

Administrative Office of the United States Courts Department of Technology Services

CJA eVoucher

Attorney User Manual

Release 6.11

December 2024

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Introduction -

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

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

Attorneys may create and submit vouchers for their service providers and associates or choose the option to have the service provider prepare vouchers themselves. The program includes the following modules:

Panel Management ——

• Allows attorneys to manage their own account information including address, phone, and firm associations.

Voucher and Authorization Request Submission —

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

Browser Compatibility ——

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

Court Appointment —

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When an appointment is added to eVoucher for counsel, 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.

Accessing the CJA eVoucher Program -

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <u>https://www.login.gov/contact</u>.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account. <u>https://login.gov/what-is-login/</u> <u>https://login.gov/create-an-account/</u>

Creating a Login.gov Account -

Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.

CJA eVoucher - Texas Western District Court Release 6.10.1.0	
We've changed how you will sign in to eVoucher!	
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.	
Sign in with 3 LOGIN.GOV	
Need to create a Login.gov account?	
Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about the Login.gov sign in process.	
Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system	
security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.	

Step 2

On the Login.gov page, click **Create an account**.

eVouc	her is using
	her is using llow you to sign in to
Login.gov to al	0
Login.gov to al	llow you to sign in to
Login.gov to al	llow you to sign in to
Login.gov to al your account s	llow you to sign in to safely and securely.
Login.gov to al your account s	llow you to sign in to safely and securely. Create an account
Login.gov to al your account s Sign in	llow you to sign in to safely and securely. Create an account

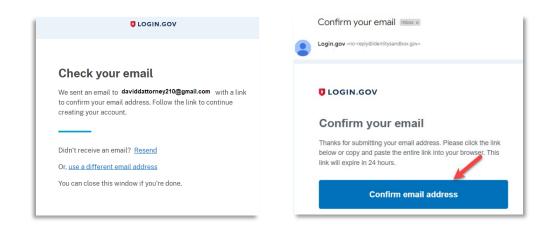
Enter your email address and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

Create an acco	unt for new users
daviddattorney210	@gmail.com
You will receive emails from thoose. • English (default) • Español • Francais	n Login.gov in the language you
U Français	
○ 中文 (简体)	

Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.



Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

Your pass	word must be 12 characters or longer. Don't use
common p	hrases or repeated characters, like abc or 111.
Password	
Confirm p	assword

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

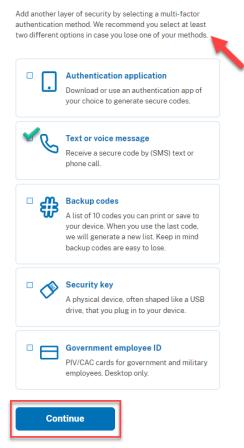
Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

Authentication method setup



Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

To authenticate by text or voice message, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Add a phone number
We'll send you a one-time code each time you sign in.
Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.
Phone number - 210-555-5555
How you'll get your code
• Text message (SMS) O Phone call
You can change this anytime. If you use a landline number, select "Phone call."
Send code
Mobile terms of service

Step 3

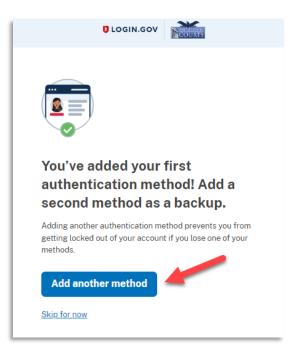
In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code	
We sent a text (SMS) with a one-time code to (***) ***-555 This code will expire in 10 minutes.	5.
One-time code Example: 123456 555555	
Remember this browser	
Submit	
Having trouble? Here's what you can do:	
Choose another authentication method	>
l didn't receive my one-time code 🛛	>
Learn more about authentication options 🛛	>

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Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



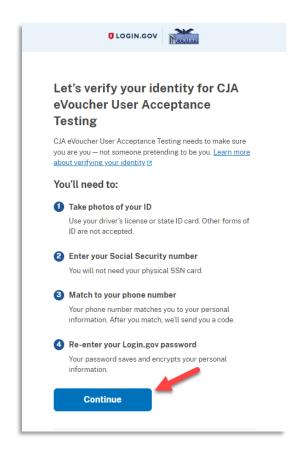
Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are not someone else pretending to be you.

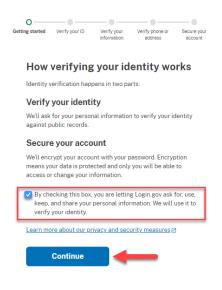
Note: This is a one-time identity verification; if you have already proven your identity through Login.gov, you are not required to do this again.

Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.



Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

Getting started V	-O	Verify your	Verify phone or	Secure your
		information	address	account
How w	ould yo	ou like to	o add you	r ID?
We'll collect state-issued		about you by	reading your	
	Recomm Use yo		o take phot	os
	switch ba	ck to this com our mobile pho	n again, and you puter after you t ne must have a (ake
	Phone nu	mber		
		Send link		
			computer load photos of ye	our ID
	Up	load photos	5	
<u>Cancel</u>				

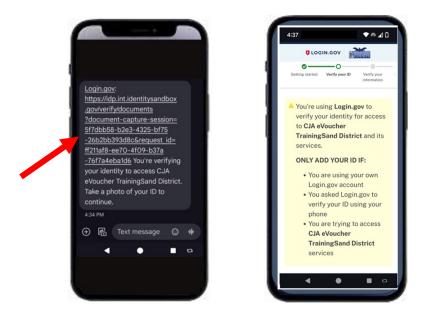
Option 1: Upload photos from phone (recommended)

Option 1

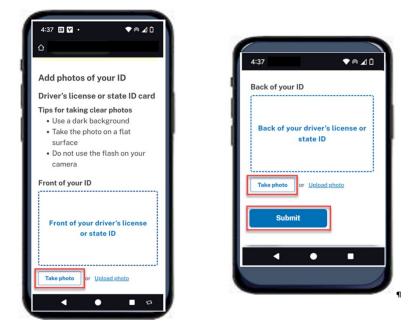
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started Verify your ID Verify your address Secure your information Verify your D Verify your address Secure your address Medical Secure your address Secure your address Secure your account We'll collect information about you by reading your state-issued ID.	Getting started Verify your ID Verify your Verify phone or Secure your information address account
Recommended Use your phone to take photos You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.	Do not close this window. The next step will load automatically. We sent a message to your phone
Phone number	You entered: +1210-555-5555 Please check your phone and follow instructions to take a photo of your state-issued ID.

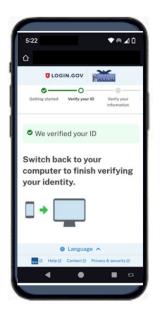
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

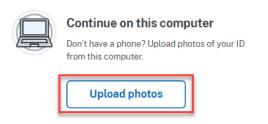


Continue to step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

Option 2

1. Click Upload photos to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.

•				
Getting started	Verify your ID	Verify your information	Verify phone or address	Secure yo account
Add	photos o	f your ID)	
Driver	's license o	r state ID	card	
• Use • Tak • Do	taking clear pho e a dark backgro ke the photo on not use the flas e size should be	ound a flat surface h on your cam	iera	
Front of Must be	your ID a JPG or PNG			
Fror	nt of your d	river's lic	ense or	
	sta	te ID		
	Drag file here or	choose from fold	ier	
Back of Must be	your ID a JPG or PNG			
Вас	k of your d sta	river's lice te ID	ense or	
[choose from fold	ier	
	Submit			

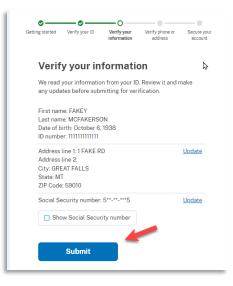
Note: You may see a processing screen as the system completes the upload and Login.gov verifies your identity.

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

Getting started	Verify your ID	O Verify your information	Verify phone or address	Secure your account
🕑 We	verified your ID			
Ente	r your So	cial Sec	urity nur	nber
date of b	2	s. <u>Learn more</u>	to verify your na about how we p	
Don't ha	ave a Social Se	ecurity numb	er?	
your iden			r to finish verifyin to CJA eVoucher (-
	Security numbe a: 123-45-6789	r		
Show	v Social Securit	y number		
C	ontinue	-		

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.



Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Getting started	Verify your ID	Verify your information	Verify phone or address	Secure your account
🗢 We	verified your inf	formation		
Verif	fy your pl	none nu	mber	
	eck this number iis is to help veri		and send you a o y.	ne-time
• Ba		d States (inclu	iding U.S. territo ou use the most o	
<u>Learn m</u>	ore about what	phone number	r to use 🛛	
Phone n	umber 210) 555-55	55		
How s	hould we se	end a code	e?	
If you er below.	itered a landline	above, please	e select "Phone o	all"
O Tex	kt message (SM	s) O	Phone call	
	Send code			

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

Getting started	Verify your ID	Verify your information	O Verify phone or address	Secure your account
Enter	r your on	e-time o	ode	
	a text (SMS) wi is code will exp		code to (***) ***- es.	
One-time Example:				
	Submit			

Step 8

Once your phone number is verified, in the **Password** field, reenter the password you created to access Login.gov, and then click **Continue**.

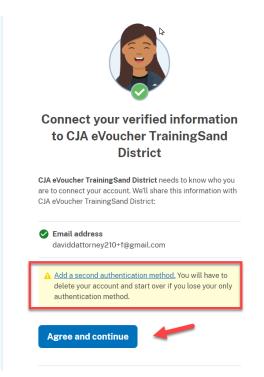
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Gettir	g started	Verify your ID	Verify your information	Verify phone or address	Secure your account
	🕑 We	verified your ph	one number		
	Re-e	nter you	r Login.g	gov passv	vord
	This mea	51 5	ormation is se	n with your pass cure and only yo	
Г	Passwor	d			
L	••••	•••••			
	Show	password		Forgot pa	ssword?
		Continue	-	_	

1

The system generates a personal key, which you'll need if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

Getting started Verify your ID Verify your Verify phone or Secure your address account
We secured your verified information
Save your personal key
VGCH - MCDA - CGYR - HAX8 VGCH - MCDA - CGYR - HAX8 Your personal key was generated on January 22, 2024 at 11:33 AM CODY Download (text file)
You need your personal key if you forget your password. Keep it safe and don't share it with anyone.
If you reset your password without your personal key, you'll need to verify your identity again.
Learn more about the personal key Ø
I saved my personal key in a safe place.
Continue

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Linking Your eVoucher Account to Your Login.gov Account -

For NEW Login.gov accounts:

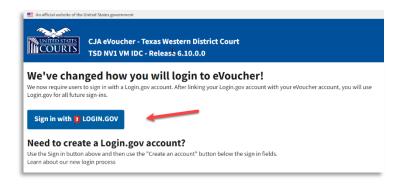
After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.

CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0	
Link eVoucher Account with Login.gov Account Enter your email address to connect your eVoucher account with your Login.gov accou After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance. eVoucher Email Address	n
daviddattorney@gmail.com	
Next	
Notice: This is a restricted government system for official judiciary business only. All ac access attempts, may be recorded and monitored or reviewed by persons authorized by protection of system security, performance of maintenance, and appropriate managem	y t

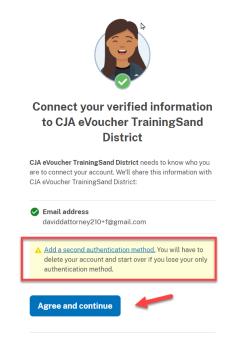
For EXISTING Login.gov accounts:

Step 1

From your court's eVoucher sign in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.

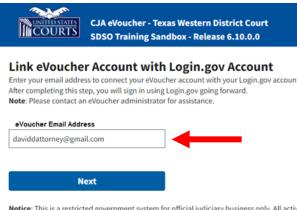


Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.



Notice: This is a restricted government system for official judiciary business only. All activ access attempts, may be recorded and monitored or reviewed by persons authorized by t protection of system security, performance of maintenance, and appropriate management

Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

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

	UNITIO STATS CJA eVoucher - Texas Western District Court COURTS SDSO Training Sandbox - Release 6.10.0.0
Enter After eVou	k eVoucher Account with Login.gov Account your email address to connect your eVoucher account with your Login.gov account. completing this step, you will sign in using Login.gov going forward. cher Email Address iddattorney@firm.com
acces prote system	Next e: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all is attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, ction of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this m or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement als.

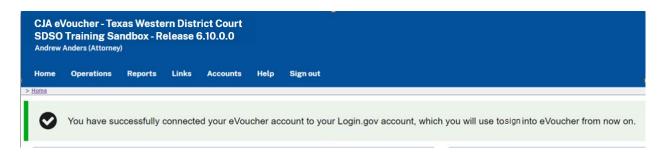
Note: This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

	JA eVoucher - Texas Western District Court
	DSO Training Sandbox - Release 6.10.0.0
Enter the password for yo	Account with Login.gov Account ur eVoucher account to connect your eVoucher account with your Login.gov account. , you will sign in using Login.gov going forward.
eVoucher Password	
Forgot your password?	
Connect A	ccounts
access attempts, may be r protection of system secu system or any connected	government system for official judiciary business only. All activities on this system for any purpose, and all ecorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, rity, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system, users expressly consent to system monitoring and to official access to data reviewed and created by evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement

Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation - New User -

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

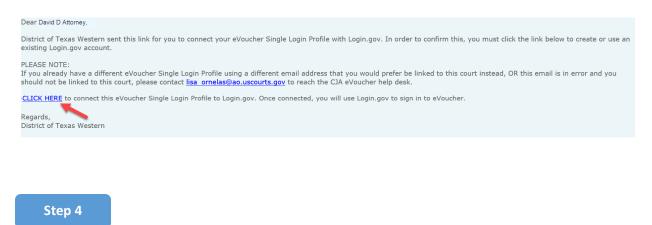
CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Link eVoucher Account with Login.gov Account Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.
eVoucher Email Address daviddattorney@gmail.com
Next Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by

Step 2

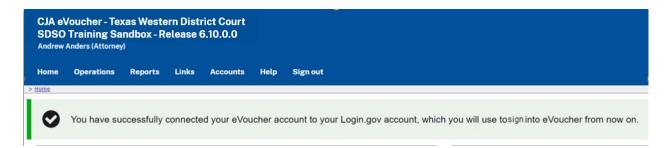
A message appears, prompting you to check your email and confirm that you entered the correct email address.



Click the link in the email message to automatically link your accounts and return to your eVoucher home page.



If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User -

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.



Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
	er Account with Login.gov Account
After completing this s	tep, you will sign in using Login.gov going forward.
eVoucher Email Addre	255
daviddattorney@gr	nail.com
6	
N	lext
	ted government system for official judiciary business only. All activities on this system for any purpose, and all

Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.

		exas Western District Court Indbox - Release 6.10.0.0
Enter your email addres After completing this st	ss to connect your eVouc	Login.gov Account her account with your Login.gov account. Login.gov going forward. for assistance.
O Single Login	Profile not found with th	at email address. Contact your local court helpdesk.
eVoucher Email Add daviddattorney@gm		
N	ext	

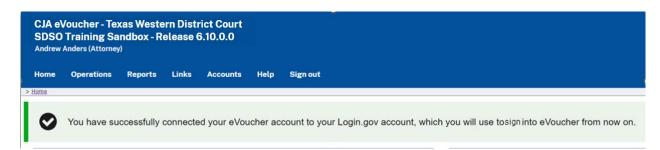
CJA eVoucher | Version 6.11 | AO-SDSO-Training Division | December 2024

Step 4

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Signing In to eVoucher -

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.

	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
	nged how you will sign in to eVoucher! s to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use re sign-ins.
Sign in with 👔	LOGIN.GOV
	te a Login.gov account?
Use the Sign in butto Learn about our new	n above and then use the "Create an account" button below the sign in fields. sign in process.
attempts, may be reco security, performance system, users expressly	ted government system for official judiciary business only. All activities on this system for any purpose, and all access rded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected <i>y</i> consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of ding unauthorized access attempts, may be reported to law enforcement officials.

Step 2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.

to allow you t	• is using Login.gov o sign in to your ly and securely.
Sign in	Create an account
Sign in for existi	ng users
Lindit douress	
Password	

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Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time code				
We sent a text (SMS) with a one- This code will expire in 10 minute				
One-time code Example: 123ABC XXXXXX]			
Submit	-			
Send another code				

Login.gov directs you to your eVoucher home page.

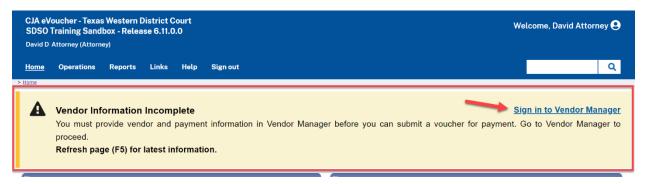
CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0								
David Att	David Attorney (Attorney)							
Home	Operations	Reports	Links	Help	Sign out			
> <u>Home</u>								
E My Active	Documents							
To group by a particular Header, drag the column to this area. Search:								
Case	Def	fendant	т	уре		Status		Date Entered
1112 00 0	0000 EE Davi	have Charlestels (# 4 \			-		04/04/2014

Vendor Manager System (VMS) -

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.





On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.

An official website of the United States Government.		
Vendor Manager Manage your personal profile, business, and	payment information.	
		Then The
Receiving payments made easier		
Receiving payments made easier Vendor Manager allows individuals and business entities to regis information with the U.S. Courts for receiving electronic paymen IRS.	ter and maintain their tax an	
Vendor Manager allows individuals and business entities to regis information with the U.S. Courts for receiving electronic paymen	ter and maintain their tax an	

Step 3

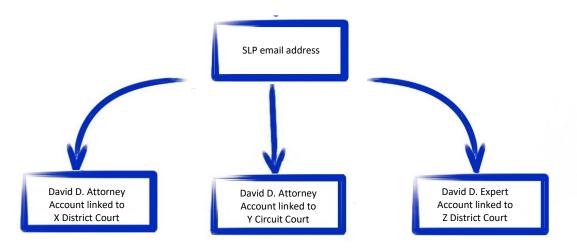
Review the VMS job aids for all the information necessary to create your VMS account.

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Single Login Profile (SLP) -

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

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

CJA eVoucher - Train District Court SDSO Training - Release 6.10.0.0 David D Attorney (Attorney)		Welcome, David Attorney 🗨 Single Login Profile Court Profile
Home Operations Reports Links	Help Sign out	Sign out
> Help >	Single Login Profile	
	Court Profile	
	Contact Us	
	Privacy	
	eVoucher Documentation: Attorney and Expert Users	

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Editing Your SLP

Your SLP information is divided into three sections: Account Information, Billing Information, and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

Single Login Profile – David Attorney							
Account Information				-			
First name	Middle name	Last name	Suffix				
David	D	Attorney	-	Edit			
Email address daviddattorney210@gm	nail.com			Edit			
Password							
UOGIN.GOV							
Billing Information				+			
Linked eVoucher Acco	ounts			+			

Modifying Your Name -

Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Prof	ile – David Attorney			
Account Information				-
First name	Middle name	Last name	Suffix	_
David	D	Attorney	-	Edit

Step 2

Make any necessary changes, and then click Save changes.

Si	ngle Login Profile – Da	vid Attorney		
	Account Information			-
	First name	Middle name	Last name	Suffix
	David	D	Attorney	
	Cancel	-		Save changes

Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

Updating Your SLP Email Address

Step 1

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

Email address

daviddattorney210@gmail.com

<u>Edit</u>

Step 2

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

Single Login Prof	file – David Attorney			
Account Information				-
_				
Note: This e	email change does not change the	email associated with Login.g	ον	
First name	Middle name	Last name	Suffix	
David	D	Attorney	-	Edit
Email address				
daviddattorney@gma	ail.com			
Confirm email addres	s			
daviddattorney@gma	ail.com			
Cancel	Save cha	inges		

Note: It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

Updating Your SLP Password -

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgotten password requests. The Login.gov logo is visible in the Password section of your SLP account information, but you can't edit your password from here.

Single Login Profi	le – David Attorney			
Account Information				-
First name David	Middle name D	Last name Attorney	Suffix -	Edit
Email address daviddattorney@gmail.c	om			Edit
Password				

Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at https://www.login.gov/help.

Viewing Billing Information

Step 1

Click the plus sign (+) to expand the Billing Information section.

Single Login Profile – David Attorney

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+
	•

Step 2

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

Single Login Profile – David Attorney	,
Account Information	+
Billing Information	-
Payme	ent accounts that are ready to use display below. To see all payment accounts, <u>go to Vendor Manager</u>
David Attorney TIN (SSN): ••••••00	
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: ••••••89	
Linked eVoucher Accounts	+

Viewing Linked eVoucher Accounts

Step 1

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

Single Login Profile – David Attorney

Account Information	+
	_
Billing Information	+
Linked eVoucher Accounts	+

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. Users with more than one eVoucher account have one account designated as the default.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, in the Default column, click the radio button for the desired court account, and then click **Save changes**.

ngle Login Profile – David Attorney	1			
Account Information				
inked eVoucher Accounts				
Multiple eVoucher accounts can be linked to a Single Jse the Accounts menu to switch between accounts Account	-	ne account is linked	elect a default eVoucher account.	
Jse the Accounts menu to switch between accounts	3.		elect a default eVoucher account.	

Accessing Multiple Accounts in eVoucher -

From the Accounts menu, click the court account in which you wish to work.

	Texas Western Distri Sandbox - Release 6 (Attorney)			
Home Operations	ons Reports Lin		Help Sign out Is Western - Attorney Durt - Attorney	
To group by a particular	Header, drag the column to thi	s area.	Search	:[
Case	Defendant	Туре	Status	Date Entered
<u>1:14-CR-08805-AA-</u> Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry Edit	04/14/2014

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.

Court account to which you are signed	Single Login Profile (SLP) username
An official website of the United States government	
CJA eVoucher - Train District Court SDSO Training - Release 6.10.0.0	Welcome, David Attorney
David D Attorney (Attorney)	Single Login Profile Court Profile
Home Operations Reports Links Accounts Help Sign out	Sign out
	Signout
4 Attorney/expert 5 District - Attorney	
court account	

List of linked accounts to which you have access

- 1. **Court account** This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
- Single Login Profile (SLP) This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
- Profile icon You can access your 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.

18									
ly Active Documents					E Hy Proposed Assign	nents			
To group by a particular Header, drag the column to this area. Search:					Appointments		De	fendant	
Case	Defendant	Туре	Status	Date Entered			ill cases have been currently assign	ed	
1:13-CR-08842-II- Start: 04/04/2014 End: 03/01/2016	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	12/02/2015					N
1:13-CR-08842-II- Start: End:	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edt	01/21/2016	E Hy Submitted Docum	nents			
1:13-CR-08842-II-	Paul William Clark (# 1)	CIA-26	Voucher Petry	03/01/2016	To group by a particular I	Header, drag the column to this area.		Search:	
Start: End:	Claimed Amount: 0.00		Voucher Entry Edt		Case	Defendant	Туре	Status	Date Entered
E-M				Page 1 of 1 (3 items)	1:13-CR-08842 Start: 06/03/2013 End: 04/04/2014	Paul William Clark (# 1) Claimed Amount: 204.45	CJA-20 David D Attorney	Submitted to Court	11/09/2015
Appointments' List					1:13-CR-08842 Start: 02/11/2022 End: 02/11/2022	Paul William Clark (# 1) Claimed Amount: 20,000.00	AUTH Paralegal Services	Submitted to Court	02/11/2022
Appointments		Defendant	Search	u	1:13-CR-08842 Start: 11/25/2015 End: 12/10/2015	Paul William Clark (# 1) Claimed Amount: 8,800.00	CJA-26	Submitted to Court	12/10/2015
Case: 1:13-CR-08842-II Defendant #: 1 Case Title: USA v Clark Attorney: David Attorney Representation ID: 34 Appointment ID: 32		Defendant: Paul William Representation Type: Crim Order Type: Appointing Co Order Date: 08/03/13 Pres. Judge: Ignacio Iglesi Adm./Mag Judge:	inal Case unsel		1:13-CR-08842 Sart 12/02/2015 End: 12/02/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Submitted to Court 0101.0000057	12/02/2015
Case: 1:16-CR-08642-AA Defendant #: 1 Case Title: USA v Wvatt		Defendant: Daria Wyatt Representation Type: Expe Order Type: Associate	t rt Only		1 Hy Service Provider'	Decomposite			Page 1 of 1 (4
Attorney: David Attorney Representation ID: 61		Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Alberts	-		1	Header, drag the column to this area.		Search:	r
Appointment ID: 109		Adm./Mag Judge:			Case	Defendant	Туре	Status	Date Entered
				Page 1 of 1 (2 items)	1:13-CR-08842 Starts Endi	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry	12/07/2015
					1:13-CR-08842 Sart End	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit	01/28/2016
					1				Page 1 of 1 (2)
					E Closed Documents				
						Header, drag the column to this area.		Search:	
					Case I	Defendant Type	Status	Date Entere	b

Section Name	Contents
My Active Documents	This section contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it.
My Submitted Documents	This section 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.
My Service Provider's Documents	 This section contains all the vouchers for your service providers, including: Vouchers in progress by the experts. Vouchers submitted to the attorney for approval and submission to the court. Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents only display for open cases until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment Info page.

Navigating the CJA eVoucher Program

CJA eVoucher - Train District Court SDSO Training - Release 6.10.0.0 David D Attorney (Attorney)							Welcome, David Attorney 😫
Home	Operations	Reports	Links	Accounts	Help	Sign out	Q

Menu Bar Item	Description				
Home	Click to access the eVoucher home page.				
Operations	Click to search for specific appointments.				
Reports	Click to view selected reports you can run on your appointments.				
Links	Click to access links to CJA resources such as forms, guides,				
	publications, etc.				
Accounts	Click to access your different court accounts.				
	Click to access:				
	Another link to your SLP.				
Help	 Another link to your court profile. 				
пер	Contact Us email.				
	Privacy notice.				
	 eVoucher help documentation for attorneys and experts. 				
Sign out	Click to sign out of the eVoucher program.				
Search field	Enter search criteria 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 each section.

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

Resize a Column

Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow (()) appears.

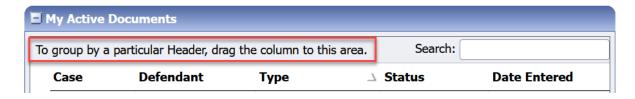
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

Group by Column Header: To sort all the information within a section, 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 by which you wish to group.



Step 2

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

My Active Documents				
To grou p by a particular l	leader, drag the column to this area.			
Case Defe	ndant Type			

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

My Active Documents		
Group by: Case -		Search:
Case 🗸 Defendant	Туре	Status

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**.

CJA eV	official website of th 'oucher - Train Training - Rel	n District C	ourt	ıt	Wel	Icome, Andrew Anders 😫
Andrew	Anders (Attor	ney)				Court Profile
Home	Operations	Reports	Links	Help	Sign out	Sign out
> Help > <u>Cou</u>	rt Profile					

On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Copies of a W-9 must be provided to the court, and any changes to the SSN or EIN must be completed in VMS.
- 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.

Click **Edit** or **View** to the right of the Attorney Info, Holding Period, and Continuing Legal Education sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

> Help > Court Protile		
Court Profile		
Attorney Info This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.	Bar Number: Name: Andrew Anders <i>Contact Info:</i> Phone: 210-555-1234 deadmal@support.aotx.uscourts.go <i>Address:</i> 110 Main Street San Antonio, TX 78210 US	Edit
Billing Info View Electronic Payment details on the S.P. Manage payment accounts at Vendor Manager. Editing is no longer available here.		View SLP Manage at Vendor Manager
Holding Period	No info has been stored. Please click VIEW to type your info.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

Attorney Info -

Step 1

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



If you have an SLP that is linked to more than one court, certain changes made to the Attorney Info section of your court profile are applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile
For <u>Attorney Info</u> or <u>Expert Info</u> section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day. Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

Make any necessary changes, and then click Save.

Attorney Info This is the contact information that will appear on payment vouchers. SSN is	* Required Fields Bar Number							
required for national mandatory reporting.	Tax Identification Number: * (If on Panel)							
reporting.	SSN: ••••••	••						
	Confirm: ••••••	•						
	006-20-20	24						
	First Name *	Middle	Last Name *					
	Andrew		Anders					
	Main Email *			٦				
	aandersattorney@gn	nail.com						
	2nd Email							
	deadmail@support.a	otx.uscourts.	.gov					
	3rd Email			7				
	Phone *		Cell Phone]				
	210-555-1234		210-555-2400]				
	Address 1 *		City *					
	110 Main Street		San Antonio					
	Address 2		State * (US only)	Zip * (US only)				
			TEXAS					
	Address 3		Country *					
			UNITED STATES	✓ Foreign Vendor?				

Notes:

- SSN/EIN information displays in the Attorney Info section for attorney accounts with this information that were added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.
- 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 —

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

Note: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information displays in the Billing Info section if your account included billing information prior to the 6.11 release.

Step 1

Click **View SLP** to access your SLP section in eVoucher.

Billing Info
View Electronic Payment details on the
SLP. Manage payment accounts at
Vendor Manager. Editing is no longer
available here.

View SLP

Manage at Vendor Manager

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment information there.

ome Operations Reports Links Help Sign (Q Q
Single Login Profile – Andrew Anders	
Account Information	+
Billing Information	-
Payment	t accounts that are ready to use display below. To see all payment accounts, <u>go to Vendor Manager</u>
Andrew Anders TIN (SSN): •••••••20	
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number:24	

Click the Manage at Vendor Manager link to access VMS.



Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.

📕 An official website of the United States Government.
Vendor Manager Manage your personal profile, business, and payment information.
Receiving payments made easier.
Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS.
Sign in with DLOGIN.GOV

Note: Payment account information must be entered in VMS before any payments can be made.

Appointments' List

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

Step 1

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

								Search	1:
ppointments			Defe	endant					
ase: 1:14-CR-08805-AA efendant #: 1 ase Title: USA v. Branson ttorney: Andrew Anders epresentation ID: 2 ppointment ID: 4			Rep Orde Orde Pres	endant: Jet resentation T er Type: App er Date: 03/0 Judge: Albo n./Mag Judge	ype: Crimin pinting Cou 3/14 ert Albertso	nal Case Insel			
Арр	ointment	Appointme	nt Info						
In th	is page you will find a nary about this	1. CIR/DIST/DIV.CODE	2. PERSON REPRE				VOUCHER NUMBER		
appo	intment, including a list of	0101 3. MAG. DKT/DEF.NUMBER	Jebediah Branso 4. DIST. DKT DEF.	NUMBER 5	APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/DEF.NUMBER		
VOUC	hers related to this intment and links to create	7. IN CASE/MATTER OF(Case	1:14-CR-08805- Name) 8. PAYMENT CAT	EGORY 9	TYPE PERSON REPR	ESENTED	10. REPRESENTATION TYPE		
	vouchers	USA v. Branson	Felony (includin of alleged felony	ag pre-trial diversion A	dult Defendant		Criminal Case		
	View Representation	11. OFFENSE(5) CHARGED 15:1825.F INSPECTION	VIOLATION PENALTIES						
		12. ATTORNEY'S NAME AND Andrew Anders	MAILING ADDRESS	L. L.	A Associate	C Co-Counsel	DFederal DF Subst	r Federal	
	nte New Voucher	110 Main Street San Antonio TX 78210			L Learned Councel	O Appointing	Defender Defender		
AUT	H Create	Phone: 210-833-5623 Cell phone: 210-555-1234		0	(apital Only)	Counsel	Attorney Attorney U Subs for Pro X Admi		
Servi		Email: lisa_ornelas@aotx	uscourts.gov		S Pro Se Y Standby Counsel	Attorney	Se 🗆 X Admi	istrative	
	H-24 <u>Create</u>								
Autho	rization for payment of cript			r A	ior Attorney's Name pointment Dates pature of Presiding Jui	Are or By Order of t	he Court		
	GETAUTH Create	14. LAW FIRM NAME AND MA	II DIG I DODDOG	A	lbert Albertson		Nunc Pro Tunc Date		
	rization for Excess Attorney and/or Expert and other Services	14. LAW FIRM NAME AND M	AILING ADDRESS	3	3/2014 epsyment I YES II		And FIV Functions		
on Bu	dgeted Case	L		P	nyayahini 🗆 125 🖻				
CJA	20 Create ntment of and Authority to Pay	Vouchers on File							
Court	Appointed Counsel	To group by a particular Header, drag the column to this area.				Search:			
CJA	21 Create	Case	Defendant	Туре	51	tatus		Intered	
	ther Services	1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 1,000.0	AUTH Andrew Ande	rs 🛔	Voucher En	ntry 08/01,	2022	
CJA		End:		Chemist/Toxi	ologist			2022	
	rization and Voucher for ent of Transcript	1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 500.00	AUTH Andrew Ande	rs 🔒	Voucher En	ntry 07/28	2022	
CJA			Johnstein Prosent (T. 1)	Chemist/Toxi	ologist	-	to Court 01/25	2022	
	ment for a Compensation Claim tess of the Statutory Case	Start: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 0.00	Rick Astley		Submitted 1	957	2022	
	ensation Maximum: District	End: 01/25/2022	Jebediah Branson (# 1)	Chemist/Toxi AUTH	ologist	FINAL PAY	MENT	2022	
TRA		1:14-CR-08805-AA- Start: 01/25/2022 End: 01/25/2022	Claimed Amount: 400.00	Andrew Ande	rs i	Voucher Cl	osed 01/25 956	4744	
Autho	rization for payment of Travel		Approved Amount: 400.0 Jebediah Branson (# 1)	0 Chemist/Toxi	lologist	-		2022	
Rep	oute	Start: 01/25/2022	Claimed Amount: 900.00	Andrew Ande	rs i	Voucher Clo	955		
	ointment Report	End: 01/25/2022 1:14-CR-08805-AA-	Approved Amount: 900.0 Jebediah Branson (# 1)	0 Chemist/Toxi AUTH	ologist	-		2022	
Def	endant Detail Budget Report	Start: 01/19/2022 End: 01/19/2022	Claimed Amount: 750.00 Approved Amount: 750.0	Andrew Ande	rs i	Voucher Cle	941		
Det	ail budget info for defendant	1:14-CR-08805-44-	Jebediah Branson (# 1)	CJA-21		Voucher En	12/14	2021	
Det	endant Summary Budget Report	Starts	Claimed Amount: 0.00	Lucy Hall	4	Voucher En	10 y 14/17		
Tot	als only of budget info for endant	End: 1:14-CR-08805-AA- Start: 12/14/2021	Jebediah Branson (# 1)	Litigation Sup AUTH	port Services	Vauchar Ch	ased 12/14	2021	
Ath	orney Time	Start: 12/14/2021 End: 12/14/2021	Claimed Amount: 10,500. Approved Amount: 10,00	.00 Andrew Ande	rs k	Voucher Ci 0101.00009	920		
	e Detail Budget Report	1:14-CR-08805-AA-	Jebediah Branson (# 1)	AUTH		Voucher Cl	osed 12/14	2021	
		Start: 12/14/2021 End: 12/14/2021	Claimed Amount: 1,200.0	00 Andrew Ande	rs i	Voucher Ci 0101.00009	919		
		1-14-CR-08805-44-	Approved Amount: 1,200 Jebediah Branson (# 1)	CJA-21	ologist	_ Submitted		2021	
		Start: 12/14/2021	Claimed Amount: 1,050.0	00 Rick Astley		0101.0000			

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

View Representation -

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.

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
<u>Diew Representation</u>

The Representation Info page appears.

Representation	Representation	Info						
In this page you can view or delete the representation.	1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER				
	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				
Reports	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE				
Representation Report	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							
	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_or	nelas@aotx.uscourts.gov				

Creating a 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.

CJA-20	Create
Appointment of and Authority	to Pay
Court-Appointed Counsel	

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

CJA-20	Basic Info Services	Expenses Claim Status	Documents	s 🕨 Confiri	nation			
Attorney Enters Voucher						~		Tabs appear
	Basic Info							Tabs appear
Def.: Jebediah Branson	1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMB	ER		at the ten of
Del., Jebeulan branson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/D	EF.NUMBER		at the top of
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPR	ESENTED	10. REPRESENTAT	TION TYPE		the screen.
	USA v. Branson	of alleged felony)	Adult Defendant		Criminal Case			the screen.
Voucher #: Start Date:	11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIB	ITED ACTIVITIES						
End Date:	12. ATTORNEY'S NAME AND MAILING	ADDRESS	13. COURT ORDER		_	0		
	2500 Main St	234125	A Associate	C Co-Counsel	D Federal Defender	F Sub: for Federal Defender		
Services: \$0.00 🗸	San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-	1185	L Learned Counsel (Capital Only)	O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained		
🚯 Expenses: \$0.00 👻	Email: daviddattorney@gmail.com		S Pro Se	T Retained	U Subs for Pro	X Administrative		
			U Y Standby Counsel					
Representation Fee Limit: \$10,300.00			Prior Attorney's Name					
\$10,500.00			Appointment Dates Signature of Presiding Jud	dge or By Order of t	he Court			
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING AD	DRESS	Albert Albertson Date of Order	Nune P	ro Tunc Date			
\$10,300.00			7/1/2024 Repayment VES	NO				
Tasks	Payment Details							
Link To Appointment	· · ·			15 I.				
Link To Representation		ails. Payment accounts that	are ready to u	ise display	below. To se	ee all payment		
	accounts, <u>go to Vendor</u>	Manager						
Actions	David D Attorney		4	•				
Import Service Entries (.csv)								
Reports	David D Attorney							A
Defendant Summary Budget Report	TIN (SSN): •••-••00							A progress bar
Totals only of budget info for								
defendant	Electronic payments wil	l be sent to:						appears at the
Defendant Detail Budget Report	Routing Number: 12100							
Detail budget info for defendant	Account Number: •••••							bottom of the
CJA20 - Attorney								screen.
CJA20 - Rejected							<u> </u>	scieen.
CJA20 - Transfer	« First < Previous Next >	Last » Save		Delete Dr	aft	Audit Assist]	

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 tabs 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.



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

Basic Info	Services	Expe	nses 🏻 🕨 Clain	n Status 🌔 De	ocuments	Confirmati	on			
Service	es	_								
Date	07/01/2024	• 🇰		Description						
Service Type			-	*						
Doc.# (ECF)		Pages								*
Hours	*	at \$152.00	per hour.					Add	Remove	2
* Required Fields										
To group by a p	articular Header,	drag the co	lumn to this area.							
Service Type		Date 🔺	Description					Hrs	Rate	Amt
				(Empty)					
No data to pa	ginate < >				Go to p	age:	View items pe	er page	e: <u>10 25</u>	<u>50 100</u>
« First < Pr	evious Next	> Las	t »	Save		Delete Draft		A	udit Assi	st

Step 2

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

Services

Date	07	07/01/2024 *							Descri	
Service Type		•			Jul	y 2024	•]		
Doc.# (ECF)		¤	Su	Мо	Tu	We	Th	Fr	Sa	
Hours	Ц	»	30	1	2	3	4	5	6	
		»	7	8	9	10	11	12	13	
* Required Fields		»	14	15	16	17	18	19	20	
To group by a		»	21	22	23	24	25	26	27	
To group by a p	part	»	28	29	30	31	1	2	3	
Service Type		»	4	5	6	7	8	9	10	

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

Services



Note: You can add dates in any order; they 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.

Date	07/01/2024 *	Description	First appearance an arraignment of defendant.
Service Type	a. Arraignment and/or Plea	*	
Doc.# (ECF)	Pages		*
Hours	5.0 * at \$152.00 per hour.		Add Remove
* Required Fields			

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. Click an entry to edit and then click **Save** to save your changes.

Basic Info	vices Exper	ises 🕨 Claim	Status D	ocuments Conf	irmation			
Services								
Date 07/01/2 Service Type Doc.# (ECF) Hours Required Fields	2024 * # Pages * at \$152.00	per hour.	Description		[Add	Remove	J.*
To group by a particular I	Header, drag the col	umn to this area.						
Service Type	Date 🔺	Description				Hrs	Rate	Amt
a. Arraignment and/or Plea	07/01/2024	First appearance an a	arraignment of defe	endant.		5.0	\$152.00	\$760.00
Page 1 of 1 (1 items)	< [1] →			Go to page:	View items p	er page	e: <u>10 25</u>	<u>50</u> <u>100</u>
« First / < Previous	Next > Last		Save	Delete			udit Assis	

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. Review the Importing Time job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

Step 1

Select the appropriate appointment and click the **Create** link for the CJA-20 voucher to open the document. In the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.

Attorney Enters	Basic Info	Expenses Claim Status	Document	s Confir	mation		
Voucher	Basic Info						
	1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMBER		
	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT/DEF.NUMBER		
Link to CM/ECF	to CM/ECF 7. IN CASE/MATTER OF(Case Name)		9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE		
	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case		
Voucher #:	11. OFFENSE(S) CHARGED	0 11			1		
Start Date:	12:1457.M PENALTIES - PROH 12: ATTORNEY'S NAME AND MAILIN		13. COURT ORDER				
End Date:	David Dd Attorney - Bar Number	David Dd Attorney - Bar Number: 1234123 2500 Main St			D Federal	F Subs for Federal	
Services: \$0.00 ~	San Antonio TX 78209			O Appointing	P Subs for Pan Attorney	el 🔲 R Subs for Retained Attorney	
Expenses: \$0.00 •	Email: daviddattorney@gmail.co		(Capital Only)	T Retained	U Subs for Pro		
Expenses: \$0.00			_	Attorney	Se	□ X Administrative	
Representation Fee Limit:			└─ Y Standby Counsel				
\$10,300.00			Prior Attorney's Name Appointment Dates				
			Signature of Presiding Ju Albert Albertson	dge or By Order of	the Court		
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING	ADDRESS	Date of Order Nunc Pro Tunc Date				
\$10,300.00			7/1/2024	1			
			Repayment VES	INO			
Tasks	Payment Details						
Link To Appointment	Select the payment de	tails. Payment accounts that	are ready to u	use display	below. To s	ee all payment	
Link To Representation	accounts, <u>go to Vendo</u>		,	. ,			
Actions	David D Attorney			•			
Import Service Entries (.csv)	David D Attorney			•			
Reports	David D Attorney						
Defendant Summary Budget Report	TIN (SSN): •••-••00						
Totals only of budget info for							
defendant							

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

Services			
		om a law firm billing system and saved es. Please download our sample sprea	in Comma Separated Values (CSV) dsheet for the correct column headings
IMPORTANT: It is recommended to contents of the imported CSV file.	start with a blank voucher. Otherwise,	all existing service entries on the vouc	her will be overwritten with the
- Additional Information			
Each service line entry must have	data in the following columns:		
 Date Hours Description Service Type (EXAMPLES: "15 	b" or "(30) 15b. Interviews and Confe	rences with Client")	
The following columns do not req	uire data, but should be included	in the header row:	
 Doc# Pages 			
 For additional information refer to the 	eVoucher Online Help		
A CSV file when opened in a text of Date, Hours, Description, Service Type 1/4/2021,1.0,Met with client,(30) 15b. 1/4/2021,.5,Reviewed Indictment,15f, 1/5/2021,1.2,"Hearing on Motion to D	editor might look like this: , Doc#, Pages . Interviews and Conferences with Clie 4,25	nt,,	
	Import Servi	e Entries (.csv)	
Date 9/3/2021 *	Description		
Service Type	▼ *		
ourrice type			*
Doc.# (ECF) Pages			*

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

Basic Info	Expenses		n Status	ocuments Confir				
eVoucher now provides th format. The CSV file must and service type values.	contain all required colur	nn headings	and data types. Pl	aw firm billing system and se ease download our sample s sting service entries on the v	preadsheet for the	correct c	olumn he	eadings
+ Additional Information								
		In	port Service En	tries (.csv)				
Date 9/3/202	1 *		Description					
Service Type		•						
Doc.# (ECF)	Pages				(<u> </u>	•
Hours	* at \$152.00 per h	our.			l	Add	Remove	
Required Fields								
To group by a particular H	leader, drag the column t	o this area.						
Service Type	Date 🔺 Des	cription				Hrs	Rate	Amt
			(Empt	()				
No data to paginate	\leftarrow			Go to page:	View items	per page	: <u>10 25</u>	<u>50 10</u>

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**.

Open				× – 0
÷ → × ↑ 🎴 « External Users >	time import		✓ C Search time import	• 1 🗞 …
Organize • New folder			≣• □	3
Name	^	Date modified	Туре	
🔚 Desktop 🔹 🔊 CJA-20 Service	Time Import	8/9/2021 10:01 AM	Microsoft Excel Comma Separat	***
🗉 Documents 🖈				
🛓 Downloads 🖈				Commente d Malurer (CCM)
🔀 Pictures 🔹				nma Separated Values (CSV) for the correct column heading
				be overwritten with the conter
File name:			 Microsoft Excel Comma Separat 	v
		Upload fr	om mobile Open 🔻 Cancel	•
	Doc.# (ECF)	Pages		▼ *
\$10,300.00	Hours	* at \$152.00 per hour.		Add Remove

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

Basic Info	Services	Expe	nses 🕨 Clair	m Status	Documents	Confirma	tion			
		been succes	•	m <i>CJA-20 Service</i> Iported.	Time Import_d	correct.csv and a	saved to the se	rvices	table belo	ow.
Service	S									
Date	9/3/2021	*		Description						
Service Type		inchend	•							
Doc.# (ECF)		Pages						▼ *		
Hours	*	at \$152.00	per hour.					Add	Remove	
Required Fields										
To group by a pa	rticular Header,	drag the col	umn to this area.							
Service Type		Date 🔺	Description					Hrs	Rate	Am
e. Investigative and	d Other Work	07/01/2021	Test					0.1	\$152.00	\$15
b. Obtaining and Records	eviewing	07/01/2021	Test					0.4	\$152.00	\$60
a. Arraignment and	l/or Plea	07/02/2021	Test					0.2	\$152.00	\$30
1 - 1 -		07/00/0004	- .						1452.00	+ 45

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.

<u>Home</u> Operation	ons Reports Links	Help Sign out			
lome					
My Active Document	ts				
group by a particular	Header, drag the column to this	area.	Search:		
Case	Defendant	Туре	Status	Date Entered	
5:78-CR-00210-AA- Start: End:	Jebediah Branson (# 88) Claimed Amount: 760.00	CJA-20 David Dd Attorney	Vouch Entry Edit	08/13/2024	
5:08-CR-00806-AA-	Thomas Watson (# 14) Claimed Amount: 0.00	CJA-20 David Dd Attorney	Voucher Entry Edit	06/10/2024	
End:		,	- Cur		

Step 2

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

CJA-20 Attorney Enters Voucher	Basic Info	Expenses Claim Status	Documents	s 🕨 Confir	mation	
	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUMB	ER
Def.: Jebediah Branson	0542 3 MAG. DKT/DEENUMBER	Jebediah Branson 4. DIST. DKT/DEENUMBER	5 APPEALS DKT/DEE	NUMPER	6. OTHER, DKT/D	FE NIX (PEP
		5:78-CR-00210-88-AA				
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPR	RESENTED	10. REPRESENTAT	TION TYPE
	USA v. Branson	of alleged felony)	Adult Defendant		Criminal Case	
Voucher #:	11. OFFENSE(S) CHARGED				•	
Start Date:	12:1457.M PENALTIES - PROHIB 12. ATTORNEY'S NAME AND MAILING		13. COURT ORDER			
End Date:	David Dd Attorney - Bar Number: 1 2500 Main St	1234123	A Associate	C Co-Counsel	D Federal	F Subs for Federal
Services: \$760.00 ~	San Antonio TX 78209		L Learned Connsel	O Appointing	P Subs for Panel	
	Phone: 2105552500 - Fax: 210-265	-1185	(Capital Only)	Counsel	Attorney	Attorney
🚯 Expenses: \$0.00 👻	Email: <u>daviddattorney@gmail.com</u>		S Pro Se	T Retained	U Subs for Pro	X Administrative
-			☐ Y Standby Counsel			
Representation Fee Limit:						
\$10,300.00			Prior Attorney's Name Appointment Dates Signature of Presiding Ju	In the Online of	h. C	
Fee Amount Remaining After Approved			Albert Albertson			
and Pending:	14. LAW FIRM NAME AND MAILING AD		Date of Order Nunc Pro Tunc Date 7/1/2024			
\$9,540.00			Repayment VES	NO		
Tasks	Development Development					
	Payment Details					
Link To Appointment	Selet the payment deta	ails. Payment accounts that	are ready to u	use display	below. To se	ee all payment
Link To Representation	counts, <u>go to Vendor</u>	<u>Manager</u>				
Actions						
Import Service Entries (.csv)	David D Attorney		:	\$		
Import Service Endles (ICSV)						
Reports	David D Attornev					
Defendant Summary Budget Report	TIN (SSN): •••-••00					
Totals only of budget info for	111 (3511) 00					
defendant						I

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

Basic Info Service	s 🕨 Expe	nses <mark>▶ Cla</mark>	aim Status	Docume	ents	Confirmation			
Services									
eVoucher now provides the al format. The CSV file must con and service type values.									
IMPORTANT: It is recomment of the imported CSV file.	nded to start wi	th a blank vouc	her. Otherwise,	all existing ser	vice entrie	s on the voucher will be over	written	with the	contents
- Additional Information									
Each service line entry mu	st have data i	n the followin	g columns:						
 Date Hours Description Service Type (EXAMPI 	LES: "16b" or "1	6b. Obtaining a	nd Reviewing F	Records")					
The following columns do	not require da	ita, but should	d be included	in the header	row:				
Doc#Pages	-								
For additional information refe	er to the eVouch	er Online Help.							
CSV file when opened in a Date, Hours, Description, Sen 1/4/2021,1.0,Met with client, 1/4/2021,.5,Reviewed Indictr 1/5/2021,1.2,"Hearing on Mot	vice Type, Doc# 16a. Interviews 1ent,16b,4,25	, Pages and Conference	S,,						
		[Import Servi	ice Entries (.c	sv)	-			
Date 7/15/2021	*		Descriptior						
Service Type		•	e Description						
Doc.# (ECF)	Pages							-	*
Hours	* at \$152.00	per hour.	_				Add	Remove	•
Required Fields									
To group by a particular Head	ler, drag the col	umn to this area	а.						
Service Type	Date 🔺	Description					Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	Test					0.2	\$152.00	\$30.40
c. Motion Hearings	07/12/2021	Test					0.9	\$152.00	\$136.80

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

Services						
			aw firm billing system and saved in Comma Sepa lease download our sample spreadsheet for the c			
MPORTANT: It is recommended for the imported CSV file.	ed to start wi	th a blank voucher. Otherwise, all ex	isting service entries on the voucher will be oven	vritten	with the o	content
+ Additional Information						
- Additional Information						
		Import Service Er	ttries (.csv)			
		<u> </u>				
Date 7/15/2021	-	Description				
Service Type		• *				
Doc.# (ECF)	Pages				Ψ.	
Hours *	at \$152.00	per hour.		Add	Remove	:
equired Fields						
To group by a particular Header,	drag the col	umn to this area.				
Service Type	Date 🔺	Description		Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	Test		0.2	\$152.00	\$30.4
. Motion Hearings	07/12/2021	Test		0.9	\$152.00	\$136.
a. Interviews and Conferences	07/14/2021	Test		1.1	\$152.00	\$167

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.

rted from a law firm billing system and ata types. Please download our sample erwise, all existing service entries on th	spreadsheet for the correct column	CSV) headings	×
	Warning	Message	
Service Entries (.csv)	overwrite your ex	voucher.	
	Cancel	Proceed	

Entering Expenses -

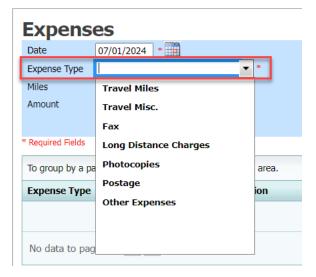
Step 1

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

Expens		*		[Description				
Expense Type			-	•					
Miles		at \$0.545	per mile.						
Amount								Add	Rem
Required Fields									
	particular Header,	drag the	column to thi	s area.					
		drag the Date						Mi	ile Ra
To group by a p		-			(Emp	ty)	 	Mi	ile Rat

Step 2

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



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**.

Date	07/01/2024 *			Description	Travel to and from court.				
Expense Type	Travel Miles	Jenne -	- *						
Miles	20 * at	\$0.545 pe	r mile.						▼ *
Amount							Add	Remov	e
* Required Fields									
To group by a p	articular Header, c	drag the col	umn to this area.						
Expense Type		Date 🔺	Description				Mile	Rate	Amt
				(Empty)					
No data to pag	ginate < >				Go to page:	View items pe	er page	e: <u>10</u> <u>25</u>	<u>50 1</u>
					Delete Draft Audit As				

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

Date 07/01/20	24 * 🎹	Descriptio	on			•
xpense Type		*				
1iles	* at \$0.545 per	mile.				▼ *
mount				Add	Remove	•
Required Fields						
o group by a particular He	ador, drag the col	ump to this area				
	-					
xpense Type	Date 🔺	Description		Mile	Rate	Amt
ravel Miles	07/01/2024	Travel to and from court.		20	\$0.545	\$10.9
Page 1 of 1 (1 items)	< [1] →		Go to page: View	w items per pag	e: 10 25	50 10

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

Expens	es								
Date	07/08/2024	*		Description					
Expense Type			-						
Miles	5	at \$0.545 per	mile.					*	
Amount	*					Add	Add Remove		
* Required Fields									
To group by a pa	articular Header,	drag the colu	umn to this area.						
Expense Type		Date 🔺	Description			Mile	Rate	Amt	
Travel Miles		07/01/2024	Travel to and from co	urt.		20	\$0.545	\$10.90	
Photocopies		07/08/2024	Copies - 100 pages @	.10 per page.		0	\$0.000	\$10.00	
Page 1 of 1 (2	items) < [1] >			Go to page: View items	per pag	e: <u>10 25</u>	<u>50 100</u>	
« First <	Previous Ne	ext > La	ast »	Save	Delete Draft		Audit A	ssist	

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.

art Date 🔹 👘	End Date	
Payment Claims *		
Final Payment (payment #)		
Interim Payment		
Supplemental Payment Withholding Return Payment		
 withholding keturn Payment 		
* Reminder: Please select the appropriate claim	status.	
Have you previously applied to the court for	compensation and/or reimburseme	ont for this case? * OYes ONo
If Yes, were you paid?		⊖ _{Yes} ⊖ _{No}
Other than from the Court, have you, or to		ceived navment Oves ONo

In the **Start Date** field, enter the start date from the services or expenses entry, 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.

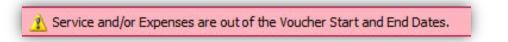
Basic Info > Services > Expenses > Claim Status > Documents > Confirmation	_
Claim Status	
Start Date End Date *	
Payment Claims * Final Payment Interim Payment Supplemental Payment Withholding Return Payment ** Reminder: Please select the appropriate claim status.	
1. Have you previously applied to the court for compensation and/or reimbursement for this case? * If Yes, were you paid?	Oyes ON0 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?	Oyes ONo
* Required Fields	
« First < Previous	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, including incomplete dates, the following pink error message may appear:



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.



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

▶ Bas	sic Info	Services	Expenses	Claim Status	Documents	Confirmation	-
Su	ppor	ting Do	cument	5			
Fil	e Uploa	d (Only Pdf i	files of 10MB	size or less!)			
File		Choose F	ile No file chos	en			
Des	cription						
							Upload
Des	cription						Delete View
				No Attach	iments		
« Fil	rst < P	revious	> Last »	Save		Delete Draft	Audit Assist

Step 2

To add an attachment, click **Choose File** to locate your file. In the **Description** field, enter 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	Services Expenses	Claim Status	Documents	Confirmation	
Support	ing Document	s			
File Upload	(Only Pdf files of 10MB	size or less!)			
File	Choose File No file chos	sen			
Description	Document				
					Upload
Description					Delete View
Document					Delete View
<pre>« First < Pre</pre>	vious Next > Last »	Save]	Delete Draft	Audit Assist

Signing and Submitting to Court -

Step 1

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

CIP DIST DIVCOPT	2. PERSON RE	DPFC						Vettor	PNIMPTO	
CIR./DIST/DIV.CODE 542 MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEENIMBER			5. APPEALS, DKT/DEF.NUMBER				6. OTHER. DKT/DEF.NUMBER		
IN CASE/MATTER OF(Cate Name)	4. DIST. DK1/DEF.NUMBER 5:78-CR-00210-88-AA 8. PAVMENT CATEGORY			I 1	PEALS. DK1/D				6. OTHER. DKT/DEF.NUMBER	
SA v. Branson	Felony (including pre-trial diversion of alleged felony)			Adult Defendant			Criminal Case			
I. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHIB										
2:1457.M PENALTIES - PROHIB 2:ATTORNEY'S NAME AND MAILING A avid Dd Attorney - Bar Number: 1	234123				OURT ORDER					
500 Main St	234123				Associate		C Co-Counse	Defender	eral □FS Defen	Subs for Federal der
an Antonio TX 78209 hone: 2105552500 - Fax: 210-555-	1185			Capi	Learned Counte tal Only)	el 🗹 Cor	O Appointing untel	Attorney	for Panel R Attorn	Subs for Retained acy
mail: <u>daviddattorney@gmail.com</u>				□s	Pro Se		T Retained	U Sub	s for Pro	Administrative
				□ ¥	Standby Counse	el				
				Prior	Attorney's Name	•				
				Signat	Attorney's Name ntment Dates ture of Presiding rt Albertson	Judge o	or By Order o	f the Court		
				Date o 7/1/2	fOrder		Nunc	Pro Tune Da	te	
				Repa	yment VES	✓ _{N0}				
CLAIMS FOR SEI	RVICES AND		TOTA			T		OURT USI		
CATEGORIES		HOURS		ED	ADJUSTED HOURS	AI	DJUSTED MOUNT		REVIEW	
 a. Arraignment and/or Plea b. Bail and Detention Hearings 				0.00		+				
c. Motion Hearings			1.0 \$15	2.00						
d. Trial e. Sentencing Hearings			0.0 S	0.00		+				
f. Revocation Hearings				0.00						
g. Appeals Court h. Other			0.0 \$	0.00		1				
6. a. Interviews and Conferences	Totals		4.0 \$60	2.00 8.00						
 b. Obtaining and Reviewing Re c. Legal Research and Brief With 	ecords		0.0 \$ 0.0 \$	0.00						
d. Travel Time			0.0 \$	0.00						
e. Investigative and Other Worl	Totals			0.00		-				
7 Travel Expenses (lodging, park mileage, etc.)	ing, meals,		\$1	0.90						
8 Other Expenses (other than exp transcripts, etc.)	ert,			_		-				
			\$1	0.00						
GRAND TOTALS										
GRAND TOTALS	THE PERIOD O	ESERVICE	\$1,54	0.90	TERMINATION	NDATE	TEOTHER	HANDLCA	SF DISPOSITIO	N
RAND TOTALS CLAINED AND ADJUSTED) . CERTIFICATION OF ATTORNEY FOR FROM: 07/01/2024 1 4. LAW FIRMINAME AND MAILING AD David D Attorney	O: <u>07/08/2024</u> DRESS		\$1,54	0.90	TERMINATION N	NDATE	IF OTHER T	HAN 21. CA	SE DISPOSITIO?	Ň
DAND TOTALS CLANED AND ADJUSTED) CERTIFICATION OF ATTORNY FOR FORM'70712024 T LAW FIRM NAME AND MAILING AD David D Attorney TIN (SSN):00 Electronic payments w Routing Number: 1211 Account Number: CLAIM STATUS Trail Poyments CLAIM STATUS Final Poyments Super you previously applied to the fyres, were you paid? ↓ YES Other than from the Court, have you way other source in connection will Super a sufficient of a correstents of signature of Attorney:	VO: 07.08.2024 DRESS vill be sent 000248, F A 89 89 	to: KE BA wim Payment pensation a nowledge h ation? [PROVED	S1.54 C. APPOINT CASE COMPI NK (*)	uppleme e, rec N	ntal Payment at for this cas eived paymen O If yes, - COURT U 5	se? nt (con please) Withholding YES mpensation e attach sup Date	Payment () NO or anythin oporting do Signed:	(Total)	m
RAND TOTALS CLAMED AND ADDUSTED TROM 9701-2024 T CLAMMAR AND ANALING A DAVID DAVID DAVID TOTAL CLAMMAR AND ANALING AND CLAMMAR AND AND CLAMMAR AND AND CLAMMAR AND CLA	VO: 07.08.2024 DRESS vill be sent 000248, F A 89 89 	to: AKE BA wrim Payment pensation a nowledge I ation? [PROVED MIP.	(a)	0.90 MENT LETIO uppleme seme: se, rec N ENT ENTS:	ntal Payment nt for this cas eived paymen O If yes, - COURT U 5 26. p.4	se? nt (con please SE O! OTHEL) Withholding VES mpensation e attach sup Date NLY	Payment ()	(Total) g of value) fro cumentation 27. TOTAL AMT:	m APPR-CERT. DE
DAND TOTALS CALAMED AND ADUSTED) CERTIFICATION OF ATTORNY FOR FROM'OF ATTORNY FOR FROM'OF ATTORNY FOR TALEW FIRM NAME AND MAILING AD David D Attorney TIN (SSN):00 Electronic payments w Routing Number: 121 Account Account Number: 121 Account Accou	C: 07/08/2024 PRESS	to: AKE BA erim Payment pensation a nowledge h ation? [PROVED MP. ALS (OR]	s1,54 exercise configuration APPOINT CASE CONFIGURATION NK (a) single else YES FOR PAYM FOR PAYM STRAVELEN	0.90 MENT LETIO uppleme seme: se, rec N ENT ENTS:	ntal Payment nt for this cas eived paymen O If yes, - COURT U 5 26. - DA 8 82.	SE O OTHEI OTHEI	Withholding YES npensation e attach sup Date NLY R EXPENSES	Payment () NO or anythin or anythin Signed:	(Tesl) g of value) fro cumentation 27. TOTAL AMT. 28. JUDGE COI 33. TOTAL AMT.	m APPR-CERI. DE
ISAND TOTALS ISAND TOTALS (CAMPED AND ADJUSTED) (CREFFICATION OF ATTORNY FOR FROM (707)(2024 T LAW FIRM NAME AND MAILING AD David D Attorney TIN (SSN):00 Electronic payments w Routing Number: 121 Account Number: 121 Account Number: 121 Account Number: 121 CLAIM STATUS T rail Prom CLAIM STATUS T rail Prom CLAIM STATUS T rail Prom CLAIM STATUS F railer Prom CLAIM STATUS	C: 07/08/2024 PRESS	to: AKE BA erim Payment pensation a nowledge h ation? [PROVED MP. ALS (OR]	S1.54 E6.APPOINT CASE COMPT NK (*) S. In AVEL EXI (*) TRAVEL EXI	0.90 MENT LETIO uppleme seme: se, rec N ENT ENTS:	ntal Payment nt for this cas eived paymen O If yes, - COURT U 5 26. - DA 8 82.	SE O OTHEI OTHEI	Withholding YES mpensation pate Date NLY R EXPENSES	Payment () NO or anythin or anythin Signed:	(Tetal) g of value) fro cumentation 27. TOTAL AMT. 284. JUDGE COI	m APPR-CERI. DE
DEAD TOTALS CLANED AND ADJUSTED) CCRUIPLATION OF ATTORNY FOR FORM (707)(2024 T 4 Law FIRM NAME AND MAILING AD David D Attorney TIN (SSN):00 Electronic payments w Routing Number: 121 Account Number: 121 Account Number: CLAIM STATUS Final Paym Account Number: CLAIM STATUS Final Paym Account Count on the Court, have yo yn other source in connection with Sware at films the struk or correstored Signature of Attorney: LIN COURT COMP. SA OT	C: 07.08.2022 DRESS VIII be sent 000248, F.4 000248, F.4 Int court for comm No Court for comm No T of court cc GE T of court cc Ge Attention	to: KKE BA wrim Payment ation? [ation? [ation? [ation?] ation? [ation?]	S1,54 S1,54 S2,54 S	appleme isemen ie, rec 2 N ENT PENSES	ntal Payment nt for this cas eived paymen O If yes, 	se? nt (con orner orner . JUDG	Whatadam Whatadam	Payment () Payment ((Tesl) g of value) fro cumentation 27. TOTAL AMT. 28. JUDGE COI 33. TOTAL AMT.	m APPR-CERI. DE

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

Public/Attorney Notes	Attention: The n	xtes you enter will be availab	le to the next approval level.	Å
	affirm the truth or correctnes ected is accurate. 024 18:3:30	s of the above statemer	nts and the payment	Submit
« First < Previ	ous Next > Last »	Save	Delete Draft	Audit Assist

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	
This document has been sub	mitted.
Please keep the following do	cument number for your own records:
1010.0000150	
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.

group by a partic	ular Header, drag the column to t	this area.	Search:	
Case	Defendant	Туре	Status	Date Entered
5:78-CR-00210 Start: 07/01/2024 End: 07/08/2024	Jebediah Branson (# 88) Claimed Amount: 1,540.90	CJA-20 David D Attorney	Submitted to Court 0542.0592905 FINAL PAYMENT	08/13/2024
5:02-CR-01533 Start: 06/19/2024 End: 07/03/2024	Jessica Hall (# 1) Claimed Amount: 3,968.35	CJA-20 David D Attorney	Submitted to Court 0542.0592841 FINAL PAYMENT	07/03/2024

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	
1:14-CR-08802-AA- Statt: 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.

CJA-20 Attorney Enters
Def.: Elizabeth Waverly
Link to CM/ECF
Voucher #: Start Date: End Date:
Services: \$9,400.00
Expenses: \$215.42
Representation Fee Limit:
\$11,500.00
Fee Amount Remaining After Approved and Pending: \$2,100.00

The **Services** and **Expenses** fields tally services and expenses as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or the expenses.

Services: \$9,400	.00		~
In Court Services			
Service	Hours		Amt.
Arraignment and/or Plea	6.0	\$1	,200.00
Bail and Detention	0		\$0.00
Hearing			\$0.00
Motion Hearings	2.0	1	\$400.00
Trial	0		\$0.00
Sentencing Hearing	0		\$0.00
Revocation Hearings	0		\$0.00
Appeals Court	0		\$0.00
Other	0		\$0.00
Totals	8.0	\$1	,600.00
Out of Court Servic	es		
Service	Hours		Amt.
Interviews and	13.0	\$7	,600.00
Conferences	10.0	72	,000.00
Obtaining and Reviewing	8.0	\$1	,600.00
Records	0.0		
Legal Research and Brief	6.0	\$1	,200.00
Writing Travel Time	4.0		800.00
Investigative and Other	4.0	-	.00.00
Work	8.0	\$1	,600.00
Totals	39.0	\$7	,800.00
	40		-
Expenses: \$215.	42	_	× .
Travel			
Expense Type		A	mount
Travel Miles			\$90.42
Travel Misc			\$0.00
То	tals		\$90.42
Expenses			
Expense Type		A	mount
Fax			\$0.00
Long Distance Charges			\$0.00
Photocopies		\$	100.00
Postage			\$0.00
Other Expenses			\$25.00
	tals	5	125.00
		_	

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.

CJA-20 Attorney Enters	CJA-20 Attorney Enters
Def.: Elizabeth Waverly	Def.: Elizabeth Waverly
Link to CM/ECF	Link to CM/ECF
Voucher #: Start Date: End Date:	Voucher #: Start Date: End Date:
Services: \$9,400.00	Services: \$12,600.00 💌
Expenses: \$215.42	Expenses: \$215.42
Representation Fee Limit:	Representation Fee Limit:
\$11,500.00	\$11,500.00
Fee Amount Remaining After Approved and Pending: \$2,100.00	Fee Amount Remaining After Approved and Pending: (\$1,100.00)

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.

Reports
<u>Defendant Detail Budget Report</u> Detail budget info for defendant
Form CJA20 Defendant Summary Budget Report Totals only of budget info for defendant

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

Home	Operations	<u>Reports</u>	Links	Help	Sign out
> <u>Reports</u>					
Internal					
Attorney T	ime				
Appointme	nt Report				

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.

Counsel Budget	Defendar	nt: Jebedi	ah Brans	son							
Type of Representation:	Crimina	I Case									
Budget Amount Request	ed: \$0.00										
Budget Amount Approve	d: \$9,900.0	0									
			Per	ding			Ap	proved		Amount R	temaining
Time Period For Voucher	Voucher Number	Fees	Expe	nses	Total	Fees	Expe	nses	Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Attorney: Andrew Anders	(Appointing C	ounsel)			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

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

Expert and Other Se	rvices Budge	t - Requirin	g Authorization					Defendant	Jebediah Branson
			Pending			Approved		Amount R	temaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expenses	Total	After Approved	After Approved
			Travel Other			Travel Other			And Pending
Authorization Number: 01 Speciality: Chemist, Toxic		Amoun	t Requested: \$1,000.00	Amount	t Authorized:	\$0.00		Attorney	y: Andrew Anders

\$0.00

Total Approved:

\$6,350.00

\$3,550.00

Total Pending:

Grand Totals for the Representation Defendant: Jebediah Branson										
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding			Appr	roved		Combin	ed Total
vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this	Fees	Expe	nses	Total	Fees	Expe	nses	Total	Approved a	and Pending
		Travel	Other			Travel	Other		Fees	Fees and Expenses
representation. *Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

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\$3,550.00

Defendant Summary Budget Report

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

			Defendant Sun 1:	nmary Buo 14-CR-08	• •	-			
Counsel Budget	Defendant:	Jebedia	h Branson						
ype of Representation:	Criminal	Case							
Budget Amount Requeste	d: \$0.00								
Budget Amount Approved	1: \$9,900.00								
			Pending			Approved		Amount R	emaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expenses	Total	After Approved	After Approve
			Travel Other			Travel Other			And Pending
ttorney: Andrew Anders	(Appointing C	ounsel)		Active					
			Total Pending:	\$0.00		Total Approved:	\$6,350.00	\$3,550.00	\$3,550.
Expert and Other Se	rvices Budge	t - Requirir	ng Authorization						Jebediah Brans
			Pending			Approved		Amount R	emaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expenses	Total	After Approved	After Approve
			Travel Other			Travel Other	-		And Pending
uthorization Number: 01 pecialty: Chemist, Toxic		Amoun	t Requested: \$1,000.00	Amount	t Authorized:	\$0.00		Attorney	: Andrew Ande

Grand Totals for the Represe	Grand Totals for the Representation Defendant: Jebediah Bransor									nt: Jebedlah 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		Pen	ding			Аррг	oved		Combin	ied Total
	Fees	Expe	nses	Total	Fees	Expe	nses	Total	Approved a	and Pending
		Travel	Other			Travel	Other		Fees	Fees and Expenses
*Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

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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 Info page, in the Create New Voucher section, click the **Create** link next to CJA-21 to open the Basic Info page. Experts may not initiate their own vouchers. This must be done by the attorney.



Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0542	Jebediah Branson		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
	5:12-CR-00210-14-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	Adult Defendant	Criminal Case
USA V. Branson	of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			•
15:1825.F INSPECTION VIOLAT	ION PENALTIES		
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE 1
\$10,300.00	Albert Albertson		
			DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

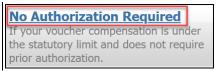
hemist/Taxicologist unt: \$1,000.00 /sychologist unt: \$10,500.00
Chemist/Toxicologist unt: \$900.00

Note: The No Authorization Required link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted*.

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

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



Associated Authorizations Unavailable

If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.

CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
542	Jebediah Branson		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
5:1825.F INSPECTION VIOLAT			
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE 1
\$10,300.00	Albert Albertson		
			DESIGNEE 2
Authorization Sele Select the Associated Authorization Please Select the Associated No Authorization Request	n, or click No Authorization Required. Authorization		

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 Inform	ation	
Service Type	Investigator	✔ *
Description	Research	A
		•

Step 4

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 active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher, and then 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, Ju						
Expert I Details	Info	Julie Jennings 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512					
	who will be resp	• Attorney • Expert onsible for filling the voucher claim part					

Notes:

- Only experts assigned with the service type selected appear in the drop-down list.
- 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.

If the expert does not have an eVoucher account and profile, you must contact an eVoucher administrator to add a new provider.

New Voucher Information							
Service Type	Investigator v *						
Description	Ţ						
Service Provider Search for a service provider. administrator to add a new p	. If you do not find who you are looking for, contact an eVoucher rovider.						
Expert							
Voucher Assignment *	Attorney						
This indicates who will be resp	ponsible for filling the voucher claim part						
Create Voucher							
« First < Previous Ne	ext > Last » Delete Dr	aft					

Step 6

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	Investigator ×						
Description	•						
Service Provider Search for a service p administrator to add a	rovider. If you do not find who you are looking for, contact an eVoucher a new provider.						
Expert Campo	s, Charlene 🗸						
Expert Info Details	Charlene Campos 110 Main Street San Antonio TX 78210 US Phone: 210-555-5900						
Voucher Assignment * OAttorney Expert This indicates who will be responsible for filling the voucher claim part							
Create Voucher							

.	_
Step	

Click Create Voucher.

	110 Main Street San Antonio TX 78210 US Phone: 210-555-5900
Voucher Assignment *	⊖Attorney●Expert
This indicates who will be resp	onsible 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. If the expert is already in the system and the expert radio button is chosen, the expert will receive an email with a link to the voucher for them to complete.
- When you select the expert from the **Expert** drop-down list, 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 again after it appears in the My Active Documents section.

Step 8

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	ocuments	Confirmatio	on			
Servic	es								
Date Units	04/17/2024 *		Description						▲ ▼_
Rate	*						Add	Remove	
* Required Field		the column to th	is area						
To group by a	is a particular Header, drag Description	the column to th	is area.				Units	Rate	Amt
To group by a	a particular Header, drag	the column to th	is area. (Empty)			Units	Rate	Amt
To group by a	a particular Header, drag	the column to th) Go to p	age:	View items			

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	Experies	nses 🕨 🤇	laim Status	Docur	ments	Confirm	ation				
Expens	es											
Date	04/17/2024	- 🛄		Descri	ption							
Expense Type			•									• .
Miles		at \$0.545 p	per mile.									
Amount	*								A	dd [Remov	e
* Required Fields												
To group by a p	articular Header,	drag the col	lumn to this a	rea.								
To group by a p		drag the col Date 🔺	lumn to this ar Description							Mile	Rate	Amt
		Ŭ		1	Empty)					Mile	Rate	Amt
• • • •		Date 🔺		1	Empty)	Go to pa	age:	View it	ems per			Amt

Step 10

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

Basic Info Services Expenses	Documents	Confirmation	
Claim Status			
Start Date *	End Date	*	
	_		
Payment Claims * O Final Payment O Interim Payment O Interim Payment			
Supplemental Payment Withholding Return Payment			
** Reminder: Please select the appropriate claim status.			
* Required Fields « First < Previous Next > Last » Sates and the set of th	ive	Delete Draft	Audit Assist

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 payment number for this request.
- 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 11

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

B	asic Info	Services	Expenses	🕨 Claim Statu	s 🕨 Documen	nts 🕨 Confirma	tion	
S	upport	ting Do	cument	S				
C	File Upload	l (Only Pdf i	files of 10MB	size or less!)				
F	ile	Choose F	ile No file chos	sen				
D	escription							
								Upload
	escription							Delete View
Ľ	-carriene						1	
	« First 🛛 < P	Previous	t > Last »	Sa	ve	Delete Dra	aft	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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

	on				
. CIR./DIST/DIV.CODE	2. P	ERSON REPRESENTED			VOUCHER NUMBER
542 3. MAG. DKT/DEF.NUMBER	Jebi 4. D	ediah Branson IST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER		6. OTHER. DKT/DEF.NUMBER
. IN CASE/MATTER OF (Care !	5:12	2-CR-00210-14-AA AYMENT CATEGORY	9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE
JSA v. Branson	Feld	ony (including pre-trial diversion	Adult Defendant		Criminal Case
1. OFFENSE(S) CHARGED		lleged felony)			
5:1825.F INSPECTION V 2. ATTORNEY'S STATEMENT is the Attorney for the person repre Authorization to obtain the serv	sented above, I here rice. Estimated com	by affirm that the services requested are nec		eby request	
ignature of Attorney Andrew Anders 10 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Smail: <u>andersattorney@g</u>	mail com				
3. DESCRIPTION AND JUSTI	FICATION FOR S	ERVICES(See instructions)	14. TYPE OF SERVICE PROVIDE		15 Other Medical
			02 Interpreter/Translator		□ 15 Other Medical □ 16 Voice/Audio Analyst
5. COURT ORDER			03 Psychologist	0	17 Hair/Fiber Expert
inancial eligibility of the person re ithorization requested in item 12 is	presented having be hereby granted.	en established by the court's satisfaction, the	04 Psychiatrist		18 Computer Hardware/Software/Systems)
ignature of Presiding Judge or By (05 Polygraph		Hardware/Software/Systems)] 19 Paralegal Services
late of Order	Nunc Pro Tun	Date	06 Documents Examiner		□ 19 Paralegal Services □ 20 Legal Analyst/Consultant
			07 Fingerprint Analyst		21 Jury Consultant
Repayment 🗌 YES 🜌 NO			08 Accountant		22 Mitigation Specialist
			09 CALR (Westlaw/Lexis, etc.)	0	23 Duplication Services
			10 Chemist/Toxicologist		24 Other (Specify)
			13 Weapons/Firearms/Explosive		25 Litigation Support Services
			Expert		26 Computer Forensics Expert
			14 Pathologist/Medical Examin	er -	
OTES					
CLAIMS	FOR SERVICES	AND EXPENSES	FC	R COURT	USE ONLY
6. SERVICES AND EXPENSES Compensation		AMOUNT CLAIMED \$0.00	ADJUSTED A	MOUNT \$0.00	REVIEW
. Travel Expenses (lodging, park	ting, meals,	\$0.00		\$0.00	
tileage, etc.) . Other Expenses		\$0.00		\$0.00	
GRAND TOTALS (CLAIMED AND ADJUS)		\$0.00		0.0	
TIN (SSN): •••-•• Electronic paym	ents will b				
	r: 1210002				
Routing Number Account Number			11 B		
Routing Number Account Numbe	1 Payment (#)	Supplemental Payment Withh	olding Payment () (Total)		
Routing Number Account Number Final Payment Interin LAIMANT'S CERTIFICATION Needyo certify that the above chains in fi	n Payment (#) FOR PERIOD OI or services rendered as			e) from any o	ther source for these services.
Routing Number Account Number Final Payment Interin LAIMANT'S CERTIFICATION beaving centrif that is a show claim in f Signature of Claimant Pay	n Payment (#) FOR PERIOD OI or services rendered as ree: Date:	F SERVICE: FROM TO ad is correct, and that I have not sought or received	payment (compensation or anything of valu	e) from any o	ther source for these services.
Routing Number Account Number Final Payment Interim LADIANT'S CERTIFICATION barely centry that the above chain in fi Signature of Claimant Pay as CERTIFICATION OF ATTOD	n Payment (#) FOR PERIOD OI or services rendered as ree: Date:	SERVICE: FROM TO	payment (compensation or anything of valu	e) from any o	ther source for these services.
Routing Number Account Number Final Payment Interim LAIMANT'S CERTIFICATION basely centry that the above chain in a Signature of Claimant Pay S. CERTIFICATION OF ATTOR ignature of Attorney:	n Payment (#) FOR PERIOD OI or services rendered as ree: Date:	SERVICE: FROM TO d is correct, and that I have not sought or received rify that the services were rendered for th	i payment (compensation or anything of value	e) from any o	ther source for these services.
Routing Number Account Number Island Payment Interim LandMATS CERTIFICATION Signature of Claimant Pay 4. CERTIFICATION OF ATTOI ganature of Attorney: Jate Signed:	a Payment (#) FOR PERIOD OI or services rendered as ree: Date: RNEY I hereby ce	SERVICE: FROM TO d is correct, and that I have not sought or received rtify that the services were rendered for th APPROVED FOR PAYMI	payment (compensation or anything of valu		fler rours for flass services.
Routing Number Account Number Fial Paynest laterin LabiANT'S CENTRACINO Signature of Claimant Pay 8. CENTREATION OF ATTOC ignature of Altorney: Jate Signed: 9. TOTAL COMP.	a Payment (#) FOR PERIOD OI tr services rendered as rece: Date: RNEY I hereby ce 20. T	SERVICE: FROM TO d is correct, and that I have not sought or necessent rtify that the services were rendered for th <u>APPROVED FOR PAYMI</u> RAVEL EXPENSES	1 payment (companiation or anything of value is case. ENT - COURT USE ONLY 21. OTHER EXPENSES		22. TOTAL AMT. APPR./CERT.
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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 to create an additional document for this appointment.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592907
Back to: Home Page Appointment Page

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.

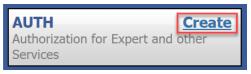
Step 1

In the Appointments' List section, click the case number link to open the appointment record.

	Search:
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <u>Representation ID: 2</u> Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

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



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. In the corresponding fields, enter the estimated amount and basis of estimate, select the service type, enter any notes, and then click **Save**.

542 Lebeclink Branson 5342 Lebeclink Branson 5 MAG. DKTDETNABER 6. OTHER. DKTDETNABER 5. APPEALS. DKTDETNABER 6. OTHER. DKTDETNABER 5. 12-CR-00210-14-AA 7. DYPE PERSON REPRESENTED 10. REPRESENTATION TYPE Felony (including pre-trial diversion) adult Defendant Criminal Case 11. OFTENSK(5) CHARGED 5.1252 F. INSPECTION VIOLATION PENALTIES 12. ATTORNY'S NAME AND MAILING ADDRESS 13. COURT ORDER Adult Defendant C C c-Counset Defender Defender Defender Defender Domsel Atomey Andrew Andres C C a-Counset Defender Defender Domsel Atomey Standtonio TX 78210 L Learned Counset Claphone: 10.0-555-1234 C Laberson Claphone: 10.0-555-1234 C Subs for Pro Claphone: 10.0-555-1234 Subs for Pro </th <th>Basic Info Documents</th> <th>Confirmation</th> <th></th> <th></th> <th></th> <th></th>	Basic Info Documents	Confirmation				
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Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** 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				
Supporti	ing Doci	uments				
File Upload ((Only Pdf file	s of 10MB size or l	less!)			
File	Choose File	Document.pdf				
Description	Document					
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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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

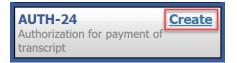
Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592915
Back to:
Home Page
Appointment Page

Creating an Authorization for Transcripts (AUTH-24) -

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

Step 1

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



Step 2

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

	2. PERSON REPRESENTED			VOUCHER NUMB	PD
542	Jebediah Branson			VOUCHERNOMB	LK
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.		6. OTHER. DKT/D	
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPI	RESENTED	10. REPRESENTA	TION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
1. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROF	IIBITED ACTIVITIES				
2. ATTORNEY'S NAME AND MAILIN		13. COURT ORDER			
avid Dd Attorney - Bar Numbe 500 Main St	r: 1234123	AAssociate	C Co-Counsel	D Federal	F Subs for Federa
an Antonio TX 78209		L Learned Counsel	O Appointing	P Subs for Panel	R Subs for Retain
hone: 2105552500 mail: daviddattorney@gmail.co	-	(Capital Only)	Counsel	Attorney	Attorney
man. <u>uaviodattorney@gmail.co</u>	<u>111</u>	S Pro Se	☐ T Retained Attorney	U Subs for Pro Se	□ X Administrative
		U Y Standby Counsel			
4. LAW FIRM NAME AND MAILING	170720	Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order		he Court ro Tunc Date	
4. LAW FIRM NAME AND MAILING	ADDRESS	7/1/2024			
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Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** 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	
Suppor	ting Documents	
File Upload	l (Only Pdf files of 10MB size or less!)	
File	Choose File No file chosen	
Description	Proposed Order	
		Upload
Description		Delete View
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<pre>« First < Pr</pre>	revious 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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Confirmation			
. CIR/DIST/DIV.CODE 542	2. PERSON REPRESENTED Jehediah Branson		VOUCHER NUMBER
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
SA v. Branson	of alleged felony)	Adult Defendant	Criminal Case
I. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHIE	SITED ACTIVITIES		
	REQUEST AND AUTHOR	IZATION FOR TRANSCRIPT	
PROCEEDING IN WHICH TRANSCR entencing hearing scheduled for 1			
timony, prosecution argument, defense arg		or miscellaneous conferences.	statement, defense opening statement, witness rgument, defense argument, prosecution JUDGE'S INITIALS
A. Apportioned Cost % of trans	script with		
B. 14-Day Transcript	7-Day 3-Day Next-Day	2-Hour Realtime Unedited	
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ATTORNEY'S STATEMENT		16. COURT ORDER	
hereby affirm that the transcript representation. I, therefore, reques services at the expense of the U	epresented who is managed above, I requested is necessary for adequate at authorization to obtain the transcript nited States pursuant to the Criminal lice Act.	the Court's satisfaction the autho	represented having been established to rization requested in Item 15 is hereby ranted.
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Circular of Ar	tornev Date		
Signature of At	, ,	Date of Order	Nunc Pro Tunc Date
David Dd Att	orney	Date of Order	ivane rio rune Date
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✓ I swear and affirm the Date: 10/25/2024 9:57:49	truth or correctness of the abov	re statements	Submit

Step 5

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:
0542.0593051
Back to:
<u>Home Page</u> <u>Appointment Page</u>

Creating a CJA-24 Voucher —

Once an authorization is approved, the court will initiate a CJA 24 voucher for the official court reporter to complete. The only time counsel will need to create one is if the transcript is from a different court (i.e. county, another district, etc...). Once completed, the attorney will have to submit the CJA 24 voucher to the court.

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

Step 1

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



Step 2

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

. CIR./DIST/DIV.CODE 542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
. IN CASE/MATTER OF(Case Name) ISA v. Branson	 PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) 	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
1. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHI	,		I
XCESS FEE LIMIT	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
10,300.00	Albert Albertson		
Authorization Sele	ection n, or click No Authorization Required.		DESIGNEE 2
Authorization Sele elect the Associated Authorizatio	ection n, or click No Authorization Required.	porter / Transcript	DESIGNEE 2
Authorization Sele elect the Associated Authorizatio Please Select the Associated ID Number: 593051 Order Date: 10/25/2024	ection n, or click No Authorization Required.	y i	DESIGNEE 2
Authorization Sele elect the Associated Authorizatio Please Select the Associated ID Number: 593051 Order Date: 10/25/2024 Proceeding Transcribed: Trial dat	ection on, or click No Authorization Required. I Authorization Service Type: Court Re Special Handling: 3-Da	y /18/2024, including voir porter / Transcript	DESIGNEE 2

Note: The **No Existing Authorization in eVoucher** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until it is highlighted*.

Please Select the Associated Auth	orization
ID Number: 593051 Order Date: 10/25/2024	Service Type: Court Reporter / Transcript Special Handling: 3-Day
Proceeding Transcribed: Trial days 1-3 dire, witness testimony, pros	, 09/16/2024, 09/17/2024, and 09/18/2024, including voir
ID Number: 593052 Order Date: 10/25/2024	Service Type: Court Reporter / Transcript Special Handling: 7-Day
Proceeding Transcribed: 08/14/2024, [of Plea Hearing	Okt # 37 - Arraignment on Superseding Indictment and Entry

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link.



Associated Authorizations Unavailable

If there are no associated authorizations available, a message appears indicating that no authorization requests were found, and you must click the **No Existing Authorization in eVoucher** link to proceed.

I. CIR./DIST/DIV.CODE 1542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
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 12:1457.M PENALTIES - PROHI	BITED ACTIVITIES		
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2
Authorization Select Select the Associated Authorization, or Please Select the Associated Aut	r click No Authorization Required.		

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

New Vouch	er Informa	ation			
Description				•	
Court Repo	rter/Transcr	iber Status			
Official	Contract OTra	anscriber Oother			
Service Pro	vider				
Search for a s		If you do not find who you are	looking		
for, contact an	eVoucher admi	inistrator to add a new provider.			
for, contact ar Expert	eVoucher admi		~		
	Expert, Le		~		
Expert Expert In Details	Expert, Lev nfo signment *	/ar LeVar Expert 2600 Main Street San Antonio TX 78210 US	~		

Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.
- Click the **Attorney** or **Expert** radio button to indicate whether you or the expert (in this case, the court reporter) will complete the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert completes the required expense information and submits the form. The attorney then approves and submits to the court.

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

	Date Service T	ype	04/22/	2024	•		••	Description				* *
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Required Fields To group by a particular Header, drag the column to this area. Service Incl. Rate Type Date ↑ Description Number: Pages Page Apportioned Adjusted Toto					-						Add Delete	e Item
Service Page No. of Per Type Date [↑] Description Number: Pages Page Apportioned Adjusted Tot											Delet	
						no urcu.			No. of		 	
Original 04/22/2024 Transcription 15 15 10.00 1				-							Adjusted	Total
				n								150.
				n				15	1	5 10.00		

Step 5

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

Required Fields To group by a particular Header, drag the column to this area.	Required Fields To group by a particular Header, drag the column to this area. Expense Type Dat ↑ Description Mile Rate A	Date 04/2 Expense Type Miles Amount	22/2024 *	Description		Add Remov	• *
		fo group by a particu		this area.			
					M		A:
							_

Click the **Documents** tab, or click **Next** on the progress bar. Click **Choose File** to locate your file, and then enter 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				
Suppor	ting Do	cuments	5					
File Uploa	d (Only Pdf	files of 10MB s	size or less!)					
File	Choose F	ile No file chos	ən					
Description	Document							
							Up	load
Description							Delete	View
Document.pdf							<u>Delete</u>	View
« First	Previous Nex	t > Last »	Save		Delete Dra	ft	Au	idit 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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

			-			
Confirmation						
. CIR./DIST/DIV.CODE 542	2. PERSON REPRES Jebediah Branson	ENTED			VOUCHER NUMBER	
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.N 5:78-CR-00210-8	UMBER	5. APPEALS. DKT/DE	FNUMBER	6. OTHER. DKT/DEF.N	UMBER
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATE	JORY	9. TYPE PERSON RE	PRESENTED	10. REPRESENTATION	TYPE
JSA v. Branson	Felony (including of alleged felony)	pre-trial diversion	Adult Defendant		Criminal Case	
11. OFFENSE(S) CHARGED 2:1457.M PENALTIES - PROHI	BITED ACTIVITIES					
		T AND AUTHORI	ZATION FOR TRA	NSCRIPT		
2. PROCEEDING IN WHICH TRANSC Sentencing hearing scheduled for	10/25/2024					
13. PROCEEDING TO BE TRANSCRIBE estimony, prosecution argument, defense av Trial days 1-3, 09/16/2024, 09/17	D (Describe specifically). ! gument, prosecution rebutt	OTE: For trial transcrips al, jury instructions, and/c	ts, specify, e.g., voir dire, or miscellaneous confere	prosecution opening sta uces.	tement, defense opening sta	tement, witness
ebuttal, jury instructions, and/or r	/2024, and 09/18/202 niscellaneous confere	 including voir dir inces. 	e, witness testimor	y, prosecution argu	iment, defense argum	ient, prosecution
4. SPECIAL AUTHORIZATIONS					JUDGE'S IN	TIALS
A. Apportioned Cost % of tran	script with					
B. 14-Day Transcript	7-Day 🗹 3-Day	□Next-Day □2	-Hour URealtin	e Unedited	AA	1
C. In this multi-defendant case,				ery of accelerated		
transcript services to persons 5. ATTORNEY'S STATEMENT	proceeding under th	command Justice A	16. COURT ORDER			
As the attorney for the person			Financial eligibil	ity of the person re	presented having bee	n established to
hereby affirm that the transcrip representation. I, therefore, requ	est authorization to o	btain the transcript	the Court's satis	faction the authoria	ration requested in Ite nted.	m 15 is hereby
services at the expense of the U					Albertson	
Ju David Dd Attorney /S		024 10:22:06	Signatu		ge or By Order of the	Court
Signature of Attorney	10/25/2	Date)24 09:49:10	5	
		Date		of Order	Nunc Pro	Tunc Date
David Dd Attorney			Date		11010110	
Printed Name						
Telephone Number: 2105552500		CLAIMS EO	R SERVICES			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	15	see detail	\$150.00	see detail see detail	\$150.0
Copy Expenses (Itemize)	see detail	0	see detail	\$0.00	see detail	\$0.0 \$10.9
LeVar Expert TIN (EIN):40 Electronic payments Routing Number: 12			OVER ID NUMBER O	PAVEE	AMOUNT CLAIMED:	\$160.3
TIN (EIN):40 Electronic payments Routing Number: 12: Account Number:	1000248, FAKE	BANK		PATEE		5166.3
TIN (EIN):40 Electronic payments: Routing Number: 12: Account Number: 7.COURT REFORTER/TRANSCRIBER CONTact Inclanator Contract Inclanator Centract NetWork of the does claim a fir protein	1000248, FAKE 22 status	BANK		PATEE		5166.
TIN (EIN):40 Electronic payments: Routing Number: 12: Account Number: COURT REPORTER/TRANSCRIBER COURT REPORTER/TRANSCRIBER	1000248, FAKE22 STATUS Transcriber Transcriber RVCE PROVIDED rendered and is correct, and that	BANK	I pryment (response)	PATEE acycling of value, from acy	other source for these services.	51663
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TIN (EIN):40 Electronic payments Routing Number: 2: Account Number: Count REPORTER TRANSCRIBER Official Contract Contr	1000248, FAKE	BANK Other It have not sought or receive ATTORNEY Cl that the services were re- Clerk	i payment (conpensation or ERTIFICATION adverd and that the tra 	aqoling q'value) from my ascript was received. Date E ONLY	other source for these services. Date:	5100.1
TIN (EIN):40 Electronic payments Routing Number: 12: Account Number: COURT REPORTER/TRANSCRIBER COURT REPORTER/TRANSCRIBER COURT ALL AND CENTRAL AND OF ST Management of Claimant Payee: EL CENTRICATION OF ATTORNEY ON Signature of Claimant Payee: EL CENTRICATION OF ATTORNEY ON Signature of Claimant Payee: EL CENTRICATION OF ATTORNEY ON Signature of Claimant Payee: EL CENTRICATION OF ATTORNEY ON	1000248, FAKE STATUS STATUS Transcriber KNICE PROVIDED Rederad and is correct, and that R CLERK I hereby certify acture of Attorney or APPRC	BANK Other ATTORNEY CI that the services were re Clerk WED FOR PAYME	I payment (conpensation or ERTIFICATION adverse and that the tra- INT COURT US Date	agothy givalue/ from say accepting givalue/ from say ascript was received. Date E ONLY 24. AMOUNT	other source for these services Date: 	5166.5
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TIN (EIN):40 Electronic payments Routing Number: 12: Account Number: Count Reporter TRANSCRIPER Official Contract CONTROL	STATUS STATUS Transcriber KITCE FROVIDED RECERK I hereby certific tature of Attorney or APPRC or Clerk of Court Attention: The	BANK Other The act sought or receive ATTORNEY CI ATTORNEY CI Clerk WED FOR PAYME NOTES you enter with NOTES you enter with	I poyment (compresention or ERTIFICATION andered and that the tra- ENT COURT US Date II be available to th	argelong q'value/ from any angelong q'value/ from any asceript was received. Date E ONLY 24. AMOUNT 24. AMOUNT 14. AMOUNT	oher sours for fase service. Date: APPROVED Vel.	516.
TIN (EIN): •••••••40 Electronic payments Routing Number: 12. Account Number: ••• Clocket REPORTER/TRANSCRIBER Official Contract Official Contract Clocket Official Contract Cl	1000248, FAKE STATUS STATUS Transcriber STATUS Transcriber RCLERK Thereby certific adducter of Attorney or APPRO or Clerk of Court Attention: The truth or correctr urate.	BANK Other The act sought or receive ATTORNEY CI ATTORNEY CI Clerk WED FOR PAYME NOTES you enter with NOTES you enter with	I poyment (compresention or ERTIFICATION andered and that the tra- ENT COURT US Date II be available to th	argelong q'value/ from any angelong q'value/ from any asceript was received. Date E ONLY 24. AMOUNT 24. AMOUNT 14. AMOUNT	other source for these service. Date: APPROVED Vel.	Subm
TIN (EIN): •••••••40 Electronic payments Routing Number: 12: Account Number: ••• Official Contract Official Contract Official Contract CALANY CENTIFICATION OF SI Gamma Contract Signature of Claimant Payee Discrete Tensor Contract Signature of Judge Public/Attorney Notes I I Swear and affirm the account selected is acc	1000248, FAKE STATUS STATUS Transcriber STATUS Transcriber RCLERK Thereby certify aature of Attorney or APPRC or Clerk of Court Attention: The truth or correctr urate. IS	BANK Other The act sought or receive ATTORNEY CI ATTORNEY CI Clerk WED FOR PAYME NOTES you enter with NOTES you enter with	I poyment (compresention or ERTIFICATION andered and that the tra- ENT COURT US Date II be available to th	argelong q'value/ from any angelong q'value/ from any asceript was received. Date E ONLY 24. AMOUNT 24. AMOUNT 14. AMOUNT	other source for these services. Date: APPROVED Vel,	

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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592923
Back to:
Home Page
Appointment Page

Creating a Budget Auth

The Budget Auth document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit's case budgeting attorney and/or the court's CJA administrator.

Step 1

On your home page, in the Appointments' List section, click the link for the case from which you want to create the budget auth.

_		
-17	Appointments' List	
		Search:
	Appointments	Defendant
	Case: 5:12-CR-00210-AA Defendant #: 14 Case Title: USA v. Branson Attorney: Andrew Anders <u>Representation ID: 319034</u> Appointment ID: 325416	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/01/24 Pres. Judge: Albert Albertson Adm./Mag Judge:
	Case: 1:55-CR-05555-AA Defendant #: 101 Case Title: USA v. Bob Smith Attorney: Andrew Anders <u>Representation ID: 319036</u> Appointment ID: 325418	Defendant: Bob Smith Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/09/23 Pres. Judge: Albert Albertson Adm./Mag Judge:
1		Page 1 of 1 (2 items)

Step 2

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

Appointment In this page you will find a summary about this	Appointment In	6 Edit Appointment Delete	Add Associate
appointment, including a list of	1. CIR/DIST/DIV.CODE 0542	2. PERSON REPRESENTED Bob Smith	
vouchers related to this appointment and links to create	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-05555-101-AA	5. APPEALS. DKT/DE
new vouchers	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REI
	USA v. Bob Smith	Felony (including pre-trial diversion of alleged felony)	Adult Defendant
View Representation	11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF STAT	IUS AS INSURED BANK	
Create New Voucher	12. ATTORNEY'S NAME AND MAILING AI	DDRESS	13. COURT ORDER
Create New Youcher	Andrew Anders 110 Main Street		
AUTH <u>Create</u> Authorization for Expert and other Services	San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400		L Learned Counsel (Capital Only)
	Email: aandersattorney@gmail.com		S Pro Se
AUTH-24 Create Authorization for payment of transcript			U Y Standby Counsel
BUDGETAUTH Create Authorization for Excess Attorney Fees and/or Expert and other Services on			Prior Attorney's Name Appointment Dates Signature of Presiding J Albert Albertson Date of Order
Budgeted Case	14. LAW FIRM NAME AND MAILING ADD	RESS	10/9/2023

On the Basic Info page of the budget auth, the **Budget Phase/Stage** (e.g., Pretrial/Trial/ Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields are required. In the **Notes** field, you can optionally add notes to be viewed with the requested amounts (you still have an opportunity to include notes on the Confirmation page).

Note: If no attorney fees are being requested, you MUST type **0** in the **Requested Additional Attorney Fees** field before submitting the budget auth.

BUDGETAUTH	Basic Info Authorizatio	n Request Documents	Confirmation	1		
Request Entry	Basic Info					
Def.: Bob Smith	1. CIR/DIST/DIV.CODE 0542	2. PERSON REPRESENTED Bob Smith			VOUCHER NUME	ER
Link to CM/ECF	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-05555-101-AA	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT/I	EF.NUMBER
	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REP	RESENTED	10. REPRESENTA	TION TYPE
Voucher #:	USA v. Bob Smith	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
Request Date:	11. OFFENSE(S) CHARGED				•	
Decision Date:	12:1818.F TERMINATION OF STAT 12. ATTORNEY'S NAME AND MAILING AN		13. COURT ORDER			
	Andrew Anders 110 Main Street	JURE 35	A Azzociate	C Co-Counsel	D Federal Defender	F Subs for Federal
Tasks	San Antonio TX 78210		L Learned Counsel	O Appointing	P Subs for Pane	Defender R Subs for Retained
Link To Appointment	Phone: 210-555-1234 Cell phone: 210-555-2400		(Capital Only)	Counsel T Retained	Attorney	Attorney
Link To Representation	Email: aandersattorney@gmail.com		_	Attorney	Se	∟ X Administrative
			└─ Y Standby Counsel			
			Prior Attorney's Name Appointment Dates			
Reports			Signature of Presiding Ju Albert Albertson	idge or By Order of t	he Court	
Form Budget Auth	14. LAW FIRM NAME AND MAILING ADD	PFCC	Date of Order	Nune F	ro Tunc Date	
BUDGETAUTH - Reject	14. LAW FIRM NAME AND MAILING ADD	RESS	10/9/2023			
BUDGETAUTH - Attorney			Repayment 🗌 YES 🔽	NO		
Case Summary Report		177WK				
Case Summary Report	Order Date					
	Nunc Pro Tunc Date					
	Budget Phase/Stage	Pretrial	*			
	Attorney Funding Inform	ation				
	Representation Limit Upon Submis	sion \$ 10,300.00		-		
	Requested Additional Attorney Fee					
	Authorized Additional Attorney Fee					
	Grand Total Authorized Attorney Fe	ees \$ 10,300.00				-
	Notes	Optional Notes				A
						•
	« First < Previous Next >	Last » Save			Delete	Draft

Click the **Authorization Request** tab. On the Request For Service Providers page, from the **Service Provider Type** drop-down list, select the service provider(s) type you are requesting, if any. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. The provider request appears in the grid below. Continue to add service providers.

Basic Info 🕨 Authori	zation Request Docume	nts Confirmation	
Request For S	Service Provide	rs	
Service Provider Type	Interpreter/Translator	*	
	Previous Authorizatio	ns for this Provider Type:	
	ID Number: 592927 Order Date: 02/01/2024 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Estimated Amou	terpreter/Translator nt: \$5,000,000.00
Previously Authorized Amoun	t \$0.00		
Additional Amount Requested			
Additional Amount Authorized			
Description			
			Ŧ
Notes			
Court Notes			A
* Required Fields			Add Remove
To group by a particular Head	er, drag the column to this area.		
Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Interpreter/Translator	\$0.00	\$10,000.00	

Step 5

If there is no prior authorization for the provider type being requested, you only need to enter an amount requested in the **Additional Amount Requested** field.

ervice Provider Type	Documents Examiner	
	Previous Authorizations for this Provider Type:	
	No Previous Authorizations Found	
Previously Authorized Amount	\$0.00	
Additional Amount Requested	\$1,000.00 *	
dditional Amount Authorized		
Description	▲	
	▼	
Notes		
Court Notes		
	•	

Click the **Documents** tab. On the Supporting Documents page, upload any relevant documents.

Basic Info	Authorization Request Documents Confirmation	
Support	ing Documents	
File Upload	(Only Pdf files of 10MB size or less!)	
File	Choose File No file chosen	
Description		
		Upload
Description		Delete View
	No Attachments	

Click the **Confirmation** tab. On the Confirmation page, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, include any additional information to the court.

Select the check box to swear and affirm the accuracy of the voucher, which automatically time stamps it. Click **Submit**.

Basic Info	Authoriza	ation Request	Documen	its 🕨 Con	firmation	_		
Confirm	ation							
CIR/DIST/DIV.COD		2. PERSON REL	PRESENTED				VOUCHER	JUMBER
42		Bob Smith						
MAG. DKT/DEF.NU	MBER	4. DIST. DKT/D 1:55-CR-055		5. APPEA	LS. DKT/DEF.N	UMBER	6. OTHER. I	DKT/DEF.NUMBER
IN CASE/MATTER (OF(Case Name)	8. PAYMENT C		9. TYPE I	PERSON REPR	ESENTED	10. REPRES	ENTATION TYPE
SA v. Bob Smith			ding pre-trial dive	rsion Adult D	efendant		Criminal C	ase
. OFFENSE(S) CHAF		of alleged fel	ony)					
:1818.F TERMIN	NATION OF S	STATUS AS INSU	RED BANK					
. ATTORNEY'S NAM ndrew Anders	ME AND MAILIN	G ADDRESS		13. COUR	T ORDER			
0 Main Street				AAsso	ciate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
n Antonio TX 78				LLea	rned Counsel	O Appointing	P Subs for	Panel R Subs for Retained
none: 210-555-12: ell phone: 210-55:				(Capital C	Only)	Counsel	Attorney	Attorney
nail: <u>aandersattor</u>		om		S Pro	Se	T Retained Attorney	U Subs fo	r Pro 🛛 🗌 X Administrative
				VStar	idby Counsel	Attorney	.5e	
					luby Counser			
				Prior Atto Appointme	ney's Name			
				Signature	of Presiding Jud	ge or By Order of t	he Court	
				Albert A Date of Or	lbertson		ro Tunc Date	
I. LAW FIRM NAME	AND MAILING	ADDRESS		10/9/202		Nunc P	to func Date	
				Repayment	nt 🗌 YES 🜌	NO		
				1				
ttorney Fundi		ation	650.00	0.00		0.1		\$10,300.00
equested Additional A	Attorney rees		\$50,0	00.00 Represent	d Additional At			\$10,300.00
				Addionize	a Additional At			
				Grand Tot	al Authorized A			\$10,300.00
ptional Notes				Grand Tot	al Authorized A			\$10,300.00
optional Notes Requests For Section 1995		iders Previously Authorized Amount	Additional Amount Requested	Additional Amount	al Authorized A			\$10,300.00
ptional Notes Requests For Service Provider Type		Previously	Amount Requested	Additional				\$10,300.00
ptional Notes Cequests For S ervice Provider Type terpreter/Translator		Previously Authorized Amount	Amount Requested 0 \$10,000.00	Additional Amount				\$10,300.00
ptional Notes Lequests For S prvice Provider Type terpreter/Translator ocuments Examiner		Previously Authorized Amount \$0.0	Amount Requested 0 \$10,000.00 0 \$1,000.00	Additional Amount				\$10,300.00
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ptional Notes Lequests For S rvice Provider Type terpreter Translator occuments Examiner rtals der Date gnature of Attorney gnature of Presiding	e Judge	Previously Authorized Amount \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.	Amount Requested 0 \$10,000.00 0 \$10,000.00 0 \$11,000.00 0 \$11,000.00 variation variation	Additional Amount Authorized Budget Pf Pretrial Date Sign	Description		-	mount \$61,000.00 nount
ptional Notes Requests For S Requests For S revice Provider Type terpreter Translator occuments Examiner otals reder Date gnature of Attorney gnature of Presiding	e Judge	Previously Authorized Amount \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.	Amount Requested No 0 \$10,000.00 \$1,000.00 \$10,000.00 \$10,000.00 \$11,000.00 \$10,000.00	Additional Amount Authorized Budget PP Pretrial Date Sign Judge Coc Judge Coc	Description	attorney Fees	Approved Ar Approved Ar	mount \$61,000.00 nount
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A confirmation screen appears, indicating the previous action was successful and the budget auth has been submitted to the court. Click the **Home Page** link to return to the home page, or click the **Appointment Page** link to create an additional document for this appointment.

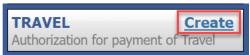
Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592928
Back to:
Home Page
Appointment Page

Creating a Travel Voucher -

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work. A travel authorization is required for any and all travel outside of the Middle District.

Step 1

On the Appointment Info 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.

I. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED				VOUCHER NUMBER	R
)542 3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS	. DKT/DEF.N	UMBER	6. OTHER. DKT/DE	F.NUMBER
7. IN CASE/MATTER OF(Case Name)	5:12-CR-00210-14-AA 8. PAYMENT CATEGORY Felony (including pre-trial diversion of		RSON REPRE	SENTED	10. REPRESENTATI	ON TYPE
JSA v. Branson	alleged felony)	Adult Defe	endant		Criminal Case	
11. OFFENSE(S) CHARGED 5:1825.F INSPECTION VIOLAT						
12. ATTORNEY'S NAME AND MAILING Andrew Anders	ADDRESS	13. COURT	ORDER		0	0
10 Main Street San Antonio TX 78210		A Associa		C Co-Counsel	D Federal Defender	F Subs for Federal Defender
Phone: 210-555-1234 Cell phone: 210-555-2400		L Learne (Capital Onl	ed Counsel ly)	O Appointing Counsel	P Subs for Panel Attorney	☐ R Subs for Retained Attorney
Sell phone: 210-555-2400 Smail: <u>aandersattorney@gmail.con</u>	4	S Pro Se		T Retained Attorney	U Subs for Pro Se	X Administrative
		Y Standb	oy Counsel			
			Dates Presiding Judg	e or By Order of the C	ourt	
14. LAW FIRM NAME AND MAILING AI	DRESS	Albert Alb Date of Orde 4/1/2024		Nune P	ro Tunc Date	
			□yes 🗹 N	0		
Travel Agency to be Used:	National Travel Service (NTS) 🗸					
Travel Agency to be Used:	National Travel Service (NTS) ➤ National Travel Service (NT 707 Virginia Street East Suite 100 Charleston, WV 25301	s)				

Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. On the Request for Travel page, 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 Confirmation									
Reques	t For Tra	avel*							
* Required Fields									
Name and Title	e of Person Trave	ling:	Andrew Anders				*		
Address of Per	son Traveling:		123 Way San Antonio, TX 7	8210			▲ [™]		
Travel From Lo	ocation:		San Antonio, TX				*		
Travel To Loca	tion:		Los Angeles, CA				*		
Estimated Date	es of Travel:		5/25-5/28				*		
Travel Beguest	todi X		Estimated Cost:	Instructions	or requesting	a amounto fo	s the travel items		
Travel Request							r the travel items:		
		nent Travel Agency:		Complete th	e estimated d	lollar amoun	t for each applicable line.		
Ground Transp			30.00				omatically calculated base the Travel line items.		
	iotels & meals):	_	150.00						
Other:				Complete in	formation for	one traveler	per form.		
Total Estimate	d Cost:		580.00						
Total Authorize	ed:								
			Travel to meet wit	th witness.					
Purpose and Ju	istification:						* *		
Court Notes:							•		
court notes.									
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						(Add Remove		
			ernment travel regulatio	ons. Actual cost of I	notel and meals	up to the esta			
		n compliance with gove up to the M&IE rate.	ernment travel regulatic	ons. Actual cost of I	notel and meals	up to the esta	Add Remove		
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for travel for one	day or last day is u			ons. Actual cost of l	notel and meals	; up to the esta	Add Remove		
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To group by a pa To group by a pa Traveler Andrew Anders	day or last day is u articular Header, dr Travel From San Antonio, TX	up to the M&IE rate. ag the column to this Travel To Tr	area. ravel Dates Ju	urpose and istification meet with witness.	Estimated		Add Remove ablished per diem rate. Expen		

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** 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		rmation	
	ting Document			
File Description	Choose File No file cho Travel Receipts	sen		Upload
Description Travel Receipts				Delete View Delete View
<< First < Pre	evious 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. On the Confirmation page, in the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Confirm									
. CIR./DIST/DIV.COI 542	DE	2. PERSON REP Jebediah Bran					VOUCHER	R NUMBER	L
. MAG. DKT/DEF.NU	UMBER	4. DIST. DKT/DI 5:12-CR-0021	EF.NUMBER		5. APPEALS. DKT/DEF.N	NUMBER	6. OTHER	. DKT/DEI	NUMBER
. IN CASE/MATTER	OF(Case Name)	8. PAYMENT CA			9. TYPE PERSON REPR	ESENTED	10. REPRI	ESENTATI	ON TYPE
SA v. Branson		Felony (includ alleged felony	ding pre-trial divers 7)	sion of	Adult Defendant		Criminal	Case	
1. OFFENSE(S) CHA 5-1825 F INSPEC	RGED CTION VIOLATIO	NPENALTIES							
	ME AND MAILING AD				13. COURT ORDER				
ndrew Anders					—	C Co-Coun	, D Fede	ral	F Subs for Federal
10 Main Street					A Associate	C Co-Coun	sel Defender		Defender
an Antonio TX 7 hone: 210-555-12	234				L Learned Counsel (Capital Only)	O Appointi Counsel	ng D Subs Attorney	for Panel	R Subs for Retained Attorney
ell phone: 210-5: mail: <u>aandersatto</u>	55-2400 <u>mey@gmail.com</u>				S Pro Se	T Retained Attorney	U Subs	for Pro Se	XAdministrative
					U Y Standby Counsel	-			
Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson									
4. LAW FIRM NAME	E AND MAILING ADDE	RESS			Date of Order 4/1/2024	NU	nc Pro Tunc Date		
					Repayment VES	NO			
			REO	UESTS	FOR TRAVEL				
				1	Purpose and			1	
Traveler	Travel From	Travel To	Travel Dates		Justification	Estimated	Authorized		Court Notes
ndrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	witness	to meet with 5.	\$580.00			
				TOTAL	S:	\$580.00			
SWEAR OR AFFIRM	M THE TRUTH OR CO	RRECTNESS OF TH	E ABOVE STATEMEN	TS.					
ignature of Attor	mey: Andrew Ander	rs /s/							Date Signed
ignature of Presi	ding Judge	Date Signed			Judge Code		Approv	ed Amou	nt
Signature of Chie Appeals (or Deleg	f Judge, Court of ate)	Date Signed			Judge Code		Approv	ed Amou	nt
		Attention	: The notes you er	nter will	be available to the ne	ext approval le	vel.		
Public/Attorney Notes									
🗹 I swear a	nd affirm the tr /2024 17:14:43	uth or correctr	ness of the abo	ve stat	ements			Sul	omit

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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0542.0592931
Back to:
<u>Home Page</u> <u>Appointment Page</u>

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



Step 2

The Basic Info page appears. Enter the required information, and then click **Save**.

2	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMB	ER.
AG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/D	EF.NUMBER
N CASE/MATTER OF(Case Name) A v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPF Adult Defendant	RESENTED	10. REPRESENTA Criminal Case	TION TYPE
DFFENSE(S) CHARGED 1825.F INSPECTION VIOLAT	ION PENALTIES				
ATTORNEY'S NAME AND MAILING frew Anders Main Street		13. COURT ORDER	C Co-Counsel	D Federal Defender	F Subs for Federal
Antonio TX 78210 ne: 210-555-1234		L Learned Counsel (Capital Only)	✓ O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retaine Attorney
l phone: 210-555-2400 ail: <u>aandersattorney@gmail.co</u> r	<u>n</u>	S Pro Se	☐ T Retained Attorney	U Subs for Pro Se	X Administrative
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order		he Court ro Tunc Date	
LAW FIRM NAME AND MAILING A		4/1/2024 Repayment 🗌 YES 🗹	NO		
nount Requested	*	Amount Approved			
e Trial Hours 0 Trial Hou	urs 0 Sentencing Hours 0	Other In-Court Hou	urs 0 Ou	t-Of-Court Hours	0
	0 Number of Co-Defendant	ts 0			
mber of Counts					

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

Basic Info	Justification	Documents	Confirmation	on	
Justific	ation				
3. Describe disc claimed.	overy materials (natu	re and volume) and	/or discovery pr	actices which are a noteworthy factor in the n	umber of hours
are a noteworth		er of hours claimed	and which were	itencing documents, or legal research not rest drafted originally for this case (do not include	
					*
				ssibility of witnesses interviewed, record collect	tion, document
	hich are a noteworthy			ieu.	*
6. Explain, if no	teworthy, impact on t	he number of hours	claimed of inve	stigative, expert, or other services used (CJA 2	21 voucher)
					Ŧ
	ther any of the follow with client/family, lan			worthy factor in the number of hours claimed ant, or other	and explain each:
	(1) 47				~
8. Explain any e	xpense (items 17 and	1 18 of the CA 20 V	oucher) greater	than \$200	*
Include, if applica complexity; (c) re knowledge, skill e	able: (a) negotiations w esponsibilities involved i efficiency, professionalis	ith U.S. attorney's off measured by the mag sm, and judgment req	ice or law enforce nitude and impor uired of and used	e representation provided to support this com ment agency; (b) complexity or novelty of legal is ance of the case; (d) manner in which duries were by counsel; (e) nature of counsel's practice and h other factors under which services were rendered	ues and factual e performed and ardship or injury
					•
« First < Pre	evious Next >	Last »	Save	Delete Draft	Audit Assist

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** 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	
Support	ing Docu	ments	·	
File Upload	(Only Pdf files	of 10MB size o	r less!)	
File	Choose File	lo file chosen		
Description	Document			
				Upload
Description				Delete View
Document.pdf				Delete <u>View</u>
« First < Pro				

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

ON TRADE AND AND A STORE				
SUPPLEMENTAL INFORM		FOR A COMPENSATION FION MAXIMUM: DIST		OF THE STATUTORY CASE
EXTENDED OR COMPLEX ARAGRAPH 2.22 B(3) OF THE UDICLARY POLICIES AND PRO TERMINING "FAIR COMPENS OF THOSE GUIDELINES, AN	CASE, AND THAT THI GUIDELINES FOR THI OCEDURES, DEFINES 1 SATION." THIS FORM : D DOES NOT REPLAC	E EXCESS PAYMENT IS 1 E ADMINISTRATION OF 1 THE TERMS "EXTENDED SERVES AS COUNSEL'S	VECESSARY TO PROV <i>HE CRIMINAL JUSTIC</i> WAND "COMPLEX," MEMORANDUM RECONTATION REQUIRED	NTATION GIVEN WAS IN AN IDE FAIR COMPENSATION. <i>'E ACT</i> , VOLUME VII, <i>GUIDE TO</i> AND SUGGESTS CRITERIA FOR UIRED BY PARAGRAPH 2.22 C(2) TO SUPPORT THE PAYMENT DADED
TORNEY NAME: Andrew Ande		S NEEDED, AI IACH ADI	DITIONAL SHEETS O	PAPER.
ASE NAME: USA v. Branson OCKET NUMBER: 5:12-CR-002	10-AA DEFENDA	ANT NUMBER: 14	VOUCHE	R NUMBER:
PERIOD OF APPOINTMENT TOTAL NUMBER OF IN-CO				
PRETRIAL HEARINGS: 0 TOTAL NUMBER OF OUT-0 OFFENSES CHARGED: 15	TRIAL: 0 OF-COURT HOURS: 0		CING HEARINGS: 0	ALL OTHER IN-COURT: 0
NUMBER OF COUNTS CHA			R OF CO-DEFENDAN	TS: 0
OTHER PENDING CASES (IF APPLICABLE, SENTENC	DOCKET NUMBERS) ('ING GUIDELINE RAN	OF DEFENDANT DURING	3 REPRESENTATION	G:
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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:
0542.0592940
Back to:
Home Page
<u>Appointment Page</u>

Appendix A: Correcting Errors in Your .csv File -

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

Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



Step 2

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

Errors Or	ıly ○ F	ull Report

	Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson			
Row	Errors	ate	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	/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);	/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 headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (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 header row contains service entry information instead of headers, the data in that row will be ignored and won't import into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

4	А	В	c	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-det 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 arraignme	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, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

Appendix C: Converting the Excel File to .csv Format

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

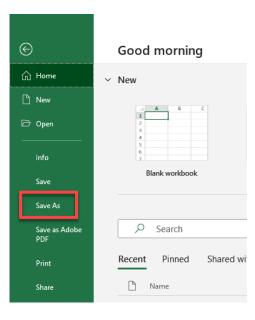


In your Excel file, click the File tab.

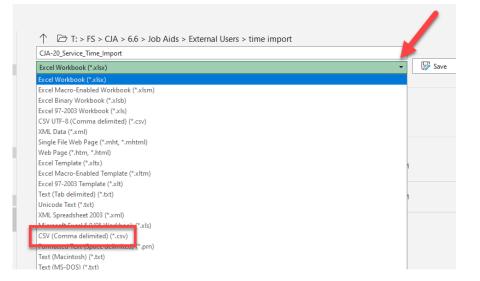
,	AutoSave 💽 Off) 🖪 🔈 - 🤆	~ 🗅 👻	Copy of CJA-20_Service_Time_Import.xlsx - Saved +						
Pa	ile Home Cut Cut Copy ~ Format F Clipboard	Calibri		Da A A -		View Help ~ 환 Wrap Te 프 프 텔 Merge & Alignment	ACROBA ext کا Center ۲	Text \$ ~ % 9 50 Number		
F1	4 *	: × 🗸	fx							
	А	В	C							
1	Date	Hours	Description							
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing 16e. I							
2	0/2/2021	0.3 Attend Arraignment, stavia Zoom						1Eo Arroig		

Step 2

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



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.

· · · · ·					
1.0.1		Name ^	Date modified	Туре	Size
Quick access Documents		🔊 CJA-20 Service Time Import.csv	8/9/2021 10:01 AM	Microsoft Excel C	1 KB
_	*	CJA-20 Service Time Import.xlsx	8/6/2021 2:27 PM	Microsoft Excel W	12 KB
👆 Downloads	► *	FROM THE THE T	0/0/2021 11 20 414	NE 0.5 10	4.120