



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

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eVoucher Contact Information

The eVoucher help desk support can be reached via email at cja_support@kyed.uscourts.gov. For immediate assistance you may call the Ashland Clerk's Office and speak to Susan Thompson or Kelly Smith at 606-329-2465 or Lea Ann Newquist in our Lexington office at 859-514-2240.

Introduction

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

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

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

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations. **IT IS THE ATTORNEY'S RESPONSIBILITY TO KEEP ALL ACCOUNT AND BILLING INFORMATION CURRENT.**
- Allows attorneys to add up to three email addresses for notification from eVoucher.

Voucher and Authorization Request Submission

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

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox, and other browsers may not be used with CJA.

Court Appointment

There will be **no change** to the Court's process for appointing attorneys to cases. When an attorney appointment order is entered by the Court, the appointment will also be entered in eVoucher. An email will automatically be generated by the program, and sent to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Associate/Partner Attorney

If an appointed attorney wants an associate/partner to perform work for the appointed attorney, the attorney must contact one of the Court's panel managers to have the associate/partner added to the existing case representation in eVoucher. Requests to add an associate/partner to a case should include the case name/number and the associate/partner's name and email address.

Appointed attorneys must review and approve of all services and expenses included on the associate/partner CJA20. The appointed attorney's statement approving of associate/partner CJA20s must be attached to the associate/partner CJA20.

Co-Counsel Appointment

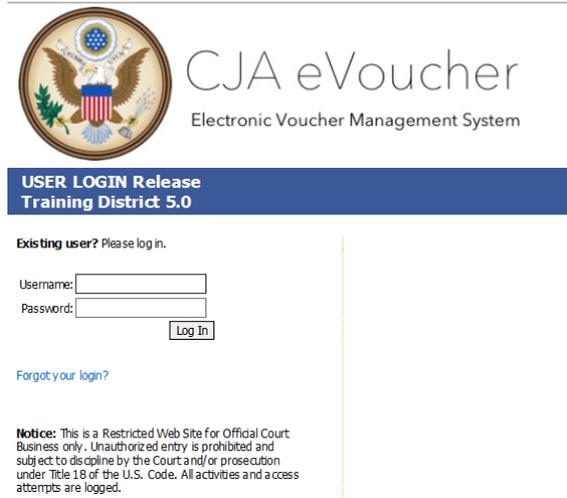
In extremely complex cases, the attorney may request and the Court may find it in the interest of justice to appoint an additional attorney as co-counsel. The request for the appointment of co-counsel must be done by motion filed in the case either conventionally, if ex parte, or in CM/ECF (not eVoucher). If the motion is granted, the Court will create a new representation/appointment for co-counsel in eVoucher and an email will automatically be sent to co-counsel confirming the appointment.

PENDING APPOINTMENTS

Pending appointments entered in eVoucher will appear in the **Appointment List** box on the landing page. If you desire to submit a voucher for prior appointments **NOT** appearing in this section, please contact the eVoucher Help Desk at cja_support@kyed.uscourts.gov or call the Ashland Clerk's Office at 606-329-2465 to have the appointment entered in eVoucher so the appointment is available for you to input claims for services and expenses electronically

Accessing the CJA eVoucher Program

The link to access eVoucher is located on the KYED homepage www.kyed.uscourts.gov under the “For Attorneys” tab along the top of the page. Log on using the username and password you were provided, and click **Log In**.



USER LOGIN Release
Training District 5.0

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

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 a ccess attempts are logged.

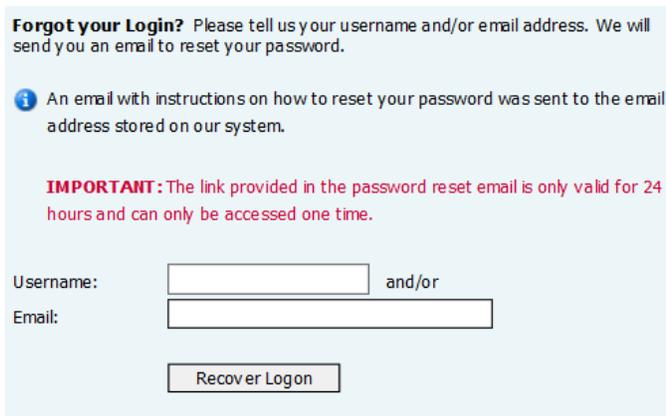
You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- One special character.

You are required to change your password every 180 days.

If you forget your user name or password, click **Forgot your Login**.

Enter your user name or email address, and click **Recover Logon** to retrieve your information. If you incorrectly enter your username or password three times, the system will lock you out of your account for security purposes. Contact the eVoucher help desk to have your account unlocked.



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

i An email with instructions on how to reset your password was sent to the email address stored on our system.

IMPORTANT: The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username: and/or

Email:

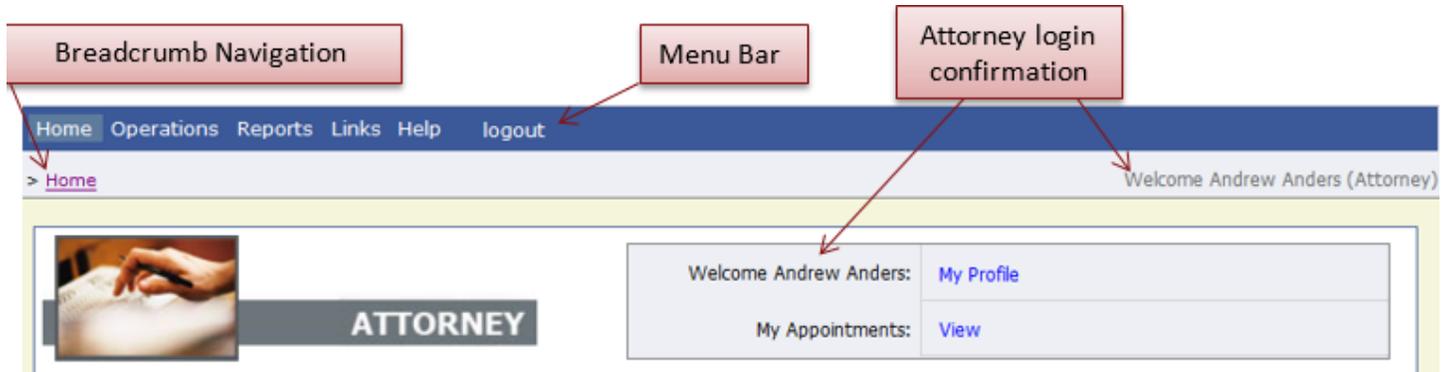
Home Page

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

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

Folder Descriptions	
My Active Documents	This folder contains documents that you are currently working on or 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	KYED will not be using this function of eVoucher so your folder should remain empty.
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. This includes: <ul style="list-style-type: none"> • Vouchers in progress by the experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or have been approved by the court. Closed documents are only displayed for open cases. Closed documents are displayed until they are archived and/or for 60-90 days after the appointment is terminated. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page
Operations	Allows you to search for specific appointments
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your profile • "Contact Us" email • Privacy Notice • eVoucher help documentation for attorneys and experts
Logout	Logs user off the eVoucher program

CM/ECF Connection

eVoucher can be connected to CM/ECF to all attorneys to search the docket to confirm the date of a court proceeding, the length of time in court, the defendant number, the charge, etc. To establish the eVoucher/CM/ECF connection, the first time the attorney logs into eVoucher, navigate to the "Login Info" in the Profile. Edit the record. In the CM/ECF boxes enter the CM/ECF Username and Password. Click the **validate** button. The message will change from CM/ECF Access is NOT validated to CM/ECF Access is linked. *This validation only needs to be done once.*

Customizing the Home Page

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

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

Moving Folders

Step
1

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

A **crosshair** icon  appears.

Step
2

Click and drag the folder to the new location.

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

Resizing of Column

Step
1

Along the folder headings (e.g., **Case, Defendant, Type**, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step
2

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

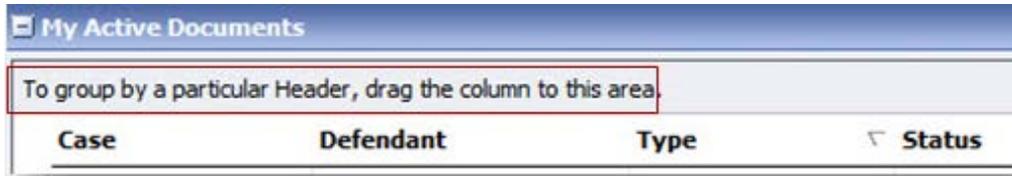
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

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

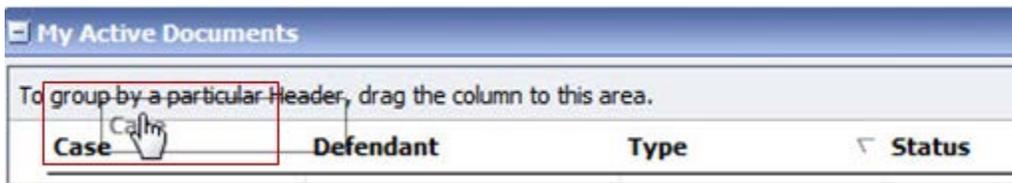
Step
1

Click the header for the column you wish to group.



Step
2

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



Step
3

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

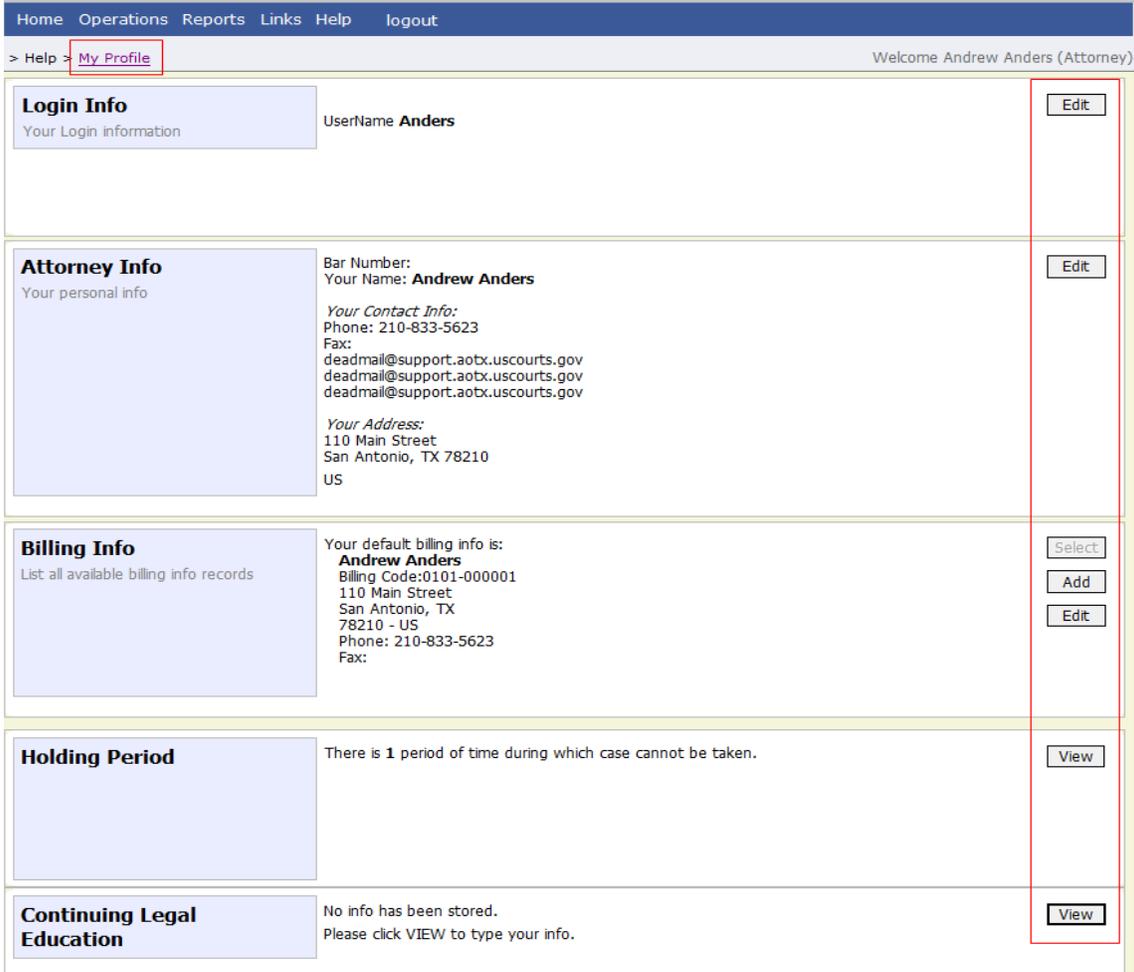


My Profile

In the **My Profile** section, the attorney may:

- Change password (**Login Info** section).
- Edit contact information, phone, email, and/or physical address (**Attorney Info** section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Any changes to SSN after the first login must be made through the court.
- The **Holding Period and CLE attendance** is not utilized by KYED at this time.

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



Changing My Profile Username and Password

Step
1

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

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

Login Info
Your Login information

UserName **Anders** Edit

Step
2

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

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

Login Info
Your Login information

Username Anders change Close

Password **** reset

Step
3

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

Step
4

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

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

Login Info
Your Login information

Username Anders change

Password ***** * Strength:Strong

Confirm ***** *

Reset cancel

Step
5

Click **Reset** to save.

Step
6

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

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

Login Info
Your Login information

Username Anders change Close

Password **** reset

Attorney Info

Step 1

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

Attorney Info
Your personal info

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

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

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

Edit

Step 2

Make any necessary changes.

Attorney Info
Your personal info

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

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

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

* Required Fields
Bar Number
Tax Identification Number: * (If on Panel) Foreign Vendor?
SSN:
Confirm:

First Name * Middle Last Name *
Andrew Anders

Main Email *
dea.drail@support.aotx.uscourts.gov
2nd Email
dea.drail@support.aotx.uscourts.gov
3rd Email
dea.drail@support.aotx.uscourts.gov

Phone * Cell Phone Fax
210-833-5623

Address 1 * City *
110 Main Street San Antonio
Address 2 State * (US only) Zip * (US only)
TEXAS 78210
Address 3 Country *
UNITED STATES

Save
cancel

Step 3

Click **Save**.

Note:

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

BILLING INFORMATION

Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and W2s 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.

Firm = the panel attorney is performing CJA services as an employer of a firm (pre-existing agreement). All CJA payments will be payable in the name of the appointed attorney. However, the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the firm's Name and EIN.

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. The firm's billing code will be required to complete the billing information for the associate.

Billing Info

Step
1

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

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
Billing Code:0101-000001
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Select
Add
Edit

Step
2

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

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may select the **Copy Address from Profile** check box if your billing address is the same as your **Attorney Info** address.
- **It is the attorney's responsibility to keep all account and billing information current. Failing to do so could delay payment and/or receipt of your 1099.**

Step 3

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

Billing Info

List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Step 4

If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

Billing Info

List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN:
Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Billing Info
List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Save
cancel

Billing Code:

Andrew Anders
Billing Code:0101-000001
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:



Note:

- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN, but must enter the billing code of the attorney to be paid.

Appointments' List

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

Step 1

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

The screenshot shows a table with two rows of appointment data. Each row includes a case number hyperlink, defendant name, case title, and attorney name. To the right of each row is a detailed defendant information section, including representation type, order type, order date, and presiding judge.

This screenshot shows the 'Appointment Info' page for case 1:14-CR-08805-AA. It features a left-hand navigation menu with various options like 'View Representation', 'Create New Voucher', and 'Reports'. The main content area includes a detailed 'Appointment Info' table and a 'Vouchers on File' table. Red callout boxes highlight specific features: 'View Representation', 'Attorney CJA 20 Voucher Template', 'Expert CJA 21 Voucher Template', 'Detailed Payment Reports', and 'All vouchers associated with this case are displayed'. A 'Group Header Bar' is also indicated.

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

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

View Representation

The **View Representation** information displays:

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

Step 2 In the **Appointment** section, click **View Representation**.

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

[View Representation](#)

Home Operations Reports Links Help logout

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

Reports

[Representation Report](#)

Representation Info

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

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

Step 3 Click **Home** on the menu bar at the top of the page.

CJA-20 Voucher Process Overview

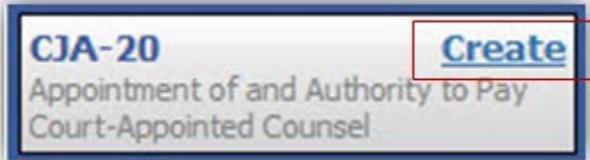


Creating the CJA-20 Voucher

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

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

Step 1 From the **Appointment** section, click **Create** from the CJA-20 Voucher template.



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

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

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: [blank]
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

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

Basic Info

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

Payment Info

Preferred Payee: Andrew Anders

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

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

Creating the CJA-20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

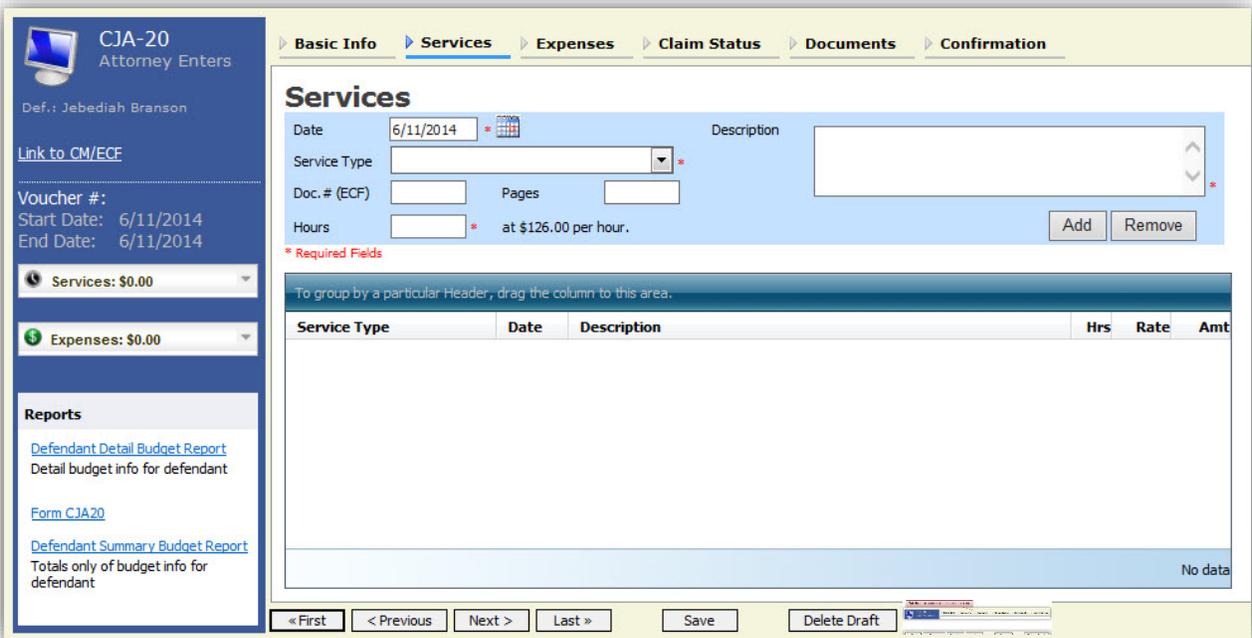
- To avoid data loss, frequently save any entries made to a voucher.
- To delete the voucher, click **Delete Draft** at any time prior to submitting the voucher.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

Entering Services

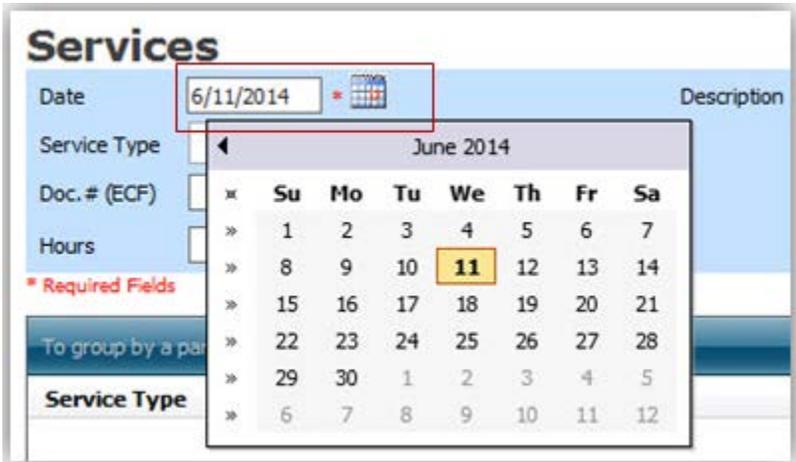
Line-item time entries should be entered on the **Services** tab.
Both in-court and out-of-court time should be recorded on this screen.

Step 2 Click the **Services** tab or click **Next**, located on the progress bar.

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



Step 3 Enter the date of the service. The default date is always the current date. You may type the date or click the **calendar** icon to select a date from the pop-up calendar.



Services (cont'd)

Step 4 Click the **Service Type** drop-down arrow and select the service type.

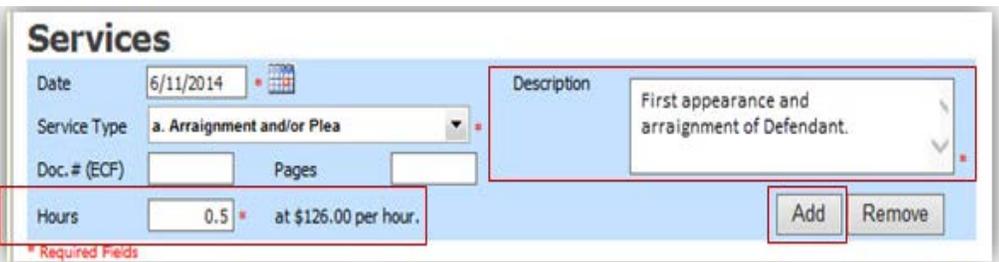
Note: You may add dates in any order. You can sort in chronological order at any time.



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

Step 6 Enter a description.

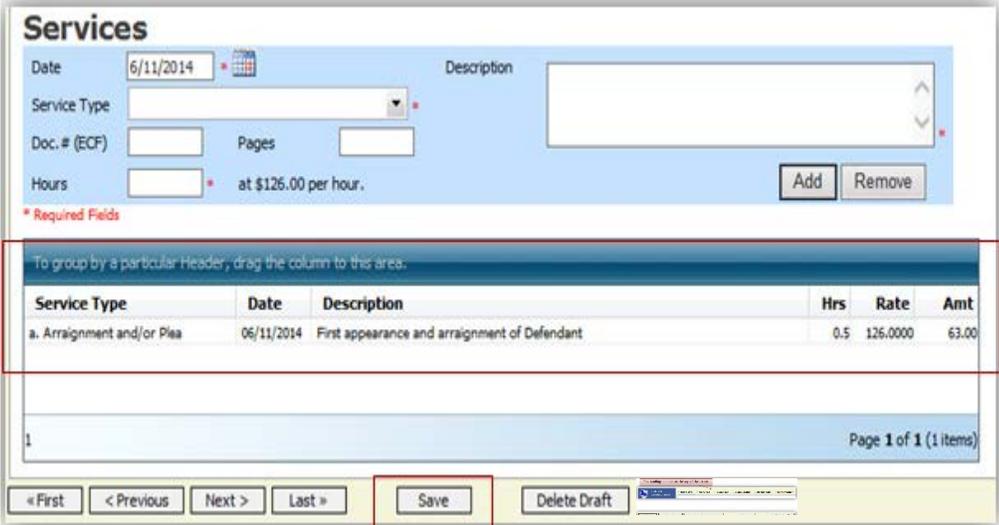
Step 7 Click **Add**.



Note:

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

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



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

Step 9 Click **Save**.

Entering Expenses

Step 1

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

The screenshot shows the 'Expenses' tab selected in a navigation bar with other tabs: Basic Info, Services, Claim Status, Documents, and Confirmation. The main form area is titled 'Expenses' and contains the following fields:

- Date: 6/12/2014 (with a calendar icon and a red asterisk indicating it is a required field)
- Expense Type: A dropdown menu (with a red asterisk indicating it is a required field)
- Miles: An input field followed by the text 'at \$0.5600 per mile.'
- Amount: An input field
- Description: A large text area (with a red asterisk indicating it is a required field)

Buttons for 'Add' and 'Remove' are located to the right of the Amount field. Below the input fields, there is a red asterisk and the text '* Required Fields'. A table below the input fields has a header row with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table body is currently empty, and the text 'No data' is visible at the bottom right of the table area. At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and a Save button. A 'Delete Draft' button is also visible.

Step 2

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

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

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

The 'Expense Type' field in the form above the dropdown is highlighted with a red box. The rest of the form, including the Date field (6/12/2014), Miles field, Amount field, and Description field, is visible in the background. The navigation buttons at the bottom are also visible.

Entering Expenses (cont'd)

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

Step 4 Enter a description in the **Description** field.

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

- Date: 6/12/2014
- Expense Type: Travel Miles
- Miles: 20 at \$0.5600 per mile.
- Description: Travel to and from Court

Buttons: Add, Remove

* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

Step 5 Click **Add**.

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

The screenshot shows the 'Expenses' form with the added entry in the table:

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

Page 1 of 1 (1 items)

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

Entering Expenses (cont'd)

Notes:

- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page, in the description box.
Any expense over \$50.00 you **MUST** attached a copy of the receipt.
- Remember to click **Add** after each entry.
- Click an entry to edit.

Expenses

Date: 6/12/2014 *
Expense Type: [Dropdown] *
Miles: [Input] at \$0.5600 per mile.
Amount: [Input] *
Description: [Text Area] *
[Add] [Remove]

* Required Fields

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

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

1 Page 1 of 1 (2 items)

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

Step 6 Click the **Date** column header. This sorts expenses according to date.

Step 7 Click **Save**.

Claim Status

Step 1 Click the **Claim Status** tab or click **Next** located on the progress bar.

Step 2 Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

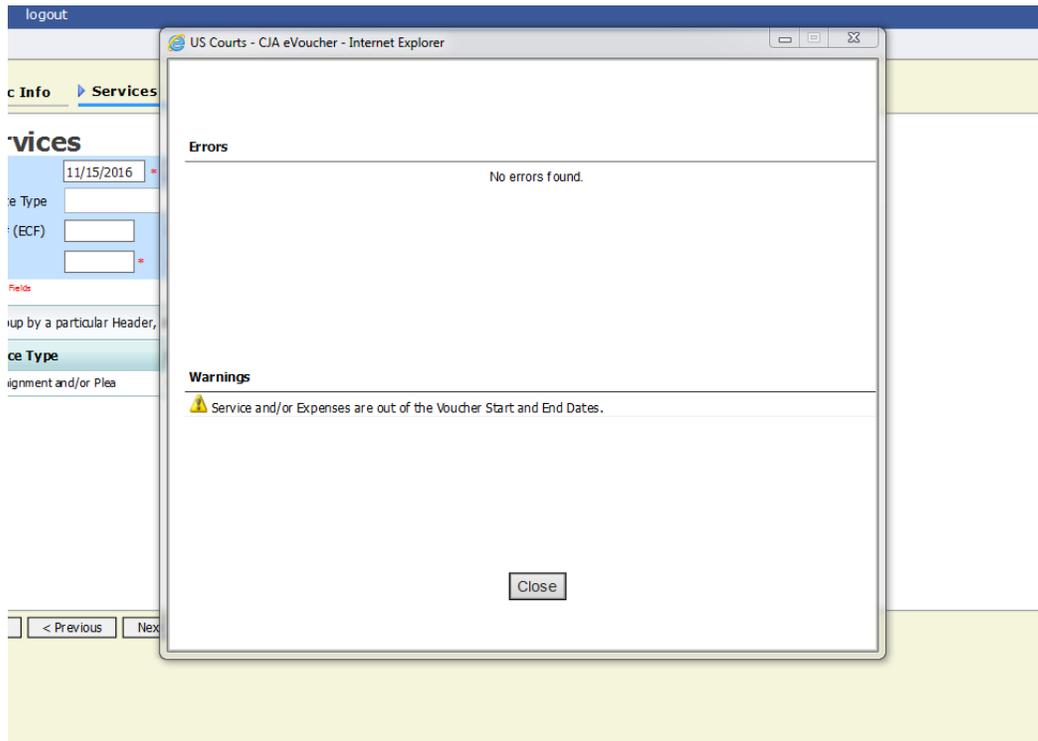
Step 3 In the **Payment Claims** section, select the payment claims type.

- **Final Payment** is requested 45 days after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment, by Order of the Court. If using this type of payment, indicate the number of interim payments.
- After the final payment has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.
- The attorney may submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case, clicking the **Withholding Return Payment** radio button to request return payment of withheld funds.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **Save**.

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



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

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

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

Documents

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

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

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

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

File

Description

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

Supporting Documents

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

File

Description

Description	Delete	View
Copies of receipts	Delete	View

«First < Previous Next > Last »

Step 4 Click **Save**.

Signing and Submitting to Court

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

Step 1 Click the **Confirmation** tab or click **Last** on the progress bar.

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

Confirmation					
1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA		5. APPEALS DKT/DEF NUMBER	
7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
				10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South Amy Town DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15.					
a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals		0.5	\$63.00		
16.					
a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals		0	\$0.00		
17. Travel Expenses (lodging, parking, meals, mileage, etc.)				\$11.20	
18. Other Expenses (other than expert, transcripts, etc.)				\$15.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)				\$89.20	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (49) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
«First < Previous Next > Last » Save Delete Draft					

You may include any information to the court in the **Public/Attorney Notes** field.

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Step 5 Click **Submit** to send to the court.

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

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Signing and Submitting to Court (cont'd)

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

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

1 Page 1 of 1 (3 items)

Notes:

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

My Documents
To group by a particular Header, drag the column to this area.
Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

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

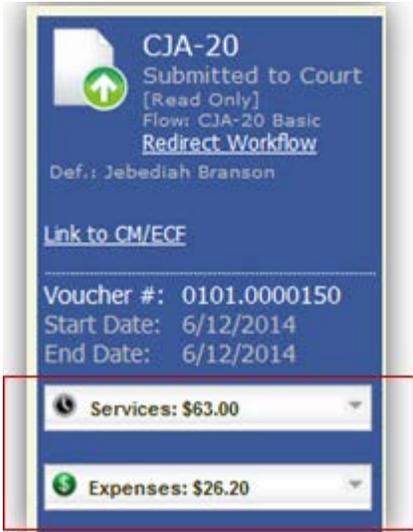
PRINTING VOUCHERS

In order to print any submitted vouchers, click on the hyperlink of the voucher you wish to print to get to the Basic Information page of the document. On the left side you will see a list of Reports. Pick the Form CJA20, CJA21, etc., that you wish to print. It will not print any documents which have been uploaded to the document page of the voucher. You may also choose the print to PDF option, rather than a printer, to save to your computer. In order to print an Auth, choose the selection called "Form Authorization" which appears further down in the list of reports.

CJA-20 Quick Review Panel

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

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



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



Reports and Case Management

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

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

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



You can find other accessible reports on the menu bar.



Defendant Detailed Budget Report

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

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

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

Counsel Budget Defendant: Jebediah Branson

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
				Total Pending:	\$0.00			Total Approved:	\$6,350.00	\$3,550.00	\$3,550.00

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Defendant Summary Budget Report

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$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 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		

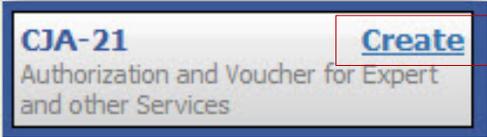
Grand Totals for the Representation Defendant: Jebediah Branson

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

Creating a CJA-21 Voucher

Step 1

From the **Appointment** page, click **Create** from the CJA-21 Voucher template. **NOTE: VOUCHERS EXCEEDING THE STATUTORY MAXIMUM REQUIRE PREAUTHORIZATION BY CREATING AN AUTH (Page 40)**



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

Note:

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

Def.:

[Link to CM/ECF](#)

Voucher #: ---

Start Date: ---

End Date: ---

Summary: \$0.00

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

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

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Basic Info

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

Authorization Selection

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

No Authorization Required

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

Use Existing Authorization

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

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

Step 2

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

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

No Authorization Required

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

Use Existing Authorization

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

Creating a CJA-21 Voucher (cont'd)

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

Step
3

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

Step
4

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

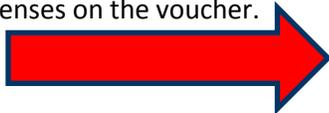
Step
5

Enter a description of the service to be provided in the **Description** field.

Step
6

From the **Expert** drop-down list, select the expert. If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** buttons remain locked, indicating the attorney will be responsible for filling the voucher claim part. *See note below if expert is not listed in drop-down list.*

IMPORTANT NOTE: If the expert selected is authorized to enter expenses on their own behalf, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.



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

New Voucher Information

Service Type *

Description

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

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

Expert

Expert Info	Charlene Campos
Details	110 Main Street San Antonio TX 78210 US Phone: 210-477-2344

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

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

Note:

Only experts registered with the service type selected appear in the drop-down list. If the expert is not listed in the drop-down menu, **STOP and follow Steps 1-3 on Page 36 to submit a person as an expert**. Also contact CJA Support to receive further documentation needed to add the expert to eVoucher. Once the person you submit is approved, an email will be sent to you. At that point you will be able to select the person from the Expert drop-down list and all their information will populate.

Creating a CJA-21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

- If all information is not entered, you cannot advance to the next screen.
- If the expert you selected is **authorized** to use eVoucher, you are done at this point and may click **Home** or **logout**.
- If the expert you selected is **not authorized** to use eVoucher, **you** must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section as submitted to attorney. You will perform the second 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.

Creating a CJA-21 Voucher (cont'd)

If you wish to submit a person as an expert, follow the steps below and also contact CJA Support for further documentation needed from the expert.

Step
1

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

Step
2

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

Step
3

Click **Create Voucher**.

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

New Voucher Information

Service Type *

Description

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

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

Expert

First Name Middle Name Last Name *

Email *

Phone * Fax

Address 1 * City *

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

Address 3 Country*

Note:

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

Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, proceed with similar steps mentioned on the CJA-20 Voucher adding services, expenses, claim status, and documents.

Note:

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

Step
1

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

Step
2

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

Step
3

Click **Add**.

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

Date	Description	Hrs	Rate	Amt
No data				

Step
4

Click **Save**.

Step
1

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

Step
2

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

Step
3

Click **Add**.

The item appears at the bottom of the **Expense Type** section.

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

Step
4

Click **Save**.

Note:

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

Creating a CJA-21 Voucher (cont'd)

Step 1 Click the **Claim Status** tab or click **Next**.

Step 2 Enter the **START** and **END DATES**, making sure to select the earliest date of services and expenses as the **START** date.

Step 3 Select an option in the **Payment Claims** section.

Step 4 Click **Save**.

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

- Tabs: Basic Info, Services, Expenses, **Claim Status**, Documents, Confirmation
- Start Date: 6/12/2014
- End Date: 6/14/2014
- Payment Claims section:
 - Final Payment
 - Interim Payment (payment #)
 - Supplemental Payment
 - Withholding Return Payment
- Reminder: Please select the appropriate claim status.
- Required Fields: Save, Delete Draft, Audit Assnt

Note:

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

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Step 3 Click **Upload**.

Note:

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

Step 4 The document appears at the bottom of the **Description** section. Click **Save**.

The screenshot shows the 'Supporting Documents' form with the following details:

- Tabs: Basic Info, Services, Expenses, Claim Status, **Documents**, Confirmation
- Section: Supporting Documents
- File Upload (Only Pdf files of 10MB size or less!):
 - File: [Browse...]
 - Description: []
 - Upload button
- Description table:

Description	Delete	View
invoice from Expert	Delete	View
- Required Fields: Save, Delete Draft

Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

Step 1 Verify all information is correct.

Step 2 Select the affirmation check box. This automatically time stamps the voucher.

Step 3 Click **Submit**.

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

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

The case file appears in the **My Active Documents** section.

Step 5 Click the case hyperlink to select the file.

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

Navigate to the **Confirmation** tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by selecting the certification check box. This automatically time stamps the voucher.

Step 8 Click **Approve**.

Submitting an Authorization Request for Expert Services

Step 1 Open the **Appointment** record.

Step 2 Click **Create** next to AUTH.



The **Basic Info** screen will open.

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

Basic Info | Documents | Confirmation

Basic Info

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

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$

Basis of Estimate

Description

Service Type *

Requested Provider

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

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

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

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

The screenshot shows a form with the following fields and values:

- Order Date:** [Empty text box]
- Nunc Pro Tunc Date:** [Empty text box]
- Repayment:**
- Estimated Amount:** \$ 8000.00 *
- Authorized Amount:** \$ [Empty text box]
- Basis of Estimate:** 100 hours at \$80/hour
- Description:** [Empty text area]
- Service Type:** Investigator *
- Requested Provider:** John Doe

Navigation buttons at the bottom: « First, < Previous, **Next >**, Last », Save, Delete Draft.

Step 4 Click **Save**.

Step 5 Click the **Supporting Documents** tab or click **Next**.

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

Step 1 To add the attachment such as an Expert’s Invoice, excess fee memorandum, or an Ex Parte Motion that was filed in CM/ECF. click **Browse** to locate your file.

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

Step 2 In the **Description** field, add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

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

File

Description

The attachment and description will be uploaded and appear at the bottom of the **Description** section.

Supporting Documents

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

File

Description

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

Step 4 Click **Save**.

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

Step 5 Click **Next**.

The **Confirmation** screen will open.

Step 6 Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.

Note:

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

Step 7 Click **Submit** to send to the court.

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

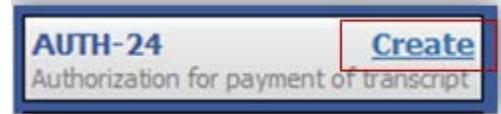
Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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

Creating an Authorizations for Transcripts (AUTH-24)

Step
1

For **ALL** transcript requests you must **FIRST** file Form AO-435 into the **CM/ECF** record and then proceed to create the AUTH-24 in eVoucher. In order to create an AUTH-24 for a transcript request; go to your **Appointment** page, click on the case hoverlink and click **Create** next to AUTH-24.



The Authorization opens to the **Basic Info** page. Select **No Authorization Required**.

Note:

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

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

Basic Info

1. CR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Regayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used: [Dropdown]
Proceeding To Be Transcribed: [Dropdown]
Apportioned Cost (%): [Text]
Apportioned Case and Defendant: [Text]
Special Transcript Handling: [Dropdown]
Transcripts: Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire
Order Date: [Text]
Nunc Pro Tunc Date: [Text]

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

Step
2

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

Step
3

Click **Save**.

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

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Click **Save**.

Step 3 Click **Upload**.

Note:

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

The Document will appear at the bottom of the **Description** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

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

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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

Creating a CJA-24 Voucher

After submission and approval of AUTH-24, the CJA-24 will be created by CJA Staff for the court reporter. The Court Reporter will complete the billing information in regards to the transcript and then the voucher will be forwarded to the attorney for final review (see below) and then be submitted to the Court.

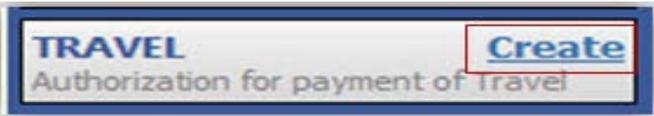
APPROVING THE CJA-24 VOUCHER

Once the court reporter has completed the CJA-24 it will appear in the My Active Documents section on the Attorney home page. To approve the voucher click the hyperlink to get to the Basic Info page and review the voucher. Click on the Confirmed tab at the top to certify and approve the voucher for payment.

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

Creating a Travel Voucher

Step 1 From the **Appointment** page, click **Create** next to TRAVEL.



Note:

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

The **Basic Info** screen opens.

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

Basic Info | Authorization Request | Documents | Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530 F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signatures of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/27/2014 New Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Travel Agency to be Used: Global Travel			
Global Travel 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765 Phone: 1-800-444-7890 Fax: 1-800-555-7777 Email: mail@support.aobc.uscourts.gov			

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

The **Travel Agency to be Used:** section automatically populates.

Creating a Travel Voucher (cont'd)

Step 2 Click the **Authorization Request** tab or click **Next**.

Step 3 Fill out all required fields marked with a red asterisk. Fill out the estimated cost for airline ticket, ground transportation, per diem. Contact CJA-Support for current government travel regulations.

Step 4 Click **Add**.

The information will appear in the bottom section.

Step 5 Click **Save**.

The screenshot shows a web form titled "Request For Travel*" with several sections:

- Required Fields:** A group of fields including "Name and Title of Person Traveling:", "Address of Person Traveling:", "Purpose of Travel:", "Travel From location:", "Travel To Location:", and "Estimated Dates of Travel:". Each field has a red asterisk indicating it is required.
- Travel Requested / Estimated Cost:** A table with two columns. The "Travel Requested" column has checkboxes for "Airline Tickets via CJA Government Travel Agency", "Ground Transportation", "Per Diem (Hotel & Meals)**", and "Other". The "Estimated Cost" column has corresponding input fields.
- Total Estimated Cost:** A single input field with a red asterisk.
- Justification for Request:** A text area with a red asterisk.
- Buttons:** "Add" and "Remove" buttons are located below the justification field.
- Table:** A table with columns: Name, Purpose, Travel To, Travel Date, and Requested. It contains one entry: Wendy Wilson, Acquire documents, Los Angeles, CA, July 14, 15, 490.00.
- Footer:** Navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

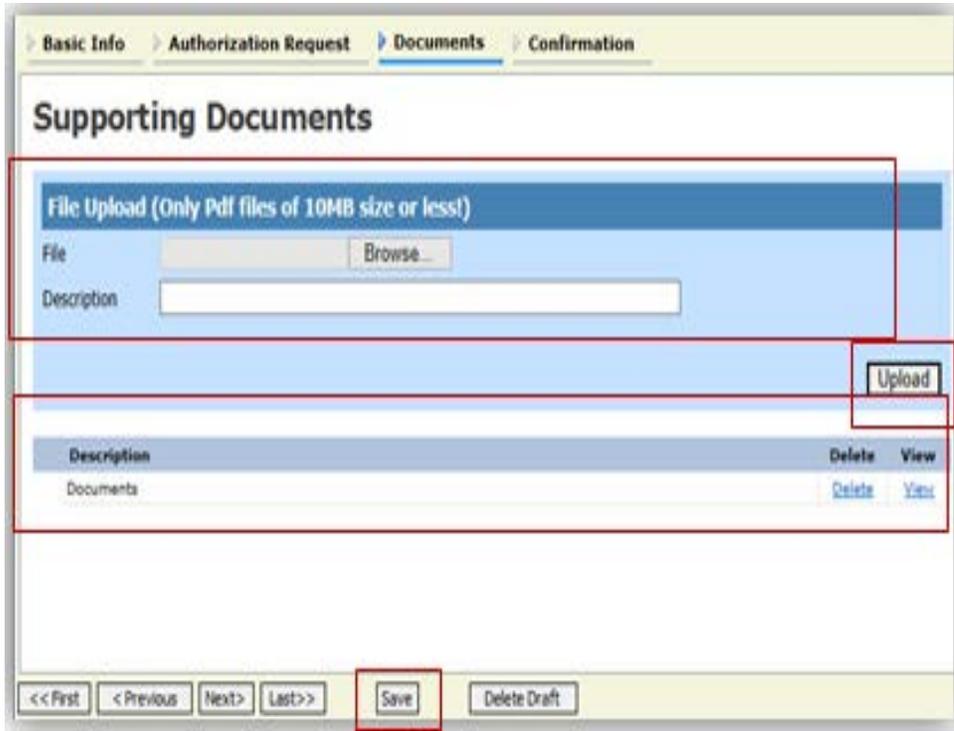
Note:

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

Step 3 Click **Upload**.

The document appears at the bottom of the **Description** section.

Step 4 Click **Save**.



The **Confirmation** tab appears.

- Step 1** Verify all information is correct.
- Step 2** Select the affirmation check box. This automatically time stamps the voucher.
- Step 3** Click **Submit**.

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

Public/Attorney Notes

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

Submit

« First < Previous Next > Last » Save Delete Draft

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

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

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:
0101.0000162

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

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

CJA-26 Request Form

Located on the home page is a pdf fillable CJA-26 Form which can be used as a request and justification for expenses outside the statutory limits. After completing the form, it should be attached to your voucher under the Supporting Documents tab as described below. It is very important you clearly state the amount of compensation that is being sought. The Judge may also request a further explanation in the form of a Memorandum in Support

Creating a CJA-26 Voucher

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

Step 1 From the **Appointment** page, click **Create** next to CJA-26.



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

CJA-26 Attorney Enters
Def.: Jebediah Branson
Link to CM/ECF
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901

Basic Info

1. CIR. DIST. DIV. CODE 0101	3. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
2. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER E:14.CR-06805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

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

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders - Bar Number: 12345
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623

13. COURT ORDER
 A Associate C Co-Counsel
 F Subs for Federal Defender O Appointing Counsel
 P Subs for Panel Attorney R Subs for Retained Attorney
 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
 Next Pro Test Date
 Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Amount Requested: 0 Amount Approved: 0
 Pre Trial Hours: 0 Trial Hours: 0 Sentencing Hours: 0 Other In-Court Hours: 0 Out-Of-Court Hours: 0
 Number of Counts: 0 Number of Co-Defendants: 0
 Other Pending Cases: _____
 Sentencing Guideline Range: _____
 Mandatory Minimum Found:

« First < Previous Next > Last » Save Delete Draft

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

- Step 2** Enter the details for information required on the **Basic Info** screen.
- Step 3** Click **Save**.

Creating a CJA-26 Voucher (cont'd)

Step 1 Click the **Justification** tab or click **Next**.

Step 2 Fill out the justification text fields.

Step 3 Click **Save**.

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

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

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

Creating a CJA-26 Voucher (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Step 3 Click **Upload**.

Note:

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

The document appears at the bottom of the **Supporting Documents** section.

Step 4 Click **Save**.

A confirmation page appears.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

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

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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