

**United States District Court
Southern District of West Virginia**

CJA eVoucher

Attorney User Manual

Release 4.3.1



CJA Court Contact Information

Angie Volk
CJA Supervising Attorney
304-347-3191
Angie_Volk@wvsc.uscourts.gov

Debbie Reynolds
CJA Technician
304-347-3461
Debbie_Reynolds@wvsc.uscourts.gov

CJA eVoucher Website:
https://evadweb.ev.uscourts.gov/CJA_wvs_prod/CJAeVoucher

Contents

Introduction 1

 Panel Management..... 1

 Voucher & Authorization Request Submission..... 1

 Browser Compatibility..... 1

Court Appointment..... 1

Accessing the CJA eVoucher Program..... 2

Home Page 4

Navigating in the CJA eVoucher Program 5

Customizing the Home Page 6

My Profile..... 8

Changing My Profile Username and Password..... 9

Attorney Info..... 10

Billing Info 11

Holding Period..... 13

Continuing Legal Education 14

Appointment’s List..... 16

View Representation..... 17

CJA 20 Voucher Process Overview 18

Creating the CJA 20 Voucher 18

Entering Services..... 20

Entering Expenses 22

Claim Status 25

Documents..... 26

Signing and Submitting to Court 27

Reports and Case Management..... 31

 Defendant Detailed Budget Report 32

 Defendant Summary Report 33

Creating a CJA 21 Voucher 34

Submitting an Authorization Request for Expert Services..... 41

Creating an Authorizations for Transcripts (AUTH 24) 45

Creating a CJA 24 Voucher 48

Creating a Travel Voucher..... 53

Creating a CJA 26 Voucher 56

eVoucher Workflows..... 57

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 and transcripts
- On-line voucher completion by the attorney acting for the service provider
- On-line voucher review and submission by the attorney
- On-line submission to the court for review, processing and payment of all vouchers

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 address, phone, firm associations and applicable CLE credits.
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher & 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.

Please immediately report any changes in your email address to: CJA Technician Debbie Reynolds at (304) 347-3461 or Debbie_Reynolds@wvsc.uscourts.gov or CJA Supervising Attorney Angie Volk at (304) 347-3191 or Angie_Volk@wvsc.uscourts.gov.

Accessing the CJA eVoucher Program

To access the CJA eVoucher program, either click on the link provided in the appointment email or use your browser to access the system at the web address provided. It is suggested that you bookmark it for easier access. You will be taken to the CJA login page.

Log in using your Username and Password you were provided (or as updated), and click 



CJA eVoucher
Electronic Voucher Management System

USER LOGIN Release 4.3

Existing user? Please log in.

Username:

Password:



[Forgot your login?](#)

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

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

Users are required to change their passwords periodically - currently every 180 days.

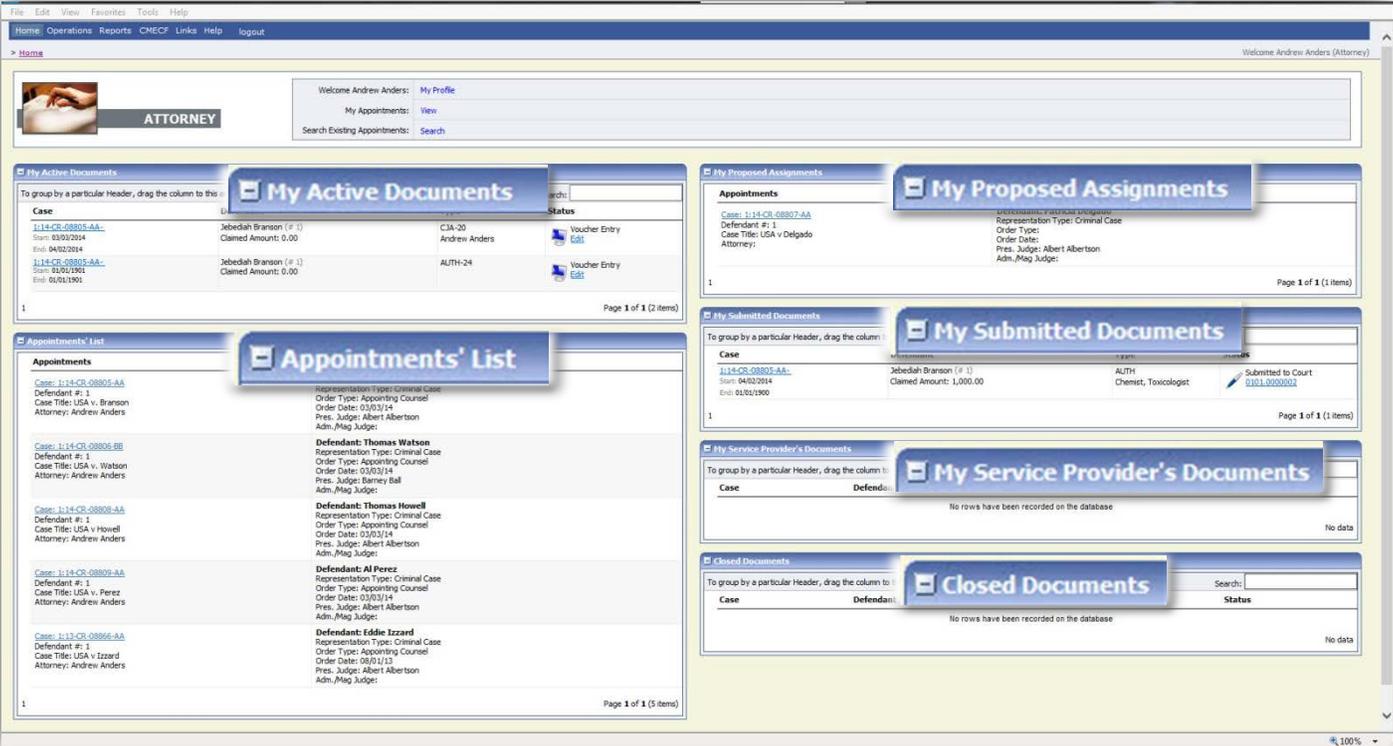
If you forget your username or password, click the [Forgot your login?](#) hyperlink. Enter your Username or Email address, and click **Recover Logon** to retrieve your information.

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:

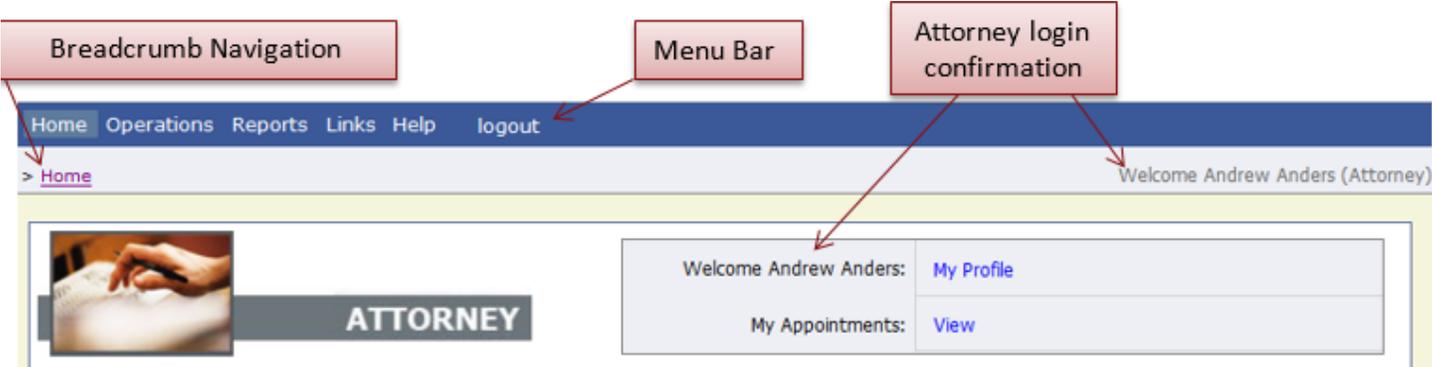
Home Page

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. These documents are waiting for action by you.
Appointments' List	Quick reference to all your appointments.
My Proposed Assignments	SDWV is NOT using this feature. 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: <ul style="list-style-type: none"> • Vouchers in progress for services provided by the experts • Vouchers submitted for review by 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



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

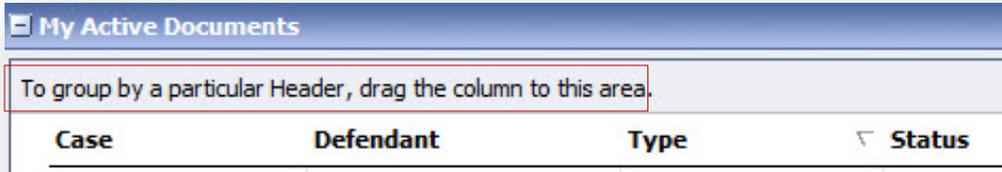
Drag the line in the desired direction to enlarge or reduce the column size.

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.

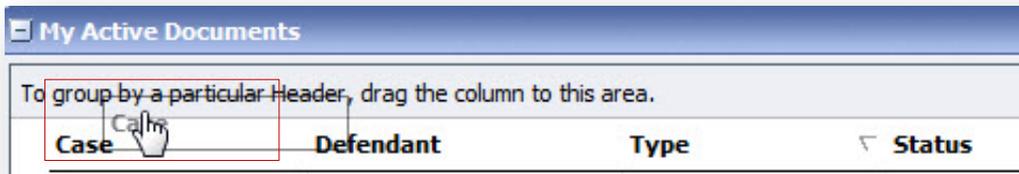


Step
1

Click the header for the column you wish to group.

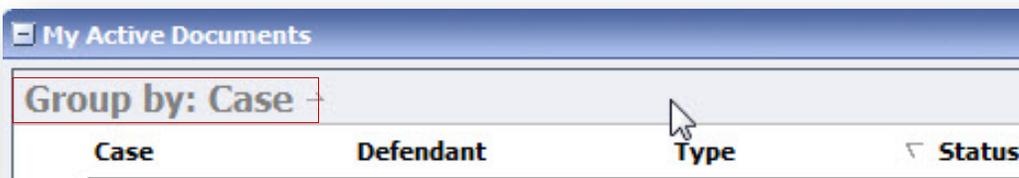
Step
2

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.) **NOTE: If your phone number, address or email changes you must also notify the CJA Technician or CJA Supervising Attorney because the Court is not alerted when you make changes to this information.**
- Update social security number (SSN) or employee identification number (EIN) numbers and any firm affiliation (Billing Info section.)
- Add a time period in which you will be out of office (Holding Period.) ***SDWV is NOT currently using this feature.**
- 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.

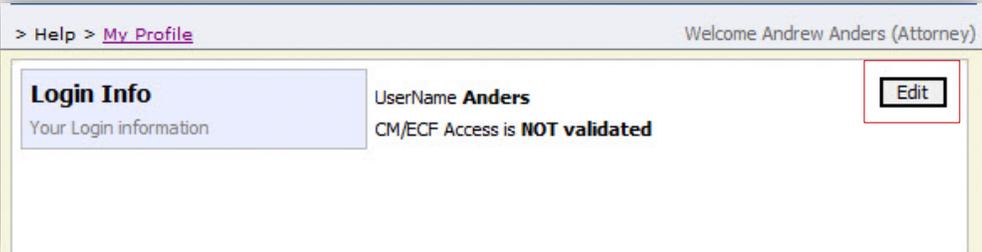
This screenshot shows the top navigation bar of the application. The menu items are: Home, Operations, Reports, CMECF, Links, Help, and Logout. A dropdown menu is open under 'Help', showing 'My Profile', 'Contact Us', and 'Privacy'. The 'My Profile' link is highlighted with a red box. Below the navigation bar, there is a welcome message 'Welcome Andrew Anders (Attorney)' and a 'My Profile' link highlighted with a red box. There are also links for 'My Appointments: View' and 'Search Existing Appointments: Search'.

This screenshot shows the main content area of the 'My Profile' page. The navigation bar is the same as in the previous screenshot, but the 'Help' menu is open and 'My Profile' is selected, highlighted with a red box. The page content is organized into several sections, each with an 'Edit' or 'View' button on the right side:

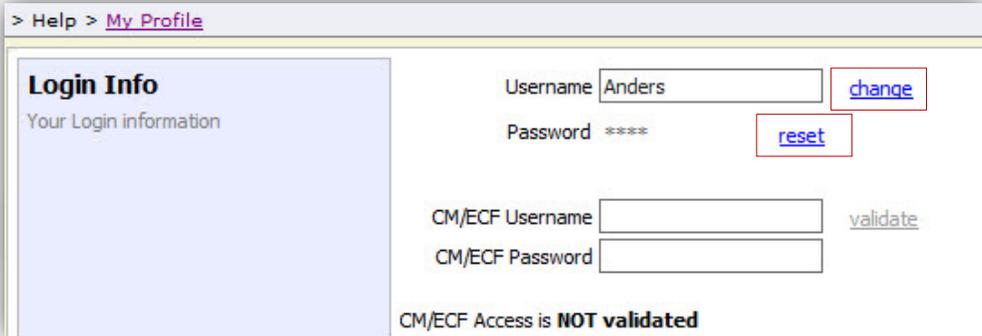
- Login Info:** Your Login information. Username: Anders. CM/ECF Access is **NOT** validated. Edit button.
- Attorney Info:** Your personal info. Bar Number: 12345. Your Name: Andrew Anders. Your Contact Info: Phone: 210-833-5623 | Cell Phone: 702-555-1212. Fax: deadmail@support.aobx.uscourts.gov. Your Address: 110 Main Street, San Antonio, TX 78210, USA. Edit button.
- Billing Info:** List all available billing info records. Your default billing info is: Andrew Anders, SSN/EIN: ***-**-6789, 123 Legal Blvd. South, AnyTown, DC 12345 - USA, Phone: 888-555-4000, Fax: 888-555-4001. Select, Add, and Edit buttons.
- Holding Period:** There is 1 period of time during which case cannot be taken. View button.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info. View button.

Changing My Profile Username and Password

Step 1 Under the **Login Info** section, click **Edit** to change your Password.

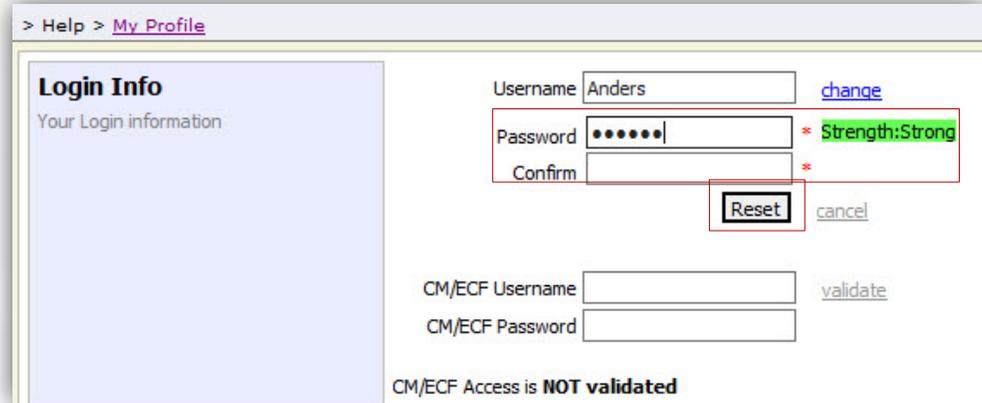


Step 2 To change your Username, type the new Username and click **change**. It will show "The Username has been changed."



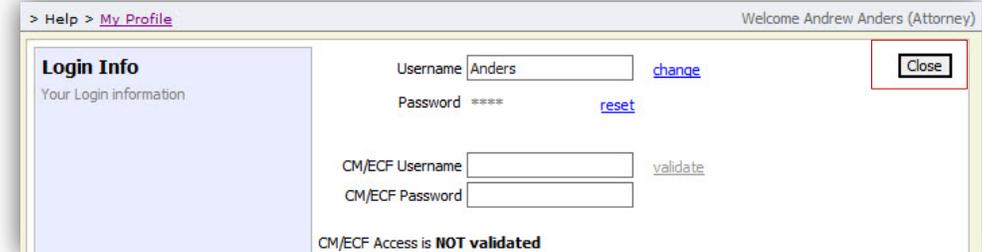
Step 3 To reset your password, click **reset**.

Step 4 Type the new password and retype it in the confirm field.



Step 5 Press the **Reset** button to save.

Step 6 Click the **Close** button to exit the login Info section.



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:

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

Billing Info

Step 1

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

Billing Info

List all available billing info records

Your default billing info is:

Andrew Anders

Billing Code:0101-000001

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Select

Add

Edit

Step 2

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

Note:

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

Step 3

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

Billing Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Save

cancel

Step 4

If applicable, add Billing Info for a Firm by clicking on the corresponding radio button. **NOTE: At this time the SDWV is NOT using the Associate feature. ***

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Save
cancel

Tax Identification Number:
 EIN/TIN:
 Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country: UNITED STATES

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Save
cancel

Billing Code: Verify

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

Note:

- Attorneys with a pre-existing agreement must enter the firm’s EIN and name (required)
- * If you utilize an associate on a case you will bill for the associate’s time by including their initials on the description of services provided on the CJA-20. The total number of associate hours will be manually calculated and the \$90/hour associate rate will be applied to those hours.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you will not be given a new assignment. ***SDWV is NOT currently using this feature. This information is for informational purposes only*** You should notify the CJA Supervising Attorney via email if you are going to be unable to accept appointments for an extended period of time.

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 red box highlights a "View" button in the top right corner.

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 table with columns for "Starting", "Ending", and "Notes". The table is currently empty, with "No Holding Period" and "No data" displayed. A search bar is visible on the right side of the table.

Step
3

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

The screenshot shows the "Holding Period" section with the "Add" button now replaced by a "Save" button, which is highlighted with a red box. The "Starting Date" is set to 07/11/2014 and the "Ending Date" is set to 08/01/2014, both with calendar icons. The "Notes" field contains the text "Vacation Cruise." and 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.

The screenshot shows a header for 'Continuing Legal Education' on the left. To its right, a message states: 'No info has been stored. Please click VIEW to type your info.' A 'View' button is highlighted with a red box in the top right corner.

Step
2

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

The screenshot shows the 'Continuing Legal Education' header with buttons for 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons is a table with columns: Files, Credit, Date, Hours, and Subject. A search bar is on the right. The table is currently empty, with the text 'No Continuing Legal Education' and 'No data' at the bottom.

Step
3

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

The screenshot shows the 'Add' form for Continuing Legal Education. The 'Credit' dropdown menu is highlighted with a red box and set to 'Sentencing-rel'. Other fields include 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A 'Save' button is highlighted with a red box. A note at the bottom states: '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**. See **NOTE** at the end of this section for details to be included.

Step
5

Click **Save**.

Notes:

- After information is saved, you'll be able to upload related PDF documents.
- The Hours section will currently not accept tenths of hours so include the number of hours you attended in the Description section if the number of hours is not a whole number.

Continuing Legal Education (cont'd)

Step
6

Click **Browse**, to upload and attach a PDF document such as an agenda , course description or verification of attendance.

Back Save

Credit: Sentencing-re

Date: 05/15/2014

Hours: 0

Description

Document: Browse...

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.

Continuing Legal Education

Back Edit Add Delete

Search:

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

1 Page 1 of 1 (1 items)

NOTE: When adding CLE credit information please include the following details in the Description section:

- Type of activity (broadcast, video, live seminar etc.)
- Title of CLE Program
- Sponsor/Presenter
- Location
- Number of CLE credits approved and number claimed
- Brief description/synopsis of the federal criminal law or procedure training you received

OR you may upload the Court's CLE reporting form in the Document section which includes those details.

Appointment's List

You can view your active appointments by either holding your mouse over the **Operations** tab and then clicking on **My Appointments** or by looking in the **Appointments** section under the Appointment's List on your home page.

Step 1

Click the case number hyperlink to open the **Appointment** page. Information about the appointment, as well as any vouchers or documents associated with the appointment, will be displayed.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson 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 Nuac 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
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

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

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

Reports

[Representation Report](#)

Representation Info

1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER		4. DIST. DKT./DEF NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT./DEF NUMBER	
6. OTHER. DKT./DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES	
EXCESS FEE LIMIT \$9,800.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE DESIGNEE	

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov
29	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



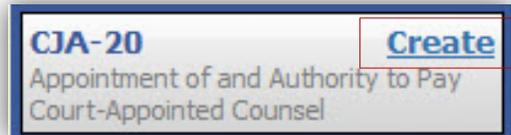
Creating the CJA 20 Voucher

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.

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

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

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

Basic Info

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

Payment Info

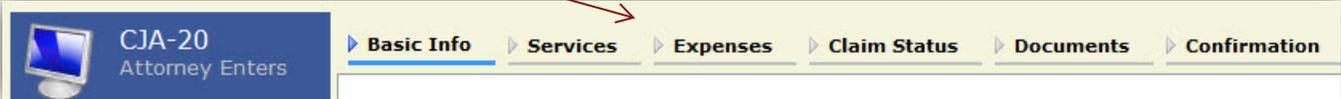
Preferred Payee: Andrew Anders

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

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

Creating the CJA 20 Voucher (cont'd)

Tab Headings appear at the top of the screen



Progress Bar appears at the bottom of the screen.

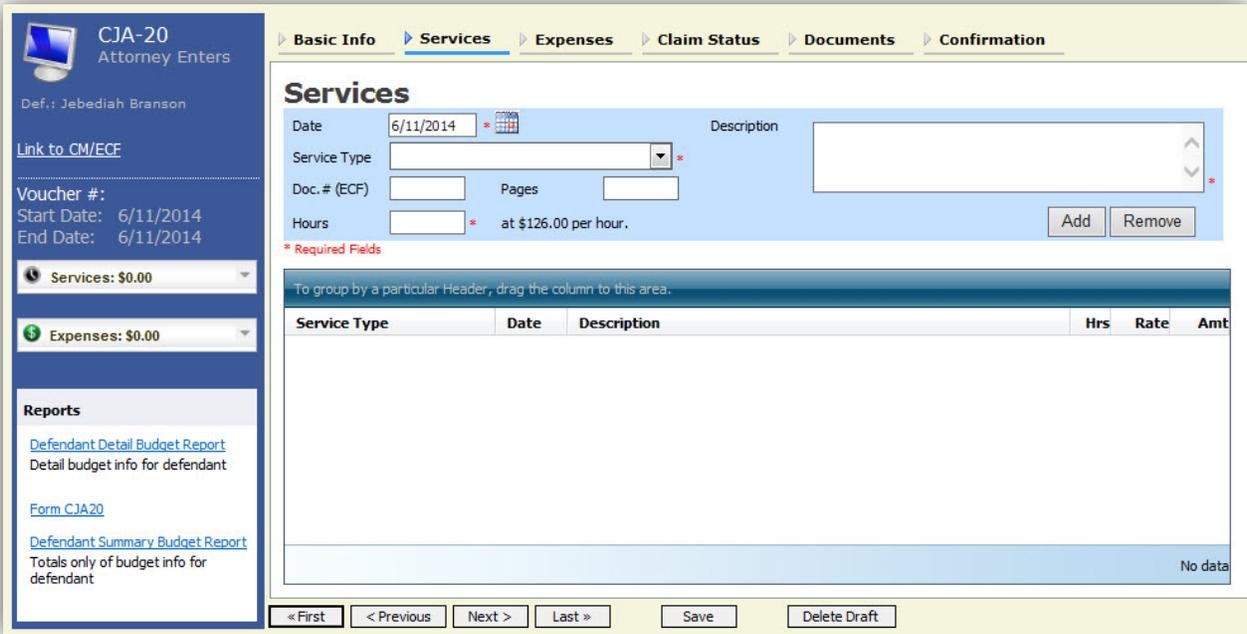
- Notes:**
- The user should **SAVE** any entries made to a voucher often to avoid data loss.
 - At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
 - The user may navigate using the Tab Headings or Progress Bar.

Entering Services

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

Step 2 Click the **Services** tab or click 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.



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



Services (cont'd)

Step 4 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.

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

Step 6 Enter a description.

Step 7 Click **ADD**.

Note:

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

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

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

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 at the bottom.

The screenshot shows the 'Expenses' tab selected in the progress bar. The form includes fields for Date (6/12/2014), Expense Type (dropdown), Miles, and Amount. A description field is also present. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty with a 'No data' message. Navigation buttons at the bottom include: << First, < Previous, Next >, Last >>, Save, and Delete Draft.

Step 2

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

This screenshot shows the 'Expense Type' dropdown menu open, displaying a list of options: Travel Miles, Travel Misc., Fax, Long Distance Charges, Photocopies, Postage, and Other Expenses. The form fields behind the dropdown are partially visible, including the Date field (6/12/2014) and the 'Required Fields' indicator. The navigation buttons at the bottom are also visible: << First, < Previous, Next >, Last >>.

Entering Expenses (cont'd)

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

Step 6 Enter a description in the **Description** field.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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: 6/12/2014 *

Expense Type: *

Miles: * at \$0.5600 per mile.

Amount:

Description: *

* Required Fields

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

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

1 Page 1 of 1 (1 items)

Entering Expenses (cont'd)

Notes:

- If photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page. Do not use the "\$" sign or commas. Photocopies are .10 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

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.

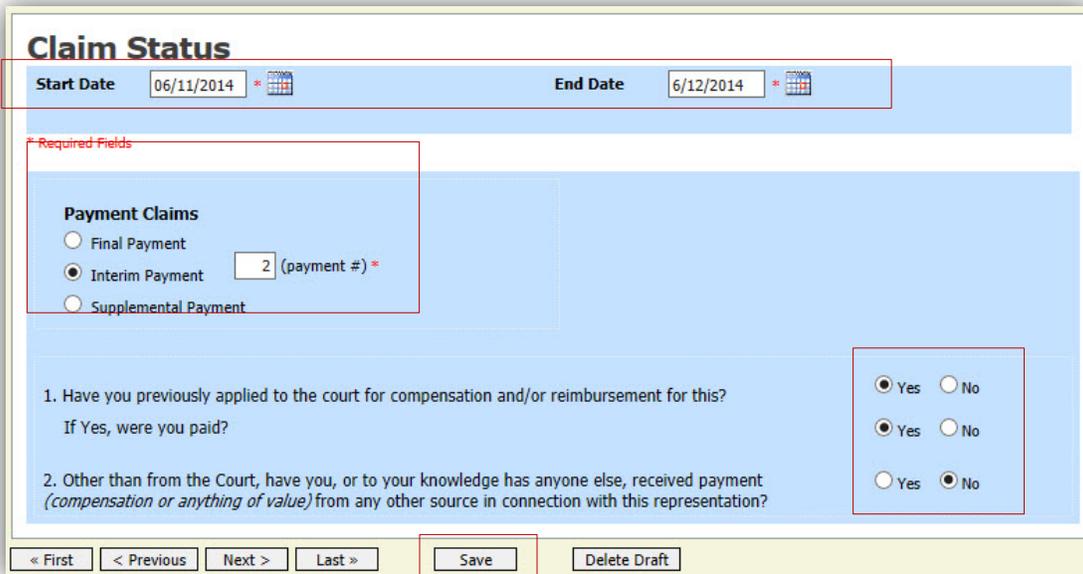
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher. **NOTE: If you change the Start Date to the first date of services or expenses on the voucher as your FIRST step in voucher entry this message will be avoided.**

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. 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, phone bills, orders from the Court.

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

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

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

The screenshot shows a form titled "Supporting Documents" with a sub-header "File Upload (Only Pdf files of 10MB size or less!)". It contains a "File" input field with the text "G:\AO\evoucher\CJA eVou" and a "Browse..." button. Below it is a "Description" input field containing "Copies of receipts" and a close button "x". An "Upload" button is located at the bottom right of the form.

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

The screenshot shows the same "Supporting Documents" form, but now with a "Description" section below the upload form. This section contains a table with one row: "Copies of receipts" with "Delete" and "View" links. At the bottom of the page, there is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".

Step 4 Click **Save**.

Signing and Submitting to Court

After you have added all voucher entries and necessary information on all other tabs of the CJA 20, 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.

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			
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South Amy Town DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		13. COURT ORDER Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
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			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (9) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
«First < Previous Next > Last » Save Delete Draft					

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 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.

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

Public/Attorney Notes

Notes

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

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

Submit

« First < Previous Next > Last » Save Delete Draft

Step 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. Once the voucher has been submitted you will be able to view it but you will not be able to change it, unless it is returned to you by the Court.

Success

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

Please keep the following voucher number for your own records:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

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

Signing and Submitting to Court (cont'd)

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

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

Page 1 of 1 (3 items)

Edit Voucher

Prior to submission the court, you can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

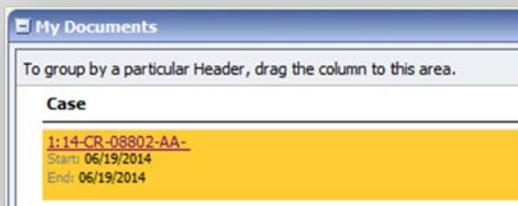
- Go to the **My Documents** panel and click on “**Edit**” for the voucher you want to access.
- Make your additions to the voucher following the instructions above for entering services and expenses.
- Remember to **Save** the voucher each time you work on it.

Returned Voucher

If the Court needs to return a document for corrections, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.

Notes:

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



- Click on the **Case Number** to access the voucher.
- The Court’s notes can be found on the Confirmation page.
- Make the necessary corrections and resubmit to the Court from the Confirmation page.

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
Totals	0.5	\$63.00

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
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

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

Reports and Case Management

At the start of a case, it may be difficult for you 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 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 under the **Reports** tab.



Defendant Detailed Budget Report

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

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

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

Counsel Budget Defendant: Jebediah Branson

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

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

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Defendant Summary Report

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

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

Counsel Budget Defendant: Jebediah Branson

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

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

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

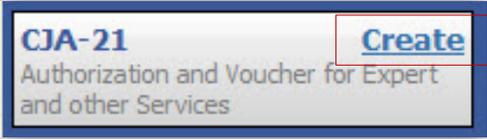
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Creating a CJA 21 Voucher

Step 1 From the **Appointment** page click **Create** from the CJA 21 Voucher template.



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

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson		
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.



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 **Service Type** drop-down list to select the service type.

Step
5

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

Existing Requests for Authorization

ID Number: 155	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

Description

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

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

Expert

Expert Info
Details

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

Step
6

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

If the expert you select is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney 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. **NOTE: The "Expert" option in this screen shot will NOT be available in SDWV.**

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 list. If you wish to submit a person for approval, the preferred method is to submit the **Service Provider Information form** located under the LINKS tab on the blue menu bar, or you may follow the steps on how to add an Expert are on page 37.

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. **NOTE: experts in the SDWV will NOT be authorized to use eVoucher.**
- If the Expert you selected is NOT authorized to use eVoucher, you will **first** complete and submit the CJA 21 on behalf of the expert/service provider. The CJA 21 will then appear in your “My Active Documents” section as “submitted to the attorney”. You will perform the **second step** of approval/submission by clicking on the CJA 21 voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will then move to the “My Submitted Documents” section.

Creating a CJA 21 Voucher (cont'd)

Entering an Expert Not in System

Step
6

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

Step
7

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

Step
8

Click Create Voucher

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all of their information will automatically populate.
- **The preferred method for adding an Expert/Service Provider is to complete the Services Provider Information Form under the LINKS tab on the blue menu bar.**

Existing Requests for Authorization

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

New Voucher Information

Service Type 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 [] ▼

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

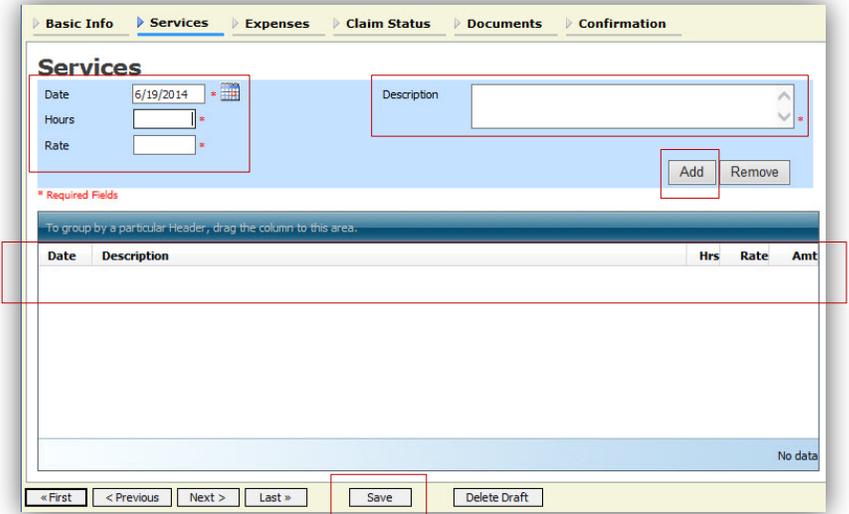
Creating a CJA 21 Voucher (cont'd)

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

Note:

Once you have submitted the CJA 21 for the expert, you will need to approve the voucher as the attorney. **TWO STEP process: ONE - submit the CJA 21 for the expert, and SECOND, after it appears in the My Active Documents section, approve it as the attorney. BOTH STEPS ARE REQUIRED FOR SUBMISSION AND PAYMENT.**

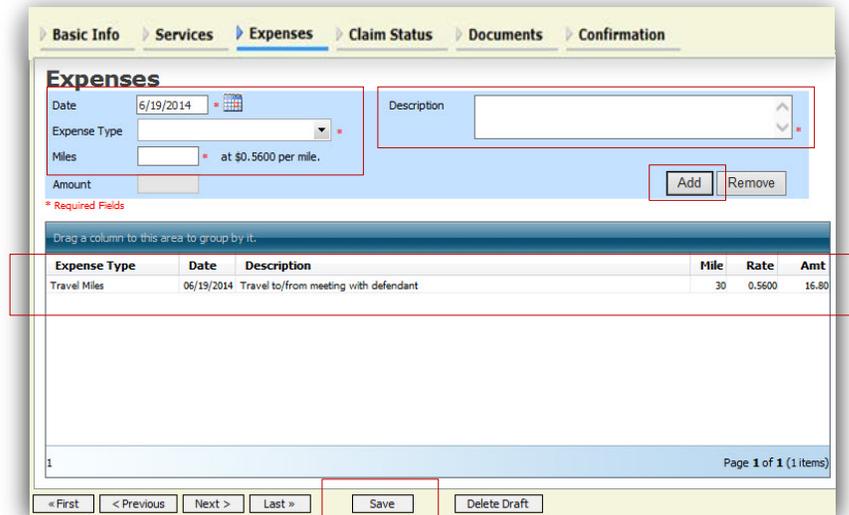
- Step 1** Click the **Services** tab or click the **Next** option located on the progress bar.
- Step 2** Enter the **Date, Hours, Rate, and Description**. You may do a summary entry for all services.
- Step 3** Click **Add**.



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

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

- 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**. You may do one entry for total expenses.
- Step 3** Click **Add** and the item will appear in the bottom of the Expense Type section.



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

Creating a CJA 21 Voucher (cont'd)

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

- 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. **NOTE: You MUST upload a SIGNED, detailed invoice from the Service Provider.**
- Step 3** Click **Upload**.

Note:

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

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

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

Creating a CJA 21 Voucher (cont'd)

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 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 an 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
1:14-CR-08802-AA- 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 0101.0000154 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**.

Submitting an Authorization Request for Expert Services

Note: Expert services which are expected to exceed \$800 must have prior court approval. Court approval is obtained via an "Authorization."

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			
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"/>

« First < Previous Next > Last » Save 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 is to include:

- **Estimated Amount** – enter the **TOTAL** amount you think you will need for the case.
- **Basis for Estimate**
- **Service Type** from drop-down list
- **Requested Provider** (specific name)

The screenshot shows a web form with a light blue background. The form contains the following fields and controls:

- Order Date:** A text input field.
- Nunc Pro Tunc Date:** A text input field.
- Repayment:** A checkbox.
- Estimated Amount:** A text input field with a dollar sign prefix and a red asterisk, containing the value "8000.00".
- Authorized Amount:** A text input field with a dollar sign prefix.
- Basis of Estimate:** A text input field containing "100 hours at \$80/hour".
- Description:** A large text area with up and down arrow controls on the right side.
- Service Type:** A dropdown menu with "Investigator" selected and a red asterisk.
- Requested Provider:** A text input field containing "John Doe".

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

Step
4

Click **Save**.

Step
5

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

NOTE: You **MUST** upload a copy of the Court's CJA-002 Form to your Authorization in this section. The form can be found under the **LINKS** tab on the blue menu bar at the top of any page when you are in eVoucher.

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

Step
6

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
7

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

Step
8

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	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

« First < Previous **Next >** Last »

Step
9

Click **SAVE**.

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

Step 10 Click **Next**.

The **Confirmation** screen will open.

Step 11 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 the Public/Attorney Notes section.

Step 12 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 13 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page. When the Court has approved the Authorization, it will move from your **My Submitted Documents** folder to your **Closed Documents** folder. NOTE: You will NOT be able to create a CJA 21 using this authorization until it has been approved.

Creating an Authorizations for Transcripts (AUTH 24)

Step 1 From the Appointment page click **Create** Auth 24.

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

The Authorization opens to the **Basic Info** page. **Note: You MUST notify the Court Reporter Coordinator via email at wvsddb_AUTH24@wvsd.uscourts.gov when you are going to submit an AUTH-24. Doing so will insure that the Coordinator can retrieve and act on the Auth-24 in a prompt manner because eVoucher does not provide an email alert to the Coordinator when the Auth-24 is submitted by an attorney.**

Note:

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

The screenshot shows the 'AUTH-24 Attorney Enters' web interface. The left sidebar contains the user's name 'Def.: Jebediah Branson', a 'Link to CM/ECF' button, and voucher information: 'Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901'. The main content area is titled 'Basic Info' and contains a form with the following fields:

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS 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			

Below the table are several input fields and checkboxes:

- Proceeding Transcript To Be Used: [Dropdown menu]
- Proceeding To Be Transcribed: [Dropdown menu]
- Apportioned Cost (%): [Text input]
- Apportioned Case and Defendant: [Text input]
- Special Transcript Handling: [Dropdown menu, set to 'None']
- Transcripts:
 - Prosecution Opening Statement
 - Prosecution Argument
 - Prosecution Rebuttal
 - Defense Opening Statement
 - Defense Argument
 - Jury Instructions
 - Voir Dire
- Order Date: [Text input]
- Nunc Pro Tunc Date: [Text input]

At the bottom of the form are navigation buttons: «First», <Previous, Next>, Last>, **Save**, and Delete Draft.

Step 2 Enter the details for the transcript required on the **Basic Info** screen.

Step 3 Click **Save**.

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

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

Step 2 Browse to select a PDF file to attach and add a Description.

Step 3 Click **Upload**. The Document will appear in the Description section.

Note:

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

NOTE: If the transcript is from a Magistrate Judge's hearing and recorded by Courtflow, you **MUST** attach the required "Request for Transcript from Electronic Recording" form found under the LINKS tab on the blue menu bar.

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**.

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. After the Court has approved the authorization, it will move from your **My Submitted Documents** folder to your **Closed Documents** folder.

Creating a CJA 24 Voucher

NOTE: After submission and approval of an Auth-24, a CJA 24 voucher for payment will be created by the Court Reporter Coordinator and sent to the appropriate Court Reporter for completion. These steps are included in this manual for informational purposes only. Your approval role is outlined on page 52 – steps 1 through 4.

Step
1

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

CJA-24
Authorization and Voucher for Payment
of Transcript

Create

The Basic Info page will open, showing approved authorizations.

Note:

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

Def.:

[Link to CM/ECF](#)

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

Summary: \$0.00

Services	Amount
Service Type	
Original	\$0.00
Copy	\$0.00
Totals	\$0.00

Travel	Amount
Expense Type	
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses	Amount
Expense Type	
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Basic Info

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE
\$9,800.00	Albert Albertson		

Authorization Selection

Select an approved authorization request for this CJA-24

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

New Voucher Information

Description:

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

Court Report/Transcriber Status: Official Contract Transcriber Other

Service Provider

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

Expert:

First Name Middle Name Last Name

SSN/EIN: Email:

Phone: Fax:

Address 1: City:

Address 2: State: Zip:

Address 3: Country:

Creating a CJA 24 Voucher (cont'd)

Step
2

Select the authorization you wish to use by clicking it, this will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization

ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

Step
3

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

Note:

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

Step
4

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

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

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

Expert [Blank Drop-down]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

Create Voucher

< First < Previous Next > Last > Delete Draft

New Voucher Information

Description

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

Court Report/Transcriber Status
 Official Contract Transcriber Other

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

Expert Transcripts, Teresa

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

Create Voucher

< First < Previous Next > Last > Delete Draft

Note:

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

Step
5

Click the **Create Voucher**.

Creating a CJA 24 Voucher (cont'd)

Note:

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

Step
1

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

Step
2

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

Note:

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

Step
3

Click **Add**.

The screenshot shows the 'Services' section of the CJA 24 Voucher form. The 'Date' is set to 7/1/2014. The 'Service Type' is a dropdown menu. Below it are fields for 'No. of Pages' and 'Rate Per Page'. A 'Description' field is also present. A table below the form shows one item: 'Original' on '07/01/2014' for 'Sentencing' with '100' pages, a 'Rate' of '4.85', and a 'Total' of '485.00'. The 'Add' button is highlighted with a red box.

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

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

Step
4

Click **Save**.

Step
1

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

Step
2

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

Step
3

Click **Add**.

The screenshot shows the 'Expenses' section of the CJA 24 Voucher form. The 'Date' is set to 7/1/2014. The 'Expense Type' is a dropdown menu. Below it are fields for 'Miles' and 'Amount'. A 'Description' field is also present. A table below the form is empty. The 'Add' button is highlighted with a red box.

Expense Type	Date	Description	Mile	Rate	Amt
No data					

The item will appear below in the Expense section.

Step
4

Click **Save**.

Creating a CJA 24 Voucher (cont'd)

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

A confirmation page will appear.

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 an additional document for this appointment.

Court Reporter Coordinator Creates a CJA 24 Voucher

The court reporter will perform the first level of submission and approval. **You will receive an email that the CJA 24 has been submitted to you for review.**

Once the court reporter has submitted the voucher, it will appear in your **My Active Documents** folder with the status of **Submitted to Attorney**. You will need to perform the second level of approval and submission.

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-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the **Confirmation** tab.

Step 2 Verify all information is correct.

Step 3 Certify the information by checking the attestation 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

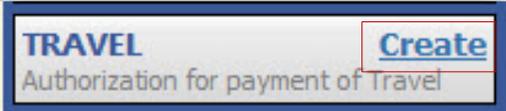
I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

Approve **Reject**

« First < Previous Next > Last » Save Delete Draft

Creating a Travel Voucher

Step 1 From the **Appointment** page click **Create** from the Travel Voucher template.



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

The Basic Info screen will open.

TRAVEL Attorney Enters
Def.: Wendy Wilson
[Link to CM/ECF](#)
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901
Amount Claimed: \$0.00

Basic Info | Authorization Request | Documents | Confirmation

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
 A Associate C Co-Counsel
 F Subs for Federal Defender O Appointing Counsel
 P Subs for Panel Attorney R Subs for Retained Attorney
 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 YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

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

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

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

Step 2 Click the **Authorization Request** tab or click the **Next** option located on the progress bar.

Creating a Travel Voucher (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	<input type="text"/>
Travel Agency	
<input type="checkbox"/> Ground Transportation	<input type="text"/>
<input type="checkbox"/> Per Diem (Hotel & Meals)**	<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	<input 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	July14,15	490.00

1 Page 1 of 1 (1 items)

<< First | < Previous | Next > | Last >> | |

Creating a Travel Voucher (cont'd)

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**.

The Confirmation tab will appear.

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 Voucher will now appear in the “My Submitted Documents” section.

Creating a CJA 26 Voucher

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

Step
1

From the Appointment page, click the **LINKS** tab on the top of the page on the blue menu bar. Complete the PDF-fillable CJA-26. Save the PDF document.

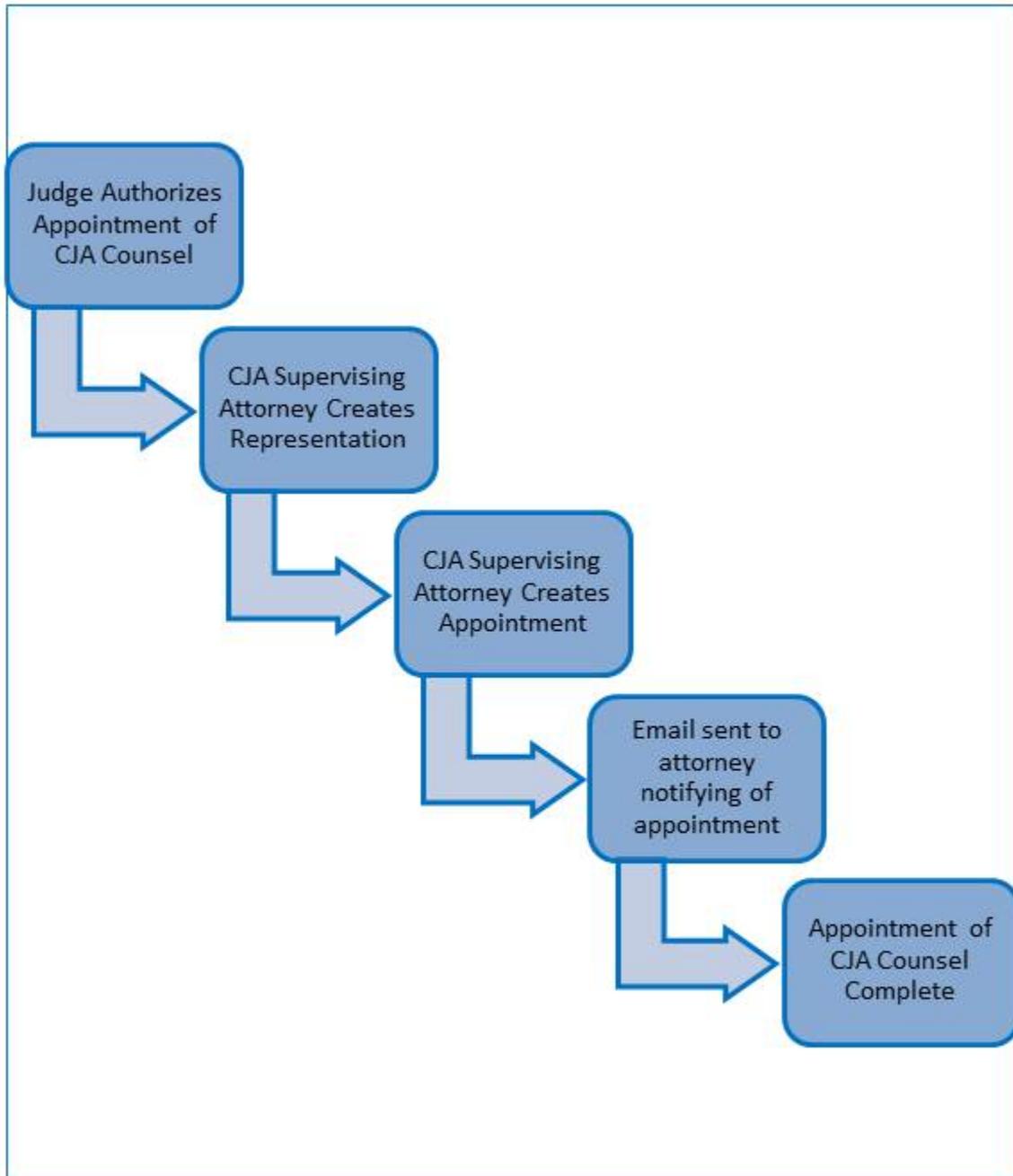
Step
2

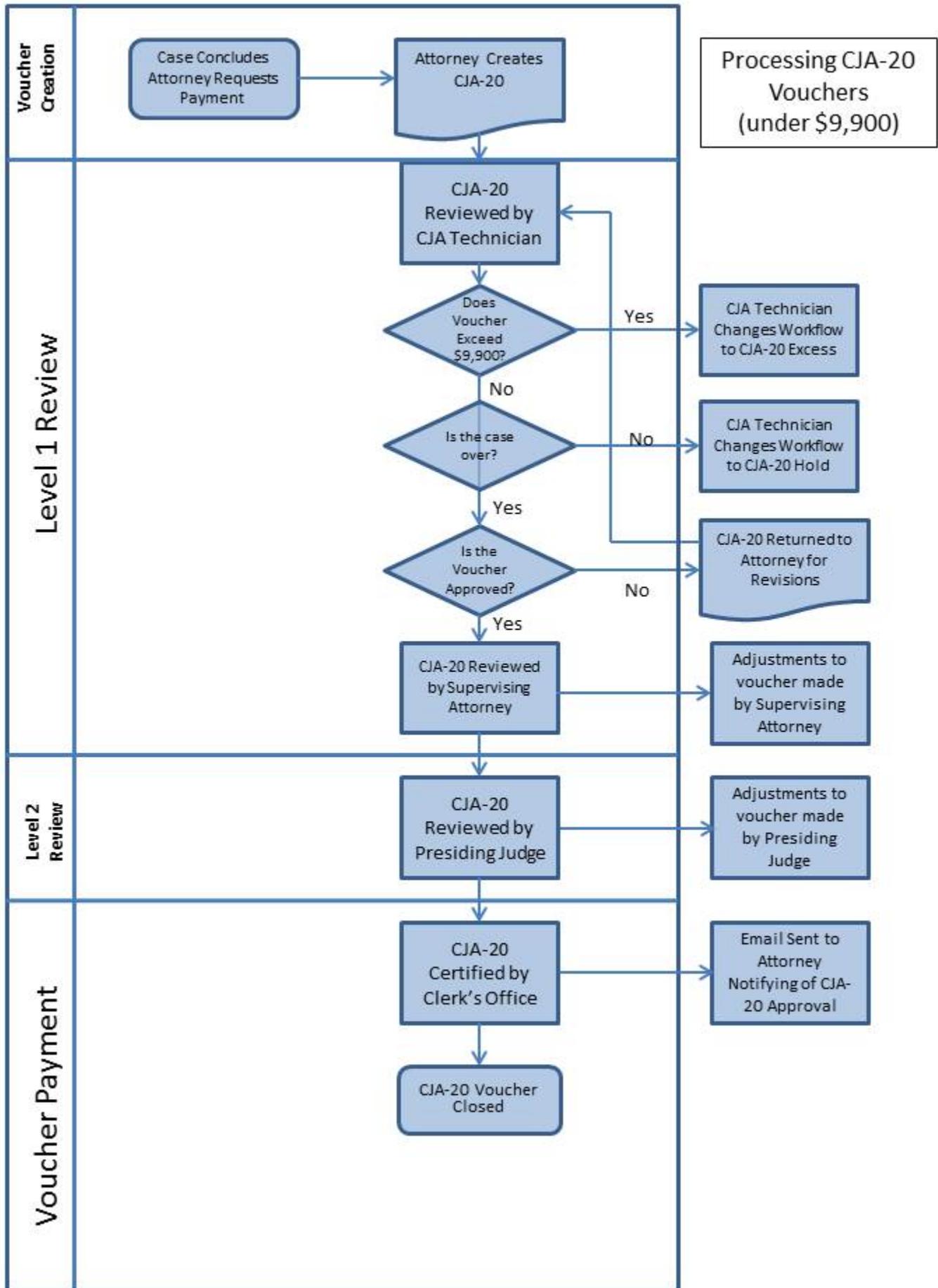
Upload the completed CJA-26 form in the Supporting Documents section of your CJA-20. See page 26.

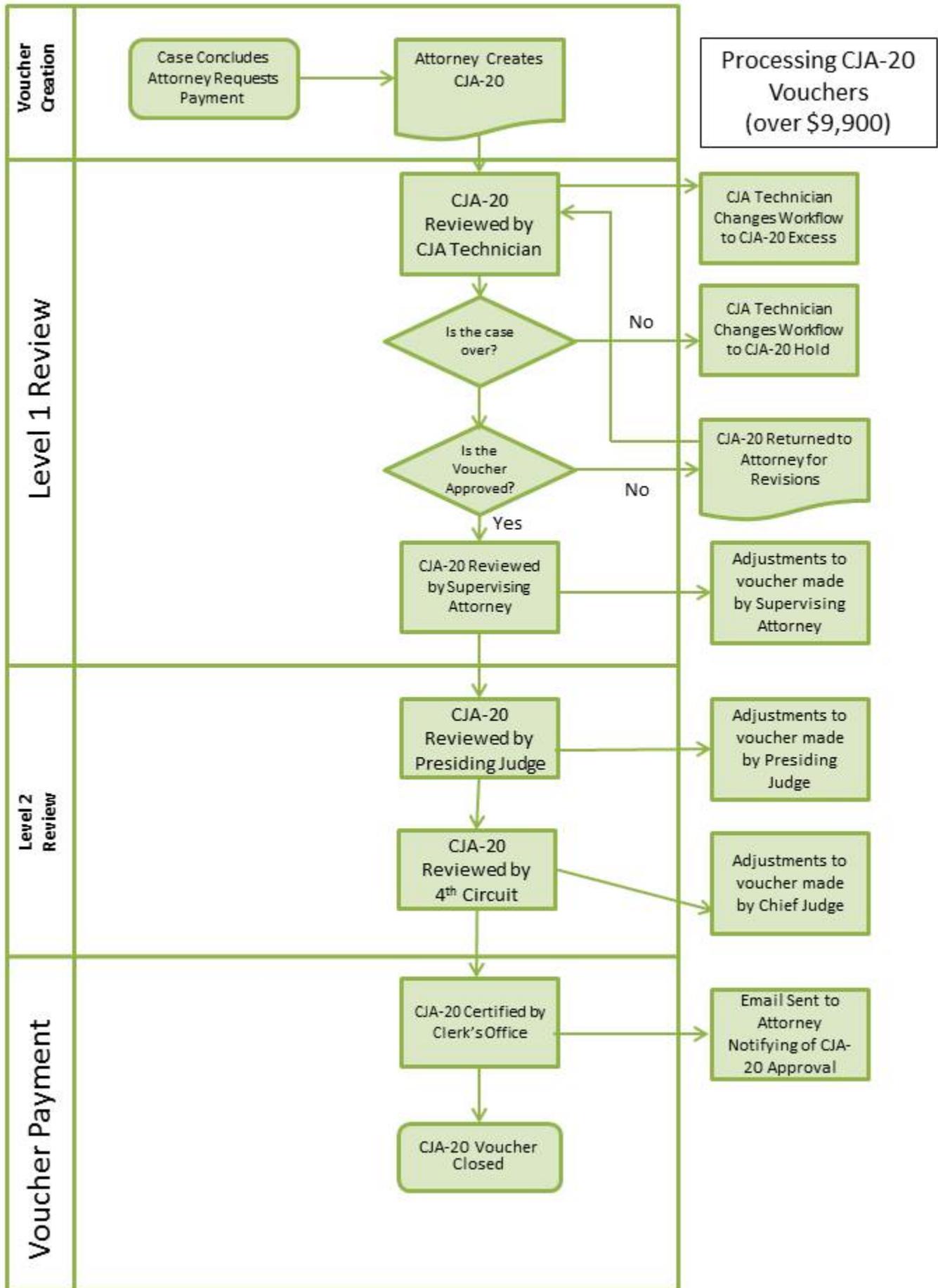
Note:

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

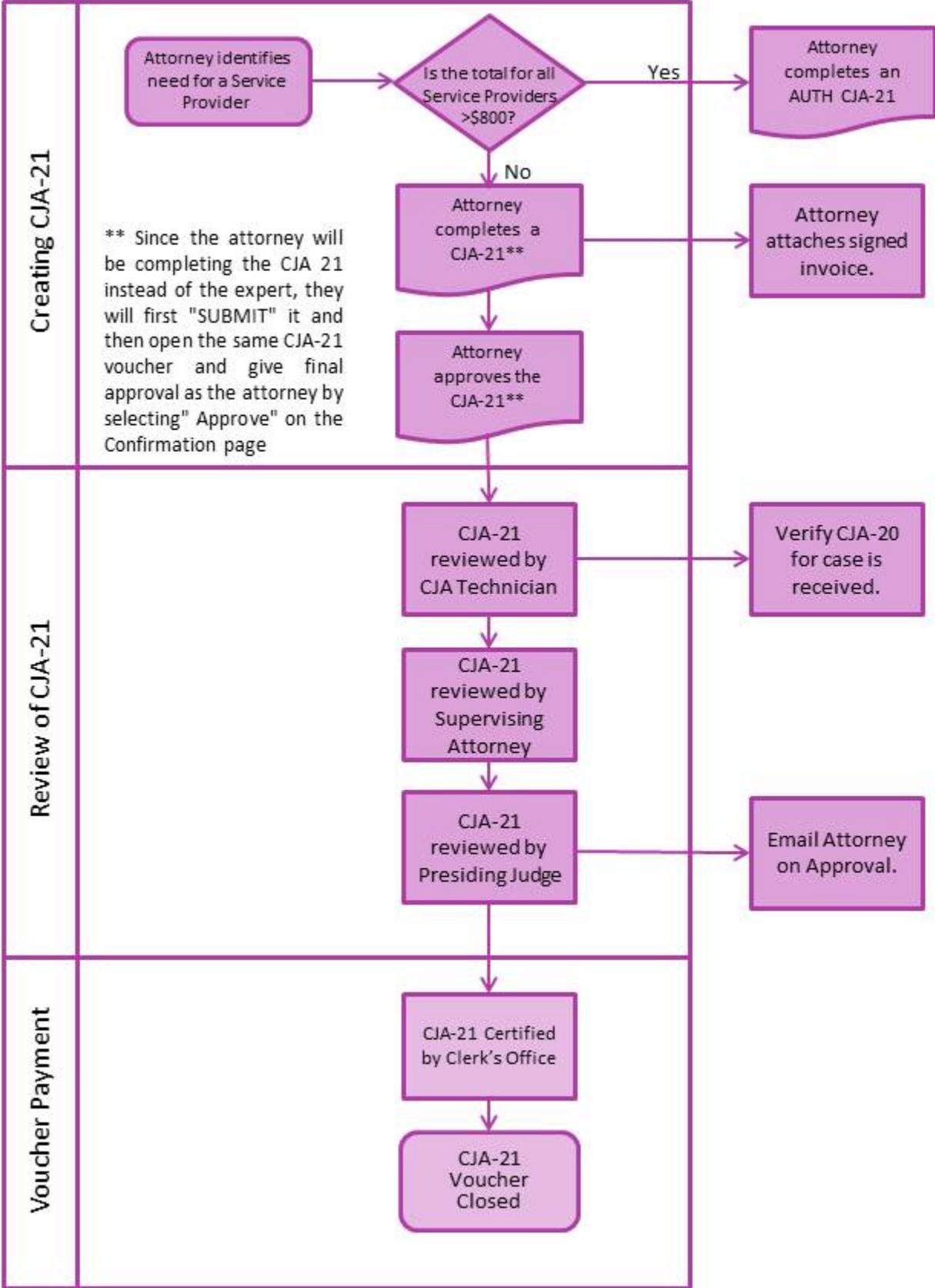
Appointment of CJA Attorney (outside eVoucher)

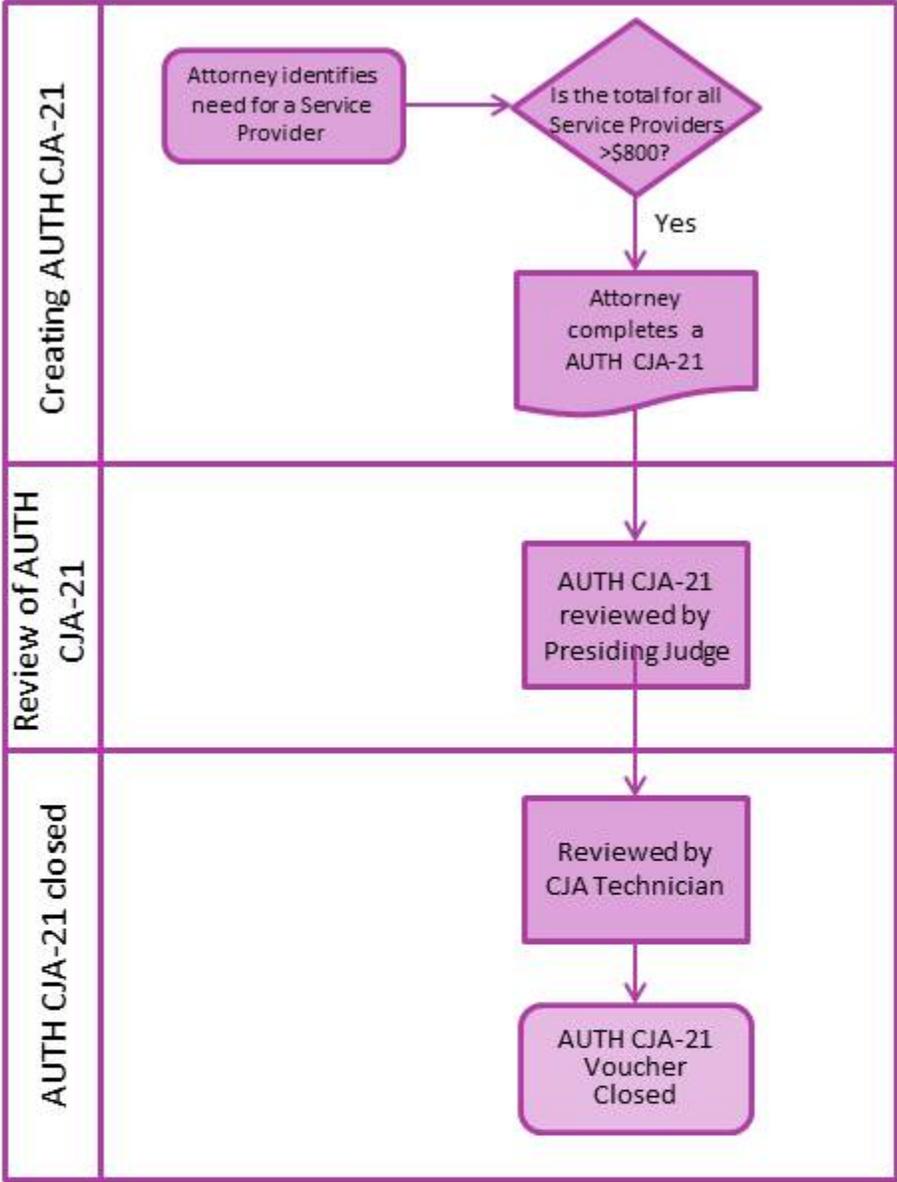






Processing CJA-21s
which are ≤ \$800





Processing AUTH CJA-21 > \$800

