



Administrative Office of the U.S. Courts  
Office of Information Technology

# CJA eVoucher

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Attorney User Manual  
U.S. District Court  
Middle District of PA

Release 4.3

November 2015



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## Introduction

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

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

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The Middle District of Pennsylvania does allow the option for service providers to prepare their vouchers should the attorney designate them to do so upon the initial creation of the voucher. The program includes the following modules:

## Voucher & Authorization Request Submission

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

## Browser Compatibility

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

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## Court Appointment

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

## Accessing the CJA eVoucher Program

eVoucher may be accessed under the Criminal Justice Act tab on the court website ([www.pamd.uscourts.gov](http://www.pamd.uscourts.gov)). It is suggested that you bookmark it for easier access.

Log in using your **Username** and **Password** you were provided, and click  .



# CJA eVoucher

Electronic Voucher Management System

**USER LOGIN Release 4.3**

**Existing user?** Please log in.

Username:

Password:



[Forgot your login?](#)

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the **Forgot your Login?** hyperlink. Enter your **Username** or **Email** address, and click **Recover Logon** to retrieve your information.

**Forgot your Login?** Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username:  and/or

Email:



## Home Page

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

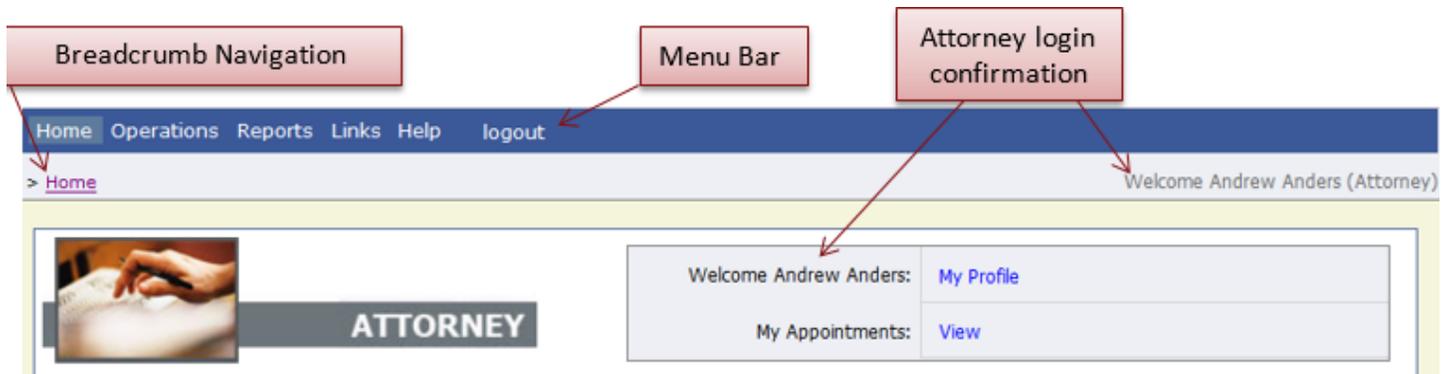
Security prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

The screenshot displays the attorney's home page with the following sections:

- My Active Documents:** A table listing active documents with columns for Case, Defendant, Claimed Amount, and Status. Example entries include 'USA v. [Name]' with a claimed amount of \$200.
- My Proposed Assignments:** A section for appointments with details like Case Title, Defendant, Order Type, Order Date, Fee, Judge, and Attorney.
- Appointments' List:** A list of appointments with details such as Case Title, Defendant, Representation Type, Order Type, Order Date, Fee, Judge, and Attorney.
- My Submitted Documents:** A section for submitted documents, showing details like Case, Defendant, Claimed Amount, and Status (e.g., 'Submitted to Court').
- My Service Provider's Documents:** A section for documents from service providers, currently showing 'No items have been recorded on the database'.
- Closed Documents:** A section for closed documents, also showing 'No items have been recorded on the database'.

Folder Descriptions	
<b>My Active Documents</b>	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	Quick reference to all your appointments
<b>My Proposed Assignments</b>	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
<b>My Submitted Documents</b>	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
<b>My Service Provider's Documents</b>	Contains all the vouchers for your service providers. This will include: <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>	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

## Navigating in the CJA eVoucher Program



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

## Customizing the Home Page

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

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

### Moving Folders

Step  
1

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

A **crosshair** icon  will appear.

Step  
2

Drag the folder to the new location and release the mouse.

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

### Resizing of Column

Step  
1

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

Step  
2

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

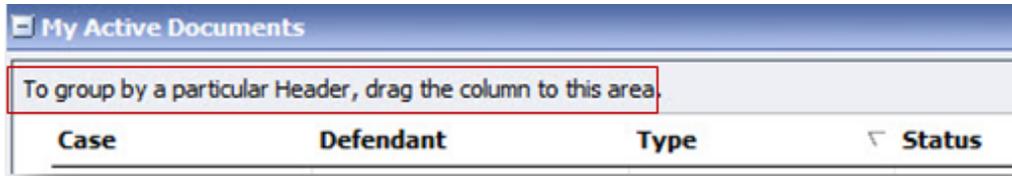
**Note: The folder size does not increase; therefore, some columns may**

## Customizing the Home Page (continued)

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

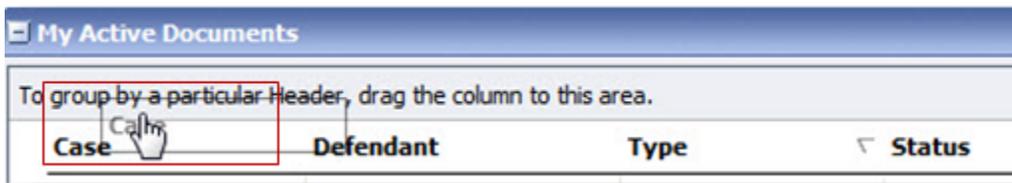
Step  
1

Click the header for the column you wish to group.



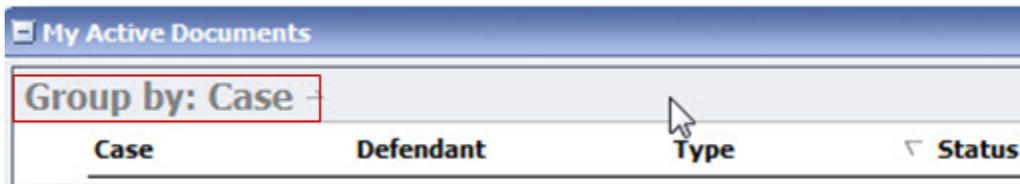
Step  
2

Hold the cursor and drag the header to the **Group by: Header** bar.



Step  
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.



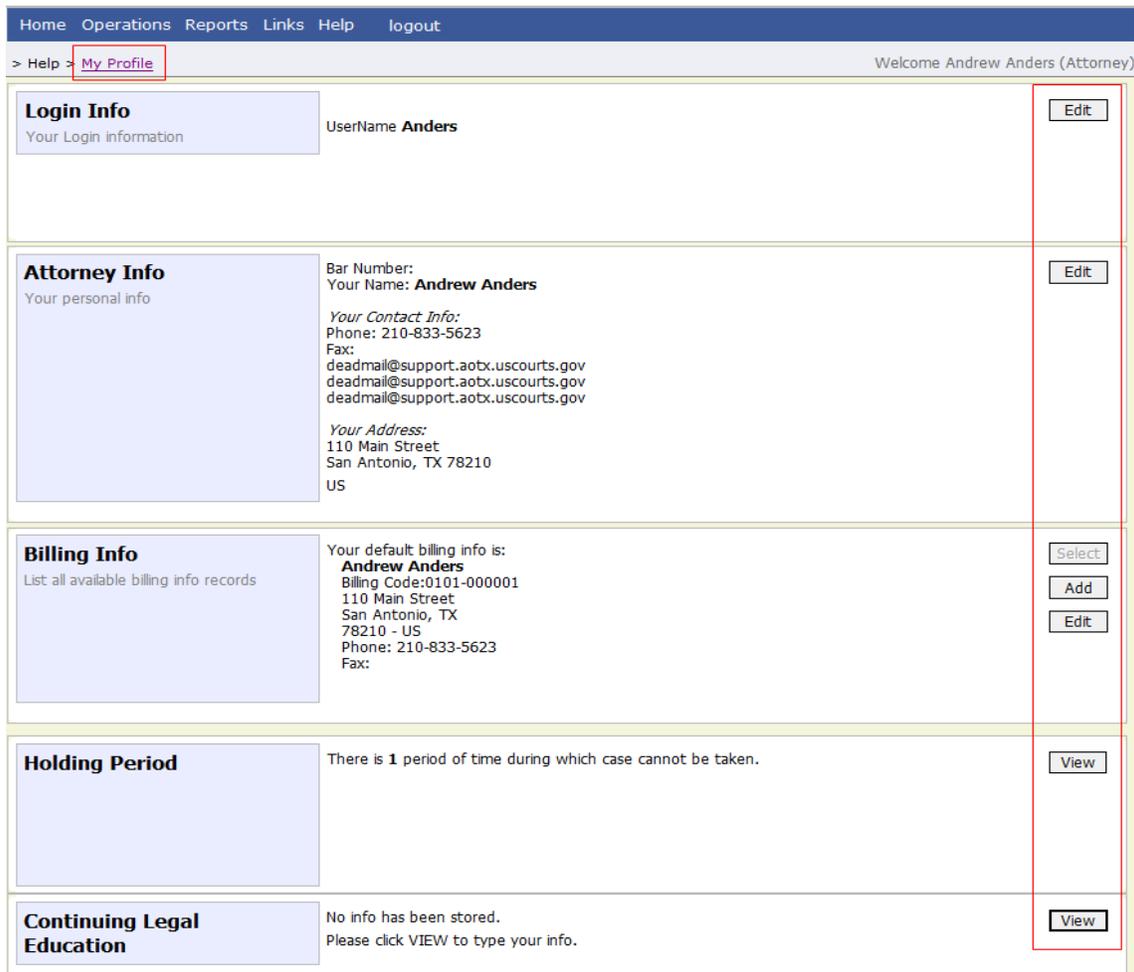
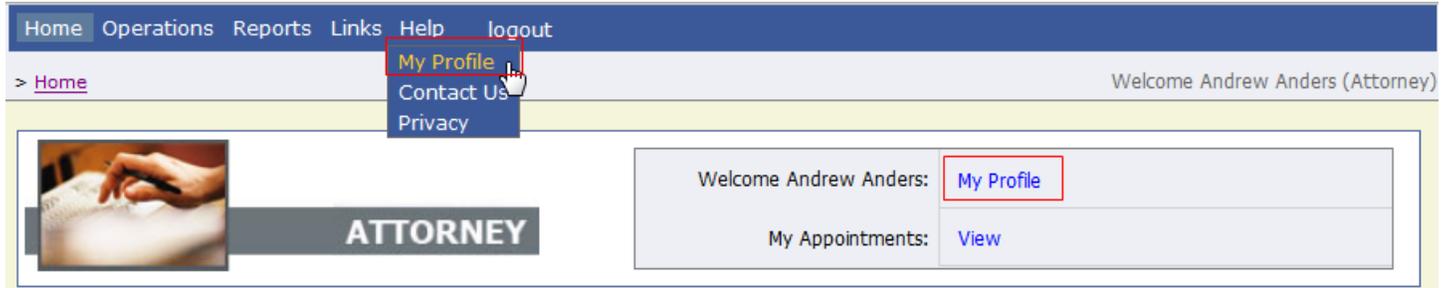
# My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section).
- Edit contact information, phone, e-mail, physical address (Attorney Info section).

Only the court may add and/or edit the billing Info section. Please contact the court should this need arise.

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



## Changing My Profile Username and Password

Step  
1

Under the **Login Info** section, click **Edit** to change your Password.

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

**Login Info**  
Your Login information

UserName **Anders** Edit

Step  
2

To change your Username, type the new Username and click [change](#). It will show "The Username has been changed."

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

**Login Info**  
Your Login information

Username Anders change Close

Password \*\*\*\* reset

Step  
3

To reset your password, click [reset](#).

Step  
4

Type the new password and retype it in the **Confirm** field.

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

**Login Info**  
Your Login Information

Username Anders change

Password ..... \* Strength:Strong

Confirm ..... \*

Reset cancel

Step  
5

Click **Reset** to save.

Step  
6

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

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

**Login Info**  
Your Login information

Username Anders change Close

Password \*\*\*\* reset

## Attorney Info

### Step 1

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

**Attorney Info**  
Your personal info

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

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

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

**Edit**

### Step 2

Make any necessary changes.

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.  
  
If you are an associate only, do not enter your Social Security Number in the SSN field.

Bar Number

Tax Identification Number:  
SSN:   
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

**Save**  
[cancel](#)

### Step 3

Click **Save**.

#### Note:

- Each attorney (except Associates) must enter his or her social security number into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

## Billing Info

### Step 1

Under the **Billing Info** section, click **Add** if no billing information is available. This will be rare as the court will enter this information upon creation of your account.

**Billing Info**  
List all available billing info records

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

Select  
Add  
Edit

### Step 2

Contact the court if you wish to change the information already entered.

### Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

**Billing Info**  
List all available billing info records

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

Save  
cancel

**Step 4**

If applicable, add **Billing Info** for a firm or an associate by clicking the corresponding radio button.

**Billing Info**  
List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Tax Identification Number:

EIN/TIN:

Confirm:

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

Save

cancel

**Billing Info**  
List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

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

Save

cancel

**Note:**

- Attorneys with a pre-existing agreements must enter the firm’s EIN and name (required).
- Associates do not need to enter a social security number, but they will need to enter the billing code of the attorney to be paid.

## Continuing Legal Education

This feature is not being utilized by the Court or the Federal Public Defender offices.

Step  
1

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

The screenshot shows a header area with the text "Continuing Legal Education" on the left. To the right, it says "No info has been stored. Please click VIEW to type your info." A "View" button is located in the top right corner and is highlighted with a red rectangular box.

Step  
2

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

The screenshot shows the "Continuing Legal Education" section with a navigation bar containing "Back", "Edit", "Add", and "Delete" buttons. The "Add" button is highlighted with a red box. Below the navigation bar is a table with columns for "Files", "Credit", "Date", "Hours", and "Subject". The table is currently empty, with the text "No Continuing Legal Education" and "No data" displayed at the bottom right.

Step  
3

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

The screenshot shows the "Continuing Legal Education" section with a "Save" button highlighted in red. Below the navigation bar, there is a form with a "Credit" drop-down menu set to "Sentencing-rel", a "Date" field with "05/01/2014", an "Hours" field with "0", and a "Description" text area. A red box highlights the "Credit" drop-down menu, the "Date" field, the "Hours" field, and the "Description" text area. 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."

Step  
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step  
5

Click **Save**.

**Note:** After information is saved, you'll be able to upload related PDF documents.

## Continuing Legal Education (cont'd)

Step  
6

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

The screenshot shows a form for adding a CLE entry. At the top are 'Back' and 'Save' buttons, with 'Save' highlighted by a red box. Below are fields for 'Credit' (a dropdown menu showing 'Sentencing-re'), 'Date' (a text box with '05/15/2014' and a calendar icon), and 'Hours' (a text box with '0'). There is a large 'Description' text area. At the bottom, there is a 'Document' field with a 'Browse...' button highlighted by a red box.

Step  
7

Click **Save**.

All entries will be appear in the grid and can be accessed, edited, or deleted by selecting the entry and choosing an action button.

The screenshot shows the 'Continuing Legal Education' grid. At the top are 'Back', 'Edit', 'Add', and 'Delete' buttons, with 'Edit' and 'Delete' highlighted by red boxes. Below is a search bar and a table with one entry. The table has columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The entry has '0' in the 'Files' column, 'Sentencin...' in the 'Credit' column, '05/15/2014' in the 'Date' column, and '0' in the 'Hours' column. The 'Subject' column is empty. The page number '1' is shown at the bottom left, and 'Page 1 of 1 (1 items)' is shown at the bottom right.

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

# Appointments' List

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

**Step 1**

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

**Appointments' List**

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

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

[View Representation](#)

**Create New Voucher**

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

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

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

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

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

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

**Reports**

[Appointment Report](#)

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

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

[Attorney Time Report](#)

**Appointment Info**

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

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA</a> 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>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000026</a>
<a href="#">1:14-CR-08805-AA</a> Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney <a href="#">0101.0000149</a>

Page 1 of 1 (7 items)

## View Representation

The **View Representation** information will display:

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

Step  
2

From the **Appointment** page, click **View Representation**.

### Appointment

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

[View Representation](#)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [logout](#)

### Representation

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

#### Reports

[Representation Report](#)

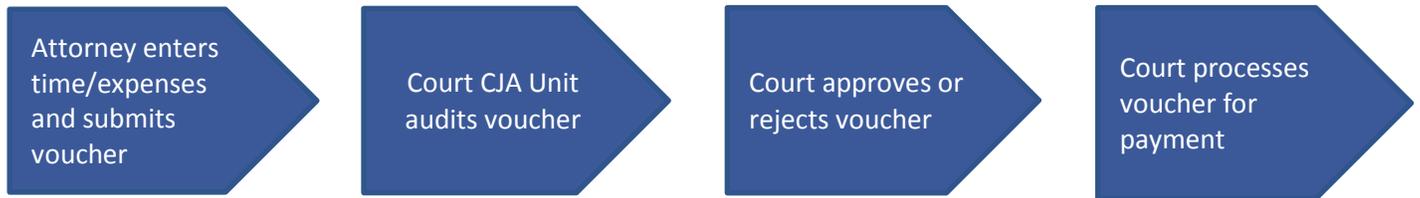
### Representation Info

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

Step  
3

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

## CJA 20 Voucher Process Overview



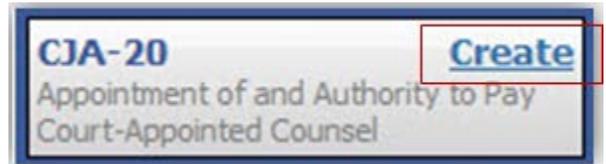
## Creating the CJA 20 Voucher

The court creates the appointment. The attorney will initiate the CJA 20 voucher.

**Note:**

All voucher types and documents function primarily the same.

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



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

**CJA-20**  
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

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

Services: \$0.00

Expenses: \$0.00

**Reports**

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

[Form CJA20](#)

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

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

### Basic Info

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

**Payment Info**

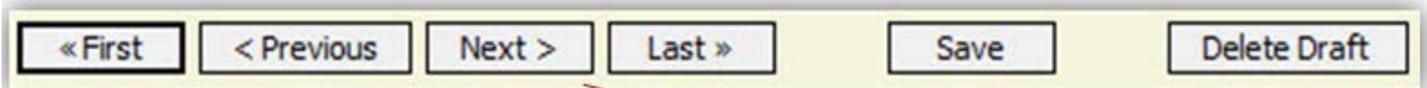
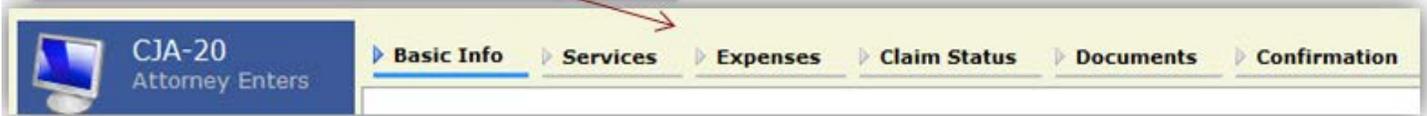
Preferred Payee: Andrew Anders

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

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

## Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

### Notes:

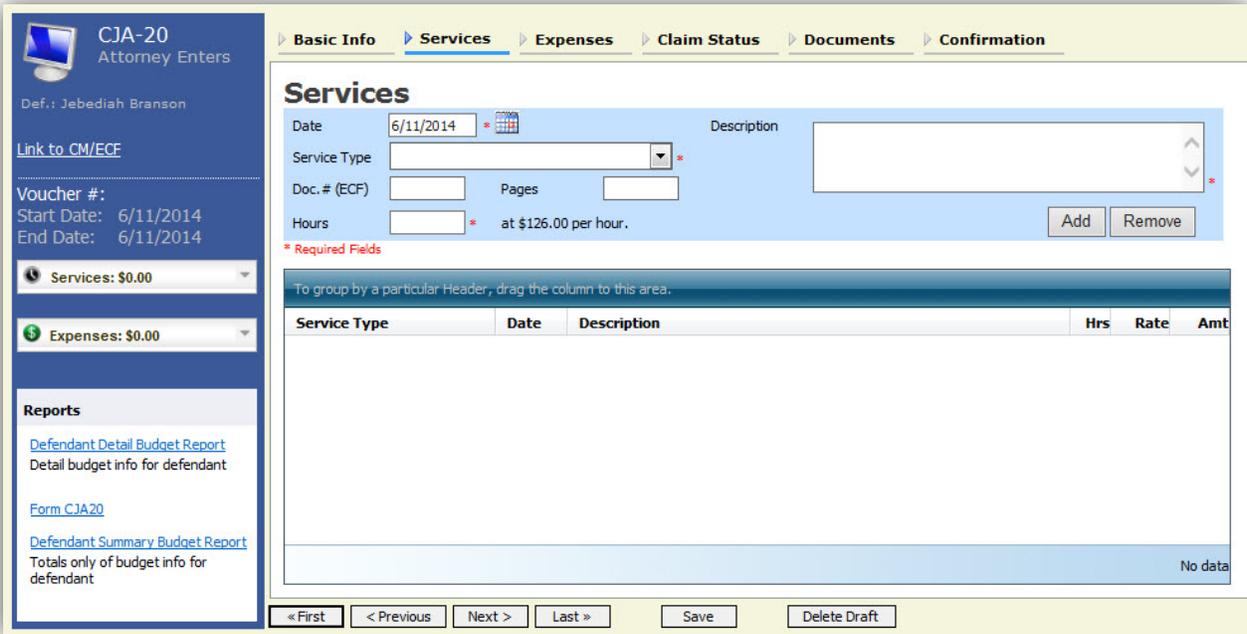
- The user should save any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using the tab headings or progress bar.

# Entering Services

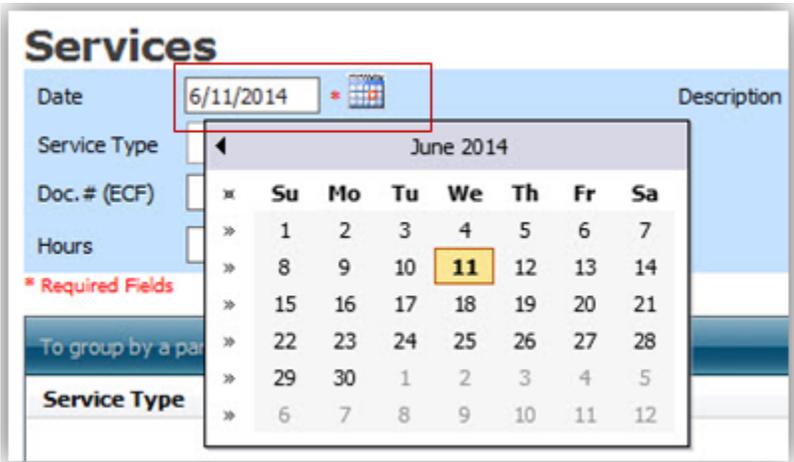
Line-item time entries should be entered on the **Services** tab.  
Both In-Court and Out-of-Court time should be recorded on this screen.

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

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



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



# Services (cont'd)

**Step 4** From the **Service Type** drop-down menu, select the service type.

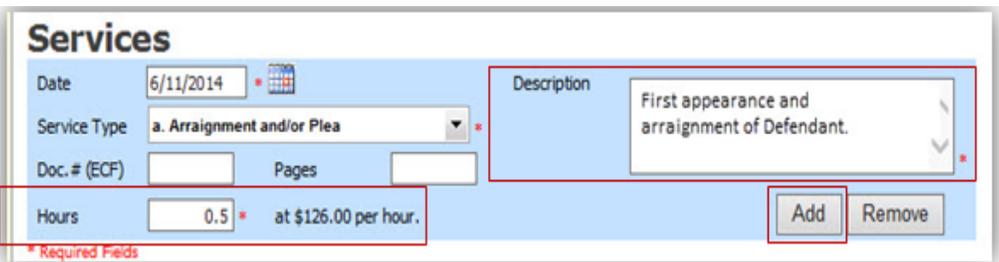
**Note:**  
You may add dates in any order. You can sort in chronological order at any time.



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

**Step 6** Enter a description.

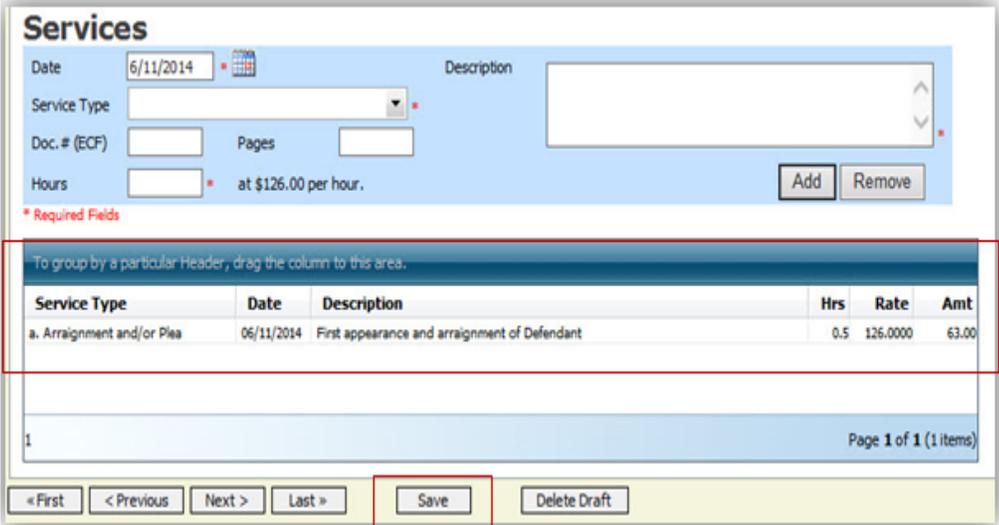
**Step 7** Click **ADD**.



**Note:**

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

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



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

**Step 9** Click **Save**.

# Entering Expenses

Step 1

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

The screenshot shows the 'Expenses' tab selected in a navigation bar. The form contains the following fields:

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

Buttons for 'Add' and 'Remove' are located to the right of the form. Below the form, a table is shown with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty, with 'No data' displayed at the bottom right. At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and action buttons: Save, Delete Draft.

Step 2

From the **Expense Type** drop-down menu, select the applicable expense.

This 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 in the form above the menu is highlighted with a red box. The rest of the form and navigation buttons are visible in the background.

## Entering Expenses (cont'd)

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

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

**Expenses**

Date: 6/12/2014 \*

Expense Type: **Travel Miles** \*

Miles:  \* at \$0.5600 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
No data					

**Step 5** Click **Add**.

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

**Expenses**

Date: 6/12/2014 \*

Expense Type:  \*

Miles:  \* at \$0.5600 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	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

## Entering Expenses (cont'd)

### Notes:

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

### Expenses

Date:  \*  Description:

Expense Type:  \*

Miles:  at \$0.5600 per mile.

Amount:  \*

\* Required Fields

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

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

1 Page 1 of 1 (2 items)

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

**Step 7** Click **Save**.

## Claim Status

Once you begin entering data on the Service and/or Expenses tab, you may receive what looks like an error message:

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

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

Step  
1

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

Step  
2

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

Step  
3

Indicate payment type.

### Note:

- **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 Payment** may be requested due to a missed or forgotten receipt.

Step  
4

Answer all the questions regarding previous payments in this case.

Step  
5

Click **Save**.

# Documents

Attorneys (as well as the court) may attach documents. Attach any documentation that supports the voucher, i.e., travel or other expense receipts, orders from the court (including your appointment order), etc.

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

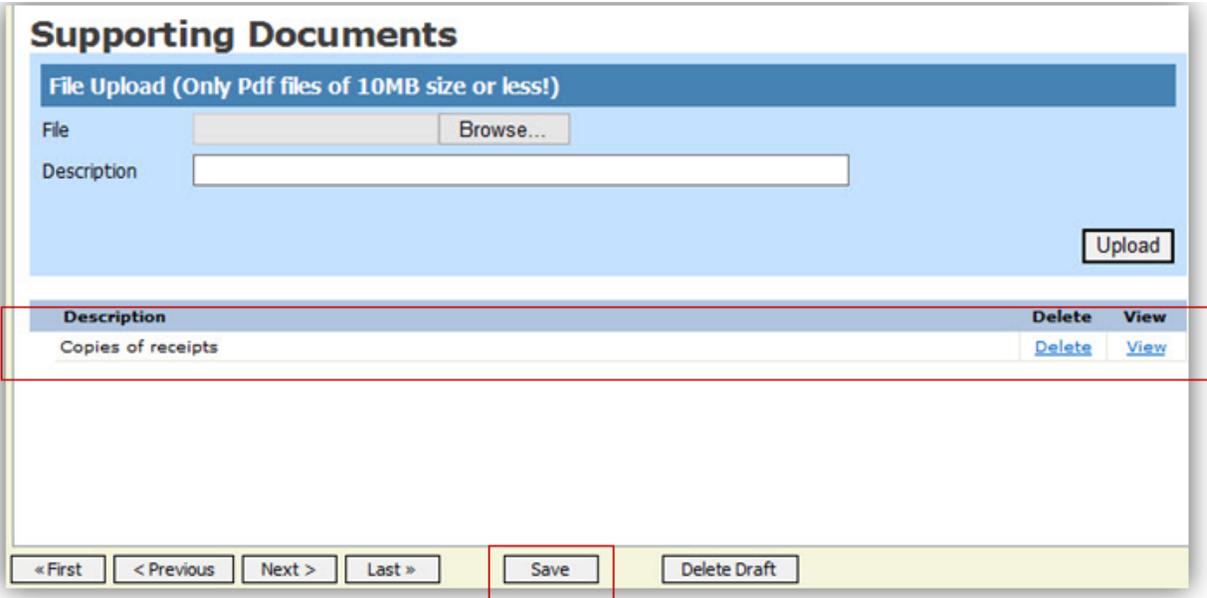
**Step 1** To add an attachment, click **Browse** to locate your file.

**Step 2** Add a description of the attachment.

**Step 3** Click **Upload**.



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



**Step 4** Click **Save**.

# Signing and Submitting to Court

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

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

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

### Confirmation

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

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

Public/Attorney Notes

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

Date: Submit

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

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

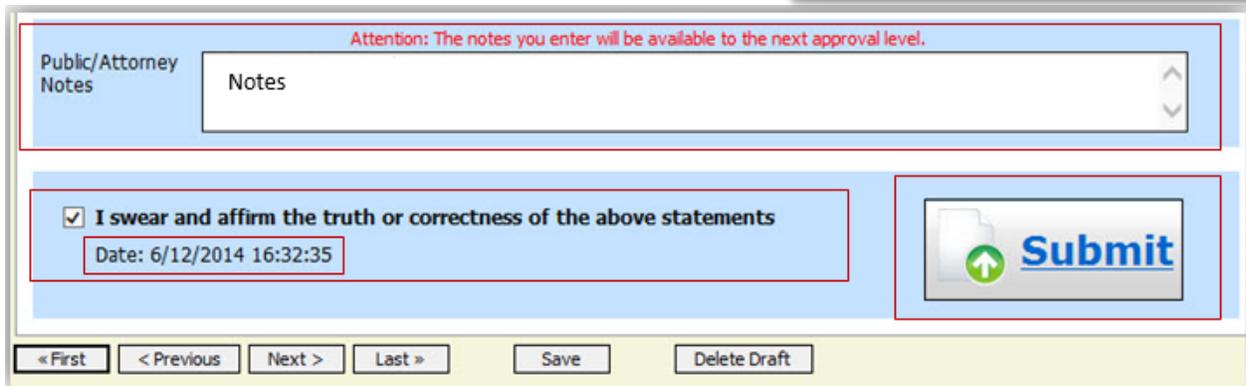
**Step 2** Verify the information is correct.

**Step 3** Scroll to the bottom of the screen.

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

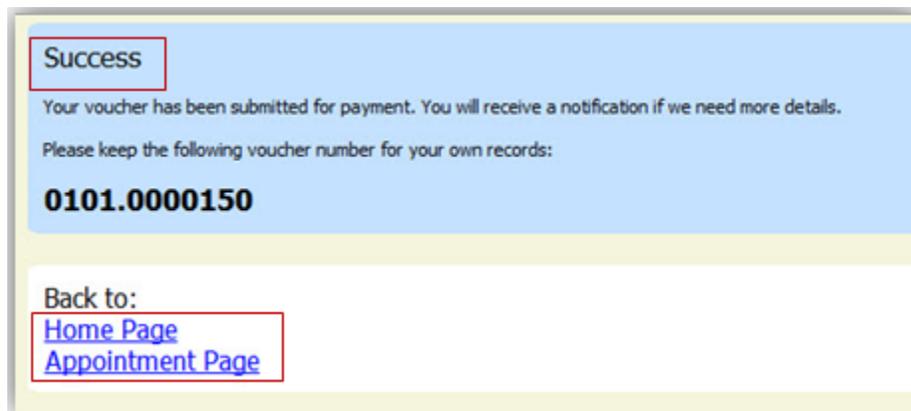
### Note:

You may include any information to the Court in the Public/Attorney Notes section.



**Step 5** Click **Submit** to send to the court. **Please note:** If you would like to print and/or save a copy of your voucher, you must do so **before** submitting it to the court. After submission, you will be unable to view/print/save any supporting pages (fees and expenses list) and/or documents.

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



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

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

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

My Submitted Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
<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>

1 Page 1 of 1 (3 items)

### Notes:

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

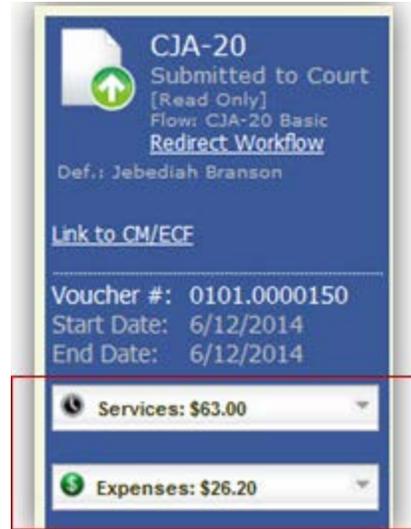
My Documents
To group by a particular Header, drag the column to this area.
Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

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

## CJA-20 Quick Review Panel

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

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



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



## Reports and Case Management

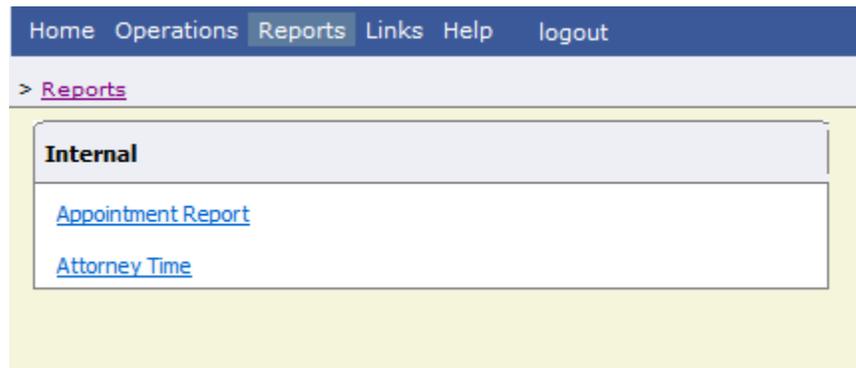
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum (\$800) allowed for representation.

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

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



Other accessible reports can be found on the menu bar.



## Defendant Detailed Budget Report

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

The report will provide the information in two sections: Attorney appointment and authorized expert service.

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

#### Counsel Budget Defendant: Jebediah Branson

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

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

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

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

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

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

## Defendant Summary Report

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

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$3,500.00

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

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

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

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

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

## Creating a CJA-21 Voucher

Step  
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.

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

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

### Note:

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

**Basic Info**

1. CTR. DST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

**Authorization Selection**

You can select a **Previous Authorization Request**, request a **New Authorization** 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 Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

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

**Reports**

- [Defendant Summary Budget Report](#)  
Totals only of budget info for defendant
- [Defendant Detail Budget Report](#)  
Detail budget info for defendant
- [Form CJA21](#)

When submitting a CJA-21 voucher, you'll have two options from which to choose under **Authorization Selection**.

Step  
2

If the request does not require advance authorization (\$800 or less), click **No Authorization Required**.

If you have a previous authorization received through an order from the Court, click **Use Previous Authorization**.

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

**Use Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

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

If you click **Use Previous Authorization** a list of **Existing Requests for Authorization** will appear.

Step  
3

Select the authorization you wish to use. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step  
4

The service type will roll over from the authorization selected. If no authorization is being used, use the **Service Type** drop-down list to select the service type.

Step  
5

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

Step  
6

From the **Expert** drop-down list, select the expert. If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** field will remain locked indicating the attorney must request the addition of this expert.

If the expert you selected is authorized to use eVoucher, the **Voucher Assignment** field will unlock for you. You may choose who will be responsible for filling out the voucher claim part, you or the expert. If the expert is chosen, a notification e-mail is automatically generated and sent to the expert.

**Existing Requests for Authorization**

<b>ID Number: 155</b> Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms
-------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

**New Voucher Information**

**Service Type**

**Description**

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

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

**Expert**

**Expert Info**

Details	<b>Gina Gabriel</b> 110 Main Street San Antonio TX 78210 USA Phone: 210-593-3340
---------	-------------------------------------------------------------------------------------------

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

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

### Note:

If you wish to submit a person for addition, steps on how to add an expert are on page 35.

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

Step  
7

Click **Create Voucher**.

### Notes:

- If all information is not entered, you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher, you are done at this point and you may click Home or logout.
- If the Expert you are using is not in eVoucher, you must request that they be added to the system.
- If you choose to complete the voucher instead of your expert, complete the voucher in the same manner as for a CJA 20.
- Regardless of whether the expert completes the voucher or you complete the voucher on their behalf, once it is completed and submitted, it will appear in the “My Active Documents” section on your Home Page with the status of “Submitted to Attorney. You must certify and submit this document again to file it with the court. The voucher will then move to the “My Submitted Documents section of your Home Page with the status of “Submitted to Court”. See instructions below.

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

If you wish to submit a person as an **Expert**, follow these steps:

Step  
1

From the **Expert** drop-down list, select the empty (null) value. **Voucher Assignment** should be on the **Attorney** option.

Step  
2

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

Step  
3

Click **Create Voucher**.

### Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You will then be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

**Existing Requests for Authorization**

<b>ID Number: 155</b>	Service Type: Weapons Firearms
Order Date: 05/27/2014	Explosive Expert
Authorized Amount: 0	Estimated Amount: 1000
	Requested Provider: Robert Arms

**New Voucher Information**

**Service Type** Weapons Firearms Explosive Expert

**Description**

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

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

**Expert** [Empty]

First Name	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN/EIN: *	Email *	
<input type="text"/>	<input type="text"/>	
Phone *	Fax	
<input type="text"/>	<input type="text"/>	
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	Country	
<input type="text"/>	<input type="text"/>	

**Create Voucher**

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

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

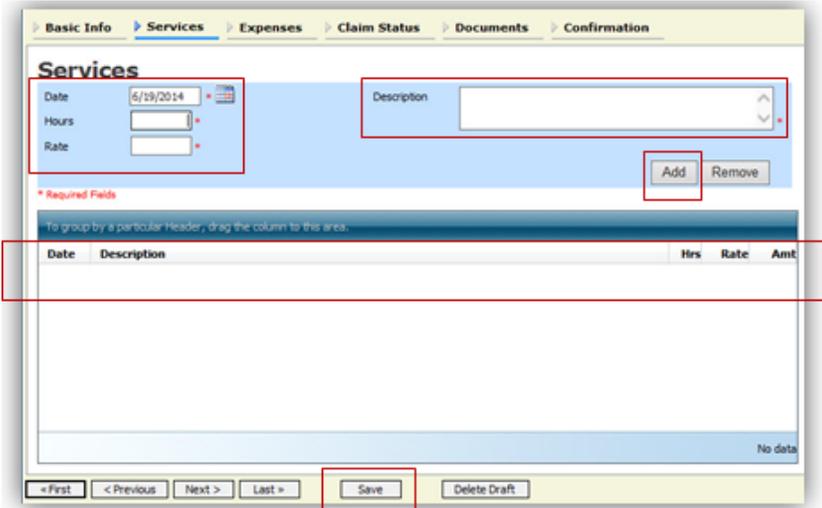
**Note:**

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

**Step 1** Click the **Services** tab or click **Next** on the progress bar.

**Step 2** Enter the **Date, Hours, Rate,** and **Description.** If submitting for an interpreter, use an increment of 1 hour and the half-day or full-day rate.

**Step 3** Click **Add.**



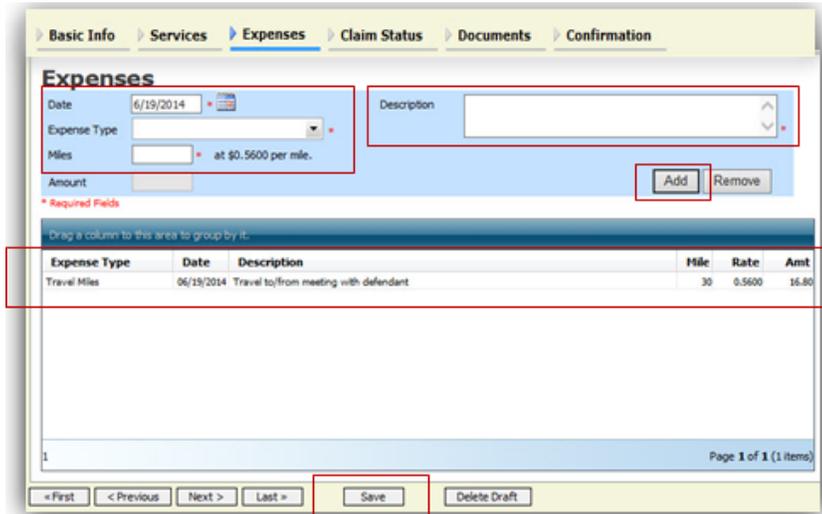
The item will appear at the bottom of the **Services** section.

**Step 4** Click **Save.**

**Step 1** Click the **Expenses** tab or click **Next** on the progress bar.

**Step 2** Enter the **Date, Expense Type,** **Description** and **Miles.**

**Step 3** Click **Add.**



The item will appear at the bottom of the **Expense Type** section.

**Step 4** Click **Save.**

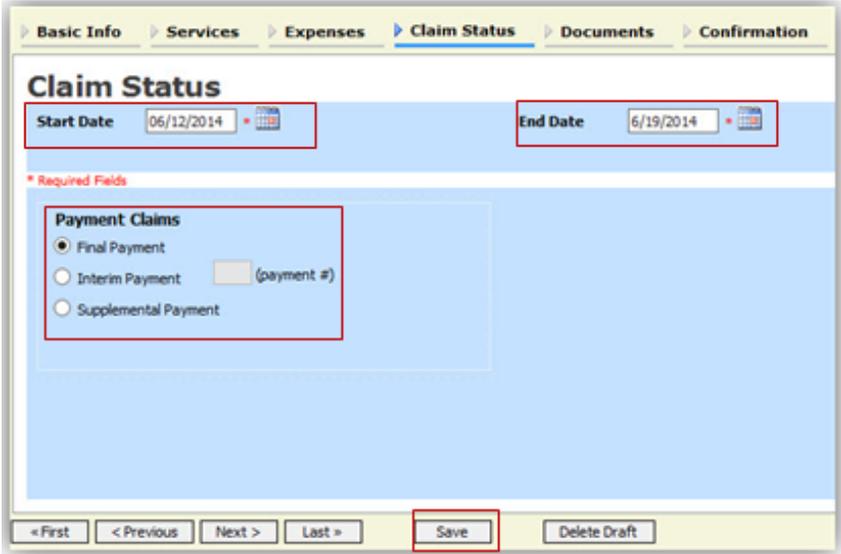
## Creating a CJA-21 Voucher (cont'd)

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

**Step 2** Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

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

**Step 4** Click **Save**.



**Note:**

- 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 Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

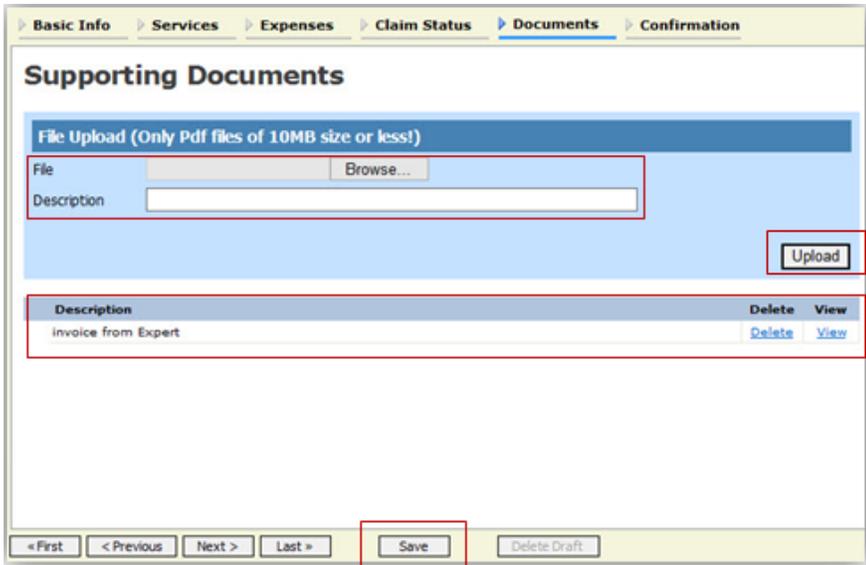
**Step 1** Click the **Documents** tab or click **Next..**

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

**Step 3** Click **Upload**.

**Note:**

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



The document will appear in the bottom of the **Description** section.

**Step 4** Click **Save**.

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

A confirmation page will appear.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

**Step 3** Click **Submit**. **Please note:** If you would like to print and/or save a copy of your voucher, you must do so before submitting it to the court. After submission, you will be unable to view/print/save any supporting pages (fees and expenses list) and/or documents.

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

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

z

The case file will appear in the **My Active Documents** section.

**Step 5** Select the file.

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

Navigate to the **Confirmation** tab.

**Step 6** Verify all information is correct.

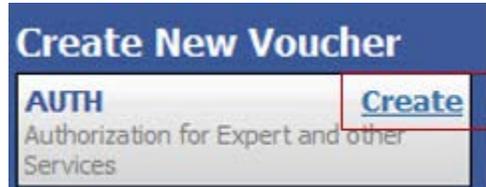
**Step 7** Certify the information by selecting the certification check box. This will automatically time stamp the voucher.

**Step 8** Click **Approve**.

# Submitting an Authorization Request for Expert Services

**Step 1** Open the **Appointment** record.

**Step 2** Click **Create** from the Authorization template.



The **Basic Info** screen will open.

## Note:

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

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

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Requested Provider	<input type="text"/>

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

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

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

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

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

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

**Step 4** Click **Save**.

**Step 5** Click the **Supporting Documents** tab or click **Next** option located on the Progress bar.

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

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

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

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

**Step 3** Click **Upload**.

**Supporting Documents**

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

File

Description

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

**Supporting Documents**

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

File

Description

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

**Step 4** Click **Save**.

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

**Step 5** Click **Next**.

The **Confirmation** screen will open.

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

### Note:

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

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

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

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

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

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

Step  
1

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

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

**Create**

The Authorization opens to the **Basic Info** page.

### Note:

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

**AUTH-24**  
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

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

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-06805-1-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Steadby Counsel  Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling: None

Transcripts

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

Order Date

Nunc Pro Tunc Date

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

Step  
2

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

Step  
3

Click **Save**.

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

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

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

Step 3 Click **Save**.

Step 3 Click **Upload**.

### Note:

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

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

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct. **Make note of the name of the Court Reporter in the "Notes" section.**

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

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

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

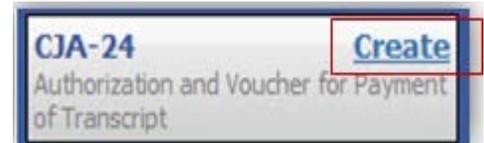
The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.

## Creating a CJA-24 Voucher

After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment. In most cases (for the “Official” PAMD Court Reporters), this will be done automatically by court personnel upon approval of the 24 authorization.

Step  
1

From the **Appointment** page, click **Create** from the CJA-24 voucher template.



The **Basic Info** page will open, showing approved authorizations.

### Note:

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

Def.:

Link to CM/ECF

Voucher #: ---  
Request Date: ---  
Approved Date: ---

Summary: \$0.00

Services	Amount
Original	\$0.00
Copy	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Travel	Amount
Travel Mile	\$0.00
Travel Misc	\$0.00
<b>Totals</b>	<b>\$0.00</b>

Expenses	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$0.00</b>

**Basic Info**

Basic Info		VOUCHER NUMBER
1. CER. DIST. DEV. CODE 0101	2. PERSON REPRESENTED Deborah Branson	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER
6. OTHER. DKT. DEF. NUMBER	7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES		
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE DESIGNEE

**Authorization Selection**

Select an approved authorization request for this CJA-24

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

**New Voucher Information**

Description:

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

Court Report/Transcriber Status:  
 Official  Contract  Transcriber  Other

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

Expert:

First Name:  Middle Name:  Last Name:

SSN/EIN:  Email:

Phone:  Fax:

Address 1:  City:

Address 2:  State:  Zip:

Address 3:  Country:

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

Step  
2

Select the authorization you wish to use. You must click it. This will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

### Authorization Selection

Select an approved authorization request for this CJA-24

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

Step  
3

Click the **Voucher Assignment** radio button indicating whether you or the transcriptionist will be entering information.

### Note:

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

Step  
4

Click the **Expert** drop-down menu and select the transcriptionist.

**New Voucher Information**

Description

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

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

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

**Expert** [Blank dropdown]

First Name \* Middle Name Last Name \*

SSN/EIN: \* Email \*

Phone \* Fax

Address 1 \* City \*

Address 2 State \* Zip \*

Address 3 Country

**Create Voucher**

< First < Previous Next > Last > Delete Draft

**New Voucher Information**

Description

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

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

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

**Expert** Transcripts, Teresa

**Expert Info** Teresa Transcripts  
Details  
110 Main Street  
San Antonio TX 78210 USA  
Phone: 210-553-5692

**Create Voucher**

< First < Previous Next > Last > Delete Draft

### Note:

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Step  
5

Click **Create Voucher**.

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

### Note:

If **Expert** has been selected under the **Voucher Assignment**, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court.

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

**Step 2** Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description**.

### Note:

You'll have two options to choose from under **Service Type**: **Original** or **Copy**. The rate should vary between the two choices.

**Step 3** Click **Add**.

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

The item will appear in the bottom of the **Service Type** section.

**Step 4** Click **Save**.

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

**Step 2** Enter the **Date**, **Expense Type**, and **Description**.

**Step 3** Click **Add**.

Expense Type	Date	Description	Mile	Rate	Amt

The item will appear below in the **Expense** section.

**Step 4** Click **Save**.

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

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

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

### Note:

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

**Step 3** Click **Upload**.

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

**Step 4** Click **Save**.

A confirmation page will appear.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

**Step 3** Click **Submit**.

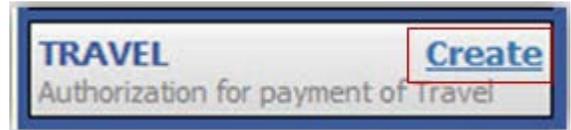
A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

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

## Creating a Travel Authorization

Step  
1

From the **Appointment** page, click **Create** from the Travel Voucher template.



### Note:

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

The **Basic Info** screen will open.

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

**Basic Info**

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

Travel Agency to be Used: Global Travel

**Global Travel**  
1234 Travel Lane  
Suite 200  
Second Floor  
Los Angeles, CA 93765  
Phone: 1-800-444-7890  
Fax: 1-800-555-7777  
Email: mail@support.aobx.uscourts.gov

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

The **Travel Agency to be Used** section will automatically populate.

Step  
2

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

# Creating a Travel Authorization (cont'd)

**Step 3** Fill out all required fields marked with a red asterisk.

**Step 4** Click **Add**.

The information will appear in the bottom section.

**Step 5** Click **Save**.

The screenshot shows a web application interface for creating a travel authorization. At the top, there are navigation tabs: 'Basic Info', 'Authorization Request' (selected), 'Documents', and 'Confirmation'. The main heading is 'Request For Travel\*' with a red asterisk indicating required fields. Below this, a red box highlights several input fields: 'Name and Title of Person Traveling:', 'Address of Person Traveling:', 'Purpose of Travel:', 'Travel From location:', 'Travel To Location:', and 'Estimated Dates of Travel:'. Each of these fields has a red asterisk to its right. Below these fields, there are sections for 'Travel Requested' and 'Estimated Cost'. The 'Travel Requested' section includes checkboxes for 'Airline Tickets via CJA Government', 'Ground Transportation', 'Per Diem (Hotel & Meals)\*\*', and 'Other', each followed by an input field. The 'Estimated Cost' section has corresponding input fields. A 'Total Estimated Cost:' field with a red asterisk and a 'Justification for Request:' text area are also highlighted with red boxes. At the bottom right of the form area, there are 'Add' and 'Remove' buttons, with the 'Add' button highlighted by a red box. Below the form, there is a table with columns: 'Name', 'Purpose', 'Travel To', 'Travel Date', and 'Requested'. The table contains one entry: Wendy Wilson, Acquire documents, Los Angeles, CA, July 14, 15, 490.00. At the bottom of the page, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save' (highlighted with a red box), and 'Delete Draft'. The page number 'Page 1 of 1 (1 items)' is visible in the bottom right corner.

## Creating a Travel Authorization (cont'd)

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

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

### Note:

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

**Step 3** Click **Upload**.

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

**Step 4** Click **Save**.

The **Confirmation** tab will appear.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

**Step 3** Click **Submit**.

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

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

The Travel Voucher will now appear in the **My Submitted Documents** section.

## Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits. If your voucher will exceed the District Court Threshold, a CJA 26 Voucher must be approved prior to submitting your CJA 20 Voucher, or the system will not allow the submission of the CJA 20 Voucher.

Step  
1

From the **Appointment** page, click **Create** from the AUTH-26 Voucher template.



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

### Note:

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

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

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

**Basic Info**

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

Amount Requested  Amount Approved

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

Number of Counts  Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

Step  
2

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

Step  
3

Click **Save**.

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

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

**Step 2** Fill out justification text fields.

**Step 3** Click **Save**.

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

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

At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », a **Save** button (highlighted with a red box), and Delete Draft.

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

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

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

**Step 3** Click **Upload**.

### Note:

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

The document will appear at the bottom of the **Supporting Documents** section.

**Step 4** Click **Save**.

A confirmation page will appear.

**Step 5** Verify all information is correct.

**Step 6** Select the affirmation check box.

**Step 7** Click **Submit**.

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

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

The screenshot shows the 'Supporting Documents' section of the CJA-26 voucher system. At the top, there are tabs for 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Documents' tab is active. Below the tabs, there is a 'Supporting Documents' section with a 'File Upload (Only Pdf files of 10MB size or less)' area. This area includes a 'File' input field with a 'Browse...' button and a 'Description' input field. An 'Upload' button is located to the right of the 'Description' field. Below the upload area is a table with the following structure:

Description	Delete	View
No Attachments		

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

The screenshot shows the confirmation page for the CJA-26 voucher. At the top, there is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text area. A checkbox is checked, with the text 'I swear and affirm the truth or correctness of the above statements' and a date 'Date: 7/3/2014 14:53:34'. A 'Submit' button with a green arrow icon is highlighted with a red box. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

The screenshot shows the 'Success' confirmation screen. It has a blue header with the word 'Success' in a red box. Below the header, the text reads: 'Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: **0101.0000167**'. At the bottom, there is a 'Back to:' section with two links: 'Home Page' and 'Appointment Page', both highlighted with red boxes.

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