
Next

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.

Signing Into eVoucher with Single Login Profile (SLP)

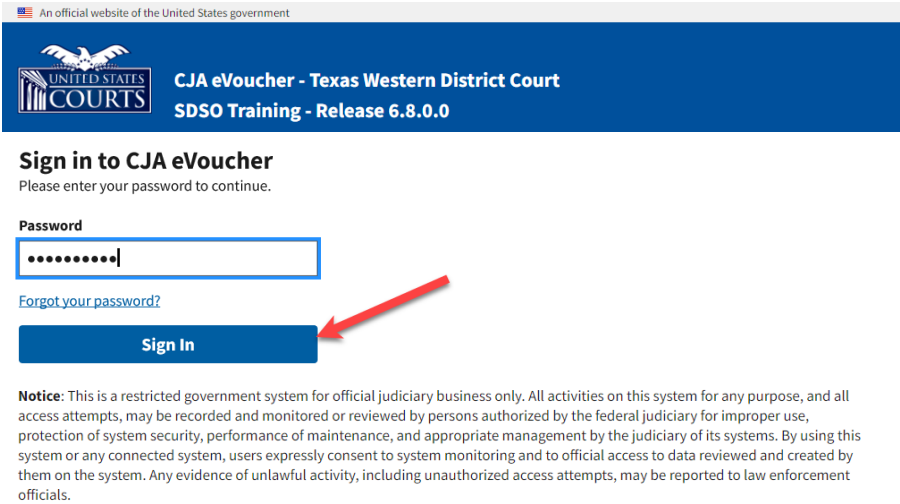
Step 1

From the eVoucher webpage, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact Financial Services.



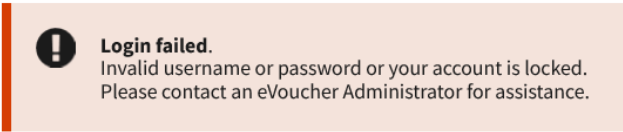
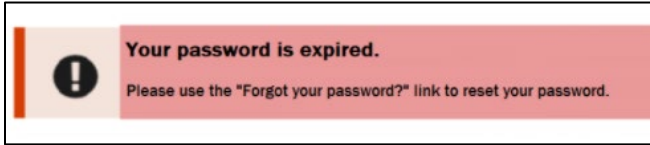
Step 2

In the **Password** field, enter your password, and then click **Sign In**. You have now successfully signed into eVoucher.



Forgotten or Expired Passwords

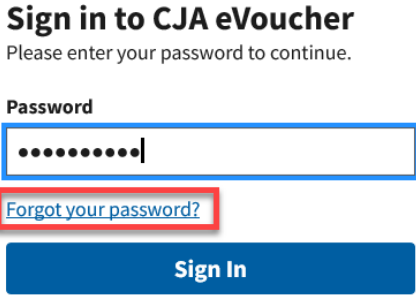
If your password is expired, entered incorrectly, or you have forgotten it, an error message appears, stating that your password is expired, invalid, or locked.



Step 1

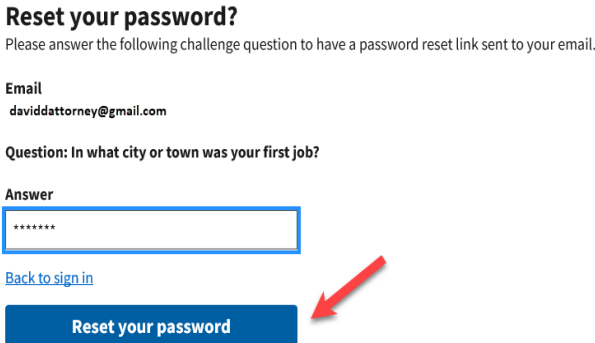
To reset your password, click the **Forgot your password?** link.

Note: You should follow this same process if you have not reset your password in the last 180 days.



Step 2

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign into your account and that you must reset your password.



Note: If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact Financial Services to unlock it.

Step 3

A message appears, telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

Note: The link expires after 30 minutes and can only be used once.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.



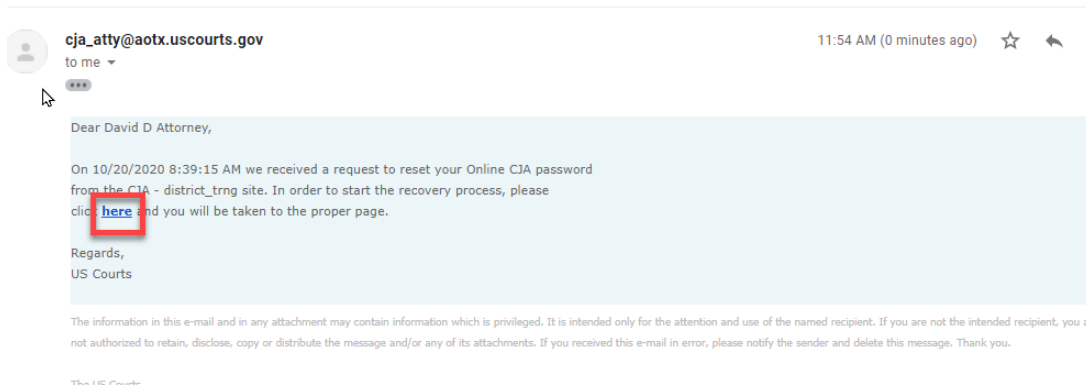
Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

IMPORTANT: The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time.

Step 4

In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).



Step 5

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click **Reset**.

i IMPORTANT: The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

Reset your password

New Password

Confirm Password

Email

Reset ←

Password Requirements +

Step 6

A message appears, stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

✓ Password updated.
Your password was successfully updated.

Email Address

Next

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.

Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and you can no longer enter a correct password at this time. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.



Login failed.

Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Note: If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creation attempts resets to zero after 30 minutes.

Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface for the District Court of the Virgin Islands. The header includes the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below this, the user's name and role are displayed: "David D Attorney (Attorney)". A navigation menu contains "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu is open under "Accounts", showing "Circuit - Attorney" and "District - Attorney". A user profile dropdown is visible on the right, showing "Welcome, David Attorney" and options for "Single Login Profile", "Court Profile", and "Sign out".

Numbered callouts in the image point to the following elements:

- 1. Court account to which you are signed in: Points to the "Accounts" menu.
- 2. Single Login Profile (SLP) user name: Points to the "Welcome, David Attorney" text.
- 3. Profile icon: Points to the profile icon next to the user name.
- 4. Attorney/expert court account user name: Points to the "David D Attorney (Attorney)" text.
- 5. List of linked accounts to which you have access: Points to the "Accounts" dropdown menu.

1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed into your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these areas from the **Help** menu.
4. **Court account user name** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Home Page

Your home page provides access to all of your appointments and vouchers. Security measures prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-... Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	12/11/2019
3:19-MJ-04562-... Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/28/2020

Page 1 of 3 (30 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	
No data	

Appointments' List

Appointments	Defendant
<p>Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria</p>	<p>Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:</p>
<p>Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria</p>	<p>Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:</p>

Page 1 of 1 (10 items)

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000389 FINAL PAYMENT	07/24/2019
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000391 FINAL PAYMENT	07/24/2019

Page 1 of 4 (34 items)

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019
3:19-MJ-04... Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed 0101.0000387	07/23/2019

Page 1 of 2 (16 items)

Closed Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.21 Approved Amount: 4,234.21	CJA-20 Atty Longoria	Voucher Closed 0101.0000378 FINAL PAYMENT	06/07/2019
3:19-MJ-04562-... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019

Page 1 of 5 (48 items)

Folder Name	Contents
My Active Documents	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.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> vouchers in progress by the experts; vouchers submitted to the attorney for approval and submission to the court; and vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	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 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 bar of the CJA eVoucher program. On the left, it displays the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below this, the user's name "David D Attorney (Attorney)" is shown. On the right, a welcome message "Welcome, David Attorney" is displayed next to a user profile icon. The navigation menu includes links for "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A search field with a magnifying glass icon is located to the right of the menu items.

Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you may run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.
Search field	Use this field to look up any of your cases.

Customizing the Home Page

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

Expand/Collapse a Folder: Click the plus sign (+) to expand a folder. Click the minus sign (-) to collapse a folder.

Resize a 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

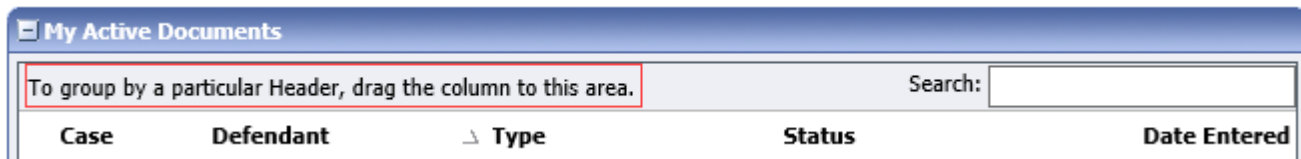
Drag the line in the desired direction to enlarge or reduce the column size.

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

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

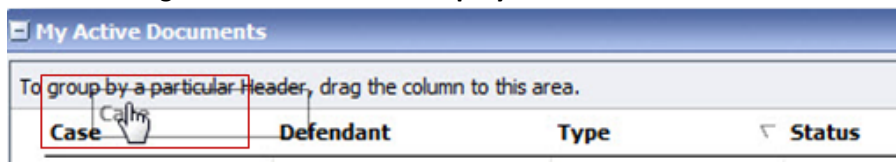
Step 1

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.

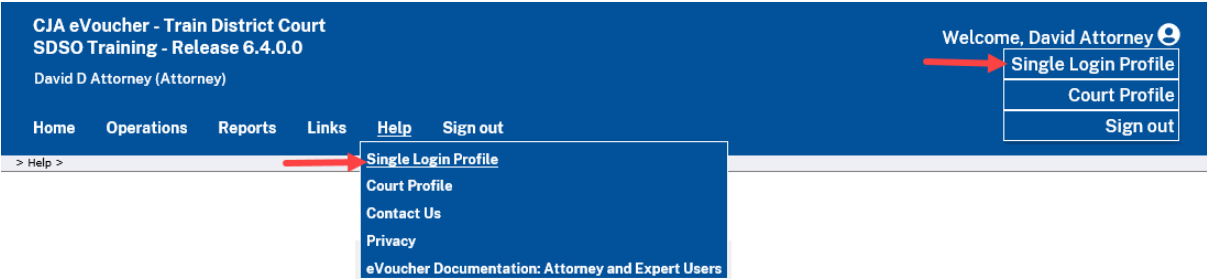


Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

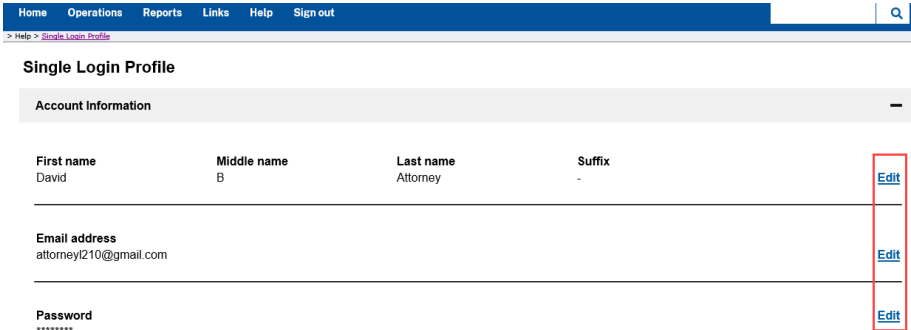
- Edit first, middle, and last name.
- Edit mail address.
- Edit your Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

To access the Single Login Profile page, from the menu bar, click **Help** and then click **Single Login Profile**, or point to the profile icon and then click **Single Login Profile**.



Account Information

In the account information section, you can change your name, email address, and password.



Modifying Your Name

Step 1

To edit your name, click the **Edit** link to the right of your name.

Single Login Profile

Account Information —

First name	Middle name	Last name	Suffix
David	B	Attorney	-

[Edit](#)

Step 2

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

Account Information —

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text" value="B"/>	<input type="text" value="Attorney"/>	<input type="text" value="-Select-"/>

Updating Your Email Address

Step 1

Click the **Edit** link to the right of your email address.

Email address [Edit](#)

attorneyl210@gmail.com

Step 2

Enter your new email address, confirm it, and then click **Save changes**.

Email address

Confirm email address

Updating Your Password

Step 1

Click the **Edit** link to access your password.

Password

[Edit](#)

Step 2

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

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

Confirm password

Cancel

Save changes

Updating Your Security Questions

Step 1

To access your security questions, click the plus sign (+) icon to expand the **Security Questions** section.

Single Login Profile

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

Step 2

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

Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Cancel

Save changes

Note: The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.

Linked eVoucher Accounts

Step 1

Click the plus sign (+) icon to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.

- Account Information +
- Security Questions +
- Linked eVoucher Accounts +
- Link your eVoucher Accounts to your Single Login Profile +

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.

Note: You can also change your default court in the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Link your eVoucher Accounts to your Single Login Profile +

Link Your eVoucher Accounts to Your Single Login Profile (SLP)

Step 1

If you need to sign into other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

Step 2

Click **District** or **Appellate** for the type of court you want to link to. From the **Court** drop-down list, select your court, and then enter your username and password for that court in the corresponding fields.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

Court

Court login username

Court login password

Step 3

Click **Link Account**.

Court

Court login username

Court login password



A success message appears, stating that your account(s) is now linked.

> Help > [Single Login Profile](#)

Link Success!
 You have successfully linked this Circuit account to your single login profile.

Court Profile

Once given access by Financial Services, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.

An official website of the United States government

CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0
 David D Attorney (Attorney)

Home Operations Reports Links Help Sign out

Welcome, David Attorney

Single Login Profile
Court Profile
 Sign out

> Help > [Court Profile](#)



In the Court Profile you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security Number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any CLE attendance.

Changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

Court Profile

i **Changes made to this court profile will not be applied to any other linked accounts.**
Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Attorney Info	Bar Number: TX125568 Your Name: David D Attorney
----------------------	---

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.

> [Help](#) > [Court Profile](#)

Court Profile

Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney <i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@aoc.uscourts.gov <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Holding Period	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>

Attorney Info

Step 1

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

Attorney Info
Your personal info

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

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 210-555-1234
Fax:
lisa_ornelas@aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov

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

Edit

Step 2

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

Attorney Info
Your personal info

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

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

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number: and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

*** Required Fields**

Bar Number

Tax Identification Number: ***(if on Panel)** Foreign Vendor?

SSN:

Confirm:

First Name * Middle Last Name *

Main Email *

2nd Email

3rd Email

Phone * Cell Phone Fax

Address 1 * City *

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

Address 3 Country *

Save

cancel

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.
- Foreign vendors should select the **Foreign Vendor** 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

Step 1

In the **Billing Info** section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

- Select
- Add
- Edit

Step 2

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

Save
cancel

Billing Info

List all available billing info records

*** Required Fields**

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

Notes:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter a 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.
- Billing information must be 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.

Holding Period

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

Step 1

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

Holding Period There are 9 periods of time during which cases cannot be taken. View

Step 2

Click **Add**.

Holding Period

Back Edit Add Delete

Search:

Starting	Ending	Notes
		No Holding Period

No data

Step 3

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

Holding Period

Back Save

Starting Date: 4/27/2020 Ending Date: 5/1/2020

Notes:
Vacation.

Continuing Legal Education (CLE)

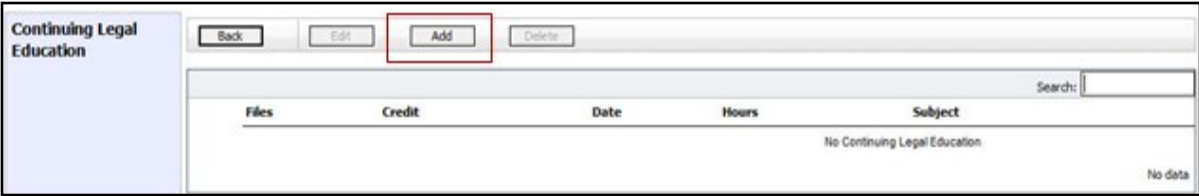
Step 1

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



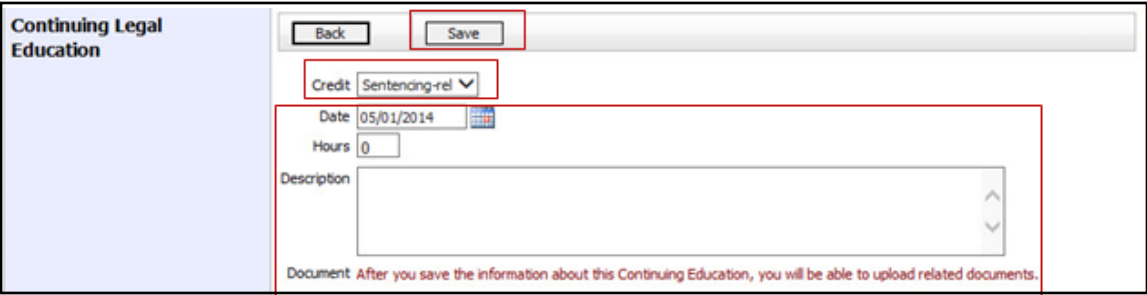
Step 2

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



Step 3

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

Step 4

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

A screenshot of a web form for saving an entry. At the top, there are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red box. Below the buttons, there are several input fields: 'Credit' with a dropdown menu showing 'Sentencing-rel', 'Date' with a calendar icon and the value '05/15/2014', and 'Hours' with a text input containing '0'. There is a large 'Description' text area with a vertical scrollbar. At the bottom, there is a 'Document' field with a 'Browse...' button highlighted by a red box.

Continuing Legal Education

A screenshot of a table titled 'Continuing Legal Education'. Above the table are four buttons: 'Back', 'Edit', 'Add', and 'Delete'. The 'Edit' and 'Delete' buttons are highlighted with red boxes. The table has a search bar on the right. The table header includes columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. There is one data row with the following values: '0', 'Sentencin...', and '04/16/2020'. The 'Hours' and 'Subject' columns are empty. At the bottom left of the table is the number '1', and at the bottom right is the text 'Page 1 of 1 (1 items)'.

Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		

Note: All entries appear in the grid and can be accessed, edited, or deleted either by clicking the entry or clicking the **Edit** or **Delete** buttons.

Appointments' List

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

Step 1

Click the case number link to open the **Appointment Info** page.

Appointments' List

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

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

[View Representation](#)

Create New Voucher

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

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

BUDGETAUTH [Create](#)
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

CJA-24 [Create](#)
 Authorization and Voucher for Payment of Transcript

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](#)

[Case Detail Budget Report](#)

Appointment Info

1. CIR./DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. FAVORITE 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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA Starts: 09/23/2015 Ends: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00	CJA-20 Andrew Anders	Voucher Closed 0101.0000001	03/17/2016
1:14-CR-08805-AA Starts: 04/02/2014 Ends: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed 0101.0000002	11/16/2017
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Starts: 01/21/2016 Ends: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000082	01/21/2016
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Starts: 03/22/2016 Ends: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry Edit FINAL PAYMENT	03/22/2016
1:14-CR-08805-AA Starts: 03/22/2016 Ends: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000109	03/22/2016

1 2 3 4 5 > ... Last >

Page 1 of 7 (70 items)

Section Name	Contents
Appointment Info	This section contains all information about the appointment.
Vouchers on File	This section contains all vouchers for the appointment.
View Representation	Click the View Representation link to view the Representation Info page.
Create New Voucher	Click the Create link next to the voucher to create a voucher for the appointment.
Reports	This section contains reports for the appointment.

View Representation

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

- default excess fee limit;
- Presiding Judge;
- Magistrate Judge;
- Co-counsel; and
- previous counsel

Step 1

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



The **Representation Info** page appears.

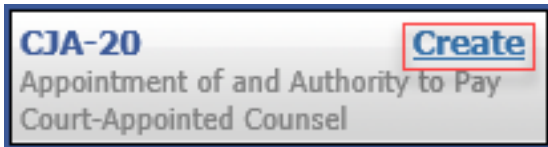
Representation		Representation Info			
In this page you can view or delete the representation.		1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
Reports Representation Report		3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	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 \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
					DESIGNEE 2
App.ID	Attorney	Order Type	Order	Email	
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov	

Creating the CJA-20/30 Voucher (Payment Vouchers for Attorneys)

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** link.



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

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Form CJA20](#)

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

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

[Basic Info](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [Documents](#) | [Confirmation](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
15:1825 F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input 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 Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel 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

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, click the tab headings or the navigation buttons in the progress bar.

Entering Services

Line-item time entries should be entered on the **Services** page. Both in-court and out-of-court time should be recorded here. (Note: Starting with the eVoucher release of version 6.6, attorneys using commercially available timekeeping and billing systems can directly import multiple service entries to a CJA-20/30 voucher from a saved in comma-separated value (.csv) format. Court staff are not responsible for helping attorneys create or download .csv files. Refer to Importing Service Entries and Importing Service Entries on Previously Created CJA-20s for detailed instructions.)

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.

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

Services

Date: 4/17/2020 * [Calendar Icon] Description: [Text Field] *

Units: [Text Field] *

Rate: [Text Field] *

[Add] [Remove]

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

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.

Services

Date: 4/17/2020 * [Calendar Icon] Des

Units

Rate

* Required Fields

To group by a part

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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 date is set to 4/17/2020. The dropdown menu lists the following options: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. The 'Service Type' field is highlighted with a red box.

Note: You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

Step 4

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

The screenshot shows the 'Services' form with the 'Service Type' dropdown set to 'a. Arraignment and/or Plea'. The 'Hours' field contains '5.0' and the 'Description' field contains 'First appearance an arraignment of defendant.'. The 'Add' button is highlighted with a red box.

Step 5

The entry is added to the voucher and appears at the bottom of the **Service Type** column. The **Date** header sorts by date. The default sort for services is chronological by date, oldest to newest. Be sure to click **Save**. Click an entry to edit.

The screenshot shows the 'Services' form with the 'Add' button highlighted. Below the form, a table displays the added entry:

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

At the bottom of the page, the 'Save' button is highlighted with a red box.

Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

Note: If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the Court's website, www.vid.uscourts.gov, for more detailed instructions for importing service entries with associates.

Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

The screenshot shows the CJA-20 Attorney Enters interface. On the left, there is a sidebar with a 'Tasks' section containing 'Link To Appointment' and 'Link To Representation', and an 'Actions' section where 'Import Service Entries (.csv)' is highlighted with a red box and a red arrow. The main content area is divided into 'Basic Info' and 'Payment Info' sections. The 'Basic Info' section contains a table with fields for case details and attorney information. The 'Payment Info' section includes a dropdown for 'Preferred Payee' set to 'Andrew Anders - Andrew Anders' and contact details for Andrew Anders.

Basic Info			
1. CR. 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 15.1833 F. INFRACTION/VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jaa_omelas@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj for Federal Defender <input type="checkbox"/> I Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Panel Attorney <input type="checkbox"/> R Subj for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointer Date: Signature of Presiding Judge or By Order of the Court Albert Albrecht Date of Order 5/3/2014 Nunc Pro Tunc Date Appointment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Payment Info Preferred Payee: Andrew Anders - Andrew Anders Andrew Anders - Andrew Anders Billing Code: 0101-00002 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax:			

Step 2

The **Services** page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,
```

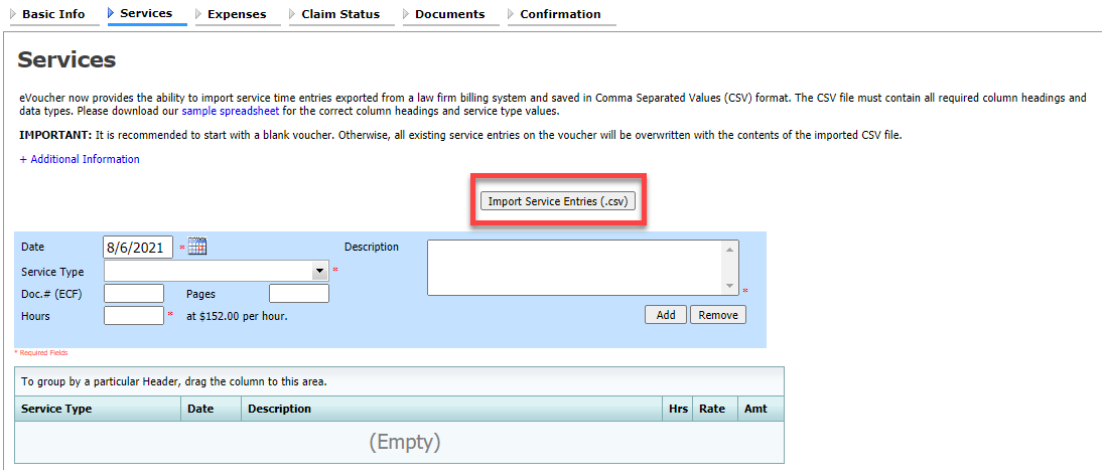
Import Service Entries (.csv)

Date	<input type="text" value="9/3/2021"/>	*	Description	<input type="text"/>
Service Type	<input type="text"/>	*		
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>	
Hours	<input type="text"/>	*	at \$155.00 per hour.	<input type="button" value="Add"/> <input type="button" value="Remove"/>

* Required Fields

Step 3

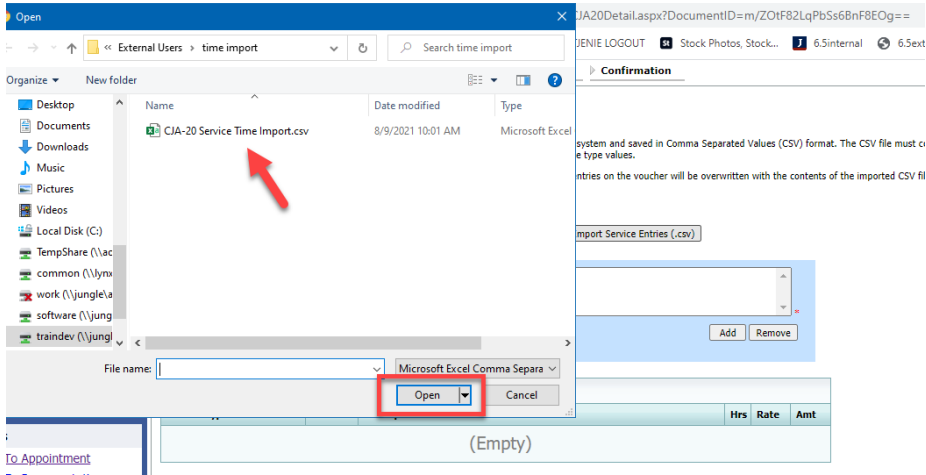
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.



Note: The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 4


Your file directory browser opens. Click the correct .csv file, and then click **Open**.



Step 5

A success message appears, indicating the number of entries that were imported and saved to the services table.

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

 **Service entries have been updated!**
13 entries have been successfully added from *CJA-20 Service Time Import_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

Services

Date: 9/2/2021
Service Type: [dropdown]
Doc.# (ECF): [input] Pages: [input]
Hours: [input] at \$155.00 per hour. [Add] [Remove]

* Required Fields

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

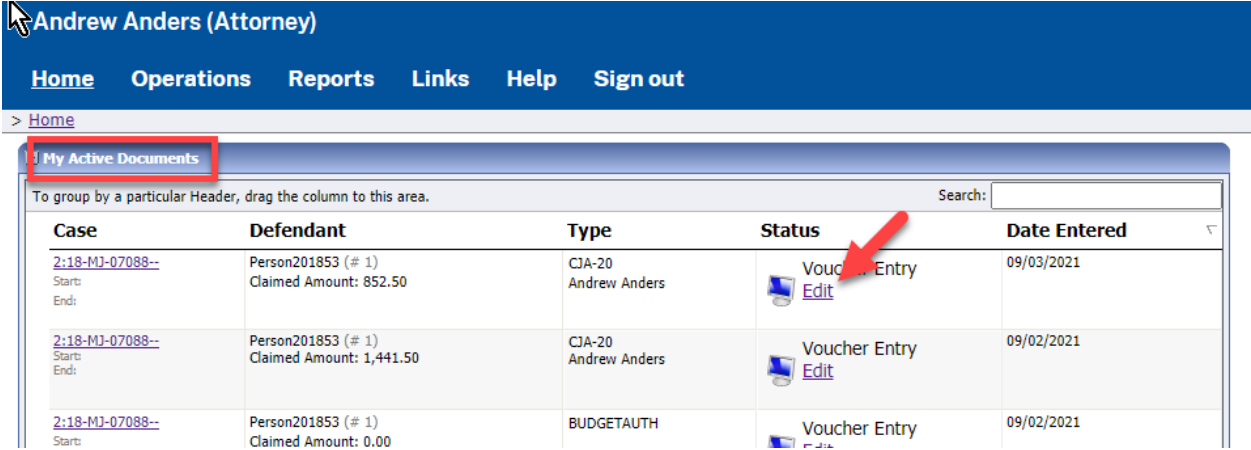
Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtaining and Reviewing					

Importing Service Entries on Previously Created CJA-20s

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

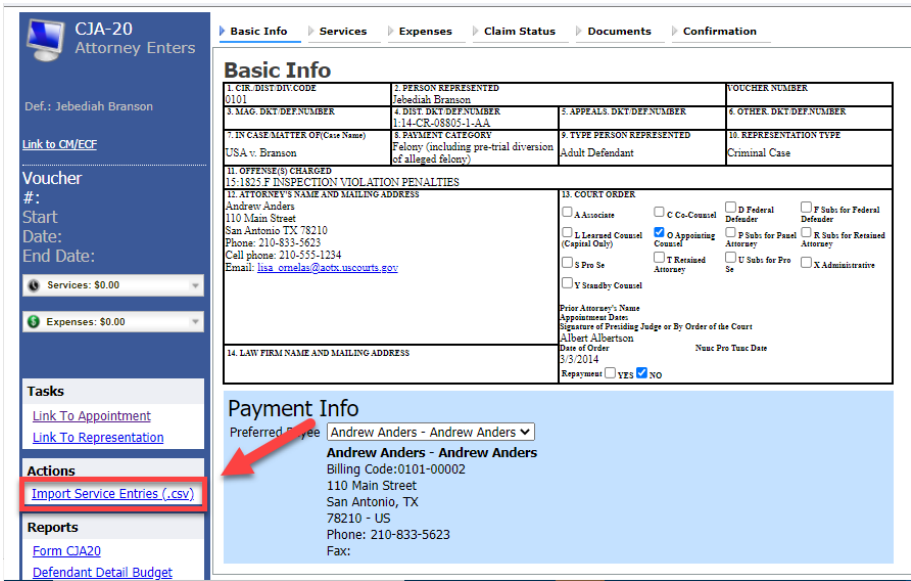
Step 1

On the Home page, in the **My Active Documents** section, click the **Edit** link for the appropriate CJA-20.



Step 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.



Step 3

The **Services** page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15C,,

Import Service Entries (.csv)

Date * Description

Service Type

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

Step 4

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour.

* Required Fields

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

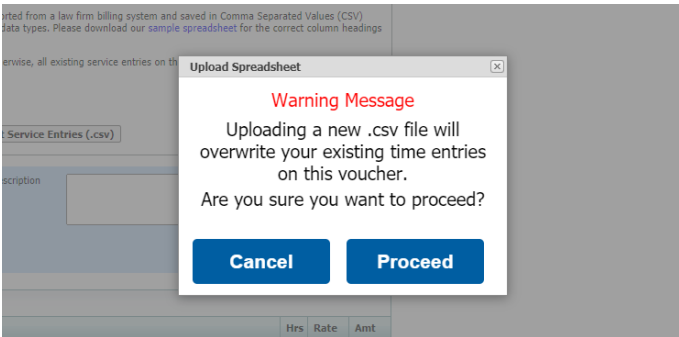
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.



Entering Expenses

Step 1

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

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

Expenses

Date: 4/17/2020 * Expense Type: * Description: *

Miles: at \$0.535 per mile. Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last »

Step 2

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

Expenses

Date: 4/9/2020 * Expense Type: *

Miles: Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles					
Travel Misc.					
Fax					
Long Distance Charges					
Photocopies					
Postage					
Other Expenses					

Step 3

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

Expenses

Date: 4/17/2020 *
Expense Type: Travel Miles *
Miles: 20 at \$0.535 per mile.
Amount:
Description: Travel to and from court. *
Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

Expenses

Date: 4/17/2020 *
Expense Type: *
Miles: * at \$0.535 per mile.
Amount:
Description: *
Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70

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

Step 4

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

Expenses

Date * Description

Expense Type *

Miles * at \$0.535 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70
Photocopies	04/17/2020	Copies- 100 pages @ .10 per page.	0	\$0.000	\$10.00

Notes:

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

Claim Status

Step 1

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

Claim Status

Start Date * End Date *

Payment Claims *

Final Payment
 Interim Payment (payment #)
 Supplemental Payment
 Withholding Return Payment

** Reminder: Please select the appropriate claim status.

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

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



* Required Fields

Step 2

Enter the start date from the services or expenses entries, whichever date is earliest. If necessary, go back to the **Expense** and **Service** sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**. Click **Audit Assist** at any time to view any errors or warnings regarding your document.

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

Claim Status

Start Date *  End Date * 

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

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

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

* Required Fields

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

Notes:

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

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** allows for payment in segments. A motion must be filed requesting permission to submit interim payments. Payments cannot be filed until the Judge issues an Order granting approval to the motion. The Court withholds 20% of each interim payment. Each interim voucher must be assigned a number by the attorney and that information is required by the program to identify the number of this payment request.
- The attorney must submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case by selecting the **Withholding Return Payment** radio button to request return payment of withheld funds.
- After the final payment has been submitted, a **Supplemental Payment** may be requested due to a missed or forgotten receipt.

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



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

The message disappears 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 the Court) can 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.

Mandatory Documents:

- Order of Appointment;
- Order Granting Interim Payment (if applicable);
- Order Granting Extension for Payment (if voucher is submitted after the 45 day deadline);
- Approved CJA-26 (if voucher is in excess);
- Approved Budget Order (if case is a budgeted cases); and/or
- Any other documents to support any expense claim.

Step 1

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

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

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appears at the bottom of the Description column.

Supporting Documents

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

File	C:\Users\JaimeLongoria\ Browse...
Description	Document

Upload

Description	Delete	View
Document	Delete	View

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

Signing and Submitting to Court

Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the Court. Click the **Confirmation** tab or click **Next** on the progress bar. The **Confirmation** page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.

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

Confirmation

1. CHR./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 110 Main Street San Antonio TX 78210 Phone: 210-833-3623 Cell phone: 210-555-1234 Email: lisa_ornelas@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-3623		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input 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	\$0.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0	\$0.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00			
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$0.00			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS Final Payment Interim Payment (P) Supplemental Payment Withholding Payment (---) (Total ---)

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 If yes, please attach supporting documentation
 I swear or affirm the truth or correctness of the above statement.


Signature of Attorney: _____ Date Signed: _____

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 Audit Assist

Step 2

In the **Public/Attorney Notes** field, you can include any notes to the Court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit** to send to the Court.

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

Step 3

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

The screenshot shows a confirmation screen with a light blue header and a white content area. The header contains the word "Success" in a red-bordered box. Below the header, 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:". The voucher number "0101.0000150" is displayed in bold. At the bottom, under the heading "Back to:", there are two blue hyperlinks: "Home Page" and "Appointment Page", both enclosed in red-bordered boxes.

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

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

Page 1 of 1 (3 items)

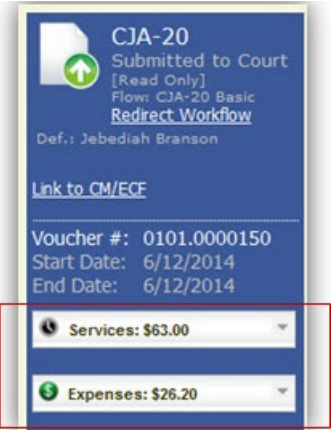
Note: If a voucher is rejected by the Court, it reappears in the **My Documents** section highlighted in gold. The system generates an email message explaining that the voucher has been rejected. Under the **Confirmation** tab in the **Public/Attorney** section is where the attorney will find the explanation of the corrections that are required.

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

CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney can 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 in the voucher.



Expand the item by clicking the drop-down arrow to reveal specifics.



Reports and Case Management

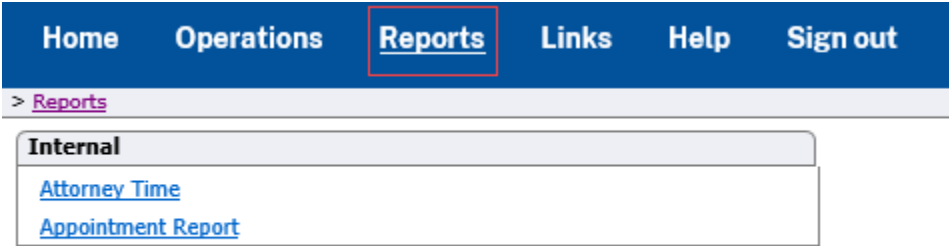
At the start of a case, it may be difficult for counsel or the Court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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 in the left review panel;
- each panel, depending on the document you are viewing, can have different reports available;
- each report can have a short description of the information received when viewing that report; and
- 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

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

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,900.00

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	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:				\$0.00	Total Approved:		\$6,350.00	\$3,550.00	\$3,550.00

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,300.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Attorney: Andrew Anders (Appointing Counsel) Active										
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 Speciality: Chemist, Toxicologist Attorney: Andrew Anders										
		Amount Requested: \$1,000.00			Amount Authorized: \$0.00					

Grand Totals for the Representation Defendant: Jebediah Branson

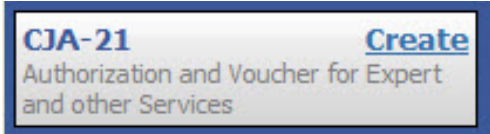
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses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

Creating a CJA-21/31 Voucher (Payment Voucher for Experts and other Services)

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

Step 1

On 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**. **No authorization is needed if the voucher compensation is under \$900**. If you have a previously approved authorization, click **Use Existing Authorization**.

▶ **Basic Info**

Basic Info

1. CIR. DIST/DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	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.

Step 3

If you click **Use Existing Authorization**, a list of associated authorizations appears. Click the desired authorization, which turns blue when clicked. *You cannot continue until it is highlighted.*

Please Select the Associated Authorization	
ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

Step 4

The **Service Type** automatically populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

New Voucher Information

Service Type Chemist/Toxicologist ▼ *

Description Toxicology report

Step 5

From the **Expert** drop-down list, select the expert and their information automatically populates. Since experts are not authorized to use eVoucher, the **Voucher Assignment** field will remain locked indicating that the attorney is responsible for filling in the voucher claim part. Once you have made your selection, click **Create Voucher**.

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 Astley, Rick ▼

Expert Info **Rick Astley**

Details

110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

Voucher Assignment * Attorney Expert

This indicates who will be responsible for filling the voucher claim part

Create Voucher

Voucher Assignment Attorney Expert

This indicates who will be responsible for filling the voucher claim part

Notes:

- Only experts registered with the service type selected appear in the drop-down list. **If the expert is not listed in the drop-down list, please submit an AO-213 and W-9 to Financial Services at finance@vid.uscourts.gov so they can be added to eVoucher.**
- All information must be entered to advance to the next screen.
- CJA-21 vouchers require two steps: submission and approval. Since experts are not authorized to use eVoucher, the panel attorney has to submit and approve the voucher, once on behalf of the expert, and another for himself/herself.
- The attorney must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section as submitted to the attorney. You will perform the first level of approval/submission by clicking the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher then moves to the **My Submitted Documents** section.
- The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney’s **My Submitted Documents** folder.

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.

Step 6

Click the **Services** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the **Services** section. Click **Save**.

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

Services

Date: 04/17/2020 * Description: *

Units: *

Rate: *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First < Previous Next > Last »

Step 7

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**. The entry now appears in the **Expense Type** column. Click **Save**.

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

Expenses

Date: 4/17/2020 * Description: [Text Area] *

Expense Type: [Dropdown] *

Miles: [Text] at \$0.535 per mile.

Amount: [Text] *

[Add] [Remove]

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last » [Save] [Delete Draft] [Audit Assist]

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

Step 8

Click the **Claim Status** tab, or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the **Payment Claims** section, click the appropriate radio button, and then click **Save**.

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

Claim Status

Start Date: [Text] * End Date: [Text] *

Payment Claims *

- Final Payment
- Interim Payment [Text] (payment #)
- Supplemental Payment
- Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

« First < Previous **Next >** Last » [Save] [Delete Draft] [Audit Assist]

Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments. If using this type of payment, indicate the number of this request payment.
- 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 the **Withholding Return Payment** radio button on a blank CJA-21.

Step 9

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appears in the **Description** column. Click **Save**.

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

Supporting Documents

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

File C:\Users\JaimeLongoria\ Browse...
 Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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

Mandatory Documents:

- **Order of Appointment**
- **Order Approving Expert (if applicable)**
- **Order Granting Interim Payment (if applicable)**
- **Itemized Invoice for Expert Services**
- **Itemized receipts for expenses in excess of \$50**
- **Any other documents to support any expense claim**

Step 10

Click the Confirmation tab, or click Next on the progress bar. In the Public/Attorney Notes field, you can include any notes to the Court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click Submit.

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

Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Deborah Branson	3. APPEALS. DKT DEF NUMBER	VOUCHER NUMBER
7. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:14-CR-08805-1-AA	6. OTHER. DKT DEF NUMBER	
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
15:1825 F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to obtain the service. Estimated compensation: \$1000.00
 Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney
 Andrew Anders
 110 Main Street
 San Antonio TX 78210
 Phone: 210-833-5623
 Cell phone: 210-555-1234
 Email: ian_cmelas@acts.uscourts.gov

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)

14. TYPE OF SERVICE PROVIDER
 01 Investigator 16 Other Medical
 02 Interpreter/Translator 16 Voice/Audio Analyst
 03 Psychologist 17 Hair/Fiber Expert
 04 Psychiatrist 18 Computer (Hardware/Software/System)
 05 Polygraph 19 Paralegal Services
 06 Document Examiner 20 Legal Analyst/Consultant
 07 Fingerprint Analyst 21 Jury Consultant
 08 Accountant 22 Mitigation Specialist
 09 CALR (Wetlaw/Lexis, etc.) 23 Duplication Services
 10 Chemist/Toxicologist 24 Other (Specify)
 11 Ballistics 25 Litigation Support Services
 13 Weapon/Firearm/Explosive Expert 26 Computer Forensics Expert
 14 Pathologist/Medical Examiner

15. COURT ORDER
 Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order: _____ Date: _____
 4/30/2014
 Repayment: YES NO

NOTES
 Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
16. Compensation	\$0.00	\$0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
18. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	0.0	

17. PAYEE'S NAME
 Abraham Astley TIN: XX-XXXXXXX
 110 Main Street
 San Antonio TX 78210 US
 Phone: 210-555-3434
 Final Payment
 Interim Payment (#)
 Supplemental Payment
 Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
 Signature of Claimant/Payee: _____ Date: _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
 Signature of Attorney: _____
 Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY

19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
-----------------	---------------------	--------------------	----------------------------

23. Either the cost (including expense) of these services does not exceed the statutory maximum, or prior authorization was obtained.
 Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (including expense) exceeds the statutory maximum.

Signature of Presiding Judge _____ Date _____ Judge Code _____

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
-----------------	---------------------	--------------------	------------------


28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____ Total Amt. Certified For Payment _____

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

Public/Attorney Notes

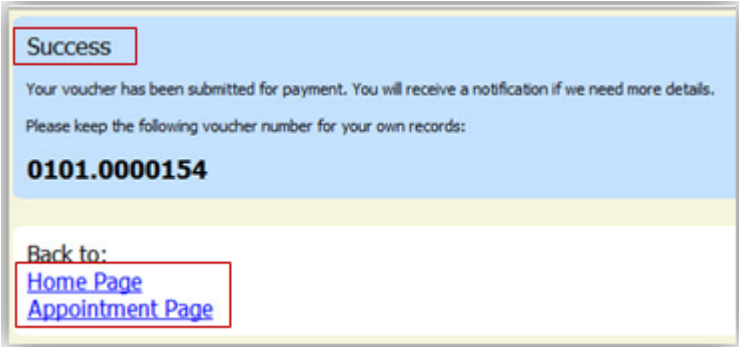
I swear and affirm the truth or correctness of the above statements
 Date: 4/20/2020 21:27:33



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

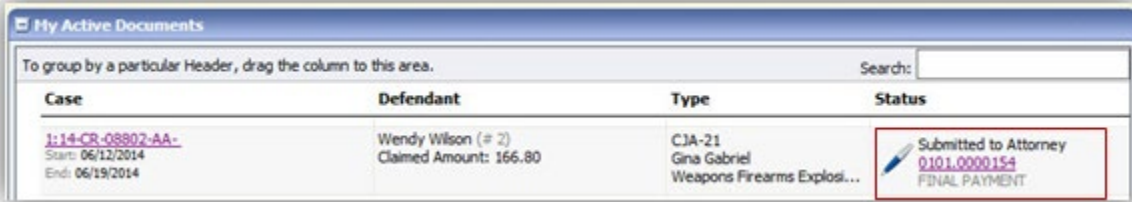
Step 11

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



Step 12

The case file appears in the **My Active Documents** section. Click the case hyperlink to select the file.



Step 13

Navigate to the **Confirmation** tab. Verify all information is correct. Certify the information by selecting the certification check box. This automatically time stamps the voucher. **Click Approve.**



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.

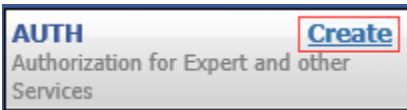
Step 1

In the **Appointments' List** section, open the appointment record.

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

Step 2

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to **AUTH**.

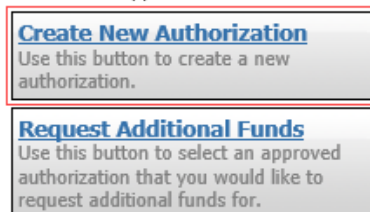


Step 3

Click **Create New Authorization**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.



Case compensations for Investigative, Expert and Other Services

- Less than \$900 – No approval from the Court
- Between \$901 - \$2,800 – Prior approval from the Court is required
- Greater than \$2,800 – Prior approval from the Court and the Chief Judge of the Third Circuit is required

Step 4

The **Basic Info** page appears. Complete the information in the **Master Authorization Information** section at the bottom of the screen. This includes the following:

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

Click **Save**.

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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$

Authorized Amount \$

Basis of Estimate

Description

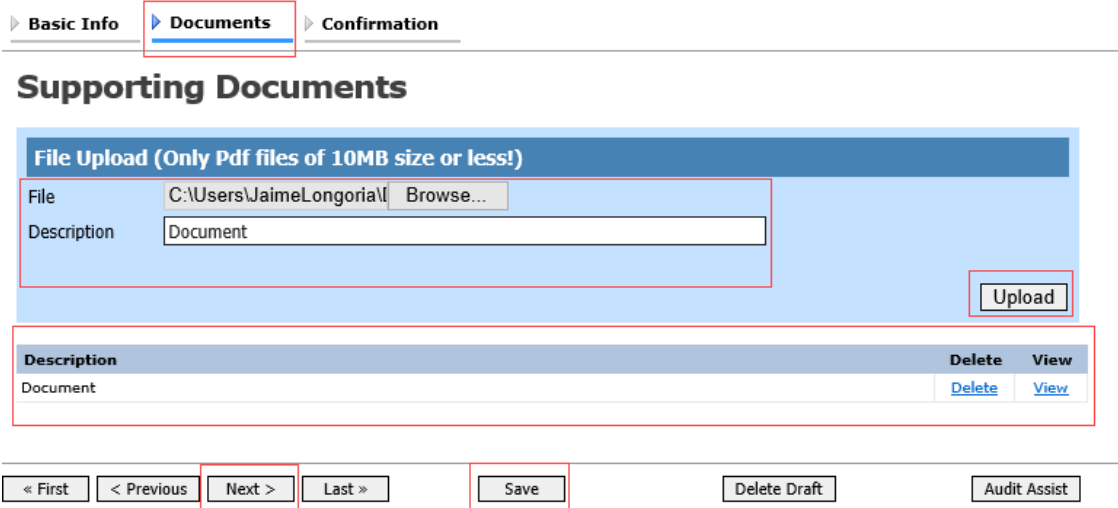
Service Type

Requested Provider

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

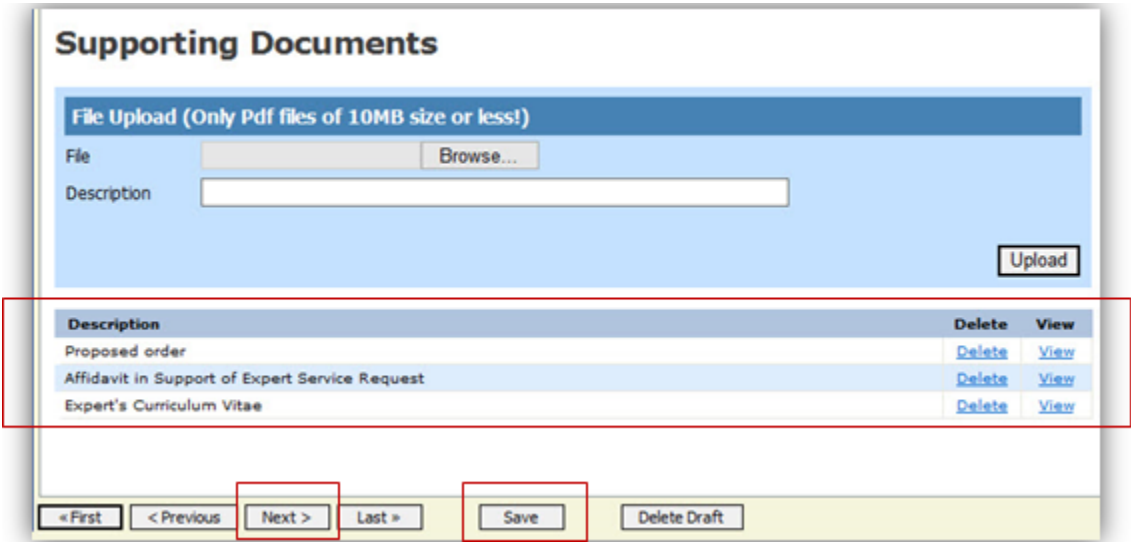
Step 5

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**.



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

The attachment and description are added to the voucher and appears at the bottom of the **Description** column. Click **Save**.



Mandatory Documents

- Order of Appointment
- Any documents supporting the request

Step 6

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, may include any notes to the Court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Documents **Confirmation**

Confirmation

1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-00015-1-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 or 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 STATEMENT As the attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$ <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney: Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5625 Cell phone: 210-555-1234 Email: lia_ornelas@actx.uscourts.gov			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(see instructions)		14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Wearless/Lastic, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: Name: Pro Tunc: Date: Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO			
NOTES			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
Total Approved Amount			
Public/Attorney Notes Attention: The notes you enter will be available to the next approval level.			
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:			
Submit			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next >"/> <input type="button" value="Last >"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>			

Step 7

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

Success

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

Please keep the following voucher number for your own records:

0101.0000152

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

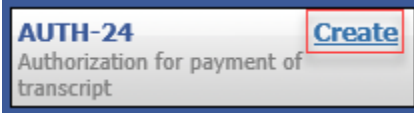
The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

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.

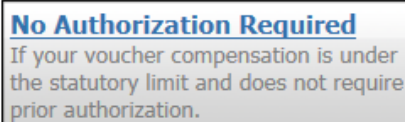
Step 1

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to AUTH-24.



Step 2

The authorization opens to the **Basic Info** page. Click the **No Authorization Required** link.



Step 3

On the **Basic Info** page, enter the details for the required transcript. Click **Save**.

Basic Info | Documents | Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Feb-ediah 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 or 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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained (Capital Only) Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts

Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal

Defense Opening Statement Defense Argument Jury Instructions Voir Dire

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

Step 4

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the **Description** column. Click **Save**.

Basic Info | **Documents** | Confirmation

Supporting Documents

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

File

Description

Description	Delete	View
Proposed Order.pdf	Delete	View

« First | < Previous | **Next >** | Last »

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

Mandatory Documents

- **Order of Appointment**
- **Any documents supporting request**

Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the Court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Documents **Confirmation**

Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAROLE CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1823 F INSPECTION VIOLATION PENALTIES			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Signature of Presiding Judge or By Order of the Court Date of Order Nunc Pro Tunc Date	
Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623			

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 21:49:45

Submit

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

Step 6

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

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

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

*** Please refer to the CJA Felony Appointment Manual for further guidance on requesting transcripts. ***

Back to:

[Home Page](#)

[Appointment Page](#)

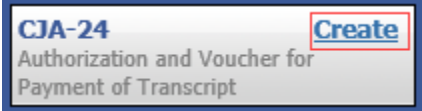
Creating a CJA-24 Voucher (Payment for Transcript)

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

After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment. **Attorneys are responsible for submitting the CJA-24s.** CJA-24 vouchers require two steps: submission and approval. Since court reporters are not authorized to use eVoucher, the panel attorney has to submit and approve the voucher, once on behalf of the court reporter, and another for himself/herself.

Step 1

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to CJA-24.



Step 2

The **Basic Info** page appears.

Click the **Use Existing Authorization in eVoucher** link.

Basic Info

Basic Info			
1. CIR. DIST/DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAC. 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 \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

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

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

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

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

Step 3

Click the applicable AUTH-24, which highlights it in blue. *You cannot continue until it is highlighted.*

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.

<p>Use Existing Authorization in eVoucher You may click here to select from a list of approved authorizations.</p>	<p>Please Select the Associated Authorization</p>
<p>No Existing Authorization in eVoucher If you do not have an existing authorization in eVoucher, you may proceed by clicking here.</p>	<p>ID Number: 89 Service Type: Court Reporter / Transcript Order Date: 01/21/2016 Special Handling: 0 Proceeding Transcribed: Transcription</p> <p> <input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire </p> <p>In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.</p>
	<p>ID Number: 116 Service Type: Court Reporter / Transcript Order Date: 03/22/2016 Special Handling: 0 Proceeding Transcribed: Arraignment</p> <p> <input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire </p> <p>In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.</p>

Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. In the **Voucher Assignment** section, click the radio button indicating the attorney will be entering information. Click **Create Voucher**.

New Voucher Information

Description

Court Reporter/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

Expert Info Details	LeVar Expert AO-CMSO Washington DC 20544 US Phone: 202-502-2965
-------------------------------	---

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

Notes:

- Only transcriptionists registered with the service type selected appear in the **Expert** drop-down list. **If the expert is not listed in the drop-down list, please submit an AO-213 and W-9 to Financial Services at finance@vid.uscourts.gov so they can be added to eVoucher.**
- Selecting a transcriptionist already in the system automatically populates that expert’s information.

- The attorney must file the voucher on behalf of the transcriptionist. The voucher appears in the **My Active Documents** section as submitted to the attorney. The attorney will perform the first level of approval/submission by clicking the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher then moves to the **My Submitted Documents** section.
- The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney’s **My Submitted Documents** folder.

Step 5

Click the **Services** tab or click **Next** on the progress bar. Complete the **Date**, **Service Type**, **No. of Pages**, **Rate Per Page**, and **Description** fields, then click **Add**. The entry appears in the **Service Type** column. Click **Save**.

Services

Date: 4/20/2020 * Description: [Text Box]

Service Type: [Dropdown] *

Include Page Numbers: [Text Box]

No. of Pages: [Text Box] * Rate Per Page: [Text Box] *

Less Amount Apportioned: [Text Box]

Less Amount Adjusted: [Text Box]

[Add] [Delete Item]

* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	04/20/2020	Transcription.		15	10.00			150.00

Page 1 of 1 (1 items)

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

Step 6

Click the **Expenses** tab or click **Next** on the progress bar. Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**. The entry appears in the **Expense Type** column. Click **Save**.

Expenses

Date: 4/20/2020 * Description: [Text Box]

Expense Type: [Dropdown] *

Miles: [Text Box] * at \$0.535 per mile.

Amount: [Text Box]

[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	04/20/2...	Travel to court.	20	0.535	10.7

Page 1 of 1 (1 items)

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

Step 7

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the **Description** column.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a breadcrumb trail: Basic Info > Services > Expenses > Documents > Confirmation. The 'Documents' tab is highlighted. Below the breadcrumb is a section titled 'Supporting Documents' with a sub-header 'File Upload (Only Pdf files of 10MB size or less!)'. This section contains a form with two fields: 'File' with a text input containing 'C:\Users\JaimeLongoria\...' and a 'Browse...' button, and 'Description' with a text input containing 'Document'. An 'Upload' button is located to the right of the form. Below the form is a table with the following structure:

Description	Delete	View
Document	Delete	View

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

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

Mandatory Documents

- Order of appointment
- Any documents to support request

Step 8

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info
Services
Expenses
Documents
Confirmation

Confirmation

1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER		4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT/DEF. NUMBER	
6. OTHER. DKT/DEF. NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	
REQUEST AND AUTHORIZATION FOR TRANSCRIPT					
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript					
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). <i>NOTE: The trial transcripts are not to include prosecution opening</i> Transcription					
14. SPECIAL AUTHORIZATIONS				JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with					
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited					
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions					
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.					
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623			16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date		
CLAIMS FOR SERVICES					
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other			18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965		
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX					
20. TRANSCRIPT		INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL
Original		see detail	0	see detail	\$0.00
Copy		see detail	0	see detail	\$0.00
Expenses (taxiing)					\$0.00
TOTAL AMOUNT CLAIMED:					\$0.00
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____					
ATTORNEY CERTIFICATION					
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk _____ Date _____					
APPROVED FOR PAYMENT -- COURT USE ONLY					
23. APPROVED FOR PAYMENT Signature of Judge or Clerk of Court _____ Date _____ Approved Amount _____					

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

Public/Attorney Notes

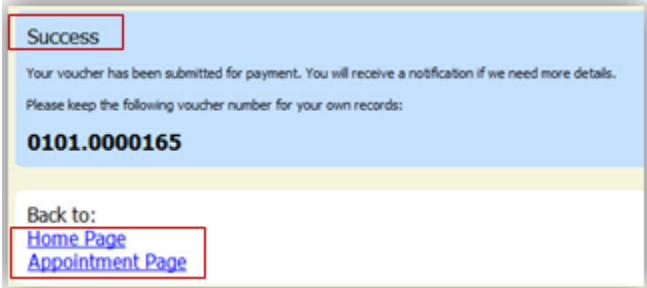
I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0

Submit

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

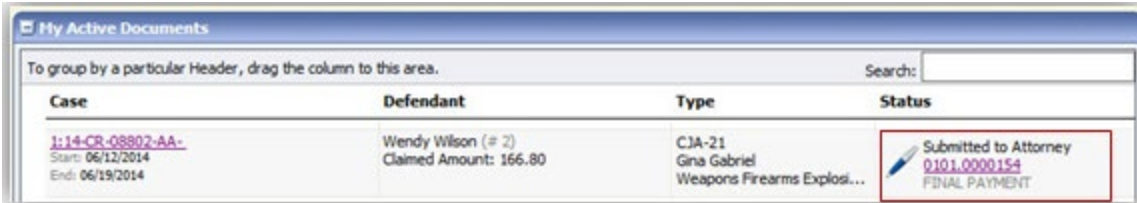
Step 9

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



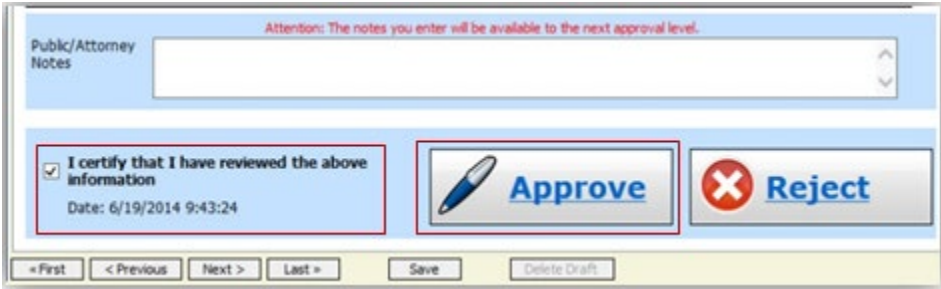
Step 10

Click the **Home Page** hyperlink to return to the home page. The CJA-24 voucher will be in the **My Active Documents** section with the status **Submitted to Attorney**. Click the case hyperlink to select the file.



Step 11

Navigate to the **Confirmation** tab. Verify all information is correct. Certify the information by selecting the certification check box. This automatically time stamps the voucher. **Click Approve**.



Step 12

A confirmation screen will appear indicating the previous action was successful and the CJA-24 voucher has been submitted.

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

Back to:

[Home Page](#)

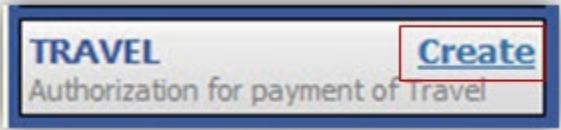
[Appointment Page](#)

Creating an Authorization for Payment of Travel Voucher

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

Step 1

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to TRAVEL.



Step 2

The **Basic Info** page appears. The **Travel Agency to be Used** section automatically populates.

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Federalish Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08205-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
* 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 15:1823: F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: isa_omelio@ectc.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V StandBy Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 8/2/2014 Num: Pro Tax: Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Travel Agency to be Used: National Travel Service (NTS) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email: </div>			

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

Step 3

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

Address of Person Traveling: 123 Way
San Antonio, TX 78229

Travel From Location: San Antonio, TX

Travel To Location: Los Angeles, CA

Estimated Dates of Travel: 5/25-5/28

Travel Requested: * **Estimated Cost:** **Instructions for requesting amounts for the travel items:**

Airline Tickets via CJA Government Travel Agency: 300.00 Complete the estimated dollar amount for each applicable line.

Ground Transportation: 20.00 The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Subsistence (Hotels & meals): 100.00 Complete information for one traveler per form.

Other:

Total Estimated Cost: 420.00

Total Authorized:

Purpose and Justification: Travel to talk to witness.

Court Notes:

* 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 MSJE rate.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorize	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

Page 1 of 1 (1 items)

<< First | < Previous | **Next** | Last >> | | |

Step 4

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the **Description** column.

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

Supporting Documents

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

File: C:\Users\JaimeLongoria\ |

Description:

Description	Delete	View
Travel Receipts	Delete	View

<< First | < Previous | **Next** | Last >> | | |

Mandatory Documents

- Order of Appointment
- Any documents to support the request

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

Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Services Expenses Documents **Confirmation**


Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Itemize)			
			SUB-TOTAL
			\$0.00
			LESS AMOUNT APPORTIONED
			see detail
			\$0.00
			TOTAL
			\$0.00
TOTAL AMOUNT CLAIMED:			
\$0.00			
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk _____ Date _____			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT Signature of Judge or Clerk of Court _____ Date _____ Approved Amount _____			

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

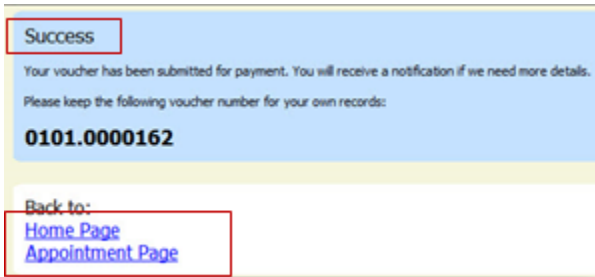
Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0



Step 6

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



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

Creating a CJA-26 Voucher (Claim for Excess Compensation)

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

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

Step 1

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to CJA-26.

CJA-26	Create
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	

Step 2

The **Basic Info** page appears. Enter the details for information required. Click **Save**.

[Basic Info](#) | [Justification](#) | [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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-553-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested	<input type="text"/>	Amount Approved	<input type="text"/>
Pre Trial Hours	<input type="text" value="0"/>	Trial Hours	<input type="text" value="0"/>
Sentencing Hours	<input type="text" value="0"/>	Other In-Court Hours	<input type="text" value="0"/>
Out-Of-Court Hours	<input type="text" value="0"/>	Number of Counts	<input type="text" value="0"/>
Number of Co-Defendants	<input type="text" value="0"/>	Other Pending Cases	<input type="text"/>
Sentencing Guideline Range	<input type="text"/>	Mandatory Minimum Found	<input type="checkbox"/>

[« First](#) | [< Previous](#) | [Next >](#) | [Last »](#) | [Save](#) | [Delete Draft](#) | [Audit Assist](#)

Step 3

Click the **Justification** tab or click **Next** on the progress bar. 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 this compensation request. *Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.*

Navigation: < First | < Previous | **Next >** | Last > | **Save** | Delete Draft | Audit Assist

Step 4

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the **Description** column.

Basic Info | Justification | **Documents** | Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...
Description: Document x

Upload

Description	Delete	View
Document	Delete	View

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

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

Mandatory Documents

- Order of Appointment
- Itemized CJA-20

(Enter services and expenses into a CJA-20 voucher. **Do not submit.** Click on the link – Form 20 on the left side of the screen under Reports. Save the document as a PDF and attach to the CJA-26.)

Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info | Justification | Documents | **Confirmation**

Confirmation

SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT

THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE *GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT*, VOLUME VII, *GUIDE TO JUDICIARY POLICIES AND PROCEDURES*, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C (2) OF THOSE *GUIDELINES*, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME: Andrew Anders

CASE NAME: USA v. Branson

DOCKET NUMBER: 1:14-CR-08805-AA DEFENDANT NUMBER: 1 VOUCHER NUMBER:

1 PERIOD OF APPOINTMENT (DATES): 3/3/2014

TOTAL NUMBER OF IN-COURT HOURS: 0
 PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0
 TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825.F INSPECTION VIOLATION PENALTIES

NUMBER OF COUNTS CHARGED: 0 NUMBER OF CO-DEFENDANTS: 0
 OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:
 IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:
 WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? YES NO

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 CHECK 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, OTHER.

8 EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN \$500.

9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST.

INCLUDE, IF APPLICABLE: (A) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.


Signature of Attorney Andrew Anders	Date Signed	Requested Amount
Signature of Presiding Judge	Date Signed	Judge Code
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code
		Approved Amount

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

Public/Attorney Notes

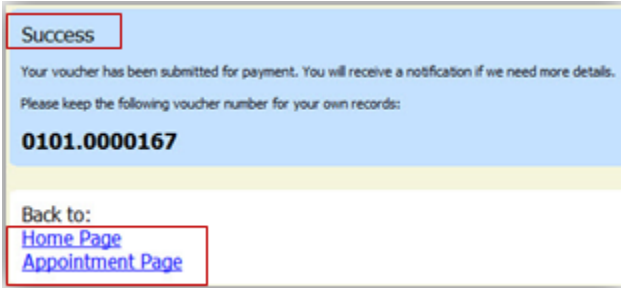
I swear and affirm the truth or correctness of the above statements

Date: 4/20/2020 22:27:34



Step 6

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



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

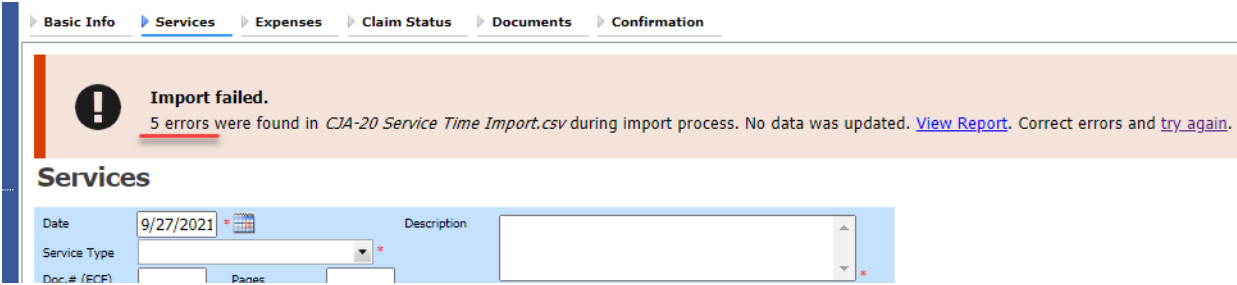
Note: After the CJA-26 has been approved, go back into the voucher, click on Form 26 on the left side of the screen. This will populate the CJA-26 with the Judge's approval and the approved amount. Save this form as a PDF and attach it to the related CJA-20.

Appendix A: Correcting Errors in Your .csv File

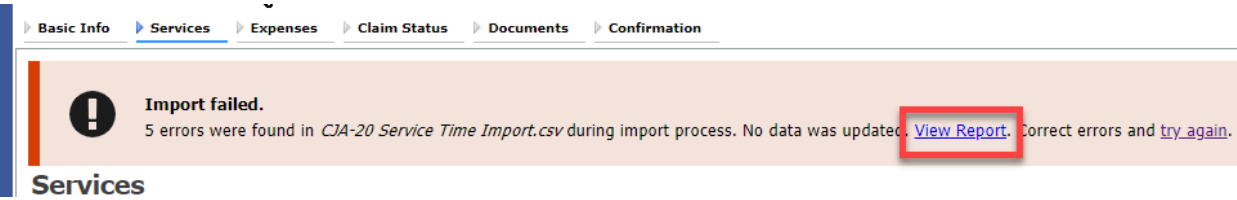
If your import fails, you must correct errors in the original .csv file before attempting another import.

Step 1

A message appears at the top of the page, indicating the number of errors found.



Click the **View Report** link to view errors.



Step 2

The default Errors Only report opens, highlighting the errors in the file. Review the error report and correct the original .csv file.

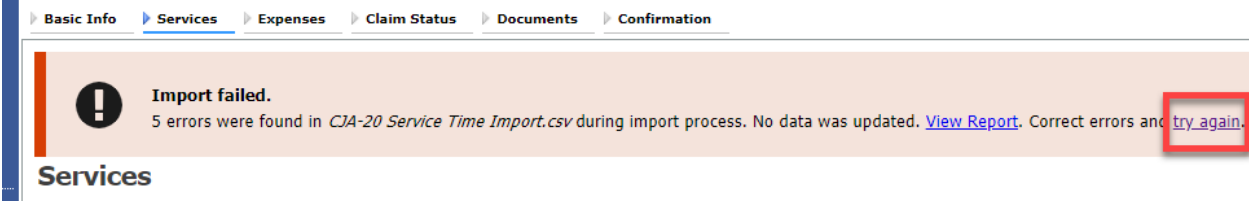
Errors Only Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	9/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	9/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	9/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	9/14/2021	1.1	Test<->	16a. Interviews and Conferences		

Note: Click the **Full Report** radio button to view an error report that includes all imported service lines.

Step 3

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.

Appendix B: Creating the Excel File for Import

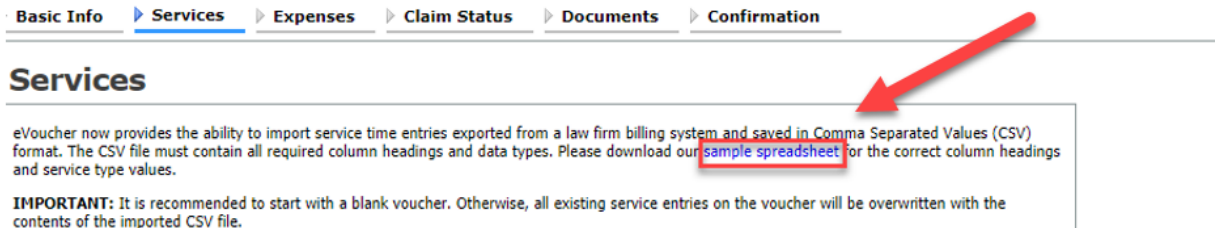
Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headings, as seen below. The header row contains four mandatory column headings (Date, Hours, Description, Service Type) and two optional column headings (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the first row contains service entry information instead of headings, the data in row 1 will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021		0.1 Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021		0.2 Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021		0.3 Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021		0.4 Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021		0.5 Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5	
7	9/7/2021		0.6 Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021		0.7 Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021		1 Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021		1 Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time		
11	9/12/2021		1.1 Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021		1.3 Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

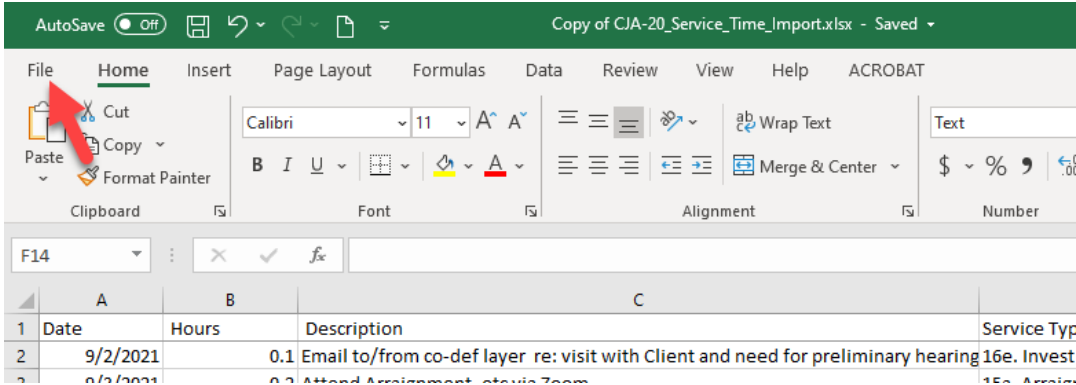
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow a user to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

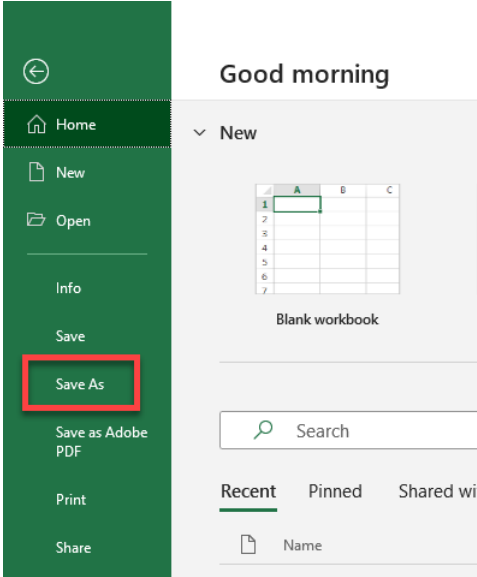
Step 1

In your Excel file, click the **File** tab.



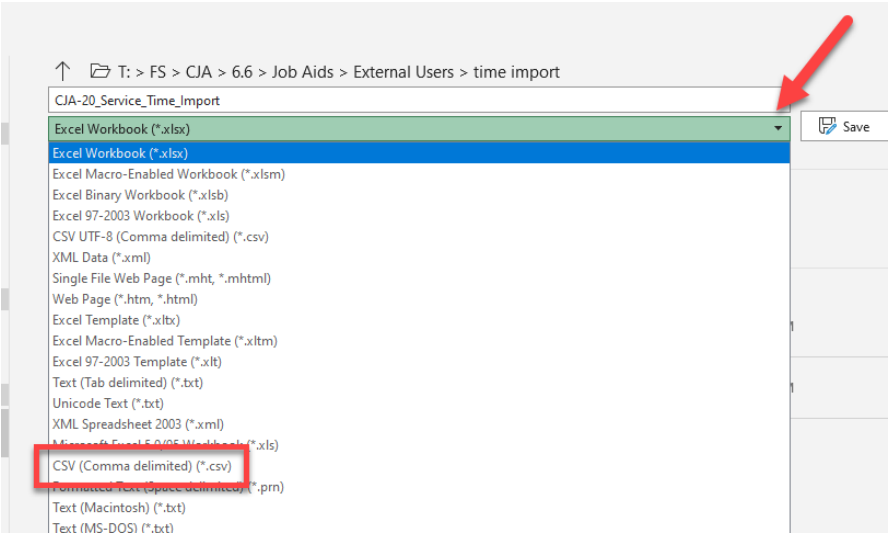
Step 2

From the navigation menu on the left, click **Save As**.

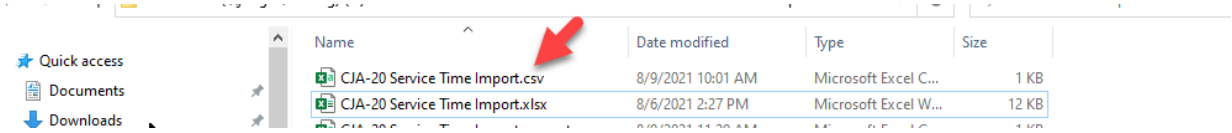


Step 3

On the **Save As** page, click the drop-down arrow and select **CSV (Comma delimited) (*.csv)**.

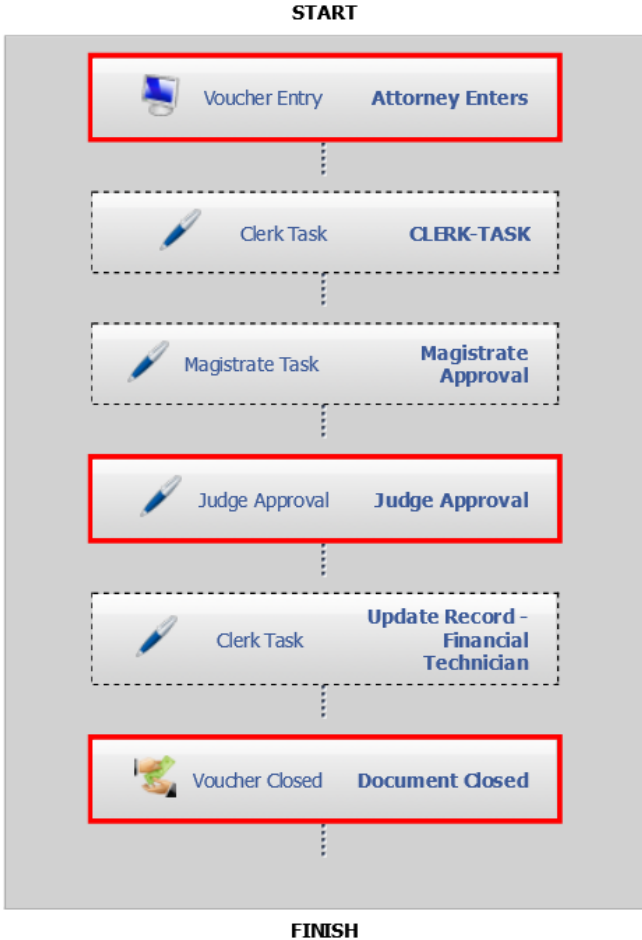


Your Excel file has now been converted to a .csv file and can be imported into the **Services** page of your CJA-20 or CJA-30 voucher.



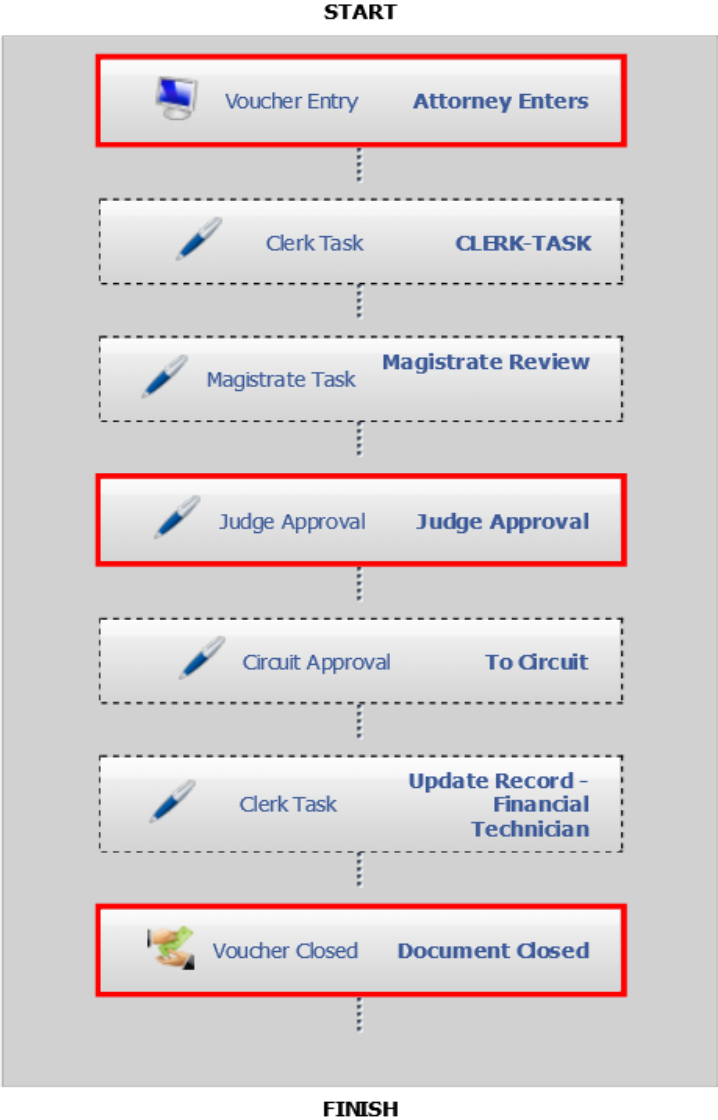
Appendix D: Workflows

AUTH Workflow



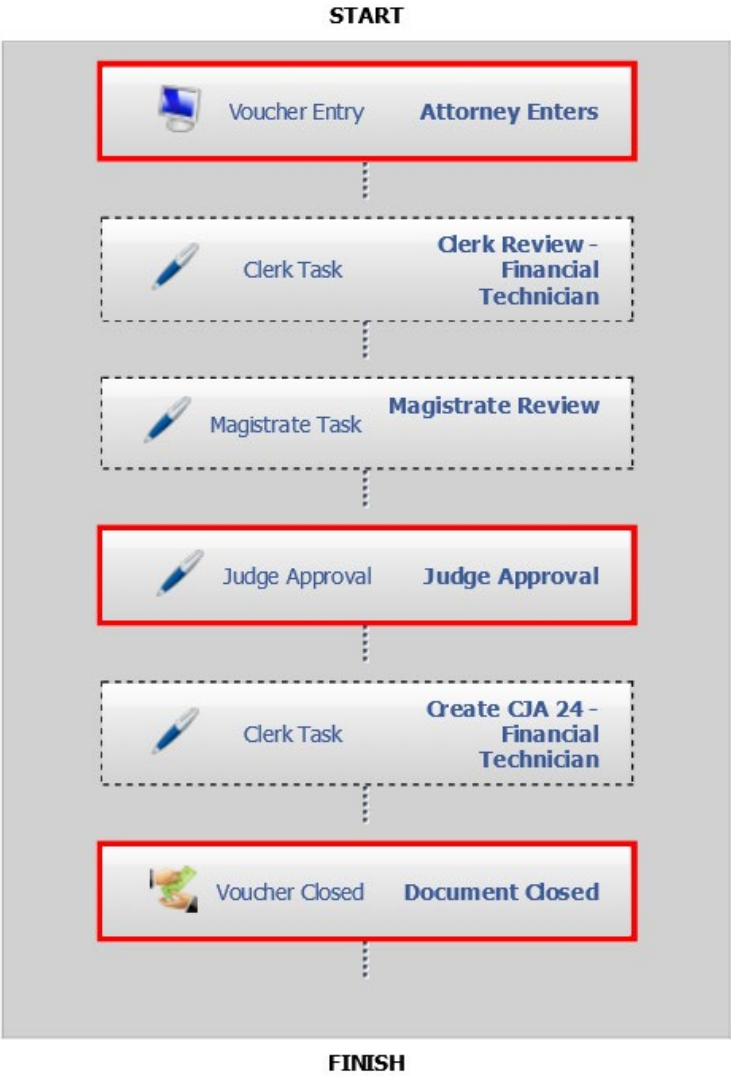
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

AUTH-Excess Workflow



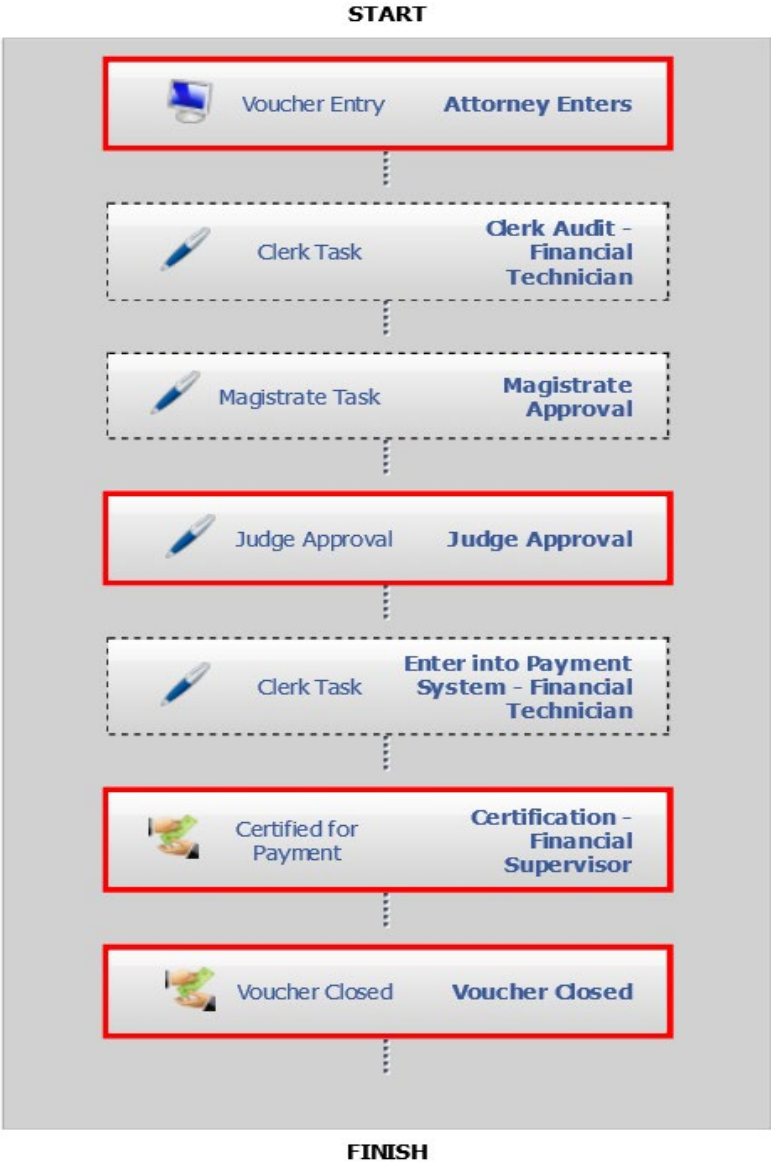
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

AUTH-24 Workflow



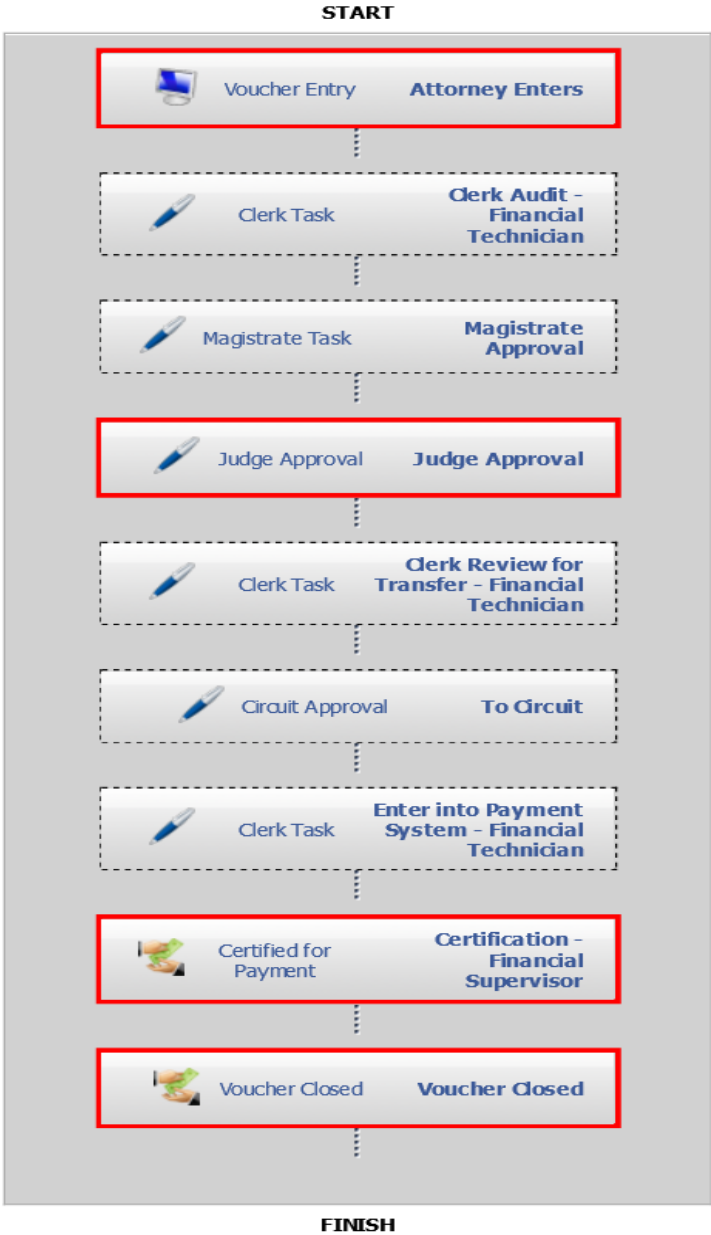
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-20 Workflow



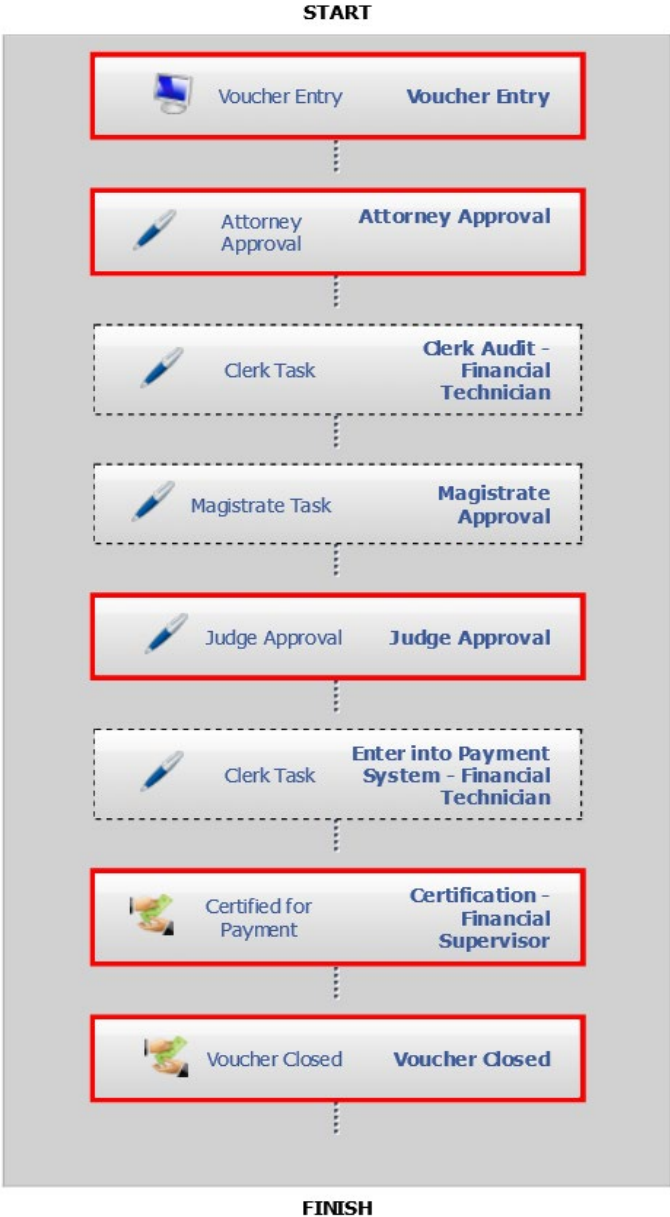
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-20 Excess Workflow



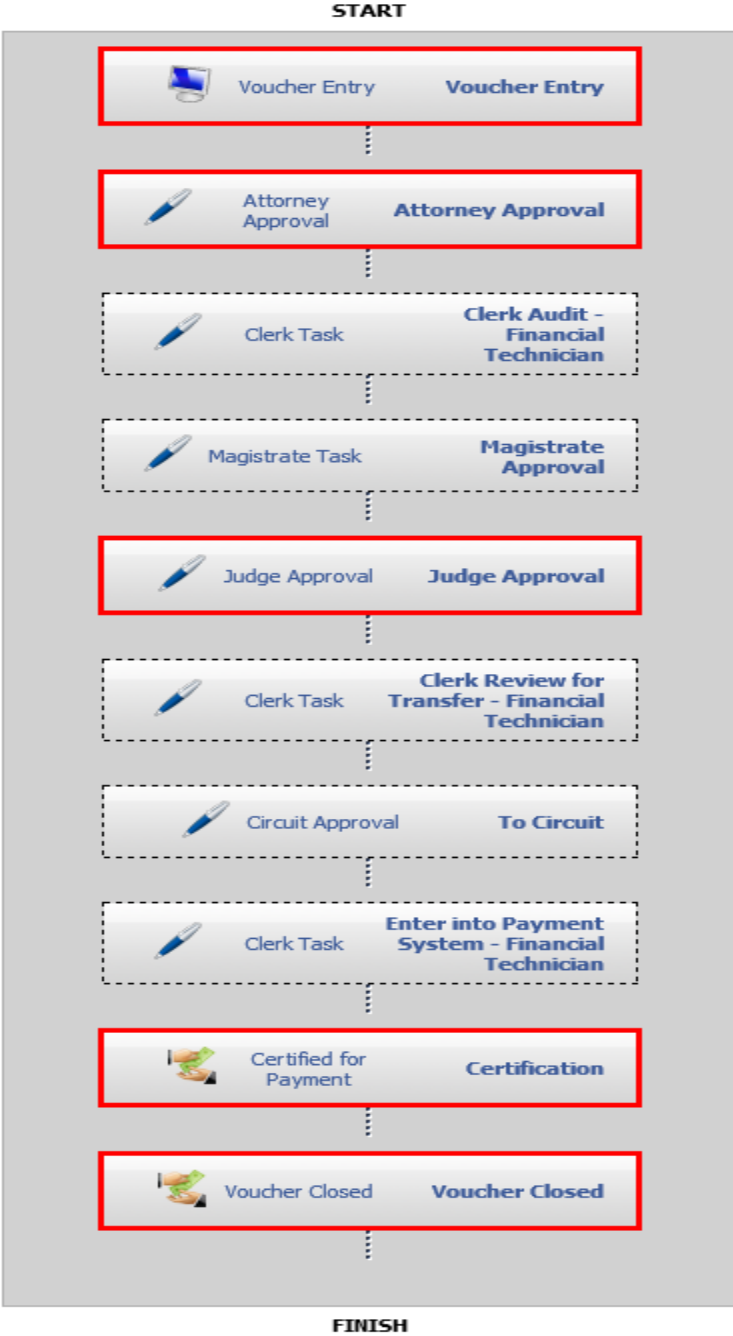
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-21 Workflow



*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-21 Excess Workflow



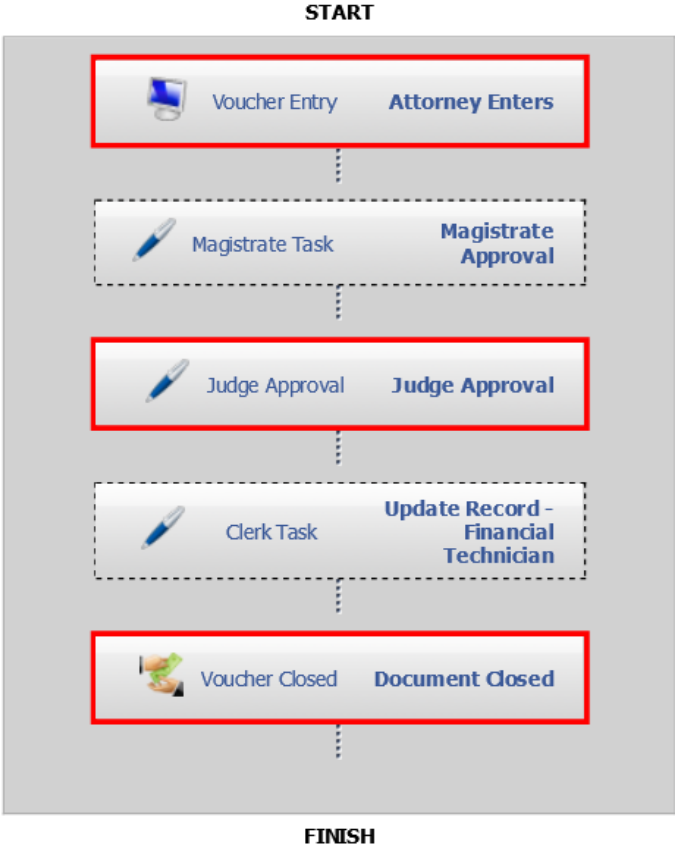
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-24 Workflow



*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-26 Workflow



*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

If you have any questions regarding your CJA representation,
please contact:

District Court Financial Services

Shaneka Carter – Procurement & Financial Specialist
CJA eVoucher Reviewer (340) 775-8016
shaneka_carter@vid.uscourts.gov;

Deanne Schneider – Budget Analyst
CJA eVoucher System Administrator (340) 775-8017
deanne_schneider@vid.uscourts.gov; and

Shervin T. Clarke – Financial Supervisor
CJA eVoucher Payment Certifier (340) 775-8015
shervin_clarke@vid.uscourts.gov

Financial Services Direct Line (340) 776-0221
Fax Line (340) 775-8077
finance@vid.uscourts.gov