



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

**Release 6.0**

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2019



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## Nota Bene: Edit Before Using!

We are distributing this manual in Word format to make it easier for you to customize the content to follow your local rules and CJA rules. You may wish to include information about some of the following topics:

- Do you wish to include contact information for CJA administrators to the attorneys, or a website link?
- Are you using the CM/ECF link in eVoucher?
- Are attorneys allowed to edit their own profiles and billing information, or enter holding periods?
- Do attorneys still file any CJA-related documents in CM/ECF?
- What is your policy about interim payments?
- How does your site handle the CJA-24 Auth and the CJA-24 voucher? Are court reporters involved as experts? Does the attorney create the CJA-24?
- Do the panel attorneys use the Continued Legal Education (CLE) tracking feature in eVoucher?
- Do the attorneys complete the travel authorization provided in eVoucher?
- Do you use the email proposed appointments available in eVoucher? How are attorneys notified of appointments?
- Can you provide more specific information about what kinds of documents you wish the attorney to attach for each document type?

## Introduction

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

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

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

## Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

## Voucher and Authorization Request Submission

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

## Browser Compatibility

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

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## Court Appointment

When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

## Accessing the CJA eVoucher Program

Your court provides information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log on using the user name and password you were provided, and click **Log In**.

**CJA eVoucher**  
Electronic Voucher Management System

**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 access attempts are logged.

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

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

You are required to change your password every 180 days.

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

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

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

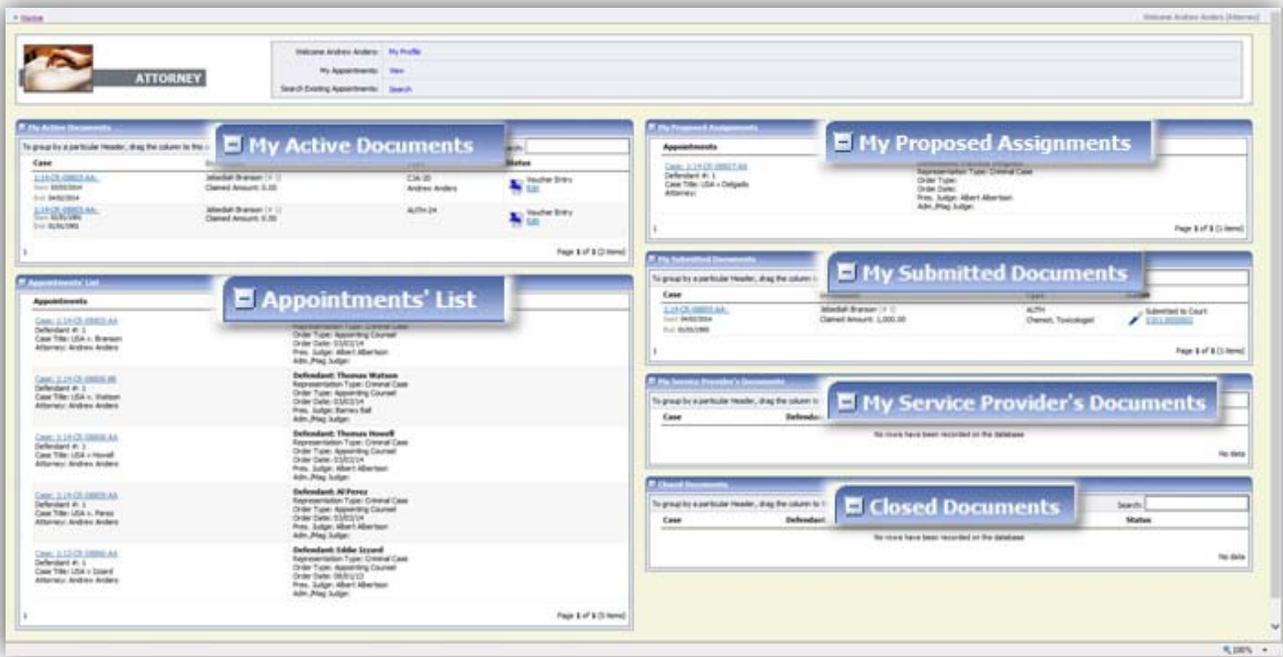
**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

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 Name	Contents
<b>My Active Documents</b>	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
<b>My Service Provider's Documents</b>	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>•Vouchers in progress by the experts.</li> <li>•Vouchers submitted to the attorney for approval and submission to the court.</li> <li>•Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

## Navigating in the CJA eVoucher Program



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

## Customizing the Home Page

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

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

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### Moving Folders

#### Step 1

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

A crosshair icon  appears.

#### Step 2

Click and drag the folder to the new location.

---

### Sorting

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

---

### Resizing of Column

#### Step 1

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

#### Step 2

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

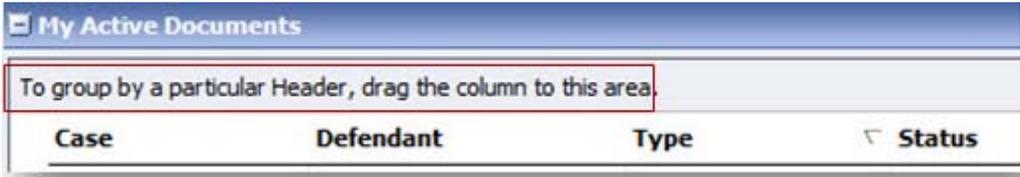
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

## Customizing the Home Page (cont'd)

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

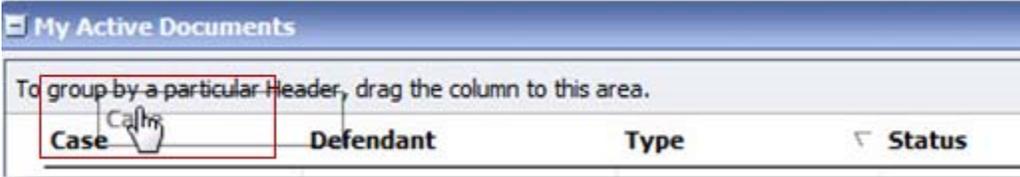
### Step 1

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



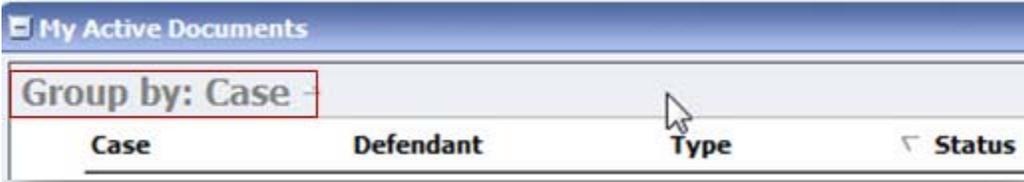
### Step 2

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



### Step 3

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

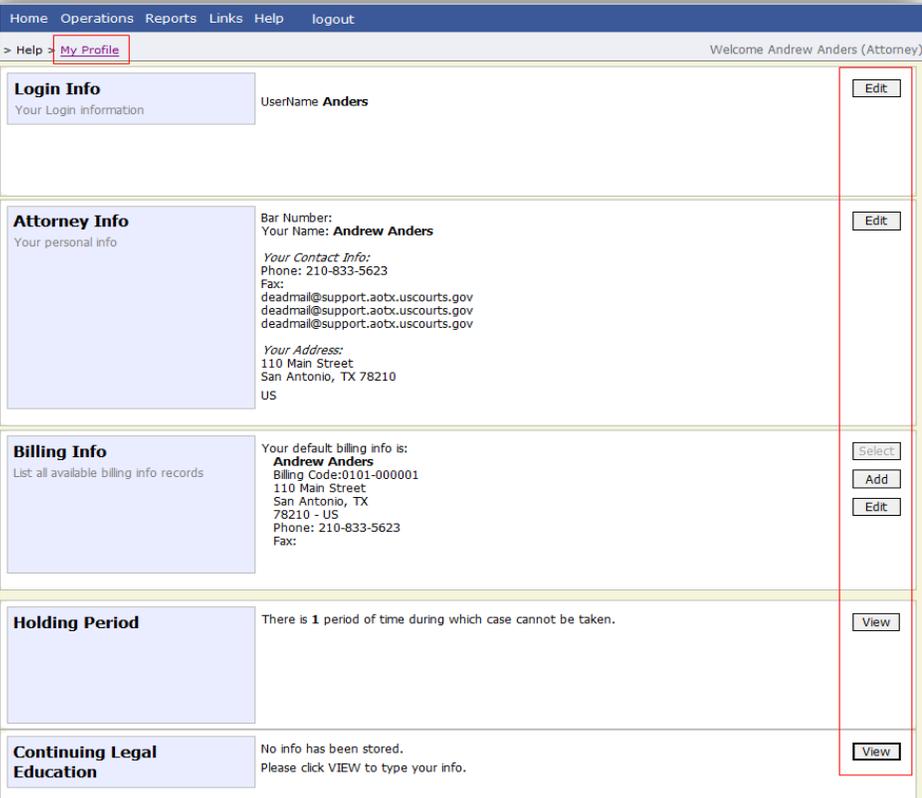


# My Profile

In the My Profile section, the attorney can:

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

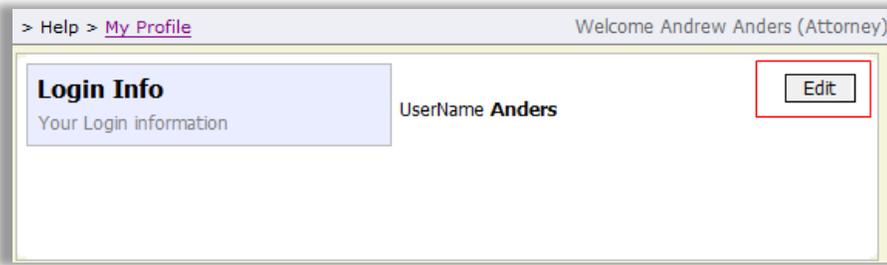
Click the **My Profile** hyperlink from either the Home page or the **Help** menu bar to access the My Profile page.



## Changing My Profile User Name and Password

### Step 1

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

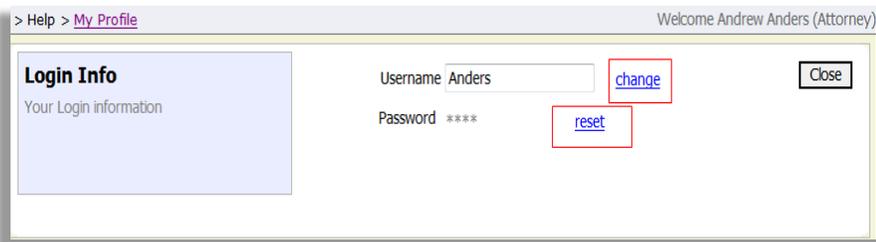


### Step 2

To change your user name, type the new user name and click the **change** hyperlink. The “The Username has been changed” message appears.

### Step 3

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



### Step 4

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

Step 5

Click **Reset** to save.

> Help > [My Profile](#)

**Login Info**  
Your Login information

Username: Anders [change](#)

Password: ●●●●●● \* **Strength:Strong**

Confirm: ●●●●●● \*

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](#)

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

# Attorney Info

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.aobx.uscourts.gov  
deadmail@support.aobx.uscourts.gov  
deadmail@support.aobx.uscourts.gov

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

[Edit](#)

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

**Attorney Info**  
Your personal info

**\* Required Fields**

Bar Number  
[ ]

Tax Identification Number: \* (If on Panel)  
SSN: [ ]  
Confirm: [ ]

First Name \* Middle Last Name \*  
Andrew [ ] Anders [ ]

Main Email \*  
deadmail@support.aobx.uscourts.gov [ ]

2nd Email  
deadmail@support.aobx.uscourts.gov [ ]

3rd Email  
deadmail@support.aobx.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](#)

## Notes:

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

# Billing Info

## Step 1

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

## Step 2

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

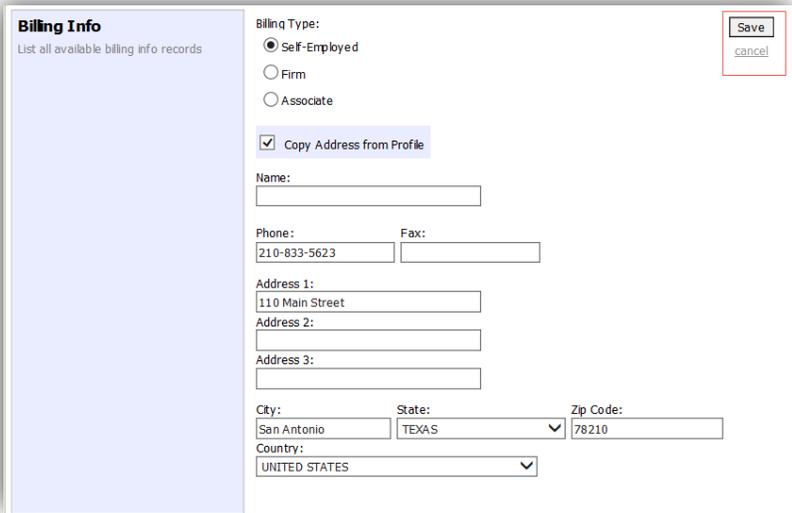


### Notes:

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

## Step 3

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



Step 4

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

The screenshot shows the 'Billing Info' form with the following fields and options:

- Billing Type:** Radio buttons for Self-Employed, Firm (selected), and Associate.
- Tax Identification Number:** A red box highlights the 'EIN/TIN:' and 'Confirm:' input fields.
- Copy Address from Profile:** A checked checkbox.
- Name:** Text input field.
- Phone:** and **Fax:** Text input fields.
- Address 1:**, **Address 2:**, and **Address 3:** Text input fields.
- City:** Text input field, **State:** dropdown menu, and **Zip Code:** Text input field.
- Country:** dropdown menu showing 'UNITED STATES'.
- Buttons:** 'Save' and 'cancel' buttons in the top right corner.

The screenshot shows the 'Billing Info' form with the following fields and options:

- Billing Type:** Radio buttons for Self-Employed, Firm, and Associate (selected).
- Billing Code:** A red box highlights the 'Billing Code:' text input field and the 'Verify' button.
- Required Fields:** A red asterisk icon is present above the Billing Code field.

Notes:

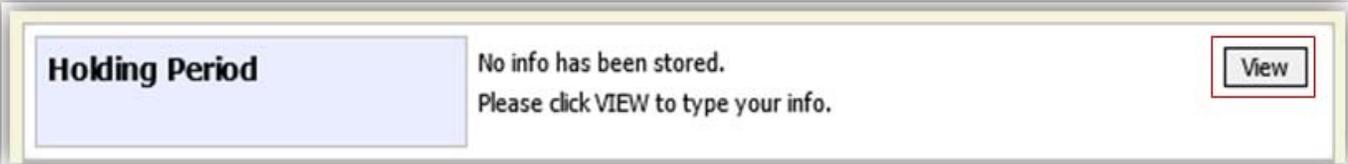
- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate- No Billing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

# Holding Period

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

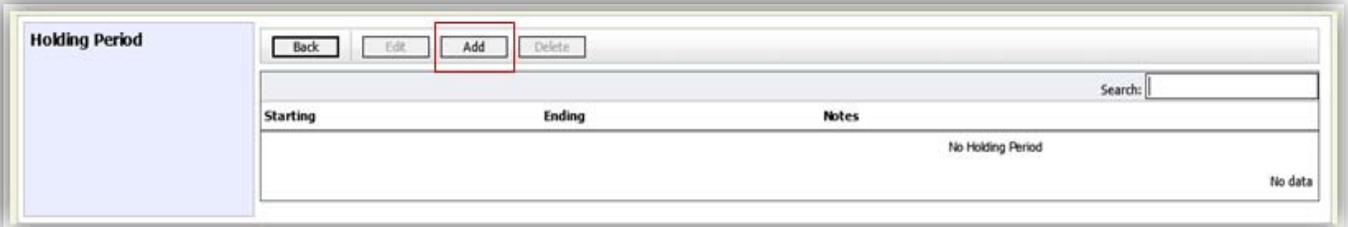
## Step 1

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



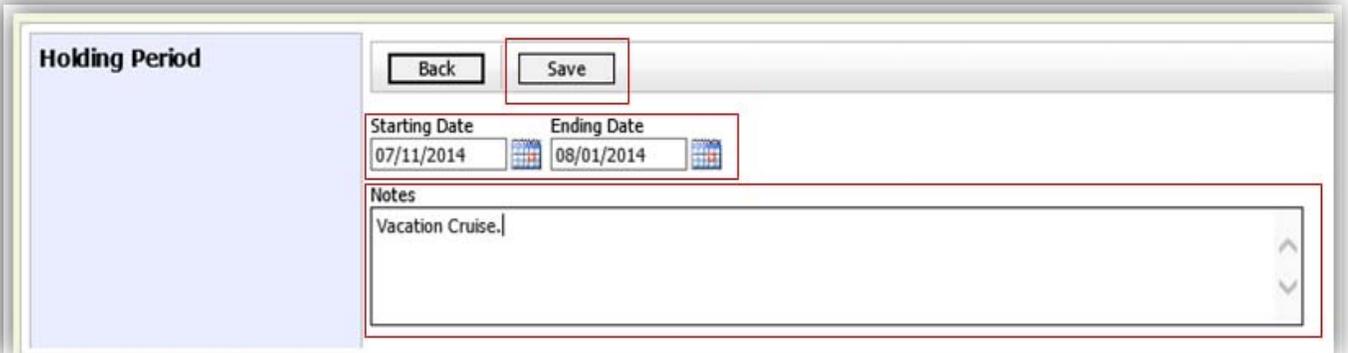
## Step 2

Click **Add**.



## Step 3

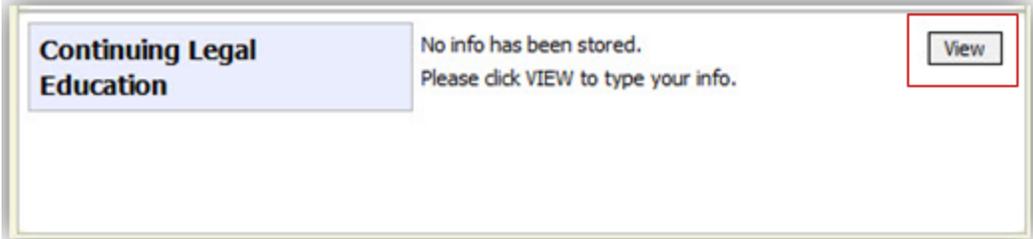
In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.



# Continuing Legal Education

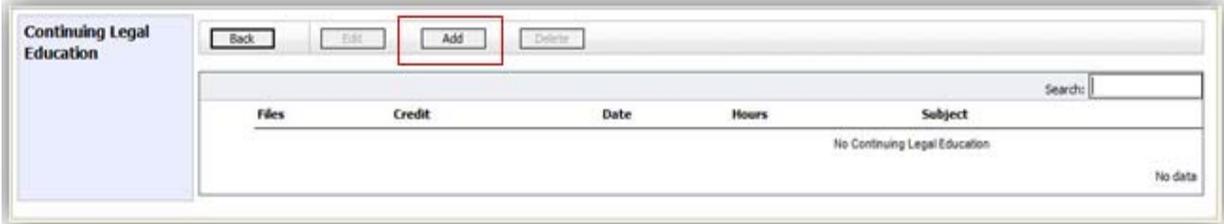
## Step 1

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



## Step 2

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

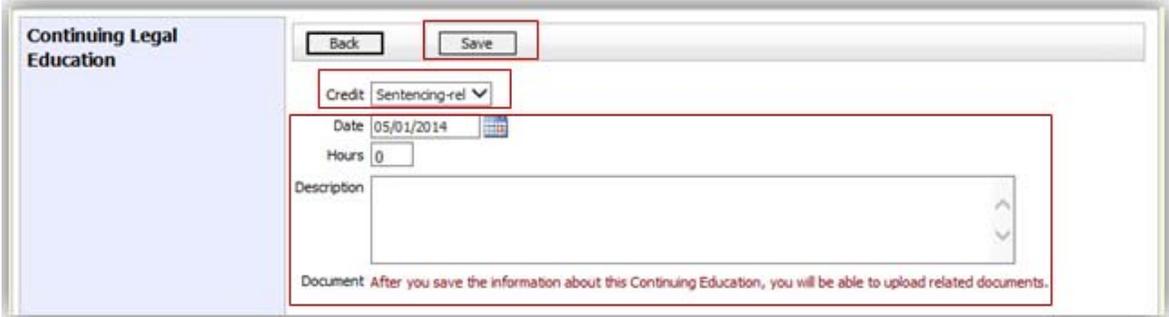


## Step 3

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

## Step 4

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



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

## Continuing Legal Education (cont'd)

### Step 6

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

The screenshot shows a form for adding a new entry. At the top, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the buttons are the following fields:

- Credit: A dropdown menu with 'Sentencing-rel' selected.
- Date: A text box with '05/15/2014' and a calendar icon.
- Hours: A text box with '0'.
- Description: A large text area.
- Document: A text box with a 'Browse...' button. The 'Browse...' button is highlighted with a red box.

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

The screenshot shows a grid of entries. At the top, there are 'Back', 'Edit', 'Add', and 'Delete' buttons. The 'Edit', 'Add', and 'Delete' buttons are highlighted with red boxes. Below the buttons is a search bar and a table with the following columns: Files, Credit, Date, Hours, and Subject. The table contains one entry:

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

At the bottom left of the grid, there is a '1' indicating the page number. At the bottom right, there is a 'Page 1 of 1 (1 items)' label.

# Appointments' List

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

Step 1

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

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

**View Representation**

**Attorney CJA 20 Voucher Template**

**Expert CJA 21 Voucher Template**

**Detailed Payment Reports**

**All vouchers associated with this case are displayed.**

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

[View Representation](#)

**Create New Voucher**

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

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

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

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

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

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

**Reports**

[Appointment Report](#)

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

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

[Attorney Time Report](#)

**Appointment Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DIST. 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 Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 New: Pre Tric. Date  Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000005</a>
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney <a href="#">0101.0000149</a>

Page 1 of 1 (7 items)

CJA eVoucher | Version 6.0 | AO-SDSO-Training Division | April 2019

# View Representation

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

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

Step 2

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



Step 3

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

Home Operations Reports Links Help logout

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

---

**Reports**

[Representation Report](#)

**Representation Info**

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

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

## CJA-20 Voucher Process Overview

Attorney enters time/expenses and submits the voucher.

Court CJA unit audits the voucher.

Court approves or rejects the voucher.

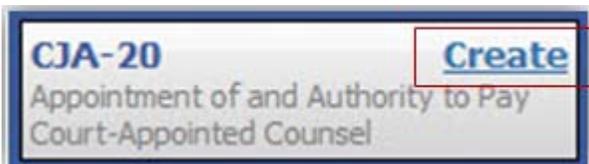
Court processes the voucher for payment.

## Creating the CJA-20 Voucher

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

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

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



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

Tab headings appear at the top of the screen.

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		
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

A progress bar appears at the bottom of the screen.

### Notes:

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

## Entering Services

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

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

### Step 1

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

The screenshot shows the CJA-20 Attorney Enters interface. The left sidebar displays user information (CJA-20 Attorney Enters, Def.: Jebediah Branson) and reports (Defendant Detail Budget Report, Form CJA20, Defendant Summary Budget Report). The main area has tabs for Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The Services tab is selected, showing a form with fields for Date (6/11/2014), Service Type, Doc.# (ECF), Pages, Hours, and Description. Below the form is a table with columns for Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, with a 'No data' message at the bottom right. Navigation buttons (First, Previous, Next, Last, Save, Delete Draft) are at the bottom.

### Step 2

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

This close-up shows the Date field in the Services form. The date '6/11/2014' is entered in the text box, and a calendar icon is visible to its right. A calendar pop-up is open, showing the month of June 2014. The date '11' is highlighted in a yellow box, indicating it has been selected. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30.

# Services (cont'd)

## Step 3

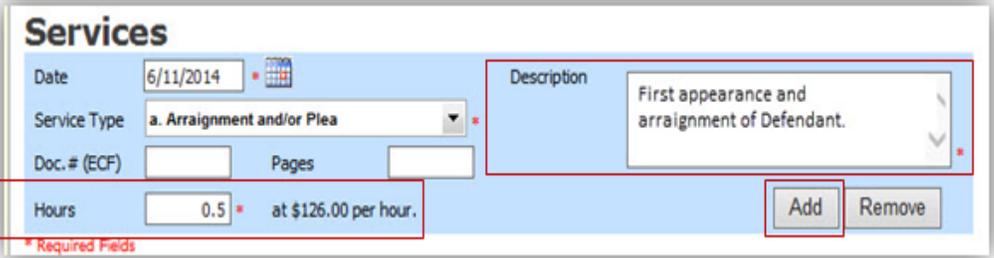
Click the **Service Type** drop-down arrow and select the service type.



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

## Step 4

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

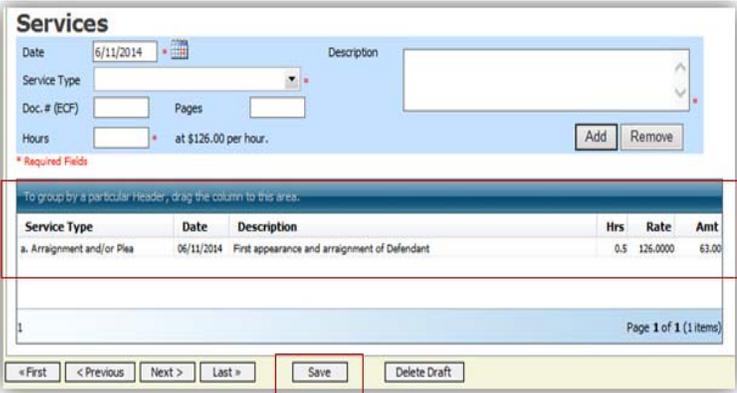


The entry is added to the voucher, and appears at the bottom of the Service Type column.

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

## Step 5

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



# Entering Expenses

## Step 1

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

**Expenses**

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

\* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

## Step 2

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

**Expenses**

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

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

<< First < Previous Next > Last >>

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

# Entering Expenses (cont'd)

## Step 3

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

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

The 'Add' button is highlighted with a red box. Below the form is a table with the following structure:

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

## Step 4

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

The screenshot shows the 'Expenses' form after clicking 'Add'. The table now contains one entry:

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/2014	Travel to and from Court	20	0.5600	11.20

Page 1 of 1 (1 items)

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

# Entering Expenses (cont'd)

## Step 5

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

**Expenses**

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

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

### 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.

### Step 2

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

The screenshot shows the 'Claim Status' form. At the top, there are two date fields: 'Start Date' with the value '6/11/2014' and 'End Date' with the value '6/12/2014'. Below these is a section titled 'Payment Claims' with four radio button options: 'Final Payment', 'Interim Payment' (selected), 'Supplemental Payment', and 'Withholding Return Payment'. The 'Interim Payment' option has a text input field containing the number '2' followed by '(payment #) \*'. A red box highlights this section. Below the radio buttons is a reminder: '\*\* Reminder: Please select the appropriate claim status.' Below that are two survey questions with 'Yes' and 'No' radio button options. The first question is '1. Have you previously applied to the court for compensation and/or reimbursement for this case?' with 'Yes' selected. The second question is '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?' with 'No' selected. At the bottom of the form is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Save' button is highlighted with a red box.

### Step 3

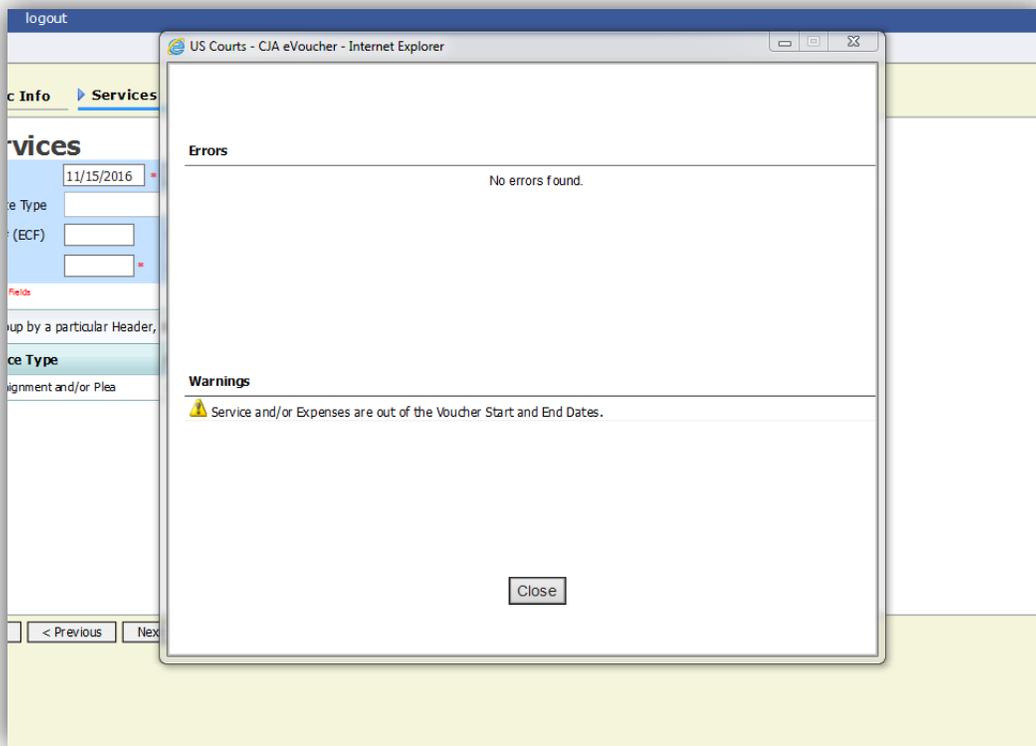
The Payment Claims section features the following payment claims type radio buttons:

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

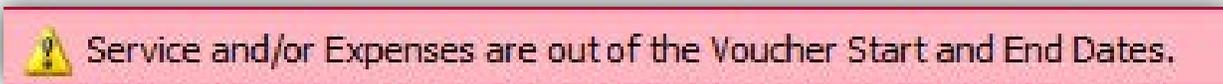
### Step 4

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

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



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



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

# Documents

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

## Step 1

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

## Step 2

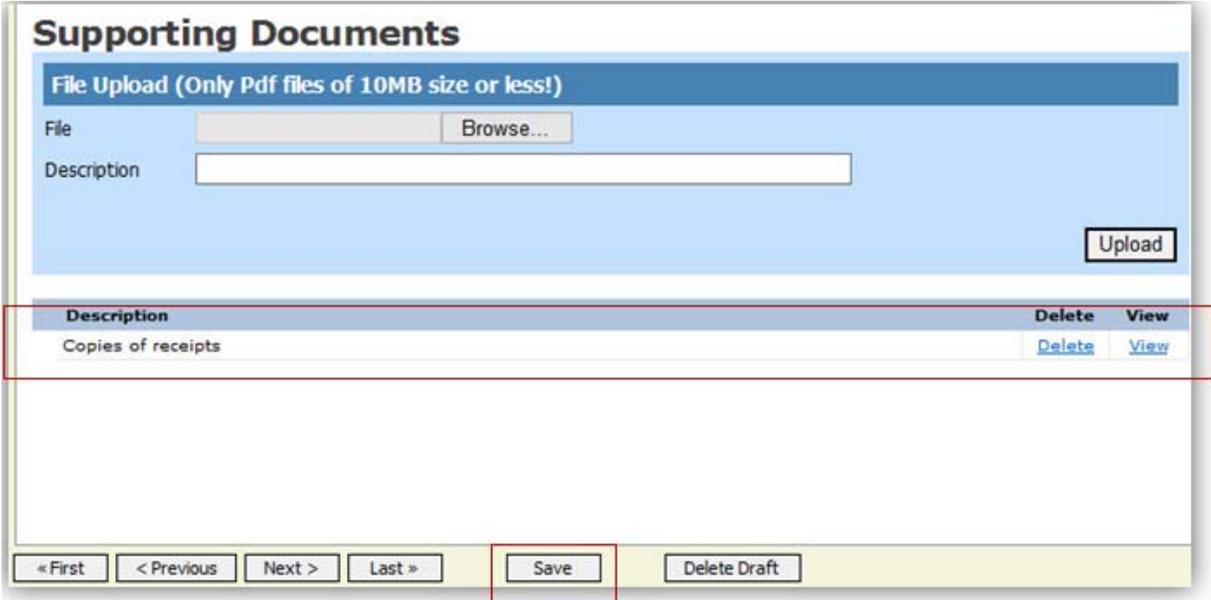
Add a description of the attachment.

## Step 3

Click **Upload**.



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



# Signing and Submitting to Court

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

## Step 1

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

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

CLAIMS FOR SERVICES AND EXPENSES						FOR COURT USE ONLY	
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW		
15. a. Arraignment and/or Plea	0.5	\$63.00					
b. Bail and Detention Hearing	0	\$0.00					
c. Motion	0	\$0.00					
d. Trial	0	\$0.00					
e. Sentencing Hearings	0	\$0.00					
f. Revocation Hearings	0	\$0.00					
g. Appeals Court	0	\$0.00					
h. Other	0	\$0.00					
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>					
16. a. Interviews and Conferences	0	\$0.00					
b. Obtaining and Reviewing Records	0	\$0.00					
c. Legal Research and Brief Writing	0	\$0.00					
d. Travel Time	0	\$0.00					
e. Investigative or Other Work	0	\$0.00					
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>					
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20					
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00					
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>					
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION		
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <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

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.

The screenshot shows a web form with a light blue header and a light green footer. 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 word "Notes" inside. Below the notes field is a checkbox labeled "I swear and affirm the truth or correctness of the above statements" which is checked. To the right of the checkbox is a date stamp: "Date: 6/12/2014 16:32:35". To the right of the date stamp is a "Submit" button with a green arrow icon. At the bottom of the form are several navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save", and "Delete Draft".

### Step 5

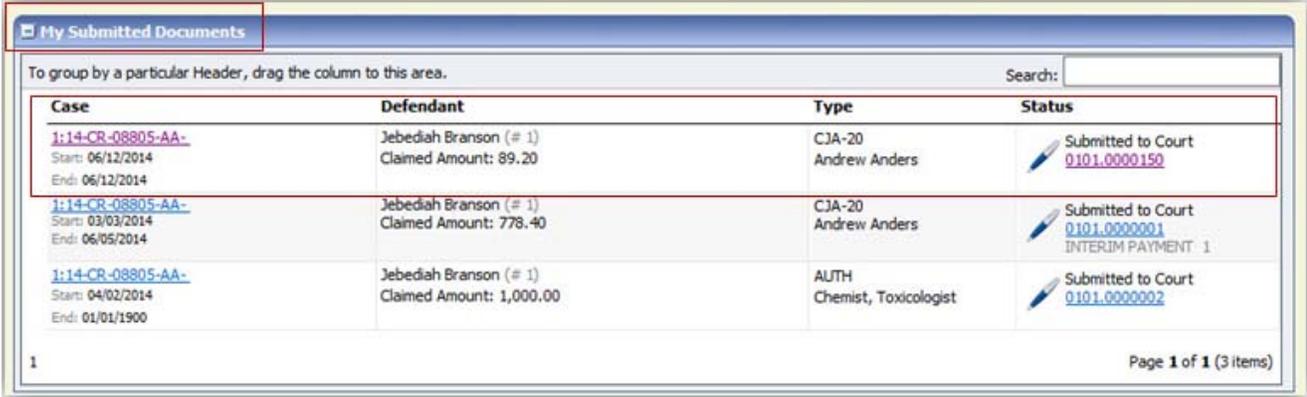
Click **Submit** to send to the court. A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment.

The screenshot shows a confirmation screen with a light blue header and a light green footer. 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: 0101.0000150". Below the voucher number is a "Back to:" section with two hyperlinks: "Home Page" and "Appointment Page".

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

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

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

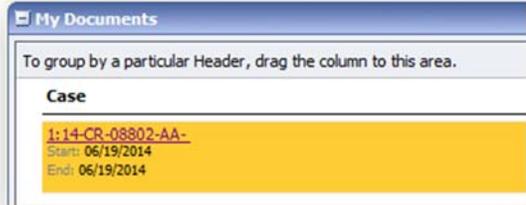


The screenshot shows a table titled "My Submitted Documents" with a search bar and a "To group by a particular Header, drag the column to this area." instruction. The table has four columns: Case, Defendant, Type, and Status. It contains three rows of data, each representing a submitted voucher.

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

Page 1 of 1 (3 items)

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



The screenshot shows a table titled "My Documents" with a search bar and a "To group by a particular Header, drag the column to this area." instruction. The table has one column: Case. It contains one row of data, which is highlighted in gold, indicating it is a rejected voucher.

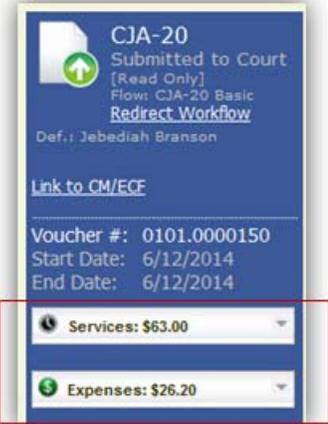
Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

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

# CJA-20 Quick Review Panel

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

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



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



## Reports and Case Management

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

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

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



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



## Defendant Detailed Budget Report

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

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

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

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

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) <span style="float:right">Active</span>											
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 <span style="float:right">Attorney: Andrew Anders</span>										
		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	\$6,350.00

## Defendant Summary Budget Report

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

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

#### Counsel Budget Defendant: Jebediah Branson

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

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

#### 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

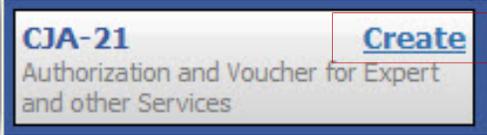
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending			Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses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

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

## Step 1

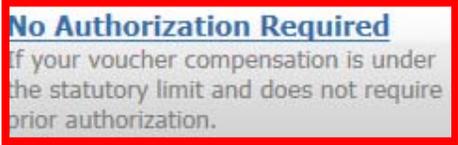
From the Appointment page, click **Create** from the CJA-21 Voucher template. The voucher opens the Basic Info page.



## Step 2

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

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



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



Basic Info

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

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

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

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

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

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

### Step 3

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

### Step 4

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

### Step 5

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

### Step 6

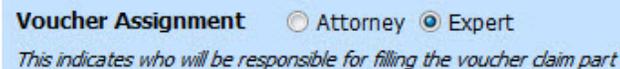
From the **Expert** drop-down list, select the expert.

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



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

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



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

Click **Create Voucher**.

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

### New Voucher Information

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

### Notes:

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

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

### Step 1

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

### Step 2

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

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

### New Voucher Information

**Service Type**  \*

**Description**

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

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

**Expert**

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

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

Address 3  Country\*

### Notes:

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

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

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

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

### Step 1

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

### Step 2

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

### Step 3

Click **Add**.

The screenshot shows the 'Services' tab selected in a navigation bar. Below the navigation bar, there are input fields for 'Date' (with a calendar icon), 'Units', and 'Rate', each marked with a red asterisk. A 'Description' field is also present, also marked with a red asterisk. 'Add' and 'Remove' buttons are located at the bottom right of the input area. Below this, a red asterisk indicates 'Required Fields'. At the bottom, there is a table with columns for 'Date', 'Description', 'Units', 'Rate', and 'Amt'. The table contains one row with the date '03/27/2019'.

Date	Description	Units	Rate	Amt
03/27/2019				

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

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

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

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

Click **Add**.

The screenshot shows the 'Expenses' tab in a software interface. At the top, there is a navigation bar with tabs: Basic Info, Services, Expenses (selected), Claim Status, Documents, and Confirmation. Below this is a form titled 'Expenses' with the following fields: Date (4/30/2019), Expense Type (dropdown), Miles (input field with 'at \$0.55 per mile.'), and Amount (input field). There are 'Add' and 'Remove' buttons. Below the form is a table with the following data:

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

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

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

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

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

### Step 1

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

### Step 2

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

### Step 3

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

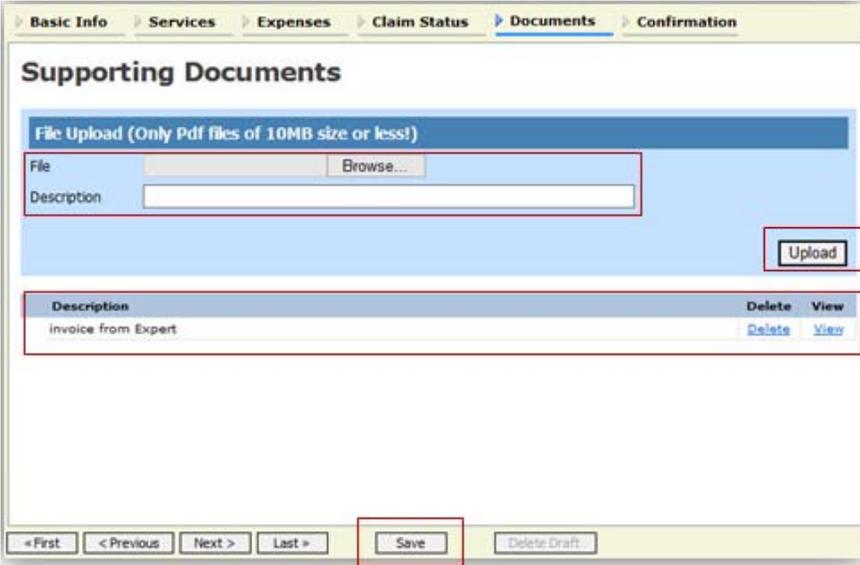
The screenshot displays the 'Claim Status' form within a navigation bar containing 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Claim Status' section includes 'Start Date' (6/12/2014) and 'End Date' (6/14/2014) fields. Below these is the 'Payment Claims' section with four radio button options: 'Final Payment' (selected), 'Interim Payment' (with a text input for payment #), 'Supplemental Payment', and 'Withholding Return Payment'. A reminder message states: '\*\* Reminder: Please select the appropriate claim status.' At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Save' button is highlighted with a red box.

### Notes:

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

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

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



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

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

A confirmation page appears.

Step 1

Verify all information is correct.

Step 2

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

Step 3

Click **Submit**.

Step 4

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

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.

**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:  
**0101.0000154**

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

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

The case file appears in the My Active Documents section.

Step 5

Click the case hyperlink to select the file.

Case	Defendant	Type	Status
<a href="#">1:14-CR-08807-AA-</a> 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 <b>0101.0000159</b> FINAL PAYMENT

Navigate to the **Confirmation** tab.

Step 6

Verify all information is correct.

Step 7

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

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

Public/Attorney Notes

I certify that I have reviewed the above information  
Date: 6/19/2014 9:43:24

**Approve** **Reject**

< First < Previous Next > Last = Save Delete Draft

# 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

Open appointment record.

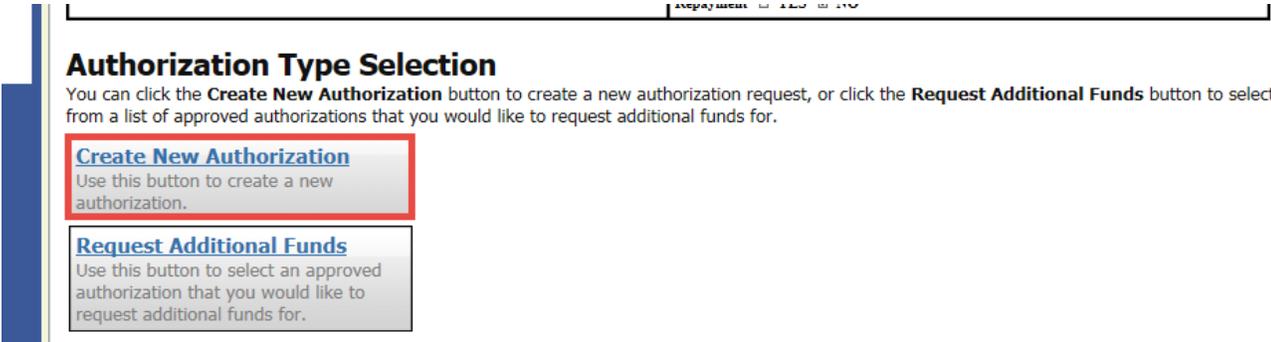
## Step 2

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



## Step 3

Click the **Create New Authorization** hyperlink.



Step 4

The Basic Info page appears.

Basic Info Documents Confirmation

### Basic Info

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

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

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

Step 5

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

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

Click **Save**.

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ 8000.00

Authorized Amount \$

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator \*

Requested Provider John Doe

<First < Previous Next > Last > Save Delete Draft

Step 6

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

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

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

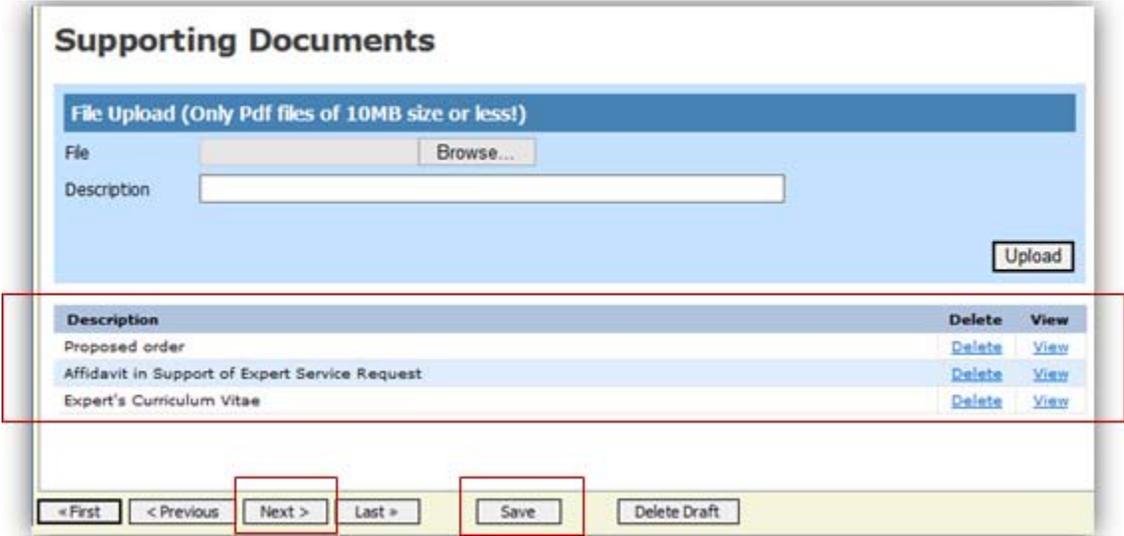
## Step 1

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



## Step 2

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



## Step 3

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

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 6/16/2014 15:53:48



« First < Previous Next > Last » Save Delete Draft

#### Step 4

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

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

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

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

**Success**

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

Please keep the following voucher number for your own records:

**0101.0000152**

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

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

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

#### Step 1

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

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

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

### **No Authorization Required**

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

### Step 2

Enter the details for the transcript required on the Basic Info page. Click **Save**.

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

**Basic Info** | Documents | Confirmation

1. CR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Sebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08805-1-AA	8. APPEALS DIST. DEF. NUMBER	8. 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 13.1823.F INSPECTION VIOLATION PENALTIES		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3-3-2014 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		14. LAW FIRM NAME AND MAILING ADDRESS	

Proceeding Transcript To Be Used: [Dropdown]  
 Proceeding To Be Transcribed: [Dropdown]  
 Apportioned Cost (%): [Text]  
 Apportioned Case and Defendant: [Text]  
 Special Transcript Handling: None [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

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

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

### Step 1

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

### Step 2

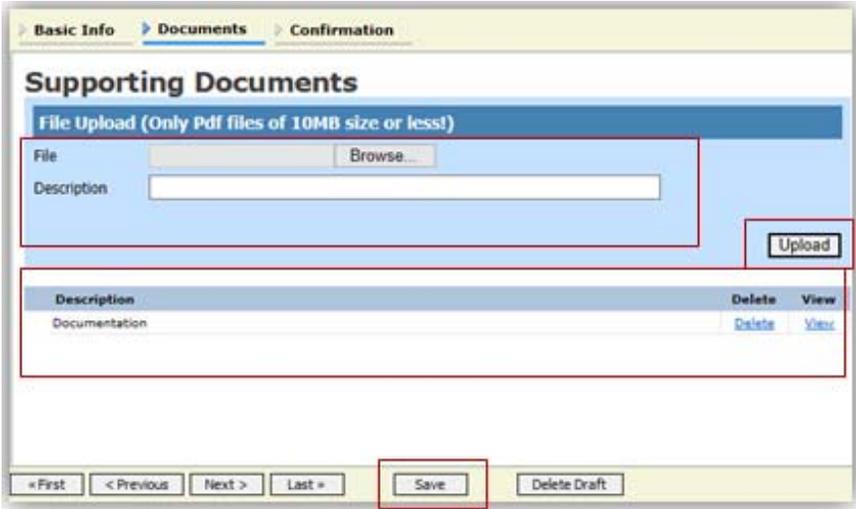
Click **Browse** to select a PDF file to attach. Click **Save**.

Step 3

Click **Upload**.

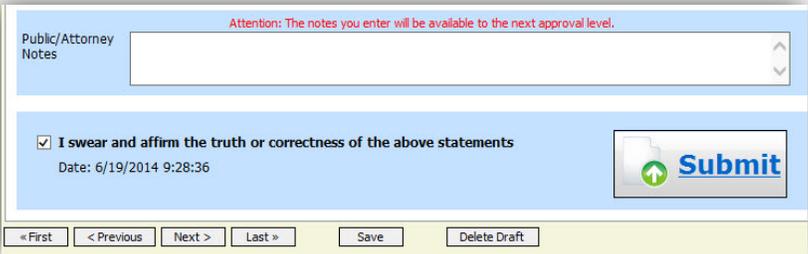
The document appears at the bottom of the Description column.

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



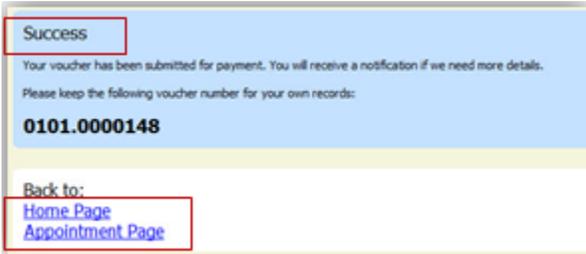
Step 4

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



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

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



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

## Creating a CJA-24 Voucher

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

### Step 1

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



The Basic Info page appears, showing approved authorizations.

▶ **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 \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

### Authorization Selection

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

[Use Existing Authorization in eVoucher](#)  
You may click here to select from a list of approved authorizations.

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

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

## Step 2

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

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

## Step 3

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

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

**New Voucher Information**

Description

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

**Court Report/Transcriber Status**  
 Official  Contract  Transcriber  Other

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

**Expert** [Dropdown]

First Name \* Middle Name Last Name \*

SSN/EIN: \* Email \*

Phone \* Fax

Address 1 \* City \*

Address 2 State \* Zip \*

Address 3 Country

**Create Voucher**

< First < Previous Next > Last > Delete Draft

## Step 4

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

**Notes:**

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

## Creating a CJA-24 Voucher (cont’d)

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

### Step 1

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

### Step 2

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

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

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

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

### Step 1

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

### Step 2

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

The item appears below the Expenses section.

Click **Save**.

The screenshot shows the 'Expenses' section of the CJA-24 Voucher system. The interface includes a progress bar at the top with tabs for 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The 'Expenses' section contains several input fields: 'Date' (7/1/2014), 'Expense Type' (a dropdown menu), 'Miles', and 'Amount'. A 'Description' field is also present, with a 'rate per mile: \$0.5600' displayed below it. There are 'Add' and 'Remove' buttons next to the 'Description' field. Below the input fields is a table with columns for 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. The table is currently empty. At the bottom of the interface, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

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

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

### Step 1

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

## Step 2

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

The document appears at the bottom of the Description column.

Click **Save**.

The screenshot displays the 'Supporting Documents' interface. At the top, there are navigation tabs: 'Basic Info', 'Services', 'Expenses', 'Documents', and 'Confirmation'. The main heading is 'Supporting Documents'. Below it, a blue box contains the text 'File Upload (Only PDF files of 10MB size or less)'. Underneath, there is a 'File' field with a 'Browse...' button and a 'Description' field. To the right of the description field is an 'Upload' button. Below the upload section is a table with the following structure:

Description	Delete	View
No Attachments		

At the bottom of the page, there are several buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

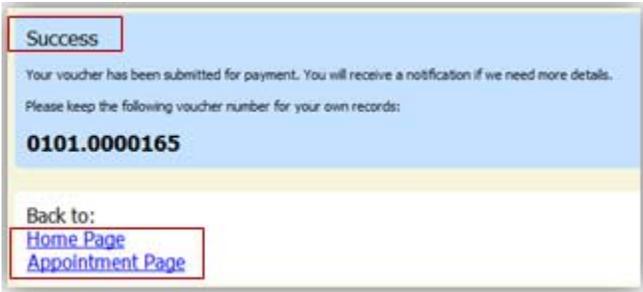
## Step 3

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

The screenshot shows the confirmation page. At the top, there is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a text area labeled 'Public/Attorney Notes'. Underneath the text area is a checked checkbox with the text 'I swear and affirm the truth or correctness of the above statements' and a date stamp 'Date: 7/1/2014 15:53:57'. To the right of the checkbox is a large 'Submit' button with a green arrow icon. At the bottom of the page, there are several buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

## Step 4

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

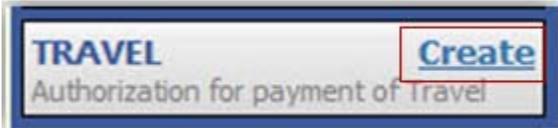


# Creating a Travel Voucher

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

Step 1

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



The Basic Info page appears.

TRAVEL Attorney Enters

Def.: Wendy Wilson

[Link to CM/ECE](#)

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

Amount Claimed: \$0.00

Basic Info Authorization Request Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530 F INCOME TAX FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/27/2014    Nunc 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: <span style="border: 1px solid red; padding: 2px;">Global Travel</span> <b>Global Travel</b> 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765 Phone: 1-800-444-7890 Fax: 1-800-555-7777 Email: mail@support.aotc.uscourts.gov			

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

The Travel Agency to be Used section automatically populates.

Step 2

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

Step 3

Complete all required fields marked with red asterisks, and then click **Add**.  
The information appears in the table at the bottom of the screen. Click **Save**.

**Request For Travel\***  
\* Required Fields

Name and Title of Person Traveling: [text box] \*

Address of Person Traveling: [text box] \*

Purpose of Travel: [text box] \*

Travel From location: [text box] \*

Travel To Location: [text box] \*

Estimated Dates of Travel: [text box] \*

Travel Requested

Airline Tickets via CJA Government

Travel Agency [text box]

Ground Transportation [text box]

Per Diem (Hotel & Meals)\*\* [text box]

Other [text box] [text box]

Estimated Cost

Total Estimated Cost: [text box] \*

Justification for Request: [text box] \*

[Add] [Remove]

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

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

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

Page 1 of 1 (1 items)

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

# Creating a Travel Voucher (cont'd)

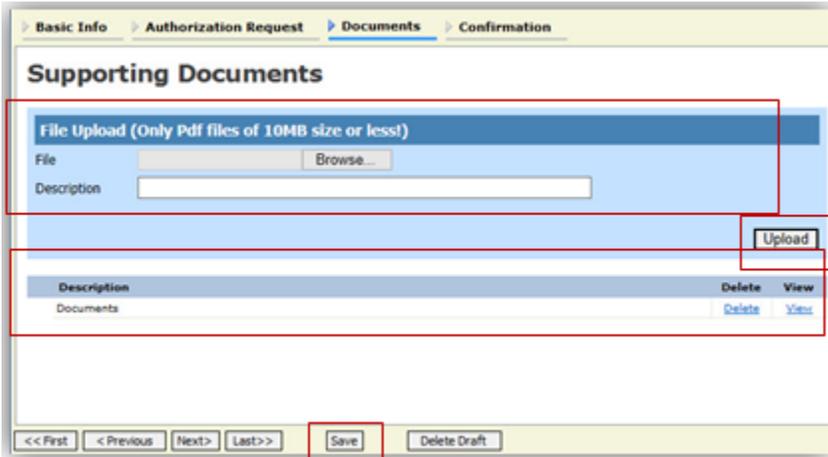
**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

## Step 1

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

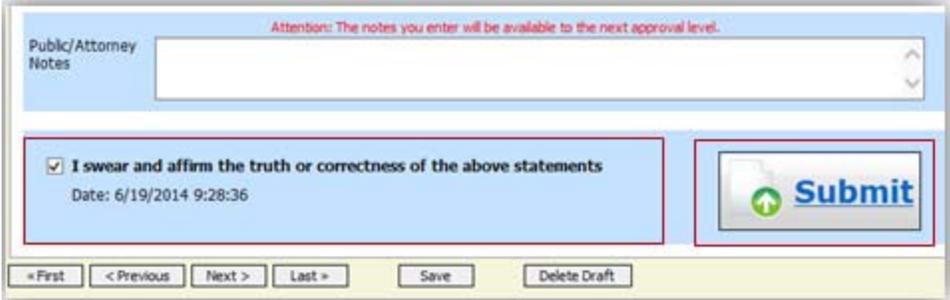
## Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.  
The document appears at the bottom of the Description column.  
Click **Save**.



## Step 3

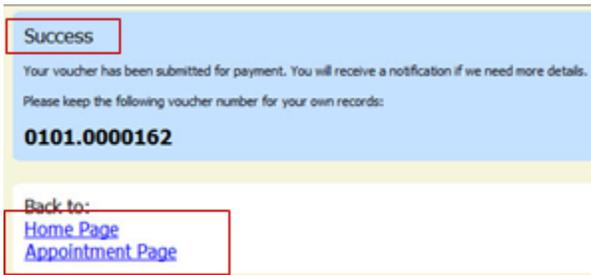
The **Confirmation** tab appears. Verify all information is correct.  
Select the affirmation check box, which automatically time stamps the voucher.  
Click **Submit**.



**Step 4**

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

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



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

# Creating a CJA-26 Voucher

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

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



This opens the Basic Info page.

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

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

**Basic Info**

1. CIR. DIST. DIV. CODE E101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CP-08905-1-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 Near Pro Test Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested  = Amount Approved

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

Number of Counts  Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

## Step 2

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

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

## Step 1

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

## Step 2

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

The screenshot shows the 'Justification' page of the CJA-26 Voucher system. The page has a navigation bar at the top with tabs: 'Basic Info', 'Justification' (which is selected and highlighted in blue), 'Documents', and 'Confirmation'. Below the navigation bar is the 'Justification' section, which contains several numbered text boxes for input. The text boxes 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 page, there is a navigation bar with buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save' (which is highlighted with a red box), and 'Delete Draft'.

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

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

### Step 1

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

### Step 2

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

### Step 3

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

The screenshot displays the 'Supporting Documents' section of the CJA-26 Voucher interface. At the top, there are tabs for 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs, there is a 'File Upload (Only Pdf files of 10MB size or less!)' section. This section contains a 'File' input field with a 'Browse...' button, a 'Description' input field, and an 'Upload' button. Below the upload section is a table with columns for 'Description', 'Delete', and 'View'. The table currently shows 'No Attachments'. At the bottom of the page, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

### Step 4

Verify all information is correct.

**Step 5**

Select the affirmation check box.

**Step 6**

Click **Submit**.

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

**Step 7**

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

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

