

CJA eVOUCHER ATTORNEY TRAINING

DATE: JULY 12, 2024

PRESENTED BY:
FINANCIAL SERVICES

DISTRICT COURT OF THE VIRGIN ISLANDS





Outline of Presentation

What is CJA eVoucher?

Login.gov Sign-in Procedures

Travel Time Guidelines

Types of Vouchers & Mandatory Documents

10 Minute Break

Voucher Demonstration

Case Budgeting

Budgeting Authorizations & Demo

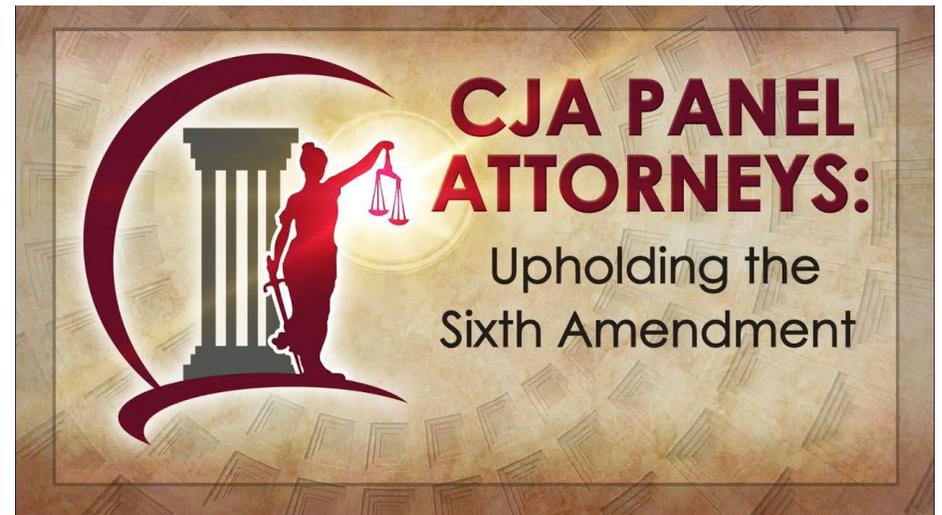
What is CJA eVoucher?

The Criminal Justice Act (CJA) eVoucher System is:

- the Court's electronic CJA voucher system;
- it provides for the creation, submission and tracking of all CJA related vouchers submitted to the court; and
- all CJA payments must be submitted electronically using the CJA eVoucher system.



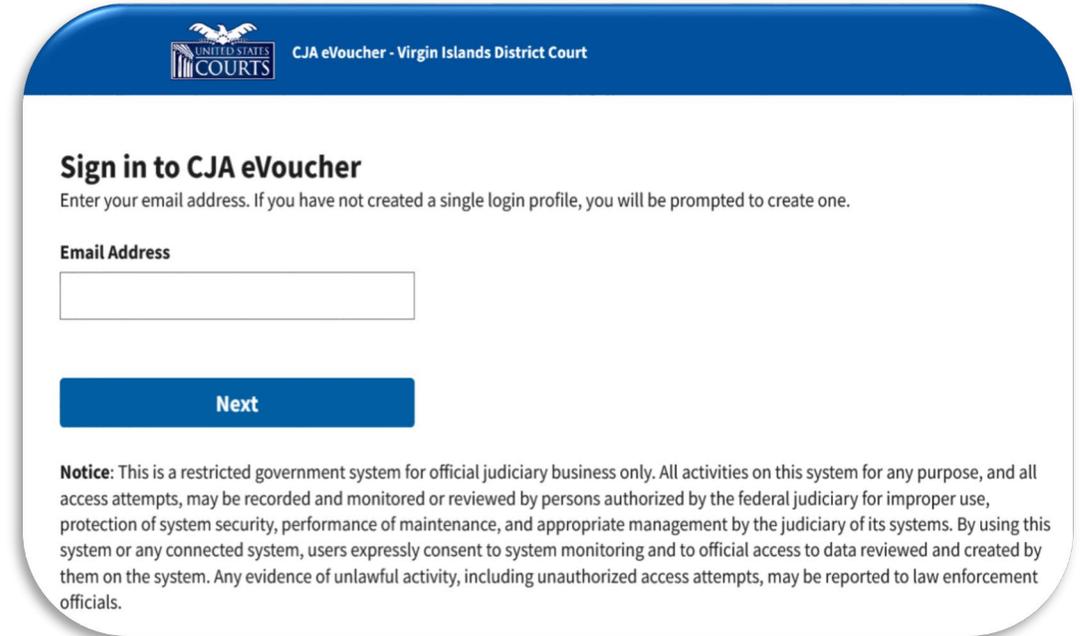
CJA eVoucher
Electronic Voucher Management System



What is CJA eVoucher?

The eVoucher program allows for:

- online authorization requests by attorneys for service providers;
- online voucher completion by the attorney acting on behalf of the service provider;
- online voucher review and submission by the attorney; and
- online submission to the court.



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.

CJA Rates & Case Compensation Maximums



CURRENT CRIMINAL JUSTICE ACT (CJA) RATES AND CASE COMPENSATION MAXIMUMS

Hourly Rates for CJA Panel Attorneys (for services on or after 1/1/2024)

If a case is...	The hourly rate maximum is...
Non-Capital	\$172
Capital	\$220
for service prior to 1/1/2024	see History of CJA Rates

Waivable Case Compensation Maximums for Non-Capital Cases

[Note that there are no statutory attorney case compensation maximums for capital cases. [CJA Guidelines, § 630.10.20](#)]

[Section \(d\)\(2\) of the Criminal Justice Act, 18 U.S.C. §3006A](#), provides that the attorney case compensation maximums increase simultaneously by the aggregate percentage increases in the maximum hourly non-capital rate, rounded to the nearest \$100.



with the eVoucher version 6.10 release



CJA eVoucher - Virgin Islands District Court Release 6.10.0.0

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

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

Sign in with  LOGIN.GOV



Login.gov secure sign-on

- Login.gov provides a secure way to access government websites.
- Attorneys and experts are required to use Login.gov to sign in eVoucher.



CJA eVoucher - Virgin Islands District Court

Release 6.10.0.0

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.

[Learn about the Login.gov sign in process.](#)

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Creating a Login.gov Account

<https://www.login.gov>

 LOGIN.GOV

[What is Login.gov?](#) [Who uses Login.gov?](#) [Create an account](#) [Help center](#)

Search

**The public's one account for
government.**

Use one account and password for secure, private access
to participating government agencies.





Login.gov



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

[Sign in](#)

[Create an account](#)



Login.gov

Creating an Account

If you are accessing eVoucher for the first time after Login.gov integration, you will be directed to create a Login.gov account.

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

When you're ready to create your secure Login.gov account, you'll need to provide a few pieces of information:



1. Email address

- We recommend a personal email address that you'll always be able to access rather than a work email address.
- If you already have an account with Login.gov with that email address, we'll send you an email to let you know how you can reset your password and access the account.



2. Secure password

- Passwords must be at least 12 characters and should not include commonly used words or phrases.



3. One or more authentication methods such as:

- **More secure**
 - Face or touch unlock
 - Security key
 - Authentication application
 - Federal government employee or military identification (PIV/CAC)
- **Less secure**
 - Text/voice message
 - Backup codes

What is Login.gov?

Signing in to government agencies should be simple — and secure.



Creating a Login.gov Account

- Create an account
- Enter your email address
- Personal email address recommended

One account and password

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. Participating agencies will ask you to create a Login.gov account to securely access your information on their website or application.

You can use the same username and password to access any agency that partners with Login.gov. This streamlines your process and eliminates the need to remember multiple usernames and passwords.

Login.gov is used to secure your account when you apply for

- Federal jobs (USAJOBS - Office of Personnel Management)
- Global Entry (Trusted Traveler Programs - Department of Homeland Security)
- Small business loans and disaster assistance (Small Business Administration)
- And more...

Secure and private access for the public

Login.gov uses [the highest standards of security](#) to keep your information safe including identity verification and [two-factor authentication](#).

Login.gov is provided by [Technology Transformation Services \(TTS\)](#).





Single Login Profile



- To access your eVoucher account, you must have a Single Login Profile (SLP)
- one email address and password per account

Creating a Login.gov Account

LOGIN.GOV 



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

Sign in **Create an account**

Sign in for existing users

Email address

Password

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

English (default)

Español

Français

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

Submit

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

Sign in **Create an account**

Create an account for new users

Enter your email address

dauidattorney210gmail.com

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

English (default)

Español

Français

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

Submit

Creating a Login.gov Account

LOGIN.GOV

Check your email

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

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

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

You can close this window if you're done.



Confirm your email Inbox x

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

LOGIN.GOV

Confirm your email

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

[Confirm email address](#)

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

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

Continue



Authentication Methods for Login.gov

- Requires a minimum of one authentication method
- Recommended, at least two authentication methods on different devices.

NOTE: Authentication methods eliminate the need to remember long and complex passwords.



Creating a Login.gov Account

Login.gov support Help center page:

- <https://www.login.gov/contact>
- 24-hour help line (844) 875-6446.

Login.gov additional link for creating your account:

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



LOGIN.GOV

[What is Login.gov?](#)
[Who uses Login.gov?](#)
[Create an account](#)
[Help center](#)

The public's one account for government.

Use one account and password for secure, private access to participating government agencies.

Create an account

Join the millions of people who trust Login.gov for safe, secure access to government agencies.

Adding an Authentication Method



Enter your one-time code

We sent a text (SMS) with a one-time code to +1 210-589-4413. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

Having trouble? Here's what you can do:

LOGIN.GOV

UNITED STATES COURTS

Add a phone number

We'll send you a one-time code each time you sign in.
Your chosen authentication method will be shown here.
Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS) Phone call

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

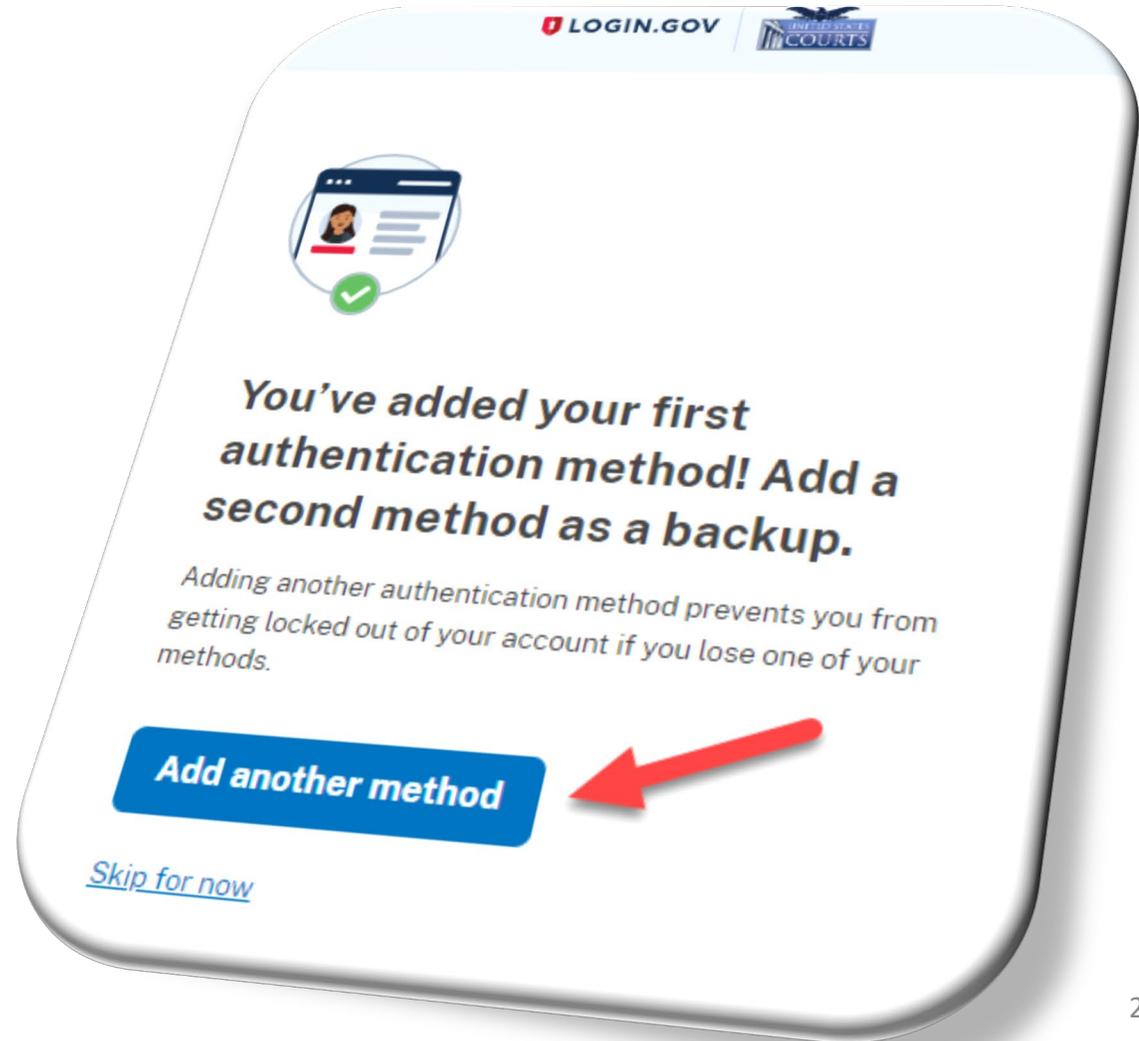
Send code



Adding an Authentication Method



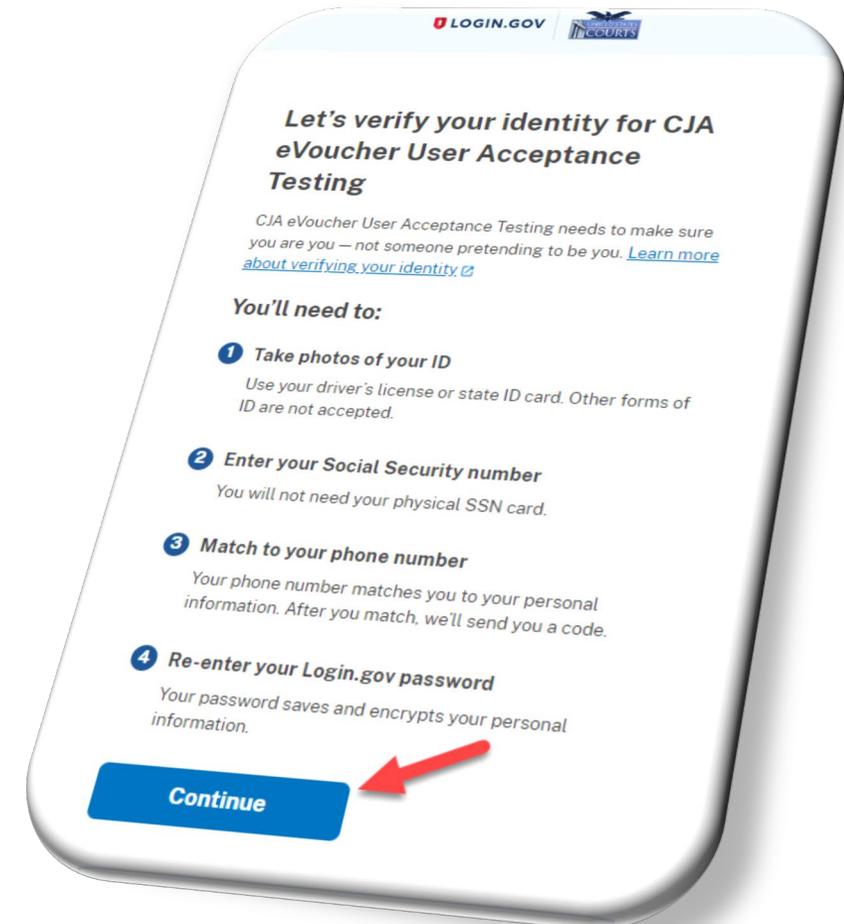
- Use a different device for your second authentication method;
- Use a different phone number;
- Choose either text or voice message.



Identity Verification



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



Identity Verification



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

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

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

Secure your account

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

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

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

Continue ←

LOGIN.GOV

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

How would you like to add your ID?

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

Recommended
Use your phone to take photos

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

Phone number
+1

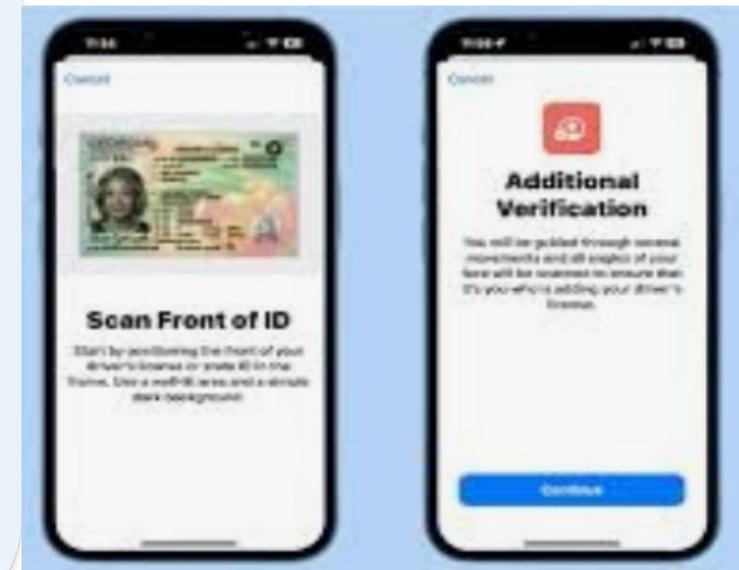
Send link

Continue on this computer

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

Upload photos

[Cancel](#)



Identity Verification



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

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

We sent a message to your phone

 You entered: **+1 210-555-5555**

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

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

How would you like to add your ID?

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

 **Recommended**
Use your phone to take photos

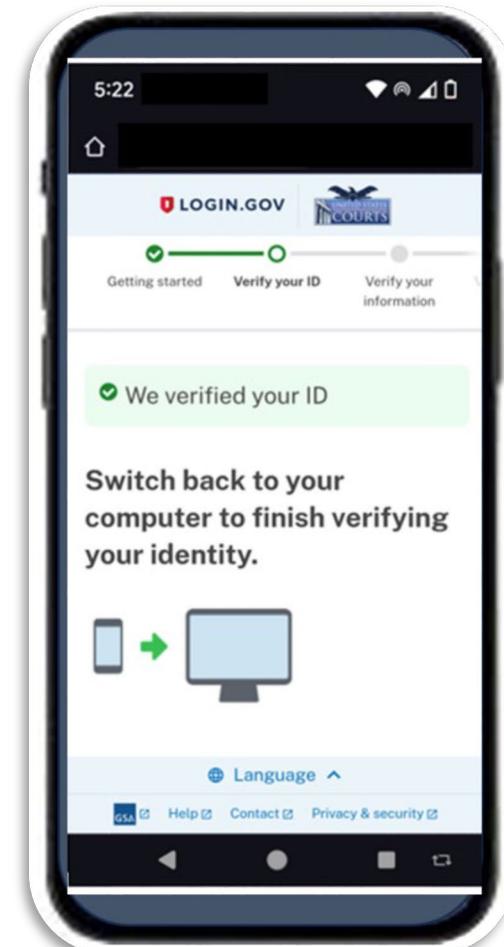
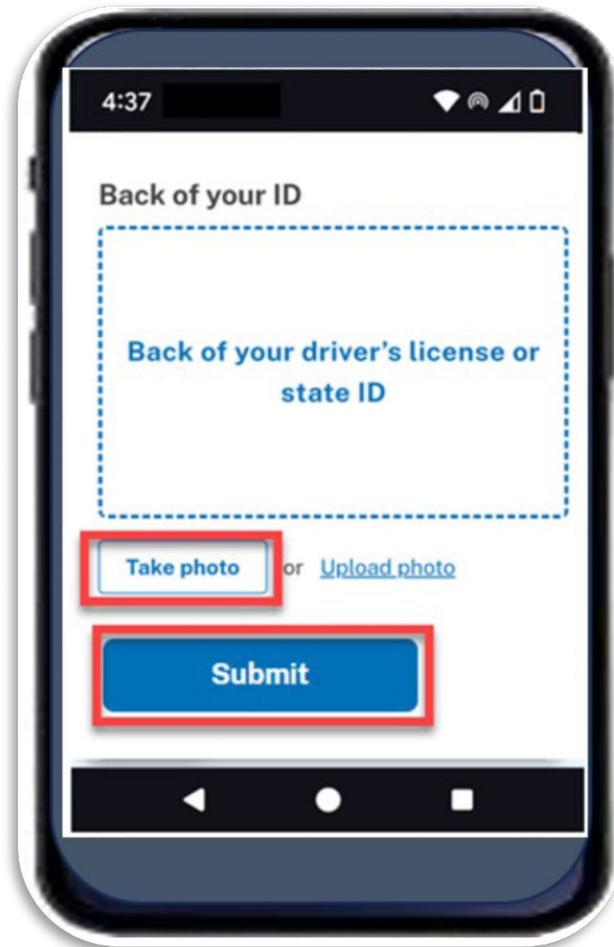
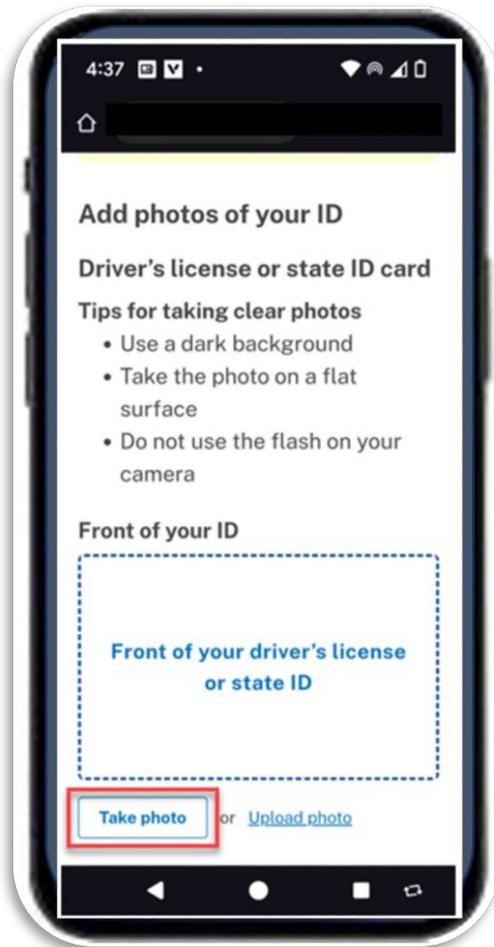
You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

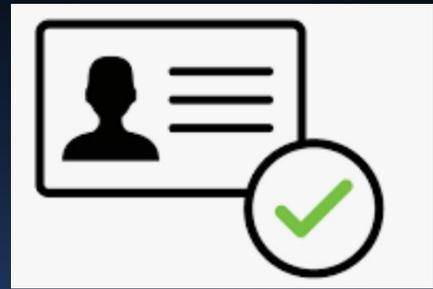
 (210) 555-5555

Send link

Identity Verification



Identity Verification



Continue on this computer

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

Upload photos



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

Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

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

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

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

Back of your ID

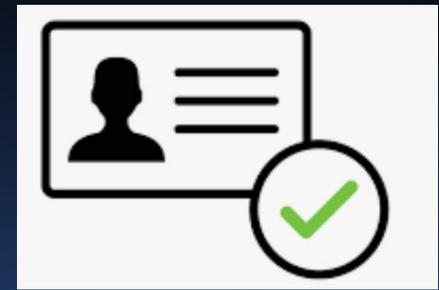
Must be a JPG or PNG

Back of your driver's license or state ID

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

Submit

Identity Verification



confirm
prove
justify
check
inspect
document
substantiate
verify
attest
clarify
authenticate

LOGIN.GOV

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

✓ We verified your ID

Enter your Social Security number

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

Don't have a Social Security number?

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

Social Security number
Example: 123-45-6789

.....|

Show Social Security number

Continue

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

Verify your information

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

First name: David
Last name: Attorney
Date of birth: October 6, 1938
ID number: 111111111111 [Update](#)

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

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

Show Social Security number

Submit

Identity Verification



✔ We verified your information

Verify your phone number

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

Enter a phone number that is:

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

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

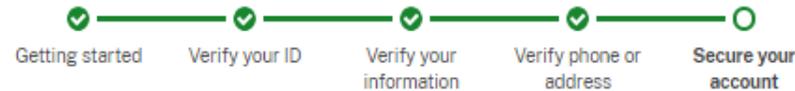
Phone number

How should we send a code?

If you entered a landline above, please select "Phone call" below.

Text message (SMS)

Phone call



✔ We verified your phone number

Re-enter your Login.gov password

Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.

Password

Show password

[Forgot password?](#)



Enter your one-time code

We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.

One-time code

Example: 123ABC

Mobile identity verification

The future of remote identity verification

Identity Verification

- A personal key is generated;
- This key is needed if you ever forget your password or lose your authentication method;
- Retain your key in a secure place; and
- Do not share with anyone.



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

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

[Copy](#) [Download \(text file\)](#) [Print](#)

You need your personal key if you forget your password. Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

[Learn more about the personal key](#)

I saved my personal key in a safe place.

Continue

Identity Verification

Your Login.gov account is now verified!



THUMBS UP! * impressive **Great Job!** WAY to GO outstanding YOU'RE THE BEST! YOU ROCK

Connect your verified information to CJA eVoucher TrainingSand District

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

- ✓ **Email address**
daviddattorney210+f@gmail.com

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

Agree and continue

Linking Your eVoucher & Login.gov Accounts

An official website of the United States government



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

Link eVoucher Account with Login.gov Account

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

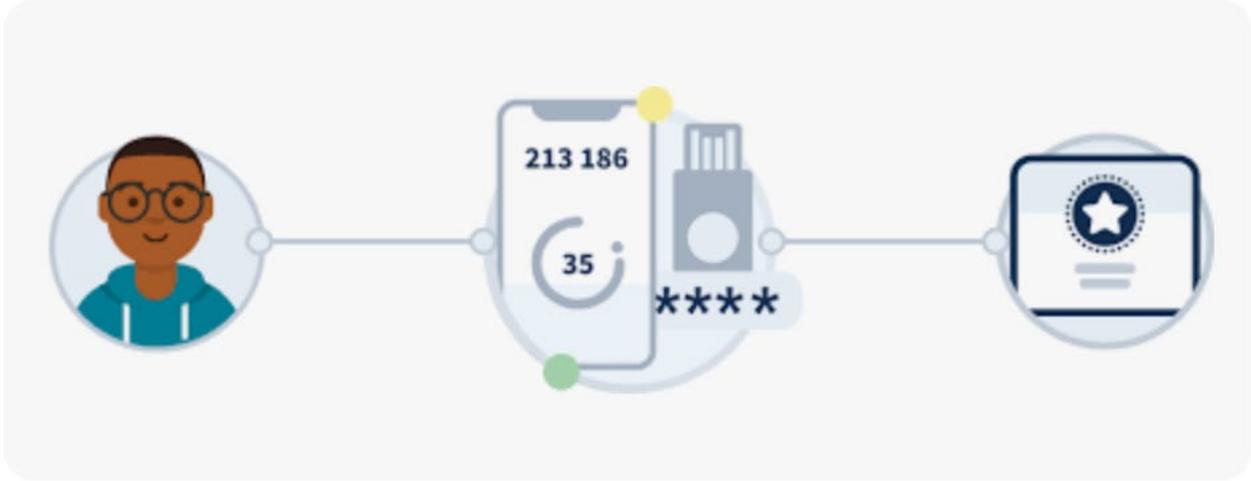
Note: Please contact an eVoucher administrator for assistance.

eVoucher Email Address



Next

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



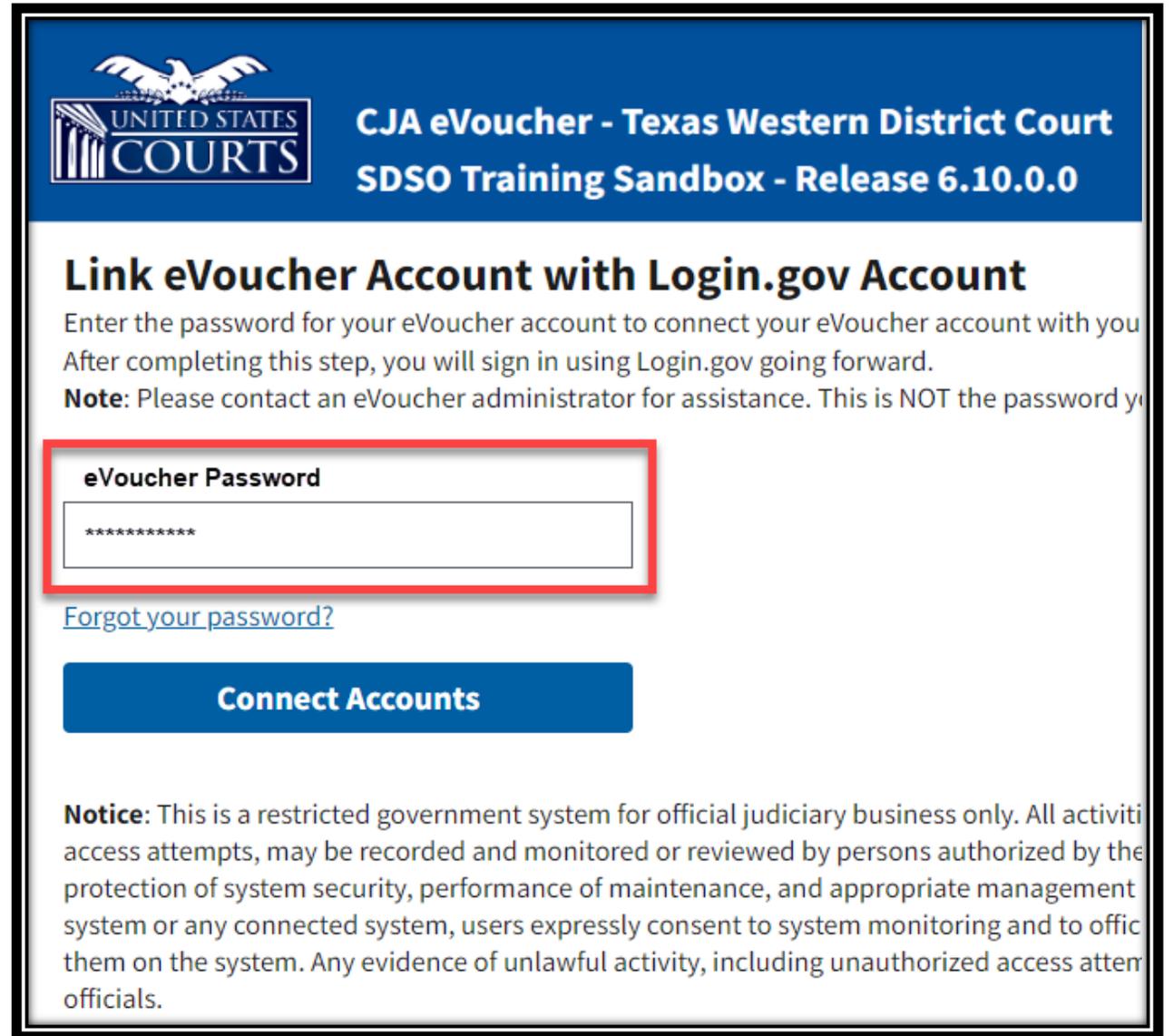
Check your email

An email has been sent to `davidattorney@firm.com` with a link to confirm your email address. Follow the link to continue creating your single login profile.



Linking Your eVoucher & Login.gov Accounts

- Enter your eVoucher SLP password and then click **Connect Accounts**.
- If you can't remember your password, click the [Forgot your password?](#) link and follow the security question prompts.



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

Link eVoucher Account with Login.gov Account

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

Note: Please contact an eVoucher administrator for assistance. This is NOT the password you use to access the eVoucher system.

eVoucher Password

[Forgot your password?](#)

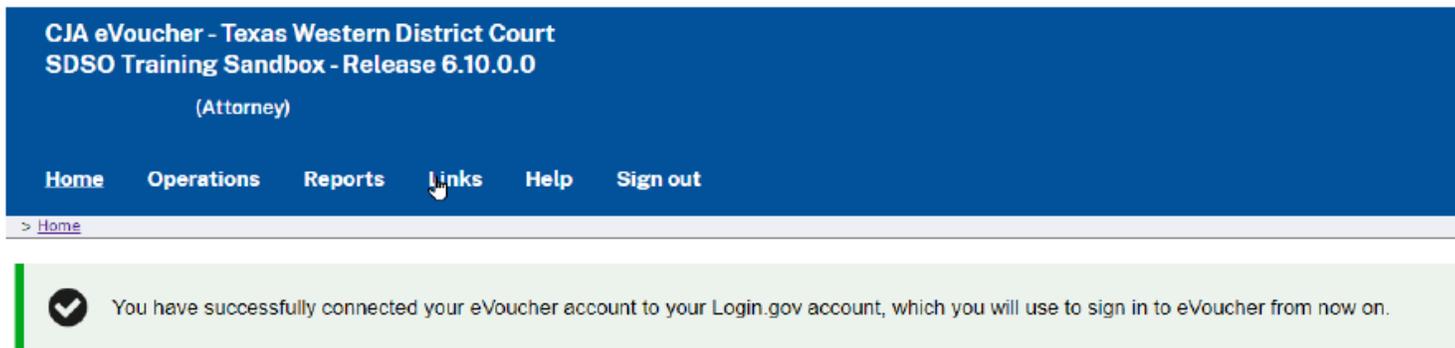
Connect Accounts

Notice: This is a restricted government system for official judiciary business only. All activities, including access attempts, may be recorded and monitored or reviewed by persons authorized by the Department of Justice for the protection of system security, performance of maintenance, and appropriate management of the system or any connected system, users expressly consent to system monitoring and to the use of their information on the system. Any evidence of unlawful activity, including unauthorized access attempts, will be reported to the appropriate officials.

Linking Your eVoucher & Login.gov Accounts

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

If your accounts are successfully linked, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.





Questions





Travel Time
Guidelines
for CJA
Attorneys
Residing in
the U.S.
Virgin Islands
and Puerto
Rico



Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico

Maximum Travel Time

- Attorneys who reside in St. Thomas and are required to travel to St. Croix for a court proceeding shall be allowed to claim actual travel time to and from the Almeric L. Christian Federal Building and U.S. Courthouse up to a maximum limit of 4.0 hours .
- Attorneys who reside in St. Croix and are required to travel to St. Thomas for a court proceeding shall be allowed to claim actual travel time to and from the Ron de Lugo Federal Building and U.S. Courthouse up to a maximum limit of 4.0 hours.
- Attorneys who reside in Puerto Rico and are required to travel to St. Croix for a court proceeding shall be allowed to claim actual travel time to and from the Almeric L. Christian Federal Building and U.S. Courthouse up to a maximum limit of 5.0 hours.
- Attorneys who reside in Puerto Rico and are required to travel to St. Thomas for a court proceeding shall be allowed to claim actual travel time to and from the Ron de Lugo Federal Building and U.S. Courthouse up to a maximum limit of 5.0 hours.



Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico

All attorney travel time claimed must use the attorney's office address as a starting point, except when the attorney's home is his or her main office.

Attorneys are not allowed to claim travel expenses (i.e., airfare, hotel, taxi, car rental, parking, per diem, etc.), unless specifically authorized by the presiding judicial officer.

Search bar with magnifying glass icon

> Home

My Active Documents

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

Search:

Case	Defendant	Type	Status	Date Entered
1:18-CR-01001-DRJ- Start: End:	Kip Schild (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	05/07/2019
1:18-CR-01001-DRJ- Start: End:	Kip Schild (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	05/07/2019
1:18-CR-01001-DRJ- Start: End:	Kip Schild (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	05/23/2019
1:18-CR-01001-DRJ- Start: End:	Kip Schild (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	05/23/2019

Page 1 of 1 (4 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
1:18-CR-... Start: 07/2... End: 07/27/...	Kip Schild (# 1) Claimed Amount: 0	CJA-20 Desiree Attorney	Submitted to Court 0542.0588589 WITHHOLDING PAYMENT	09/25/20...
1:18-CR-... Start: 05/0... End:	Kip Schild (# 1) Claimed Amount: 2...	BUDGET AUTH	Submitted to Court 0542.0589460	05/07/20...
3:19-CR-... Start: 08/0... End: 08/09/...	Keke Schild (# 1) Claimed Amount: 1...	CJA-20 Desiree Attorney	Submitted to Court 0542.0590095 INTERIM PAYMENT 1	09/16/20...
3:19-CR-... Start: 09/1... End:	Keke Schild (# 1) Claimed Amount: 2...	BUDGET AUTH	Submitted to Court 0542.0590102	09/17/20...
3:19-CR-... Start: 08/0... End: 08/05/...	Keke Schild (# 1) Claimed Amount: 8...	CJA-21 Desiree Expert Interpreter/Translat...	Submitted to Court 0542.0590104	09/16/20...
1:18-CR-... Start: 12/0... End:	Kip Schild (# 1) Claimed Amount: 0...	AUTH-24	Submitted to Court 0542.0590365	12/02/20...

1

Page 1 of 1 (6 items)

Appointments' List

Appointments

Case: [1:18-CR-01001-DRJ](#)
 Defendant #: 1
 Case Title: USA vs Kip Schild
 Attorney: Desiree Attorney

Case: [3:19-CR-01999-DRJ-DRM](#)
 Defendant #: 1
 Case Title: USA vs. Keke Schild
 Attorney: Desiree Attorney

Defendant

Defendant: **Kip Schild**
 Representation Type: Criminal Case
 Order Type: Appointing Counsel
 Order Date: 07/25/18
 Pres. Judge: Desiree R. Judge
 Adm./Mag Judge:

Defendant: **Keke Schild**
 Representation Type: Criminal Case
 Order Type: Appointing Counsel
 Order Date: 08/01/19
 Pres. Judge: Desiree R. Judge
 Adm./Mag Judge: Desiree Magistrate

Page 1 of 1 (2 items)

Types of CJA Vouchers

When and How to Submit Them for Processing

Types of CJA Vouchers

CJA 26

CJA 20

AUTH

CJA
21/31

AUTH-
24

CJA 24

Travel

CJA-26

[Create](#)

Statement for a Compensation Claim
in Excess of the Statutory Case
Compensation Maximum: District
Court

CJA-26 Voucher

- request for excess compensation;
- the current case maximum is \$13,400 as of January 1, 2024;
- excess compensation may be necessary if the case is deemed complex;
- required detailed description of work that is to be done;
- request should be submitted for approval, **prior** to exceeding the maximum budget;
- approved by the Presiding Judge; and
- mandatory documents are required upon submission.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested * Amount Approved

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

Number of Counts 0 Number of Co-Defendants 0

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

< Previous Next > Last » **Save** Delete Draft Audit

CJA-20 Voucher

- is used to pay Court-Appointed Counsel for the services they provided;
- attorneys can start entering claims in eVoucher as soon as the appointment is created;
- always include detailed descriptions of services performed and reimbursable expenses;
- mandatory documents are required with each CJA 20 voucher submission;
- different claim status types for the CJA 20 voucher - Final, Interim, Supplemental & Withholding; and
- travel expenses for attorneys are claimed on the CJA 20 voucher.

Home Operations Reports Links Help Sign out

Appointment 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			
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input 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 Counsel <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-AA Start: 01/23/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court 0101.0000034	01/23/2020
1:14-CR-08806-AA Start: 03/04/2014 End: 03/18/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017
1:14-CR-08806-AA Start: 03/04/2014 End: 03/18/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017
1:14-CR-08806-AA Start: 03/04/2014 End: 03/18/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017
1:14-CR-08806-AA Start: 03/04/2014 End: 03/18/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017

Mandatory Documents for the CJA-20 Voucher



- order of appointment;
- order granting interim payment (if applicable);
- order granting extension for payment (if voucher is submitted after the 45 days deadline);
- approved CJA-26 (if voucher is in excess);
- approved budget order (if case is a budgeted case); and
- any other documents to support expense claims.

AUTH Vouchers

- an AUTH is the authorization request for an attorney to use an expert where the expenses are expected to exceed \$1,000;
- compensation exceeding \$3,000 requires **prior** approval from the Presiding Judge and the Chief Judge of the 3rd Circuit.



Home Operations Reports Links Help Sign out

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 Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create

Appointment Info

1. CIR/DIST/DIV.CODE 0101	2. PEF Jebed
3. MAG. DKT/DEF.NUMBER	4. DIS 1:14-
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAY Felon of all
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PE	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

AUTH Vouchers

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.

Note: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

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.

Please Select the Authorization to request additional funds for:

ID Number: 932
Order Date: 12/15/2021
Authorized Amount: \$750.00
Grand Total Amount: \$1,100.00

Service Type: Psychologist
Estimated Amount: \$750.00
Notes:

Request for Additional Funds on existing Authorization

Order Date

Nunc Pro Tunc Date

Repayment

Current Total Authorized \$ 1100.00

Estimated Additional Amount \$ *

Authorized Additional Amount \$ Deactivated

Basis of Estimate

Request for Additional Funds on existing Authorization **932**

Order Date

Nunc Pro Tunc Date

Repayment

Current Total Authorized \$ 1,100.00

Estimated Additional Amount \$ *

Authorized Additional Amount \$ Deactivated

Home Operations Reports Links Help Sign out

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

Appointment Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-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: lisa_ornelas@aotx.uscourts.gov	
14. LAW FIRM NAME AND MAILING ADDRESS	

Vouchers on File

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

Case	Defendant
1:14-CR-08805-AA- Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00
1:14-CR-08805-AA-	Jebediah Branson (# 1)

CJA-21/31 Vouchers

- payment voucher for expert and other service providers that provided services throughout the case;
- payment is made directly to the service provider;
- the attorney is responsible for the submission of the voucher for the expert; the voucher should be submitted within 30 days of the receipt of an itemized invoice; and
- mandatory documents are required upon submission.



This voucher requires two levels of approval and submission by the attorney.



Mandatory Documents for the CJA-21/31 Voucher

- order of appointment;
- order approving expert (if applicable);
- order granting interim payment (if applicable);
- itemized invoice for expert services;
- itemized receipts for expenses in excess of \$50; and
- any other documents to support any expense claim.





AUTH-24 Voucher

- an **AUTH-24** is the authorization request for transcripts;
- transcript requests should be made through CM/ECF as well;
- court reporters can only produce transcripts **after** the authorization has been approved; and
- mandatory documents are required upon submission.

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 Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create

Appointment Info

1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08806-1-AA
7. IN CASE/MATTER OF(Case Name) USA v. Watson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
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: lisa_ornelas@aotx.uscourts.gov	

SUBMIT

A

Transcript Request

CJA-24 Voucher



GET PAID

- the CJA-24 (Voucher for Payment of Transcripts) is used to pay court reporters for providing transcripts;
- the voucher should be submitted within 30 days after receiving the invoice;
- in order for court reporters to be paid, they must be set up as an Expert user in eVoucher and have valid billing information; and
- mandatory documents are required upon submission.



CJA-24

Authorization and Voucher for Payment of Transcript

[Create](#)

Basic Info

Basic Info			
1. CIR. DIST DIV CODE 0101	2. PERSON REPRESENTED Febedah 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 15:1823 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	12. PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

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

Please Select the Associated Authorization

ID Number: 513 Service Type: Court Reporter / Transcript
Order Date: 01/23/2020 Special Handling: 0
Proceeding Transcribed: proceeding

Prosecution Opening Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

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.

ID Number: 736 Service Type: Court Reporter / Transcript
Order Date: 02/24/2021 Special Handling: 0
Proceeding Transcribed: xyz

Prosecution Opening Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

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.

[Click here to create a new authorization in eVoucher.](#)
[Click here to link an existing authorization in eVoucher to this proceeding by clicking here.](#)

MANDATORY DOCUMENTS

Mandatory documents for the CJA-24 Voucher

- an order of appointment; and
- any documents to support the request.

Note: In multi-defendant cases involving CJA defendants, only one transcript should be purchased from the court reporter on behalf of CJA defendants.

Basic Info Services Expenses **Documents** Confirmation

Supporting Documents

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

File Browse...

Description

Description	Delete	View
Document	Delete	View

« First < Previous **Next >** Last »



Travel AUTH

- a travel authorization is a request for an attorney to travel outside of their jurisdiction for matters that relate to the case;
- travel authorizations can include cost for expenses such as transportation and hotels and meals;
- travel authorizations are required to be submitted prior to the proposed travel day.

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

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

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

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

13. COURT ORDER
 A Associate C Co-Counsel D Federal Defender F Sub Defender
 L Learned Counsel (Capital Only) O Appointing Counsel P Subs for Panel Attorney R Sub Attorney
 S Pro Se T Retained Attorney U Subs for Pro Se X Adm
 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 YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

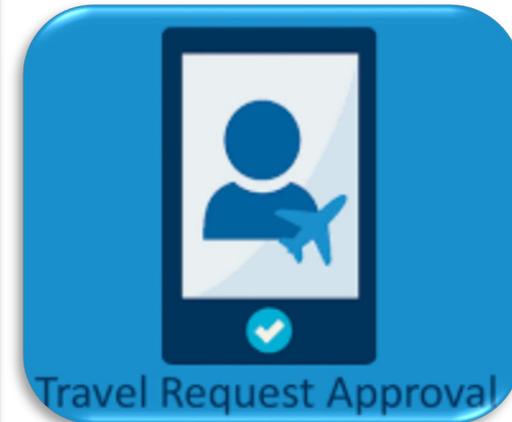
Travel Agency to be Used: **National Travel Service (NTS)** ▼

National Travel Service (NTS)
707 Virginia Street East
Suite 100
Charleston, WV 25301
Phone: (800) 445-0668
Fax:
Email:

First Previous Next Last Save Delete Draft Audit Assist

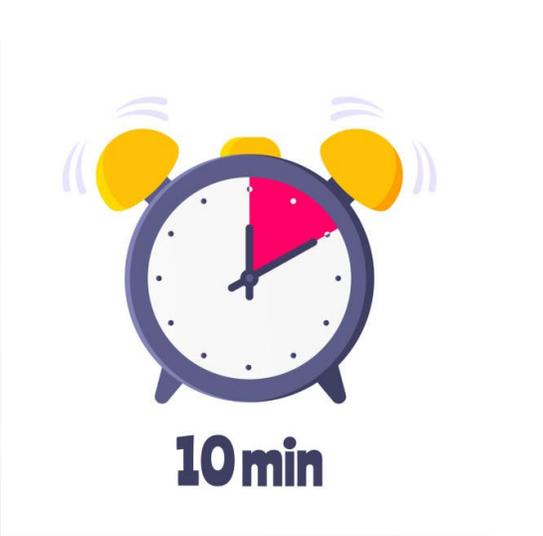


**Simplify
Travel Request**



**Complete
Travel** ✈️







**WATCH
LIVE!**

Case Budgeting



- a budget covers all services and expenses for a particular case;
- all travel expenses are covered for the duration of the case;
- all required approvals, to include circuit-level approval, will be authorized in one document;
- Case budgeting should be used in cases deemed complex and mega;
- for assistance with case budgeting, contact Renee Hurtig Edelman, Case Budgeting Attorney, U.S. Courts for the 3rd Circuit at 267-232-0210 or via email at renee_edelman@ca3.uscourts.gov; and;
- www.ca3.uscourts.gov/case-budgeting.



BUDGET APPROVAL MADE SIMPLE



Budget Authorizations

Once the Court has received the Order from the 3rd Circuit approving a budget for a case, the Court will submit a budget authorization on behalf of the attorneys in the case.

The Court will enter the approve funds for the attorneys and experts for the case and once the budget auth is approved within the system, the system auto-creates the AUTH within the system.

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-00215-FF- Start: 10/25/2022 End: 10/25/2022	Angela Benson (# 2) Claimed Amount: 5,000.00 Approved Amount: 2,000.00	AUTH Andrew Anders Chemist/Toxicologist	Auto-Created Auth Closed 0101.0001131	10/25/2022
1:14-CR-00215-FF- Start: 10/25/2022 End: 10/25/2022	Angela Benson (# 2) Claimed Amount: 3,000.00 Approved Amount: 3,000.00	AUTH Andrew Anders Accountant	Auto-Created Auth Closed 0101.0001130	10/25/2022
		BUDGETAUTH Andrew Anders	Document Closed 0101.0000132	10/25/2022

Approval of Budget Authority

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

Budget Authorizations

As the attorney, the Budget Auth document type allows you to request additional attorney funds and/or to request service providers on a budgeted case.

Attorneys should coordinate the submission of this document with the circuit case budgeting attorney and/or the court's CJA administrator. Service provider requests approved in the budget auth still require an auth to be processed once the budget auth is approved.



FRIENDLY REMINDER



Just a
friendly
reminder...

Payment to Experts

- It is the responsibility of the attorney to submit payments for an expert in eVoucher on behalf of the expert.
- Payments should be submitted in eVoucher within 30 days of receipt.
- It is the responsibility of the attorney to review the itemized invoices and all supporting receipts for accuracy.

Merging of Cases within the eVoucher

- When a magistrate case is merged into a criminal case, the two cases now show as one representation id number in the system.





CJA eVoucher Resources



The following Standing Order has been issued by the Third Circuit Court of Appeals: [Order Re: Review of CJA Interim Payments](#)

- [CJA eVoucher](#)
- [Attorney Instructions for Entering Associate Attorney Services](#)
- [Procedures for Scheduling Calls with Detainees at MDC Guaynabo](#)
- [CJA eVoucher Attorney User Manual \(Release 6.4\)](#)
- [CJA Felony Appointment Manual](#)
- [CJA Application For Membership](#)
- [CJA Renewal Application For Membership](#)
- [CJA eVoucher Attorney Acknowledgment Form](#)
- [CJA Engagement Letter for Investigative, Expert and Other Services](#)
- [Virgin Islands CJA Plan](#)
- [National CJA Voucher Reference Tool](#)
- [Acceptance of Fees Policy](#)
- [Updated Interpreter Rates](#)
- [CJA Rates](#)



CJA eVoucher Contacts

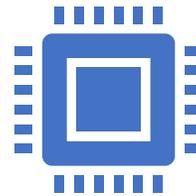


Shervin T. Clarke,
Financial Supervisor

CJA eVoucher Payment Certifier

(340) 775-8015; *(email)*

Shervin_Clarke@vid.uscourts.gov



Deanne Schneider,
Budget Analyst

CJA eVoucher System Administrator

(340) 775-8017; *(email)*

Deanne_Schneider@vid.uscourts.gov



Shaneka Carter,
Procurement & Financial Specialist

CJA eVoucher Reviewer

(340) 775-8016; *(email)*

Shaneka_Carter@vid.uscourts.gov



**Thank you for
attending!**

