



CJA eVoucher

Attorney User Manual

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Contents

- Introduction 3
 - Panel Management 3
 - Voucher and Authorization Request Submission 3
 - Browser Compatibility 3
- Court Appointment 4
- Accessing the CJA eVoucher Program 4
- Creating a Login.gov Account 5
- Adding an Authentication Method 8
- Identity Verification 11
- Linking Your eVoucher Account to Your Login.gov Account 21
- Linking Your Accounts Using Your SLP Email Address and Password 23
- Linking Your Accounts by Email Invitation – New User 25
- Linking Your Accounts by Email Invitation – Existing User 27
- Signing In to eVoucher 29
- Single Login Profile (SLP) 31
- Editing Your SLP 32
- Modifying Your Name 32
- Updating Your SLP Email Address 34
- Updating Your SLP Password 35
- Linked eVoucher Accounts 35
- Accessing Multiple Accounts in eVoucher 36
- Navigating in the CJA eVoucher Program 39
- Customizing the Home Page 39
- Court Profile 41
- Attorney Info 42
- Billing Info 43
- Continuing Legal Education (CLE) 45
- Appointments’ List 47
- View Representation 49
- Creating a CJA-20 Voucher 50
- Entering Services 51
- Importing Service Entries 54
- Importing Service Entries on Previously Created CJA-20s 58

Entering Expenses.....61

Claim Status63

Documents.....65

Signing and Submitting to Court66

CJA-20 Quick Review Panel68

Reports and Case Management.....71

 Defendant Detailed Budget Report72

 Defendant Summary Budget Report73

Creating a CJA-21 Voucher.....74

Submitting an Authorization Request for Expert Services82

Creating an Authorization for Transcripts (AUTH-24)86

Creating a Travel Voucher.....89

Creating a CJA 26 Voucher.....92

Appendix A: Correcting Errors in Your .csv File97

Appendix B: Creating the Excel File for Import98

Appendix C: Converting the Excel File to .csv Format99

Introduction

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

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

Attorneys are required to create and submit vouchers for their service providers and associates.

The E-Voucher program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits.

Voucher and Authorization Request Submission

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

Browser Compatibility

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

Compatibility View Setting – If you are using an approved browser and cannot access eVoucher, go to Tools and Compatibility View Setting. A new window will open allowing you to add a website address. Add **uscourts.gov** in the website box, click add and close. This should allow you access to log into eVoucher.

Court Appointment

When an appointment is made in eVoucher, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

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

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

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

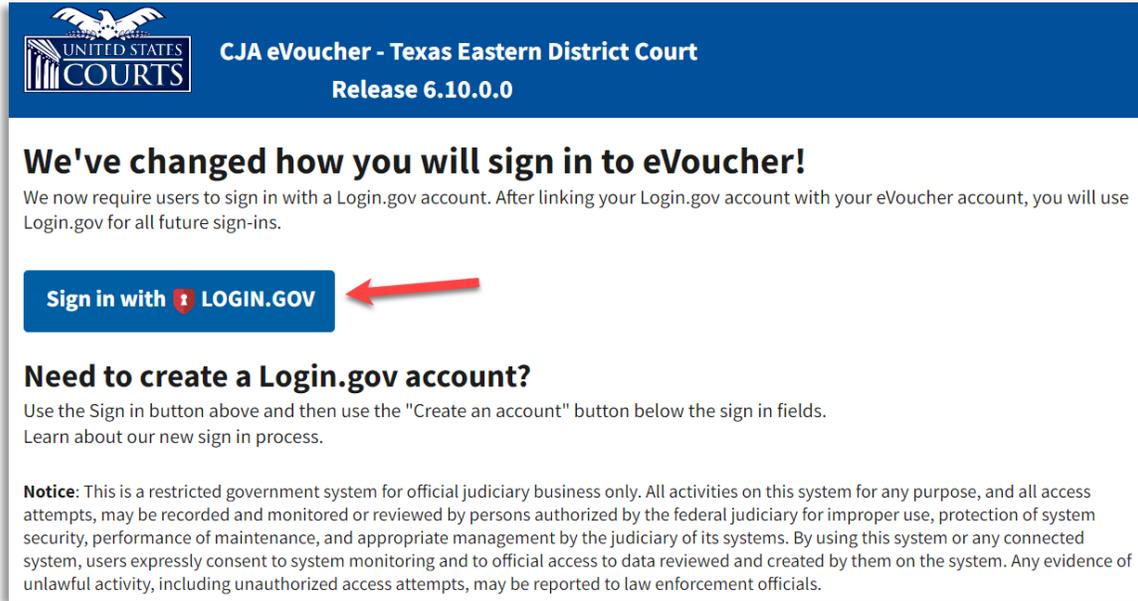
<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

Creating a Login.gov Account

Step 1

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



The screenshot shows the top header with the United States Courts logo and the text "CJA eVoucher - Texas Eastern District Court Release 6.10.0.0". Below the header, a message states: "We've changed how you will sign in to eVoucher! We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins." A blue button labeled "Sign in with LOGIN.GOV" is highlighted with a red arrow. Below this, a section titled "Need to create a Login.gov account?" provides instructions and a notice about system monitoring.

Sign in with LOGIN.GOV

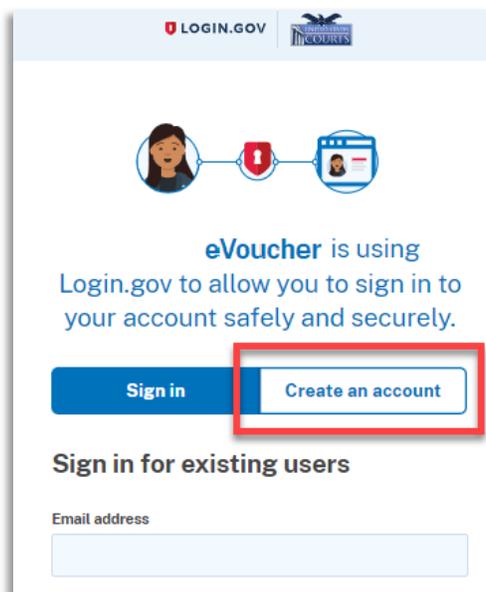
We've changed how you will sign in to eVoucher!
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Need to create a Login.gov account?
Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

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



The screenshot shows the Login.gov interface with the United States Courts logo. It features a diagram of a person, a shield, and a computer icon. The text reads: "eVoucher is using Login.gov to allow you to sign in to your account safely and securely." Two buttons are visible: "Sign in" and "Create an account", with the latter highlighted by a red box. Below the buttons is a section for "Sign in for existing users" with an "Email address" input field.

Sign in with LOGIN.GOV

eVoucher is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

Step 3

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

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

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address
davidattorney210gmail.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default) Español Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Step 4

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

LOGIN.GOV

Check your email

We sent an email to davidattorney210@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Confirm your email Inbox x

LOGIN.gov <no-reply@identitysandbox.gov>

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

Step 5

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

You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Continue

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

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

Adding an Authentication Method

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

Step 1

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

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

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

Step 2

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

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

Step 3

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

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

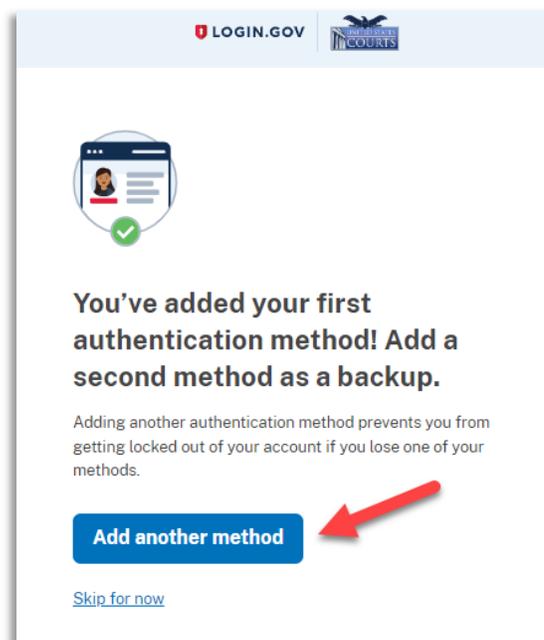
Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [I didn't receive my one-time code](#) >
- [Learn more about authentication options](#) >

Step 4

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

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



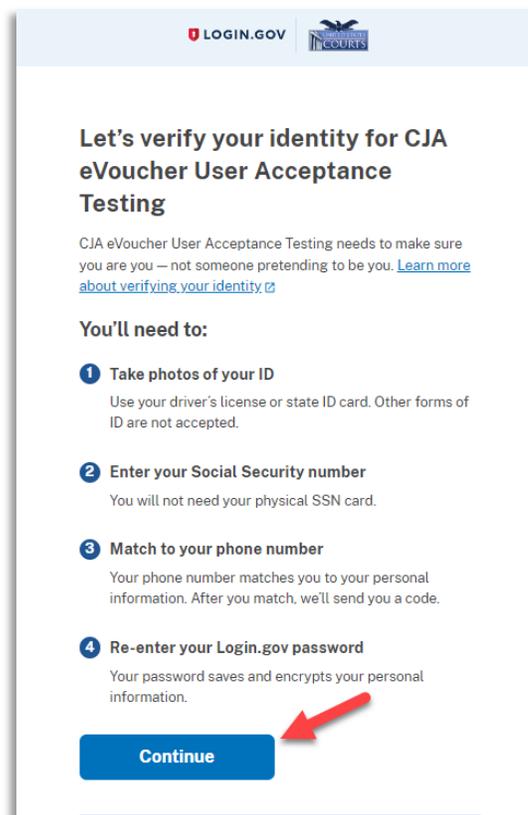
Identity Verification

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

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

Step 1

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



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and InCOURTS. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". Under the heading "You'll need to:", there are four numbered steps: 1. Take photos of your ID (with a note that only driver's licenses or state ID cards are accepted), 2. Enter your Social Security number (noting that a physical card is not needed), 3. Match to your phone number (noting that a code will be sent after matching), and 4. Re-enter your Login.gov password (noting that the password is encrypted). At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

Step 3

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

LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

Option 1: Upload photos from phone (recommended)

Option 1

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

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

🇺🇸 (210) 555-5555

Send link

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

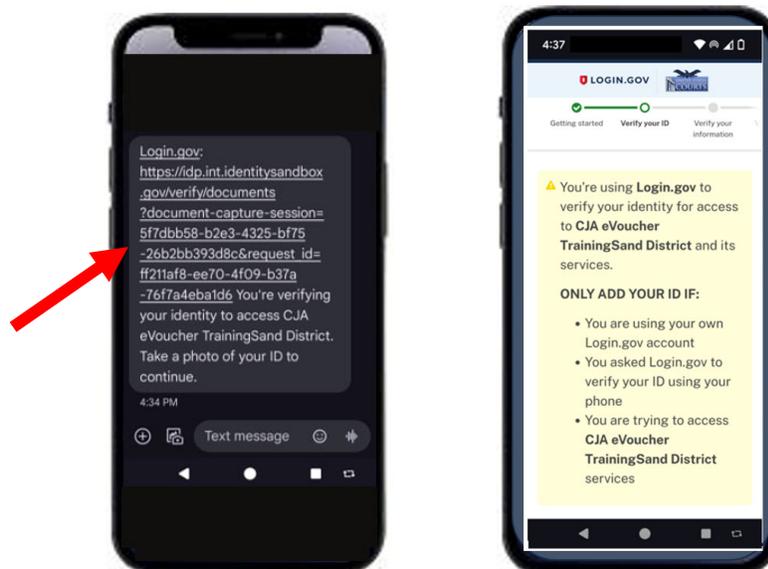
Do not close this window.
The next step will load automatically.

We sent a message to your phone

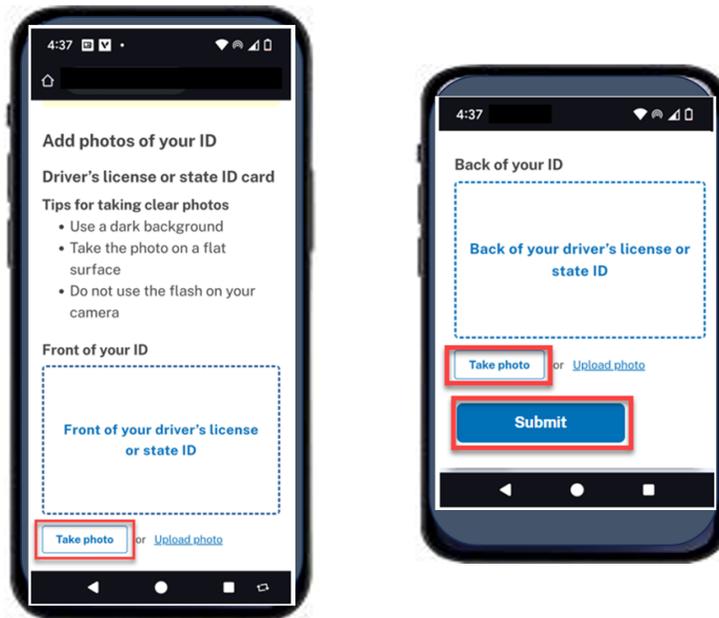
You entered: +1 210-555-5555

Please check your phone and follow instructions to take a photo of your state-issued ID.

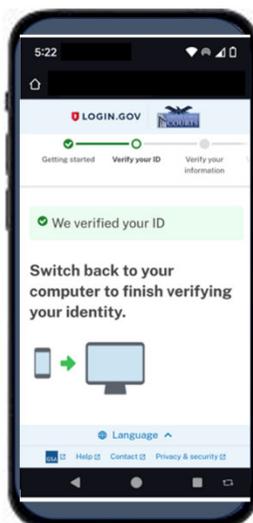
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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



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

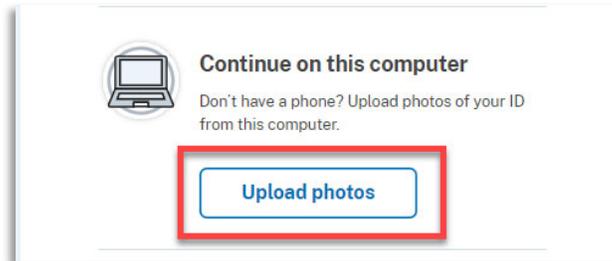


Continue to step 4 to complete the identity verification process.

Option 2: Upload photos from your computer

Option 2

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



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



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit

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

Step 4

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

The screenshot shows the Login.gov verification interface. At the top, there are logos for LOGIN.GOV and Superior Courts. Below the logos is a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). A green message box states 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, there is explanatory text and a link: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and a link: 'You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)'. The 'Social Security number' input field is highlighted with a red box, showing an example '123-45-6789' and a masked input field with dots. Below the input field is a checkbox labeled 'Show Social Security number'. A blue 'Continue' button is at the bottom, with a red arrow pointing to it.

LOGIN.GOV

Superior COURTS

Getting started Verify your ID Verify your information Verify phone or address Secure your account

We verified your ID

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Don't have a Social Security number?

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

Social Security number
Example: 123-45-6789

.....

Show Social Security number

Continue

Step 5

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

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

Getting started Verify your ID **Verify your information** Verify phone or address Secure your account

Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY
Last name: MCFAKERSON
Date of birth: October 6, 1938
ID number: 111111111111

Address line 1: 1 FAKE RD [Update](#)
Address line 2:
City: GREAT FALLS
State: MT
ZIP Code: 59010

Social Security number: 5**-**-****5 [Update](#)

Show Social Security number

Submit

Step 6

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

Getting started Verify your ID Verify your information **Verify phone or address** Secure your account

We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number
[(210) 555-5555]

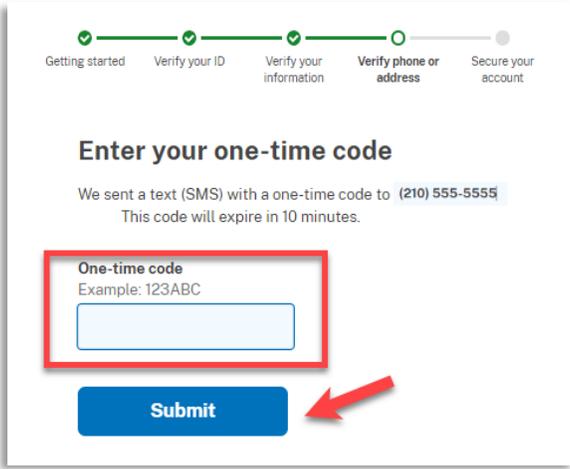
How should we send a code?
If you entered a landline above, please select "Phone call" below.

Text message (SMS) Phone call

Send code

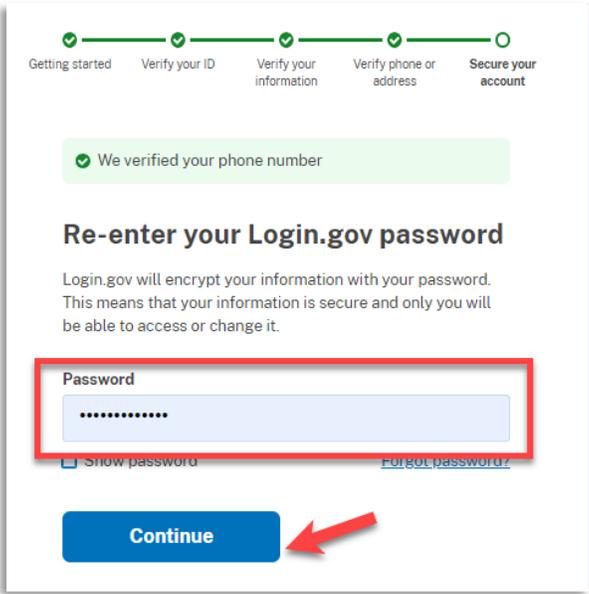
Step 7

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



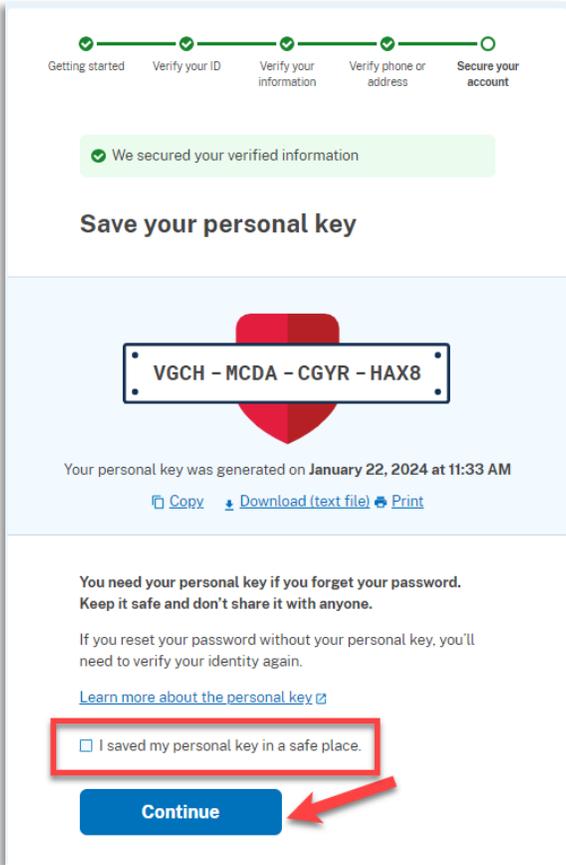
Step 8

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



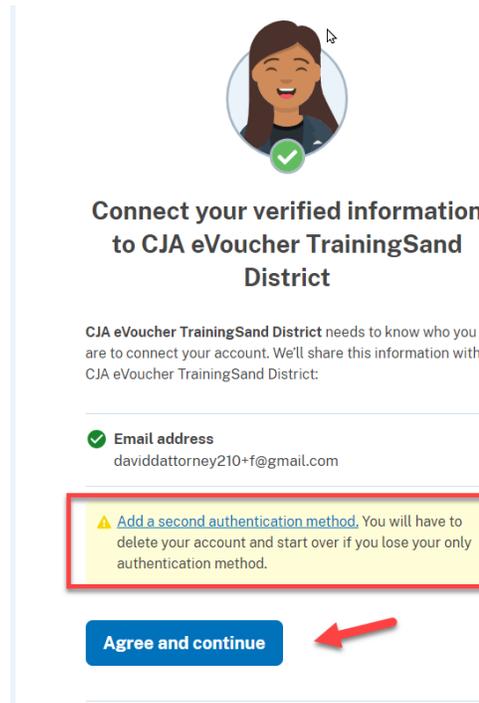
Step 9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.



Step 10

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



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

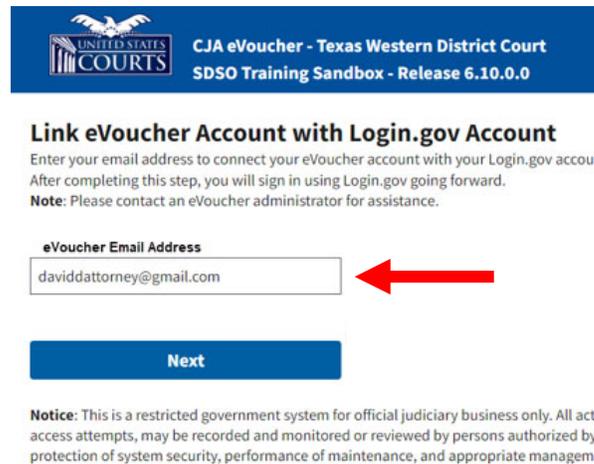
Agree and continue

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

Linking Your eVoucher Account to Your Login.gov Account

For **NEW** Login.gov accounts:

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

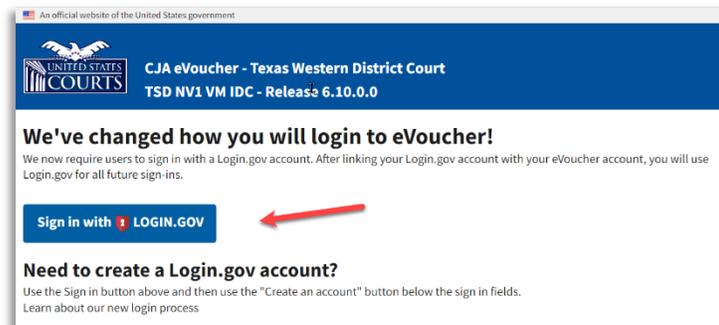


The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header is the heading "Link eVoucher Account with Login.gov Account". The instructions state: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance." There is a text input field labeled "eVoucher Email Address" containing the email "davidattorney@gmail.com", with a red arrow pointing to it from the right. Below the field is a blue "Next" button. At the bottom, a notice reads: "Notice: This is a restricted government system for official judiciary business only. All activity, access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management."

For **EXISTING** Login.gov accounts:

Step 1

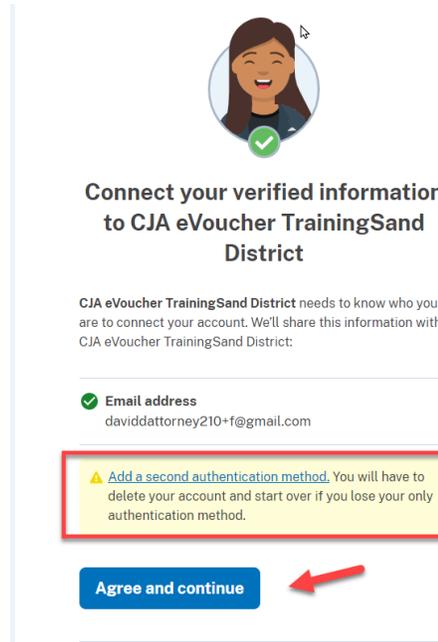
From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "TSD NV1 VM IDC - Release 6.10.0.0". Below the header is the heading "We've changed how you will login to eVoucher!". The instructions state: "We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins." There is a blue button labeled "Sign in with LOGIN.GOV", with a red arrow pointing to it from the right. Below the button is the heading "Need to create a Login.gov account?". The instructions state: "Use the Sign in button above and then use the 'Create an account' button below the sign in fields. Learn about our new login process."

Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



Connect your verified information to CJA eVoucher TrainingSand District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ Email address
davidattorney210+f@gmail.com

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

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

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

UNITED STATES COURTS CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address
davidattorney@gmail.com

Next

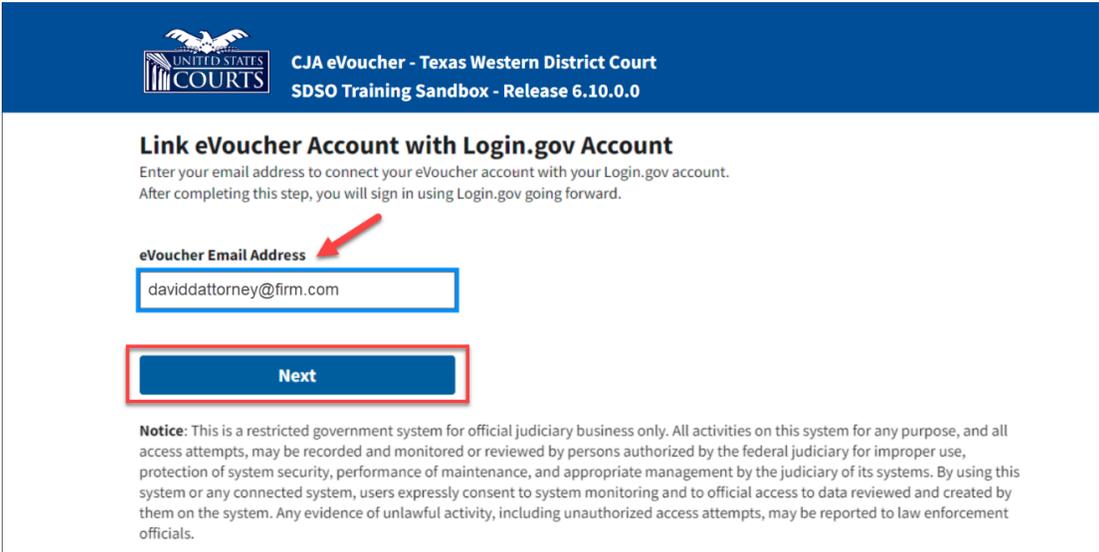
Notice: This is a restricted government system for official judiciary business only. All activity access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

Linking Your Accounts Using Your SLP Email Address and Password

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

Step 1

In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.



The screenshot shows the 'Link eVoucher Account with Login.gov Account' screen. At the top, there is a blue header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, the title 'Link eVoucher Account with Login.gov Account' is displayed, followed by instructions: 'Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.' A red arrow points to the 'eVoucher Email Address' label above a text input field containing 'davidattorney@firm.com'. Below the input field is a blue 'Next' button, which is highlighted with a red border. At the bottom, a 'Notice' section states: 'This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.'

Step 2

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

Link eVoucher Account with Login.gov Account
Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

eVoucher Password

[Forgot your password?](#)

Connect Accounts

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 3

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

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
Andrew Anders (Attorney)

Home Operations Reports Links Accounts Help Sign out

> Home

You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on.

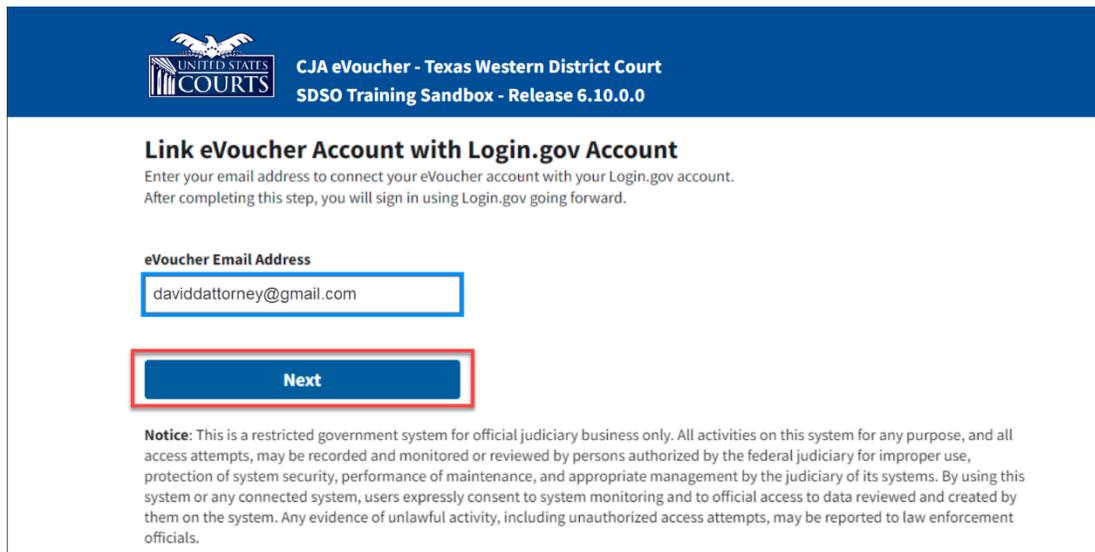
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – New User

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

Step 1

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



The screenshot shows the top of the page with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this is the heading "Link eVoucher Account with Login.gov Account" and a sub-heading "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." There is a text input field labeled "eVoucher Email Address" containing the email address "davidattorney@gmail.com". Below the input field is a blue button labeled "Next" with a red border. At the bottom, there is a "Notice" section with a warning icon and text: "Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials."

Step 2

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



The screenshot shows the top of the page with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this is a light blue message box with a white background. It contains an information icon (i) and the heading "Check your email". The text below reads: "An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile."

Step 3

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

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

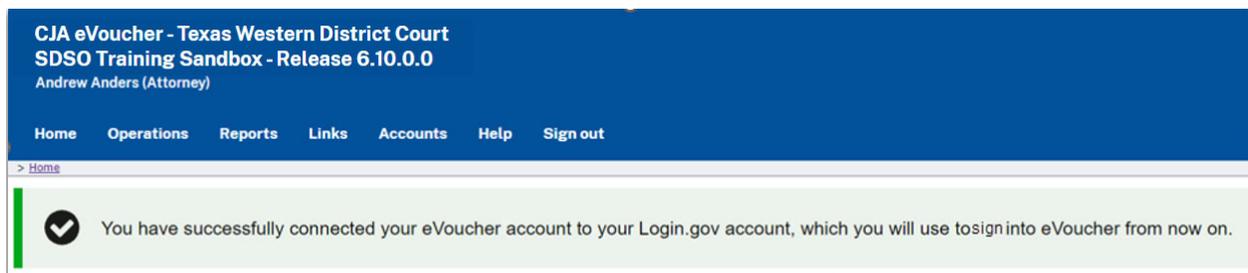
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,
District of Texas Western

Step 4

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



The screenshot shows the top of the CJA eVoucher home page. The header is dark blue with white text: "CJA eVoucher - Texas Western District Court", "SDSO Training Sandbox - Release 6.10.0.0", and "Andrew Anders (Attorney)". Below the header is a navigation menu with links: Home, Operations, Reports, Links, Accounts, Help, and Sign out. A breadcrumb trail shows "> Home". A green success message banner is displayed at the top, featuring a checkmark icon and the text: "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on."

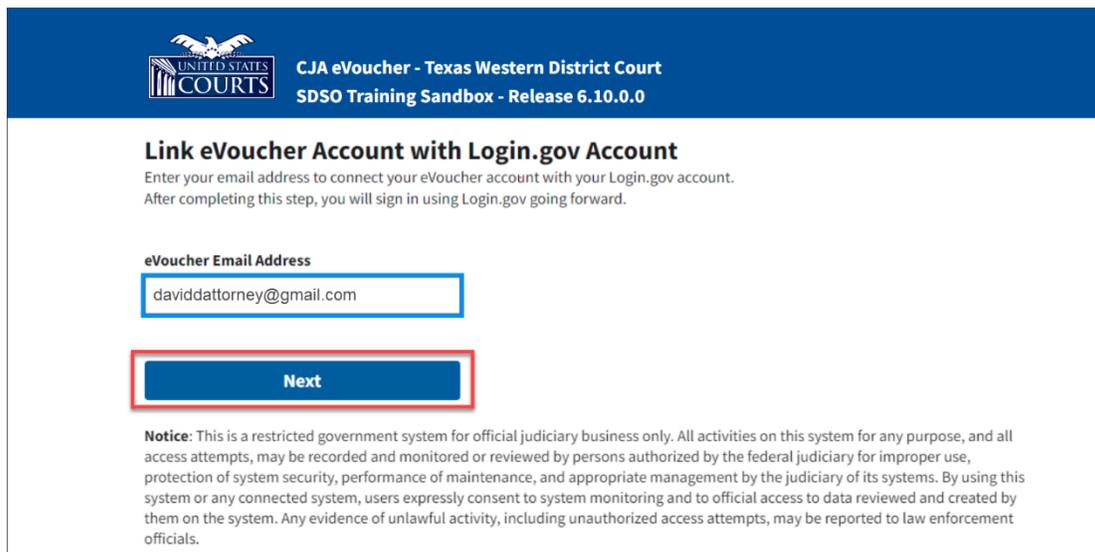
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

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

Step 1

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



Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

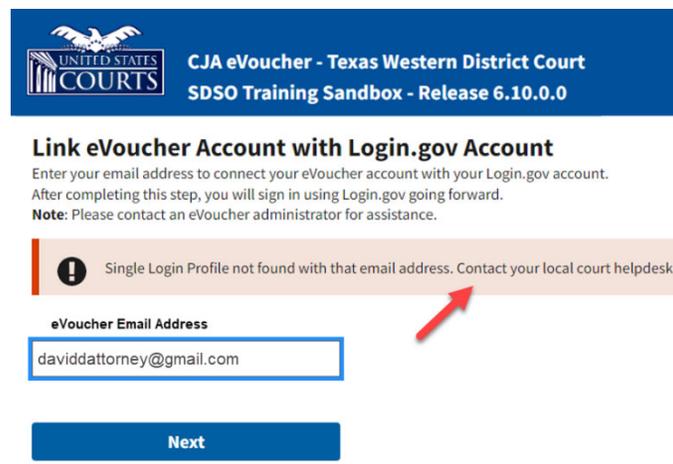
eVoucher Email Address
davidattorney@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

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



Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.
Note: Please contact an eVoucher administrator for assistance.

! Single Login Profile not found with that email address. Contact your local court helpdesk.

eVoucher Email Address
davidattorney@gmail.com

Next

Step 3

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

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

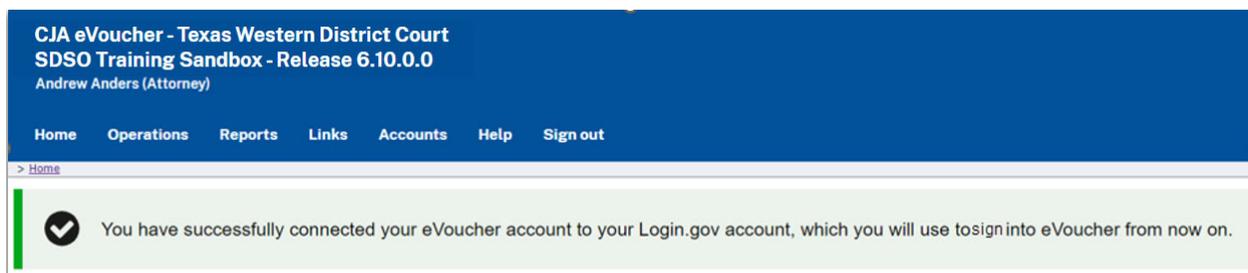
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,
District of Texas Western

Step 4

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



The screenshot shows the top navigation bar of the CJA eVoucher system. The header is dark blue with white text: "CJA eVoucher - Texas Western District Court", "SDSO Training Sandbox - Release 6.10.0.0", and "Andrew Anders (Attorney)". Below the header is a navigation menu with links: Home, Operations, Reports, Links, Accounts, Help, and Sign out. A green checkmark icon is visible in the top left corner of the main content area. A success message is displayed in a light green box: "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on."

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

Signing In to eVoucher

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

Step 1

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


CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with  LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

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



eVoucher SDSO is using Login.gov
to allow you to sign in to your
account safely and securely.

Sign in
Create an account

Sign in for existing users

Email address

Password

Show password

Sign in

Step 3

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

Enter your one-time code

We sent a text (SMS) with a one-time code to (***)**-5555. This code will expire in 10 minutes.

One-time code
Example: 123ABC

XXXXXX

Submit

[Send another code](#)

Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David Attorney (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Active Documents

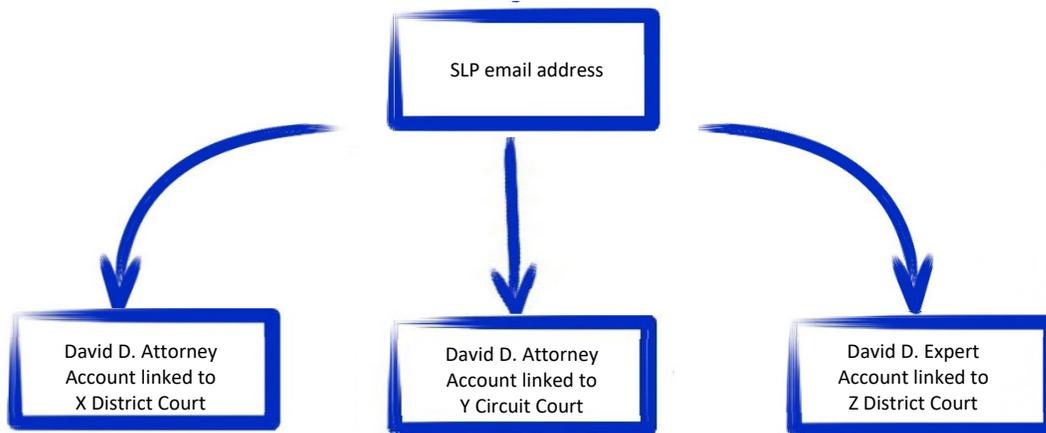
To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Robert Chodwick (# 1)	CJA 20	.	04/04/2014

Single Login Profile (SLP)

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

Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

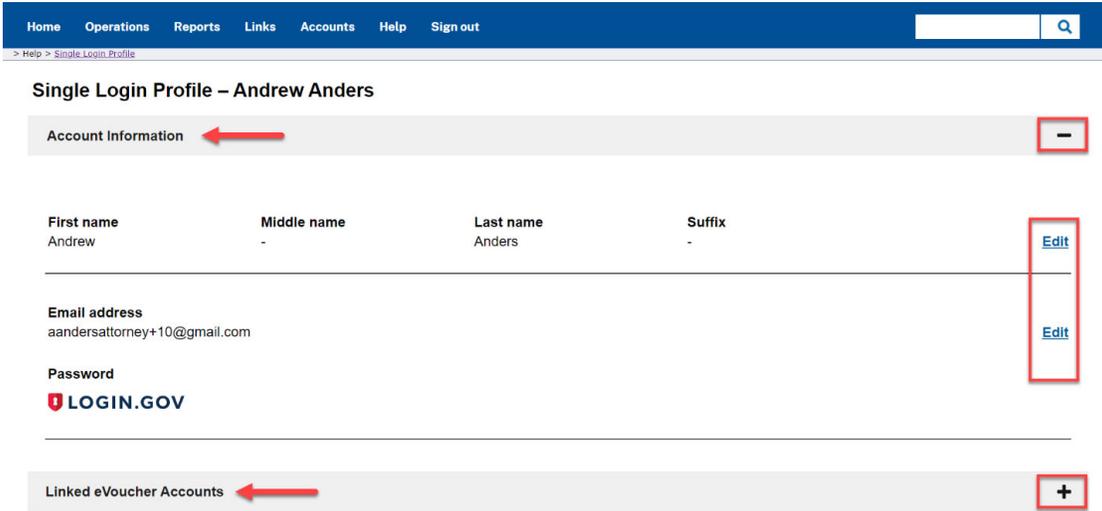
To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



Editing Your SLP

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

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



Modifying Your Name

Step 1

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



Step 2

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

Single Login Profile – Andrew Anders

Account Information

First name	Middle name	Last name	Suffix
Andrew		Anders	

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

Updating Your SLP Email Address

Step 1

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

Email address
aandersattorney+10@gmail.com [Edit](#)

Step 2

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

Single Login Profile – Andrew Anders

Account Information

Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix	
Andrew	-	Anders	-	Edit

Email address

Confirm email address
 

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

Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > [Single Login Profile](#)

Back to List Edit User Assign Roles Single Login Profile

Single Login Profile – Morales Attorney

Account Information

First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	Edit

Email address
MoralesAttorney210@gmail.com [Edit](#)

Password


Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

Linked eVoucher Accounts

Step 1

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

Single Login Profile – Andrew Anders

Account Information +

Linked eVoucher Accounts +

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

Step 2

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

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
District of Texas Western (Anders)	Attorney	<input type="radio"/>
Fifth Circuit Court (Anders)	Attorney	<input checked="" type="radio"/>

Cancel Save changes

Accessing Multiple Accounts in eVoucher

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

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
Andrew Anders (Attorney)

Home Operations Reports Links **Accounts** Help Sign out

District of Texas Western - Attorney
Fifth Circuit Court - Attorney

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA-Start	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry Edit	04/14/2014

Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.

The screenshot shows the CJA eVoucher interface for Train District Court. The header includes the text "An official website of the United States government" and "CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0". The user is identified as "David D Attorney (Attorney)". The navigation menu includes "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". The "Accounts" menu is open, showing "Circuit - Attorney" and "District - Attorney". The user's profile information is displayed as "Welcome, David Attorney" with a profile icon. A dropdown menu from the profile icon shows options for "Single Login Profile", "Court Profile", and "Sign out".

Numbered callouts in the image:

- 1: Court account to which you are signed in (points to "Train District Court")
- 2: Single Login Profile (SLP) username (points to "Welcome, David Attorney")
- 3: Profile icon (points to the user profile icon)
- 4: Attorney/expert court account username (points to "David D Attorney (Attorney)")
- 5: List of linked accounts to which you have access (points to the "Accounts" menu items)

1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which, you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your Single Login Profile (SLP), or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all the court accounts to which you are linked.

Home Page

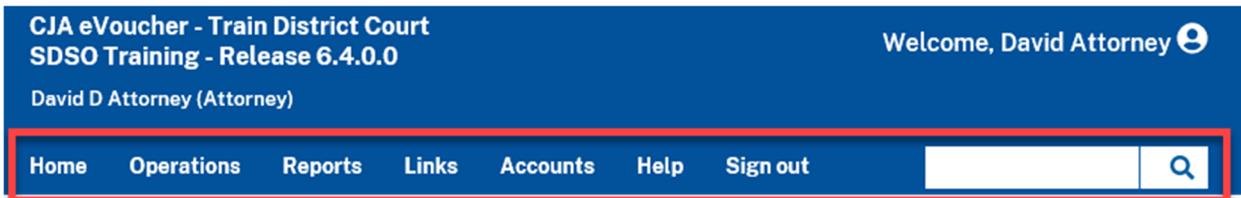
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the Home Page interface with a navigation menu (Home, Operations, Reports, Links, Help, Signout) and a search bar. The main content area is divided into several sections:

- My Active Documents:** A table listing active documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows three entries for case 1:13-CR-08842-JL.
- Appointments' List:** A detailed view of appointments for a specific case, listing defendant information, representation type, and appointment details.
- My Proposed Assignments:** A section indicating that all cases have been currently assigned, with no data displayed.
- My Submitted Documents:** A table listing submitted documents, including case details, defendant information, type, status, and date entered. It shows four entries for case 1:13-CR-08842.
- My Service Provider's Documents:** A table listing documents from service providers, with columns for Case, Defendant, Type, Status, and Date Entered. It shows two entries for case 1:13-CR-08842.
- Closed Documents:** A section indicating that no rows have been recorded on the database, with no data displayed.

Section Name	Contents
My Active Documents	This section contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it. (Not used by the Eastern District of Tennessee.)
My Submitted Documents	This section contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
My Service Provider's Documents	This section contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> • Vouchers in progress by the experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers certified/signed off by the attorney and submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on 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 can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.
Search field	Enter search criteria to look up any of your cases.

Customizing the Home Page

You can customize your home page to change the way your information displays in each section.

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

Resize a Column

Step 1

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

Step 2

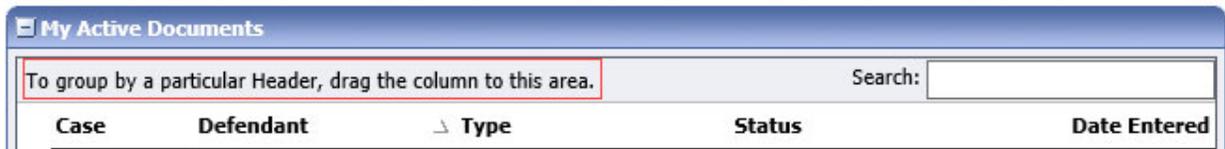
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

Group by Column Header: To sort all the information within a section, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

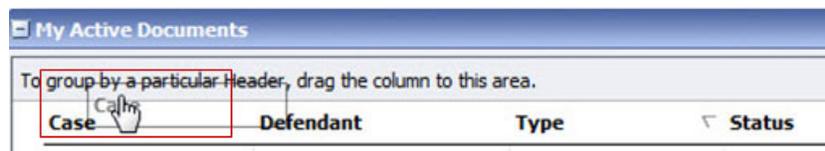
Step 1

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



Step 2

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



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



Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the 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 in the Holding Period section. (Not utilized by the Eastern District of Tennessee.)
- Document any continuing legal education (CLE) attendance. (This is not monitored or tracked by the Court.)

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

Court Profile

Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney <i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Holding Period	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>

Attorney Info

Step 1

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

Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders	<input type="button" value="Edit"/>
	<i>Your Contact Info:</i> Phone: 210-833-5623 Cell Phone: 210-555-1234 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov	
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	

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

Court Profile

- For **Attorney Info** or **Expert Info** section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax **WILL** be applied to any linked accounts with the same SSN/EIN after one business day.

Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

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

Attorney Info Your personal info	<p>* Required Fields</p> Bar Number <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="cancel"/>
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.	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/>	
Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).	First Name * <input type="text"/> Middle <input type="text"/> Last Name * <input type="text"/> Andrew <input type="text"/> Anders <input type="text"/>	
	Main Email * <input type="text"/> lisa_ornelas@aobx.uscourts.gov	
	2nd Email <input type="text"/> deadmail@support.aobx.uscourts.gov	
	3rd Email <input type="text"/> deadmail@support.aobx.uscourts.gov	
	Phone * <input type="text"/> Cell Phone <input type="text"/> Fax <input type="text"/> 210-833-5623 210-555-1234	
	Address 1 * <input type="text"/> City * <input type="text"/> 110 Main Street San Antonio	
	Address 2 <input type="text"/> State * (US only) <input type="text"/> Zip * (US only) <input type="text"/> <input type="text"/> TEXAS 78210	
	Address 3 <input type="text"/> Country * <input type="text"/> <input type="text"/> UNITED STATES	

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.
- 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.

Billing Info
List all available billing info records

Your default billing info is:

Andrew Anders
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Select

Add

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile **will not** be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

Court Profile

Changes made to the **Billing Info** section of this court profile **will NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

Step 2

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

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN:
Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:
Address 2:
Address 3:

City: State: Zip Code:

Country:

UNITED STATES

Save
cancel

Billing Info
List all available billing info records

* Required Fields

Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code: Verify

Notes:

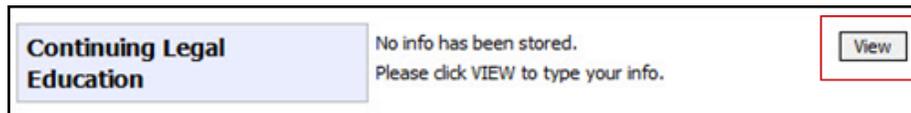
- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate - No Billing 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.
- **Attorneys are responsible for ensuring their billing information (address, SSN/EIN) is up to date.**

Continuing Legal Education (CLE)

Note: This module may be used by the attorney to track their personal CLE, but this does not report CLE required under the CJA Plan to the Federal Defenders Service or Court.

Step 1

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



The screenshot shows a rectangular box with a light blue header on the left that says "Continuing Legal Education". To the right of the header, the text reads "No info has been stored. Please click VIEW to type your info." On the far right of the box, there is a small grey button with the word "View" written on it. A red rectangular box highlights the "View" button.

Changes made in this section **are not applied** to any of your other linked accounts. This information is noted at the top of your Court Profile page.

Court Profile

! Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 2

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

Continuing Legal Education

Back Edit **Add** Delete

Search:

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				
No data				

Step 3

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

Continuing Legal Education

Back **Save**

Credit: Sentencing-rel

Date: 05/01/2014

Hours: 0

Description:

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

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

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

Back **Save**

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: **Browse...**

Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		

1 Page 1 of 1 (1 items)

Note: All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

Appointments' List

On your home page, in the Appointment's List section, locate the desired case. Your appointment list should include an appointment for **every** defendant/representation type assigned to you. After a week from the date of appointment, if a case/appointment record is missing from your appointment list, please email or phone the CJA eVoucher clerk to have the appointment added.

Step 1

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

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

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

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

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

CJA-24 [Create](#)
Authorization and Voucher for Payment of Transcript

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](#)

[Case Detail Budget 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 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 <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Entry Edit	08/01/2022
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 500.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Entry Edit	07/28/2022
1:14-CR-08805-AA Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Submitted to Court 0101.0000957 FINAL PAYMENT	01/25/2022
1:14-CR-08805-AA Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.0000956	01/25/2022
1:14-CR-08805-AA Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 900.00 Approved Amount: 900.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.0000955	01/25/2022
1:14-CR-08805-AA Start: 01/19/2022 End: 01/19/2022	Jebediah Branson (# 1) Claimed Amount: 750.00 Approved Amount: 750.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.0000941	01/19/2022
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Lucy Hall Litigation Support Services	Voucher Entry Edit	12/14/2021
1:14-CR-08805-AA Start: 12/14/2021 End: 12/14/2021	Jebediah Branson (# 1) Claimed Amount: 10,500.00 Approved Amount: 10,000.00	AUTH Andrew Anders Psychologist	Voucher Closed 0101.0000920	12/14/2021
1:14-CR-08805-AA Start: 12/14/2021 End: 12/14/2021	Jebediah Branson (# 1) Claimed Amount: 1,200.00 Approved Amount: 1,200.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed 0101.0000919	12/14/2021
1:14-CR-08805-AA Start: 12/14/2021 End: 12/14/2021	Jebediah Branson (# 1) Claimed Amount: 1,050.00	CJA-21 Rick Astley Chemist/Toxicologist	Submitted to Court 0101.0000918 FINAL PAYMENT	12/14/2021

1 2 3 4 5 > ... Last >

Page 1 of 18 (176 items)

View Representation

Click the **View Representation** link to display the following information:

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

Step 1

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



The Representation Info page appears.

Representation
In this page you can view or delete the 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 \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

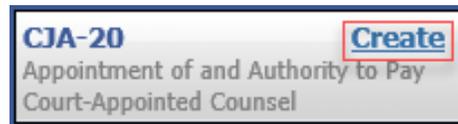
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov

Creating a CJA-20 Voucher

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

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

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



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

CJA-20 Attorney Enters

Def.: Kip Longoria

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
\$11,500.00

Tasks

[Link To Appointment](#)
[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for defendant

Basic Info

1. CIR. DIST DIV. CODE 0101	2. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:71-CR-01989-616-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) Longoria vs USA	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
15:1644 F CREDIT CARD FRAUD

12. ATTORNEY'S NAME AND MAILING ADDRESS
Morales Attorney - Bar Number: 2222222
1234 Main Street
San Antonio TX 78221
Phone: 2105551234 - Fax: 2105554321
Email: MoralesAttorney210@gmail.com

13. COURT ORDER

A Associate C Co-Counsel D Federal Defender F Subs for Federal Defender

I 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 Date:
Signature of Presiding Judge or By Order of the Court
Albert Albertson

Date of Order: 10/1/2021 Nunc Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

Repayment YES NO

Payment Info

Preferred Payee: Morales Attorney

Morales Attorney
Billing Code: 0101-000105
1234 Main Street
San Antonio, TX
78209 - US
Phone: 2105551234
Fax:

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

Tabs 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 tabs or the navigation buttons in the progress bar.

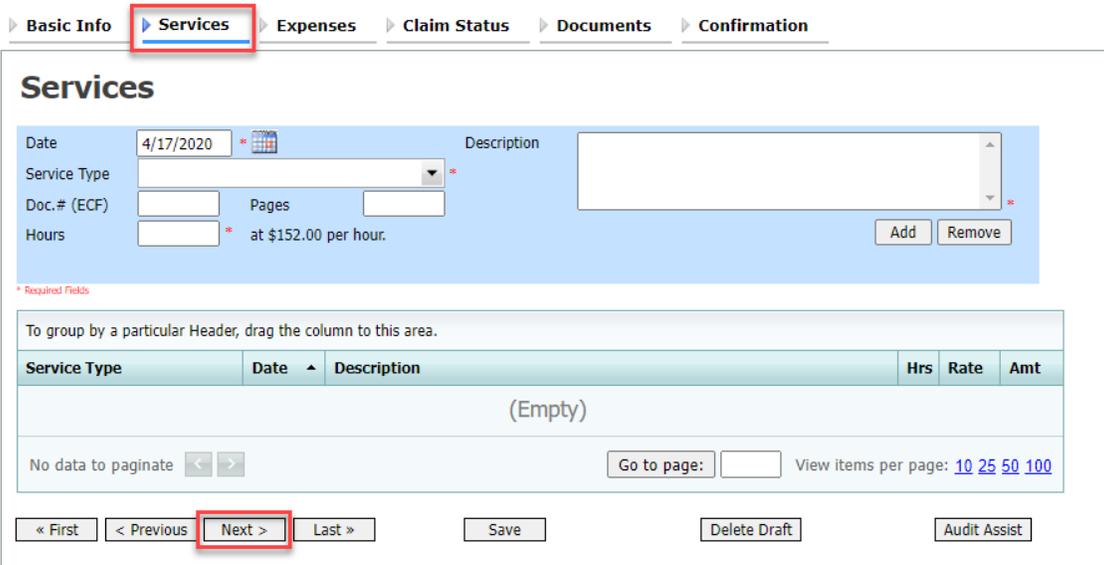
Entering Services

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

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

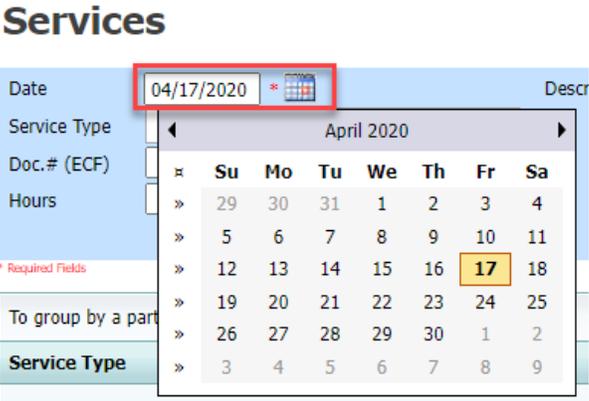
Step 1

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.

The screenshot shows a form titled "Services" with several input fields. The "Date" field is set to "04/17/2020". The "Service Type" field has a dropdown arrow highlighted with a red box. Below the dropdown, a list of service types is shown: "a. Arraignment and/or Plea", "b. Bail and Detention Hearings", "c. Motion Hearings", "d. Trial", and "e. Sentencing Hearings". Other fields include "Doc.# (ECF)", "Hours", and "Description".

Note: You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

Also note the difference between **in court** service types and **out of court** service types and be mindful that you are selecting the correct service type.

Step 4

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

The screenshot shows the "Services" form with a service entry added. The "Date" is "04/17/2020", "Service Type" is "a. Arraignment and/or Plea", and "Description" is "First appearance an arraignment of defendant.". The "Hours" field is set to "5.0" and includes the text "at \$148.00 per hour.". The "Add" button is highlighted with a red box. There are also "Doc.# (ECF)", "Pages", and "Remove" fields visible.

Step 5

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Be sure to click **Save**. Click an entry to edit.

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

Services

Date: 04/17/2020 * Description: First appearance an arraignment of defendant.

Service Type: a. Arraignment and/or Plea *

Doc.# (ECF): Pages:

Hours: 5.0 * at \$148.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

Page 1 of 1 (1 items) View items per page: [10](#) [25](#) [50](#) [100](#)

« First | < Previous | Next > | Last »

NOTE:
Please refer to the CJA Billing Guidelines http://tned.uscourts.gov/docs/cja_billing_guidelines.pdf and the CJA Helpful Hints and Tips http://tned.uscourts.gov/docs/cja_help.pdf for information concerning entry of services and expenses.

Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

Note: If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

The screenshot displays the CJA-20 Attorney Enters interface. On the left sidebar, the 'Actions' menu is visible, with 'Import Service Entries (.csv)' highlighted in a red box and a red arrow pointing to it. The main content area is divided into several sections:

- Basic Info:** A table with fields for CIR, DIST, MAG, APPEALS, and OTHER DKT DEF NUMBERS, PERSON REPRESENTED (Jebediah Branson), IN CASE MATTER OF (USA v. Branson), PAYMENT CATEGORY (Felony), TYPE PERSON REPRESENTED (Adult Defendant), and REPRESENTATION TYPE (Criminal Case).
- OFFENSE(S) CHARGED:** 15-1825 F INSPECTION VIOLATION PENALTIES
- 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
- COURT ORDER:** A grid of checkboxes for roles like Associate, Co-Counsel, Federal Defender, etc.
- LAW FIRM NAME AND MAILING ADDRESS:** Andrew Anders - Andrew Anders, 110 Main Street, San Antonio, TX 78210 - US, Phone: 210-833-5623, Fax: (blank)
- Payment Info:** Preferred Fee: Andrew Anders - Andrew Anders, Billing Code: 0101-00002, Date of Order: 3/3/2014, Repayment: YES/NO (NO is selected).

Step 2

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

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[- Additional Information](#)

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:
 Date, Hours, Description, Service Type, Doc#, Pages
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
 1/4/2021,,5,Reviewed Indictment,16b,4,25
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

Date: * Description:

Service Type:

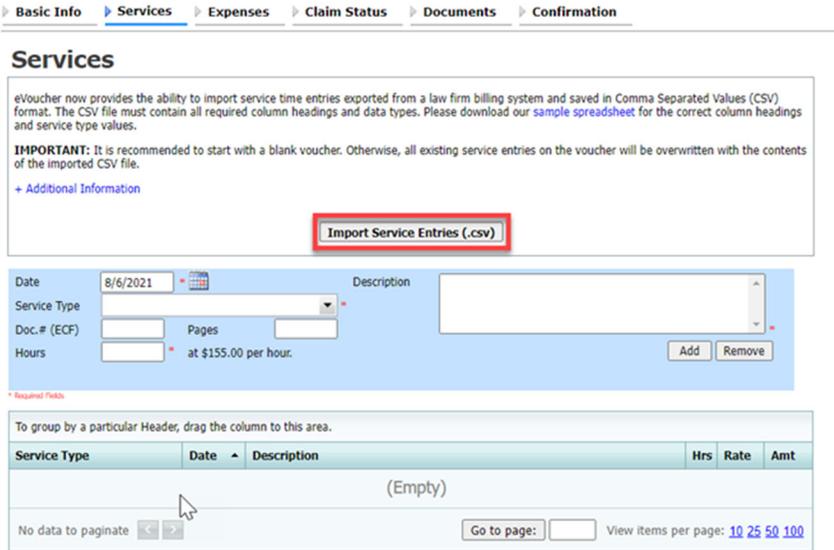
Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour.

* Required Fields

Step 3

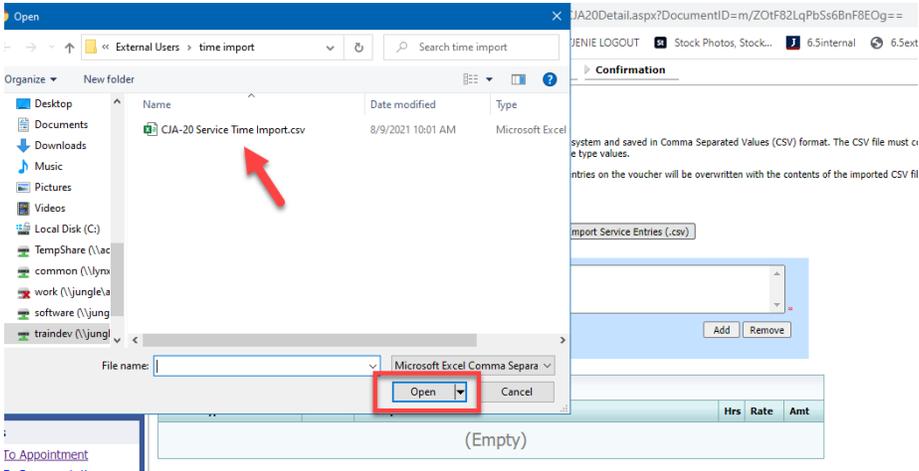
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.



Note: The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 4

Your file directory browser opens. Click the correct .csv file, and then click **Open**.



Step 5

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

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

Service entries have been updated!
13 entries have been successfully added from *CJA-20 Service Time Import_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

Services

Date: 9/2/2021
Service Type: [dropdown]
Doc.# (ECF): [input] Pages: [input]
Hours: [input] at \$155.00 per hour. [Add] [Remove]

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtainino and Reviewing					

Importing Service Entries on Previously Created CJA-20s

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

Step 1

On the home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	09/03/2021

Step 2

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

CJA-20 Attorney Enters

Def.: Jebediah Branson

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks

- [Link To Appointment](#)
- [Link To Representation](#)

Actions

- [Import Service Entries \(.csv\)](#)

Reports

- [Form CJA20](#)
- [Defendant Detail Budget Report](#)

Detail budget info for defendant

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEFNUMBER	4. DIST. DKT. DEFNUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEFNUMBER	6. OTHER DKT. DEFNUMBER
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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_cmelas@acts.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date 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

Andrew Anders - Andrew Anders
Billing Code: 0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Step 3

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

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15C,,

Import Service Entries (.csv)

Date *

Service Type *

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

Description

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

Step 4

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

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 * * Description: *

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour.

* Required Fields

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

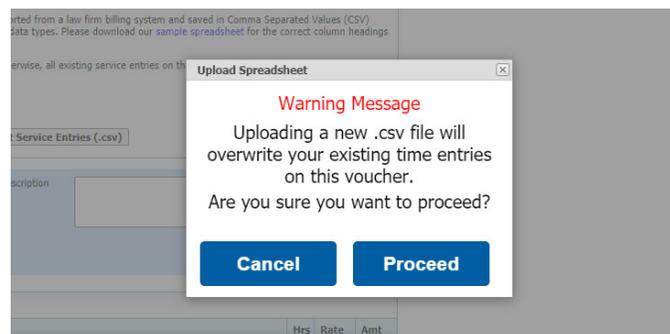
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.



Entering Expenses

Step 1

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

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

- Date: 4/17/2020
- Expense Type: (dropdown menu)
- Miles: (input field)
- Amount: (input field)

Below the form is a table with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty. At the bottom of the form, there are navigation buttons: « First, < Previous, **Next >**, Last », and other buttons: Save, Delete Draft, and Audit Assist.

Step 2

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

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

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

The 'Travel Miles' option is highlighted. The form also shows the Date field (4/9/2020) and the Miles field.

Step 3

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

Expenses

Date *

Expense Type *

Miles * at \$0.575 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
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Expenses

Date *

Expense Type *

Miles * at \$0.575 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	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50

Page 1 of 1 (1 items)

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

Step 4

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

Expenses

Date *

Expense Type *

Miles at \$0.575 per mile.

Amount *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50
Photocopies	04/18/2020	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

Page 1 of 1 (2 items) View items per page: [10](#) [25](#) [50](#) [100](#)

Notes:

- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page. (*Sixth Circuit sets the copy rate maximum at ten cents 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.

Basic Info > Services > Expenses > **Claim Status** > Documents > Confirmation

Claim Status

Start Date * End Date *

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * Yes No
If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? * Yes No

* Required Fields

Step 2

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

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

Claim Status

Start Date *  End Date * 

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * Yes No
If Yes, were you paid? Yes No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? * Yes No

* Required Fields

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

Notes:

In the Payment Claims section, click one of the following radio buttons:

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

If you try to submit with errors, including incomplete dates, the following pink error message may appear:

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

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

Documents

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

In the Eastern District of Tennessee, completed CJA 26 forms must be filled out and saved as a PDF and uploaded here to the documents tab.

Step 1

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

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

Supporting Documents

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

File:

Description:

Description	Delete	View
Document	Delete	View

Step 2

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

Supporting Documents

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

File:

Description:

Description	Delete	View
Document	Delete	View

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. CLK. 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 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 <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

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	1.0	\$158.00			
b. Bail and Detention Hearings	2.0	\$316.00			
c. Motion Hearings	3.0	\$474.00			
d. Trial	4.0	\$632.00			
e. Sentencing Hearings	3.0	\$474.00			
f. Revocation Hearings	0.0	\$0.00			
g. Appeals Court	0.0	\$0.00			
h. Other	7.0	\$1,106.00			
Totals	20.0	\$3,160.00			
16. a. Interviews and Conferences	8.0	\$1,264.00			
b. Obtaining and Reviewing Records	7.0	\$1,106.00			
c. Legal Research and Brief Writing	8.0	\$1,264.00			
d. Travel Time	6.0	\$948.00			
e. Investigative and Other Work	1.3	\$205.40			
Totals	30.3	\$4,787.40			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$24.53			
18. Other Expenses (other than expert, transcripts, etc.)		\$4.40			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$7,976.33			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 11.01.2022 TO: 11.30.2022	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)		
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" 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 or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" 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.	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:



< 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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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 3

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

Success

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](#)

The active voucher is removed from the My Active Documents section 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)

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.

Case
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014

CJA-20 Quick Review Panel

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

**CJA-20
Attorney Enters**

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

🕒 **Services: \$9,400.00**

💰 **Expenses: \$215.42**

Representation Fee Limit:
\$11,500.00

**Fee Amount Remaining After Approved
and Pending:**
\$2,100.00

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

🕒 Services: \$9,400.00
▼

In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	2.0	\$400.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	8.0	\$1,600.00

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
Totals	39.0	\$7,800.00

💰 Expenses: \$215.42
▼

Travel	
Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
Totals	\$90.42

Expenses	
Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
Totals	\$125.00

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



CJA-20
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

🕒 Services: \$9,400.00

💰 Expenses: \$215.42

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
\$2,100.00



CJA-20
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

🕒 Services: \$12,600.00

💰 Expenses: \$215.42

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
(\$1,100.00)

Reports and Case Management

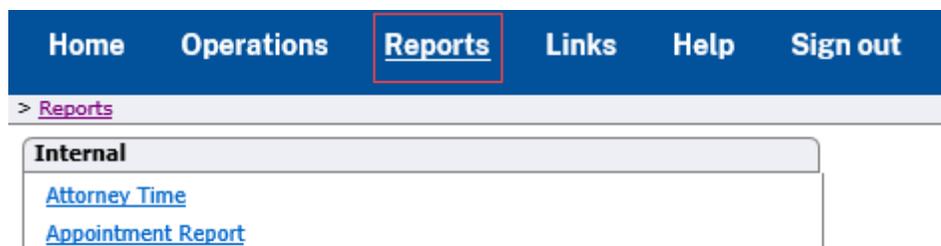
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



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



Defendant Detailed Budget Report

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

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Crimlnal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,300.00

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

Defendant Summary Budget Report

This 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

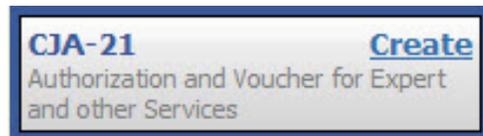
Counsel Budget										Defendant: Jebediah Branson											
Type of Representation:		Criminal Case																			
Budget Amount Requested:		\$0.00																			
Budget Amount Approved:		\$3,300.00																			
Time Period For Voucher		Voucher Number		Pending					Approved					Amount Remaining							
				Fees	Expenses		Total		Fees	Expenses		Total		After Approved		After Approved					
					Travel	Other			Travel	Other						And Pending					
Attorney: Andrew Anders		(Appointing Counsel)		Active																	
				Total Pending:					Total Approved:					\$3,550.00		\$3,550.00					
				\$0.00					\$6,350.00												
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					
					Travel	Other			Travel	Other						And Pending					
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	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00	\$6,350.00	\$6,350.00							

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, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



Step 2

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

Associated Authorizations Available

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

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			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)
If your voucher compensation is under the statutory limit and does not require prior authorization.

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

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

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

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

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

Associated Authorizations Unavailable

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

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts 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 CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

Authorization Selection
 Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization
No Authorization Requests Found

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



Step 3

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

New Voucher Information

Service Type Chemist/Toxicologist *

Description Toxicology report

Step 4

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

Service Provider

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

Expert Jennings, Julie

Expert Info
Details

Julie Jennings
110 Main Street
San Antonio TX 78210 US
Phone: 210-452-5512

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

Create Voucher

Notes:

- Only experts assigned with the service type selected appear in the drop-down list.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

Step 5

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

New Voucher Information

Service Type: Chemist/Toxicologist *

Description: [Empty text area]

Service Provider
 Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

Expert: [Empty dropdown menu]

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

Create Voucher

« First < Previous Next > Last » Delete Draft

Step 6

If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

New Voucher Information

Service Type: Interpreter/Translator *

Description: [Empty text area]

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: Campos, Charlene

Expert Info
 Details
Charlene Campos
 110 Main Street
 San Antonio TX 78210 US
 Phone: 210-477-2344

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

Create Voucher

Step 7

Click **Create Voucher**.

110 Main Street
San Antonio TX 78210 US
Phone: 210-477-2344

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

Create Voucher

Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- When you select the expert from the **Expert** drop-down list, their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice—once while sending it for the expert, and again after it appears in the My Active Documents section.

Step 8

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

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

Services

Date * Description

Service Type *

Doc.# (ECF) Pages

Hours * at \$152.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

Step 9

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

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

Expenses

Date * Description *

Expense Type *

Miles at \$0.575 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

Step 10

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

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

Claim Status

Start Date * End Date *

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

Notes:

- Final payment is requested after all services have been completed.
- The start date cannot be before the appointment date of the attorney.
- Interim payment is not allowed for experts without prior approval of the Court. If interim payments have been approved by the Court, attach a copy of the order approving interim payments and indicate the number of this payment request.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

Step 11

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

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

Supporting Documents

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

File C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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

Step 12

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

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

Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Debediah Branson	VOUCHER NUMBER	
3. MAC. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-00305-1-A-A	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

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

12. ATTORNEY'S 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: haa_omelas@actx.uscourts.gov

13. DESCRIPTION AND JUSTIFICATION FOR SERVICE(see instructions)	14. TYPE OF SERVICE PROVIDER
16. 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 <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Worflow/Letis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services Expert <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensic Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner

NOTES
Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
14. 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	

15. 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 (including 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 (including 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

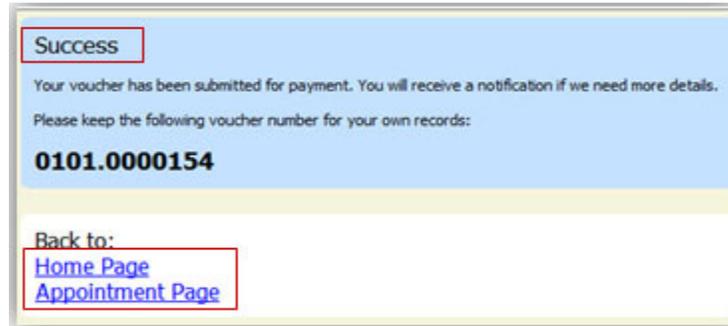
I swear and affirm the truth or correctness of the above statements
 Date: 4/20/2020 21:27:33

Submit

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

Step 13

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.

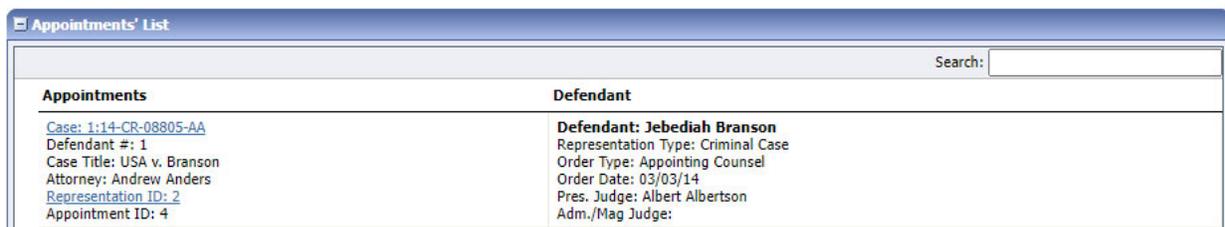


Submitting an Authorization Request for Expert Services

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**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization
Use this button to create a new authorization.

Request Additional Funds
Use this button to select an approved authorization that you would like to request additional funds for.

Step 4

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

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

Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Ibeledish 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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date 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			

Master Authorization Information

Order Date: [Calendar Icon]

Nunc Pro Tunc Date: [Calendar Icon]

Repayment:

Estimated Amount: \$ 8,000.00

Authorized Amount: \$ [Deactivated]

Basis of Estimate: 100 hours at \$80/hour

Description: [Dropdown]

Service Type: Investigator

Notes: John Doe

Navigation: [First] [Previous] [Next] [Last] [Save] [Delete Draft] [Audit Assist]

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 are added to the voucher and appear at the bottom of the Description column.

Basic Info | **Documents** | Confirmation

Supporting Documents

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

File:

Description:

Description	Delete	View
Document	Delete	View

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

Step 6

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

Basic Info | Documents | **Confirmation**

Confirmation

1. CASE ID NUMBER	2. PERSON REPRESENTED	3. APPEALS ID NUMBER	4. VOUCHER NUMBER
5. MAG. DISTRICT NUMBER	6. COURT OR CASE NUMBER	7. APPEALS DISTRICT NUMBER	8. OTHER ID NUMBER
9. CASE MATTER OR CASE NAME	10. PAYMENT CATEGORY	11. TYPE PERSON REPRESENTED	12. REPRESENTATION TYPE
USA v. Branson	Attorney (Including pro-bono division of approved attorneys)	Local Defendant	Criminal Case

13. OFFENSE CHARGE

14. OFFENSE VIOLATION PENALTIES

15. AFFIRMATION STATEMENT

I, the undersigned, on the person represented above, hereby affirm that the services requested are necessary for adequate representation. I hereby request:

1. Authorization to obtain the service. Estimated compensation: \$

2. Approval of services already requested to be paid by the United States Dept. of Criminal Justice. Appropriation.

Signature of Attorney:
 Andrew J. Anders
 1110 Main Street
 San Antonio, TX 78210
 Phone: 210-453-3523
 Cell phone: 210-555-1234
 Email: aj_anders@sdso.snoauth.gov

16. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	17. TYPE OF SERVICE PROVIDED
18. COURT ORDER	19. OTHER METHOD
Personal affidavit of the person represented being filed with the court's satisfaction, the authorization requested is one (1) is hereby granted.	<input type="checkbox"/> 01 Interpreter/Translator <input type="checkbox"/> 02 Psychologist <input type="checkbox"/> 03 Forensic <input type="checkbox"/> 04 Forensic (Barbers/Software/Systems) <input type="checkbox"/> 05 Paralegal <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Forensic Analyst <input type="checkbox"/> 08 Assessment <input type="checkbox"/> 09 CALLS (Warden Calls, etc.) <input type="checkbox"/> 10 Claims/Translator <input type="checkbox"/> 11 Bailiffs <input type="checkbox"/> 12 Program/Training/Employee Expert <input type="checkbox"/> 13 Forensic Medical Examiner
<input type="checkbox"/> 14 Other Method <input type="checkbox"/> 15 Video/Audio Analysis <input type="checkbox"/> 16 Other Video Expert <input type="checkbox"/> 17 Computer <input type="checkbox"/> 18 Paralegal Services <input type="checkbox"/> 19 Legal Analyst/Consultant <input type="checkbox"/> 20 Court Consultant <input type="checkbox"/> 21 Eligibility Specialist <input type="checkbox"/> 22 Digitalization Services <input type="checkbox"/> 23 Other (Specify) <input type="checkbox"/> 24 Language Support Services <input type="checkbox"/> 25 Computer Forensic Expert	

NOTES

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total 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.

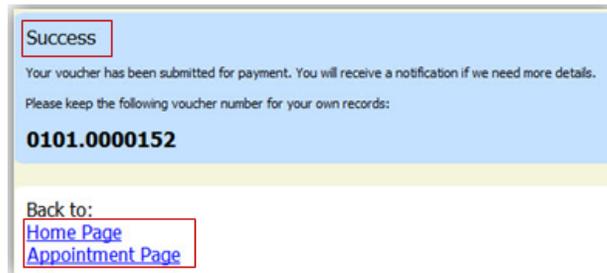
Public/Attorney Notes

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

Date:

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.



Step 3

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**.

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

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

Step 4

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

Basic Info Documents **Confirmation**

Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CP-08805-1, S.A.	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> 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.		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.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

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 21:49:45

Submit

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

Step 5

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

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

Back to:

[Home Page](#)
[Appointment Page](#)

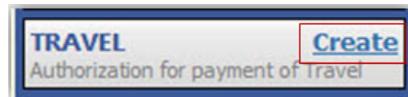
Note: Upon approval of the AUTH 24, the CJA eVoucher Clerk will create the CJA 24 voucher for the court reporter. The attorney will receive the CJA 24 from the court reporter after the transcript has been prepared. The attorney must open the voucher and certify that the transcript has been received and the voucher is ready for payment.

Creating a Travel Voucher

Step 1

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

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 auto-populates.

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

1. CIR. DIST/DEF. NUMBER 0101	1. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER		
3. MAG. DIST/DEF. NUMBER	4. DIST. DIST/DEF. NUMBER	5. APPEALS DIST/DEF. NUMBER	6. OTHER DIST/DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES				
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jas_ornelas@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Panel Attorney <input type="checkbox"/> R Subj for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: Albert Albertson Date of Order: 5/3/2014 Non-Proc Trans Date: _____ Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS				
Travel Agency to be Used: National Travel Service (NTS) <table border="1" style="width: 100%;"> <tr> <td> National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email: </td> </tr> </table>				National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email:
National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email:				

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

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**.

Basic Info | **Authorization Request** | Documents | Confirmation

Request For Travel*

*** Required Fields**

Name and Title of Person Traveling: Andrew Anders *

Address of Person Traveling: 123 Way San Antonio, TX 78229 *

Travel From Location: San Antonio, TX *

Travel To Location: Los Angeles, CA *

Estimated Dates of Travel: 5/25-5/28 *

Travel Requested: *	Estimated Cost:	Instructions for requesting amounts for the travel items:
Airline Tickets via CJA Government Travel Agency:	300.00	Complete the estimated dollar amount for each applicable line. The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items. Complete information for one traveler per form.
Ground Transportation:	20.00	
Subsistence (Hotels & meals):	100.00	
Other:		
Total Estimated Cost:	420.00	
Total Authorized:		

Purpose and Justification: Travel to talk to witness. *

Court Notes:

Add Remove

* 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 MSJE rate.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

1 Page 1 of 1 (1 items)

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

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.

Basic Info | Authorization Request | **Documents** | Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

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

Step 5

Basic Info | Services | Expenses | Documents | **Confirmation**

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					
REQUEST AND AUTHORIZATION FOR TRANSCRIPT					
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript					
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. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited					
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> 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 <input type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> 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
Original		see detail	0	see detail	\$0.00
Copy		see detail	0	see detail	\$0.00
Expenses (if/when)					\$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

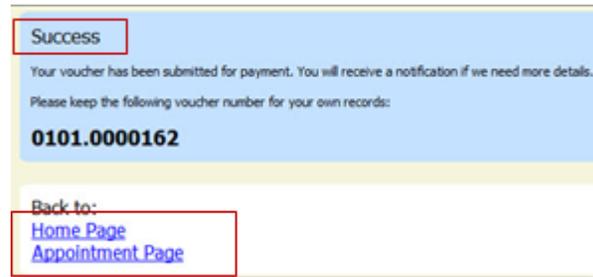
Submit

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

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

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.



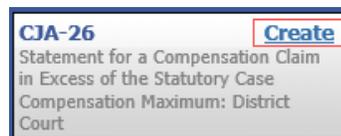
Creating a CJA-26 Voucher

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 required information. Click **Save**.

Basic Info | Justification | Documents | Confirmation

Basic Info

1. CJB DKT/DEF NUMBER 0101	2. PERSON REPRESENTED Federal Prisoners	3. APPEALS DKT/DEF NUMBER	4. OTHER DKT/DEF NUMBER
5. MAG DKT/DEF NUMBER	6. DIST DKT/DEF NUMBER 11-14-CR-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Branson	10. PAYMENT CATEGORY Felony (including pre-trial diversion if alleged below)		

11. OFFENSE(S) CHARGED
13-1825 F INSPECTION VIOLATION PENAL TIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Andersen
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: and_ander@ackx.uscourts.gov

13. COURT ORDER
 A Associate C Co-Counsel D Federal Defender F Subs for Federal Defender
 L Licensed Counsel (Capital Only) O Appointing Counsel P Subs for Paid Attorney R Subs for Retained Attorney
 S Trial Se T Retained Attorney V Subs for Pre Se X Administrative
 Y Standby Counsel

Prior Attorney's Name
Appointment Date
Signature of Presiding Judge or By Order of the Court
Albert J. Bortnick
Date of Order
8/3/2014
New Pre Trial Date

14. LAW FIRM NAME AND MAILING ADDRESS

Amount Requested * Amount Approved

Pre Trial Hours 0 Trial Hours 0 Sentencing Hours 0 Other In-Court Hours 0 Out-Of-Court Hours 0

Number of Counts 0 Number of Co-Defendants 0

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

Step 3

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

Basic Info | **Justification** | Documents | Confirmation

Justification

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

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

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

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

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

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

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

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

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.

Basic Info | Justification | **Documents** | Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\ | Browse...

Description: Document x

Upload

Description	Delete	View
Document	Delete	View

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

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

Step 5

DO NOT submit the CJA 26 voucher as a separate voucher. You must save the completed document as a pdf document and attached under the document tab of the CJA 20 voucher. You may save a pdf by clicking the "form CJA 26" link in the left panel under reports.

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
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code
		Approved Amount

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:27:34



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

Reports

[Form CJA26](#)

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

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

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.

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:

0101.0000167

Back to:
[Home Page](#)
[Appointment Page](#)

Appendix A: Correcting Errors in Your .csv File

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

Step 1

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

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Step 2

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

Errors Only Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	11/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	11/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	12/12/2021	0.9	Test	15c. Motion Hearings		~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	1/14/2021	1.1	Test<>	16a. Interviews and Conferences		

Note: Click the **Full Report** radio button to view an error report that includes all imported service lines.

Step 3

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.

Basic Info Services Expenses Claim Status Documents Confirmation

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.

Appendix B: Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

Basic Info ▸ **Services** ▸ Expenses ▸ Claim Status ▸ Documents ▸ Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

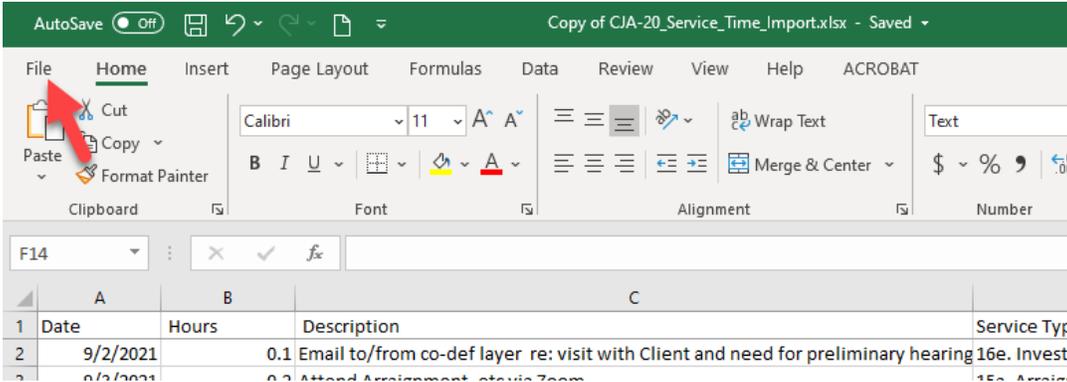
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

Appendix C: Converting the Excel File to .csv Format

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

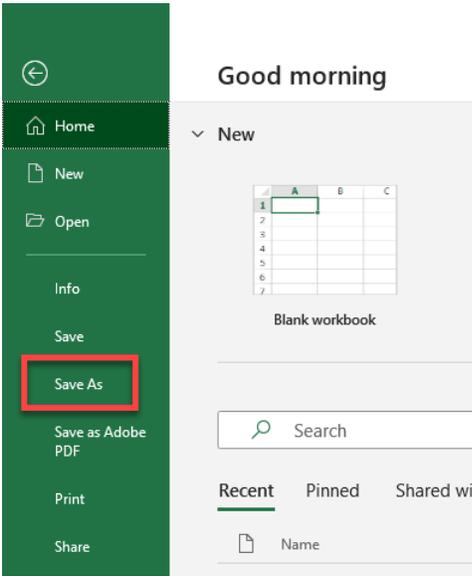
Step 1

In your Excel file, click the **File** tab.

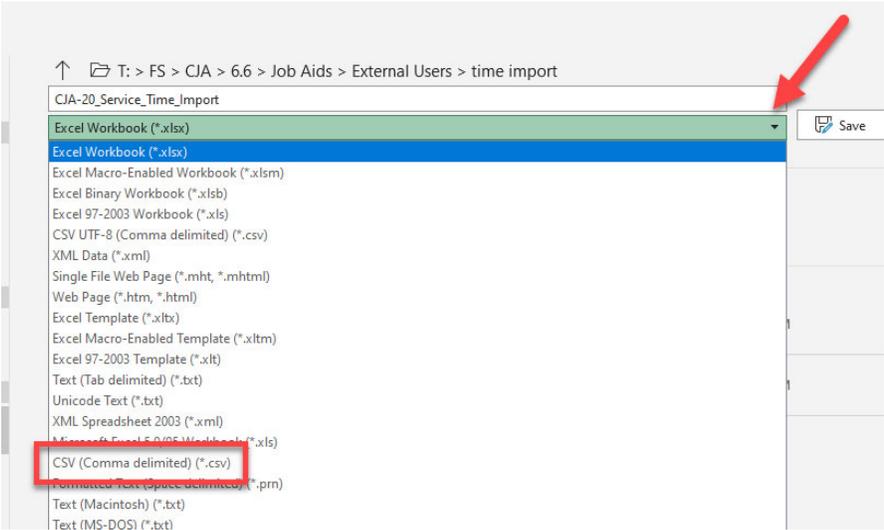


Step 2

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



On the Save As page, click the drop-down arrow and select **CSV (Comma delimited) (*.csv)**.



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

