



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

# CJA eVoucher

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## Attorney User Manual 2015



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## Introduction

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

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

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

## Panel Management

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

## Voucher & Authorization Request Submission

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

## Browser Compatibility

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

## Court Appointment

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

## Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access.

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



CJA eVoucher  
Electronic Voucher Management System

**USER LOGIN, Train 6 Release  
4.2**

**Existing user?** Please log in.

Username:

Password:



[Forgot your login?](#)

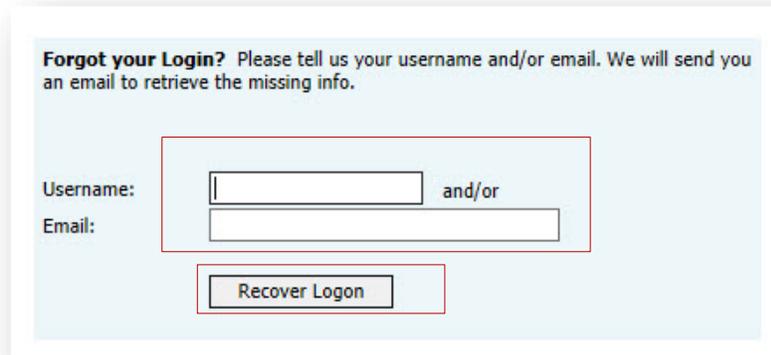
**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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

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

Users are required to change their passwords periodically.

If you forget your username or password, click the [Forgot your login?](#) hyperlink.  
Enter your Username or Email address, and click Recover Logon to retrieve your information.



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

Username:  and/or

Email:

## Home Page

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

Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

### Folder Descriptions

#### My Active Documents

Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.

#### Appointments' List

Quick reference to all your appointments.

#### My Proposed Assignments

Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.

#### My Submitted Documents

Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.

#### My Service Provider's Documents

Contains all the vouchers for your service providers.

This will include:

- 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

Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

## Navigating in the CJA eVoucher Program

The screenshot shows the CJA eVoucher Program interface. At the top, there is a blue menu bar with the following items: Home, Operations, Reports, Links, Help, and logout. Below the menu bar, there is a breadcrumb navigation path: > Home. On the right side of the page, there is a welcome message: Welcome Andrew Anders (Attorney). In the center, there is a section titled ATTORNEY with a small image of hands typing on a keyboard. To the right of this section, there is a user profile box with the following content:

Welcome Andrew Anders:	<a href="#">My Profile</a>
My Appointments:	<a href="#">View</a>

Callouts in the image point to the following elements:

- Breadcrumb Navigation:** Points to the > Home path.
- Menu Bar:** Points to the Home, Operations, Reports, Links, Help, and logout items.
- Attorney login confirmation:** Points to the Welcome Andrew Anders (Attorney) message and the user profile box.

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

## Customizing the Home Page

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

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

### Moving Folders

Step  
1

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

A crosshair icon  will appear.

Step  
2

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

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

### Resizing of Column

Step  
1

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

Step  
2

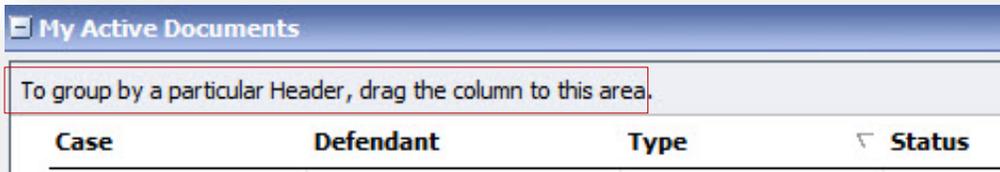
Drag the line in the desired direction to enlarge or reduce the column size.

**Note:**

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

## Customizing the Home Page (continued)

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

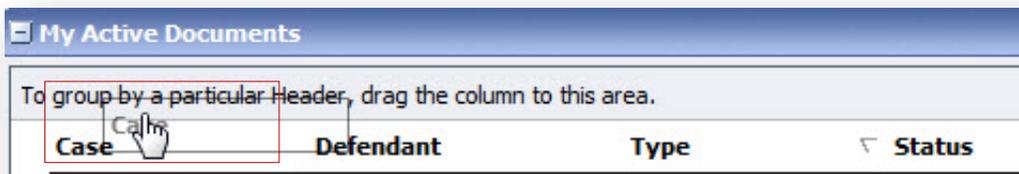


Step  
1

Click the header for the column you wish to group.

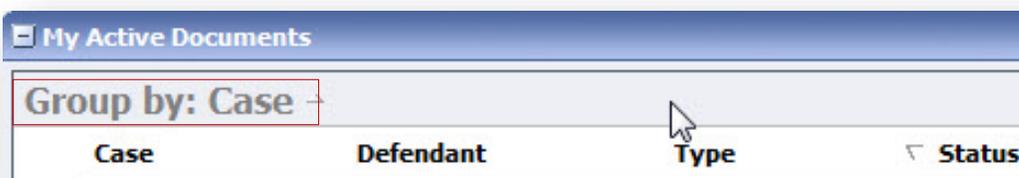
Step  
2

Hold the cursor and drag the header to the “Group by Header” bar.



Step  
3

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



## My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Add a time period in which you will be out of office (Holding Period.)
- Document any CLE attendance (Continuing Legal Education section.)

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

Home Operations Reports Links Help logout

> [Home](#) **My Profile** Contact Us Privacy

Welcome Andrew Anders (Attorney)

ATTORNEY

Welcome Andrew Anders: [My Profile](#)

My Appointments: [View](#)

Home Operations Reports CMECF Links Help logout

> Help > **My Profile** Welcome Andrew Anders (Attorney)

<b>Login Info</b> Your Login information	UserName <b>Anders</b> CM/ECF Access is <b>NOT validated</b>	<a href="#">Edit</a>
<b>Attorney Info</b> Your personal info	Bar Number: <b>12345</b> Your Name: <b>Andrew Anders</b>  <i>Your Contact Info:</i> Phone: 210-833-5623   Cell Phone: 702-555-1212 Fax: deadmail@support.aobx.uscourts.gov  <i>Your Address:</i> 100 Main Street San Antonio, TX 78210 US	<a href="#">Edit</a>
<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Andrew Anders</b> Billing Code:0860-000034 123 Legal Blvd. South AnyTown, DC 12345 - US Phone: 888-555-4000 Fax: 888-555-4001	
<b>Holding Period</b>	No info has been stored. Please click VIEW to type your info.	<a href="#">View</a>
<b>Continuing Legal Education</b>	No info has been stored. Please click VIEW to type your info.	<a href="#">View</a>

## Changing My Profile Username and Password

Step  
1

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

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

**Login Info**  
Your Login information

UserName **Anders** Edit

Step  
2

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

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

**Login Info**  
Your Login information

Username Anders change Close

Password \*\*\*\* reset

Step  
3

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

Step  
4

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

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

**Login Info**  
Your Login information

Username Anders change

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

Confirm \*

Reset cancel

Step  
5

Click **Reset** to save.

Step  
6

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

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

**Login Info**  
Your Login information

Username Anders change Close

Password \*\*\*\* reset

## Attorney Info

### Step 1

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

### Attorney Info

Your personal info

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

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

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

### Step 2

Make any necessary changes.

### Attorney Info

Your personal info

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

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

Bar Number

Tax Identification Number:  
 SSN:   
 Confirm:

First Name      Middle      Last Name  
           

Main Email

2nd Email

3rd Email

Phone      Cell Phone      Fax  
           

Address 1      City  
     

Address 2      State      Zip  
           

Address 3      Country

[cancel](#)

### Step 3

Click **Save**.

### Note:

- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

## Billing Info

If any changes are needed please contact the CJA clerk by email at [CJA@ared.uscourts.gov](mailto:CJA@ared.uscourts.gov)

## Holding Period

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

**Step 1** Under the **Holding Period** section click **View**.

The screenshot shows a light blue box on the left labeled "Holding Period". To its right, the text reads: "No info has been stored. Please click VIEW to type your info." A button labeled "View" is located in the top right corner of the main content area.

**Step 2** Click **Add**.

The screenshot shows the "Holding Period" section with a toolbar containing "Back", "Edit", "Add", and "Delete" buttons. The "Add" button is highlighted with a red box. Below the toolbar is a search bar and a table with columns "Starting", "Ending", and "Notes". The table contains one row with the text "No Holding Period" and "No data" at the bottom right.

**Step 3** Enter the **Starting** and **Ending Date**, along with **Notes**.

The screenshot shows the "Holding Period" section with a toolbar containing "Back" and "Save" buttons. The "Save" button is highlighted with a red box. Below the toolbar are two date pickers: "Starting Date" (07/11/2014) and "Ending Date" (08/01/2014). Below the date pickers is a text area labeled "Notes" containing the text "Vacation Cruise." The "Notes" text area is also highlighted with a red box.

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

## Continuing Legal Education

Step  
1

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

**Continuing Legal Education**

No info has been stored.  
Please click VIEW to type your info.

**View**

Step  
2

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

**Continuing Legal Education**

**Back** **Edit** **Add** **Delete**

Search:

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				

No data

Step  
3

Click the **Credit** dropdown menu to select CLE categories.

**Continuing Legal Education**

**Back** **Save**

Credit: **Sentencing-rel** ▼

Date: 05/01/2014

Hours:

Description:

Document After you save the information about this Continuing Education, you will be able to upload related documents.

Step  
4

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

Step  
5

Click **Save**.

### Note:

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

## Continuing Legal Education (cont'd)

Step  
6

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

The screenshot shows a form for adding a new CLE entry. At the top, there are 'Back' and 'Save' buttons. Below them are fields for 'Credit' (set to 'Sentencing-rel'), 'Date' (set to '05/15/2014'), and 'Hours' (set to '0'). There is a 'Description' text area and a 'Document' field with a 'Browse...' button next to it. Red boxes highlight the 'Save' button and the 'Browse...' button.

Step  
7

Click **Save**.

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

The screenshot shows the 'Continuing Legal Education' grid. At the top, there are 'Back', 'Edit', 'Add', and 'Delete' buttons. Below them is a search bar and a table with the following data:

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

Page 1 of 1 (1 items)

Red boxes highlight the 'Edit' and 'Delete' buttons, and the first row of the table.

# Appointment's List

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

**Step 1**

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

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

Home Operations Reports CMECF Links Help logout

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

[View Representation](#)

**Create New Voucher**

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

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

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

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

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

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

**Reports**

[Appointment Report](#)

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

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

[Attorney Time Report](#)

**Appointment Info**

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

**Vouchers on File**

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

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

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

Page 1 of 1 (7 items)

## View Representation

The **View Representation** information will display:

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

Step  
2

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

### Appointment

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

 [View Representation](#)

Home Operations Reports CMECF Links Help logout				
<b>Representation</b> In this page you can access information of an existing representation.	<b>Representation Info</b>			
	1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER	
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES				
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE	
<b>App.ID</b>	<b>Attorney</b>	<b>Order Type</b>	<b>Order</b>	<b>Email</b>
<a href="#">2</a>	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov
<a href="#">29</a>	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.uscourts.gov

Step  
3

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

## CJA 20 Voucher Process Overview



## Creating the CJA 20 Voucher

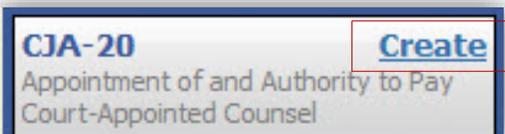
The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

### Note:

All voucher types and documents function primarily the same.

Step  
1

From the **Appointment** page click **Create** from the CJA 20 Voucher template.



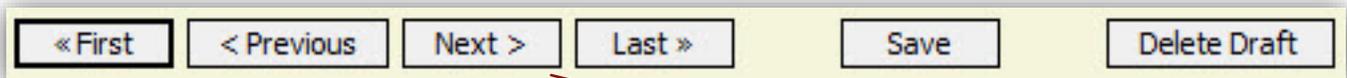
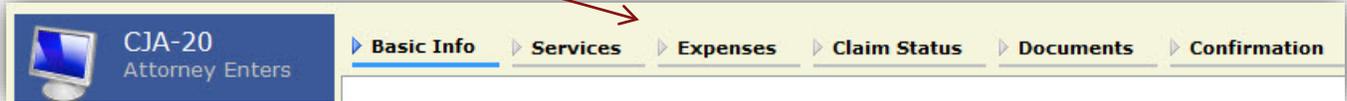
The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

Basic Info			
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
<b>Payment Info</b> Preferred Payee: Andrew Anders <input type="text" value="Andrew Anders"/> <b>Andrew Anders</b> SSN/EIN: ***-**-6789 123 Legal Blvd. South AnyTown, DC 12345 - USA Phone: 888-555-4000 Fax: 888-555-4001			

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

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

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

### Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

## CJA 20 Quick Review Panel

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

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

CJA-20  
Submitted to Court  
[Read Only]  
Flow: CJA-20 Basic  
[Redirect Workflow](#)  
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: 0101.0000150  
Start Date: 6/12/2014  
End Date: 6/12/2014

Services: \$63.00

Expenses: \$26.20

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

Services: \$63.00

**In Court Services**

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

**Out of Court Services**

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

Expenses: \$26.20

**Travel**

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

**Expenses**

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

## Entering Services

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

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

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

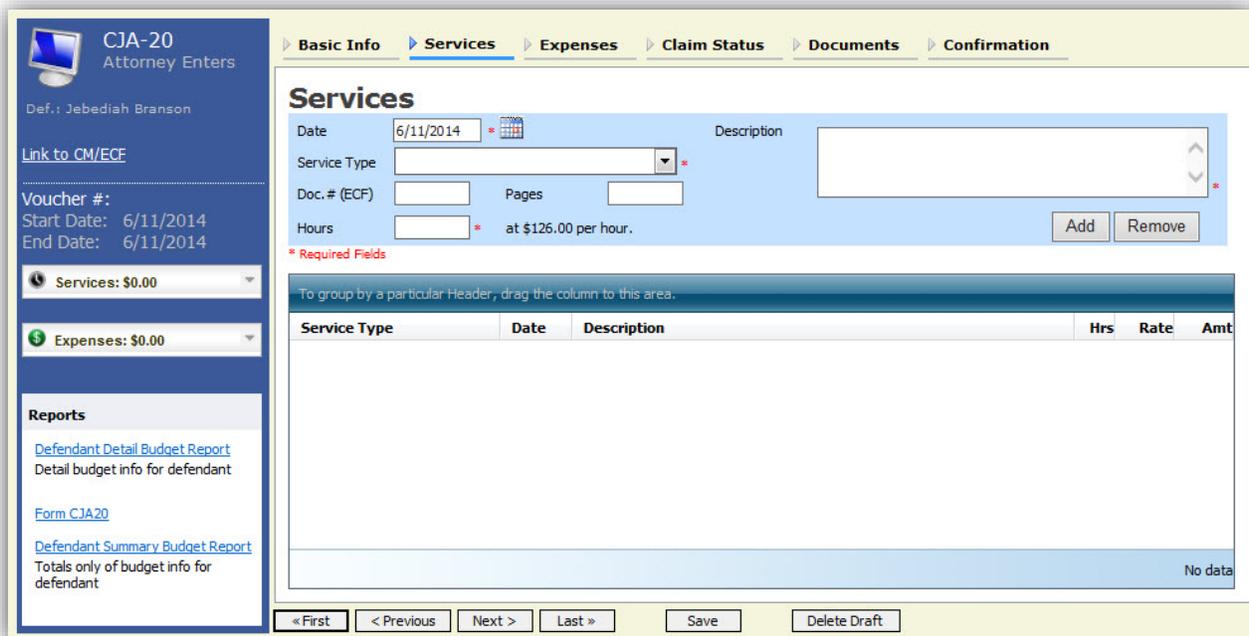
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step  
2

Click the **Services** tab or click the **Next** option located on the Progress bar.

### Note:

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



The screenshot displays the 'CJA-20 Attorney Enters' application interface. The user is logged in as 'Jebediah Branson'. The 'Services' tab is active, showing a form for entering a service entry. The 'Date' field is set to 6/11/2014. The 'Service Type' is a dropdown menu. The 'Description' field is empty. The 'Hours' field is empty, and the rate is set to \$126.00 per hour. There are 'Add' and 'Remove' buttons. Below the form is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, with a 'No data' message at the bottom right. The left sidebar contains a 'Reports' section with links for 'Defendant Detail Budget Report', 'Form CJA20', and 'Defendant Summary Budget Report'. The bottom navigation bar includes buttons for '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

## Services (cont'd)

Step  
3

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

The screenshot shows the 'Services' form with the 'Date' field containing '6/11/2014'. A calendar pop-up is displayed for June 2014, with the date '11' highlighted in yellow. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30.

Step  
4

Select **Service Type** from the drop-down menu.

### Note:

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

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The menu lists the following options: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. The 'Date' field is set to '6/11/2014'.

Step  
5

Enter hours of service in tenths of an hour.

The screenshot shows the 'Services' form with the 'Hours' field set to '0.5' and the 'Description' field containing 'First appearance and arraignment of Defendant.'. The 'Service Type' is set to 'a. Arraignment and/or Plea'. The 'Date' field is '6/11/2014'. There are 'Add' and 'Remove' buttons at the bottom right.

Step  
6

Enter a description.

## Services (cont'd)

Step  
7

Click **ADD**.

### Note:

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

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

### Services

Date  \*  Description

Service Type  \*

Doc. # (ECF)  Pages

Hours  \* at \$126.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

1 Page 1 of 1 (1 items)

Step  
8

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

Step  
9

Click **Save**.

## Entering Expenses

Step  
1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

The screenshot shows the 'Expenses' tab in a software application. The form includes the following fields:

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

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

Step  
2

Enter the Expense Type from the Expense Type drop-down menu.

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

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

The 'Expense Type' field in the form is highlighted with a red box. The rest of the form and the table below are partially visible, showing the same structure as in the previous screenshot.

## Entering Expenses (cont'd)

Step  
3

If Travel Miles is chosen, enter the round trip mileage. Airline travel requires a Travel Authorization. See Travel Authorization pg 46.

Step  
6

Enter a description.

### Expenses

Date  \*

Expense Type  \*

Miles  \* at \$0.5600 per mile.

Amount

Description  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Step  
4

Click **ADD**.

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

### Expenses

Date  \*

Expense Type  \*

Miles  \* at \$0.5600 per mile.

Amount

Description

\* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last »

## Entering Expenses (cont'd)

### Notes:

- All travel expenses will be claimed on the CJA 20 except Airline Travel. See page 46.
- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate of \$.15 per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

### Expenses

Date  \*  Description

Expense Type  \*

Miles  at \$0.5600 per mile.

Amount  \*

\* Required Fields

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

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

1 Page 1 of 1 (2 items)

Step  
5

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

Step  
6

Click **SAVE**.

## Claim Status

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

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

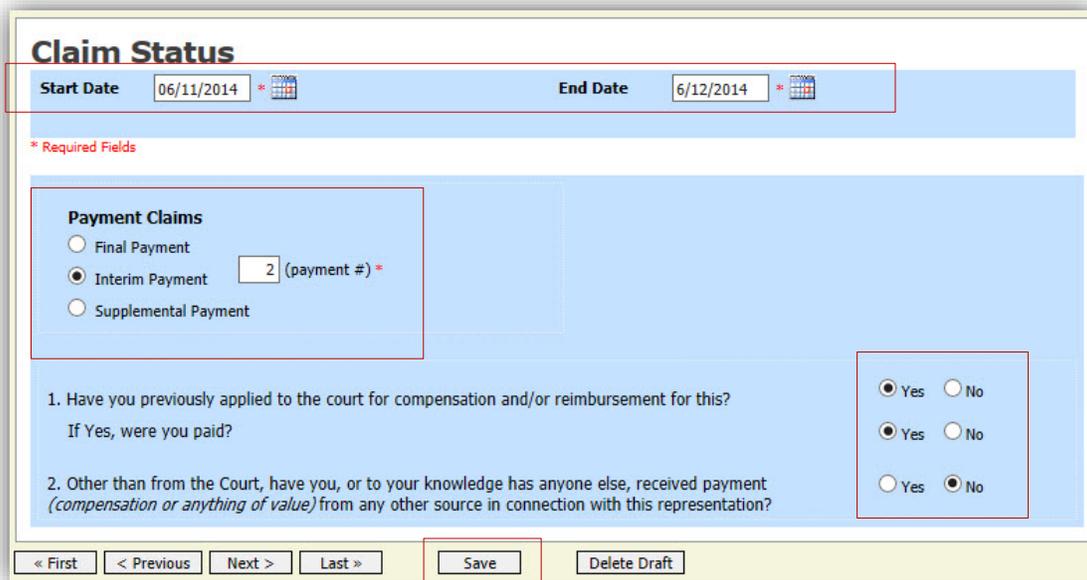
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step  
1

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

Step  
2

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



Step  
3

Indicate payment type.

### Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step  
4

Answer all the questions regarding previous payments in this case.

Step  
5

Click **SAVE**.

## Documents

Attorneys (as well as the Court) may attach documents.

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

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

### Note:

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

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

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

**Supporting Documents**

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

File

Description

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

**Supporting Documents**

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

File

Description

Description	Delete	View
Copies of receipts	<a href="#">Delete</a>	<a href="#">View</a>

«First < Previous Next > Last »

**Step 4** Click **SAVE**.

## Signing and Submitting to Court

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

Step  
1

Click Confirmation tab or the **Last** option located on the Progress bar.

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

CLAIMS FOR SERVICES AND EXPENSES						FOR COURT USE ONLY	
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW		
15. a. Arraignment and/or Plea	0.5	\$63.00					
b. Bail and Detention Hearing	0	\$0.00					
c. Motion	0	\$0.00					
d. Trial	0	\$0.00					
e. Sentencing Hearings	0	\$0.00					
f. Revocation Hearings	0	\$0.00					
g. Appeals Court	0	\$0.00					
h. Other	0	\$0.00					
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>					
16. a. Interviews and Conferences	0	\$0.00					
b. Obtaining and Reviewing Records	0	\$0.00					
c. Legal Research and Brief Writing	0	\$0.00					
d. Travel Time	0	\$0.00					
e. Investigative or Other Work	0	\$0.00					
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>					
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20					
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00					
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>					
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION		
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (if) <input type="checkbox"/> Supplemental Payment							
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO							
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO							
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation							
I swear or affirm the truth or correctness of the above statements.							
Signature of Attorney:			Date Signed:				
APPROVED FOR PAYMENT - COURT USE ONLY							
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	28a. JUDGE CODE		
28. SIGNATURE OF THE PRESIDING JUDGE			DATE		28a. JUDGE CODE		
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	34a. JUDGE CODE		
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE		34a. JUDGE CODE		
Attention: The notes you enter will be available to the next approval level.							
Public/Attorney Notes							
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:							
							
<input type="button" value="« First"/> <input type="button" value=" &lt; Previous"/> <input type="button" value=" Next &gt;"/> <input type="button" value="Last »"/> <input type="button" value=" Save"/> <input type="button" value=" Delete Draft"/>							

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

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

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

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

**Note:**

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

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

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

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

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

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

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

1 Page 1 of 1 (3 items)

### Notes:

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

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

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

## 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 and expert services.

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

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



Other accessible reports can be found on the Menu bar.



## Defendant Detailed Budget Report

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

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

Budget Detail Report For Defendant 1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$0.00	CJA-26	0101.0000029	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$9,800.00				Total:	\$35,000.00	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) <span style="float: right;">Active</span>											
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00	
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	
03/03/2014 to 08/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,944.00	
08/12/2014 to 08/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$5,854.80	
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,602.80	
				Total Pending:	\$1,119.60				Total Approved:	\$3,541.24	\$6,700.00
Expert and Other Services Budget - Requiring Authorization											

Expert and Other Services Budget - Not Requiring Authorization										
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Vendor: Luz Garcia (Hair, Fiber Expert) <span style="float: right;">Approved Amount: \$800.00</span> Attorney: Andrew Anders										
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
				Total Pending:	\$0.00				Total Approved:	\$0.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Vendor: Abraham Astley (Interpreter Translator) <span style="float: right;">Approved Amount: \$800.00</span> Attorney: Andrew Anders										
01/20/2009 To 05/28/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00
				Total Pending:	\$215.00				Total Approved:	\$0.00

Grand Totals for the Representation										
NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation.	Pending			Approved			Combined Total			
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
	\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34

# Defendant Summary Report

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

Budget Summary Report For Defendant												
1:14-CR-08805-1-AA												
Counsel Budget Defendant: Jebediah Branson												
Type of Representation:	Criminal Case				Document	Document Number	Amount Claimed	Amount Adjusted				
Budget Amount Requested:	\$0.00				CJA-26	0101.0000029	\$35,000.00	\$35,000.00				
Budget Amount Approved:	\$9,800.00				Total:		\$35,000.00	\$35,000.00				
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active			Total Pending:		\$1,119.60	Total Approved:		\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization												
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Authorization Number:		Amount Requested: \$0.00			Amount Authorized: \$0.00			Attorney: Andrew Anders				
Vendor: ()												
				Pending For Vendor:		\$0.00	Approved For Vendor:		\$0.00			
				Total Pending:		\$0.00	Total Approved:		\$0.00	\$0.00	\$0.00	

## Submitting an Authorization Request for Expert Services

Step  
1

Open the Appointment record.

Step  
2

Click **Create** from the Authorization template.

### Create New Voucher

AUTH

Authorization for Expert and other  
Services

Create

The **Basic Info** screen will open.

### Note:

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

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

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

Step  
3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  ▼ \*

Requested Provider

« First < Previous Next > Last » Save Delete Draft

Step  
4

Click **Save**.

Step  
5

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

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

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

### Note:

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

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

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

**Supporting Documents**

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

File

Description

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

**Supporting Documents**

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

File

Description

**Description**

Description	Delete	View
Copies of receipts	<a href="#">Delete</a>	<a href="#">View</a>

« First   < Previous   **Next >**   Last »     

**Step 4** Click **SAVE**.

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

Step 5 Click **Next**.

The Confirmation screen will open.

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

### Note:

You may include any notes to the Court in

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

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

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

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

## Creating a CJA 21 Voucher

Step  
1

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

**CJA-21**  
Authorization and Voucher for Expert  
and other Services **Create**

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

### Note:

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

**Basic Info**

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

**Authorization Selection**

You can select a **Previous Authorization Request**, request a **New Authorization** or click the **"No Authorization Required"** button if under the statutory limit.

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

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

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

**Reports**

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

When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

Step  
2

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

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

### No Authorization Required

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

### Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

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

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

Step  
3

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

Step  
4

The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

Step  
5

Enter a description of the service to be provided.

**Existing Requests for Authorization**

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

**New Voucher Information**

**Service Type** Weapons Firearms Explosive Expert ▼

**Description**

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

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

**Expert** Gabriel, Gina ▼

**Expert Info** **Gina Gabriel**

Details

110 Main Street  
 San Antonio TX 78210 USA  
 Phone: 210-593-3340

Create Voucher

Step  
6

Select the Expert.  
 If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.

If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part.

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

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

### Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, a motion and order is required. If the order is granted the CJA clerk will enter the expert into the system.

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

Step  
7

Click Create Voucher.

### Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are DONE at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the "My Active Documents" section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will then move to the "My Submitted Documents" section. Outlined steps are on pages 40-42.

## Approving a CJA 21 Voucher

When the expert submits the voucher for approval the case file will appear in the "My Active Documents" section.

Step  
1

Select the file.

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

Navigate through all tabs.

Step  
2

Verify all information is correct.

Step  
3

Certify the information by checking the box. This will automatically time stamp the voucher.

Step  
4

Click Approve.

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

Public/Attorney Notes

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

Approve Reject

« First < Previous Next > Last » Save Delete Draft

## Entering a CJA 21 Voucher

If you are entering a CJA 21 on behalf of an expert, after **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

### Note:

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

## Services

**Step 1** Click the **Services** tab or click the **Next** option located on the Progress bar.

**Step 2** Enter the **Date, Hours, Rate, and Description**.

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

The item will appear in the bottom of the Services list section.

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

The screenshot shows the 'Services' tab in a web application. At the top, there are navigation tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. The main form area has a 'Services' header. Below it, there are input fields for Date (6/19/2014), Hours, Rate, and Description. An 'Add' button is highlighted with a red box. Below the form, there is a table with columns Date, Description, Hrs, Rate, and Amt. The 'Save' button is also highlighted with a red box.

## Expenses

**Step 1** Click the **Expenses** tab or click the **Next** option located on the Progress bar.

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

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

The item will appear in the bottom of the Expense Type section.

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

The screenshot shows the 'Expenses' tab in a web application. At the top, there are navigation tabs: Basic Info, Services, Expenses (selected), Claim Status, Documents, and Confirmation. The main form area has an 'Expenses' header. Below it, there are input fields for Date (6/19/2014), Expense Type, Miles, and Description. An 'Add' button is highlighted with a red box. Below the form, there is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The 'Save' button is also highlighted with a red box.

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

## Entering a CJA 21 Voucher (cont'd)

### Claim Status

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

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

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

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

#### Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments, but each Court's practice may differ. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

### Documents

**Step 1** Click the **Documents** tab or click the **Next** option located on the Progress bar.

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

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

#### Notes:

Invoice for expert services are REQUIRED.

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

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

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

## Entering CJA 21 Voucher (cont'd)

### Confirmation

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

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

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

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

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

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

**Step 5** Select the file.

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

Navigate to the Confirmation tab.

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

**Step 7** Certify the information by checking the box. This will automatically time stamp the voucher.

**Step 8** Click Approve.

## Creating an Authorizations for Transcripts (AUTH 24)

Step  
1

From the Appointment page click **Create** Auth 24.

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

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

### Note:

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

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

Proceeding Transcript To Be Used	
Proceeding To Be Transcribed	
Apportioned Cost (%)	
Apportioned Case and Defendant	
Special Transcript Handling	None
Transcripts	<input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire
Order Date	
Nunc Pro Tunc Date	

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

Step  
2

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

Step  
3

Click **Save**.

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

### Documents

**Step 1** Click the **Documents** tab or click the **Next** option located on the Progress bar.

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

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

#### Note:

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

The Document will appear in the bottom of the Description section.

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

### Confirmation

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

**Step 6** Check the affirmation box.

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

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

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

The Auth 24 will now appear in the "My Submitted Documents" section on the Attorney home page.

## Approving a CJA 24 Voucher

When the court reporter submits the voucher for approval the case file will appear in the “My Active Documents” section.

**Step 1** Select the file.

Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate through all tabs.

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

**Step 3** Certify the information by checking the box. This will automatically time stamp the voucher.

**Step 4** Click Approve.

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

Public/Attorney Notes

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

**Approve** **Reject**

« First < Previous Next > Last » Save Delete Draft

## Creating an Airline Travel Authorization

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

Step  
1

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

### Note:

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

The Basic Info screen will open.

TRAVEL Attorney Enters																											
Def.: Wendy Wilson																											
<a href="#">Link to CM/ECF</a>																											
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901																											
Amount Claimed: \$0.00																											
<p>Basic Info   Authorization Request   Documents   Confirmation</p> <h3>Basic Info</h3> <table border="1"> <tr> <td>1. CIR./DIST./DIV. CODE 0101</td> <td>2. PERSON REPRESENTED Wendy Wilson</td> <td colspan="2">VOUCHER NUMBER</td> </tr> <tr> <td>3. MAG. DKT./DEF. NUMBER</td> <td>4. DIST. DKT./DEF. NUMBER 1:14-CR-08802-2-AA</td> <td>5. APPEALS. DKT./DEF. NUMBER</td> <td>6. OTHER. DKT./DEF. NUMBER</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al</td> <td>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td> <td>9. TYPE PERSON REPRESENTED Adult Defendant</td> <td>10. REPRESENTATION TYPE Criminal Case</td> </tr> <tr> <td colspan="4">11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE</td> </tr> <tr> <td colspan="2">12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623</td> <td colspan="2">13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order                      Nunc Pro Tunc Date 5/27/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> </tr> <tr> <td colspan="2">14. LAW FIRM NAME AND MAILING ADDRESS</td> <td colspan="2"></td> </tr> </table>				1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER		3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED 18:13-4530.F INCOME TAX, FAILURE TO FILE				12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order                      Nunc Pro Tunc Date 5/27/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		14. LAW FIRM NAME AND MAILING ADDRESS			
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER																									
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14. LAW FIRM NAME AND MAILING ADDRESS																											
<p>Travel Agency to be Used:</p> <div style="border: 1px solid red; padding: 5px;"> <p>Global Travel</p> <p><b>Global Travel</b> 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765</p> <p>Phone: 1-800-444-7890 Fax: 1-800-555-7777</p> <p>Email: mail@support.aotx.uscourts.gov</p> </div>																											
<p>&lt;&lt; First    &lt; Previous    Next &gt;    Last &gt;&gt;    Save    Delete Draft</p>																											

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

Step  
2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

## Creating an Airline Travel Authorization (cont'd)

Step  
3

Fill out all required fields marked with a red asterisk.

Step  
4

Click Add.

The information will appear in the bottom section.

Step  
5

Click Save.

Basic Info
Authorization Request
Documents
Confirmation

### Request For Travel\*

\* Required Fields

Name and Title of Person Traveling:

Address of Person Traveling:

Purpose of Travel:

Travel From location:

Travel To Location:

Estimated Dates of Travel:

Travel Requested	Estimated Cost
<input type="checkbox"/> Airline Tickets via CJA Government Travel Agency	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Ground Transportation	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Per Diem (Hotel & Meals)**	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Other <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Estimated Cost:

Justification for Request:

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

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

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

Page 1 of 1 (1 items)

## Creating an Airline Travel Authorization (cont'd) Documents

**Step 1** Click **Documents** tab or click the **Next** option located on the Progress bar.

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

### Note:

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

**Step 3** Click Upload.

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

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

## Confirmation

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

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

**Step 3** Click Submit.

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

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

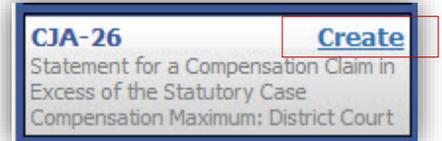
The Travel Authorization will now appear in the “My Submitted Documents” section.

## Creating a CJA 26 Voucher

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

Step  
1

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



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

### Note:

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

**CJA-26**  
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECE](#)

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

**Reports**

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

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

[Form CJA26](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

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

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

13. COURT ORDER  
 A Associate     C Co-Counsel  
 F Subs for Federal Defender     O Appointing Counsel  
 P Subs for Panel Attorney     R Subs for Retained Attorney  
 V Standby Counsel  
 Prior Attorney's Name  
 Appointment Dates  
 Signature of Presiding Judge or By Order of the Court  
 Albert Albertson  
 Date of Order    Nunc Pro Tunc Date  
 3/3/2014  
 Repayment  YES  NO

14. LAW FIRM NAME AND MAILING ADDRESS

Amount Requested  \*    Amount Approved

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

Number of Counts     Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

Step  
2

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

Step  
3

Click **Save**.

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

### Justification

Step  
1

Click the **Justification** tab or click the **Next** option located on the Progress bar.

Step  
2

Fill out justification sections.

Step  
3

Click **Save**.

Basic Info
Justification
Documents
Confirmation

#### Justification

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

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

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

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

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

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

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

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

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

### Documents

**Step 1** Click the **Documents** tab or click the **Next** option located on the Progress bar.

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

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

#### Note:

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

The Document will appear in the bottom of the Supporting Documents section.

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

A confirmation page will appear.

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

**Step 6** Check the affirmation box.

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

### Confirmation

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

The CJA 26 will now appear in the “My Submitted Documents” section.