

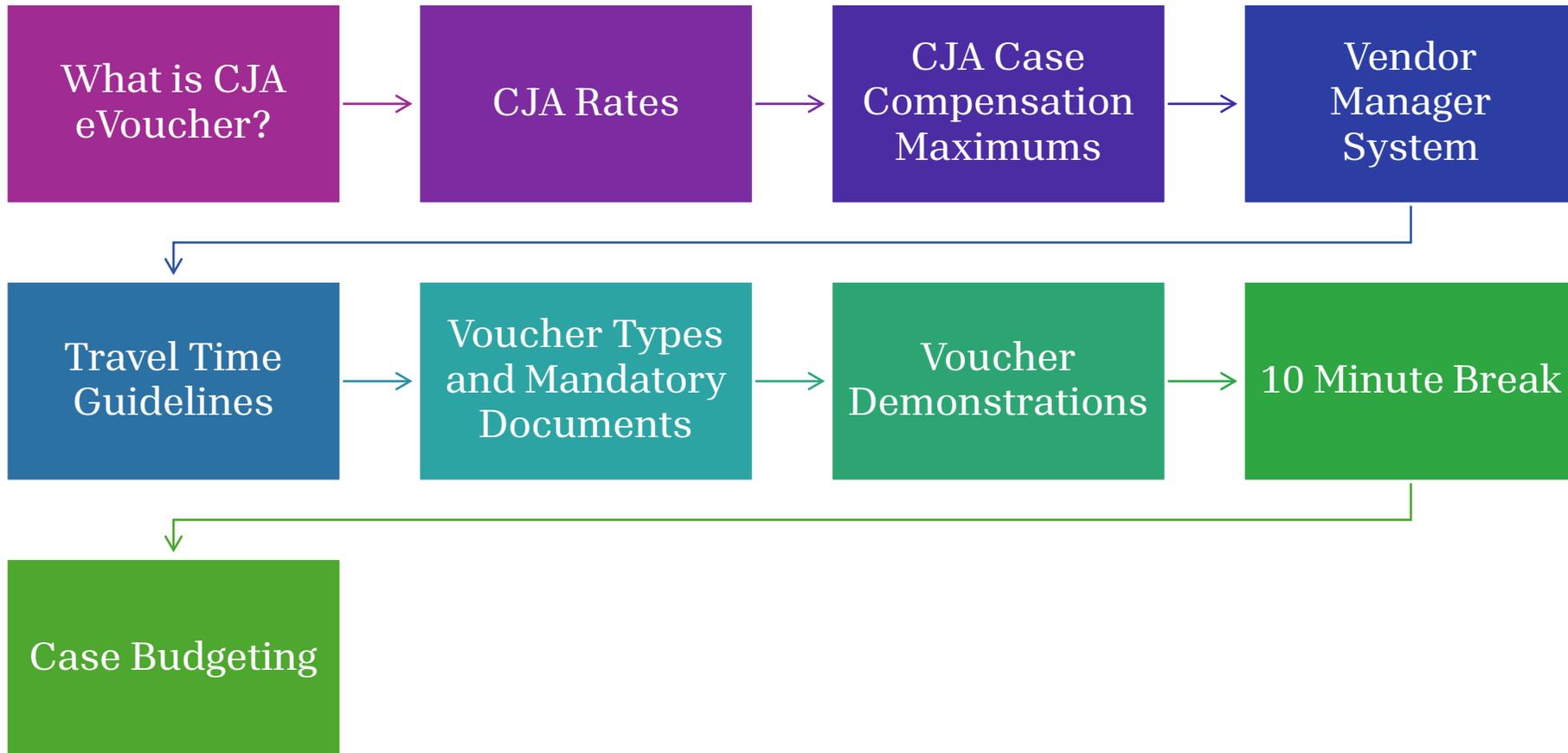
CJA eVoucher Attorney Training

May 16, 2025

Presented by
DCVI - Financial Services Team



Presentation Outline

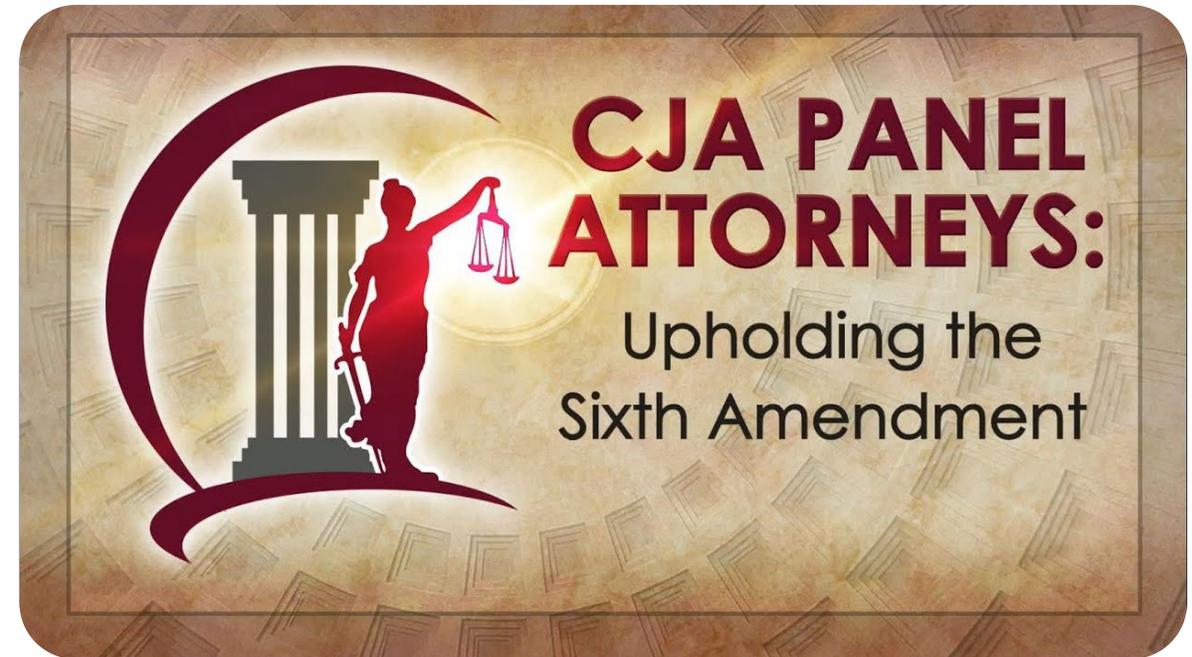




What is CJA eVoucher?

The Criminal Justice Act (CJA) eVoucher System Key Elements:

- is the Court's electronic CJA voucher system;
- 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.



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.



Criminal Justice Act

Electronic Voucher Management System

An official website of the United States government



CJA eVoucher - Virgin Islands District Court

Sign in to eVoucher

Users are required to sign in with a Login.gov account. Need to create a Login.gov account? Use the Sign in button below and then use the "Create an account" button below the sign in fields.

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

[Learn about the new payment process.](#)

Sign in with  LOGIN.GOV

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

Hourly Rates for CJA Panel Attorneys for Services ON or AFTER January 1, 2025:



If a case is...	The hourly rate maximum is...
Non-Capital	\$175
Capital	\$223

2025 CJA Case Compensation Maximums

Waivable Case Compensation
Maximums for Non-Capital Cases
ON or AFTER January 1, 2025:



If a case is a ...	And services were completed on or after Jan. 1, 2025, the case maximum is ...
Felony (including pre-trial diversion of alleged felony)	\$13,600
Misdemeanor (including pre-trial diversion of alleged misdemeanor)	\$3,900
Proceeding under 18 U.S.C. § 4106A	\$2,900
Proceeding under 18 U.S.C. §§ 4107 or 4108 (for each verification proceeding)	\$3,900
Proceeding under 18 U.S.C. § 983	\$13,600
Post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255	\$13,600
Proceeding under 28 U.S.C. § 1875	\$13,600
Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875)	\$9,700
Other representation required or authorized by the CJA (including, but not limited to probation, supervised release hearing, material witness, grand jury witness)	\$2,900
Appeal of other representation	\$2,900



WHAT'S NEW?



with eVoucher version 6.11 release

Vendor Manager System

An official website of the United States Government.



Vendor Manager

Manage your personal profile, business, and payment information.



Receiving payments made easier.

Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS.

Sign in with  LOGIN.GOV

Vendor Manager System

About our application...

This system is secure and easy-to-use application that will allow invited Judiciary vendors to register to manage their contact, tax certification, and EFT bank account information to receive EFT payments. Tax Identification Numbers (TINs) will be validated with the IRS in real-time, enabling you to correct issues immediately.

Who can use this system?

You may register in Vendor Manager if you or your business provide services compensable under the Criminal Justice Act (CJA) and have an active CJA eVoucher account in a United States District or Appellate Court.

How to get started...

Step 1: Create a Login.gov account, if you don't already have one.

Step 2: Sign in to your existing CJA eVoucher account.

Step 3: You will be redirected to Vendor Manager to register.

Note: After registration, you can sign in directly to Vendor Manager.



Notice to Users: This site is maintained by the Administrative Office of the U.S. Courts on behalf of the federal Judiciary. The purpose of this site is to maintain information about payment and tax information for vendors to the federal courts.

United States Courts

Vendor Manager System

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.11.0.0

David D Attorney (Attorney)

Welcome, David Attorney 

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

> Home

 **Vendor Information Incomplete**

You must provide vendor and payment information in Vendor Manager before you can submit a voucher for payment. Go to Vendor Manager to proceed.

Refresh page (F5) for latest information.

 [Sign in to Vendor Manager](#)

Vendor Manager System

An official website of the United States Government.



Vendor Manager

Manage your personal profile, business, and payment information.

Receiving payments made easier.

Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS.

Sign in with  LOGIN.GOV



Vendor Management



Improves vendor relationships by simplifying vendor-related processes and communications.

Vendor Manager System

 LOGIN.GOV

Government Agency Name Placeholder



You are now signing in for the first time

We'll share your information with **VendorManagement Non-prod Regions Except Demo UUID** to connect your account.

- Email addresses on your account**
 - daviddattorney210+12@gmail.com

Agree and continue



Vendor Manager System

Vendor Configuration



Vendor Manager

Manage your contact, business, and account information.

[Sign out](#)

Welcome to Vendor Manager!

Vendor manager allows individual and business entities to register and maintain their tax and bank information with the U.S.Courts for receiving electronic payments and proper reporting to the IRS.

Let's get started...

To create your vendor account, you will need:

1. Your personal contact information.
2. Tax classification and Tax ID information.
3. Your bank information for receiving payments via EFT.

[Create My Account](#)



Vendor Manager System

Vendor Configuration

Vendor Account Setup

1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name	Middle <small>OPTIONAL</small>	Last Name	Suffix <small>OPTIONAL</small>
<input type="text" value="David"/>	<input type="text"/>	<input type="text" value="Attorney"/>	<input type="text" value="-Select-"/>
Address		Apt/Ste # <small>OPTIONAL</small>	
<input type="text"/>		<input type="text"/>	
<small>*Address is required</small>			
City	State (U.S. Only)	Zip/Postal Code	
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	
<small>*City is required</small>	<small>*State is required</small>	<small>*Zip/Postal Code is required</small>	
Country			
<input type="text" value="UNITED STATES"/>			
Phone	Phone Type	Primary	
<input type="text" value="() - - - - -"/>	<input type="text" value="-Select-"/>	<input checked="" type="radio"/>	
<small>*Phone number is required</small>	<small>*Phone type is required</small>		
+ Add Additional Phone			
Email Address			
<input type="text" value="davidattorney210+12@gmail.com"/>			

Save and Continue



1 Contact Information

Enter your personal contact information and mailing address. You will enter your Tax ID and payment info in the next steps.

First Name	Middle <small>OPTIONAL</small>	Last Name	Suffix <small>OPTIONAL</small>
<input type="text" value="David"/>	<input type="text"/>	<input type="text" value="Attorney"/>	<input type="text" value="-Select-"/>
Address		Apt/Ste # <small>OPTIONAL</small>	
<input type="text" value="123 San Antonio"/>		<input type="text"/>	
City	State (U.S. Only)	Zip/Postal Code	
<input type="text" value="San Antonio"/>	<input type="text" value="TEXAS"/>	<input type="text" value="78229"/>	
Country			
<input type="text" value="UNITED STATES"/>			
Phone	Phone Type	Primary	
<input type="text" value="(210) 555-5555"/>	<input type="text" value="Mobile"/>	<input checked="" type="radio"/>	
+ Add Additional Phone			
Email Address			
<input type="text" value="davidattorney210+12@gmail.com"/>			

Save and Continue

Vendor Manager System



USPS Address Verification

According to USPS records, a verified address is listed below.

Please select which you prefer to use:

Original Address
123 San Antonio
San Antonio TX, 78229

USPS Address (Recommended)
123 SAN ANTONIO
SAN ANTONIO TX 78229-3261

Cancel

Confirm



Vendor Manager System



2 U.S. or Foreign Entity

For tax purposes, is the vendor you are registering considered a U.S. Entity?

Yes No [ⓘ]

Only U.S. entities may register.

Answer **Yes** if the vendor is:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company or association created or organized in the United States or under the laws of the United States;

What type of **Tax Identification Number (TIN)** is associated with the vendor?

SSN EIN

[Continue](#) ←



Vendor Manager System



3 W9 Information

Name (as shown on your income tax return)
David D Attorney

Doing Business As Name (DBA) OPTIONAL

Tax Identification Number (TIN)

Social Security Number (SSN)
.....

Confirm SSN
.....

Federal Tax Classification
1 - Individual/sole proprietor or single-member LLC

Use my contact address

Address (This is where IRS-1099 forms will be sent, if applicable.)
123 San Antonio

Apt/Ste # OPTIONAL

City
San Antonio

State (U.S. Only)
TEXAS

Zip/Postal Code
78229

Country
UNITED STATES

Certification

1. The number shown on this form is my correct taxpayer identification number.
2. I am a U.S. citizen or other U.S. person.

I am not subject to backup withholding [more details](#)

I am subject to backup withholding [more details](#)

TIN Matching Notice: By clicking 'Save and Continue', you consent to IRS TIN matching. After successfully matching TIN and Name with IRS records, no changes can be made to the TIN for this payment account.





Vendor Manager System



DIRECT DEPOSIT
■ Fast ■ Secure ■ Easy

4 Bank Information

Checking Account Savings Account

Routing Number: 123456789

Account Number:

Re-enter Account Number:

Fake Bank

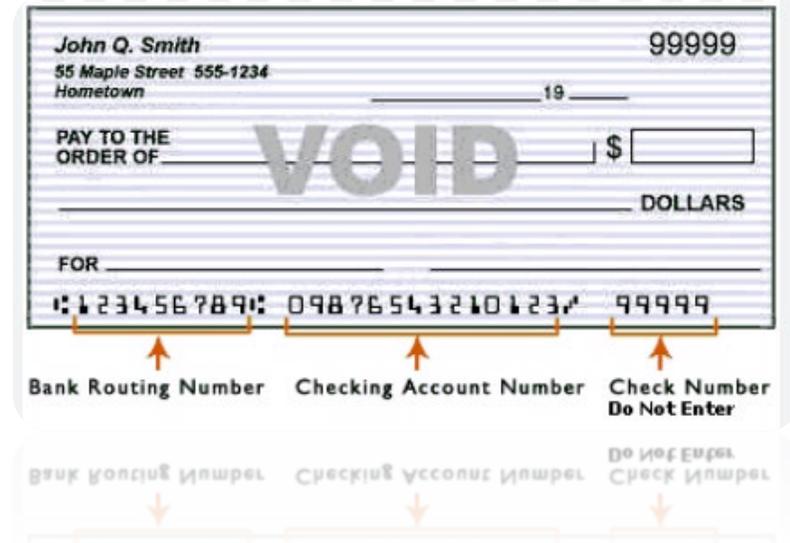
Nickname for this account OPTIONAL

Previous **Save and Continue**



DIRECT DEPOSIT

Safe. Simple. Secure.



John Q. Smith 99999
55 Maple Street 555-1234
Hometown 19

PAY TO THE ORDER OF **VOID** \$

FOR

23456789 09876543210123 99999

Bank Routing Number Checking Account Number Check Number Do Not Enter

Vendor Manager System



5 Review

Before selecting 'Confirm', please verify your information is correct.

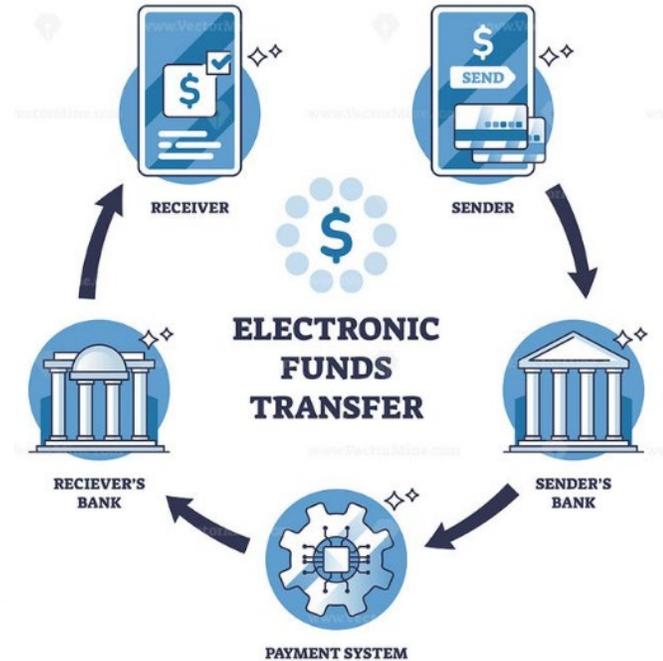
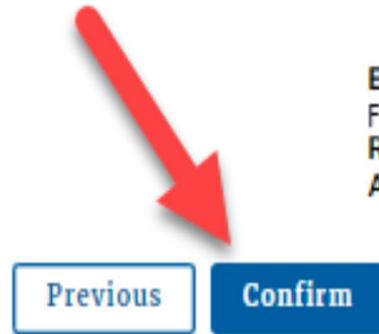
Contact Info

David D Attorney
123 San Antonio
San Antonio, TX 78229
davidattorney210+a@gmail.com
(555) 555-5555

Tax and Payment Info

David D Attorney
TIN (SSN): ●●●-●●-●●60

Electronic payments will be sent to:
Fake Bank
Routing Number: 123456789, Fake Bank
Account Number: ●●●●●●



Vendor Manager System



 **Vendor Manager**
Manage your company's payment information

States government

✔ **New Payment Account Added!**
Account is active and ready to receive payments. You may sign out.

Ok

Sign out

Contact Information

David Attorney
1234 San Antonio
San Antonio, TX 78228
davidattorney210+12@gmail.com
(210) 555-5555

Edit Contact Info

+ Add New Payment Account

My Payment Accounts

David D Attorney
TIN (SSN): ●●●●●●00 ✔
1234 San Antonio
San Antonio, TX 78228

Electronic payments will be sent to:
Fake Bank
Routing Number: 123456789 Fake Bank
Account Number: ●●●●●●16

Direct Deposit Confirmation

Confirm you are enrolling in Direct Deposit with the following account information:

Account Type:	Checking
Routing Number:	012345678
Account Number:	0123456789

OK Cancel



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 their 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.



Voucher Types



CJA-20/30: Payment Vouchers for Attorneys



AUTH: Authorization Request for Expert Services



CJA-21/31: Payment Voucher for Experts and Other Services



CJA-26: Claim for Excess Compensation



AUTH-24: Authorization for Transcripts



CJA-24: Payment Voucher for Transcripts



Travel AUTH

CJA-20 Voucher

Attorney enters time/expenses and submits voucher

Voucher audited by Court CJA Unit

Voucher review and approval (or rejection) by Court

Voucher processed for payment by Court

- 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.

CJA-20 Attorney Enters Voucher

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit:
\$10,300.00

Fee Amount Remaining After Approved and Pending:
\$10,300.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

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

Reports

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

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

[CJA20 - Attorney](#)

[CJA20 - Rejected](#)

[CJA20 - Transfer](#)

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DEFNUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEFNUMBER	6. OTHER. DKT/DEFNUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-1185 Email: daviddattorney@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"/> 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	
14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Payment Details

Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

David D Attorney

David D Attorney
TIN (SSN):00

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:89

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



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.

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

Supporting Documents

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

File	Choose File	No file chosen
Description	Document	

Upload

Description	Delete	View
Document.pdf	Delete	View

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

MANDATORY



AUTH Voucher



- an **AUTH** is the authorization request for an attorney to use an expert where the expenses are expected to exceed \$1,000;
- an **ex parte motion must be filed on the docket via CM/ECF before the AUTH can be submitted in CJA eVoucher**; and
- compensation exceeding \$3,000 requires **prior** approval from the Presiding Judge and the Chief Judge of the 3rd Circuit.

AUTH Authorization for Expert and other Services	Create
------------------------------------------------------------	---------------

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	

CJA-21/31 Voucher

- 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.*****

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

CJA-21/31 Voucher Mandatory Documents

- 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.

MANDATORY

Basic Info Justification Documents Confirmation

Supporting Documents

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

File No file chosen

Description

Description	Delete	View
Document.pdf	Delete	View

CJA-26 Voucher

CJA-26

Create

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

- request for excess compensation;
- the current case maximum is \$13,600 for a felony and \$3,900 for a misdemeanor as of January 1, 2025;
- 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.

Submit a Request

Basic Info Justification Documents Confirmation

Basic Info

1. CIR. DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-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: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@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"/> 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 4/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

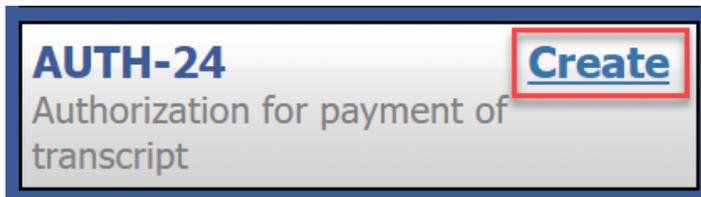
Amount Requested * Amount Approved
Pre Trial Hours 0 Trial Hours 0 Sentencing Hours 0 Other In-Court Hours 0 Out-Of-Court Hours 0
Number of Counts 0 Number of Co-Defendants 0
Other Pending Cases
Sentencing Guideline Range
Mandatory Minimum Found

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

AUTH-24 Voucher



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



Basic Info Documents Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-SS-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
12:1457.M PENALTIES - PROHIBITED ACTIVITIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
David Dd Attorney - Bar Number: 1234123
2500 Main St
San Antonio TX 78209
Phone: 2105552500
Email: daviddattorney@gmail.com

13. COURT ORDER

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

L Learned Counsel (Capital Only) O Appointing Counsel P Subs for Panel Attorney R Subs for Retained Attorney

S Pro Se T Retained Attorney U Subs for Pro Se X Administrative

Y Standby Counsel

Prior Attorney's Name
Appointment Date
Signature of Presiding Judge or By Order of the Court
Albert Albertson

14. LAW FIRM NAME AND MAILING ADDRESS

Date of Order
7/1/2024 Nunc Pro Tunc Date

Repayment YES NO

PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)

Sentencing hearing scheduled for 10/25/2024

PROCEEDINGS TO BE TRANSCRIBED (Describe specifically). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

« First < Previous Next > Last »

CJA-24 Voucher



CJA-24 Create
Authorization and Voucher for
Payment of Transcript

Basic Info

Basic Info

1. CIR. DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DEFNUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEFNUMBER	6. OTHER. DKT/DEFNUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12.1457.M PENALTIES - PROHIBITED ACTIVITIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 593051 Service Type: Court Reporter / Transcript
Order Date: 10/25/2024 Special Handling: 3-Day
Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, pros

ID Number: 593052 Service Type: Court Reporter / Transcript
Order Date: 10/25/2024 Special Handling: 7-Day
Proceeding Transcribed: 08/14/2024, Dkt # 37 - Arraignment on Superseding Indictment and Entry of Plea Hearing

[No Existing Authorization in eVoucher](#)
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

- 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.

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

CJA-24 Voucher Mandatory Documents

- 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 | Justification | **Documents** | Confirmation

Supporting Documents

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

File	Choose File	No file chosen
Description	Document	

Upload

Description	Delete	View
Document.pdf	Delete	View

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

CJA-24 Voucher

§ 320.30 Transcripts



About Federal Courts ▾

[Administration & Policies](#)

§ 320.30.30 Commercial Duplication in Multi-Defendant Cases

- (a) In multi-defendant cases involving CJA defendants, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants. **The appointed counsel or the clerk of court should share an electronic copy with each of the CJA defendants for whom a transcript has been approved.** If the transcript was provided in printed format, counsel should arrange for duplication at commercially competitive rates. The cost of such duplication will be charged to the CJA appropriation. This policy would not preclude the furnishing of duplication services by the court reporter at the commercially competitive rate.
- (b) In individual cases involving requests for **accelerated** transcripts, the court may grant an exception to the policy set forth in (a) of this subsection based upon a finding that application of the policy will unreasonably impede the delivery of accelerated transcripts to persons proceeding under the CJA. Such finding should be reflected on the transcript voucher.

Travel AUTH

TRAVEL

Create

Authorization for payment of Travel

- 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, 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 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:12-CR-00210-14-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: 210-555-1234
Cell phone: 210-555-2400
Email: aandersattorney@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"/> 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
4/1/2024

Nunc Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

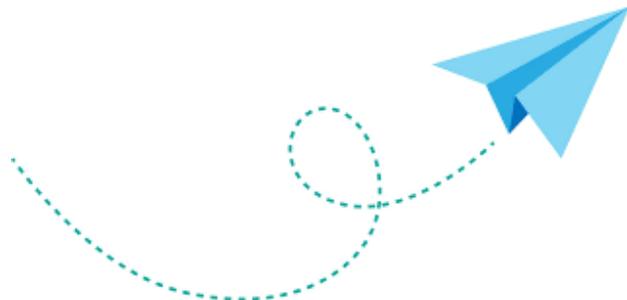
Repayment YES NO

Travel Agency to be Used: National Travel Service (NTS) v

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

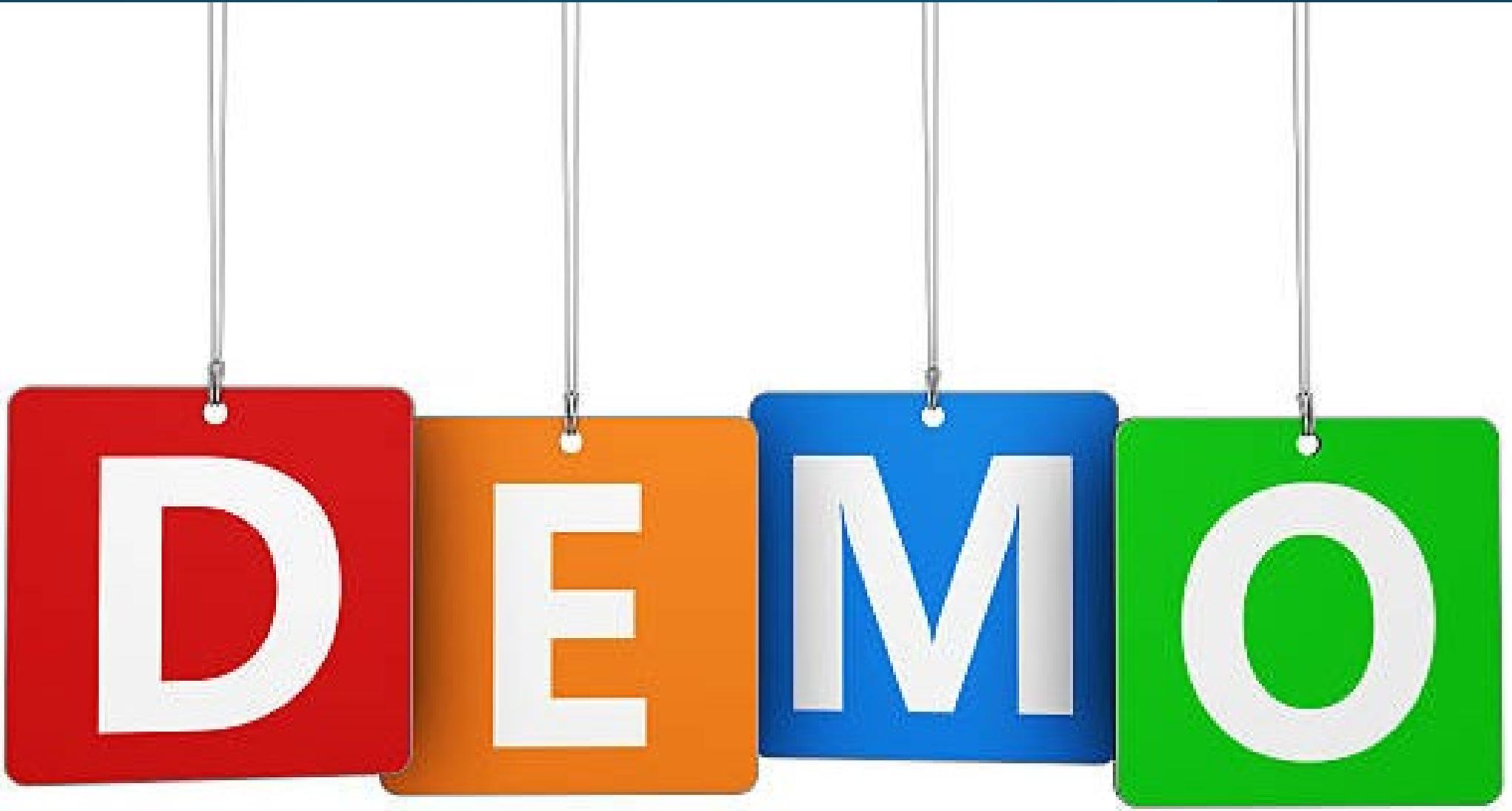


D

E

M

O





Time for
a break

Case Budgeting Basics and Resources Presentation

Ms. Renee Hurtig Edelman - Case Budgeting Attorney

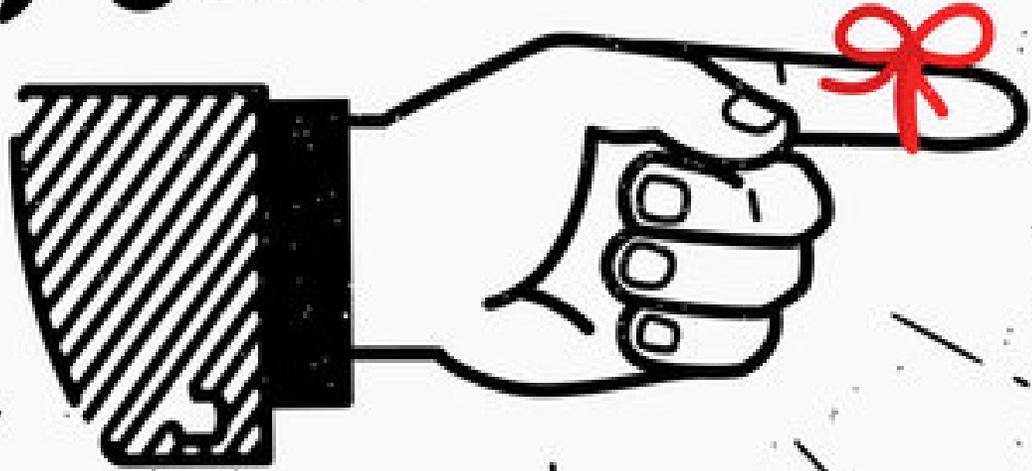
Case Budgeting, Third Circuit, U.S. Court of Appeals

Email: Renee_Edelman@ca3.uscourts.gov

Tel: (267) 232-0210



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



<https://www.vid.uscourts.gov/criminal-justice-act-info>

- Order Re: Review of CJA Interim Payments
- CJA eVoucher
- Attorney Instructions for Entering Associate Attorney Services
- CJA eVoucher Attorney User Manual (Release 6.10)
- 2024 CJA eVoucher PowerPoint Presentation
- 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
- Travel Time Guidelines for CJA Attorneys Residing in the U.S. Virgin Islands and Puerto Rico
- Standing Order re Submission of Interim Vouchers in Budgeted Cases
- Creating a Vendor Account with an EIN
- Creating a Vendor Account with an SSN
- Creating an Authorized Agent Account
- New Vendor Manager System (VMS) Announcement



CJA eVoucher Contacts

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Financial Supervisor

CJA eVoucher Payment Certifier

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