



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

**Release 6.9**

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2023



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## Introduction

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

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

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

### Panel Management

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

### Voucher and Authorization Request Submission

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

### Browser Compatibility

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

## Court Appointment

When you make an appointment, 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.

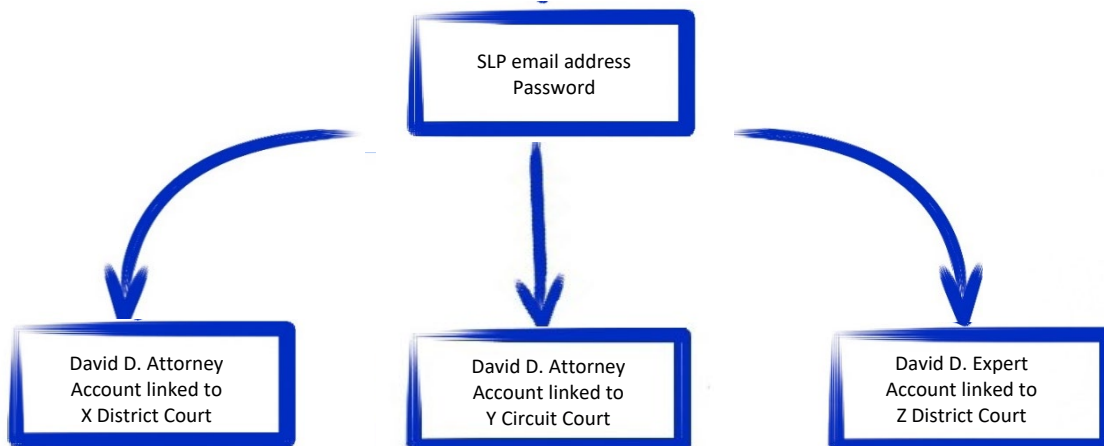
Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

## Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and sign in to each individual court account in which you wanted to work. You had a separate user name and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

**Note:** Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it. Once the user has logged in with their default court, they will need to link their other court accounts using the **Link Your eVoucher Accounts to Your Single Login Profile (SLP)** located on page 25 of this manual.

### Single Login Profile for David D. Attorney

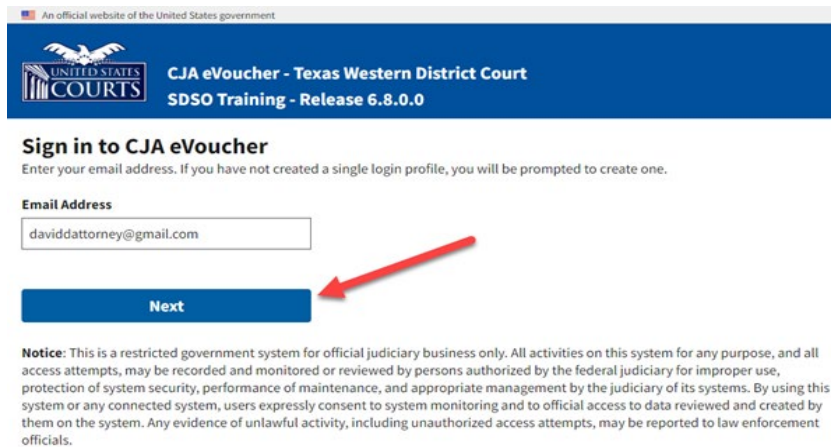


## Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only has to be done once. To create your Single Login Profile (SLP), visit the CJA eVoucher Program site for the district at [https://evadweb.ev.uscourts.gov/CJA\\_njx\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_njx_prod/CJAeVoucher/).

### Step 1

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



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**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
SDSO Training - Release 6.8.0.0

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile, you will be prompted to create one.

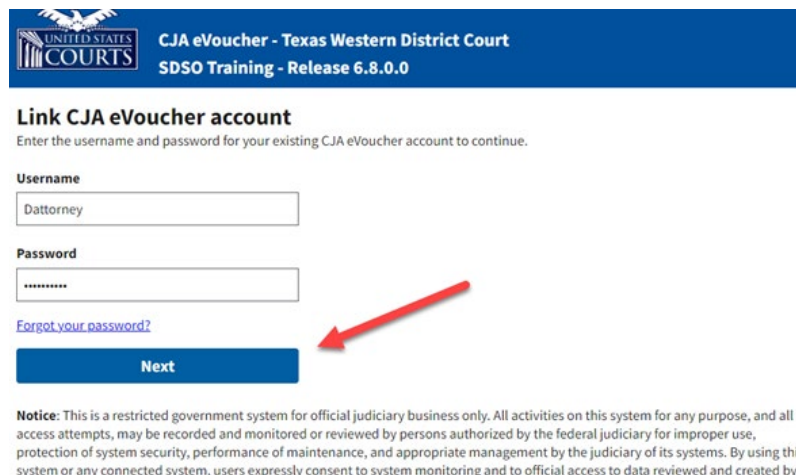
**Email Address**

**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 you use more than one court account, choose one, and then click **Next**.



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### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

**Username**

**Password**

[Forgot your password?](#)

**Next**

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Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

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CJA eVoucher - Texas Western District Court  
SDSO Training - Release 6.8.0.0

### Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.  
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name	Middle name	Last name	Suffix
David	D	Attorney	Jr. ▾

**Email address**  
daviddattorney@gmail.com

**Confirm email address**  
daviddattorney@gmail.com

Step 4

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.

### Security Questions

Select three security questions and enter your answers.

**Question 1**  
In what city or town was your first job? ▾

**Answer 1**  
Boston

**Question 2**  
What was your childhood nickname? ▾

**Answer 2**  
Davey

**Question 3**  
What was your first car? ▾

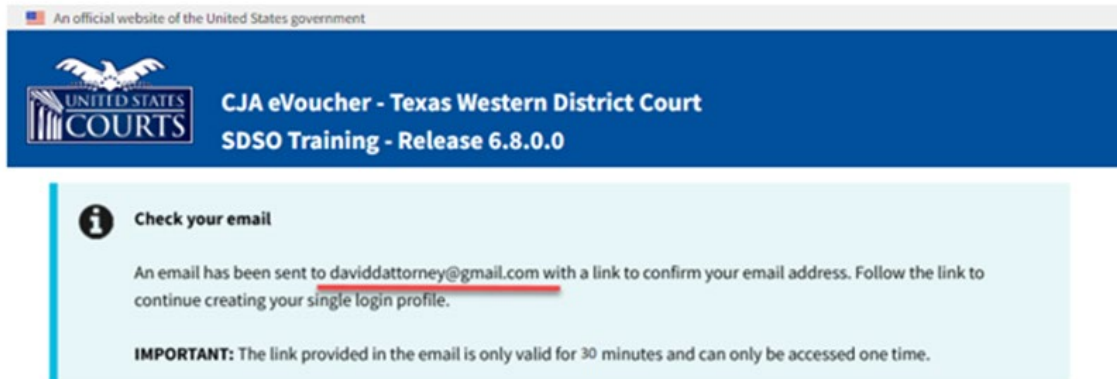
**Answer 3**  
Saturn

When you click Next, we will send an email with a link to confirm your email address.

**Next**

## Step 5

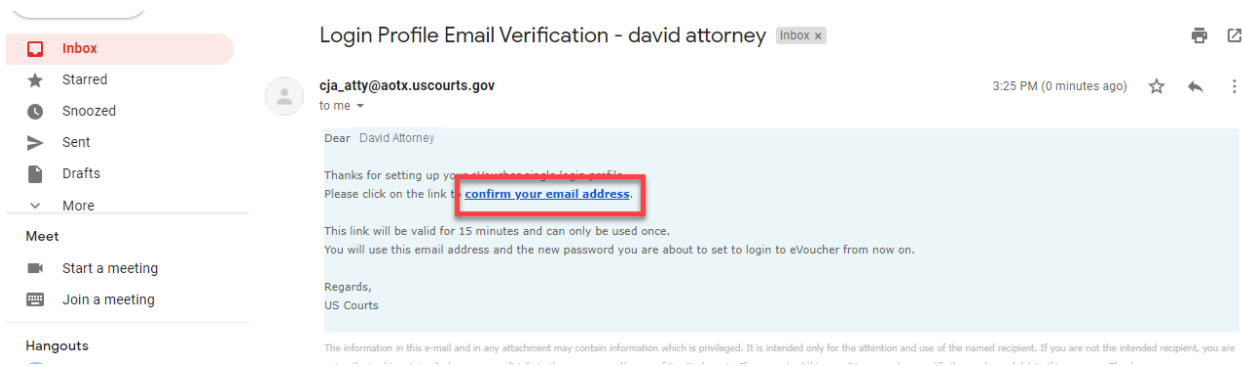
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



## Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

**Note:** The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link. Please check your **SPAM** folder if you do not see the email.




## Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must be at least eight characters in length and:

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

To view current password requirements, click the plus sign (+) icon to expand the **Password Requirements** section. You must change your password every 180 days. Verify the password, and then click **Next**.

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 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

**Enter password**  
Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password


**Next**


**Password Requirements** 

## Step 8

A success message appears, and you are directed to the eVoucher home page. Your email address and new password are now your new login credentials. You have now successfully created your Single Login Profile (SLP), and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.

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 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.


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## Forgotten Password – Legacy

If you have forgotten your current court password or entered it incorrectly, a login failed message appears. To recover your password, click the **Forgot your password** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact your court administrator.

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### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

**!** **Login failed.**  
Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

**Username**

**Password**

[Forgot your password?](#)


**Next**

Step 1

Click the **Forgot your password?** link.

**Username**

**Password**

[Forgot your password?](#) 

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Ur Court and/or prosecution under Title 18 of the U.S. Code. All activities

## Step 2

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

### Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username

Email

[Back to sign in](#)

**Recover Logon**



## Step 3

In the email message, click the **here** link to create a new password.



**Note:** The password link expires after 30 minutes and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

Step 4

You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, user name, and email, and then click **Reset**.

**IMPORTANT:** The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

### Reset your password

**New Password**

**Confirm Password**

**Username**

**Email**

**Reset**

**Password Requirements**

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Step 5

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

**✓ Password updated.**  
Your password was successfully updated.

**Email Address**

**Next**


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

## Signing In to eVoucher with Single Login Profile (SLP)

### Step 1

From the eVoucher webpage, enter the **Email Address** you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.

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SDSO Training - Release 6.8.0.0

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile, you will be prompted to create one.

**Email Address**


**Next**

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### Step 2

Enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.

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 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

### Sign in to CJA eVoucher

Please enter your password to continue.

**Password**

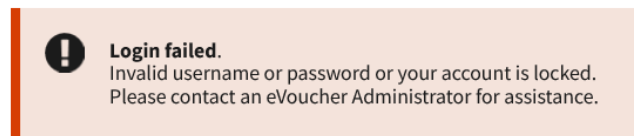
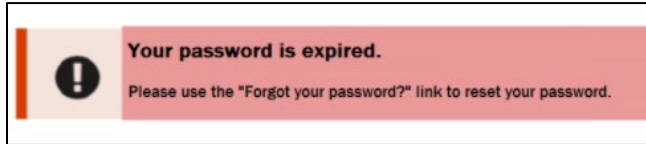
[Forgot your password?](#)

**Sign In**

**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.

## Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message appears, stating that your password is expired, invalid, or locked.



### Step 1

To reset your password, click the **Forgot your password?** link.

**Note:** You should follow this same process if you have not reset your password in the last 180 days.

### Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

### Step 2

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.

### Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

Email

dauidattorney@gmail.com

Question: In what city or town was your first job?

Answer

[Back to sign in](#)

Reset your password

**Note:** If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact your court to unlock it.

### Step 3

A message appears, telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

**Note:** The link expires after 30 minutes and can only be used once.

### Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.



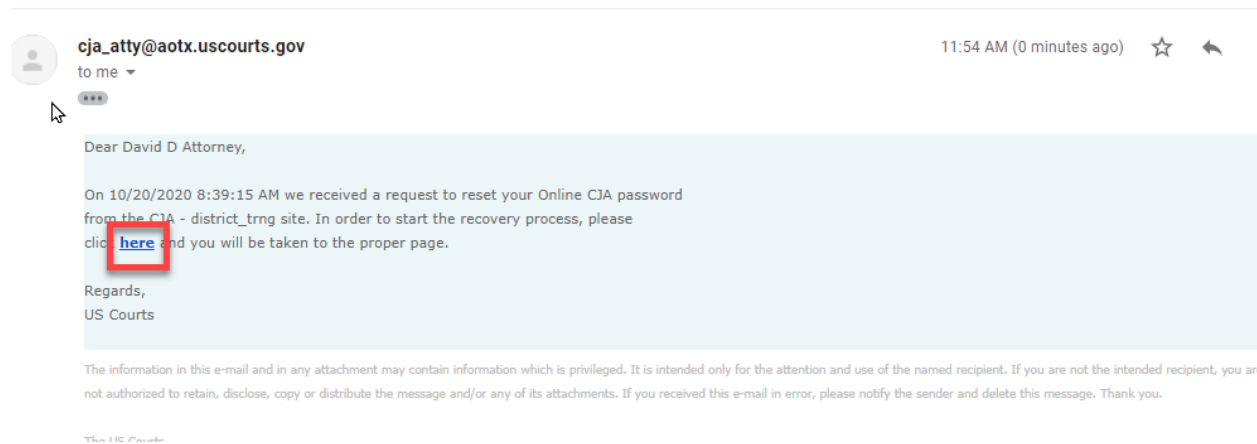
#### Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

### Step 4

In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).



## Step 5

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click **Reset**.

**i IMPORTANT:** The link provided in the password reset email is only valid for **35** minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

### Reset your password

**New Password**

**Confirm Password**

**Email**

**Reset**

Password Requirements +

## Step 6

A message appears, stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

## Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

**✓ Password updated.**  
Your password was successfully updated.

**Email Address**

**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.

## Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and you can no longer enter a correct password at this time. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.



**Login failed.**

Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

**Note:** If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creation attempts resets to zero after 30 minutes.



## 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)". A navigation menu includes "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu is open under "Accounts", showing "Circuit - Attorney" and "District - Attorney". A profile dropdown menu is open, showing "Welcome, David Attorney" with a profile icon, "Single Login Profile", "Court Profile", and "Sign out".

Numbered callouts in the image point to the following elements:

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

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. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these areas from the **Help** menu.
4. **Court account user name** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

## Home Page

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

My Active Documents					
To group by a particular Header, drag the column to this area. Search:					
Case	Defendant	Type	Status	Date Entered	
3:19-MJ-04562...	Mister Badman (# 4562)	TRAVEL	Voucher Entry	12/11/2019	
Start: 06/10/2019 End: 07/31/2019 Claimed Amount: 0.00					
3:19-MJ-04562...	Mister Badman (# 4562)	TRAVEL	Voucher Entry	01/28/2020	
Start: 06/10/2019 End: 07/31/2019 Claimed Amount: 0.00					

Page 1 of 3 (30 items)

Appointments' List	
Appointments	Defendant
Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

Page 1 of 1 (10 items)

My Proposed Assignments	
Appointments	Defendant
All cases have been currently assigned	
No data	

My Submitted Documents					
To group by a particular Header, drag the column to this area. Search:					
Case	Defendant	Type	Status	Date Entered	
1:19-MJ-963...	Practice Voucher (# 98...	CJA-21	Submitted to Court	07/24/2019	
Start: 06/10/2019 End: 07/31/2019 Claimed Amount: 263.38 Longoria Expert Accountant 0101.0000389 FINAL PAYMENT					
1:19-MJ-963...	Practice Voucher (# 98...	CJA-21	Submitted to Court	07/24/2019	
Start: 06/10/2019 End: 07/31/2019 Claimed Amount: 600.00 Longoria Expert Accountant 0101.0000391 FINAL PAYMENT					

Page 1 of 4 (34 items)

My Service Provider's Documents					
To group by a particular Header, drag the column to this area. Search:					
Case	Defendant	Type	Status	Date Entered	
3:19-MJ-04...	Mister Badman (# 4562)	CJA-21	Voucher Closed	06/07/2019	
Start: 06/06/2019 End: 06/07/2019 Claimed Amount: 730.35 Misses Expert Computer Forensics Expert Approved Amount: 730.35 0101.0000384 FINAL PAYMENT					
3:19-MJ-04...	Mister Badman (# 4562)	CJA-21	Voucher Closed	07/23/2019	
Start: 06/06/2019 End: 06/07/2019 Claimed Amount: 0.00 Misses Expert Chemist/Toxicologist 0101.0000387					

Page 1 of 2 (16 items)

Closed Documents					
To group by a particular Header, drag the column to this area. Search:					
Case	Defendant	Type	Status	Date Entered	
3:19-MJ-04562...	Mister Badman (# 4562)	CJA-20	Voucher Closed	06/07/2019	
Start: 06/06/2019 End: 06/07/2019 Claimed Amount: 4,234.25 Atty Longoria Approved Amount: 4,234.25 0101.0000378 FINAL PAYMENT					
3:19-MJ-04562...	Mister Badman (# 4562)	CJA-21	Voucher Closed	06/07/2019	
Start: 06/06/2019 End: 06/07/2019 Claimed Amount: 730.35 Misses Expert Computer Forensics Expert Approved Amount: 730.35 0101.0000384 FINAL PAYMENT					

Page 1 of 5 (48 items)

Folder Name	Contents
<b>My Active Documents</b>	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	This folder 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.
<b>My Service Provider's Documents</b>	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>Vouchers in progress by the experts.</li> <li>Vouchers submitted to the attorney for approval and submission to the court.</li> <li>Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.



## Navigating in the CJA eVoucher Program

The screenshot shows the top navigation bar of the CJA eVoucher program. The header includes the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0" on the left, and "Welcome, David Attorney" with a user profile icon on the right. Below the header is a navigation menu with the following items: Home, Operations, Reports, Links, Accounts, Help, and Sign out. To the right of the menu is a search field with a magnifying glass icon. The entire navigation bar is highlighted with a red border.

Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you may run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.
<b>Search field</b>	Use this field to look up any of your cases.


## Customizing the Home Page

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

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

### Resize a Column

#### Step 1

Along the folder headings (e.g., Case, Description, Type, etc.), move your cursor to the line between the columns until a double arrow  appears.

#### Step 2

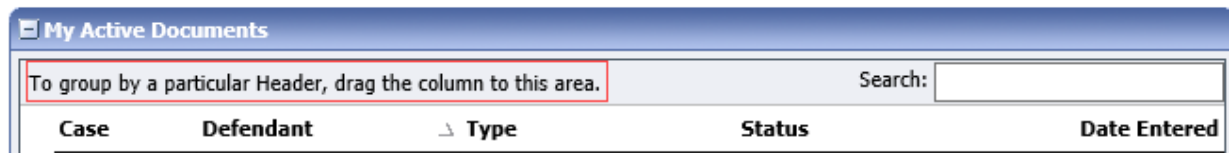
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

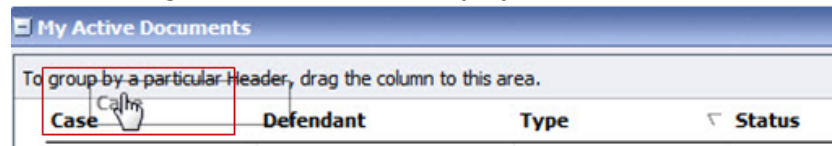
#### Step 1

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

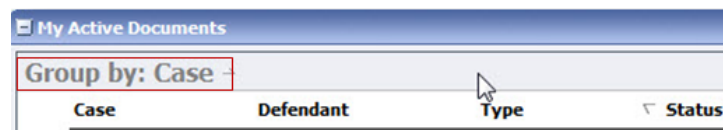


#### Step 2

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



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



## Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

- Edit first, middle, and last name.
- Edit email address.
- Edit Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

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**.



## Account Information

In the account information section, you can change your name, email address, and password.

Home Operations Reports Links Help Sign out

> Help > [Single Login Profile](#)

### Single Login Profile

Account Information

First name	Middle name	Last name	Suffix	
David	B	Attorney	-	<a href="#">Edit</a>
<hr/>				
Email address attorney1210@gmail.com				<a href="#">Edit</a>
<hr/>				
Password *****				<a href="#">Edit</a>

## Modifying Your Name

### Step 1

To edit your name, click the **Edit** link to the right of your name.

#### Single Login Profile

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -

[Edit](#)

### Step 2

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

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -Select-

## Updating Your Email Address

### Step 1

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

<b>Email address</b> attorneyl210@gmail.com	<a href="#">Edit</a>
--	----------------------

### Step 2

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

<b>Email address</b> <input type="text" value="attorneyl210@gmail.com"/>
<b>Confirm email address</b> <input type="text" value="attorneyl210@gmail.com"/>

## Updating Your Password

### Step 1

Click the **Edit** link to access your password.

Password

\*\*\*\*\*

[Edit](#)

### Step 2

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

#### Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

Confirm password

Cancel

Save changes

## Updating Your Security Questions

### Step 1

To access your security questions, click the plus sign (+) icon to expand the **Security Questions** section.

#### Single Login Profile

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

**Step 2**

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

**Security Questions**

Select three security questions and enter your answers.

 [Show my Answers](#)

**Question 1**

In what city or town was your first job? 

**Answer 1**

.....|


**Question 2**

What street did you live on in third grade? 

**Answer 2**

.....

**Question 3**

In what year (YYYY) did you graduate from high school? 

**Answer 3**

.....

Cancel

Save changes

**Note:** The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.



## Linked eVoucher Accounts

### Step 1

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

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

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.

**Note:** You can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

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
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>


Link your eVoucher Accounts to your Single Login Profile	+
--	---

## Link Your eVoucher Accounts to Your Single Login Profile (SLP)

### Step 1

If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	<b>+</b>



### Step 2

Click **District** or **Appellate** for the type of court you want to link to. From the **Court** drop-down list, select your court, and then enter your username and password for that court in the corresponding fields.

Link your eVoucher Accounts to your Single Login Profile —

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District
Appellate

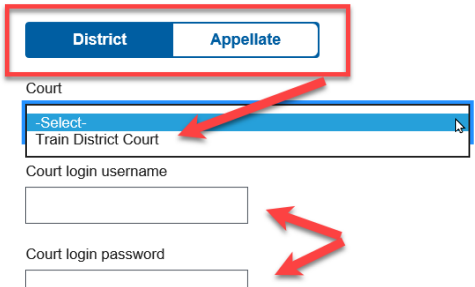
Court

-Select-
Train District Court

Court login username

Court login password

Cancel
Link Account



**Step 3**

Click **Link Account**.

Court

Train Circuit Court

Court login username

dattorney

Court login password

••••••••

Cancel

Link Account

A success message appears, stating that your account(s) is now linked.

> Help > [Single Login Profile](#)

**Link Success!**

You have successfully linked this Circuit account to your single login profile.

## Court Profile

On the home page, point to your profile icon, and then click **Court Profile**.



**Note:** Click the **Court Profile** link from either the Home screen to the right of the menu bar or the **Help menu** bar to open the “Court Profile” page.

In the Court Profile section, the attorney may:

- Change username and password (**Login Info** section).
- Edit contact information, phone, email, physical address (**Attorney Info** section).
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). **Any changes to SSN or Billing Info** will require copies of a W-9 after the first logon and must be made through the court.
- Document any CLE attendance (**Continuing Legal Education** section).

Click **Edit, Select, Add, or View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.

> [Help](#) > [Court Profile](#)

### Court Profile

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

**Note:** 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.

## Attorney Info

### Step 1

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

<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	<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	

### Step 2

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

<b>Attorney Info</b> Your personal info	<p><b>* Required Fields</b></p> Bar Number <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="cancel"/>
<b>SSN Instructions:</b> 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: <b>*</b> (if on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/>	
	First Name <b>*</b> Middle Last Name <b>*</b> Andrew <input type="text"/> <input type="text"/> Anders <input type="text"/>	
	Main Email <b>*</b> <input type="text" value="lisa_ornelas@aobx.uscourts.gov"/>	
	2nd Email <input type="text" value="deadmail@support.aobx.uscourts.gov"/>	
	3rd Email <input type="text" value="deadmail@support.aobx.uscourts.gov"/>	
	Phone <b>*</b> Cell Phone Fax 210-833-5623 <input type="text" value="210-555-1234"/> <input type="text"/>	
	Address 1 <b>*</b> City <b>*</b> 110 Main Street <input type="text" value="San Antonio"/>	
	Address 2 State <b>*(US only)</b> Zip <b>*(US only)</b> <input type="text"/> TEXAS <input type="text" value="78210"/>	
	Address 3 Country <b>*</b> <input type="text"/> UNITED STATES <input type="text"/>	

### Notes:

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

## Billing Info

### Step 1

Under the Billing Info section, please review the default billing information entered by the Court.

#### 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:

### Step 2

If you wish to change the information already entered or to add new billing information, please contact the Court.

#### Notes:

- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- If you need to add billing information to your profile, a new W9 **MUST** be submitted to the Court.
- If an Associate has been approved in one of your cases, please contact the help desk for an Associate username and password. Please refer to Addendum #1 for more information on Associate use.

## Continuing Legal Education (CLE)

### Step 1

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

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

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**.

The screenshot shows the 'Continuing Legal Education' section with a navigation bar containing 'Back', 'Edit', 'Add', and 'Delete' buttons. The 'Add' button is highlighted with a red rectangular box. Below the navigation bar is a table with columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The table is currently empty, displaying the message 'No Continuing Legal Education' and '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**.

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button in the top right is highlighted with a red box. The 'Credit' drop-down menu is also highlighted with a red box and is set to 'Sentencing-rel'. Below this, the 'Date' field contains '05/01/2014', the 'Hours' field contains '0', and the 'Description' field is empty. A red box highlights the entire form area. At the bottom, a message states: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

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



## Step 4

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

The screenshot shows a form with the following fields and buttons:

- Buttons:** 'Back' and 'Save' (highlighted with a red box).
- Credit:** A dropdown menu with 'Sentencing-re' selected.
- Date:** A text field with '05/15/2014' and a calendar icon.
- Hours:** A text field with '0'.
- Description:** A large text area.
- Document:** A text field with a 'Browse...' button (highlighted with a red box) to its right.

**Continuing Legal Education**

Buttons: Back, Edit (highlighted), Add, Delete (highlighted)

Search:

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

1 Page 1 of 1 (1 items)

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

# Appointments' List

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

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

Appointments' List

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

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. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DKT/DEF NUMBER	4. OTHER DKT/DEF NUMBER
5. MAG. DKT/DEF NUMBER	6. DIST. DKT/DEF NUMBER 1:14-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 of alleged felony)	11. DEFENSE CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-533-5623 Cell phone: 210-555-1234 Email: <a href="mailto:isa_arnelas@aoctx.uscourts.gov">isa_arnelas@aoctx.uscourts.gov</a>
13. LAW FIRM NAME AND MAILING ADDRESS	14. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel (Capital Off) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standy Counsel	<input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Next Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a> Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Andrew Anders	CJA-20	Voucher Closed <a href="#">9101.0000001</a>	03/17/2016
<a href="#">1:14-CR-08805-AA</a> Start: 04/02/2014 End: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed <a href="#">9101.0000002</a>	11/16/2017
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	04/14/2014
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: 01/21/2016 End: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">9101.0000003</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	03/22/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">9101.0000109</a>	03/22/2016

Page 1 of 7 (70 items)

View Representation

Attorney CJA-20 Voucher Template

Expert CJA-21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

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

CJA eVoucher | Version 6.9 | United States District Court January 2023

## View Representation

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

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

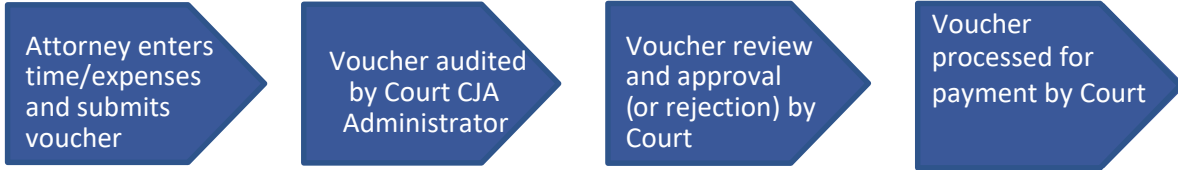
In the Appointment section, click the **View Representation** link.



The Representation Info page appears.

Representation		Representation Info			
In this page you can view or delete the representation.		1. CIR. DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
Reports <a href="#">Representation Report</a>		3. MAC. 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@aobx.uscourts.gov	

## CJA 20 Voucher Process Overview

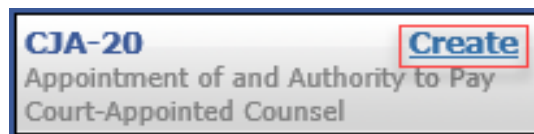


### Creating the CJA-20 Voucher

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

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

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



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

Basic Info			
1. CREDIT DIV CODE 0101	1. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DNT DEF NUMBER	4. DNT DEF NUMBER 1:71-CR-01989-616-AA	8. APPEALS DNT DEF NUMBER	4. OTHER DNT DEF NUMBER
7. IN CASE MATTER (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 <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"/> E. Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O. Appointing Counsel <input type="checkbox"/> G. Subs for Panel Attorney <input type="checkbox"/> H. Subs for Retained Attorney <input type="checkbox"/> I. Pre Se <input type="checkbox"/> T. Retained Attorney <input type="checkbox"/> U. Subs for Pre Se <input type="checkbox"/> X. Administrative <input type="checkbox"/> V. Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS			
Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 10/1/2021 Next Pre Trial Date Reopened <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>Payment Info</b> Preferred Payee: Morales Attorney Morales Attorney Billing Code:0101-000105 1234 Main Street San Antonio, TX 78209 - US Phone: 2105551234 Fax:			

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 tab headings or the navigation buttons in the progress bar.

## Entering Services

Line-item time entries should be entered on the Services page. Both In-Court and Out-of-Court time should be recorded here.


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

### Step 1

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

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

### Services

Date: 4/17/2020 \*  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](#)

« First < Previous **Next >** Last »

### 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.

### Services

Date: 4/17/2020 \*  Des

Units

Rate

\* Required Fields

To group by a par

Date	Desc
------	------

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

**Step 3**

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

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The menu lists 'In Court Services' and its sub-items: 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. The 'Date' field is set to 4/17/2020. A red box highlights the dropdown arrow.

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

**Step 4**

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

The screenshot shows the 'Services' form with the following fields filled: 'Date' is 4/17/2020, 'Service Type' is 'a. Arraignment and/or Plea', 'Description' is 'First appearance an arraignment of defendant', and 'Hours' is '5.0 at \$148.00 per hour'. The 'Add' button is highlighted with a red box.

**Step 5**

The screenshot shows the 'Services' form with the entry added to a table. The table has columns: 'Service Type', 'Date', 'Description', 'Hrs', 'Rate', and 'Amt'. The entry is: 'a. Arraignment and/or Plea', '04/17/2020', 'First appearance an arraignment of defendant.', '5.0', '\$148.00', '\$740.00'. A red arrow points to the entry, and a red box highlights the 'Save' button.

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

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

## 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. The left sidebar contains a navigation menu with sections: Def. (Jebediah Branson), Link to CM/CFE, 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) is highlighted with a red box and a red arrow), and Reports (Form CJA20, Defendant Detail Budget Report). The main content area shows the 'Basic Info' tab with a form containing the following data:

Basic Info		VOUCHER NUMBER	
1. CIR. DIST DIV CODE 0101	1. PERSON REPRESENTED Jebediah Branson	5. APPEALS. DKT DEF NUMBER	6. OTHER. DKT DEF NUMBER
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:14-CR-08305-1-AA	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		
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: <a href="mailto:jaa_omelaj@acvx.uscourts.gov">jaa_omelaj@acvx.uscourts.gov</a>		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 3/3/2014    Nunc Pro Tunc Date Reappointment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Below the Basic Info form is the 'Payment Info' section, which includes a dropdown menu for 'Preferred Payee' set to 'Andrew Anders - Andrew Anders', and a red arrow pointing to this dropdown. The details for Andrew Anders are listed below:

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

## Step 2

The Services page appears. To view a sample .csv file, click the downloadable 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  \*  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)**.

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: 8/6/2021  
 Service Type: [Dropdown]  
 Doc. # (ECF): [Text] Pages: [Text]  
 Hours: [Text] at \$155.00 per hour. [Add] [Remove]

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

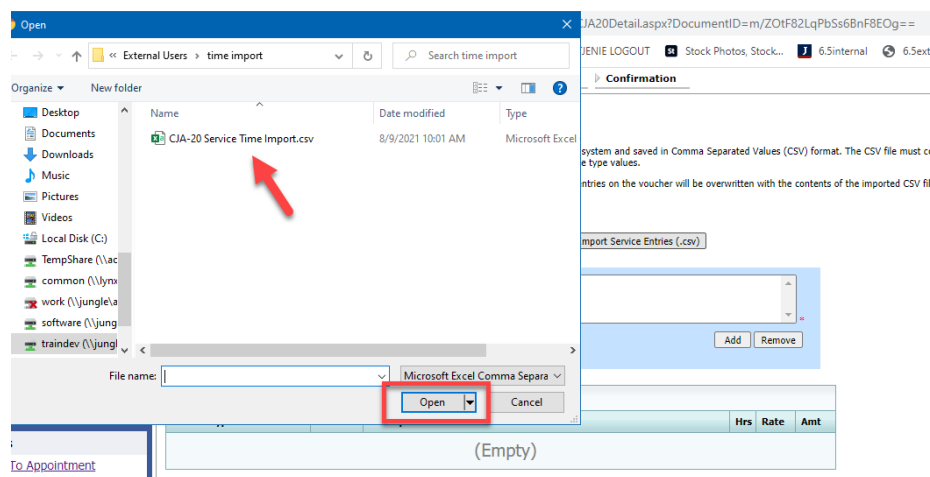
Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate [Previous] [Next] Go to page: [Text] View items per page: 10 25 50 100

**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. Obtaining 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
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/03/2021
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	09/02/2021

### 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. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-00505-1-AAA	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. OFFENSES 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: <a href="mailto:jia_crmelias@accc.uscourts.gov">jia_crmelias@accc.uscourts.gov</a>		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"/> G. Leased Counsel (Capital Only) <input checked="" type="checkbox"/> H. Appointing Counsel <input type="checkbox"/> I. Subs for Panel Attorney <input type="checkbox"/> J. Pro Se <input type="checkbox"/> K. Retained Attorney <input type="checkbox"/> L. Subs for Pro Se <input type="checkbox"/> M. Steady Counsel <input type="checkbox"/> N. Subs for Pro Se <input type="checkbox"/> O. Administrative	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointments Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

**Andrew Anders - Andrew Anders**  
Billing Code: 0101-0002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

**Step 3**

The Services page appears. To view a sample .csv file, click the downloadable 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:  \*  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

**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. Add Remove

\* Required Fields

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

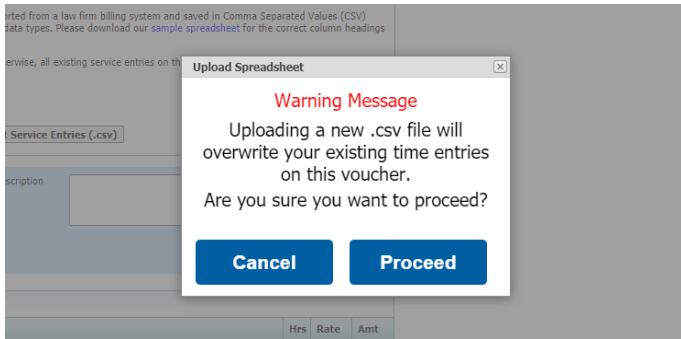
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

**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 includes the following elements:

- Progress Bar:** Basic Info, Services, **Expenses** (highlighted), Claim Status, Documents, Confirmation.
- Form Fields:**
  - Date: 4/17/2020
  - Expense Type: (dropdown menu)
  - Miles: (input field) at \$0.575 per mile.
  - Amount: (input field)
  - Description: (text area)
  - Buttons: Add, Remove
- Table:**
  - Header: Expense Type, Date, Description, Mile, Rate, Amt
  - Content: (Empty)
  - Footer: No data to paginate, Go to page: (input), View items per page: 10 25 50 100
- Navigation:** < First, < Previous, **Next >** (highlighted), Last >, Save, Delete Draft, Audit Assist.

### Step 2

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

The screenshot shows the 'Expense Type' dropdown menu open. The menu items are:

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

The 'Expense Type' field is highlighted with a red box. The form also shows the Date field (4/9/2020) and the 'Required Fields' indicator.

**Note:** Attorneys will continue to bill “In-House” Paralegals as “Other Expenses” on the Panel Attorney’s voucher. A summary of service for each Paralegal should be submitted as a signed invoice as an attachment.

Step 3

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

### Expenses

Date: 4/17/2020 \*

Expense Type: **Travel Miles** \*

Miles: 20 \* at \$0.575 per mile.

Amount:

Description: Travel to and from court.

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate  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: 4/17/2020 \*

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

## Step 4

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

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





# Claim Status

## Step 1

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

▶ 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



## Step 2

Enter the start date from the services or expenses entries, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**.

Click **Audit Assist** at any time to view any errors or warnings regarding your document.

▶ 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:

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

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, 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, you may receive the following pink error message:



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

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

## Documents

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

### Step 1

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

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

### Supporting Documents

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

File  Browse...

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

### Step 2

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

### Supporting Documents

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

File  Browse...

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »



## Step 2

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

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

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
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

## CJA eVoucher Associate Functionality for Attorneys

This document explains the features of the Associate functionality in CJA eVoucher. Follow local policies where applicable.

The Associates functionality in the eVoucher applications allows an appointed attorney using the services of an associate attorney to add claims for services and expenses to their own CJA 20/30. To do this, the appointed attorney must contact the court or federal defender's office to ensure the associate attorney is set up in eVoucher, and to add the associate attorney to the appointment. Once completed, an attorney having an associate on their appointment can add associate services and expenses to a CJA 20/30 and submit together with their own services and expenses on the same voucher.

### Creating a CJA 20/30 with an Associate

Payments are always made to the appointed attorney's preferred payee billing selected on the Basic Info tab of the CJA 20/30.

1. On the Home page, select a case from the **Appointments' List** grid.

The screenshot displays the CJA eVoucher interface. At the top, there is a blue header with the text "CJA eVoucher - Train District" and "SDSO Training - Release 6.3.0.0". Below this header is a navigation menu with links for "Home", "Operations", "Reports", "Links", "Help", and "Sign out". The main content area shows a tabbed interface with "My Active Documents" selected. Underneath, there is a section titled "Appointments' List" which contains a table with two columns: "Appointments" and "Defendant".

Appointments	Defendant
<a href="#">Case: 3:19-MJ-04562-JL</a> Defendant #: 9302 Case Title: USA vs Badman Attorney: Atty Longoria	<b>Defendant: Mister Badman</b> Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-MJ-96325-JL</a> Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	<b>Defendant: Practice Voucher</b> Representation Type: DRA - Drug Minus 2 Appeal Order Type: Federal Defender Order Date: 06/10/19 Pres. Judge: Judge Longoria

On the right side of the interface, there are several buttons: "My Pro", "My Sub", "My Ser", and "Closed".

2. In the CJA-20 (or CJA-30, if the case is a Capital Case) section, click the **Create**.

### Appointment

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

[View Representation](#)

### Create New Voucher

AUTH [Create](#)

Authorization for Expert and other Services

AUTH-24 [Create](#)

Authorization for payment of transcript

CJA-20 [Create](#)

Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)

Authorization and Voucher for Expert

### Appointment Info

1. CIR./DIST/DIV.CODE 0101	2. PERSON REF Thomas Wat sc
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DE 1:14-CR-0880
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CA Felony (includi of alleged felon
11. OFFENSE(S) CHARGED	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:	
14. LAW FIRM NAME AND MAILING ADDRESS	

3. In the Associate Info section, select the level of access (below) for this voucher that the associate attorney has, if any. Payment for this voucher still goes to the selected preferred payee.
- a. **Not on Voucher:** This voucher does not include any claims for services and/or expenses for the associate attorney.
  - b. **On Voucher, No Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, the associate has read-only access. They can only view their own entries on this voucher. Only the appointed attorney can add, remove, edit, and save entries on behalf of the associate.
  - c. **On Voucher, Can Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, both the appointed attorney and the associate can add, remove, edit, and save their entries on this voucher. The associate always has access to only their voucher entries.

After selecting On Voucher, No Edit or On Voucher, Can Edit, click the Services and/or Expenses tab.

Basic Info Services Expenses Claim Status Documents Confirmation

### Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Watson	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 12:1738 P MORTGAGE DISCRIMINATION			
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: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		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: 3/3/2014    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:

#### Associate Info

**Kerry Kriger** Not on Voucher

**Eddie F Associate** On Voucher, No Edit

**Cindy Caltagirone** Not on Voucher

**Billy Bates** Not on Voucher

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

- The **Services** and **Expenses** tabs include an additional **Attorney** field with a drop-down list. If no selection is made in this field, then service or expense entries added to the voucher will be for the appointed attorney. To enter a service or expense claim for the associate, click the **Attorney** drop-down arrow and select the associate's name.

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

Attorney	Andrew Anders
Date	
Service Type	Kerry Kriger
Doc.# (ECF)	
Hours	
Add Remove	
* Required Fields	
To group by a part	
Attorney	
tion	Hrs Rate Amt
y)	

Entries added for the associate are added at the rate entered by court staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate. Service and expense



entries for the appointed attorney appear at the statutory rate (non-capital or capital). The Attorney column in the table indicates for whom each line item applies.

**Services**

Attorney: [Dropdown]  
 Date: 3/26/2020  
 Service Type: [Dropdown]  
 Doc.# (ECF): [Input] Pages: [Input]  
 Hours: [Input] \* at \$148.00 per hour.

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

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Atty Longoria	a. Arraignment and/or Plea	03/26/2020	Arraignment.	2.0	\$148.00	\$296.00
Atty Longoria	b. Bail and Detention Hearing	03/26/2020	Bail.	1.0	\$148.00	\$148.00
Jaime Longoria	c. Motion	03/26/2020	Motion.	3.0	\$124.00	\$372.00
Jaime Longoria	d. Trial	03/26/2020	Trial.	4.0	\$124.00	\$496.00

- Click the **Claim Status** tab to enter the start and end dates of the voucher, along with other information. This tab is always read-only for the associate. Submit supporting documentation on the **Documents** tab in PDF format.

**Claim Status**

Start Date: 03/24/2020  
 End Date: 03/25/2020

**Payment Claims \***

- Final Payment
- Interim Payment (payment #)
- Supplemental Payment
- Withholding Return Payment

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

- Click the **Confirmation** tab, and then click **Submit** to submit the voucher to the court. Only the appointed attorney can do this.

34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) <i>Payment approved in excess of the statutory threshold amount</i>	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: [Text Area]

I swear and affirm the truth or correctness of the above statements  
 Date: 10/3/2018 13:49:42

## Adding Services/Expenses as an Associate Attorney

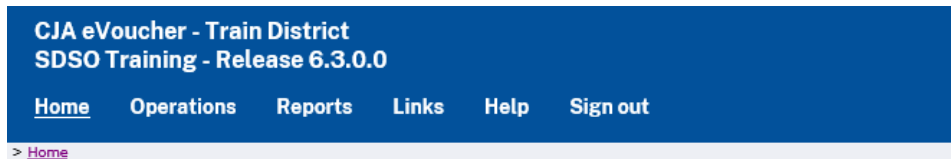
Associate appointments appear on the **My Appointments** page with the order type of Associate For [the appointed attorney's name]. Only the appointed attorney can create a voucher.

- If the associate is given On Voucher, Can Edit permission, they can add their services and expenses to the voucher.
- If the associate is given On Voucher, No Edit permission, only the appointed attorney can edit the voucher.

Associates can only see their own claims and claimed amounts on the voucher. The appointed attorney is the only one who can view the entire voucher with the combined entries.

Appointments	Defendant
<a href="#">Case: 3:12-AP-12121-AA</a> Defendant #: 9876 Case Title: TestAutomation0802 Attorney: Andrew Anders	<b>Defendant: TestDefendent0802</b> Representation Type: Appeal of a Trial Disposition Order Type: Co-Counsel Order Date: 08/02/17 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:55-CR-55555-LRJ</a> Defendant #: 5555 Case Title: USA VS Bob Smith Attorney: Andrew Anders	<b>Defendant: Bob Smith</b> Representation Type: Criminal Case Order Type: Associate For David D Attorney Order Date: 10/10/10 Pres. Judge: LeVar Judge Adm./Mag Judge:

1. Log in to eVoucher, and in the **My Active Documents** section, in the Status column, click the **Edit** link below the voucher in Voucher Entry status.



Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08806-...</a> Start: 07/24/2016 End: 08/07/2019	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	03/31/2016

2. The **Basic Info** tab contains read-only information about the case and appointed attorney. The appointed attorney is the only person who can upload documents and submit the voucher; therefore, the voucher does not include the **Documents** or **Confirmation** tabs when viewed by the associate.

Basic Info Services Expenses Claim Status Documents Confirmation

## Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Thomas Watson		VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER	
7. IN CASE/MATTER OF(Case Name) USA v. Watson	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 12:1738.P MORTGAGE DISCRIMINATION				
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: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		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 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				

3. Click the **Services** tab to add services. Complete the required fields and click **Add**. If there are expenses to be claimed, click the **Expenses** tab. Complete the required fields and click **Add**.

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

## Services

Attorney

Date  \*

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$150.00 per hour.

Description

\* Required Fields

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

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Eddie E Associate	c. Motion	08/07/2016	test	5.0	\$0.00	\$0.00

When all service and expense items have been added to the voucher, click **Save**. The appointed attorney submits the voucher to the court when ready. After the voucher is submitted to the court, it can still be accessed from the Appointment Info page but will be read-only.

### Services

Attorney

Date  \*

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$150.00 per hour.

Description

\* Required Fields

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

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Eddie E Associate	c. Motion	08/07/2016	test	5.0	\$0.00	\$0.00

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

**Note:** Applicable report for associates is **Appointments with Associates Rep**

## CJA-20 Quick Review Panel

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

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

**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

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
<b>Totals</b>	<b>8.0</b>	<b>\$1,600.00</b>
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
<b>Totals</b>	<b>39.0</b>	<b>\$7,800.00</b>
Expenses: \$215.42		
Travel		
Expense Type	Amount	
Travel Miles	\$90.42	
Travel Misc	\$0.00	
<b>Totals</b>	<b>\$90.42</b>	
Expenses		
Expense Type	Amount	
Fax	\$0.00	
Long Distance Charges	\$0.00	
Photocopies	\$100.00	
Postage	\$0.00	
Other Expenses	\$25.00	
<b>Totals</b>	<b>\$125.00</b>	

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

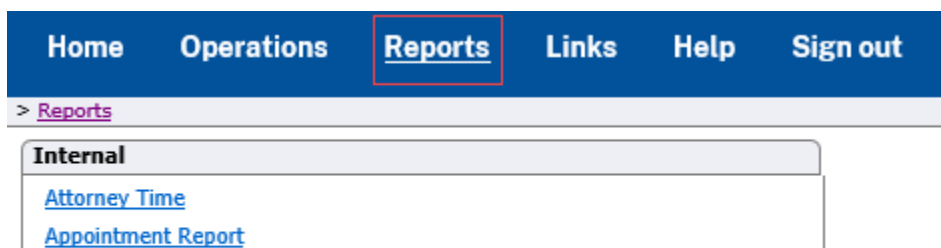
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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.



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



# Defendant Detailed Budget Report

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

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

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

### Counsel Budget Defendant: Jebediah Branson

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		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
<b>Total Pending:</b>					<b>\$0.00</b>	<b>Total Approved:</b>			<b>\$6,350.00</b>	<b>\$3,550.00</b>	<b>\$3,550.00</b>

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

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

### Grand Totals for the Representation Defendant: Jebediah Branson

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

# Defendant Summary Budget Report

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

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

### Counsel Budget Defendant: **Jebediah Branson**

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$3,900.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Attorney: Andrew Anders (Appointing Counsel) <span style="float: right;">Active</span>										
Total Pending:				\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist <span style="float: right;">Attorney: Andrew Anders</span>										
Amount Requested:				\$1,000.00	Amount Authorized:			\$0.00		

### Grand Totals for the Representation Defendant: **Jebediah Branson**

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

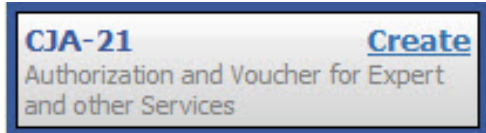


## Creating a CJA-21 Voucher

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

### Step 1

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



### Step 2

When submitting a CJA-21 voucher, you have two options from which to choose in the Authorization Selection section.

#### 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**

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

[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	
<b>ID Number: 4</b> 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
<b>ID Number: 186</b> 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 “No Authorization Requests Found” message displays, 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 automatically populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

**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 available, and you can choose if you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

**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 registered with the service type selected appear in the drop-down list. To submit a person for approval, steps on how to add an expert are outlined in the next section.
- 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 is not currently in the eVoucher system, you must fill in their information. In the Voucher Assignment section, the **Attorney** radio button is automatically selected. Fill in all required information for the person you wish to submit for approval.

**Service Type** Interpreter/Translator \*

**Description**

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

**Expert**

First Name Middle Name Last Name \*

Email \*

Phone \* Fax

Address 1 \* City \*

Address 2 State (U.S. Only\*) Zip \*

Address 3 Country \*

UNITED STATES

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

Create Voucher

## 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**

**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

Once you have made your selection, 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.
- You can select the expert from the **Expert** drop-down list and 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 a second time 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 item appears at the bottom of the Services section. Click **Save**.

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

### Services

Date  \*

Service Type

Doc.# (ECF)    Pages

Hours  \* at \$152.00 per hour.

Description

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate

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

Save

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

### Step 11

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

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	<a href="#">Delete</a>	<a href="#">View</a>

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

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

## Step 12

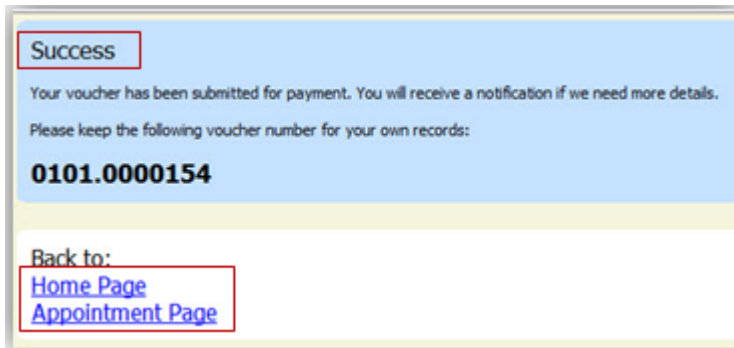
Click the **Confirmation** tab, or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

<b>Confirmation</b>			
<b>1. CIR. DIST. DIV. CODE</b> 0101	<b>2. PERSON REPRESENTED</b> Jebediah Branson	<b>VOUCHER NUMBER</b>	
<b>3. MAC. DKT/DEF NUMBER</b>	<b>4. DIST. DKT/DEF NUMBER</b> 1:14-cr-03305-1-AA	<b>5. APPEALS DKT/DEF NUMBER</b>	<b>6. OTHER DKT/DEF NUMBER</b>
<b>7. IN CASE MATTER OF (Case Name)</b> USA v. Branson	<b>8. PAYMENT CATEGORY</b> Felony (including pre-trial diversion of alleged felony)	<b>9. TYPE PERSON REPRESENTED</b> Adult Defendant	<b>10. REPRESENTATION TYPE</b> Criminal Case
<b>11. OFFENSE(S) CHARGED</b> 15:123.F INSPECTION VIOLATION PENALTIES			
<b>12. ATTORNEY STATEMENT</b> As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> 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: <a href="mailto:isa_ornelas@acfb.uscourts.gov">isa_ornelas@acfb.uscourts.gov</a>			
<b>13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)</b>		<b>14. TYPE OF SERVICE PROVIDER</b>	
<b>16. COURT ORDER</b> 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"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 06 Polygraph <input type="checkbox"/> 08 Documents Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Workflow/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 13 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert	
<b>NOTES</b> Abraham Astley			
<b>CLAIMS FOR SERVICES AND EXPENSES</b>			
<b>16. SERVICES AND EXPENSES</b>		<b>FOR COURT USE ONLY</b>	
	<b>AMOUNT CLAIMED</b>	<b>ADJUSTED AMOUNT</b>	<b>REVIEW</b>
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	
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	<b>\$0.00</b>	<b>0.00</b>	
<b>17. PAYEE'S NAME</b> Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
<b>CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE</b> FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and in 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: _____			
<b>18. CERTIFICATION OF ATTORNEY</b> I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
<b>APPROVED FOR PAYMENT - COURT USE ONLY</b>			
<b>19. TOTAL COMP.</b>	<b>20. TRAVEL EXPENSES</b>	<b>21. OTHER EXPENSES</b>	<b>22. TOTAL AMT. APPR./CERT.</b>
<b>23.</b> <input type="checkbox"/> Either the cost (including expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> 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
<b>24. TOTAL COMP.</b>	<b>25. TRAVEL EXPENSES</b>	<b>26. OTHER EXPENSES</b>	<b>27. TOTAL AMOUNT</b>
<b>28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD</b>			
Signature of Chief Judge, Court of Appeals (or Delegate)		Date	Judge Code Total Amt. Certified For Payment
<b>Attention: The notes you enter will be available to the next approval level.</b>			
<b>Public/Attorney Notes</b>			
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:27:33			
« First	< Previous	<b>Next &gt;</b>	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 and Associates

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

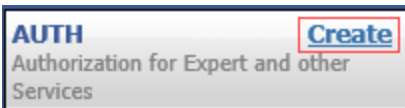
### Step 1

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

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

### 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 Felicitas Branson	VOUCHER NUMBER	
3. MAG. DKT DEF. NUMBER	4. DIST. DKT DEF. NUMBER 1:14-CR-05805-1-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: <a href="mailto:lisa_ernelas@aetx.uscourts.gov">lisa_ernelas@aetx.uscourts.gov</a>		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

Nunc Pro Tunc Date

Repayment

Estimated Amount

Authorized Amount   Deactivated

Basis of Estimate

Description

Service Type

Notes

< First < Previous Next > Last >

## Step 5

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

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

Basic Info 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

## Step 6

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

Basic Info Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER 1:14-CR-03805-1-AA	4. DIST. DKT/DEF NUMBER 1:14-CR-03805-1-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. OFFENSES 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: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$ <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney: Andrew Sanders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:jha_cnelas@actx.uscourts.gov">jha_cnelas@actx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE(S) (See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Time of Order: _____ Nunc Pro Tunc Date: _____ Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 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/System) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Document 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 (Wetlaw/Lesh, 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 <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
NOTES			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
Total Approved Amount			
Public/Attorney Notes Attention: The notes you enter will be available to the next approval level.			
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: _____			
			

« First < Previous **Next >** Last »

## 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.

**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:

**0101.0000152**

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



## 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

Description

Description	Delete	View
Proposed Order.pdf	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

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

Basic Info Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Lebedeah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-00805-1-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			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening			
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:** The Auth 24 will now appear in the “My Submitted Documents” section on the Attorney home page. You will receive an e-mail from the Court once the authorization request has been approved. At that time, you will contact the Court Reporter or Transcription Agency to make arrangements for the transcript.



## CJA-24 Voucher

After a transcript request has been fulfilled, the attorney will receive a voucher from the Court Reporter or Transcription Agency via eVoucher for approval and submission to the Court.

The voucher will appear in the “My Active Documents” section.

A confirmation page will appear.

### Step 1

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. Verify all information is correct. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

### Step 2

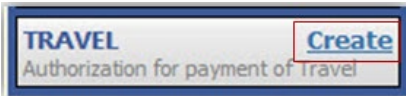
A confirmation screen appears, indicating the previous action was successful, and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

## Creating a Travel Authorization (See Addendum #2)

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

### Step 1

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



### Step 2

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

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Rebeliah Branson	3. VOUCHER NUMBER
3. MAC. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS 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
11. OFFENSE(S) CHARGED 15182: 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: <a href="mailto:jun_ortolas@astx.uscourts.gov">jun_ortolas@astx.uscourts.gov</a>	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 Detained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative
14. LAW FIRM NAME AND MAILING ADDRESS	15. OTHER DKT/DEF NUMBER	

16. REPRESENTATION TYPE  
Criminal Case

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:		
<b>Total Estimated Cost:</b>	420.00	
<b>Total Authorized:</b>		

Purpose and Justification: Travel to talk to witness.

Court Notes:

\* 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 MB&E rate.

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

Page 1 of 1 (1 items)

### Step 3

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

## Step 4

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

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

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

### Supporting Documents

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

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

Description:

Description	Delete	View
Travel Receipts	<a href="#">Delete</a>	<a href="#">View</a>


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

## Step 5

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

Basic Info Services Expenses Documents **Confirmation**

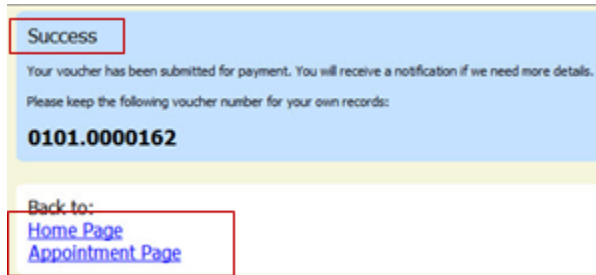
### Confirmation

1. CIR. DIST/DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER			
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08305-1-AA		5. APPEALS. DKT/DEF NUMBER			
6. OTHER. DKT/DEF NUMBER		7. IN CASE MATTER OF (Case Name) USA v. Branson		8. TYPE PERSON REPRESENTED Adult Defendant			
9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		10. REPRESENTATION TYPE Criminal Case					
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES							
12. REQUEST AND AUTHORIZATION FOR TRANSCRIPT							
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript							
14. SPECIAL AUTHORIZATIONS							
A. Apportioned Cost % of transcript with				JUDGE'S INITIALS			
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			16. COURT ORDER				
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.			Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.				
Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623			Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Numc Pro Tunc Date				
CLAIMS FOR SERVICES							
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" 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	LESS AMOUNT APPORTIONED	TOTAL
Original		see detail	0	see detail	\$0.00	see detail	\$0.00
Copy		see detail	0	see detail	\$0.00	see detail	\$0.00
Expenses (Itemize)							\$0.00
TOTAL AMOUNT CLAIMED: \$0.00							
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED <small>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.</small>							
Signature of Claimant/Payee:				Date:			
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							
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0							
							

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

**Step 6**

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



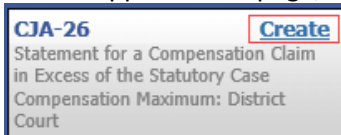
## Creating a CJA-26 Voucher

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

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

### Step 1

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



### Step 2

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

Basic Info | Justification | Documents | Confirmation

#### Basic Info

1. CJA-26 VOUCHER FORM 0101	2. PERSON REPRESENTED Sobedah Branson	3. VOUCHER NUMBER	
4. MAC. DKT DEF NUMBER	5. DIST. DKT DEF NUMBER 1:14-cv-08803-LAS	6. APPEALS DKT DEF NUMBER	7. OTHER DKT DEF NUMBER
8. IN CASE MATTER OF (Case Name) USA v. Branson	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case

12. OFFENSES CHARGED  
12.125. F. INSPECTION VIOLATION PENALTIES

13. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Auland 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lin_ancula@avoc.lawcourts.gov">lin_ancula@avoc.lawcourts.gov</a>	14. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Sols for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Sols for Post Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> X Retained Attorney <input type="checkbox"/> U Sols for Pro Se <input type="checkbox"/> Y Administrative <input type="checkbox"/> V Steadily Counsel Prior Attorney's Name Appointment Date Department of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Agreement: <input type="checkbox"/> YES <input type="checkbox"/> NO
--	---

Amount Requested <input type="text"/>	Amount Approved <input type="text"/>			
Pre Trial Hours <input type="text"/>	Trial Hours <input type="text"/>	Sentencing Hours <input type="text"/>	Other In-Court Hours <input type="text"/>	Out-Of-Court Hours <input type="text"/>
Number of Counts <input type="text"/>	Number of Co-Defendants <input type="text"/>	Other Pending Cases <input type="text"/>		
Sentencing Guideline Range <input type="text"/>				
Mandatory Minimum Found <input type="checkbox"/>				

Step 3

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

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

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

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



## Step 5

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

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

### Confirmation

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

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

ATTORNEY NAME: Andrew Anders  
CASE NAME: USA v. Branson

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

1 PERIOD OF APPOINTMENT (DATES): 3/3/2014  
TOTAL NUMBER OF IN-COURT HOURS: 0  
PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0  
TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825.F INSPECTION VIOLATION PENALTIES  
NUMBER OF COUNTS CHARGED: 0 | NUMBER OF CO-DEFENDANTS: 0  
OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:  
IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:  
WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING?  YES  NO

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

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

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

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

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

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

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

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

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

Public/Attorney Notes

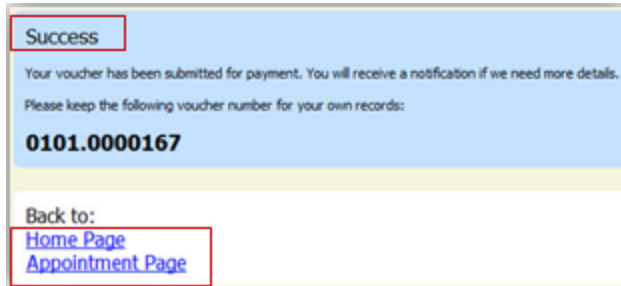
I swear and affirm the truth or correctness of the above statements  
Date: 4/20/2020 22:27:34

**Submit**

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

**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.



## **ADDENDUM #1**

## INSTRUCTIONS TO REQUEST CJA AUTHORIZATION TO USE ASSOCIATE IN YOUR FIRM

**NOTE: All Associate use will require the creation of an Associate Account.**

### **AUTHORIZATION TO UTILIZE AN ASSOCIATE IN YOUR FIRM IN EXCESS OF TEN (10) HOURS (See Guideline section 1.1 attached)**

- Create an Auth. in eVoucher to use an Associate (pursuant to the Circuit Guidelines effective 1/1/16- previously provided and currently on our public website and attached).
- Provide in the description box in the Auth. and/or attach a supporting document under documents tab in eVoucher, the specifics of your request.
- Submit to Court via eVoucher.
- Upon the Court granting authorization for an Associate, an Associate Account needs to be created. Information will be sent to appointed counsel on requirements.

### **CREATION OF ASSOCIATE ACCOUNT IN EVOUCHER FOR ALL ASSOCIATE WORK**

- Contact the eVoucher help desk for information and requirements to have an Associate Account created.
- Once the Associate Account is created, the appointment is added to that particular case in eVoucher.
- Associates will not have access to create vouchers.
- The appointed attorney **MUST** select on their CJA-20 or CJA-30 whether the associate is permitted to edit their own entries on the voucher, is not allowed to edit their own entries, or is not on the voucher. *See CJA eVoucher Associates Functionality on page 31.*
- See attached Circuit Guidelines effective 1/1/16 and the Attorney's Manual on our Public Website at [www.njd.uscourts.gov](http://www.njd.uscourts.gov).
- **If an Associate Account has already been established, contact the help desk so that the Associate Account can be attached to the specific case that you are utilizing an Associate: eVoucher help desk: 973-645-4582.**

\* Please contact the eVoucher help desk if you obtain an authorization to use an Associate who **is not** a member of your Firm \*

**UNITED STATES COURT OF APPEALS FOR THE  
THIRD CIRCUIT**

**GUIDELINES FOR CLAIMS SUBMITTED FOR REIMBURSEMENT  
UNDER THE CRIMINAL JUSTICE ACT IN ALL DISTRICT COURT  
AND COURT OF APPEALS REPRESENTATIONS**

**1. Payment for Legal Services**

**1.1 Pre-Approval for Non-Appointed Co-Counsel in Non-Capital Cases**

Appointed counsel may not claim compensation for services furnished by an associate, partner, or co-counsel, unless specifically authorized or separately appointed in accordance with Guide to Judiciary Policy, Vol. 7A, § 230.53.20(b), except if co-counsel is a partner or associate of appointed counsel, no prior authorization is required to receive compensation for up to ten hours of work by the partner or associate. If appointed counsel anticipates requesting compensation for more than ten hours of work by a partner or associate, appointed counsel should promptly request authorization. If co-counsel is not a partner or associate of appointed counsel, prior authorization is required to receive compensation for any work by co-counsel.

**1.2 Presumptive Hourly Rate for Non-Appointed Co-Counsel in Non-Capital Cases**

The hourly rate for non-appointed co-counsel who are not members of the CJA Panel shall not exceed 80% of the hourly rate for CJA Panel Attorneys, except when the presiding judge determines that there are special circumstances justifying a higher hourly rate, such as when co-counsel possesses specialized knowledge or skills relevant to the case.

**1.3 Compensation of CJA Panel Attorneys**

Attorneys who are members of the CJA Panel shall be paid the full CJA hourly rate in all representations, regardless of whether they are appointed as counsel or serve as non-appointed co-counsel.

## **ADDENDUM #2**

**UNITED STATES DISTRICT COURT DISTRICT OF NEW JERSEY****GOVERNMENT TRAVEL INFORMATION FOR  
CJA-COURT APPOINTED ATTORNEYS, INVESTIGATORS OR EXPERTS****GOVERNMENT TRAVEL:**

A Government Travel Account (GTA) has been established for use by CJA Court-Appointed Attorneys, Experts, and Investigators. This GTA account allows authorized CJA Attorneys and Experts to (1) obtain discounted government travel rates on official CJA business trips, and (2) charge authorized tickets to a government credit card; such charges then are paid directly by the Court rather than by the authorized traveler. Travel related to CJA representation must be arranged by adhering to the following procedures:

- a. Travel must be authorized via eVoucher (signed by the presiding judicial officer) for the CJA-Court Appointed Attorney(s), Investigator(s), Expert(s), etc. The attorney should initiate a Travel Authorization for each traveler separately.
- b. The Attorney or Expert may contact National Travel Service at 1-800-445-0668, to get an estimate as to the cost of the travel. The traveler should inform National Travel that they are traveling as a CJA Court-Appointed Attorney or a CJA Court-Appointed Expert, and provide them with the following:
  1. Defendant's Name;
  2. District Court Information;
  3. Travel Authorization Information.
- c. After obtaining a Travel Authorization approved by the presiding judge, the attorney or expert may then call National Travel Service, and request tickets based on the estimate or itinerary previously requested.

Because the Travel Authorization is an official government document, it should enable the traveler to obtain official government rates at hotels as well. National Travel is a full-service travel agency and can provide assistance with hotel reservations, ground transportation, etc., for the area you are traveling to.

**LODGING & MEALS:**

Traveling as a CJA Court-Appointed Attorney or Expert, there is an emphasis on the prudent traveler rules, specifically, it is suggested that CJA Court Appointed travelers use the GSA per diem rate for the area you will be staying, as a guide, (which you can retrieve from our public website at [www.njd.uscourts.gov/criminal](http://www.njd.uscourts.gov/criminal) justice act), so as to avoid excessive claims for meals or hotels.

**EXPENSE DOCUMENTATION:**

Receipts are required for all expenses claimed; e.g., ground transportation, meals, etc. Receipts must be detailed from the restaurant or establishment, not just your charge slip. It must have detailed information such as the name of the restaurant, what was ordered, date and amount.

**REIMBURSEMENT:**

When submitting your claims in eVoucher for reimbursement for the travel, please attach a copy of the travel authorization approved by presiding judge, or court order. Also attach all receipts for expenses related to the travel; (e.g., hotel, car rental, meals, etc.). Only the airline tickets will be paid using the GTA Account directly. All other claims will be reimbursed through your eVoucher CJA 20 or CJA 30, under Expenses. If you are an expert, you will be reimbursed through your CJA 21 or CJA 31.

If you have any questions on specific guidelines or procedures for travel as a CJA Court-Appointed Attorney or Expert, please contact the help desk at (973) 645-4582, [eVoucher@njd.uscourts.gov](mailto:eVoucher@njd.uscourts.gov), or Michelle Bilardo, Court Services Manager at (609) 989-2363 for further assistance.

11/2019



## 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.

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](#).

**Services**

Date: 9/27/2021 \*  
Service Type: \*  
Description: \*  
Doc.# (ECF): \*  
Pages: \*

Click the **View Report** link to view errors.

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](#).

**Services**

### Step 2

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

Errors Only  Full Report

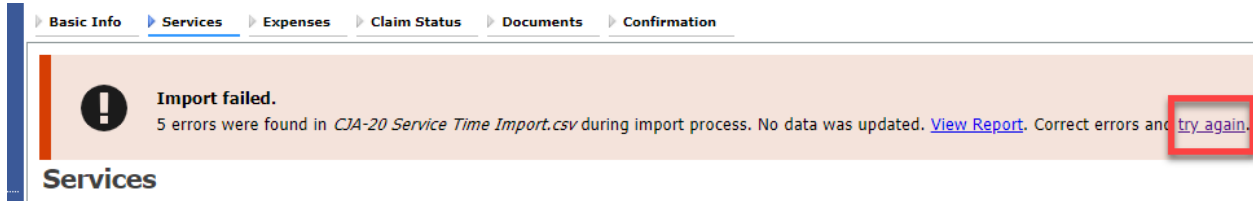
Case Number: 1:14-cr-08805 Person Represented: Jebediah Branson

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	12/2021	0.9	Test	15c. Motion Hearings		~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	1.1	Test<>	16a. Interviews and Conferences		

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

**Step 3**

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



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

## Appendix B: Creating the Excel File for Import

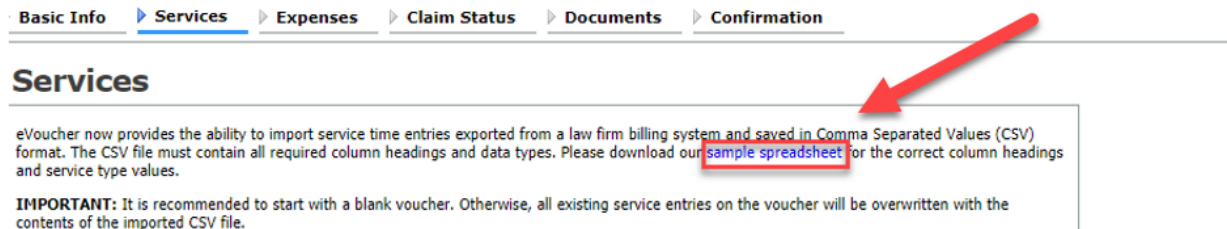
Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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 headings, as seen below. The header row contains four mandatory column headings (Date, Hours, Description, Service Type) and two optional column headings (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 first row contains service entry information instead of headings, the data in row 1 will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headings 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 lawyer 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 ICI 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						

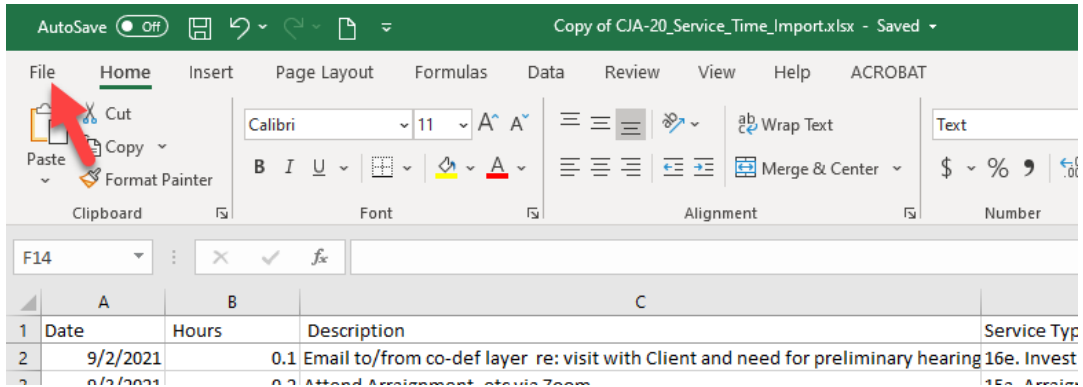
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

## Appendix C: Converting the Excel File to .csv Format

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

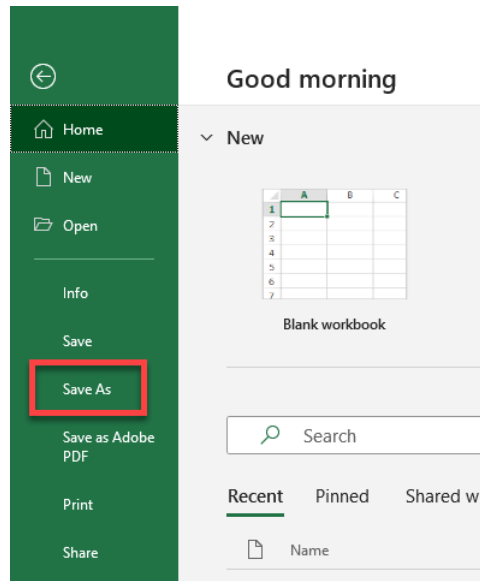
### Step 1

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



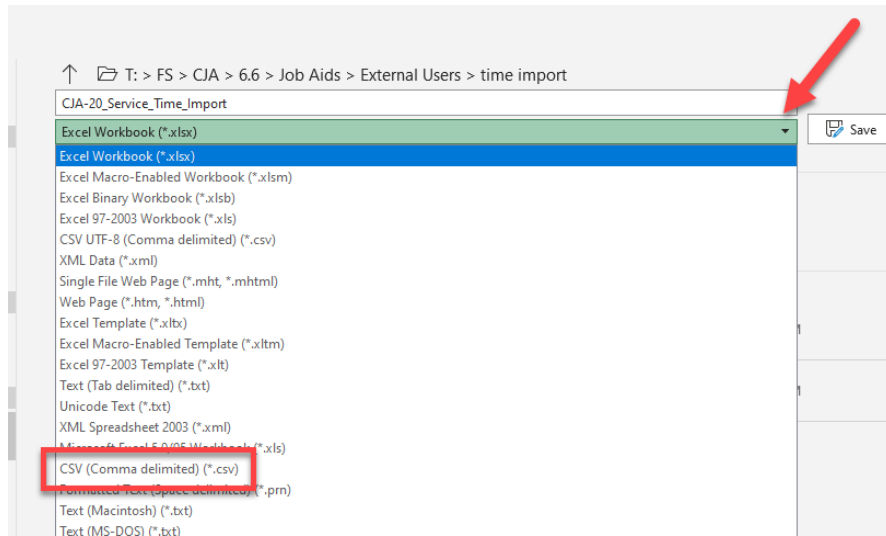
### Step 2

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



### Step 3

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.

