UNITED STATES DISTRICT COURT

Southern District of West Virginia

CJA eVoucher

Attorney User Manual

Release 6.3

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CJA eVoucher Website:
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Introduction

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

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

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

Panel Management

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

Voucher and Authorization Request Submission

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

Browser Compatibility

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

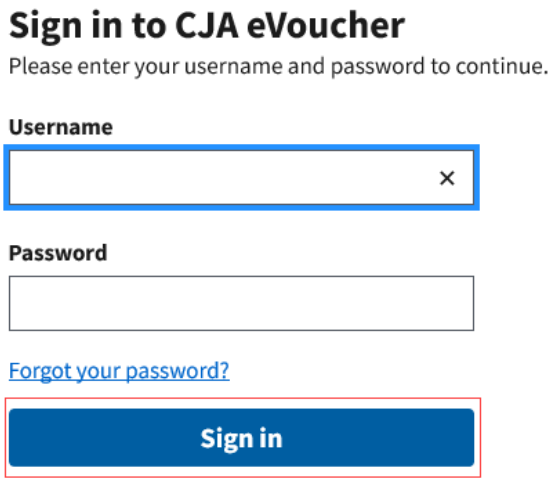
Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program. **Immediately notify the CJA Technician, Debbie Reynolds at (304) 347-3461 or the CJA Supervising Attorney, Madeleine Jaeck at (304) 347-3191 if there is a change in your email address.**

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.

Log on using the user name and password you were provided, and click **Sign in**.

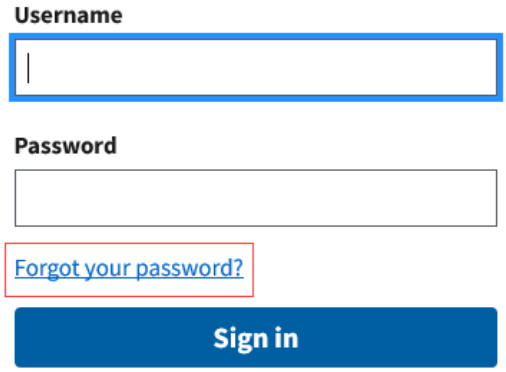


You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

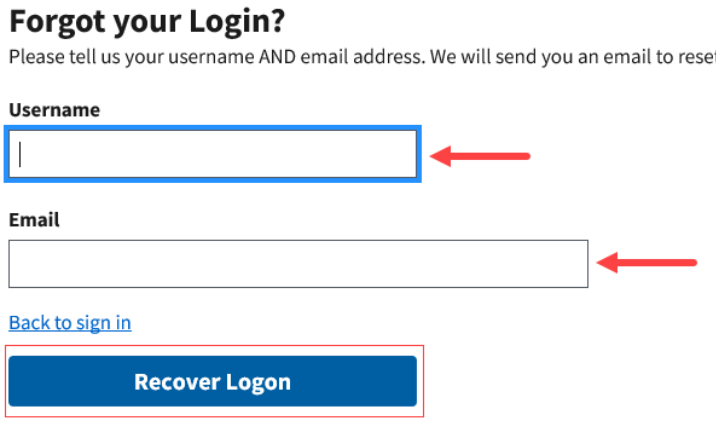
- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click the **Forgot your password** link.

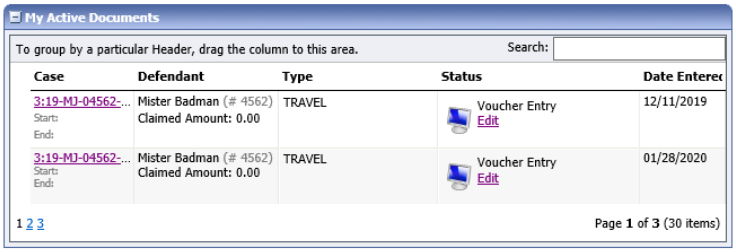


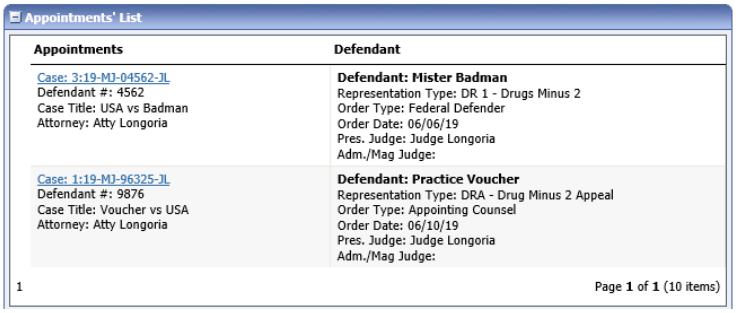
Enter your user name and email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

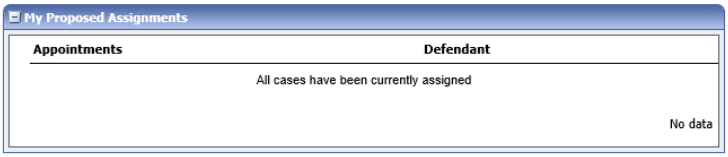


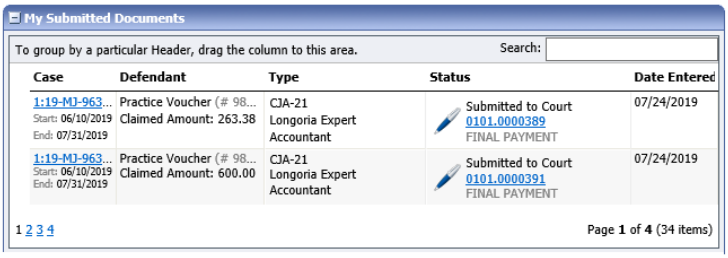
Home Page

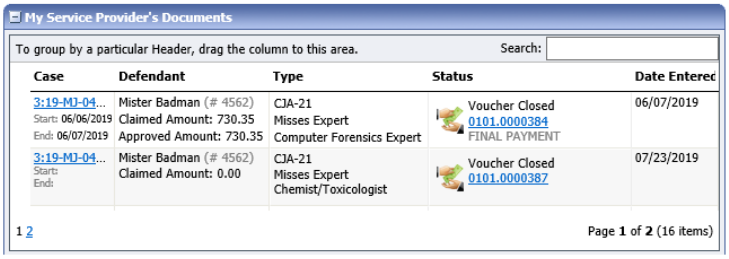
Your home page provides access to all of your appointments and vouchers. Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

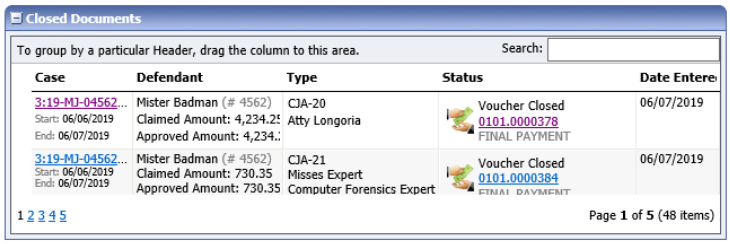








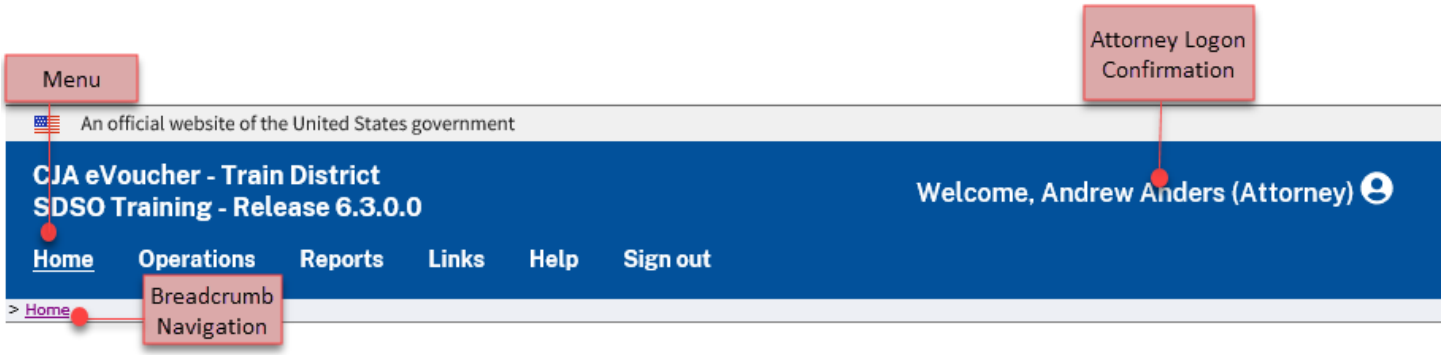




Folder Name	Contents
My Active Documents	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: • Vouchers in progress by the experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are

	archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.

Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you may run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Help	Click to access: • Another link to your profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to log off of 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.

Expand/Collapse a Folder: Click the plus sign to expand a folder. Click the minus sign to collapse a folder.

Resize a Column

Step 1

Along the folder headings (e.g., Case, Description, Type, etc.), 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.

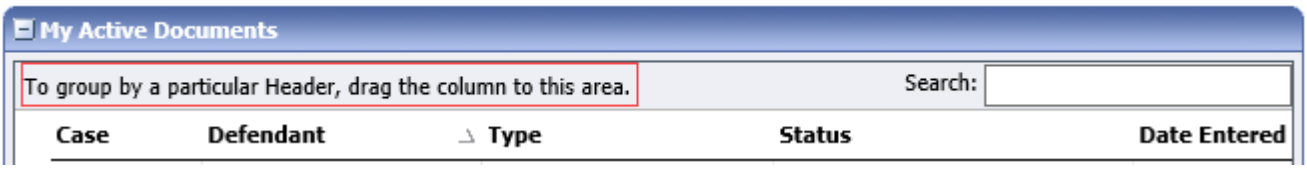
Note: The folder size does not increase; therefore, some columns may move off the screen.

Group by Column Heading:

You can sort all the information within a folder by grouping documents by column header. All folders displaying the group header bar can be sorted in this manner.

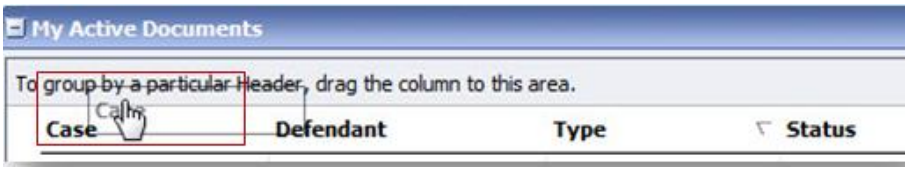
Step 1

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



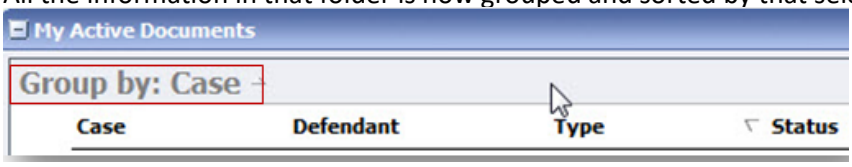
Step 2

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



Step 3

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



My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).

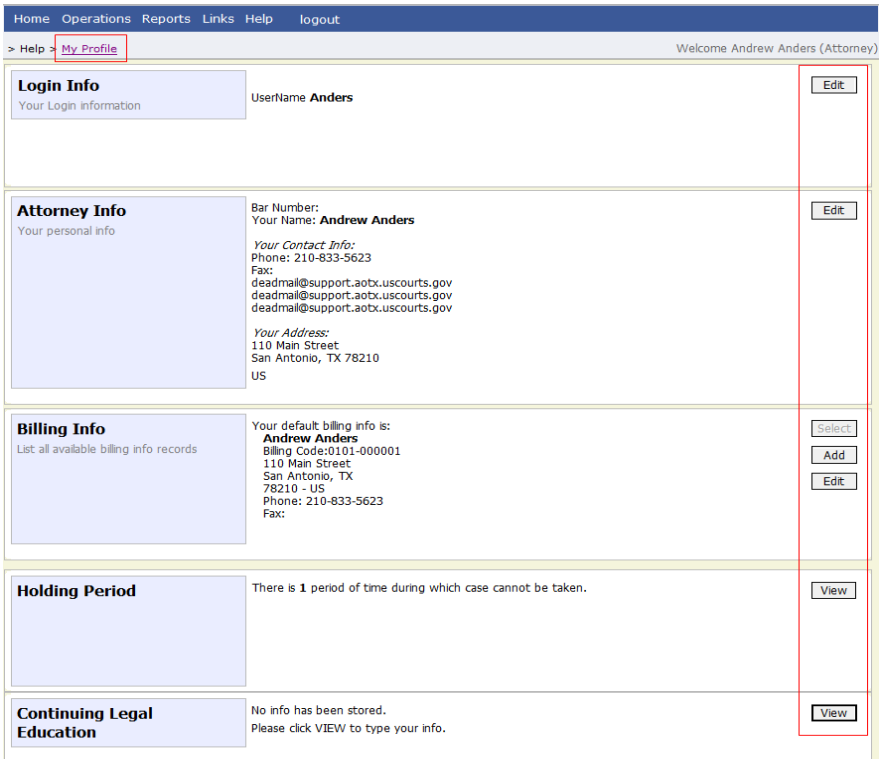
Edit contact information, phone, email, and/or physical address (**Attorney Info** section).

If your contact information 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 in your Profile.

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

To access the **My Profile** page, from the menu bar, click **Help** and then click **My Profile**, or click the **My Profile** link to the right of the menu bar.

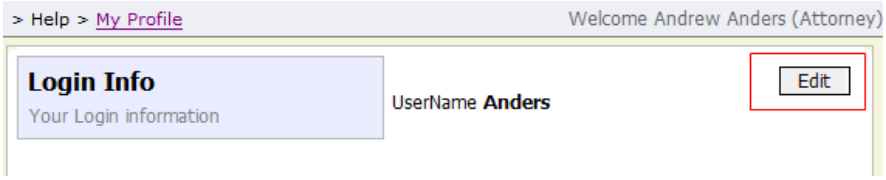
The My Profile page appears.



Changing My Profile User Name and Password

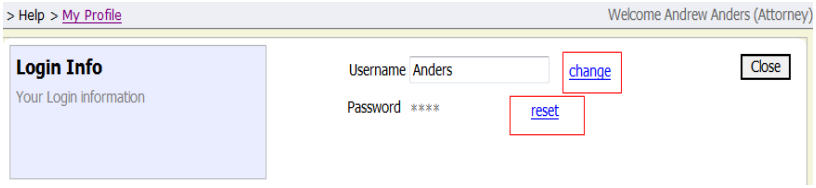
Step 1

In the Login Info section, click **Edit** to change your password.



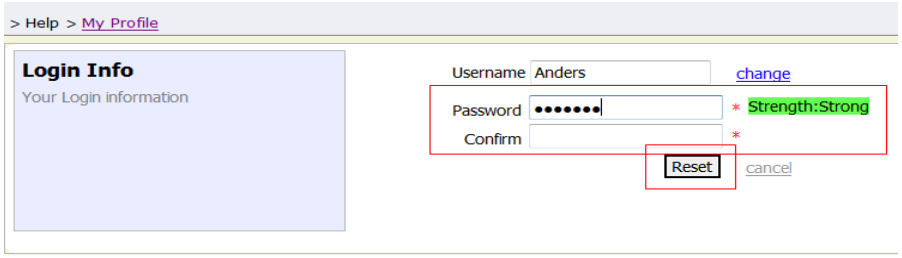
Step 2

To change your user name, type the new user name and click the **change** link. The "The Username has been changed" message appears. To reset your password, click the **reset** link.



Step 3

In the **Password** field, enter the new password, and then reenter it in the **Confirm** field. Click **Reset** to save.

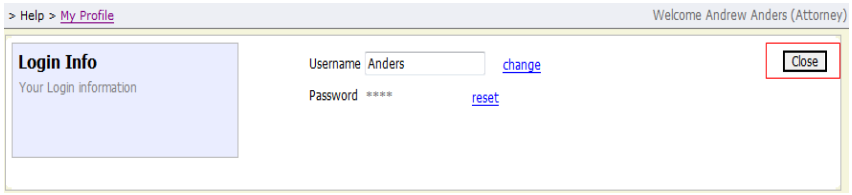


Step 4

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

Attorney Info

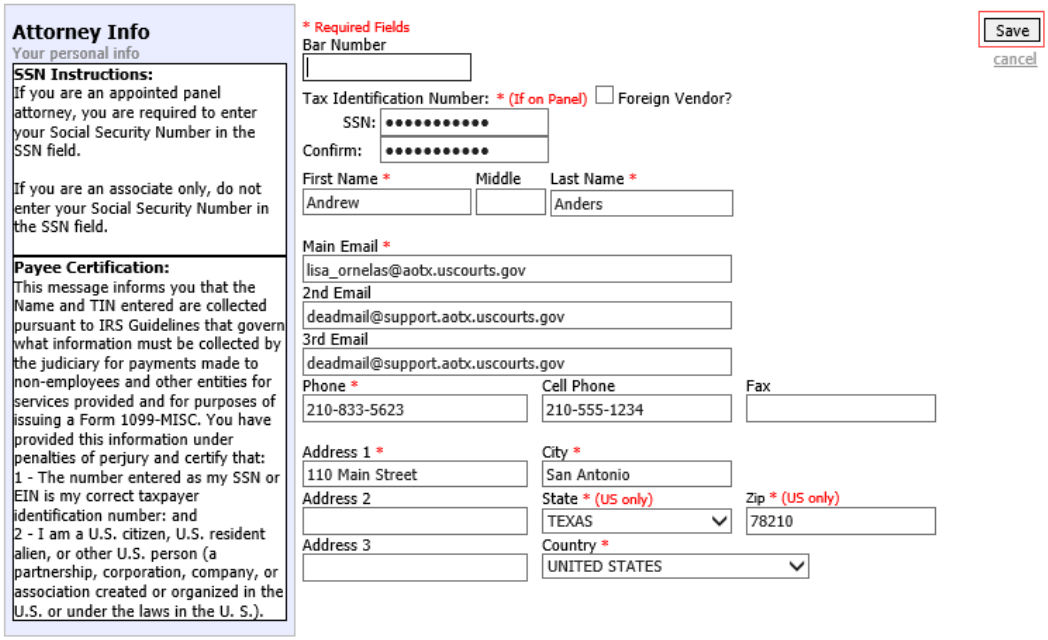
Step 1



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

Step 2

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



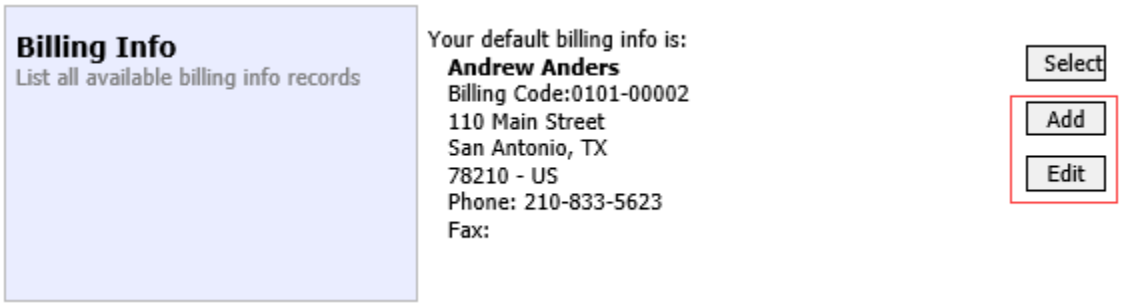
Notes:

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

Billing Info

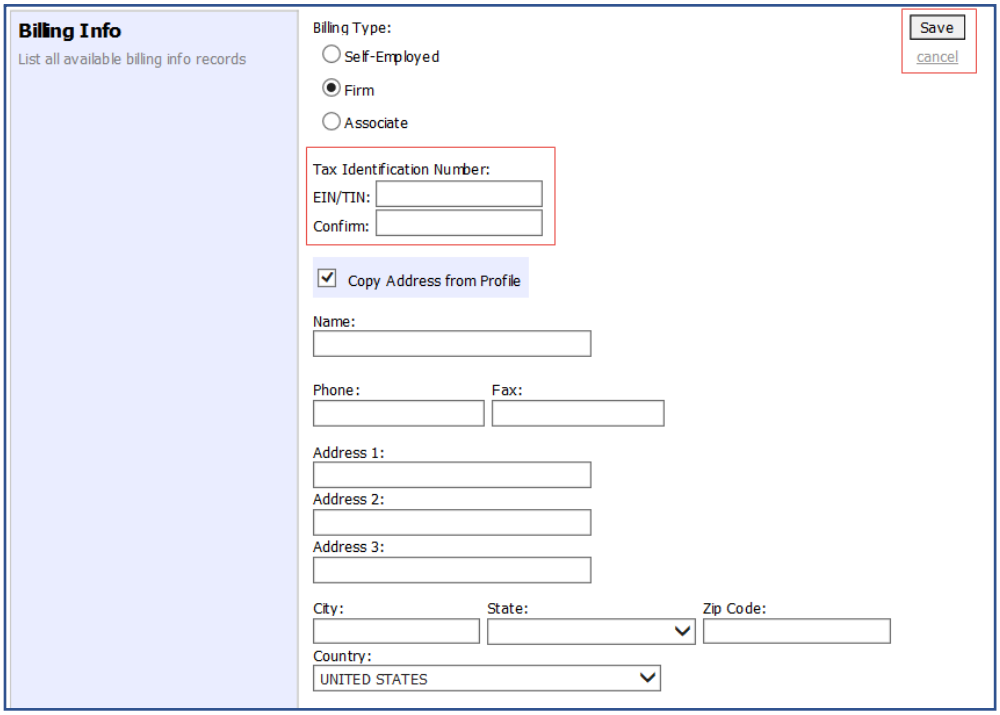
Step 1

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



Step 2

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



Notes:

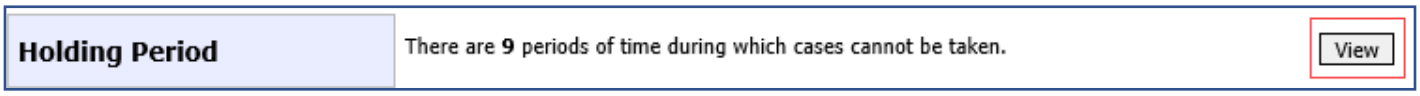
- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate- No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

Holding Period

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

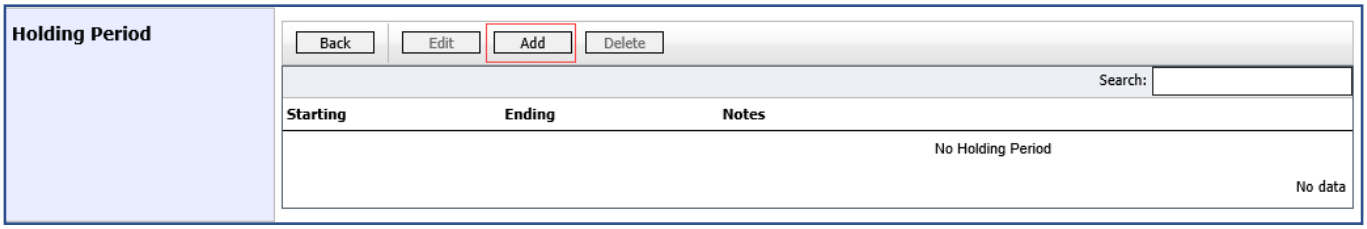
Step 1

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



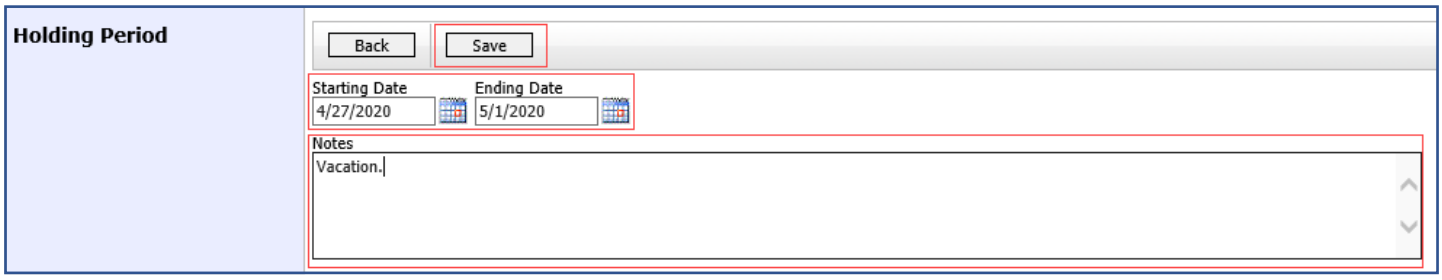
Step 2

Click **Add**.



Step 3

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



Continuing Legal Education (CLE)

Step 1

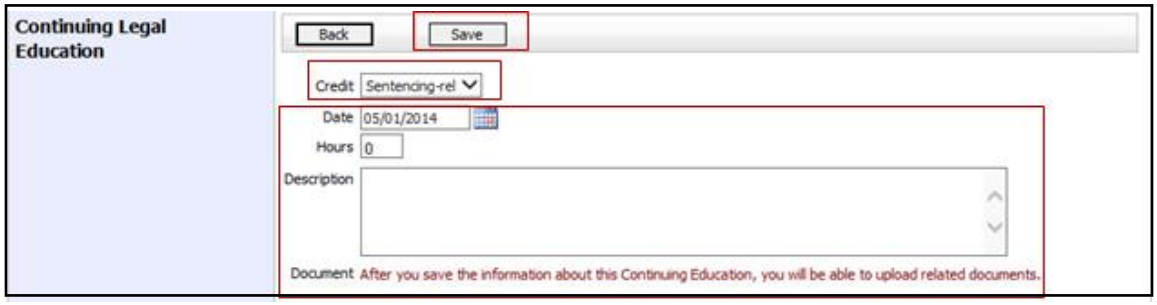
In the Continuing Legal Education section, click **View** to access the CLE information.

Step 2

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

Step 3

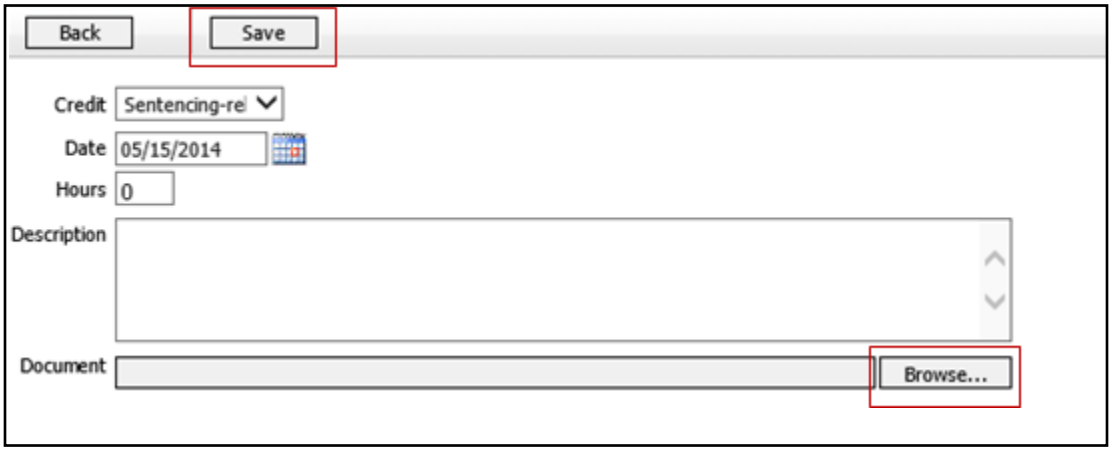
Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

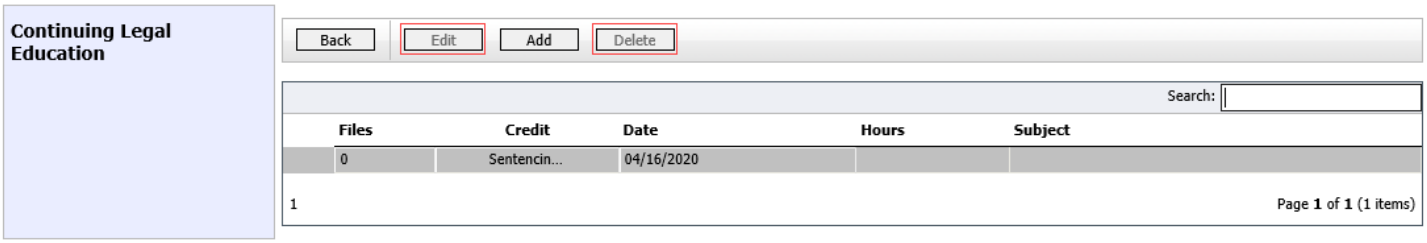


Note: After you save information, you can upload related PDF documents.

Step 4

Click **Browse** to upload and attach a PDF document. Then click **Save**.





Note: All entries appear in the grid and can be accessed, edited, or deleted either by clicking the entry or clicking the **Edit** or **Delete** buttons.

Appointments' List

On your home page, locate the **Appointments** column in the **Appointments' List section.**

Step 1

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

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

View Representation

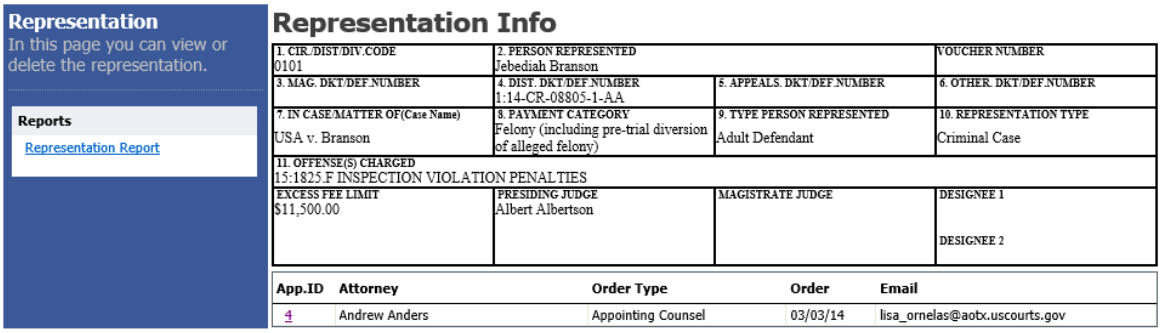
Clicking the **View Representation** link displays the following information:

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

Step 1

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

The Representation Info page appears.



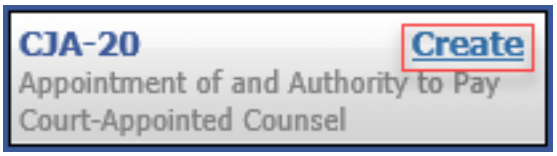
CJA 20 Voucher Process Overview

Creating the CJA-20 Voucher

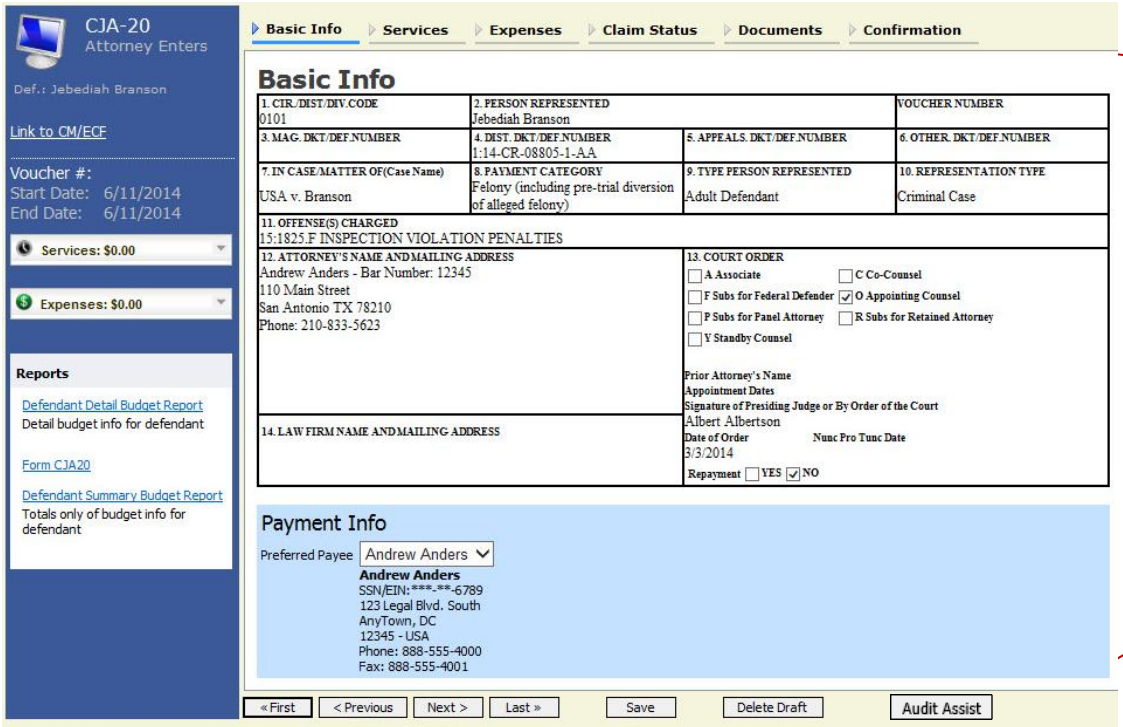
The court creates the appointment. The attorney initiates the CJA-20 voucher.

Note: All voucher types and documents function in primarily the same way.

In the Appointment section, from the CJA-20 voucher template, click the **Create** link.



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



Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

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

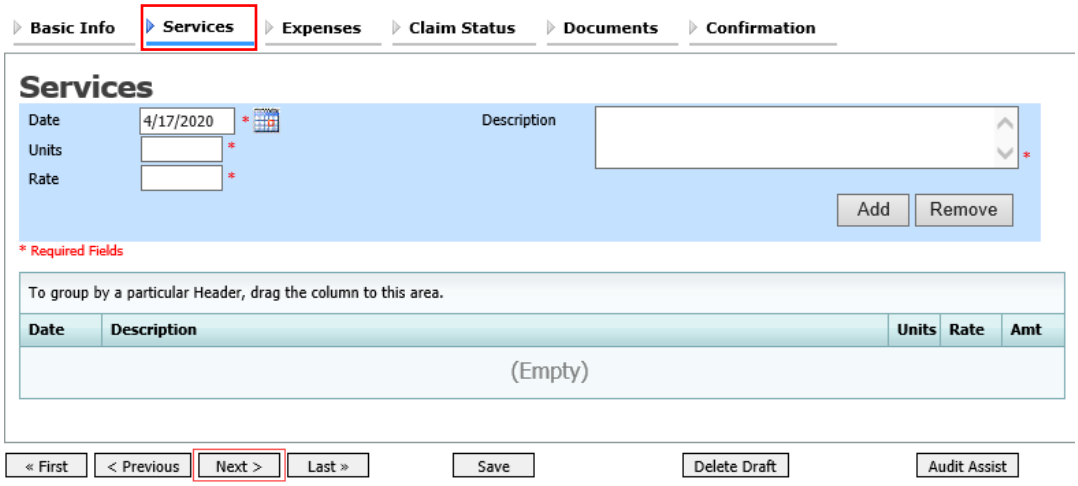
Entering Services

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

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

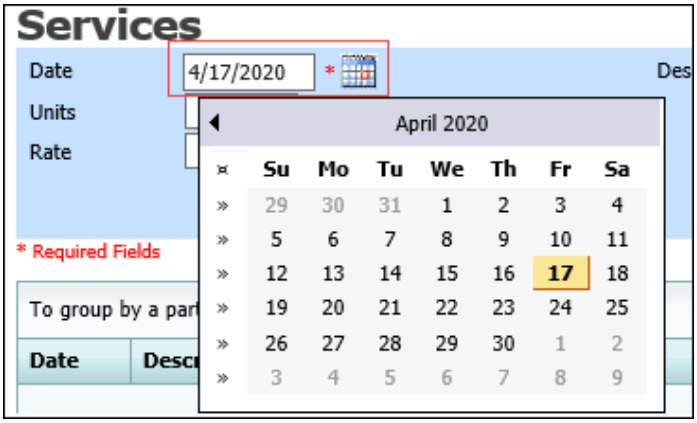
Step 1

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



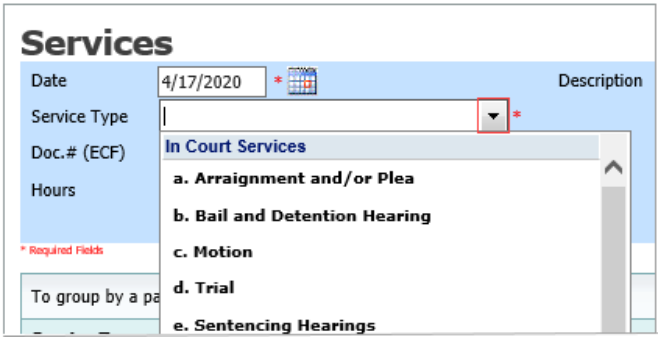
Step 2

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



Step 3

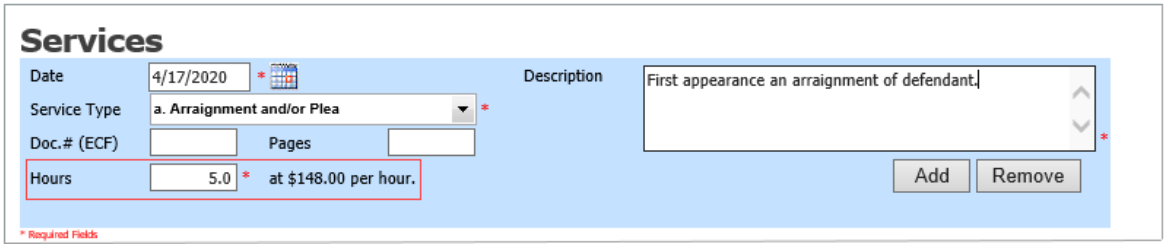
Click the **Service Type** drop-down arrow and select the service type.



Note: You can add dates in any order, or sort in chronological order at any time.

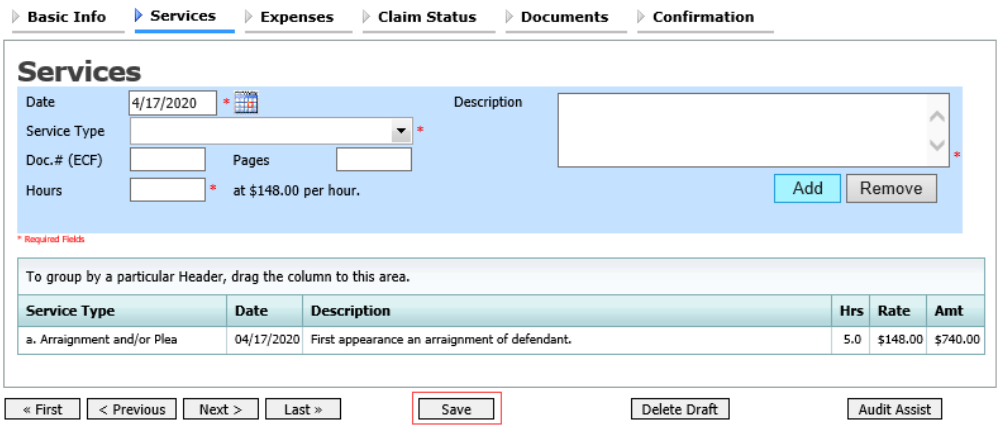
Step 4

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



Step 5

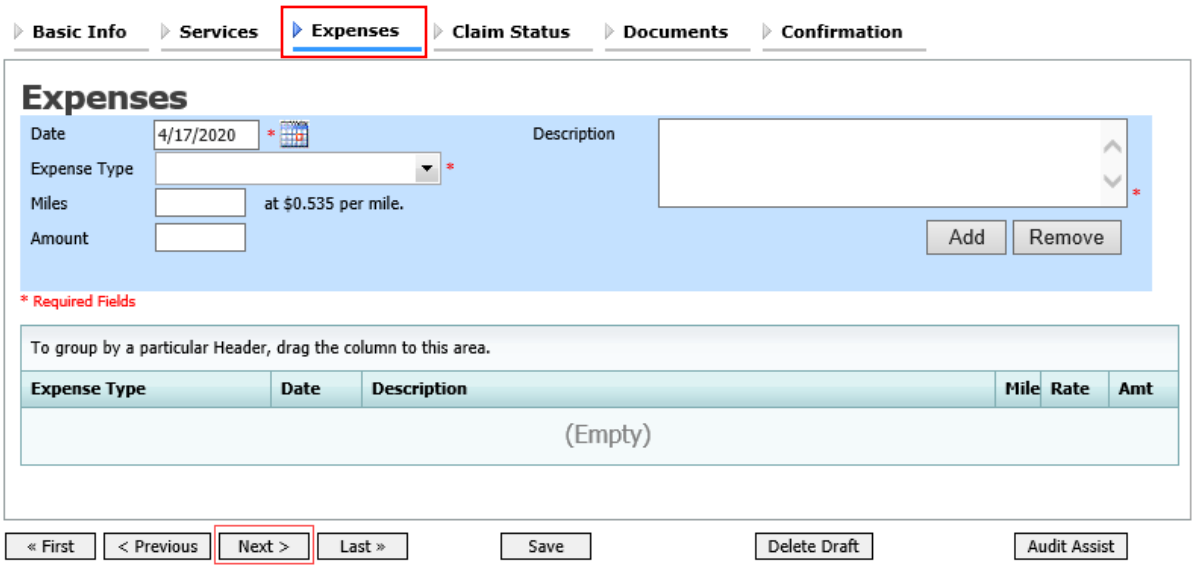
The entry is added to the voucher, and appears at the bottom of the Service Type column. The Date header sorts by date. Be sure to click **Save**. Click an entry to edit.



Entering Expenses

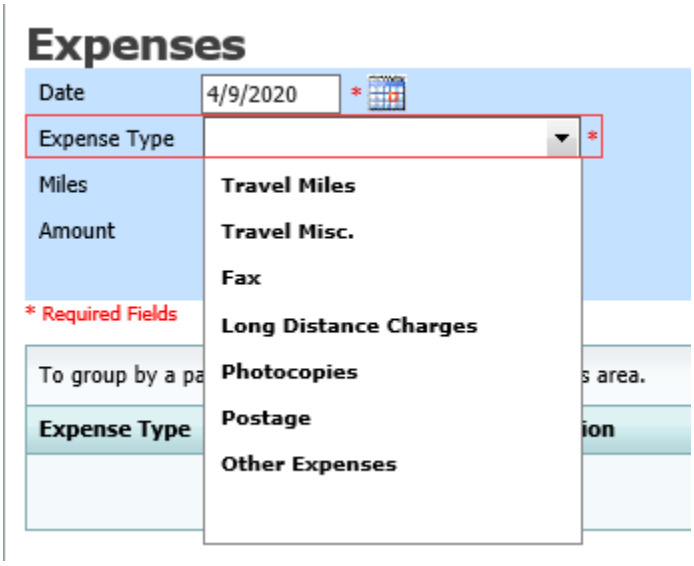
Step 1

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



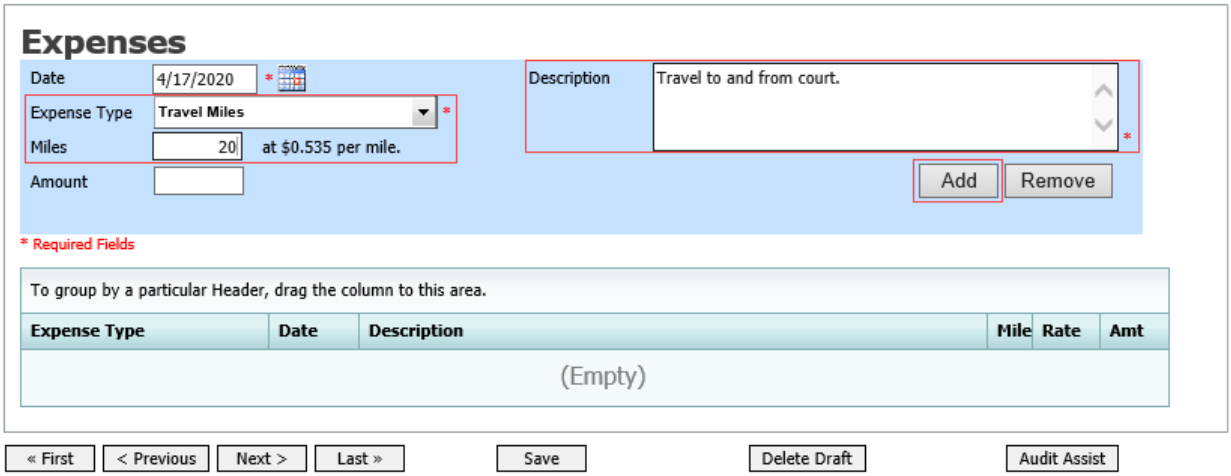
Step 2

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

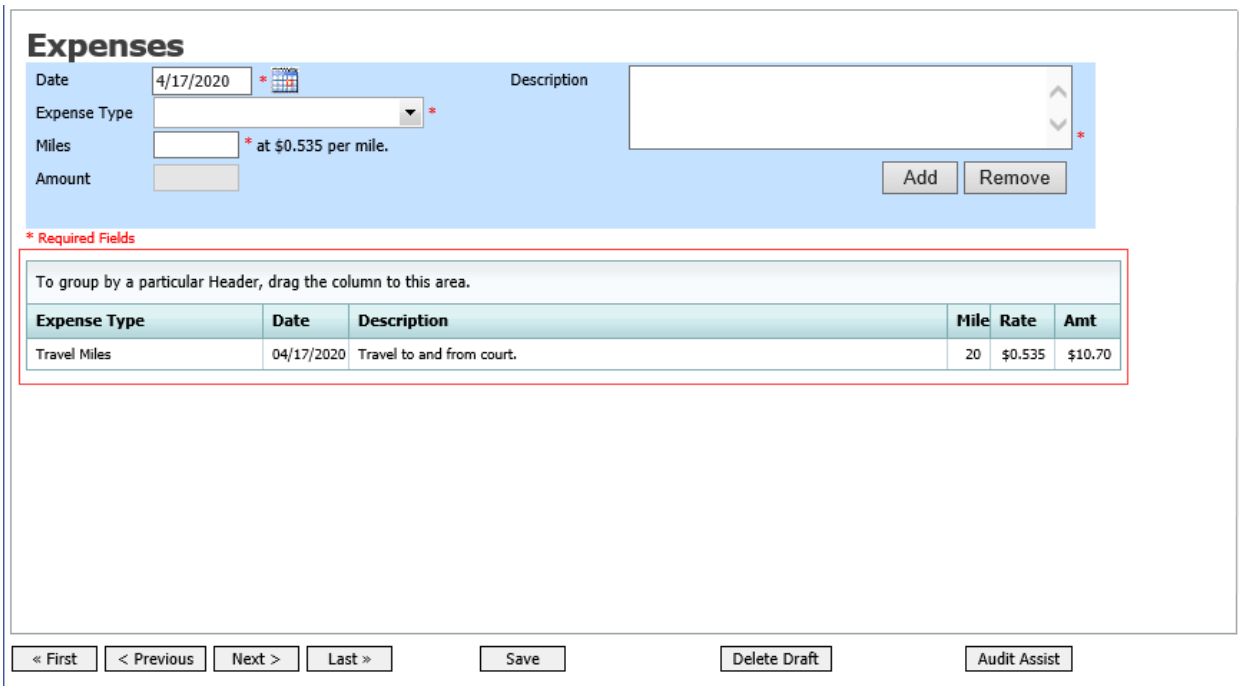


Step 3

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

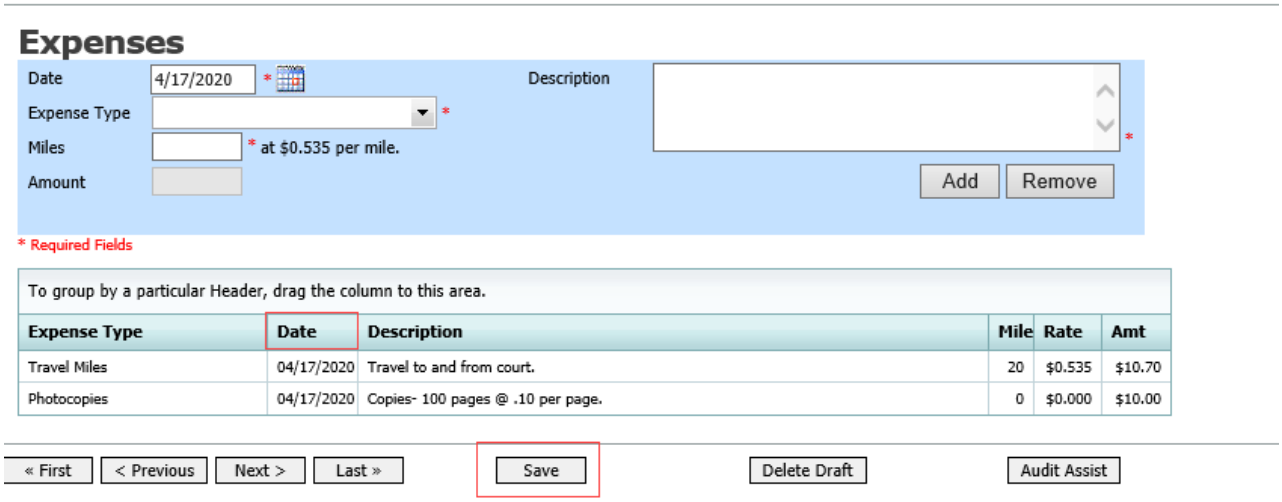


The entry is added to the voucher and appears at the bottom of the Expense Type column.



Step 4

Click in the **Date** column header to sort expenses by date. Click **Save**.



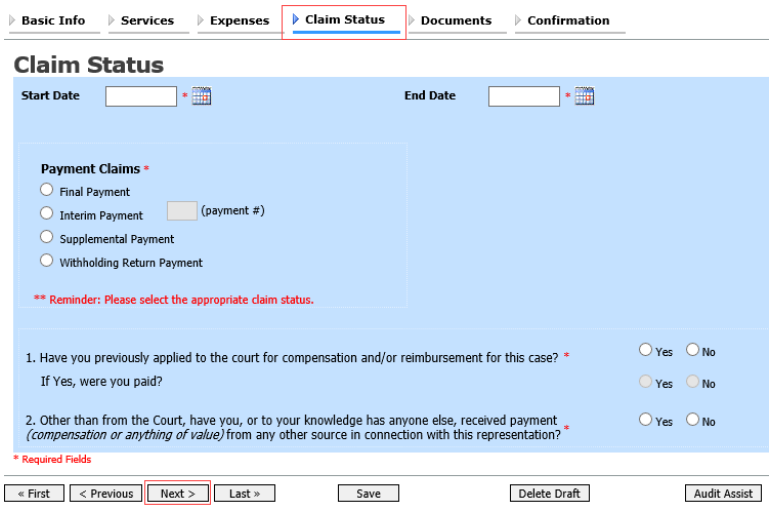
Notes:

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

Claim Status

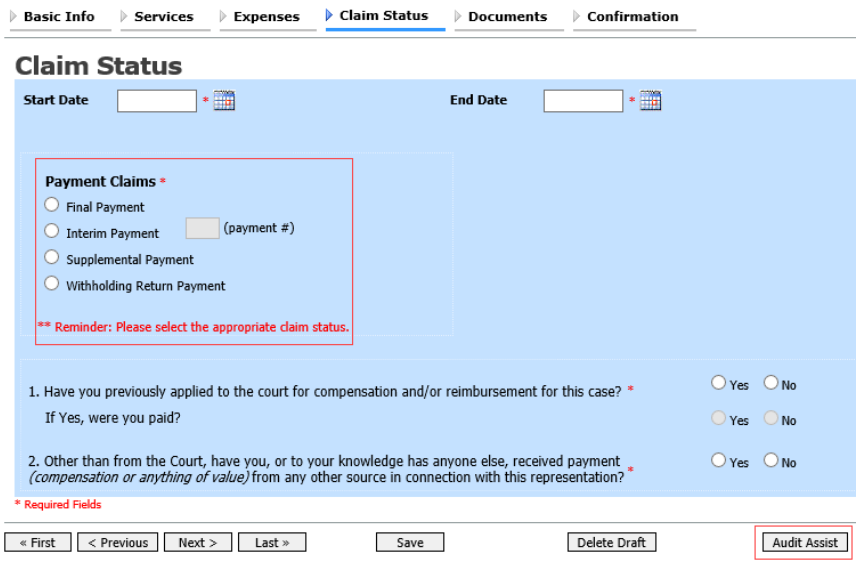
Step 1

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



Step 2

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

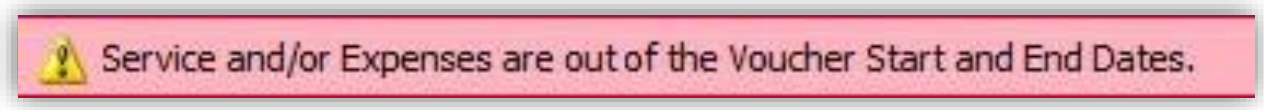


Notes:

The Payment Claims section features the following payment claims type radio buttons:

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

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



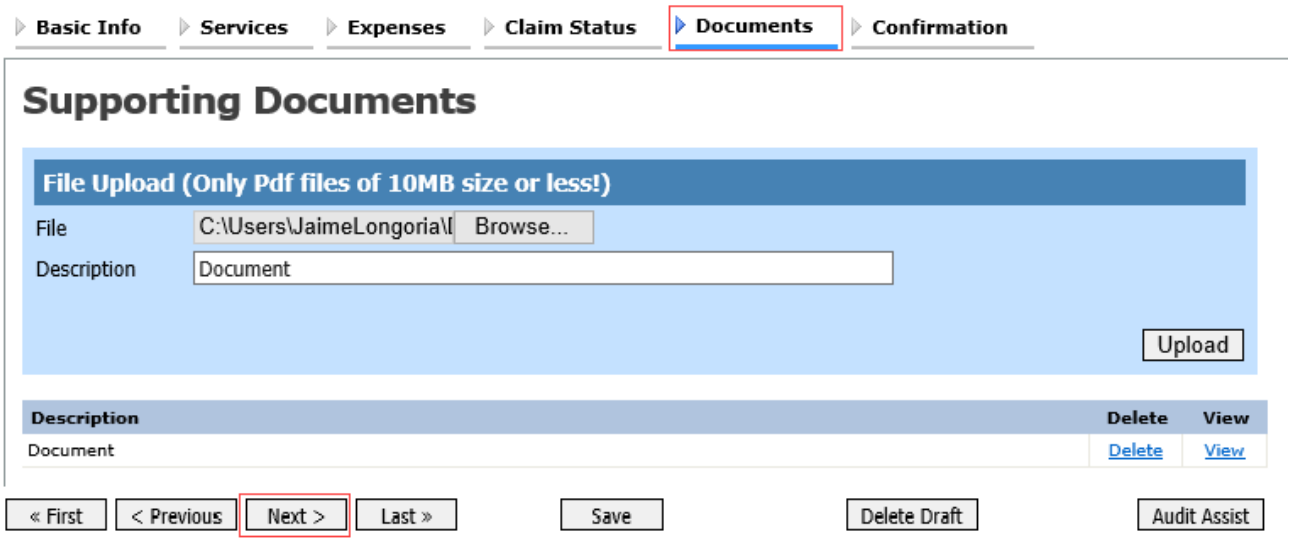
The message will be removed when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

Documents

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

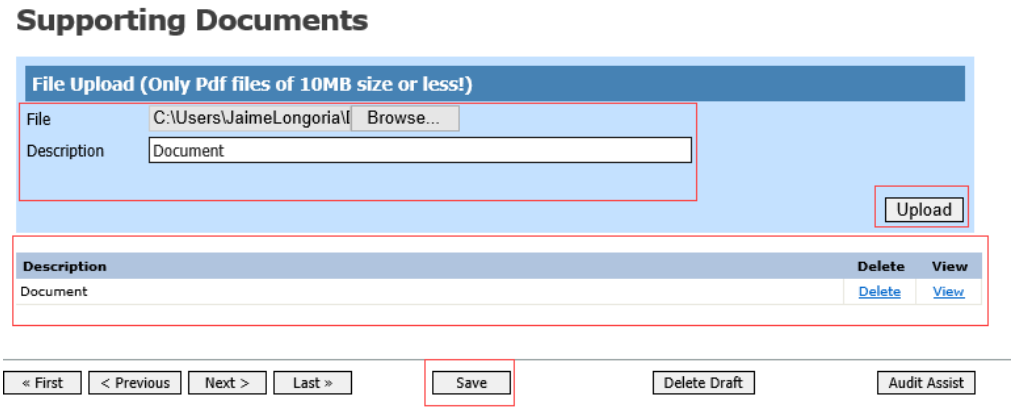
Step 1

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



Step 2

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



Signing and Submitting to Court

Step 1

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

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

Confirmation

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
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@aotx.uscourts.gov

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

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 ☐ YES ☑ NO

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

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

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE
FROM: TO:
20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION
21. CASE DISPOSITION

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

Have you previously applied to the court for compensation and/or reimbursement for this case? ☐ YES ☐ NO
If yes, were you paid? ☐ YES ☐ NO
Other than from the Court, have you, or to your knowledge has anyone else, received payment *(compensation or anything of value)* from any other source in connection with this representation? ☐ YES ☐ NO If yes, please attach supporting documentation
I Swear or affirm the truth or correctness of the above statements.

Signature of Attorney: Date Signed:

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

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

Public/Attorney Notes

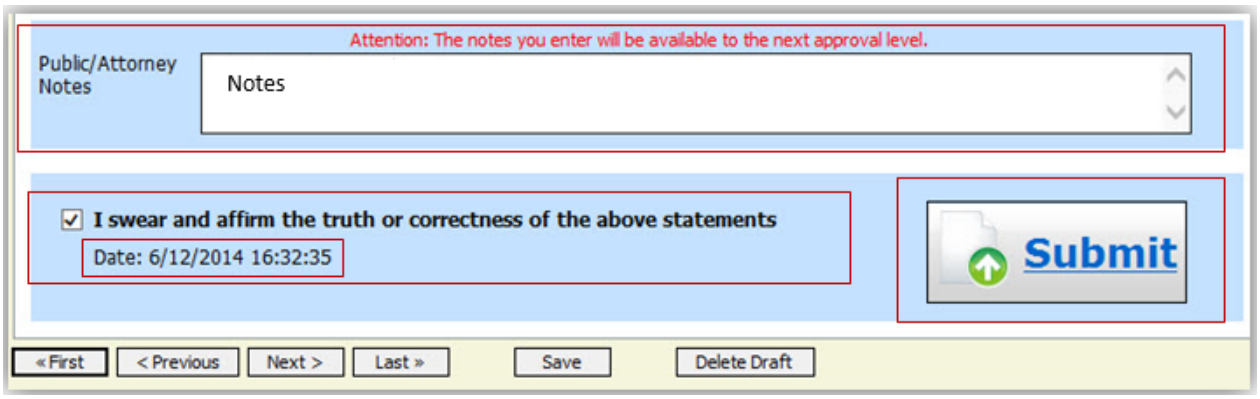
☐ **I swear and affirm the truth or correctness of the above statements**
Date:

Submit

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

Step 2

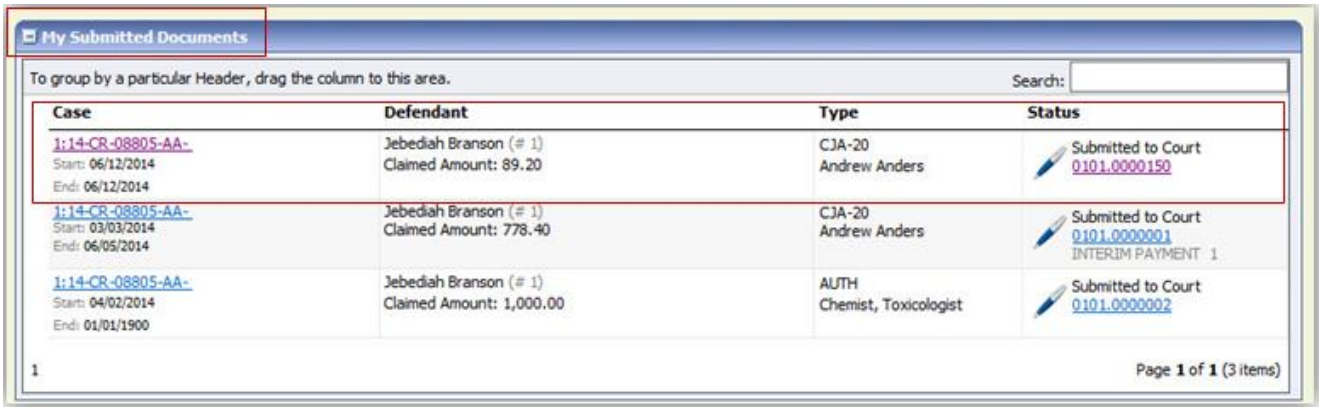
In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.



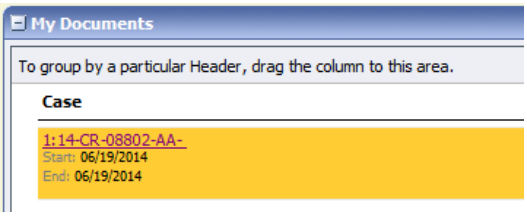
Step 3

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

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



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



CJA-20 Quick Review Panel

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

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

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

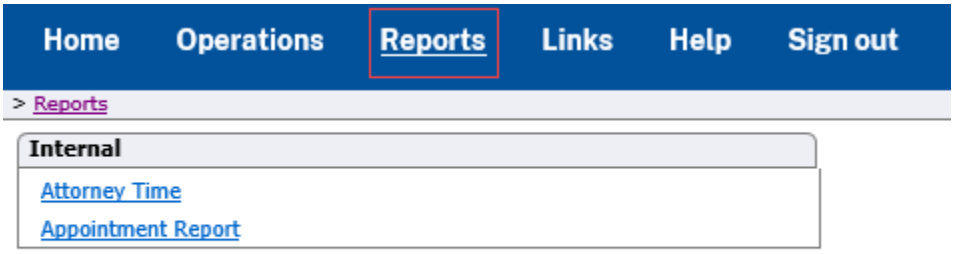
Reports and Case Management

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

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

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

You can find other accessible reports by clicking **Reports** on the menu bar.



Defendant Detailed Budget Report

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

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

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

Counsel Budget **Defendant: Jebediah Branson**

Type of Representation: Criminal Case

Budget Amount Requested: $0.00

Budget Amount Approved: $9,900.00

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

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Thursday, November 05, 2015 - Ver. 1.1 Page 1 of 1

Defendant Summary Budget Report

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

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

Counsel Budget **Defendant: Jebediah Branson**

Type of Representation: Criminal Case

Budget Amount Requested: $0.00

Budget Amount Approved: $3,900.00

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

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

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Creating a CJA-21 Voucher

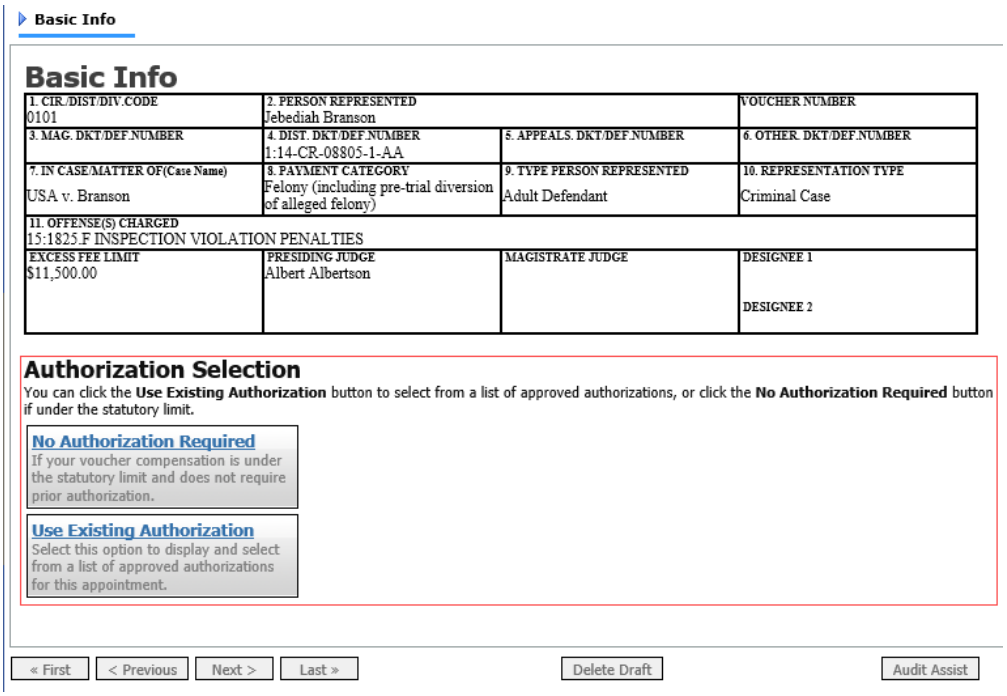
Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

On the Appointment page, click **Create** from the CJA-21 voucher template. The voucher opens the Basic Info page.

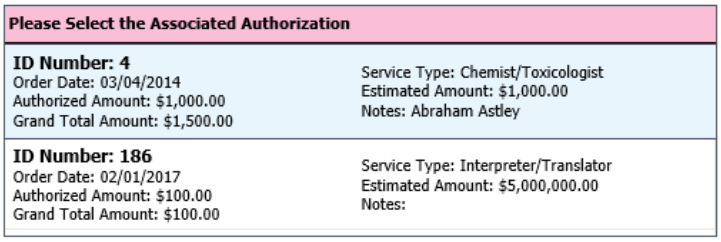
Step 2

When submitting a CJA-21 voucher, you have two options from which to choose in the Authorization Selection section. If the request does not require advance authorization, click **No Authorization Required**. If you have a previously approved authorization, click **Use Existing Authorization**.



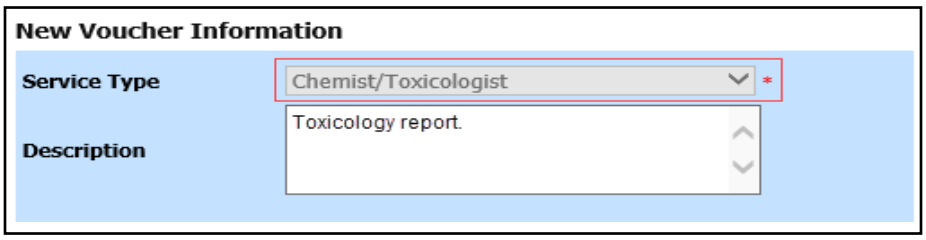
Step 3

If you click **Use Existing Authorization**, a list of associated authorizations appears. Click the desired authorization, which turns blue when clicked. *You cannot continue until it is highlighted.*



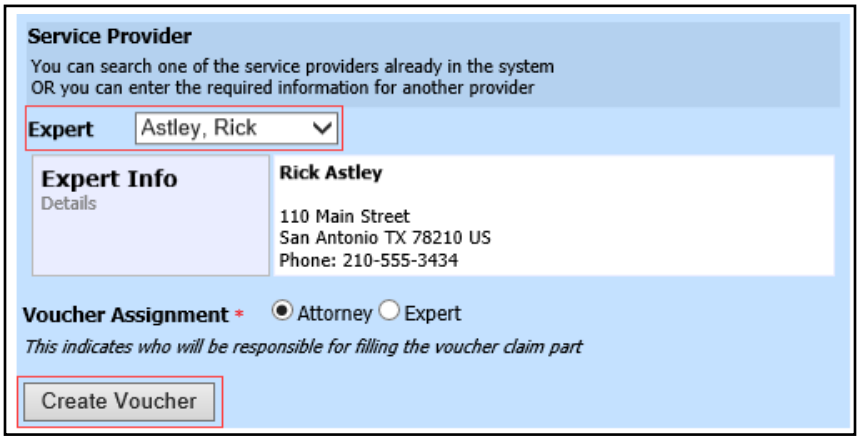
Step 4

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



Step 5

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

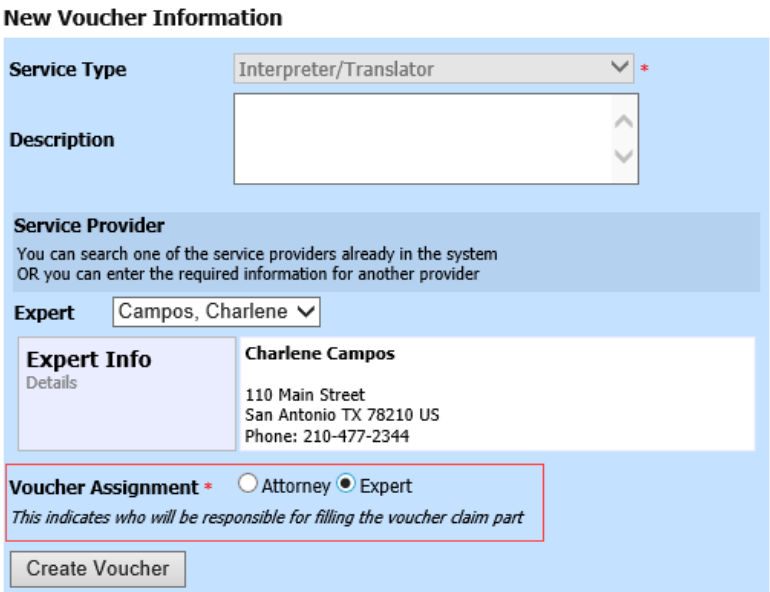


Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, **the preferred method is to submit the Service Provider Information form located in the LINKS tab on the blue menu bar** or you may follow the steps on how to add an Expert on page 38.

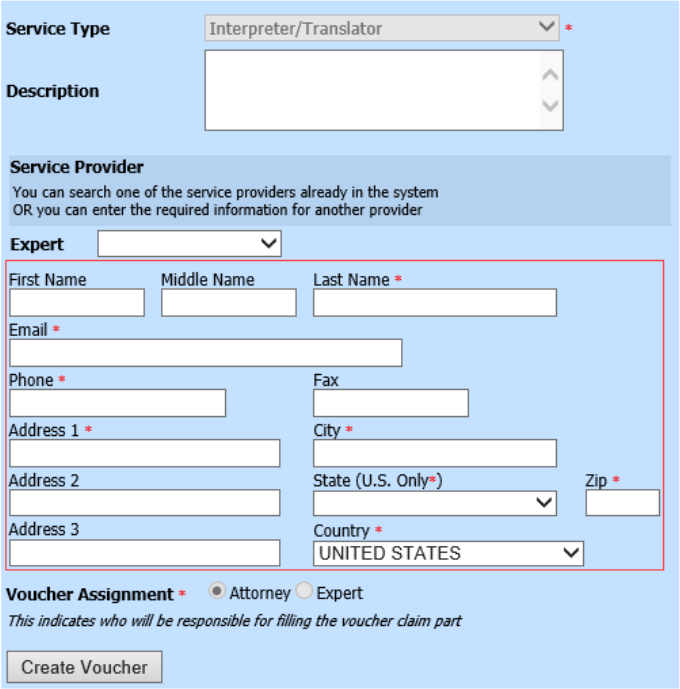
Step 6

In SDWV "Experts" are not given access to the e-Voucher system. Therefore, in the Voucher Assignment section, the **Attorney** radio button is automatically selected. Fill in all required information of the Expert.



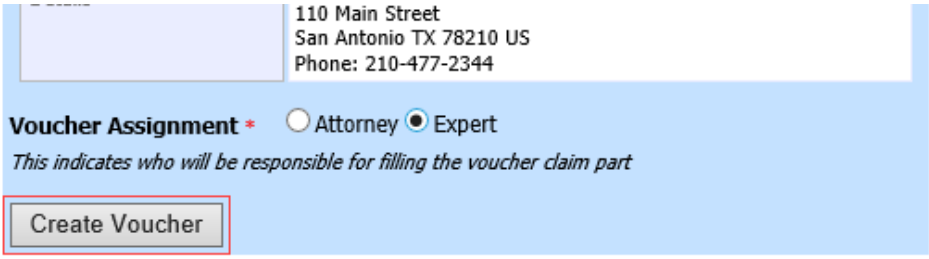
Step 7

If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. **In SDWV, for ALL CJA21s you will choose the "Attorney" radio button.**



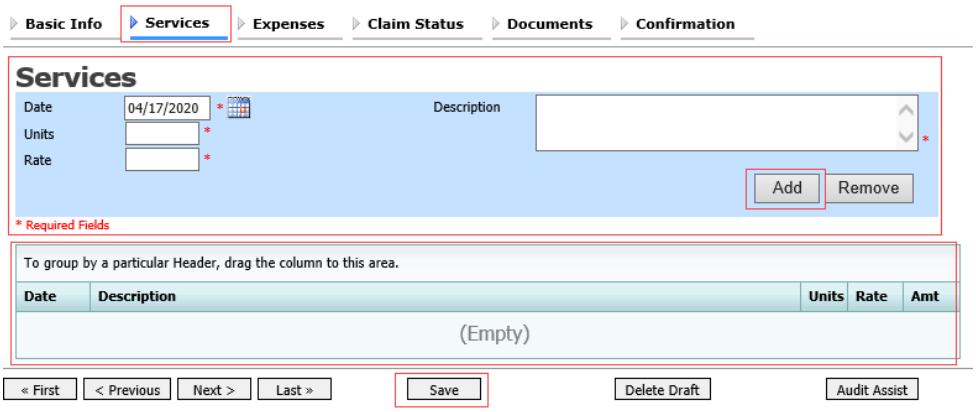
Step 8

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



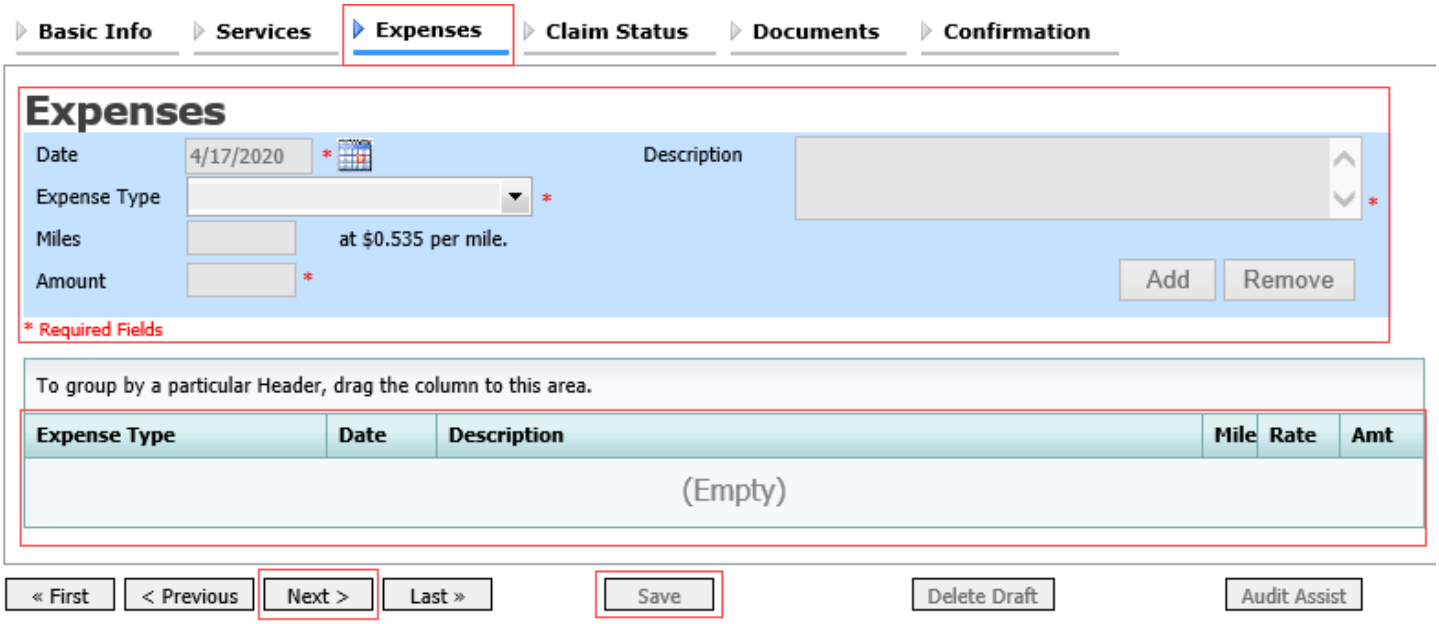
Step 9

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



Step 10

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

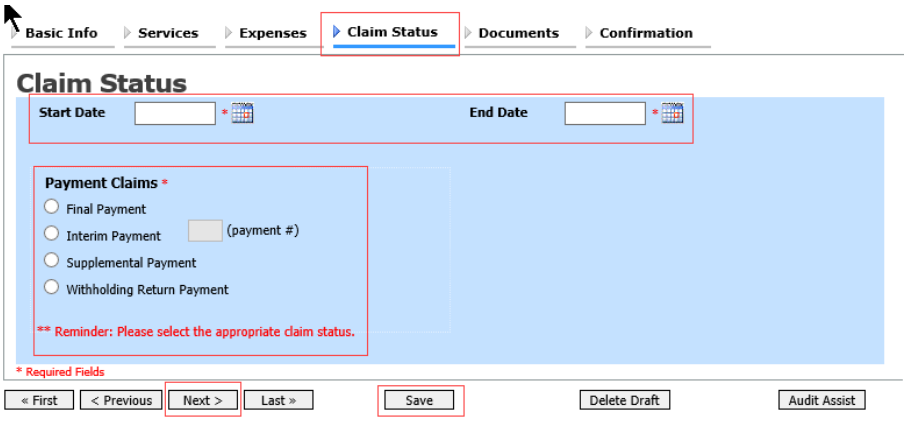


Notes:

- 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.

Step 11

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



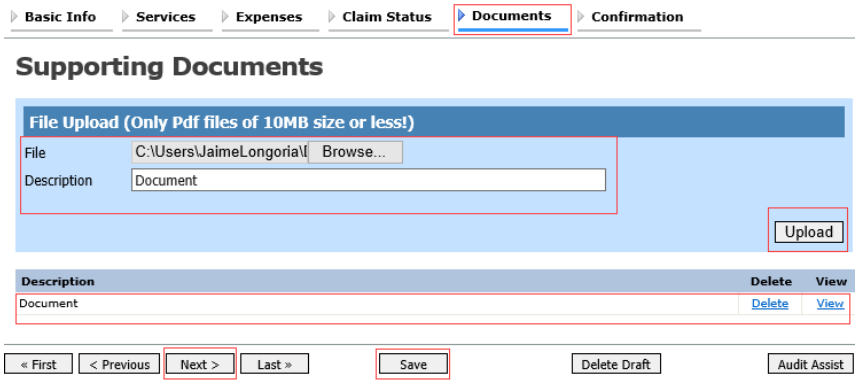
Notes:

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

Step 12

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

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



Step 13

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

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

Confirmation

1. 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 STATEMENT
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
☑ Authorization to obtain the service. Estimated compensation: $1000.00
☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@aotx.uscourts.gov

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)

14. TYPE OF SERVICE PROVIDER
☐ 01 Investigator
☐ 02 Interpreter/Translator
☐ 03 Psychologist
☐ 04 Psychiatrist
☐ 05 Polygraph
☐ 06 Documents Examiner
☐ 07 Fingerprint Analyst
☐ 08 Accountant
☐ 09 CALR (Westlaw/Lexis, etc.)
☒ 10 Chemist/Toxicologist
☐ 11 Ballistics
☐ 13 Weapons/Firearms/Explosive Expert
☐ 14 Pathologist/Medical Examiner
☐ 15 Other Medical
☐ 16 Voice/Audio Analyst
☐ 17 Hair/Fiber Expert
☐ 18 Computer (Hardware/Software/Systems)
☐ 19 Paralegal Services
☐ 20 Legal Analyst/Consultant
☐ 21 Jury Consultant
☐ 22 Mitigation Specialist
☐ 23 Duplication Services
☐ 24 Other (Specify)
☐ 25 Litigation Support Services
☐ 26 Computer Forensics Expert

15. COURT ORDER
Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.

Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order: 03/04/2014
Nunc Pro Tunc Date
Repayment ☐ YES ☒ NO

NOTES
Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	$0.00	$0.00	
b. Travel Expenses *(lodging, parking, meals, mileage, etc.)*	$0.00	$0.00	
c. Other Expenses	$0.00	$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	$0.00	0.0	

17. PAYEE'S NAME
Abraham Astley TIN: XX-XXXXXXX
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

☒ Final Payment
☐ Interim Payment (#)
☐ Supplemental Payment
☐ Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
Signature of Claimant/Payee: Date:

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
Signature of Attorney:
Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR./CERT.

23. ☐ Either the cost *(excluding expenses)* of these services does not exceed the statutory maximum, or prior authorization was obtained.
☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost *(excluding expenses)* exceeds the statutory maximum.

Signature of Presiding Judge | Date | Judge Code

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) | Date | Judge Code | Total Amt. Certified For Payment

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

Public/Attorney Notes

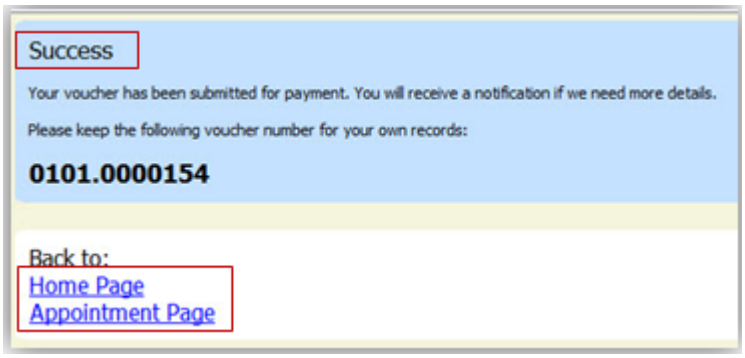
☑ I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 21:27:33

Submit

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

Step 14

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



Submitting an Authorization Request for Expert Services (AUTH)

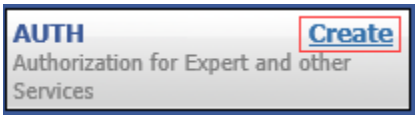
Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

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

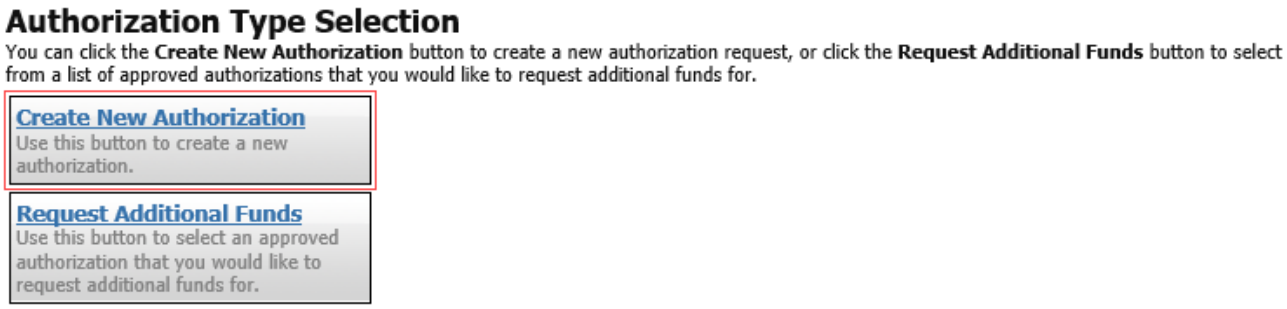
Step 2

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



Step 3

Click **Create New Authorization**.

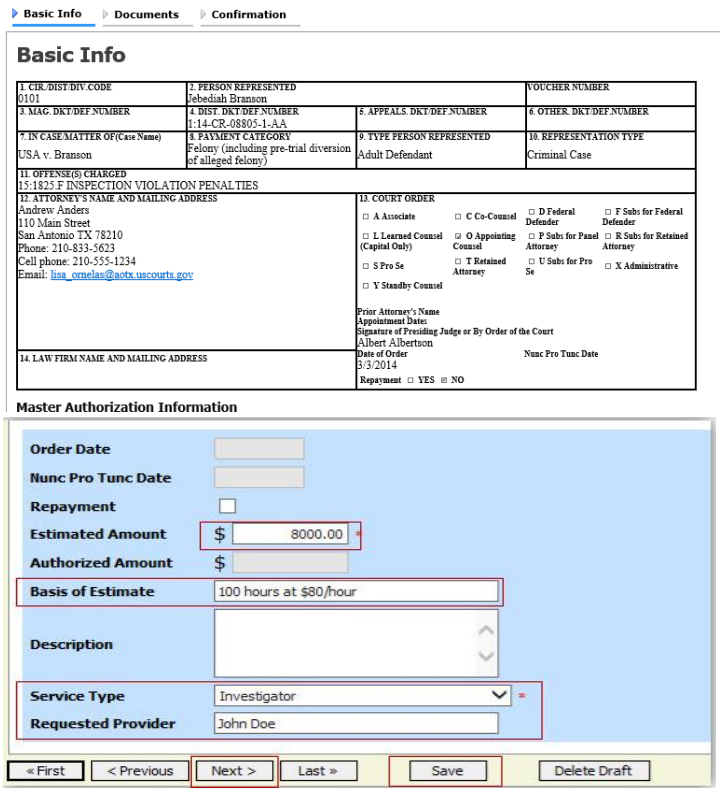


Step 4

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

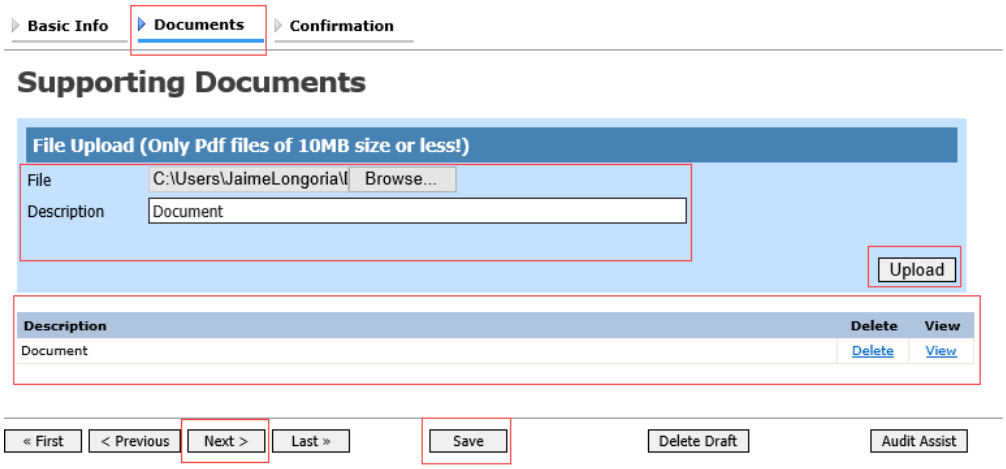
- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Requested Provider** field

Click **Save**.



Step 5

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

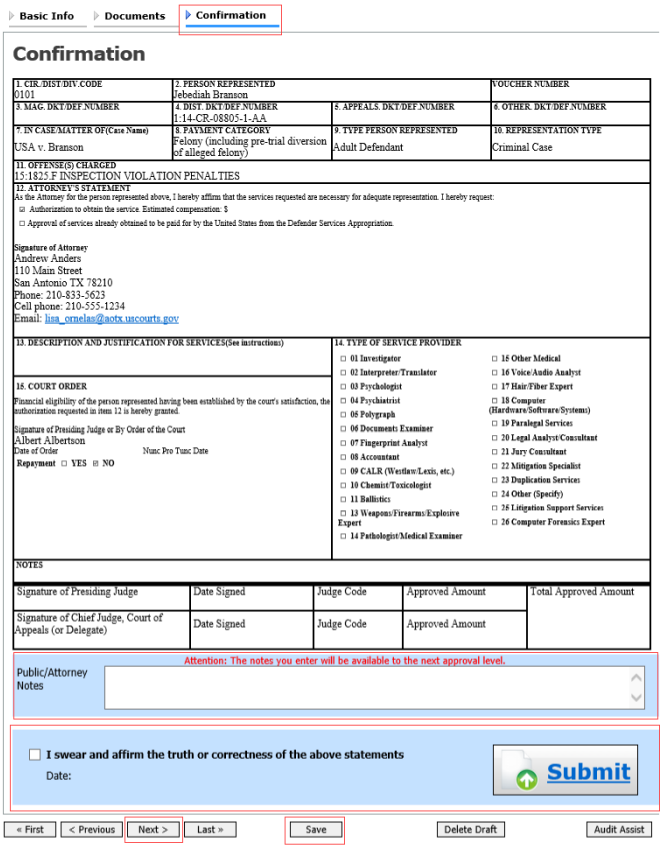


Note: All documents must be submitted in PDF format and must be 10 MB or less.

You MUST upload a copy of the Court's CJA-002 Form (Form Seeking Advance Approval for Investigative, Expert or Other Services Exceeding $800) 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.

Step 6

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



Step 7

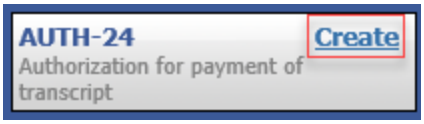
A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Creating an Authorization for Transcripts (AUTH-24)

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

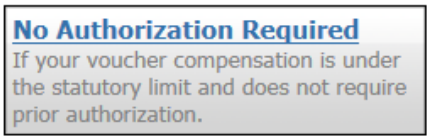
Step 1

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



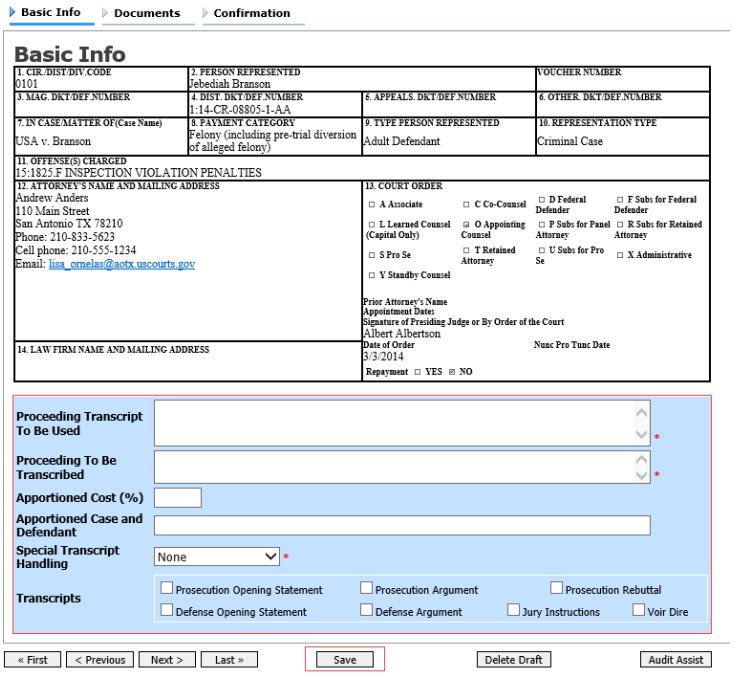
Step 2

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



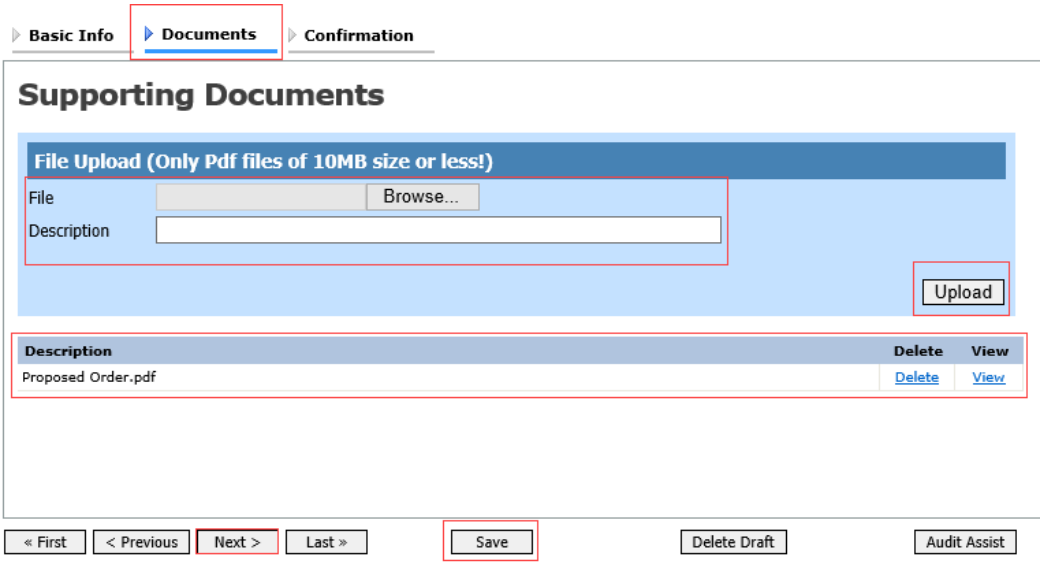
Step 3

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



Step 4

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

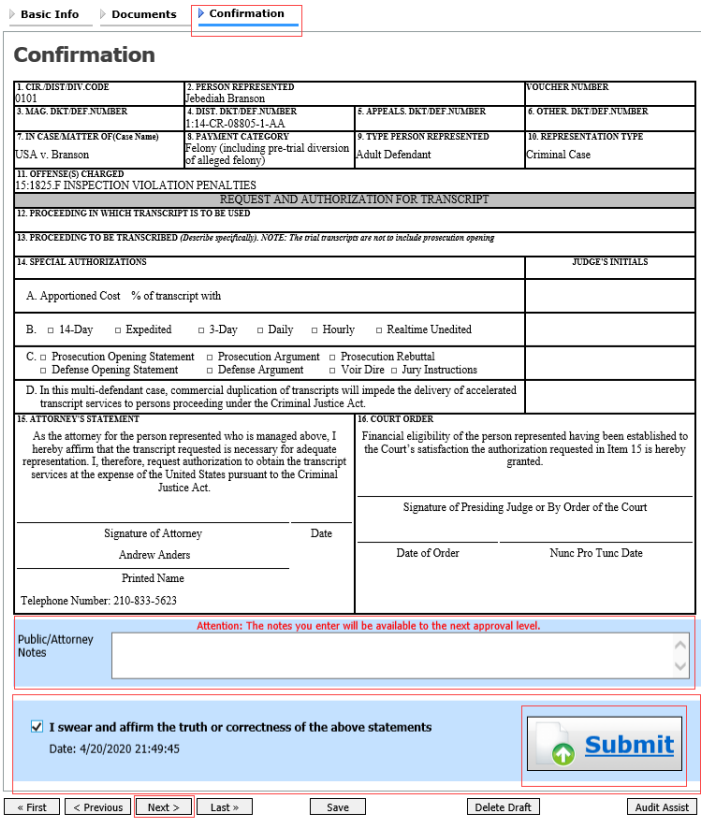


Note: All documents must be submitted in PDF format and must be 10 MB or less.

NOTE: You MUST notify the Court Reporter Coordinator via email at wvsddb_AUTH24@wvsd.uscourts.gov when submitting an AUTH-24. Doing so will ensure 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 an AUTH-24 is submitted by an attorney.

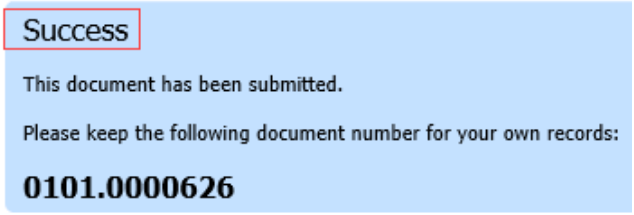
Step 5

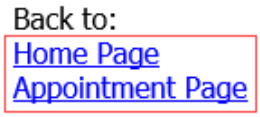
Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.



Step 6

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





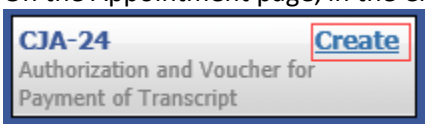
Creating a CJA-24 Voucher

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

After submission and approval of AUTH-24, a CJA 24 will be created by the Court Reporter Coordinator and sent to the appropriate Court Reporter for completion. These steps are included for informational purposes only. YOUR APPROVAL ROLE IS NOTED ON PAGE 55.

Step 1

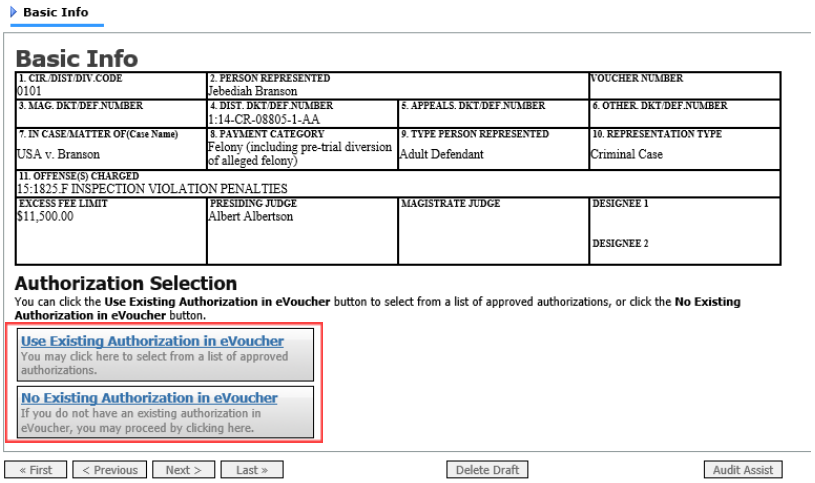
On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-24.



Step 2

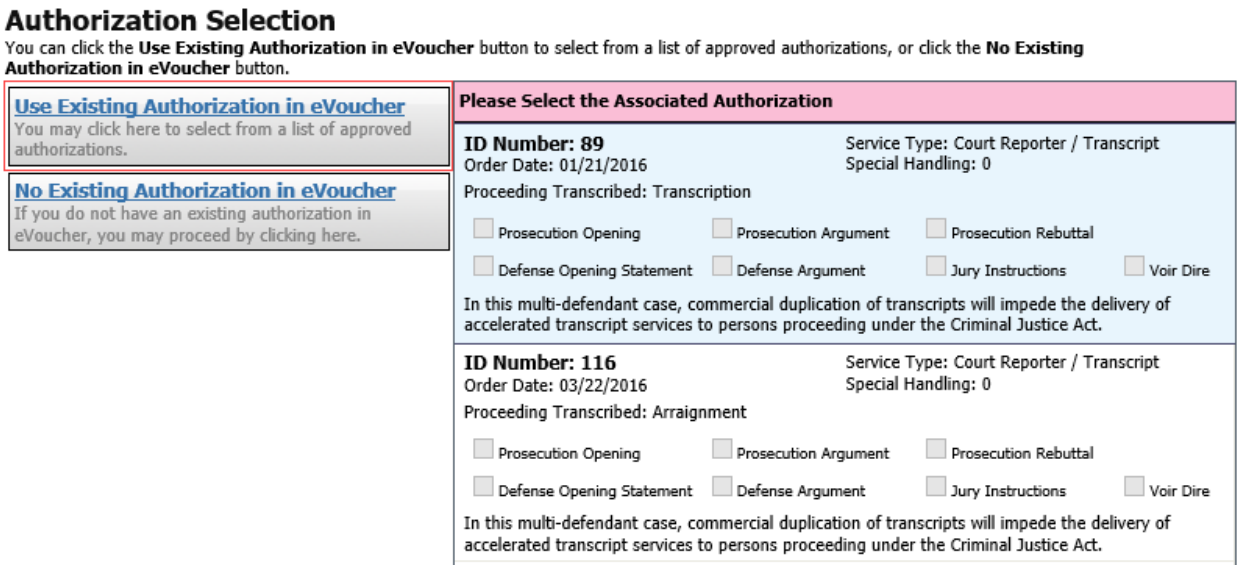
The Basic Info page appears.

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



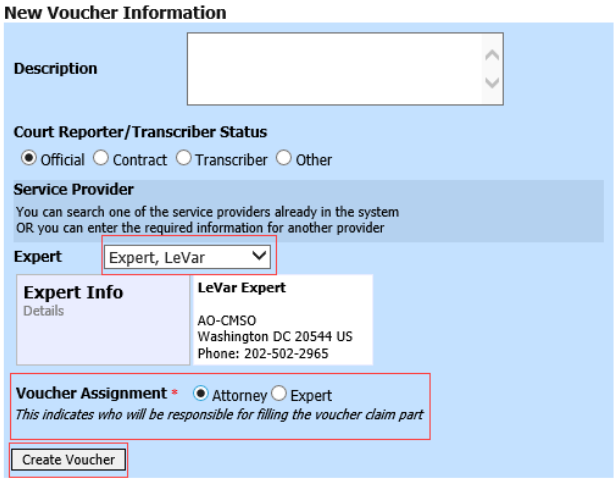
Step 3

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



Step 4

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



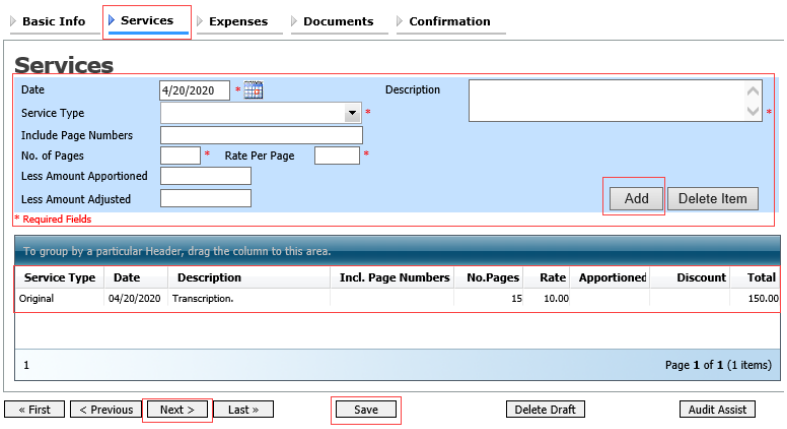
Notes:

- To enter a new transcriptionist into the system, select the expert from the **Expert** drop-down list, and enter details in the Expert Info section.

- Selecting a transcriptionist already in the system automatically populates that expert's information.
- Select whether the attorney or the court reporter will be filling out the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves and submits to the court.

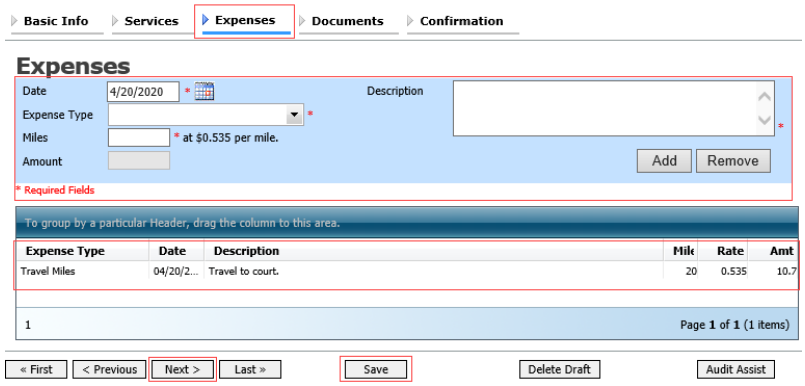
Step 5

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



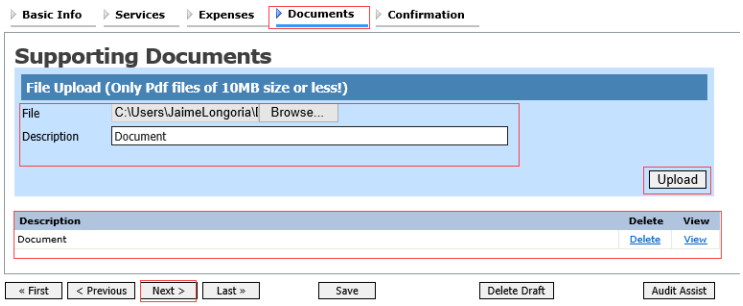
Step 6

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



Step 7

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



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

Step 8

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

Basic Info | Services | Expenses | Documents | Confirmation

Confirmation

1. CIR./DIST/DIV.CODE	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

REQUEST AND AUTHORIZATION FOR TRANSCRIPT

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED
Transcipt

13. PROCEEDING TO BE TRANSCRIBED *(Describe specifically). NOTE: The trial transcripts are not to include prosecution opening*
Transcription

14. SPECIAL AUTHORIZATIONS	JUDGE'S INITIALS
A. Apportioned Cost % of transcript with	
B. ☐ 14-Day ☐ Expedited ☐ 3-Day ☐ Daily ☐ Hourly ☐ Realtime Unedited	
C. ☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal ☐ Defense Opening Statement ☐ Defense Argument ☐ Voir Dire ☐ Jury Instructions	
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	

15. ATTORNEY'S STATEMENT

As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.

Andrew Anders /S/ — 1/21/2016 14:48:16
Signature of Attorney — Date

Andrew Anders
Printed Name

Telephone Number: 210-833-5623

16. COURT ORDER

Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.

Albert Albertson
Signature of Presiding Judge or By Order of the Court

01/21/2016
Date of Order — Nunc Pro Tunc Date

CLAIMS FOR SERVICES

17. COURT REPORTER/TRANSCRIBER STATUS

☒ Official ☐ Contract ☐ Transcriber ☐ Other

18. PAYEE'S NAME AND ADDRESS

LeVar Expert, Inc.
AO-CMSO
Washington DC 20544 US
Phone: 202-502-2965

19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE

TIN: XX-XXXXXXX

20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	0	see detail	$0.00	see detail	$0.00
Copy	see detail	0	see detail	$0.00	see detail	$0.00
Expenses *(Itemize)*						$0.00
					TOTAL AMOUNT CLAIMED:	$0.00

21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED

I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment *(compensation or anything of value)* from any other source for these services.

Signature of Claimant/Payee: Date:

ATTORNEY CERTIFICATION

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

Signature of Attorney or Clerk — Date

APPROVED FOR PAYMENT -- COURT USE ONLY

23. APPROVED FOR PAYMENT

Signature of Judge or Clerk of Court — Date — Approved Amount

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

Public/Attorney Notes

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

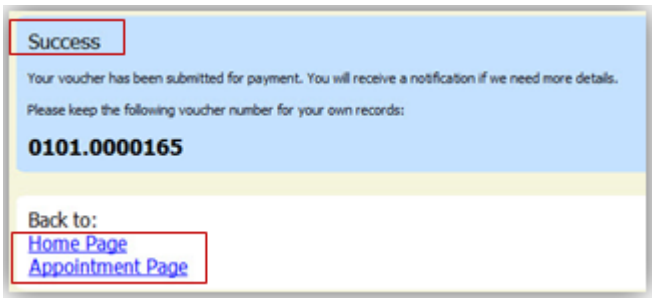
Date: 4/20/2020 22:12:0

Submit

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

Step 9

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

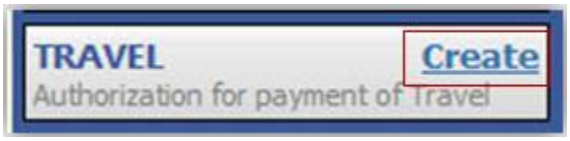


Creating a Travel Voucher

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

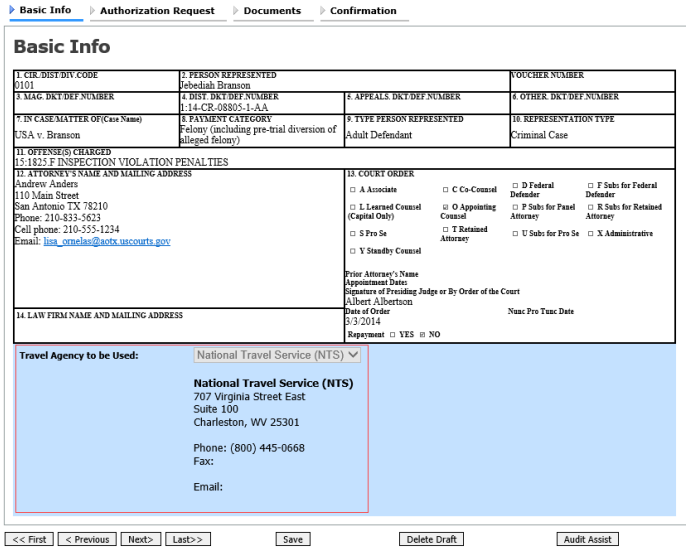
Step 1

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



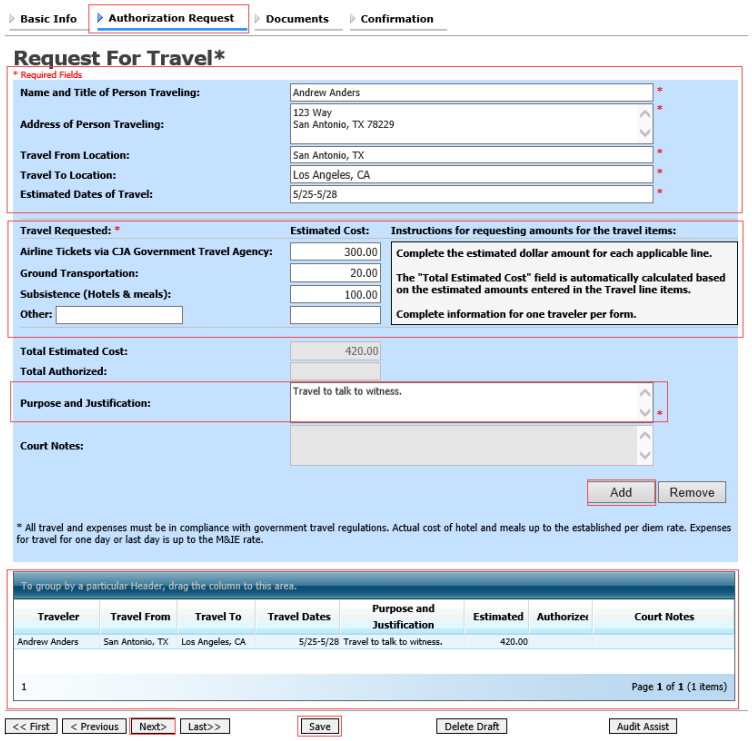
Step 2

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



Step 3

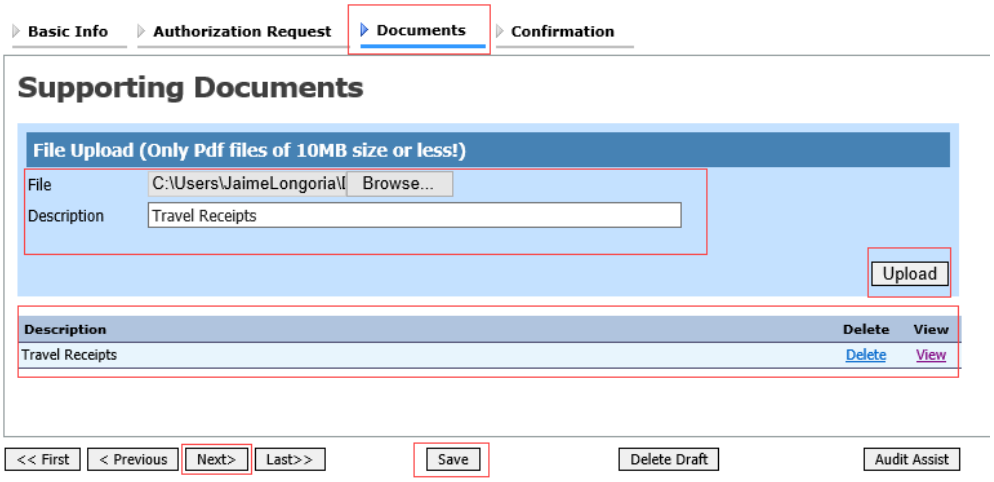
Click the Authorization Request **tab or click** Next **on the progress bar. Complete all required fields marked with red asterisks, and then click** Add**. The information appears in the table at the bottom of the screen. Click** Save**.**



Step 4

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

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



Step 5

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

Basic Info | Services | Expenses | Documents | Confirmation

Confirmation

1. CIR./DIST/DIV.CODE	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

REQUEST AND AUTHORIZATION FOR TRANSCRIPT

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED
Transcipt

13. PROCEEDING TO BE TRANSCRIBED *(Describe specifically). NOTE: The trial transcripes are not to include prosecution opening*
Transcription

14. SPECIAL AUTHORIZATIONS	JUDGE'S INITIALS
A. Apportioned Cost % of transcript with	
B. ☐ 14-Day ☐ Expedited ☐ 3-Day ☐ Daily ☐ Hourly ☐ Realtime Unedited	
C. ☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal ☐ Defense Opening Statement ☐ Defense Argument ☐ Voir Dire ☐ Jury Instructions	
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	

15. ATTORNEY'S STATEMENT

As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.

Andrew Anders /S/ — 1/21/2016 14:48:16
Signature of Attorney — Date

Andrew Anders
Printed Name

Telephone Number: 210-833-5623

16. COURT ORDER

Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.

Albert Albertson
Signature of Presiding Judge or By Order of the Court

01/21/2016
Date of Order — Nunc Pro Tunc Date

CLAIMS FOR SERVICES

17. COURT REPORTER/TRANSCRIBER STATUS

☒ Official ☐ Contract ☐ Transcriber ☐ Other

18. PAYEE'S NAME AND ADDRESS

LeVar Expert, Inc.
AO-CMSO
Washington DC 20544 US
Phone: 202-502-2965

19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE

TIN: XX-XXXXXXX

20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	0	see detail	$0.00	see detail	$0.00
Copy	see detail	0	see detail	$0.00	see detail	$0.00
Expenses *(Itemize)*						$0.00
					TOTAL AMOUNT CLAIMED:	$0.00

21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED

I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment *(compensation or anything of value)* from any other source for these services.

Signature of Claimant/Payee: Date:

ATTORNEY CERTIFICATION

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

Signature of Attorney or Clerk — Date

APPROVED FOR PAYMENT -- COURT USE ONLY

23. APPROVED FOR PAYMENT

Signature of Judge or Clerk of Court — Date — Approved Amount

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

Public/Attorney Notes

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

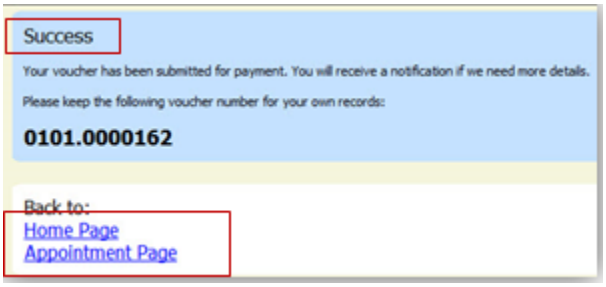
Date: 4/20/2020 22:12:0

Submit

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

Step 6

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



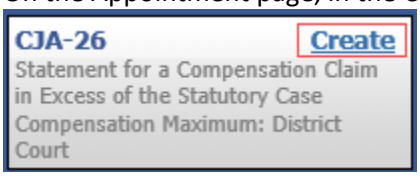
Creating a CJA-26 Voucher

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

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

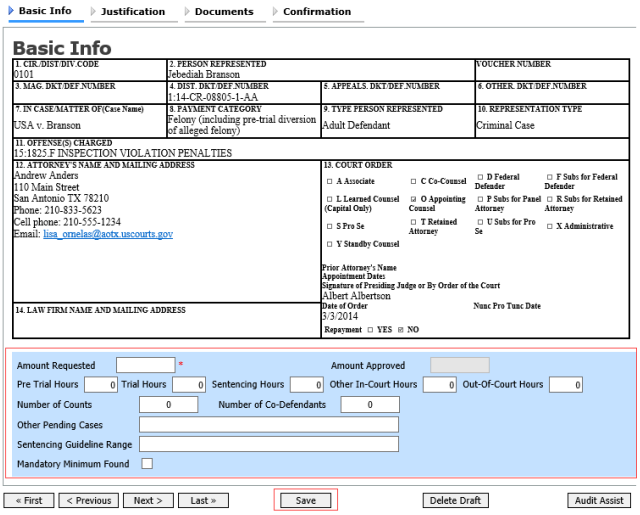
Step 1

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



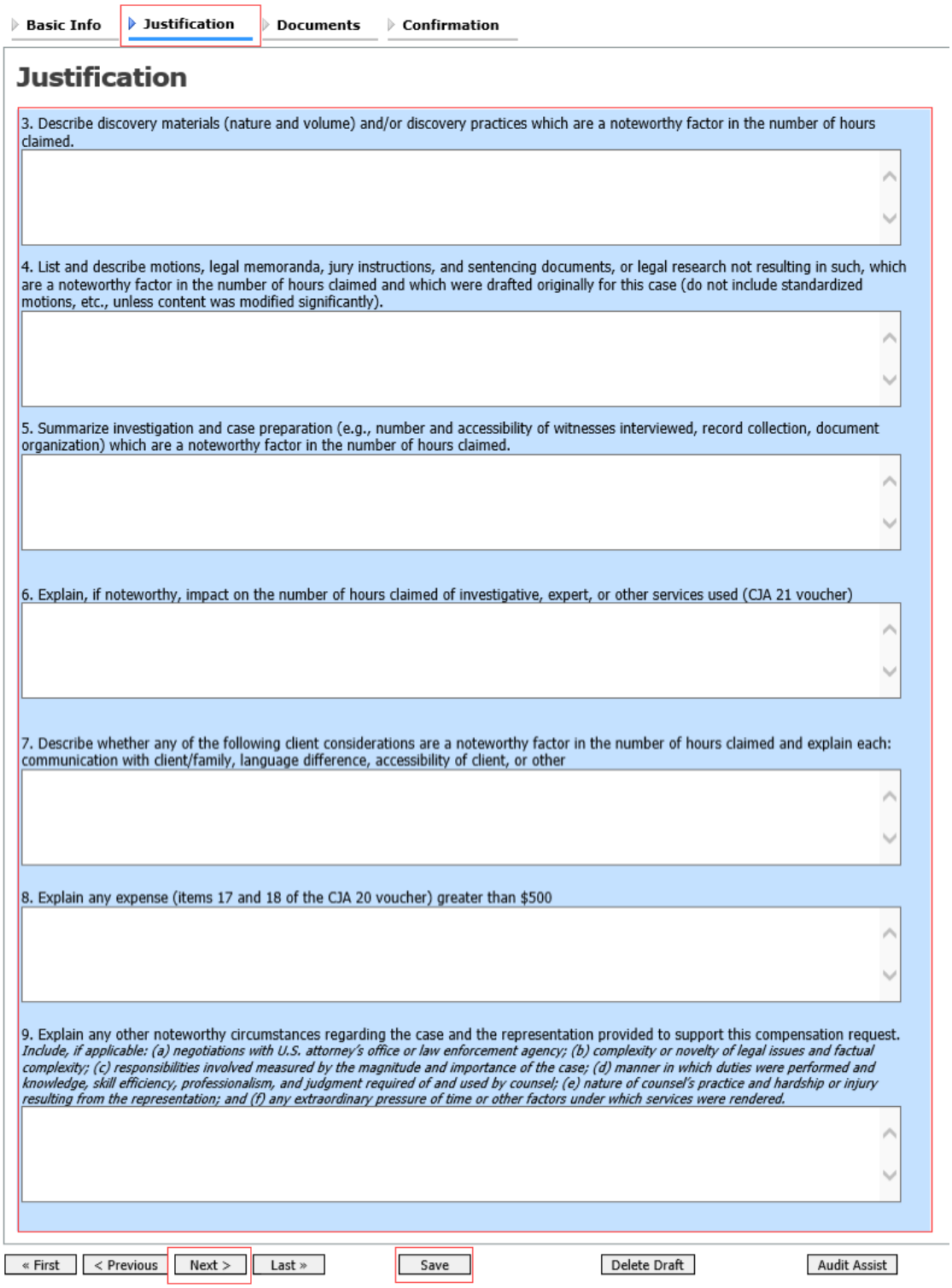
Step 2

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



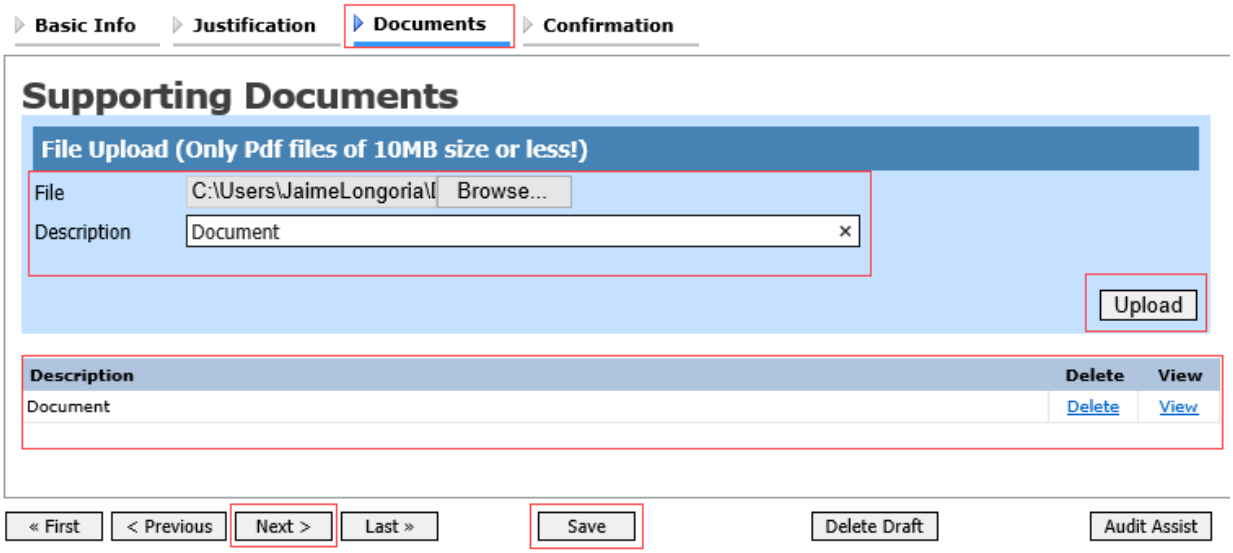
Step 3

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



Step 4

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



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

Step 5

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

Basic Info | Justification | Documents | Confirmation

Confirmation

SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT

THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE *GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT*, VOLUME VII, *GUIDE TO JUDICIARY POLICIES AND PROCEDURES*, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C (2) OF THOSE *GUIDELINES*, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME: Andrew Anders

CASE NAME: USA v. Branson

DOCKET NUMBER: 1:14-CR-08805-AA | DEFENDANT NUMBER: 1 | VOUCHER NUMBER:

1 PERIOD OF APPOINTMENT (DATES): 3/3/2014

TOTAL NUMBER OF IN-COURT HOURS: 0
PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0
TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825.F INSPECTION VIOLATION PENALTIES

NUMBER OF COUNTS CHARGED: 0 | NUMBER OF CO-DEFENDANTS: 0

OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:

IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:

WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? ☐ YES ☒ NO

3 DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

4 LIST AND DESCRIBE MOTIONS, LEGAL MEMORANDA, JURY INSTRUCTIONS, AND SENTENCING DOCUMENTS, OR LEGAL RESEARCH NOT RESULTING IN SUCH, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND WHICH WERE DRAFTED ORIGINALLY FOR THIS CASE (DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY):

5 SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

6 EXPLAIN, IF NOTEWORTHY, IMPACT ON THE NUMBER OF HOURS CLAIMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CJA 21 VOUCHER):

7 CHECK WHETHER ANY OF THE FOLLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND EXPLAIN EACH: COMMUNICATION WITH CLIENT/FAMILY, LANGUAGE DIFFERENCE, ACCESSIBILITY OF CLIENT, OTHER.

8 EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN $500:

9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:

INCLUDE, IF APPLICABLE: (A) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.

Signature of Attorney Andrew Anders		Date Signed	Requested Amount
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

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

Public/Attorney Notes

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

Date: 4/20/2020 22:27:34

Submit

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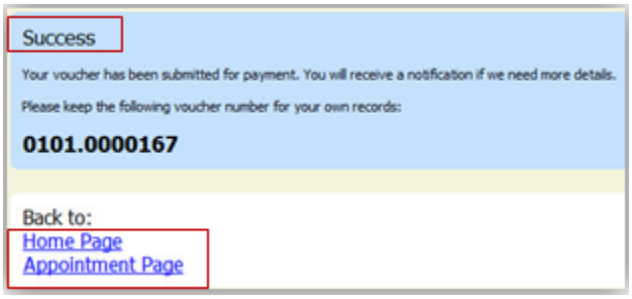
Step 6

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