



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

# CJA eVoucher

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## Attorney User Manual

**Release 6.7**

**March**

**2022**



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## Introduction

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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

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- 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

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- 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

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

## 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.

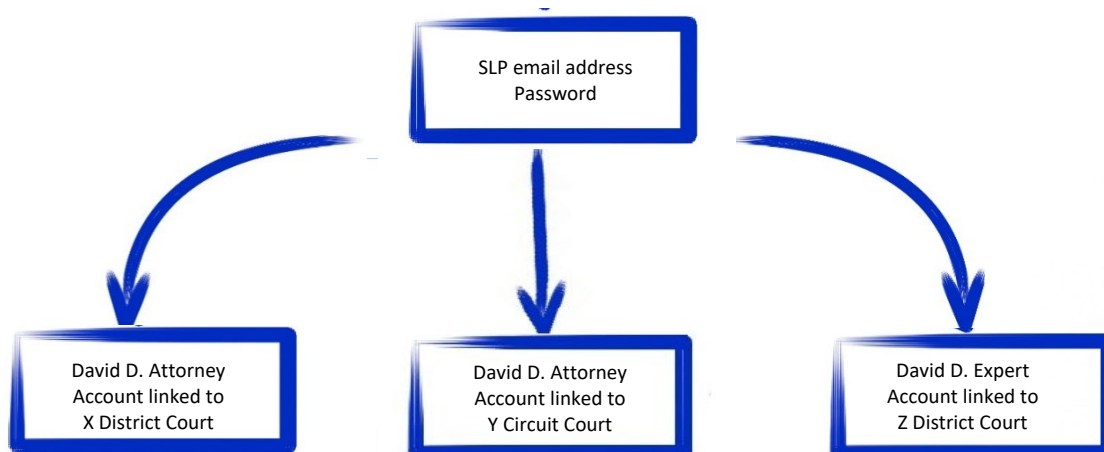
Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

## Accessing the CJA eVoucher Program

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

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

### Single Login Profile for David D. Attorney

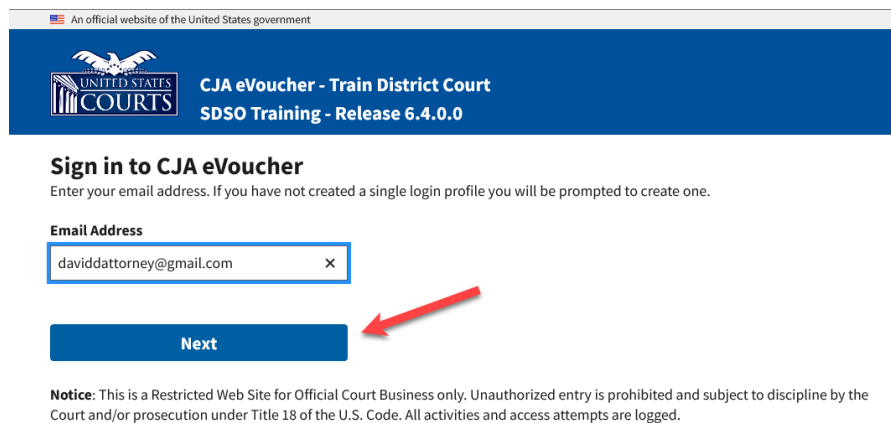


## Creating a Single Login Profile (SLP)

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

### Step 1

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



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**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

### Sign in to CJA eVoucher

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

**Email Address**

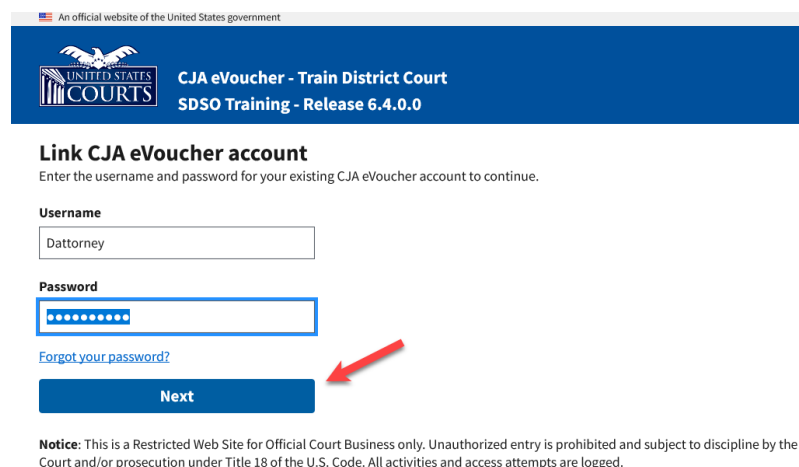
davidattorney@gmail.com x

**Next**

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### Step 2

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



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**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

**Username**

Dattorney

**Password**

.....


[Forgot your password?](#)

**Next**

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

### Step 3

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

 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

### Create New Single Login Profile

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

<b>First name</b>	<b>Middle name</b>	<b>Last name</b>	<b>Suffix</b>
<input type="text" value="David"/>	<input type="text" value="D"/>	<input type="text" value="Attorney"/>	<input type="text" value="Jr."/>

**Email address**

**Confirm email address**

### Step 4

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

#### Security Questions

Select three security questions and enter your answers.

##### Question 1

##### Answer 1

##### Question 2

##### Answer 2

##### Question 3

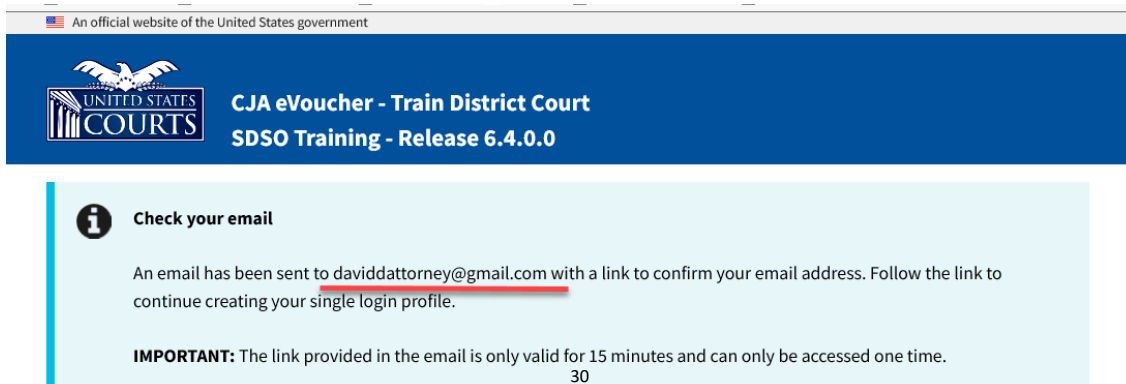
##### Answer 3

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

**Next**

### Step 5

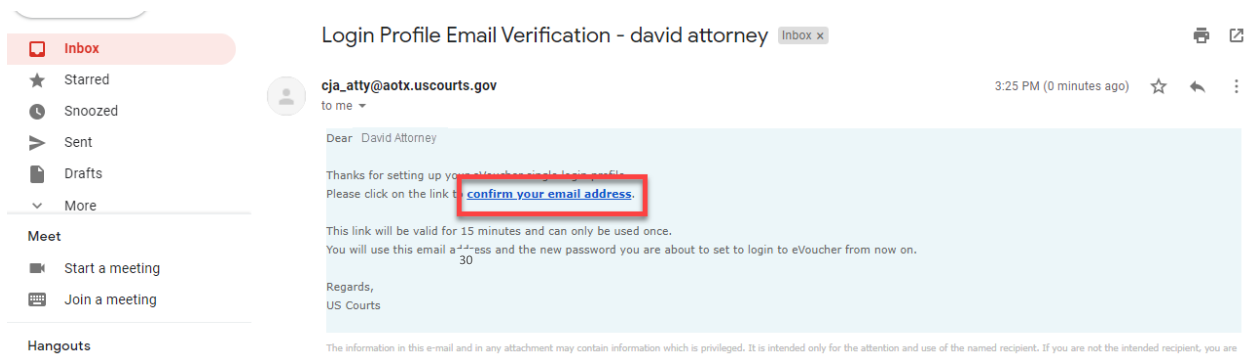
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



### Step 6

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

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



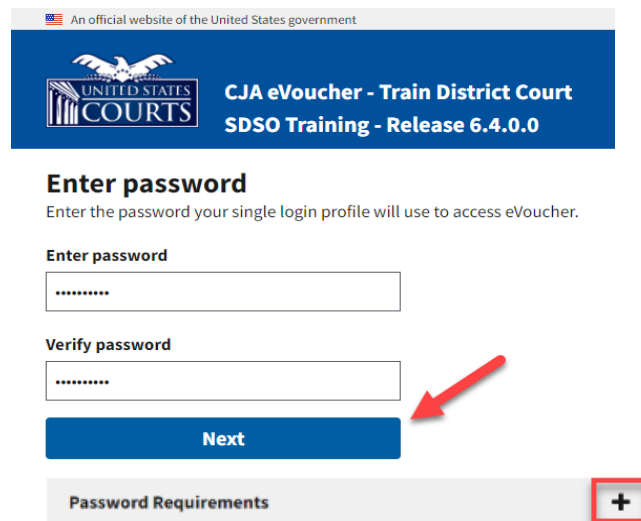
### Step 7

In the **Enter password** field, enter a new password to be used for your Single Login Profile (SLP). The new password must:

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



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



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**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

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

Enter password  
[password field]

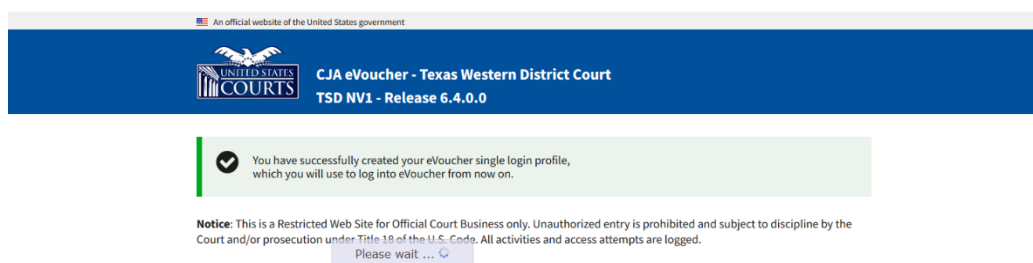
Verify password  
[password field]

**Next**

Password Requirements 


### Step 8

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




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**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
TSD NV1 - Release 6.4.0.0

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


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Please wait ... 

## Forgotten Password – Legacy

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

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 **CJA eVoucher - Train District Court**  
**SDSO Training - Release 6.4.0.0**

**Link CJA eVoucher account**  
Enter the username and password for your existing CJA eVoucher account to continue.

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

**Username**

**Password**

[Forgot your password?](#)

**Next**

### Step 1

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

**Username**

**Password**

[Forgot your password?](#)

**Next**

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

## Step 2

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

### Forgot your Login?

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

Username

Email

[Back to sign in](#)

**Recover Logon**



## Step 3

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

### CJA - Logon Recover by Joe Attorney Inbox x



cja\_atty@aotx.uscourts.gov

to me ▾

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

Dear Joe Attorney,

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

Regards,  
US Courts

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

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

### Step 4

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

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

#### Reset your password

**New Password**

**Confirm Password**

**Username**

**Email**

**Reset**

**Password Requirements**

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

### Step 5

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

#### Sign in to CJA eVoucher

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

**Password updated.**

Your password was successfully updated.

**Email Address**

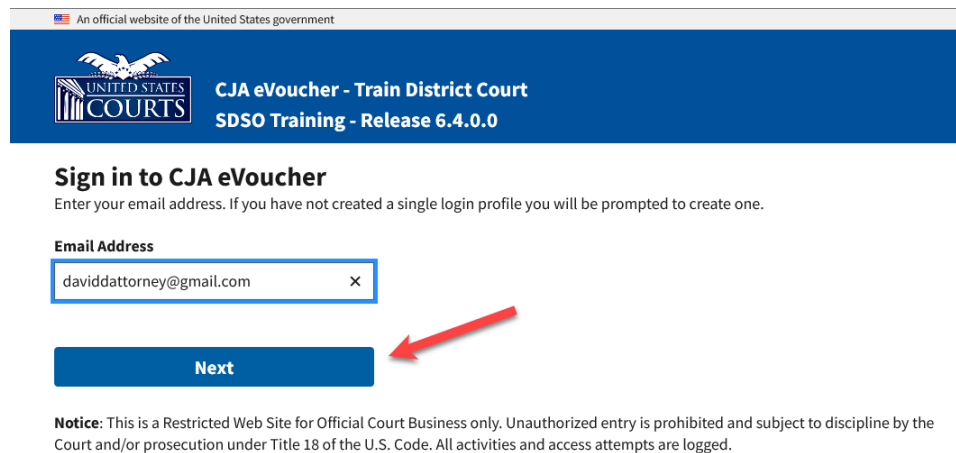
**Next**

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## Signing In to eVoucher with Single Login Profile (SLP)

### Step 1

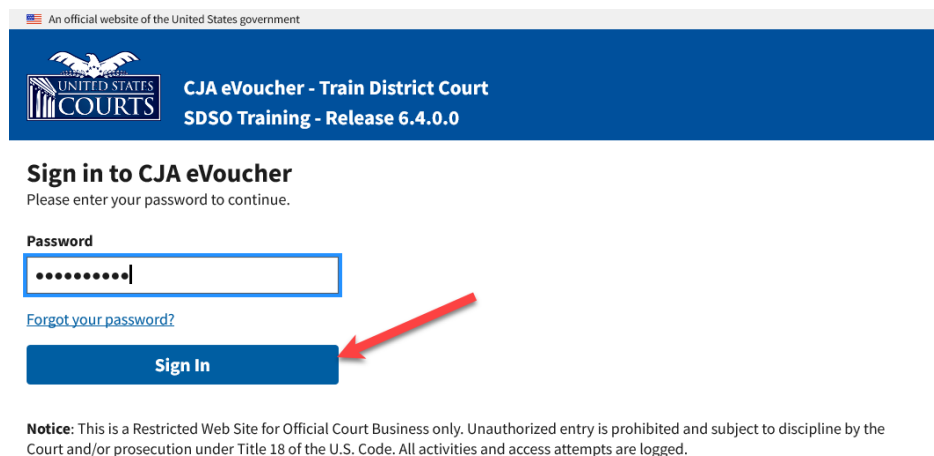
On the eVoucher webpage, in the **Email Address** field, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.



The screenshot shows the CJA eVoucher login interface. At the top, there is a header with the United States Courts logo and the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below the header, the title "Sign in to CJA eVoucher" is displayed, followed by the instruction "Enter your email address. If you have not created a single login profile you will be prompted to create one." A text input field labeled "Email Address" contains the email "davidattorney@gmail.com". A red arrow points to the "Next" button below the input field. At the bottom, a notice states: "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."

### Step 2

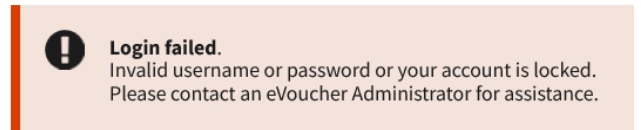
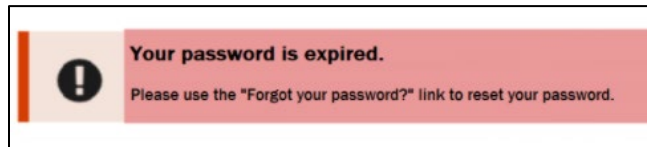
In the **Password** field, enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.



The screenshot shows the CJA eVoucher login interface for the password step. The header is the same as in Step 1. Below the header, the title "Sign in to CJA eVoucher" is displayed, followed by the instruction "Please enter your password to continue." A text input field labeled "Password" contains a series of dots representing a masked password. A red arrow points to the "Sign In" button below the input field. A link "Forgot your password?" is visible to the left of the button. At the bottom, the same notice as in Step 1 is displayed: "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."

## Forgotten or Expired Passwords

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



### Step 1

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

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

### Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

### Step 2

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

### Reset your password?

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

Email

daviddattorney@gmail.com

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

Answer

[Back to sign in](#)

Reset your password

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

### Step 3

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

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

### Reset your password?

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



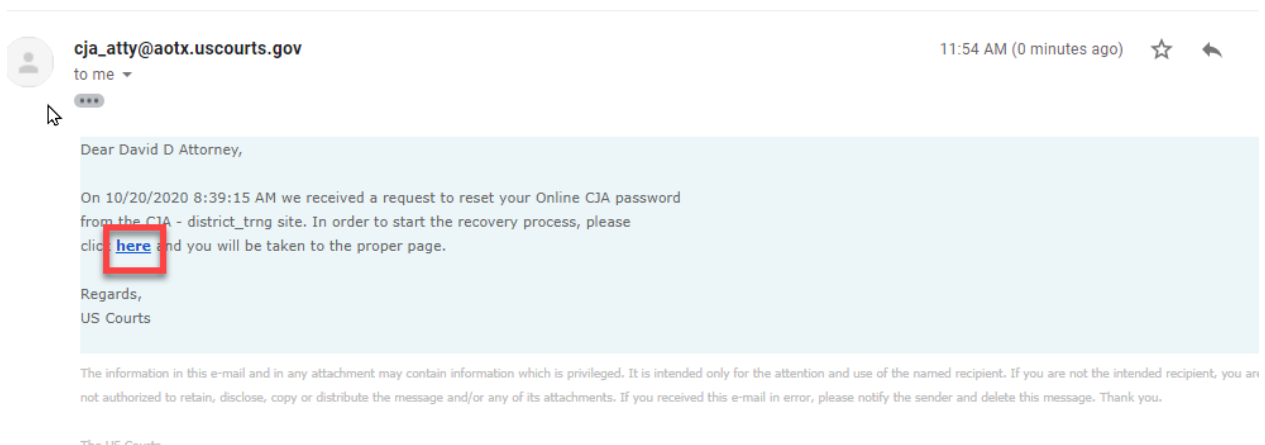
#### Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance. 30

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


### Step 4

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



**Step 5**

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

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

### Reset your password

New Password

Confirm Password

Email

Reset


Password Requirements +

**Step 6**

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

**Sign in to CJA eVoucher**

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

 **Password updated.**  
Your password was successfully updated.

Email Address

Next

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



## Locked Accounts

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

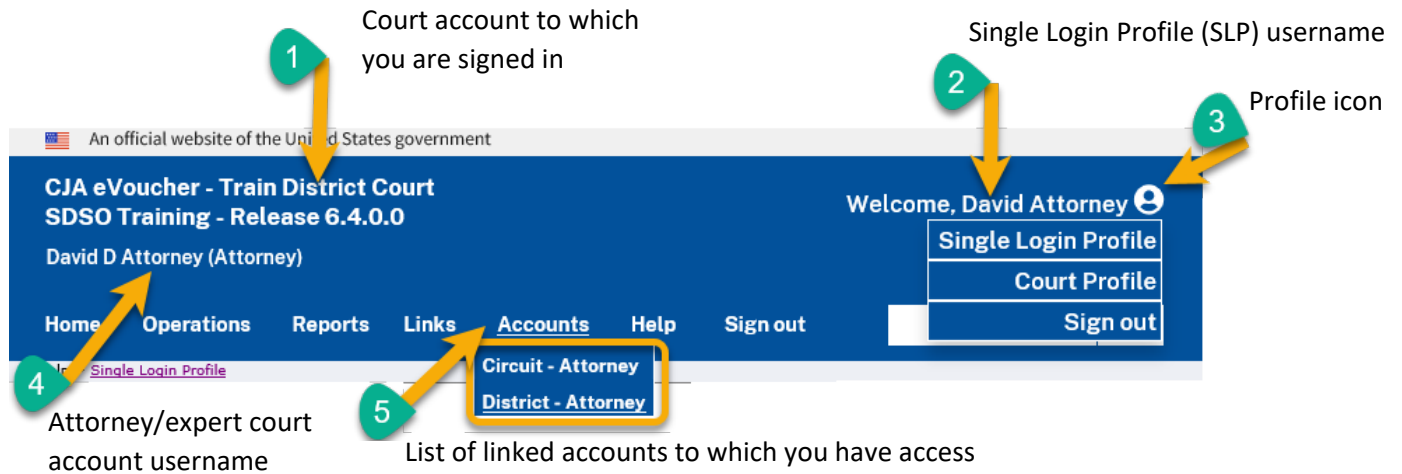
**Login failed.**

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

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

## Single Login Profile (SLP) vs. Court Profile

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



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

## Home Page

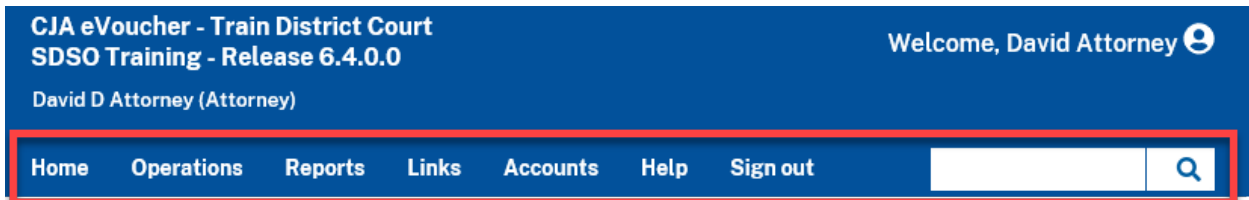
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with a navigation bar at the top containing links for Home, Operations, Reports, Links, Help, and Sign out. The main content area is divided into five sections:

- My Active Documents:** A table listing active documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows three entries for Paul William Clark (P 1) with claimed amounts of 1,200.00, 0.00, and 0.00.
- Appointments' List:** A section providing details for appointments, including case information, defendant name (Paul William Clark), and appointment details.
- My Proposed Assignments:** A section titled "All cases have been currently assigned" with "No data" displayed.
- My Submitted Documents:** A table listing submitted documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows four entries with various statuses like "Submitted to Court" and "Submitted to Court (01/01/2015)".
- My Service Provider's Documents:** A table listing documents from service providers with columns for Case, Defendant, Type, Status, and Date Entered. It shows two entries for Paul William Clark (P 1) with claimed amounts of 0.00.

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 you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
<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 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 can run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.
<b>Search field</b>	Use this field to look up any of your cases.


## Customizing the Home Page

You can customize your home page to change the way your information displays in the folders.

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

### Resize a Column

#### Step 1

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

#### Step 2

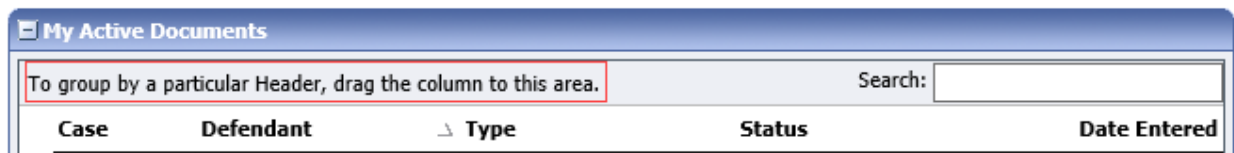
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

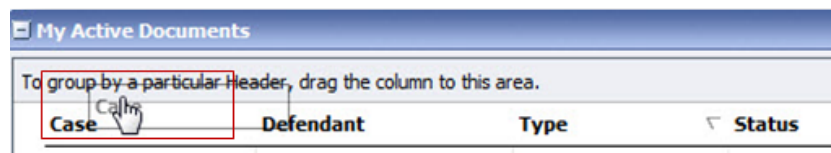
### Step 1

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



### Step 2

Click and drag the header to the **group by** header bar.



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

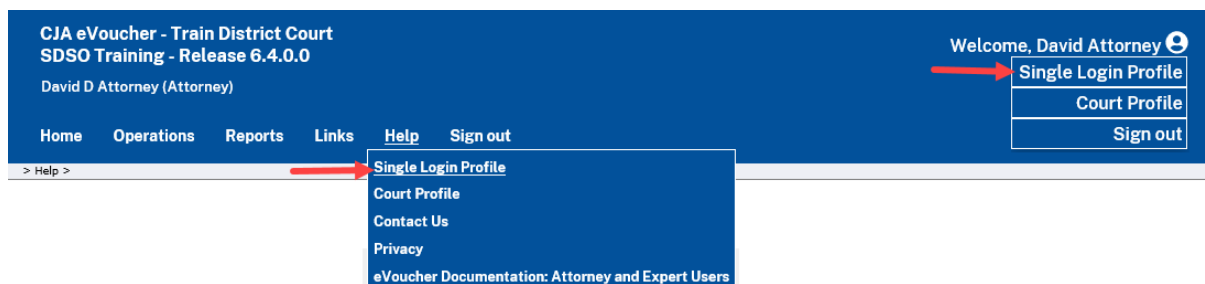


## Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

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

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



## Account Information

In the Account Information section, you can change your name, email address, and password.

The screenshot displays the "Single Login Profile" page, specifically the "Account Information" section. The section is titled "Single Login Profile" and "Account Information". It contains a table with the following fields and values:

First name	Middle name	Last name	Suffix	
David	B	Attorney	-	<a href="#">Edit</a>
Email address attorney210@gmail.com				<a href="#">Edit</a>
Password *****				<a href="#">Edit</a>

Each field has an "Edit" link to its right, which is highlighted with a red box in the original image.

## Modifying Your Name

### Step 1

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

#### Single Login Profile

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -

[Edit](#)

### Step 2

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

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -Select-

Cancel
Save changes

## Updating Your Email Address

### Step 1

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

Email address attorneyl210@gmail.com
-----------------------------------------

[Edit](#)

### Step 2

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

Email address attorneyl210@gmail.com
Confirm email address attorneyl210@gmail.com

Cancel
Save changes

## Updating Your Password

### Step 1

Click the **Edit** link to the right of your password.

Password  
\*\*\*\*\*

[Edit](#)

### Step 2

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

#### Password Requirements

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

Password

Confirm password

Cancel

Save changes



## Updating Your Security Questions

### Step 1

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

#### Single Login Profile

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

### Step 2

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

#### Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

##### Question 1

In what city or town was your first job?

##### Answer 1

.....

##### Question 2

What street did you live on in third grade?

##### Answer 2

.....

##### Question 3

In what year (YYYY) did you graduate from high school?

##### Answer 3

.....

Cancel

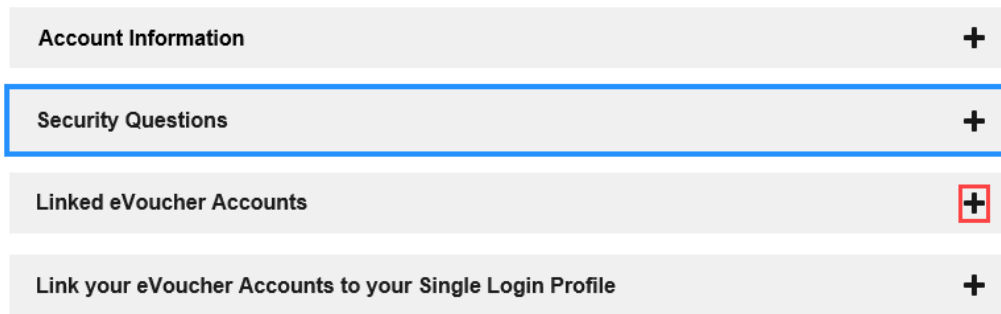
Save changes

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

## Linked eVoucher Accounts

### Step 1

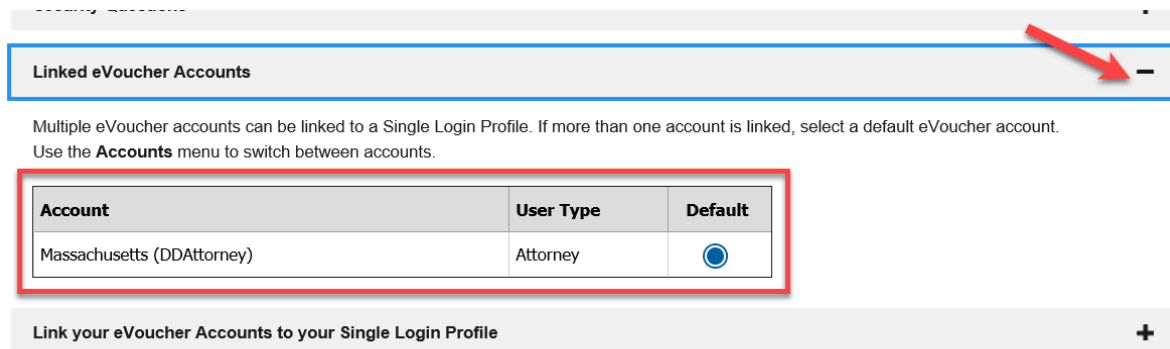
Click the plus sign (+) icon to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.



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

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

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



Linked eVoucher Accounts

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

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

Link your eVoucher Accounts to your Single Login Profile

## Linking Your eVoucher Accounts to Your Single Login Profile (SLP)

### Step 1

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

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

### Step 2

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

Link your eVoucher Accounts to your Single Login Profile

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

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

District

Appellate

Court

Select

Train District Court

Court login username

Court login password

Cancel

Link Account

**Step 3**

Click **Link Account**.

Court

Train Circuit Court


Court login username

dattorney

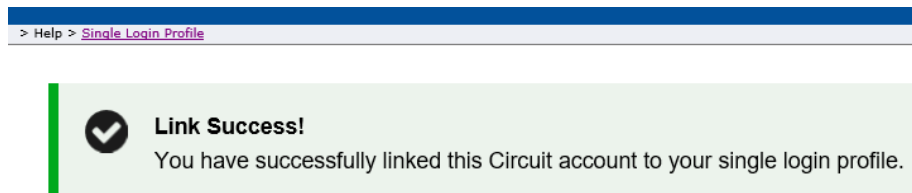
Court login password

.....

Cancel Link Account



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



## Court Profile

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



On the Court Profile page you can:

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

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

### Court Profile

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

**Attorney Info**

Bar Number: TX125568  
 Your Name: David D Attorney

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

[> Help > Court Profile](#)

### Court Profile

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

## Attorney Info

### Step 1

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

<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	<div>Edit</div>	
	<i>Your Contact Info:</i> Phone: 210-833-5623   Cell Phone: 210-555-1234 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov		
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US		

### Step 2

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

<b>Attorney Info</b> Your personal info <b>SSN Instructions:</b> If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.  If you are an associate only, do not enter your Social Security Number in the SSN field.  <b>Payee Certification:</b> This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).	* Required Fields Bar Number <input type="text"/>			<div>Save</div> <div>cancel</div>
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/>			
	Confirm: <input type="text"/>			
	First Name * Andrew	Middle <input type="text"/>	Last Name * Anders	
	Main Email * lisa_ornelas@aotx.uscourts.gov			
	2nd Email deadmail@support.aotx.uscourts.gov			
	3rd Email deadmail@support.aotx.uscourts.gov			
	Phone * 210-833-5623	Cell Phone 210-555-1234	Fax <input type="text"/>	
	Address 1 * 110 Main Street	City * San Antonio		
	Address 2 <input type="text"/>	State * (US only) TEXAS	Zip * (US only) 78210	
Address 3 <input type="text"/>	Country * UNITED STATES			

### Notes:

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

## Billing Info

### Step 1

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

**Billing Info**

List all available billing info records

Your default billing info is:

**Andrew Anders**  
 Billing Code: 0101-00002  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-833-5623  
 Fax:

Select

Add

Edit

### Step 2

Make any necessary changes and click **Save**. If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

**Billing Info**

List all available billing info records

Billing Type:

☐ Self-Employed

☒ Firm

☐ Associate

Save

cancel

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

**\* Required Fields**

Billing Type:

☐ Self-Employed

☐ Firm

☒ Associate

Billing Code:

**Notes:**

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter 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.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

## Holding Period

---

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

### Step 1

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

Holding Period

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



Step 2

Click **Add**.

Holding Period

Back

Edit

Add

Delete

Search:

Starting	Ending	Notes
No Holding Period		
No data		

Step 3

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

Holding Period

Back

Save

Starting Date

4/27/2020

Ending Date

5/1/2020

Notes

Vacation,]

## Continuing Legal Education (CLE)

### Step 1

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

The screenshot shows a sidebar with 'Continuing Legal Education' and a main area with the text: 'No info has been stored. Please click VIEW to type your info.' A red box highlights the 'View' button in the top right corner.

### Step 2

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

The screenshot shows the 'Continuing Legal Education' sidebar and a main area with buttons: 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons is a table with headers: 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The table is currently empty, showing 'No Continuing Legal Education' and 'No data'.

### Step 3

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

The screenshot shows the 'Continuing Legal Education' sidebar and a main area with a form. The form has buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red box. Below the buttons are fields for 'Credit' (a drop-down menu with 'Sentencing-rel' selected), 'Date' (05/01/2014), 'Hours' (0), and 'Description' (a text area). A red box highlights the 'Credit', 'Date', 'Hours', and 'Description' fields. At the bottom, there is a note: 'Document: After you save the information about this Continuing Education, you will be able to upload related documents.'

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

Step 4

Click **Browse** to upload and attach a PDF document. Once uploaded, click **Save**.

Back

Save

Credit

Sentencing-re

Date

05/15/2014

Hours

0

Description

Document

Browse...

Continuing Legal Education

Back

Edit

Add

Delete

Search:

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

1

Page 1 of 1 (1 items)

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

## Appointments' List

On your home page, in the Appointment's List section, locate the desired case.

### Step 1

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

Appointments' List	Search:
<b>Appointments</b> <a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	<b>Defendant</b> <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:

#### Appointment

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

[View Representation](#)

**Create New Voucher**

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

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

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

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

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

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

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

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

**Reports**

[Appointment Report](#)

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

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

[Attorney Time](#)

[Case Detail Budget Report](#)

#### Appointment Info

1. CIR. DISTRICT CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
7. MAG. DISTRICT NUMBER 1:14-CR-08805-1-AA	4. DEF. DISTRICT NUMBER 1:14-CR-08805-1-AA	5. APPEALS DISTRICT NUMBER
8. CASE MATTER OFFICE NAME USA v. Branson	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. REPRESENTATION TYPE Criminal Case
11. OFFENSES/CHARGES 15.1825 F. INSPECTION VIOLATION PENALTIES		
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:jus_anders@scs.judiciary.gov">jus_anders@scs.judiciary.gov</a>		
13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> B. Learned Counsel (Capital Only) <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> E. Appointing Counsel <input type="checkbox"/> F. Sub for Panel Attorney <input type="checkbox"/> G. Sub for Pre Se <input type="checkbox"/> H. Standby Counsel <input type="checkbox"/> I. Federal Defender <input type="checkbox"/> J. Sub for Panel Attorney <input type="checkbox"/> K. Sub for Pre Se <input type="checkbox"/> L. Administrative Prior Attorney's Name Appointment Date Signature of Providing Judge or by Order of the Court Albert Albertson Date of Order 5/3/2014 Reopened: <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	Date Entered
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Andrew Anders	CJA-20	Voucher Closed 0101.0000001	03/17/2016
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End: 11/16/2017	Jebediah Branson (# 1) Chemist/Toxicologist	AUTH	Voucher Closed 0101.0000002	11/16/2017
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	04/14/2014
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000002	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: 06/23/2015 End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Andrew Anders	CJA-20	Voucher Entry <a href="#">Edit</a> FINAL PAYMENT	03/22/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000109	03/22/2016

Page 1 of 7 (70 items)

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

## View Representation

Click the **View Representation** link to display the following information:

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

### Step 1

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



The Representation Info page appears.

Representation

In this page you can view or delete the 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 \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1	
			DESIGNEE 2	

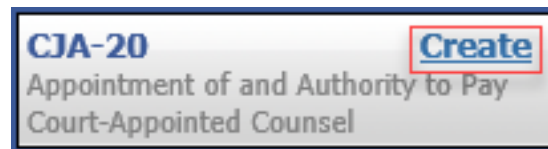
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov

## Creating the CJA-20 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 Create New Voucher section, from the CJA-20 voucher template, click the **Create** link.



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

 The screenshot shows the "CJA-20 Attorney Enters" interface. On the left is a sidebar with sections: "Def.: Jebediah Branson", "Link to CM/ECF", "Voucher #:", "Start Date:", "End Date:", "Services: \$0.00", "Expenses: \$0.00", "Tasks" (with links to Appointment and Representation), "Actions" (with link to Import Service Entries), and "Reports" (with links to Form CJA20, Defendant Detail Budget Report, and Defendant Summary Budget Report). The main area has a tabbed interface with "Basic Info" selected. The "Basic Info" tab contains a form with fields for case information, attorney details, and court order options. At the bottom is a "Payment Info" section with a dropdown for "Preferred Payee" set to "Andrew Anders - Andrew Anders" and his contact details. A progress bar at the very bottom contains buttons: "First", "Previous", "Next", "Last", "Save", "Delete Draft", and "Audit Assist".
 

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

**Payment Info**  
 Preferred Payee: Andrew Anders - Andrew Anders  
**Andrew Anders - Andrew Anders**  
 Billing Code: 0101-00002  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-833-5623  
 Fax:

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

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

## Entering Services

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

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

### Step 1

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

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

**Services**

Date: 4/17/2020 \* Description:  \*

Units:  \*

Rate:  \*

Add Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

### Step 2

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

**Services**

Date: 4/17/2020 \* Description: Des

Units:

Rate:

\* Required Fields

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

Date	Description

April 2020

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

**Step 3**

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (dropdown menu), Doc.# (ECF), and Hours. The dropdown menu is open, showing a list of service types: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. A red box highlights the dropdown arrow on the Service Type field.

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

**Step 4**

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (a. Arraignment and/or Plea), Doc.# (ECF), Pages, Hours (5.0), and Description (First appearance an arraignment of defendant.). The Hours field is highlighted with a red box. The 'Add' and 'Remove' buttons are visible at the bottom right.

**Step 5**

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



## Importing Service Entries

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

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

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

### Step 1

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

The screenshot shows the CJA-20 Attorney Enters form. On the left sidebar, under the 'Actions' menu, the 'Import Service Entries (.csv)' link is highlighted with a red box and a red arrow. The main form area is divided into two sections: 'Basic Info' and 'Payment Info'.

**Basic Info**

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
4. MAG. 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. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES		11. REPRESENTATION TYPE Criminal Case
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_cornelias@actx.uscourts.gov">lisa_cornelias@actx.uscourts.gov</a>		
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadby Counsel Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Date of Order: 3/3/2014    Next Pro Tunc Date: _____ Regime: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS		

**Payment Info**

Preferred Payee: Andrew Anders - Andrew Anders  
 Andrew Anders - Andrew Anders  
 Billing Code: 0101-00002  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-833-5623  
 Fax: \_\_\_\_\_

## Step 2

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

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

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

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

[- Additional Information](#)

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

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


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

- Doc#
- Pages

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

**CSV file when opened in a text editor might look like this:**  
 Date, Hours, Description, Service Type, Doc#, Pages  
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,  
 1/4/2021,,5,Reviewed Indictment,16b,4,25  
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

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

Date  \*  Description

Service Type

Doc.# (ECF)  Pages

Hours  \* at \$155.00 per hour.

\* Required Fields

### Step 3

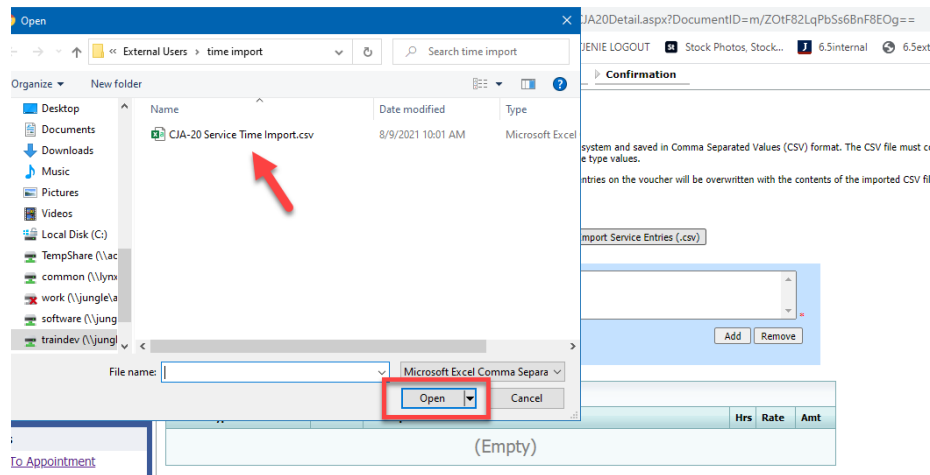
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' tab in the CJA eVoucher interface. At the top, there are navigation tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the tabs, the 'Services' section contains instructions about importing CSV files and an 'IMPORTANT' note. A red box highlights the 'Import Service Entries (.csv)' button. Below this, there is a form with fields for Date (8/6/2021), Service Type, Doc.# (ECF), Pages, Hours, and a description field. There are 'Add' and 'Remove' buttons. At the bottom, there is a table header with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty.

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

### Step 4

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



Step 5

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

✓

Service entries have been updated!

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

Services

Date

9/2/2021

Service Type

Doc.# (ECF)

Pages

Hours

at \$155.00 per hour.

Add

Remove

Required Fields

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

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

## Importing Service Entries on Previously Created CJA-20s

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

### Step 1

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

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/03/2021
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	09/02/2021

### Step 2

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

CJA-20 Attorney Enters

Def.: Jebediah Branson

Link to CM/ECF

Voucher #:  
Start Date:  
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

Link To Appointment

Link To Representation

**Actions**

Import Service Entries (.csv)

Reports

Form CJA20

Defendant Detail Budget

Basic Info Services Expenses Claim Status Documents Confirmation

**Basic Info**

1. CIR/DIST/DOJ 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 15.182: F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_omelau@actv.uscourts.gov">lisa_omelau@actv.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Panel Attorney <input type="checkbox"/> R Subj for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Providing Judge or By Order of the Court Albert Albertson Date of Order 5/9/2014 Nunc Pro Tunc Date Engagement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Info**

Preferred Payee: Andrew Anders - Andrew Anders

Andrew Anders - Andrew Anders

Billing Code: 0101-00002

110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

### Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

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

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

### - Additional Information

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

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

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

- Doc#
- Pages

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

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

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

Import Service Entries (.csv)

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

\* Required Fields

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

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

### Step 4

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

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

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

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

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \* Service Type: \* Description: \*

Doc.# (ECF): \* Pages: \*

Hours: \* at \$155.00 per hour. Add Remove

\* Required Fields

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

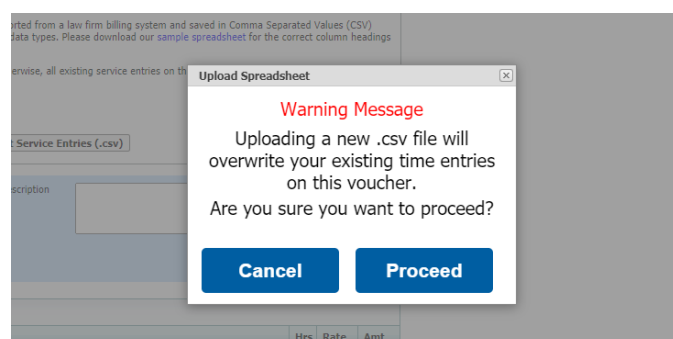
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

### Step 5

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

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

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



## Entering Expenses

### Step 1

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

The screenshot shows the 'Expenses' tab selected in the progress bar. The form contains the following elements:

- Progress Bar:** Basic Info, Services, **Expenses** (highlighted), Claim Status, Documents, Confirmation.
- Expense Form:**
  - Date: 4/17/2020
  - Expense Type: [dropdown menu]
  - Miles: [input field] at \$0.535 per mile.
  - Amount: [input field]
  - Buttons: Add, Remove
- Table:**

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					
- Navigation Bar:** < First, < Previous, **Next >** (highlighted), Last >, Save, Delete Draft, Audit Assist.

### Step 2

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

The screenshot shows 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 is highlighted with a red box, and the dropdown menu is also highlighted with a red box.

### Step 3

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



### Expenses

Date  \* 

Expense Type  \*

Miles  at \$0.535 per mile.

Amount

Description  \*

**\* Required Fields**


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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous Next > Last »

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

### Expenses

Date  \* 

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

Description  \*

**\* Required Fields**

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

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

« First < Previous Next > Last »

**Step 4**

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

**Expenses**

Date  \*  Description  \* 

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

\* Required Fields

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

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



**Notes:**

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

**Claim Status****Step 1**

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

**Claim Status**

Start Date  \*  End Date  \* 

**Payment Claims \***

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

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

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

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

\* Required Fields

## Step 2

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

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

**Claim Status**

Start Date  \* End Date  \*

**Payment Claims \***

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

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

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

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

\* Required Fields

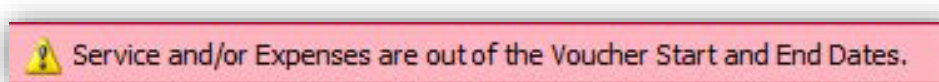
<< First < Previous Next > Last >> Save Delete Draft **Audit Assist**

### Notes:

In the Payment Claims section, click one of the following radio buttons:

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

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



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

## Documents

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

### Step 1

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

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

### Supporting Documents

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

File  Browse...

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

### Step 2

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

### Supporting Documents

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

File  Browse...

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

## Signing and Submitting to Court

**Step 1**

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

<b>Basic Info</b>		<b>Services</b>		<b>Expenses</b>		<b>Claim Status</b>		<b>Documents</b>		<b>Confirmation</b>	
-------------------	--	-----------------	--	-----------------	--	---------------------	--	------------------	--	---------------------	--

## 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--08305-1-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  
 110 Main Street  
 San Antonio TX 78210  
 Phone: 210-833-5623  
 Cell phone: 210-555-1234  
 Email: [lisa\\_ornelas@aotx.uscourts.gov](mailto:lisa_ornelas@aotx.uscourts.gov)

13. COURT ORDER  
☐ A Associate    ☐ C Co-Counsel    ☐ D Federal Defender    ☐ F Subs for Federal Defender  
☐ L Learned Counsel    ☐ O Appointing Counsel    ☐ P Subs for Panel Attorney    ☐ R Subs for Retained Attorney  
☐ S Pro Se    ☐ T Retained Attorney    ☐ U Subs for Pro Se    ☐ X Administrative  
☐ Y Standby Counsel

14. LAW FIRM NAME AND MAILING ADDRESS  
 Andrew Anders TIN: XXX-XXXXXXX  
 110 Main Street  
 San Antonio TX 78210 US  
 Phone: 210-833-5623

Prior Attorney's Name  
 Appointment Date  
 Signature of Presiding Judge or By Order of the Court  
 Albert Albertson  
 Date of Order  
 3/3/2014  
 Repayment ☐ YES ☒ NO

CLAIMS FOR SERVICES AND EXPENSES				FOR COURT USE ONLY	
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0	\$0.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
<b>Totals</b>	0	\$0.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
<b>Totals</b>	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00			
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$0.00			

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

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS    ☐ Final Payment    ☐ Interim Payment (9)    ☐ Supplemental Payment    ☐ Withholding Payment (--) (Total --)

Have you previously applied to the court for compensation and/or reimbursement for this case?    ☐ YES    ☐ NO

If yes, were you paid?    ☐ YES    ☐ NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?    ☐ YES    ☐ NO    If yes, please attach supporting documentation

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

Signature of Attorney: \_\_\_\_\_ Date Signed: \_\_\_\_\_

APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR. CERT.	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR. CERT.	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount	DATE	34a. JUDGE CODE	TOTAL AMT. CERTIFIED FOR PAYMENT		

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

Public/Attorney Notes

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

Date: \_\_\_\_\_

< First
< Previous
Next >
Last >

Save
Delete Draft
Audit Assist

### Step 2

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

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

Public/Attorney Notes

Notes

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

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

**Submit**

< First < Previous Next > Last > Save Delete Draft

### Step 3

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

Success

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

Please keep the following voucher number for your own records:

**0101.0000150**

Back to:

[Home Page](#)

[Appointment Page](#)

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

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

Page 1 of 1 (3 items)

**Note:** If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

**My Documents**

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

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

## CJA-20 Quick Review Panel

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

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

CJA-20  
Submitted to Court  
[Read Only]  
Flow: CJA-20 Basic  
[Redirect Workflow](#)  
Def.: Jebediah Branson  
[Link to CM/ECF](#)  
Voucher #: 0101.0000150  
Start Date: 6/12/2014  
End Date: 6/12/2014  
Services: \$63.00  
Expenses: \$26.20

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

Services: \$63.00

**In Court Services**

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>

**Out of Court Services**

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
<b>Totals</b>	<b>0.0</b>	<b>\$0.00</b>

Expenses: \$26.20

**Travel**

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
<b>Totals</b>	<b>\$11.20</b>

**Expenses**

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$15.00</b>

## Reports and Case Management

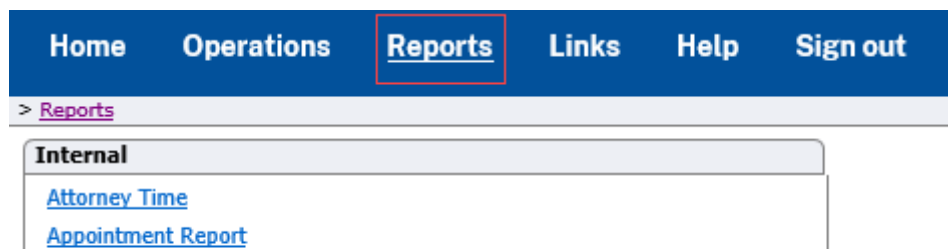
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.





## 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.

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

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

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

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

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

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

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

## Defendant Summary Budget Report

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

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

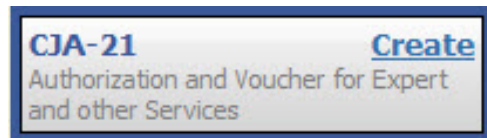
Counsel Budget Defendant: Jebediah Branson												
Type of Representation:		Criminal Case										
Budget Amount Requested:		\$0.00										
Budget Amount Approved:		\$3,900.00										
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active										
Total Pending:				\$0.00		Total Approved:				\$6,350.00	\$3,550.00	\$3,550.00
Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson												
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders				
Grand Totals for the Representation Defendant: Jebediah Branson												
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth		Pending			Approved			Combined Total				
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending		
			Travel	Other			Travel	Other		Fees	Fees and Expenses	
		\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00	

## 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

On the Appointment page, click the **Create** link from the CJA-21 voucher template to open the Basic Info page.



### Step 2

When submitting a CJA-21 voucher, in the Authorization Selection section you can select from two options.

If the request does not require advance authorization, click the **No Authorization Required** link. If you have a previously approved authorization, click the **Use Existing Authorization** link.

► **Basic Info**

### Basic Info

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

### Authorization Selection

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

**No Authorization Required**

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

**Use Existing Authorization**

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

◀ First   < Previous   Next >   Last ▶   Delete Draft   Audit Assist

### Step 3

If you click the **Use Existing Authorization** link, a list of associated authorizations appears. Click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

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

### Step 4

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

New Voucher Information	
Service Type	Chemist/Toxicologist *
Description	Toxicology report.

### Step 5

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become available, and you can choose if you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

Service Provider	
You can search one of the service providers already in the system OR you can enter the required information for another provider	
Expert	Jennings, Julie ▼
<b>Expert Info</b> Details	<b>Julie Jennings</b> 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512
<b>Voucher Assignment *</b> <input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>	
<input type="button" value="Create Voucher"/>	

**Notes:**

- Only experts registered with the service type selected appear in the drop-down list. Steps on how to submit a person for approval and add them as an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They 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.

**Step 6**

If the expert is not currently in the eVoucher system, you must complete their information. In the Voucher Assignment section, the **Attorney** radio button is automatically selected. Complete all required information for the person you wish to submit for approval.

**Service Type** Interpreter/Translator \*

**Description**

**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 \*** UNITED STATES

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

**Create Voucher**

### Step 7

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

**New Voucher Information**

**Service Type** Interpreter/Translator \*

**Description**

**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**  
Details

**Charlene Campos**  
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*

Create Voucher

### Step 8

Once you have made your selection, click **Create Voucher**.

**Charlene Campos**  
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*

Create Voucher

### Notes:


- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list, and their information automatically populates.
- If the attorney submitted the voucher for the expert, they 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 9

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

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

### Services

Date: 04/17/2020 \*  Description:  \*

Units:  \*

Rate:  \*

**Add** **Remove**

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				


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

### Step 10

Click the **Expenses** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The entry now appears in the Expense Type column. Click **Save**.

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

### Expenses

Date: 4/17/2020 \*  Description:  \*

Expense Type:  \*

Miles:  at \$0.535 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
(Empty)					

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

**Step 11**

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

**Notes:**

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

**Step 12**

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

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




## Step 13

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

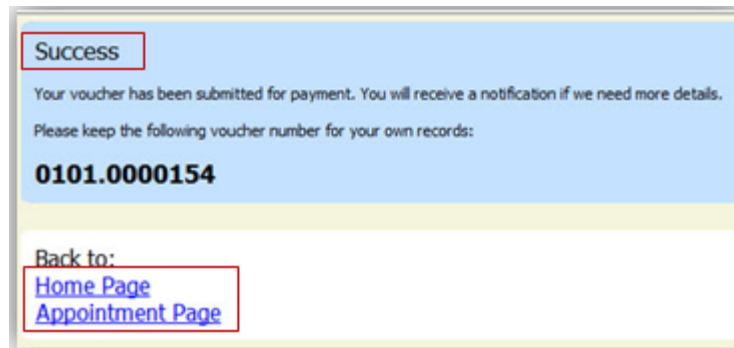
Basic Info Services Expenses Claim Status Documents **Confirmation**

### Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAC. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08505-1-AJA	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 STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:haa_cnelas@aotx.uscourts.gov">haa_cnelas@aotx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE (see instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/04/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Workflow/Letis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
NOTES Abraham Astley			
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
14. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT REVIEW	
a. Compensation	\$0.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	<b>\$0.00</b>	<b>0.0</b>	
17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
23. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum. Signature of Presiding Judge _____ Date _____ Judge Code _____			
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____ Total Amt. Certified For Payment _____			
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:27:33			
			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt; First</span> <span>&lt; Previous</span> <span style="border: 1px solid red; padding: 2px;">Next &gt;</span> <span>Last &gt;</span> <span>Save</span> <span>Delete Draft</span> <span>Audit Assist</span> </div>			

**Step 14**

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



## Submitting an Authorization Request for Expert Services

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

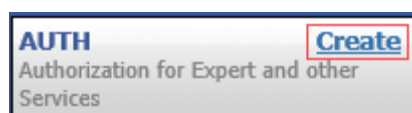
**Step 1**

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

Appointments' List	
Search: <input type="text"/>	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<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:

**Step 2**

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



**Step 3**

Click **Create New Authorization**.

**Authorization Type Selection**

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

**Create New Authorization**

Use this button to create a new authorization.

**Request Additional Funds**

Use this button to select an approved authorization that you would like to request additional funds for.

**Step 4**

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

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

Click **Save**.

Basic Info Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	5. APPEALS. DKT/DEFNUMBER	VOUCHER NUMBER
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DEFNUMBER 1:14-CR-08805-1-AA	6. OTHER. DKT/DEFNUMBER	
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_omelas@aotx.uscourts.gov">lisa_omelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment 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	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount

Authorized Amount  Deactivated

Basis of Estimate

Description

Service Type

Notes

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

### Step 5

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

Basic Info Documents Confirmation

### Supporting Documents

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

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

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

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

### Step 6

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

Basic Info Documents Confirmation

### Confirmation

1. CASE NUMBER CODE 0101	2. PERSON REPRESENTED Federal/State	3. APPEAL CASE NUMBER	4. OTHER CASE NUMBER
5. CASE MATTER OFFICE NAME 233 S. Breaux	6. PAYMENT CATEGORY Felon (including pre-paid diversion of alleged felon)	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case

**10. OFFENSE CHARGES**  
11. 1122 F INSPECTION VIOLATION PENALTIES

**10. SERVICE PROVIDER**  
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
 a. Authorization to enter the service provider's computer system.  
 b. Approval of services already obtained to be paid for by the United States from the Defendant Service Appropriation.

Signature of Attorney  
Audrey Anders  
110 Main Street  
San Antonio, TX 78210  
Phone: 210-411-5621  
Cell phone: 210-515-1234  
Email: [tom\\_anders@audreyanders.com](mailto:tom_anders@audreyanders.com)

**11. COCKET ORDER**  
Personal eligibility of the person represented having been established by the court's satisfaction, the information requested in item 11 is hereby granted.  
Signature of Presiding Judge or By Order of the Court:  
Albert Albertson  
Date of Order: \_\_\_\_\_ Year: 2018  
Represent: ☐ YES ☐ NO

**12. TYPE OF SERVICE PROVIDER**

<input type="checkbox"/> 01 Interpreter <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accusant <input type="checkbox"/> 09 C.A.R. (Criminal, Adult, etc.) <input type="checkbox"/> 10 Criminal/Translator <input type="checkbox"/> 11 Bailiff <input type="checkbox"/> 12 Interpreter/Translator/Sign <input type="checkbox"/> 13 Psychologist/Mental Examiner	<input type="checkbox"/> 14 Other Medical <input type="checkbox"/> 15 Video/Audio Analyst <input type="checkbox"/> 16 Other/Other Expert <input type="checkbox"/> 17 Computer <input type="checkbox"/> 18 Paralegal Services <input type="checkbox"/> 19 Legal Analyst/Counselor <input type="checkbox"/> 20 Court Coordinator <input type="checkbox"/> 21 Mediation Specialist <input type="checkbox"/> 22 Duplication Services <input type="checkbox"/> 23 Other (Specify) <input type="checkbox"/> 24 Language Support Services <input type="checkbox"/> 25 Computer Forensic Expert
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**NOTES**

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	

Public/Attorney Notes

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

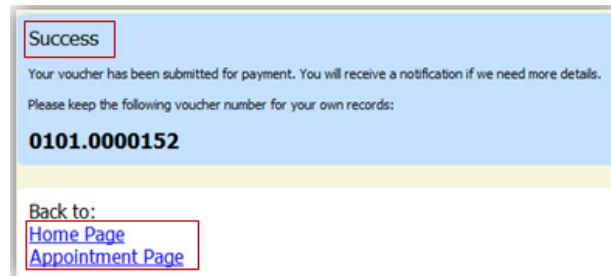
Date: \_\_\_\_\_

Submit

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

### Step 7

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

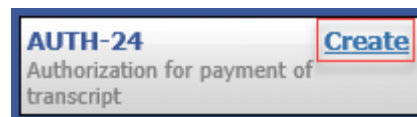


## Creating an Authorization for Transcripts (AUTH-24)

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

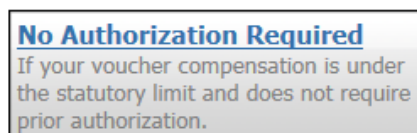
### Step 1

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



### Step 2

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



### Step 3

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

Basic Info Documents Confirmation

#### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediala Brannon	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. Brannon	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 13.1825 F INSPECTION VIOLATION PENAL TIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lua_ornelas@aotx.uscourts.gov">lua_ornelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Plead Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling  
None

Transcripts

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

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

### Step 4

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

Basic Info Documents Confirmation

#### Supporting Documents

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

File  Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

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

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

## Step 5

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

Basic Info Documents **Confirmation**

### Confirmation

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Isaiah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

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

Public/Attorney Notes

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

**Submit**

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

## Step 6

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

### Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

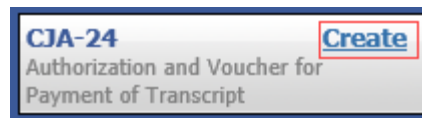
[Home Page](#)  
[Appointment Page](#)

## 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

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



### Step 2

The Basic Info page appears.

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link. If your court does require an AUTH-24, click the **Use Existing Authorization in eVoucher** link.

Basic Info

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F. INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

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

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

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

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



### Step 3

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

#### Authorization Selection

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

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

### Step 4

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

**New Voucher Information**

**Description**

**Court Reporter/Transcriber Status**  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

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

**Expert**

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

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

**Create Voucher**

#### Notes:

- To enter a new transcriptionist into the system, select the expert from the **Expert** drop-down list, and enter details in the Expert Info section.
- Selecting a transcriptionist already in the system automatically populates that expert's information.
- Select whether the attorney or the court reporter will be filling out the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves and submits to the court.

### Step 5

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

Basic Info **Services** Expenses Documents Confirmation

### Services

Date: 4/20/2020 \* Description:

Service Type:  \*

Include Page Numbers: ☐

No. of Pages:  \* Rate Per Page:  \*

Less Amount Apportioned:

Less Amount Adjusted:

**Add** **Delete Item**

\* Required Fields

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

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

1 Page 1 of 1 (1 items)

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

### Step 6

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

Basic Info Services **Expenses** Documents Confirmation

### Expenses

Date: 4/20/2020 \* Description:

Expense Type:  \*

Miles:  \* at \$0.535 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
Travel Miles	04/20/2...	Travel to court.	20	0.535	10.7

1 Page 1 of 1 (1 items)

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

Step 7

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

Basic Info

Services

Expenses

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\I Browse...

Description

Document

Upload

Description

Document

Delete

View

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

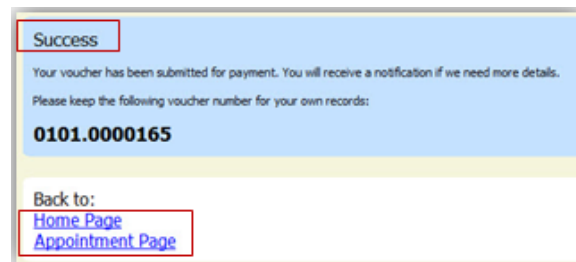
**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

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

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

### Step 9

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

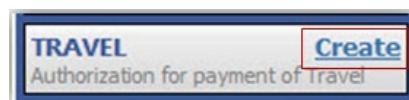


## Creating a Travel Voucher

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

### Step 1

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



### Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CR. DIST. DIV. CODE 0101	1. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER P-14-CP-08802-1-A.A.	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 CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:jaa_cnelas@aotx.uscourts.gov">jaa_cnelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court A. Short, A. Short Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Travel Agency to be Used: <span style="border: 1px solid black; padding: 2px;">National Travel Service (NTS) ▼</span> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <b>National Travel Service (NTS)</b>            707 Virginia Street East            Suite 100            Charleston, WV 25301            Phone: (800) 445-0668            Fax:            Email:         </div>			

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

### Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. Complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

Basic Info **Authorization Request** Documents Confirmation

#### Request For Travel\*

**\* Required Fields**

Name and Title of Person Traveling: Andrew Anders \*

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

Travel From Location: San Antonio, TX \*

Travel To Location: Los Angeles, CA \*

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

Travel Requested: \*

	Estimated Cost:
Airline Tickets via CJA Government Travel Agency:	300.00
Ground Transportation:	20.00
Subsistence (Hotels & meals):	100.00
Other:	

**Total Estimated Cost:** 420.00

**Total Authorized:**

Purpose and Justification: Travel to talk to witness. \*

Court Notes:

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 M&IE rate.

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

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

1 Page 1 of 1 (1 items)

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

### Step 4

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

Basic Info Authorization Request **Documents** Confirmation

#### Supporting Documents

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

File: C:\Users\JaimeLongo\l Browse...

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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


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

## Step 5

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

Basic Info Services Expenses Documents **Confirmation**

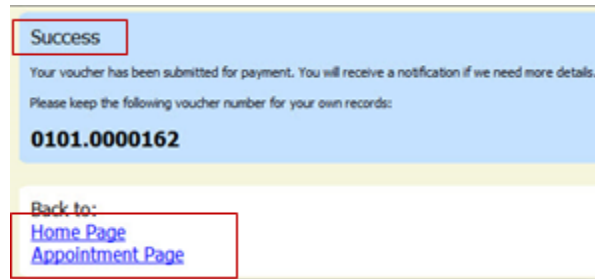
### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16  Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Itemize)			
SUB-TOTAL		LESS AMOUNT APPORTIONED	
\$0.00		see detail	
TOTAL		\$0.00	
TOTAL AMOUNT CLAIMED:		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  Signature of Attorney or Clerk Date			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT  Signature of Judge or Clerk of Court Date Approved Amount			
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0			
			

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

### Step 6

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



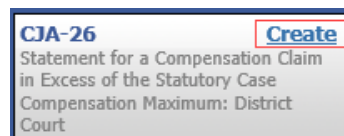
## Creating a CJA-26 Voucher

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

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



### Step 2

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

Basic Info Justification Documents Confirmation

**Basic Info**

1. CJA-26 VOUCHER NUMBER 0101	2. PERSON REPRESENTED Johndale Brannon	3. APPEALS DUTY DEF NUMBER	4. OTHER DUTY DEF NUMBER
5. MAG. DUTY DEF NUMBER	6. DIST. DUTY DEF NUMBER 114-CP-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Brannon	10. PAYMENT CATEGORY Felony (including pre-trial diversion or alleged felony)		

11. OFFENSE(S) CHARGED  
11-1812.5 F. INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrews, Andrew  
610 Main Street  
San Antonio, TX 78210  
Phone: 210-433-5623  
Cell phone: 210-555-1234  
Email: [jaw\\_cresline@sdcs.uscourts.gov](mailto:jaw_cresline@sdcs.uscourts.gov)

13. COURT ORDER  
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ G Subs for Retained Attorney ☐ H Subs for Pre-Sent ☐ I Subs for Pre-Sent ☐ J Administrative  
☐ L Learned Counsel ☐ M Appointing Counsel ☐ N Retained Attorney ☐ O Subs for Pre-Sent ☐ P Subs for Pre-Sent ☐ Q Subs for Pre-Sent  
☐ R Subs for Pre-Sent ☐ S Subs for Pre-Sent ☐ T Subs for Pre-Sent ☐ U Subs for Pre-Sent  
☐ V Standby Counsel  
 Prior Attorney's Name  
 Appointment Date  
 Signature of Presiding Judge or By Order of the Court  
 Robert A. Robertson  
 Date of Order  
 3/3/2014  
 Signature  
☐ YES ☐ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Amount Requested  Amount Approved

Prior 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 Audit Assist



### Step 3

Click the **Justification** tab, or click **Next** on the progress bar. On the Justification page, enter relevant information in the text fields, and then click **Save**.

Basic Info **Justification** Documents Confirmation

## Justification

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

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

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

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

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

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

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

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

Step 4

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

Basic Info

Justification

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\ Browse...

Description

Document x

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First

< Previous

Next >

Last »

Save


Delete Draft

Audit Assist

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

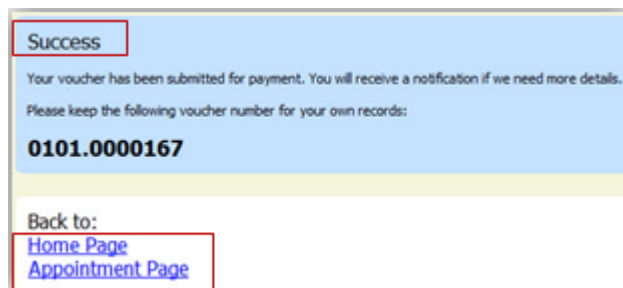
## Step 5

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

Basic Info	Justification	Documents	Confirmation
<b>Confirmation</b>			
<p><b>SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT</b></p> <p>THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE <i>GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT</i>, VOLUME VII, <i>GUIDE TO JUDICIARY POLICIES AND PROCEDURES</i>, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C (2) OF THOSE <i>GUIDELINES</i>, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.</p>			
ATTORNEY NAME: Andrew Anders			
CASE NAME: USA v. Branson			
DOCKET NUMBER: 1:14-CR-08805-AA		DEFENDANT NUMBER: 1	VOUCHER NUMBER:
1 PERIOD OF APPOINTMENT (DATES): 3/3/2014			
TOTAL NUMBER OF IN-COURT HOURS: 0 PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0 TOTAL NUMBER OF OUT-OF-COURT HOURS: 0			
2 OFFENSES CHARGED: 15:1825.F INSPECTION VIOLATION PENALTIES			
NUMBER OF COUNTS CHARGED: 0 NUMBER OF CO-DEFENDANTS: 0 OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION: IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING: WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
3 DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:			
4 LIST AND DESCRIBE MOTIONS, LEGAL MEMORANDA, JURY INSTRUCTIONS, AND SENTENCING DOCUMENTS, OR LEGAL RESEARCH NOT RESULTING IN SUCH, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND WHICH WERE DRAFTED ORIGINALLY FOR THIS CASE (DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY):			
5 SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:			
6 EXPLAIN, IF NOTEWORTHY, IMPACT ON THE NUMBER OF HOURS CLAIMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CJA 21 VOUCHER):			
7 CHECK WHETHER ANY OF THE FOLLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND EXPLAIN EACH: COMMUNICATION WITH CLIENT/FAMILY, LANGUAGE DIFFERENCE, ACCESSIBILITY OF CLIENT, OTHER.			
8 EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN \$500:			
9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:			
INCLUDE, IF APPLICABLE: (A) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.			
Signature of Attorney Andrew Anders		Date Signed	Requested Amount
Signature of Presiding Judge		Date Signed	Judge Code Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)		Date Signed	Judge Code Approved Amount
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:27:34			
			

**Step 6**

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



## Appendix A: Correcting Errors in Your .csv File

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

### Step 1

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

**Import failed.**  
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

**Services**

Date: 9/27/2021 \*  Description:

Service Type:  \*

Doc# (ECF):  Pages:  \*

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

**Import failed.**  
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

**Services**

### Step 2

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

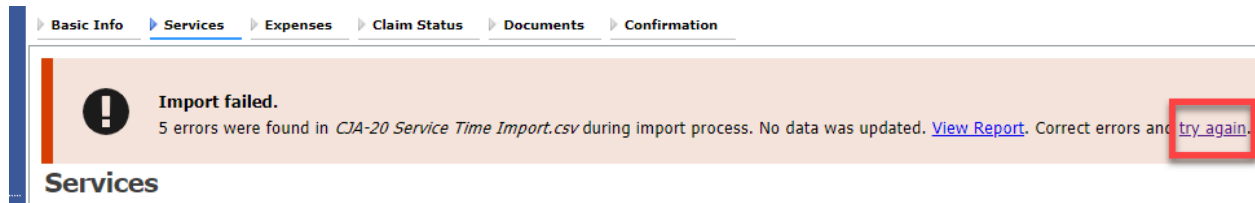
☒ Errors Only
 ☐ Full Report

Case Number: 1:14-CR-08805		Person Represented: Jebediah Branson					
Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	2/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	2/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	2/12/2021	0.9	Test	15c. Motion Hearings		~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	2/14/2021	1.1	Test<>	16a. Interviews and Conferences		

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

### Step 3

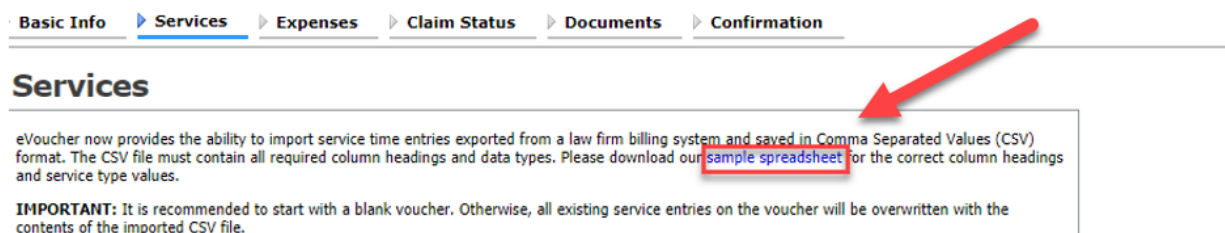
Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



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

## Appendix B: Creating the Excel File for Import

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



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

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

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

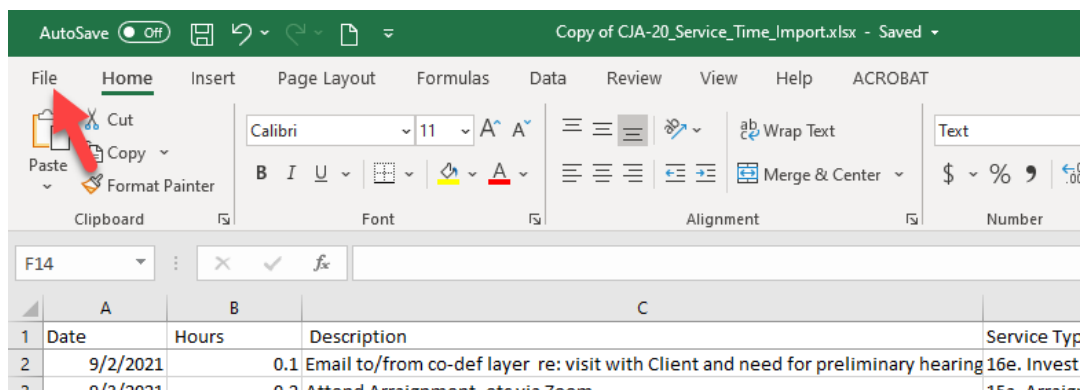
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

## Appendix C: Converting the Excel File to .csv Format

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

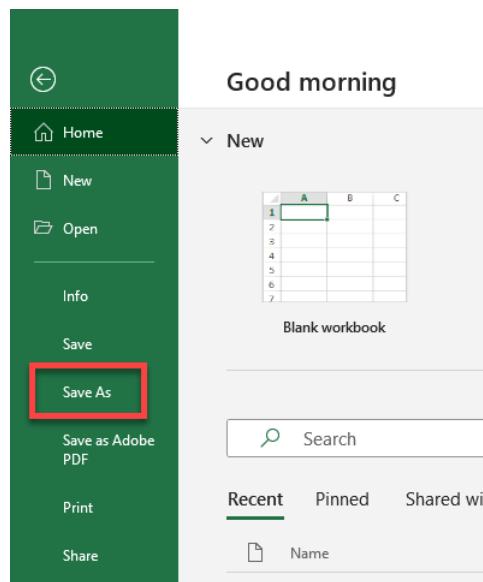
### Step 1

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



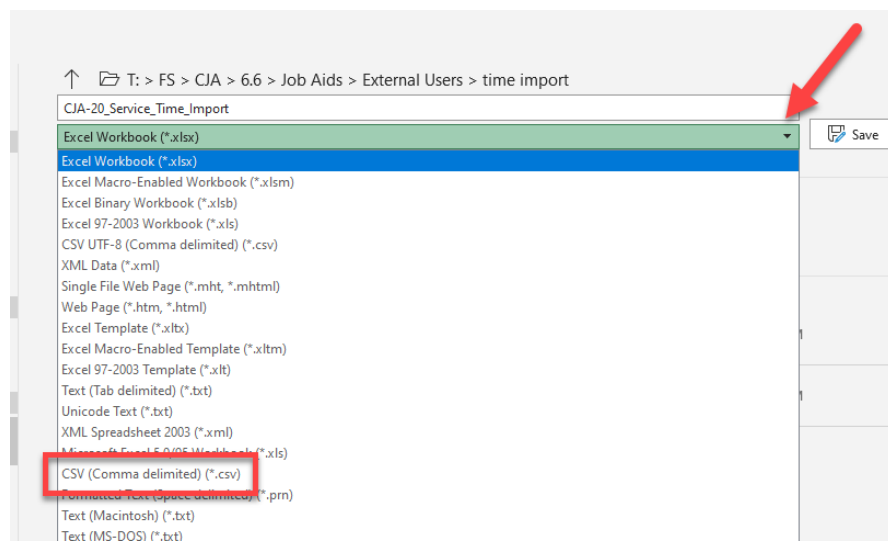
## Step 2

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



## Step 3

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



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

