

CJA eVoucher Attorney Training

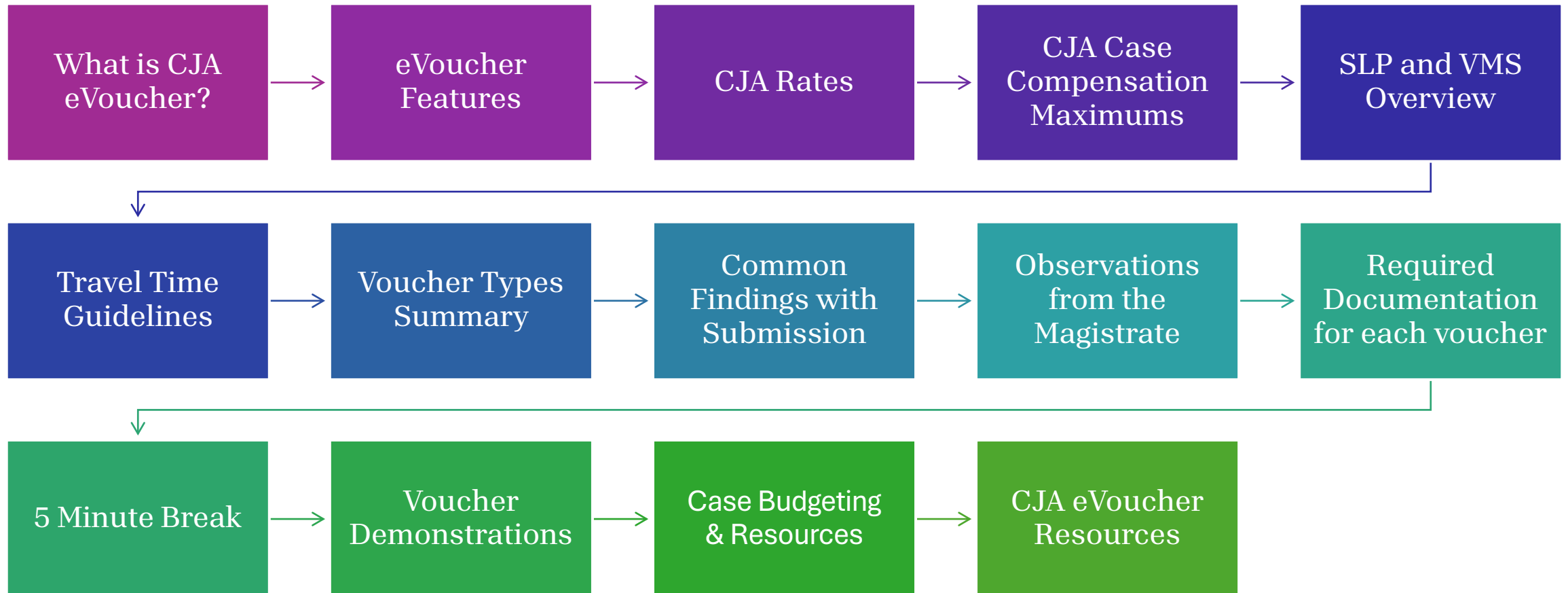
DISTRICT COURT OF THE VIRGIN ISLANDS

DATE: JULY 24, 2026

PRESENTED BY:
FINANCIAL SERVICES



Presentation Outline



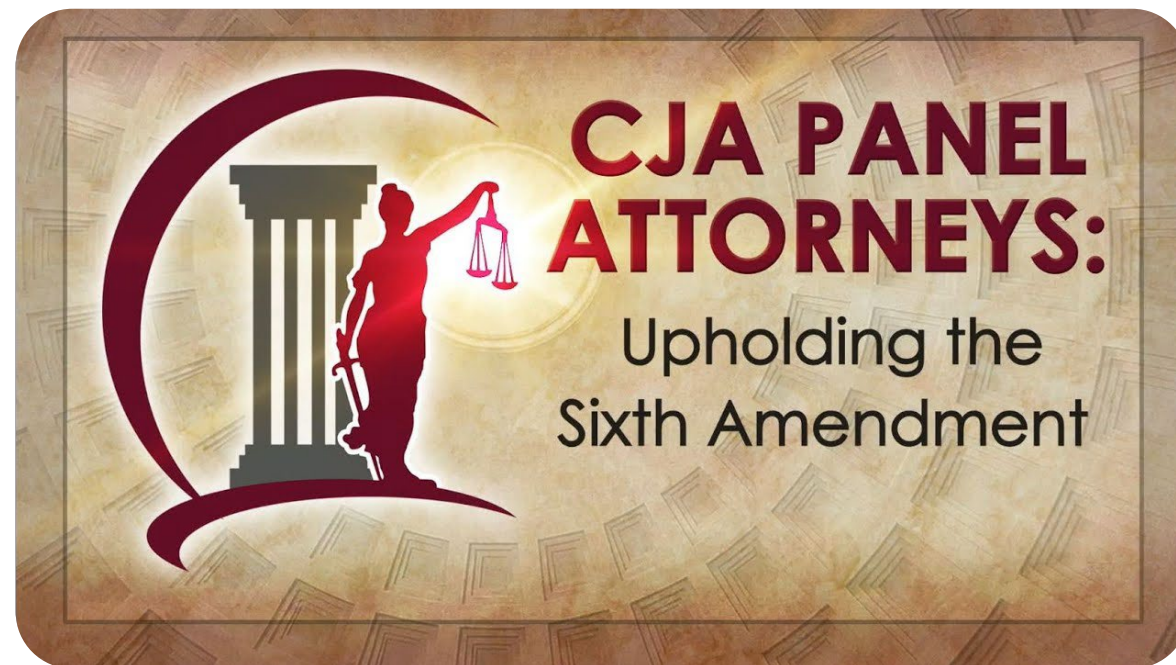
What is CJA eVoucher?



CJA eVoucher
Electronic Voucher Management System

The Criminal Justice Act (CJA) eVoucher System is:

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



eVoucher Program Features

The CJA eVoucher program is a secure, web-based system that enables:

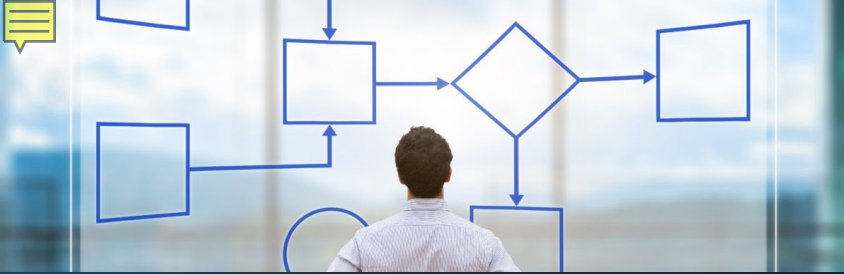
- electronic authorization of expert and other service providers;
- electronic preparation and submission of vouchers by appointed counsel; and
- electronic transmission of vouchers to the court for review and processing.



Criminal Justice Act

Electronic Voucher Management System

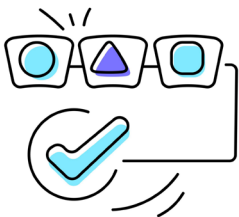
- CJA eVoucher is a web-based application that provides counsel, court staff and judges the ability to create and process CJA vouchers and documents electronically.



Things you can do in eVoucher



Accept	Manage	Create	Upload	Monitor	Request	Submit
Accept or decline CJA Appointments	Update and maintain your user profile and contact information	Create a CJA 20/30 Payment Voucher Create a CJA 26 Excess Compensation Statement Create a CJA 21/31 Payment Voucher for experts Create a CJA 24 Transcript Voucher Create an Authorization	Upload supporting documentation and receipts	Review voucher status and track the approval process View case assignments, authorizations, and payment history	Request Authorization for Travel Request Authorizations for your experts	Submit vouchers on behalf of self and authorized service providers and associates, when applicable Respond to voucher corrections



Complete Process



CJA Rates

Hourly Rates for CJA Panel Attorneys
for Services **ON** or **AFTER** January 1,
2026:

If a case is... The hourly rate maximum is...	
Non-Capital	\$177
Capital	\$226



2026 CJA Case Compensation Maximums

Waivable Case Compensation
Maximums for Non-Capital Cases
ON or AFTER January 1, 2026:

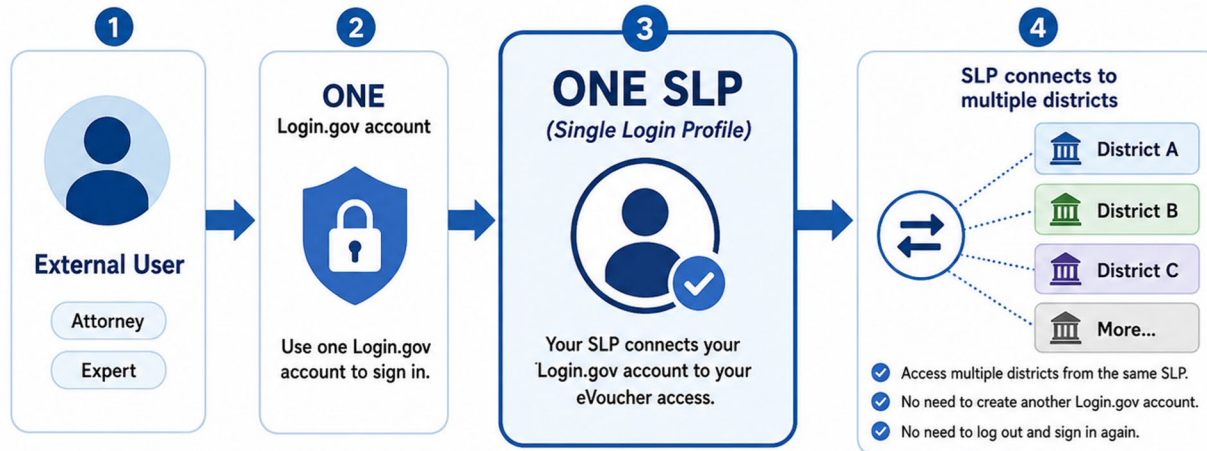


If a case is a ...	And services were completed on or after Jan. 1, 2026, the case maximum is ...
Felony (including pre-trial diversion of alleged felony)	\$13,800
Misdemeanor (including pre-trial diversion of alleged misdemeanor)	\$3,900
Proceeding under 18 U.S.C. § 4106A	\$3,000
Proceeding under 18 U.S.C. §§ 4107 or 4108 (for each verification proceeding)	\$3,900
Proceeding under 18 U.S.C. § 983	\$13,800
Post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255	\$13,800
Proceeding under 28 U.S.C. § 1875	\$13,800
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)	\$9,800
Other representation required or authorized by the CJA (including, but not limited to probation, supervised release hearing, material witness, grand jury witness)	\$3,000
Appeal of other representation	\$3,000

Single Login Profile (SLP) and Vendor Management System at a Glance

What is SLP?

SLP = Single Login Profile

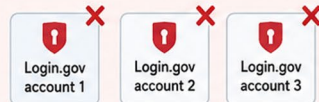


KEY IDEA

One user + one Login.gov account
+ one SLP = access to multiple districts



DO NOT do this



Do NOT create a new Login.gov account for each district.

That causes confusion and duplicate access problems.



SLP lets eligible users switch between districts within the same profile.



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 attorneys travel time claimed must use the attorney's office address
- 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.**
- **Please Note: Rental Car Insurance is not a reimbursable expense.**





IMPORTANT INFORMATION



The following
are common
findings
observed during
routine reviews.



Payment vouchers are not being submitted in a timely manner.
(**CJA 20**)



CJA 21 and CJA 24 vouchers for experts are not being prioritized
and submitted in a timely manner for payment.



Attorneys are not obtaining prior authorization before exceeding
the applicable Statutory Case Compensation Maximums. (**CJA 26**)



Attorneys are retaining experts without first obtaining the required
prior authorization. (**CJA 21**)



Attorneys are requesting transcripts without first obtaining the
required prior authorization. (**CJA 24**)



Attorneys are submitting travel requests at the last minute or
traveling without obtaining the required prior authorization.
(**TRAVEL AUTH**)



Payment vouchers are frequently submitted without all required
supporting documentation, including Orders of Appointment and
approved case budgets for budgeted cases. (**every submission**)



CJA eVoucher Common Issues



Honorable Emile A. Henderson III
United States Magistrate Judge
for the District Court of the Virgin Islands

Sharing some CJA eVoucher Common Issues

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

CJA 20 – Appointment & Authority to Pay Counsel

- used to compensate court-appointed counsel for services rendered;
- claims may be entered once the appointment is created;
- include detailed service descriptions and reimbursable expenses;
- upload all required supporting documents
- claim types include Final, Interim, Supplemental, and Withholding; and
- attorney travel expenses 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/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-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 - Fax: 210-265-1185 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 Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

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

In eVoucher, there are 4 different claim status types for a CJA 20 voucher: final, interim, supplemental and withholding.

1. Final voucher – a final voucher is the final claim for services submitted on a CJA 20.
2. Interim voucher – an interim voucher can only be filed when approved by the presiding judge. The interim voucher is used to submit payments throughout the process, each interim payment in eVoucher must be assigned a number and cover a specific period.
3. Supplemental voucher – a supplemental voucher is used to request compensation claim for a service that may have been missed or forgotten for a time frame previously claimed.
4. Withholding voucher – a withholding voucher is used to request the return of previously withheld funds. Vouchers with this claim status selected must not have any service or expense line items on it.

The CJA Guidelines require that vouchers must be completed and submitted for approval within 45 days after the final disposition of the case, unless good cause is shown.



***Interim Payments to Counsel**
20% of each interim payment is withheld until the submission of the final voucher, the amount withheld can be claimed on a Withholding Voucher.



**The 45 days,
begins when the
Judgment is
entered on the
docket.**





Documents for the CJA-20 Voucher

MANDATORY



- order of appointment;
- interim payment order (if applicable);
- order granting Leave to File Out of Time (if voucher is submitted after the 45-day deadline);
- approved CJA 26 (if compensation exceeds the statutory maximum);

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

- approved Case Budget Order (for budgeted cases); and
- supporting documentation for all claimed expenses (e.g., receipts, invoices, travel documentation).



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	Appointment Info <table><tr><td>1. CIR./DIST/DIV.CODE 0101</td><td>2. PEF Jebed</td></tr><tr><td>3. MAG. DKT/DEF.NUMBER</td><td>4. DIS 1:14-</td></tr><tr><td>7. IN CASE/MATTER OF(Case Name) USA v. Branson</td><td>8. PAY Felon of all</td></tr><tr><td colspan="2">11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PE</td></tr><tr><td colspan="2">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</td></tr><tr><td colspan="2">14. LAW FIRM NAME AND MAILING ADDRESS</td></tr></table>	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	
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													
Create New Voucher <table><tr><td>AUTH Authorization for Expert and other Services</td><td>Create</td></tr><tr><td>AUTH-24 Authorization for payment of transcript</td><td>Create</td></tr><tr><td>BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case</td><td>Create</td></tr></table>	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							
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												

AUTH Voucher



The **AUTH** in eVoucher **should not** be filed prior to receiving an Order granting the request made on the ex parte motion. This motion will be addressed by the Magistrate Judge. The request for investigative, expert and other services must contain:

- the service provider's name, address, telephone number,
- the service provider's hourly rate;
- the estimated number of hours to complete the work;
- justification for the use of the service provider, and
- a comprehensive background of the service provider's education and/or credentials.

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

Basis of Estimate

Authorized Additional Amount

\$

☐ Deactivated

Estimated Additional Amount

\$

*

Current Total Authorized

\$ 1100.00

AUTH Voucher

Requesting Additional Expert Funds

- Submit additional funding requests using the AUTH document in eVoucher.
- Attach a memorandum in support (no motion in CM/ECF required).
- This streamlines processing and allows request status tracking.
- The original AUTH retains the approved funding and is used to generate CJA 21/31 vouchers and calculate authorization amounts.

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

Order Date		
Nunc Pro Tunc Date		
Repayment	☐	
Current Total Authorized	\$	1,100.00
Estimated Additional Amount	\$	750.00 *
Authorized Additional Amount	\$	☐ Deactivated

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.

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		

Basis of Estimate		
Authorized Additional Amount	\$	☐ Deactivated
Estimated Additional Amount	\$	*
Current Total Authorized	\$	1100.00

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

CJA-21/31 Voucher Mandatory Documents

- **Court Orders:** Appointment, expert authorization, and interim payment orders (if applicable);
- **Expert Billing:** Itemized invoice for services;
- **Expense Documentation:** Itemized receipts for expenses over \$75 and any additional supporting documentation.

MANDATORY

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-26 Request for Excess Compensation

CJA-26

Create

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

- required when compensation exceeds the statutory maximum;
- current maximums effective January 1, 2026:
 - a) Felony: \$13,800
 - b) Misdemeanor: \$3,900;
- may be requested for cases involving unusual complexity;
- submit a detailed justification describing the work performed or anticipated;
- request approval **before** exceeding the statutory maximum;
- requires approval by the Presiding Judge; and
- include all required supporting documentation especially **the proposed CJA-20 voucher**.

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 ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 4/1/2024 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested * Amount Approved

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

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found ☐

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

CJA-26 Request for Excess Compensation

CJA-26

Create

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

Review the **Basic Info** tab. Type a dollar amount in the **Amount Approved** field.

IMPORTANT: The Amount Approved is entered by Court Staff. If the CJA26/27 should be approved for a different amount, enter the new amount here.

CJA 26:

Basic Info

Justification

Documents

Confirmation

Basic Info

1. CH. DIST. DIV. CODE
2669

2. MAG. DIST. DEF. NUMBER
N-16-CR-40070-3-KES-VLD

3. APPEALS DIST. DEF. NUMBER

4. OTHER DIST. DEF. NUMBER

5. IN CASE MATTER OF (Case Name)
USA v. Hulscher et al

6. PAYMENT CATEGORY
Felony (including pre-trial diversion
of alleged felony)

7. TYPE PERSON REPRESENTED
Adult Defendant

8. REPRESENTATION TYPE
Criminal Case

9. OFFENSE(S) CHARGED
18-922J F 18 U.S.C. § 922(g) POSSESSION OF STOLEN FIREARMS

10. ATTORNEY'S NAME AND MAILING ADDRESS
James F. Eirin
300 N. Dakota Avenue
Suite 509
Sioux Falls SD 57104
Phone: 605-334-7997 - Fax:

11. COURT ORDER
☐ A. Associate
☐ B. Co-Counsel
☐ C. Federal
Defender
☐ D. Appointing
Counsel
☐ E. Public for Panel
Attorney
☐ F. Public for Retained
Attorney
☐ G. Pro Se
☐ H. CJA-26 Voucher
for Pro
Amicus
☐ I. Standby Counsel
☐ J. Administrative

12. LAW FIRM NAME AND MAILING ADDRESS

13. PRIOR ATTORNEY'S NAME
Appointments Date:
Signature of Presiding Judge or By Order of the Court
Veronica L. Duffy
Date of Order
7/15/2016
Nunc Pro Tunc Date
7/13/2016
Repayment ☐ YES ☒ NO

Amount Requested 46000.00 * Amount Approved 46000.00 *

Pre Trial Hours 0.0 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

Please Note: Case Compensation Maximums apply to each attorney in each case. Excess compensation vouchers are approved by the Chief Judge of the circuit and requires authorization prior to exceeding the Case Compensation Maximum. Local authorization is obtained via the CJA26 voucher approved by the Presiding Judge and should be completed prior to exceeding the case maximum.

Review the **Justification** tab.

CJA 26:

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.

CJA-26 Voucher

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.

Click on the document number for the **CJA 26/27** to be reviewed.

My Documents				
To group by a particular Header, drag the column to this area.				
Case	Defendant	Type	Status	Date Entered
4:16-CR-40070-KES-VLD Start: 12/14/2018 End: 12/14/2018	Nate Alan Winged Eagle (# 3) Claimed Amount: 2,500.00	AUTH Interpreter/Translator	Judge Approval 0869.0713734	12/14/2018
4:16-CR-40070-KES-VLD Start: 12/14/2018 End: 12/14/2018	Nate Alan Winged Eagle (# 3) Claimed Amount: 0.00	AUTH-24	Judge Approval 0869.0713735	12/14/2018
4:16-CR-40070-KES-VLD Start: 12/14/2018 End: 12/14/2018	Nate Alan Winged Eagle (# 3) Claimed Amount: 46,000.00	CJA-26	Judge Approval 0869.0713736	12/14/2018
4:16-CR-40070-KES-VLD Start: 12/14/2018 End: 12/14/2018	Nate Alan Winged Eagle (# 3) Claimed Amount: 1,200.00	TRAVEL	Judge Approval 0869.0713737	12/14/2018



AUTH-24 Voucher

- an **AUTH-24** is used to request authorization for transcripts;
- transcript requests must first be authorized through an AUTH-24;
- approval is required before the court reporter can prepare the transcript; and
- submit all required supporting documents with the request.

AUTH-24
Authorization for payment of transcript

Create



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 Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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 3-Day

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

AUTH-24 Voucher

Please note:

- it is the attorney's responsibility to prepare the AUTH-24
- only the necessary portions of the transcript should be ordered;
- include the specific hearing/trial date(s) of the necessary testimony;
- expedited or daily copies are discouraged unless necessary; and
- after approval, email the approved AUTH-24 to the court reporter.



Review the **Special Authorizations** tab. If requested and approved, check the desired boxes to initial approvals.

Basic Info Documents **Special Authorizations** Confirmation

Special Authorizations

	Judge's Initials
A. Appointed Cost % of transcript with Mandatory Documents for the ...	☐ Initial Here.
B. None	☐ Initial Here.
C. Prosecution Opening Statement, Prosecution Argument, Prosecution Rebuttal, Defense Opening Statement, Defense Argument, Voir Dire, Jury Instructions	☐ Initial Here.
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.	☐ Initial Here.

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

Review the **Confirmation** tab. Verify that the **Special Authorizations** are correct. Review the **Public/Attorney Notes**, **Private/Court Notes**, and the **Appointment Notes**. **Approve** or **Reject** the AUTH-24. If rejecting, provide reasons in the **Public/Attorney Notes** field.

CJA-24 Voucher (Voucher for Payment of Transcripts)



CJA-24

Authorization and Voucher for
Payment of Transcript

[Create](#)

Basic Info

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-00210-88-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			
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 is used to pay Court Reporters for transcript services;
- submit the voucher within 30 days of receiving the invoice;
- court reporters must be registered as an Expert in eVoucher with current billing information; and
- include all required supporting documents with the voucher.

*****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 for all 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

IMPORTANT INFORMATION

Guide to Judiciary Policy, Vol. 7A, Ch. 3 **§ 320.30 Transcripts**

§ 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

- 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 to be submitted prior to the proposed travel day.

TRAVEL

Create

Authorization for payment of Travel

Basic Info Authorization Request Documents Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling:

Address of Person Traveling:

Travel From Location:

Travel To Location:

Estimated Dates of Travel:

Travel Requested: *

Estimated Cost:

Instructions for requesting amounts for the travel items:

Airline Tickets via CJA Government Travel Agency:

Ground Transportation:

Subsistence (Hotels & meals):

Other:

Total Estimated Cost:

Total Authorized:

Purpose and Justification:

Court Notes:

Adjust Remove

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Holly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	\$1,400.00	1380.00	Subsistence Max for D.C. is \$580
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	\$1,220.00		

1

Page 1 of 1 (2 items)

<< First < Previous Next >> Last >>

Save

Delete Draft

Audit Assist

Travel Agency to be Used:

National Travel Service (NTS)

National Travel Service (NTS)

707 Virginia Street East

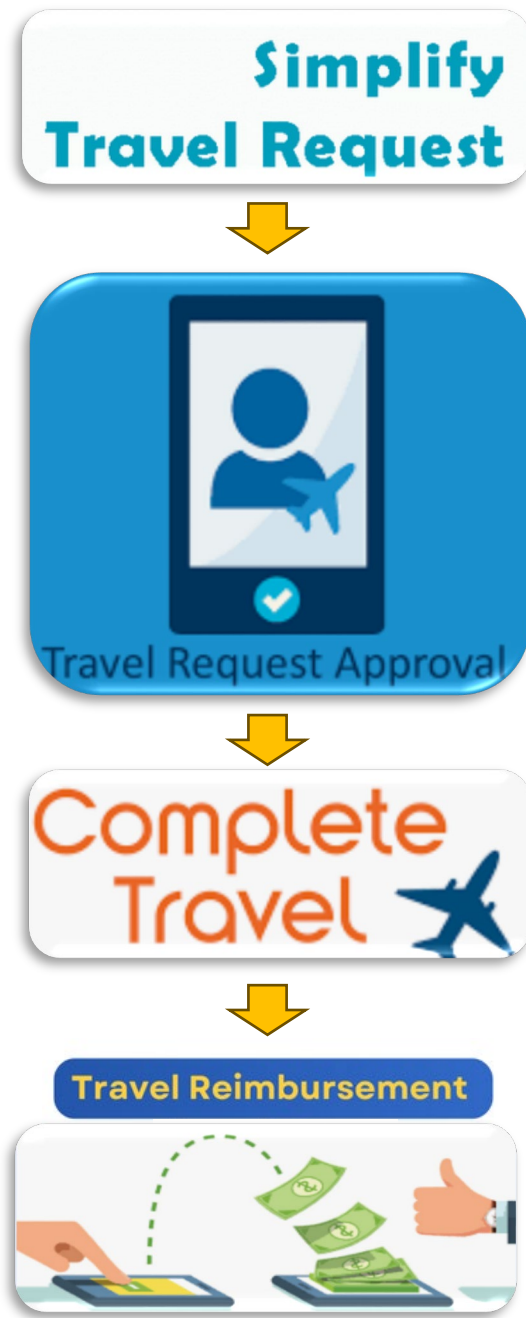
Suite 100

Charleston, WV 25301

Phone: (800) 445-0668

Fax:

Email:

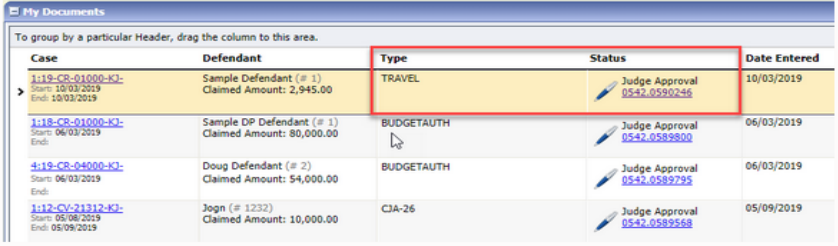


Review of a Travel AUTH

- select the Travel AUTH document number to open the request;
- review details on the Authorization Request tab;
- confirm requested travel expenses and dates;
- to approve as submitted, go to the Confirmation tab and select Approve; and
- to modify approved amounts, select the specific line item requiring adjustment..

Review a TRAVEL Authorization

The presiding judge or their delegate may follow this procedure to review a TRAVEL Authorization.

Step	Action																																						
1	Click on the document number for the TRAVEL Auth to be reviewed.  <table border="1"><thead><tr><th>Case</th><th>Defendant</th><th>Type</th><th>Status</th><th>Date Entered</th></tr></thead><tbody><tr><td>1:19-CR-01000-KJ- Start: 10/03/2019 End: 10/03/2019</td><td>Sample Defendant (# 1) Claimed Amount: 2,945.00</td><td>TRAVEL</td><td>Judge Approval 0542.0590246</td><td>10/03/2019</td></tr><tr><td>1:19-CR-01000-KJ- Start: 06/03/2019 End:</td><td>Sample DP Defendant (# 1) Claimed Amount: 80,000.00</td><td>BUDGETAUTH</td><td>Judge Approval 0542.0589500</td><td>06/03/2019</td></tr><tr><td>4:19-CR-04000-KJ- Start: 06/03/2019 End:</td><td>Doug Defendant (# 2) Claimed Amount: \$4,000.00</td><td>BUDGETAUTH</td><td>Judge Approval 0542.0589795</td><td>06/03/2019</td></tr><tr><td>1:12-CV-21312-KJ- Start: 05/08/2019 End: 05/08/2019</td><td>Jogn (# 1232) Claimed Amount: 10,000.00</td><td>CJA-26</td><td>Judge Approval 0542.0589568</td><td>05/09/2019</td></tr></tbody></table>	Case	Defendant	Type	Status	Date Entered	1:19-CR-01000-KJ- Start: 10/03/2019 End: 10/03/2019	Sample Defendant (# 1) Claimed Amount: 2,945.00	TRAVEL	Judge Approval 0542.0590246	10/03/2019	1:19-CR-01000-KJ- Start: 06/03/2019 End:	Sample DP Defendant (# 1) Claimed Amount: 80,000.00	BUDGETAUTH	Judge Approval 0542.0589500	06/03/2019	4:19-CR-04000-KJ- Start: 06/03/2019 End:	Doug Defendant (# 2) Claimed Amount: \$4,000.00	BUDGETAUTH	Judge Approval 0542.0589795	06/03/2019	1:12-CV-21312-KJ- Start: 05/08/2019 End: 05/08/2019	Jogn (# 1232) Claimed Amount: 10,000.00	CJA-26	Judge Approval 0542.0589568	05/09/2019													
Case	Defendant	Type	Status	Date Entered																																			
1:19-CR-01000-KJ- Start: 10/03/2019 End: 10/03/2019	Sample Defendant (# 1) Claimed Amount: 2,945.00	TRAVEL	Judge Approval 0542.0590246	10/03/2019																																			
1:19-CR-01000-KJ- Start: 06/03/2019 End:	Sample DP Defendant (# 1) Claimed Amount: 80,000.00	BUDGETAUTH	Judge Approval 0542.0589500	06/03/2019																																			
4:19-CR-04000-KJ- Start: 06/03/2019 End:	Doug Defendant (# 2) Claimed Amount: \$4,000.00	BUDGETAUTH	Judge Approval 0542.0589795	06/03/2019																																			
1:12-CV-21312-KJ- Start: 05/08/2019 End: 05/08/2019	Jogn (# 1232) Claimed Amount: 10,000.00	CJA-26	Judge Approval 0542.0589568	05/09/2019																																			
2	The voucher will open to the Basic Info tab. Click on the Authorization Request tab.  TRAVEL Judge Approval [Auditing] [Approval] Flow: Travel Basic Redirect Workflow Def.: Sample Defendant Link to CM/ECF Voucher #: 0542.0590246 Request Date: 10/3/2019 Decision Date: 10/3/2019 Basic Info Authorization Request Documents Confirmation <table border="1"><thead><tr><th>1. CR. DIST. DIV. CODE</th><th>1. PERSON REPRESENTED</th><th>3. APPEALS. DAT. DEF. NUMBER</th><th>4. OTHER. DAT. DEF. NUMBER</th></tr></thead><tbody><tr><td>0542</td><td>Sample Defendant</td><td></td><td></td></tr><tr><th>2. MAG. DAT. DEF. NUMBER</th><th>4. DIST. DAT. DEF. NUMBER</th><th>5. TYPE PERSON REPRESENTED</th><th>10. REPRESENTATION TYPE</th></tr><tr><td>1:19-CR-01000-1-KJ</td><td>1:19-CR-01000-1-KJ</td><td>Adult Defendant</td><td>Criminal Case</td></tr><tr><th>6. IN CASE MATTER OF (Case Name)</th><th>8. FARMEST CATEGORY</th><th></th><th></th></tr><tr><td>USA v. Sample Defendant</td><td>Felony (including pre-trial diversion of alleged felony)</td><td></td><td></td></tr><tr><th>11. OFFENSE(S) CHARGED</th><th></th><th></th><th></th></tr><tr><td>10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS</td><td></td><td></td><td></td></tr></tbody></table>	1. CR. DIST. DIV. CODE	1. PERSON REPRESENTED	3. APPEALS. DAT. DEF. NUMBER	4. OTHER. DAT. DEF. NUMBER	0542	Sample Defendant			2. MAG. DAT. DEF. NUMBER	4. DIST. DAT. DEF. NUMBER	5. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	1:19-CR-01000-1-KJ	1:19-CR-01000-1-KJ	Adult Defendant	Criminal Case	6. IN CASE MATTER OF (Case Name)	8. FARMEST CATEGORY			USA v. Sample Defendant	Felony (including pre-trial diversion of alleged felony)			11. OFFENSE(S) CHARGED				10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS									
1. CR. DIST. DIV. CODE	1. PERSON REPRESENTED	3. APPEALS. DAT. DEF. NUMBER	4. OTHER. DAT. DEF. NUMBER																																				
0542	Sample Defendant																																						
2. MAG. DAT. DEF. NUMBER	4. DIST. DAT. DEF. NUMBER	5. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE																																				
1:19-CR-01000-1-KJ	1:19-CR-01000-1-KJ	Adult Defendant	Criminal Case																																				
6. IN CASE MATTER OF (Case Name)	8. FARMEST CATEGORY																																						
USA v. Sample Defendant	Felony (including pre-trial diversion of alleged felony)																																						
11. OFFENSE(S) CHARGED																																							
10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS																																							
3	On the Authorization Request tab, review travel requested. To approve the travel authorization as submitted, go to the Confirmation tab and click the Approve button. To adjust the amount approved on the travel authorization, select the line item to be adjusted.  <table border="1"><thead><tr><th>Traveler</th><th>Travel From</th><th>Travel To</th><th>Travel Dates</th><th>Purpose and Justification</th><th>Estimated</th><th>Authorized</th><th>Court Notes</th></tr></thead><tbody><tr><td>Molly Mitgation</td><td>Phoenix, AZ</td><td>Washington D.C.</td><td>11/1/19-11/4/19</td><td>Mitigation Interviews</td><td>\$1,400.00</td><td></td><td></td></tr><tr><td>Ingrid Investigator</td><td>Phoenix, AZ</td><td>Orlando, FL</td><td>10/15/19-10/18/19</td><td>Locate and interview witnesses</td><td>\$1,220.00</td><td></td><td></td></tr></tbody></table> Type the dollar amount to be approved in the Total Authorized field, and if needed, type any notes in the Court Notes text box. Request For Travel* * Required Fields Name and Title of Person Traveling: Molly Mitgation Address of Person Traveling: a Travel From Location: Phoenix, AZ Travel To Location: Washington D.C. Estimated Dates of Travel: 11/1/19-11/4/19 <table border="1"><thead><tr><th>Travel Requested: *</th><th>Estimated Cost:</th></tr></thead><tbody><tr><td>Airline Tickets via CJA Government Travel Agency:</td><td>700.00</td></tr><tr><td>Ground Transportation:</td><td>100.00</td></tr><tr><td>Subsistence (Hotels & meals):</td><td>600.00</td></tr><tr><td>Other:</td><td></td></tr><tr><td>Total Estimated Cost:</td><td>1400.00</td></tr><tr><td>Total Authorized:</td><td>1380.00</td></tr></tbody></table> Instructions for requesting amounts for the travel items: 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. Purpose and Justification: Mitigation Interviews Court Notes: Subsistence Max for D.C. is \$580 Adjust Remove * All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.	Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes	Molly Mitgation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	\$1,400.00			Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	\$1,220.00			Travel Requested: *	Estimated Cost:	Airline Tickets via CJA Government Travel Agency:	700.00	Ground Transportation:	100.00	Subsistence (Hotels & meals):	600.00	Other:		Total Estimated Cost:	1400.00	Total Authorized:	1380.00
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes																																
Molly Mitgation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	\$1,400.00																																		
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	\$1,220.00																																		
Travel Requested: *	Estimated Cost:																																						
Airline Tickets via CJA Government Travel Agency:	700.00																																						
Ground Transportation:	100.00																																						
Subsistence (Hotels & meals):	600.00																																						
Other:																																							
Total Estimated Cost:	1400.00																																						
Total Authorized:	1380.00																																						

Review of a Travel AUTH

- review the Documents tab for required supporting documentation;
- upload additional documents, if needed;
- to upload;
 - Select Browse and locate the file;
 - Enter a document description;
 - Click Upload;
- documents must be;
 - PDF format;
 - 10 MB or less;

Adjustments will be displayed in the grid below.

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	\$1,400.00	1380.00	Subsistence Max for D.C. is \$580
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	\$1,220.00		

Review the Documents tab to view supporting documentation that may have been uploaded.

TRAVEL Voucher Review

[Auditing] [Approval]
Flow: Travel Basic
[Redirect Workflow](#)
Def.: Sample Defendant

[Link to CM/ECE](#)

Voucher #: 0970.0876209
Request Date: 9/13/2019
Decision Date: 9/13/2019

Amount Claimed: \$1900.00

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

Supporting Documents

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

File

Description

☒ Mark as Private

Priv.	Description	Delete	View	Visibility
!	Misc Travel Document Attached	Delete	View	Make Public

< >

<< First < Previous Next > Last >>

Additional documents may be uploaded as needed. To upload a document, click **Browse** and navigate to the document. Next, type a description of the document in the **Description** field and click **Upload**.

Note: Documents must be in PDF format and 10 MB or less in size.

TRAVEL Attorney Entry

Def.: Lenny Baskin, Sr.
[Link to CM/ECE](#)

Voucher #:
Request Date:
Decision Date:

Amount Claimed: \$0.00

Supporting Documents

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

File

Description

Description	Delete	View
No Attachments		

Review of a Travel AUTH

- review the Confirmation tab to verify approval details;
- to approve;
 - select “I hereby approve/disapprove this Authorization”;
 - Click Submit;
- to reject;
 - Enter the reason in Public/Attorney Notes;
 - Select the approval/disapproval checkbox;
 - Click Reject;
- Successful submission will display a confirmation message.

On the **Confirmation** tab, ensure that all travel approvals for this document are properly reflected on the page. If the document is accurate, check the box next to “I hereby approve/disapprove this Authorization”, then click **Submit**.

If rejecting, provide reason in the **Public/Attorney Notes** field. Check the box next to “I hereby approve/disapprove this Authorization”, then click **Reject**.

REQUESTS FOR TRAVEL							
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	\$1,400.00	\$1,380.00	Subsistence Max for D.C. is \$580
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	\$1,220.00		
TOTALS:					\$2,620.00	\$2,600.00	

I SWEAR OR AFFIRM THE TRUTH OR CORRECTNESS OF THE ABOVE STATEMENTS

Signature of Attorney: Eugene Snapp /s/ _____ Date Signed: 09/30/2019 15:00:29

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

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

Public/Attorney Notes
Private/Court Notes
Appointment Notes

☐ I hereby approve/disapprove this Authorization
Date: _____

Approve **Reject**

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

Note: If amount not entered on Authorization Request tab amount is approved as submitted.

If there are no errors or warnings associated with the document, a success message will be displayed indicating that the document has been submitted.

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0876209

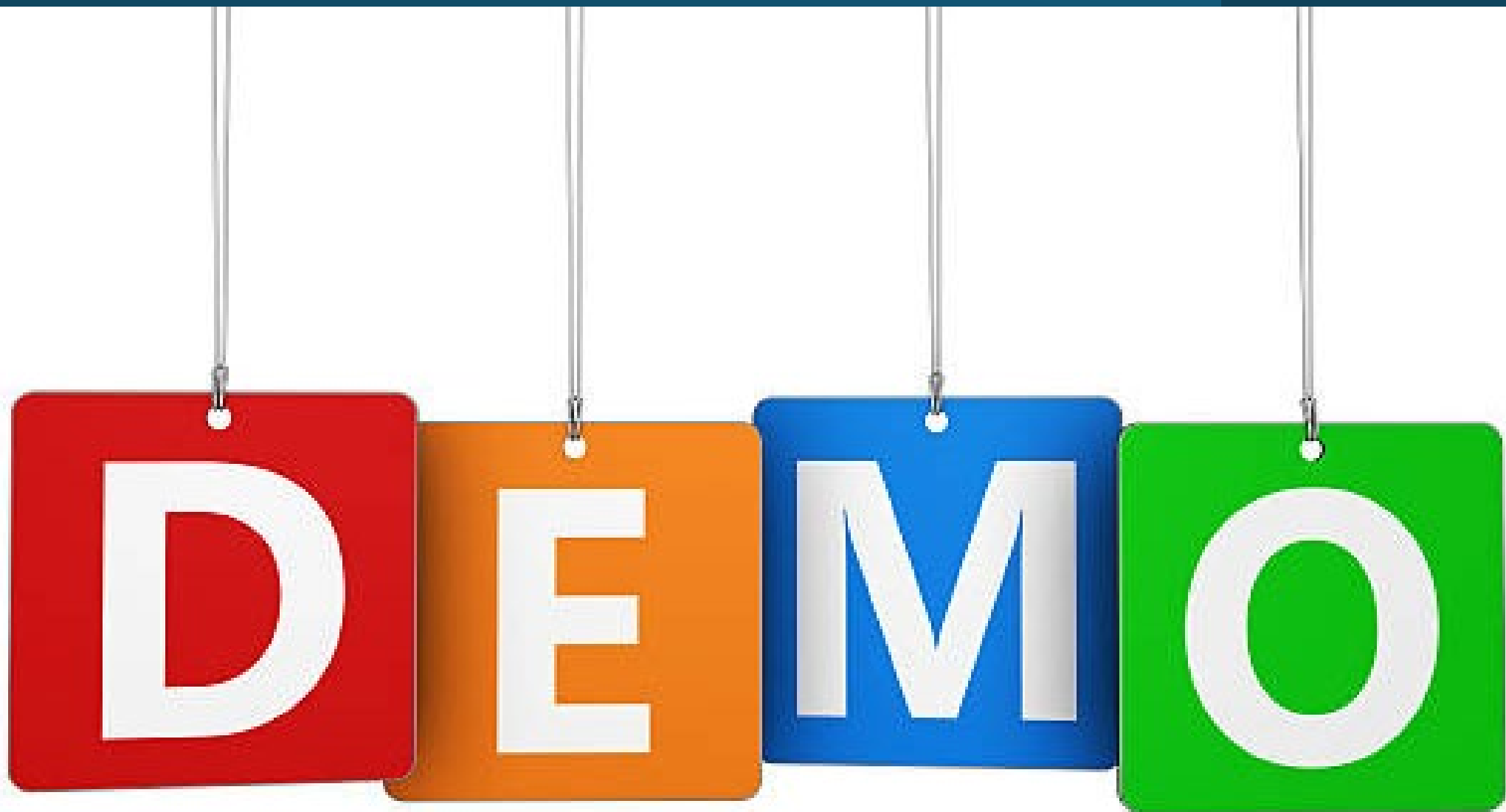
Back to:
[Home Page](#)





**5 MIN
BREAK**

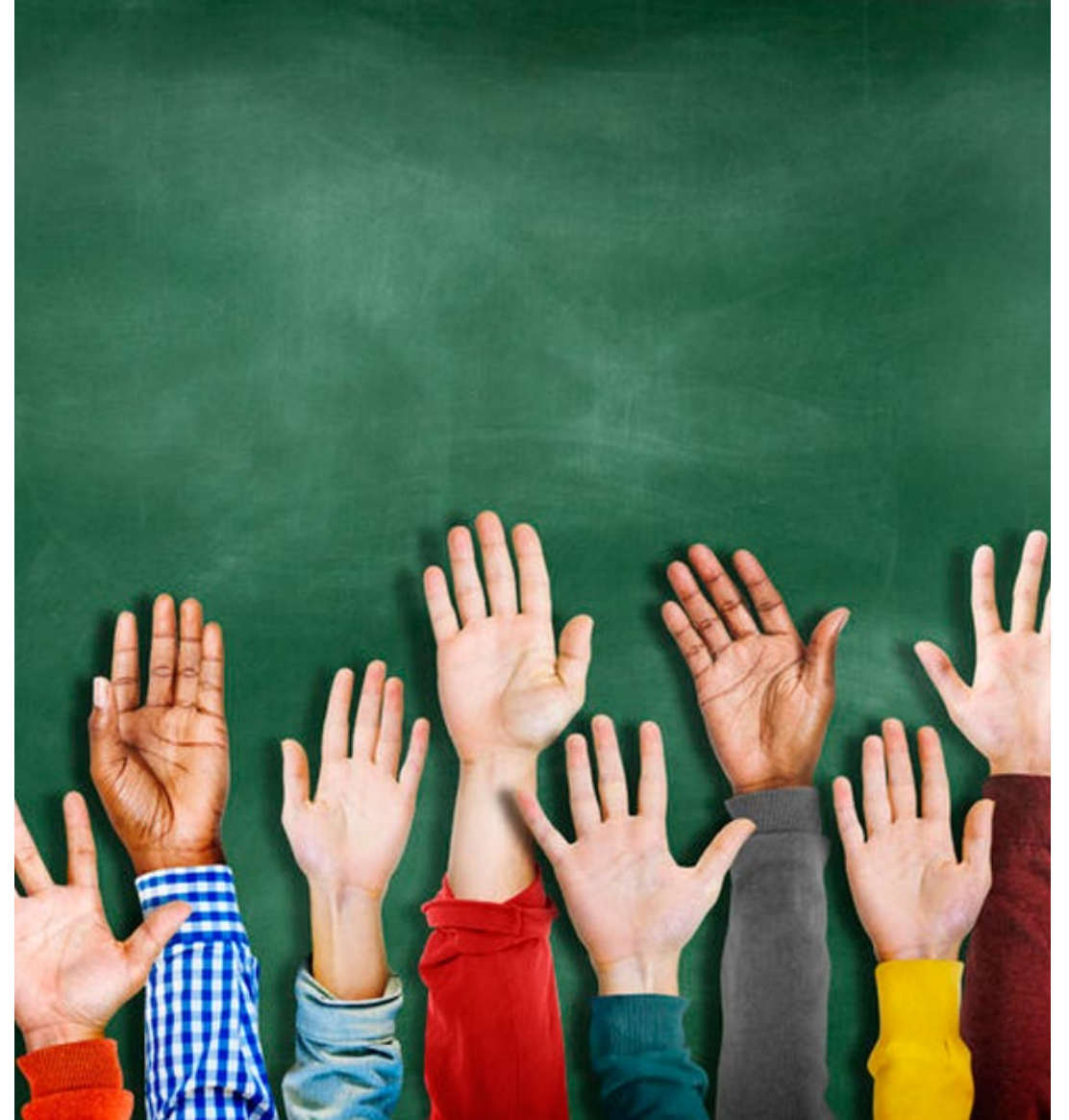




DEMO

The image features the word "DEMO" in a bold, sans-serif font. Each letter is contained within a square of a different color: 'D' is red, 'E' is orange, 'M' is blue, and 'O' is green. The letters have a slight 3D effect with shadows. They are suspended by thin white strings from above, giving the impression of hanging signs. The background is a solid white, framed by a dark blue border at the top and bottom.

By a show of virtual hands, who feels more confident using CJA eVoucher?





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;
- www.ca3.uscourts.gov/case-budgeting.

Case Budgeting Resources

SCHEDULE A CONSULTATION



Renee Hurtig Edelman
Case Budgeting Attorney for the Third Circuit
Office of the Circuit Executive
(267) 232-0210
renee_edelman@ca3.uscourts.gov



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.



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.

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

Appointment Info

[Edit Appointment](#) [Delete](#) [Add Associate](#)

1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Bob Smith	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-05555-101-AA	5. APPEALS. DKT/DE
7. IN CASE/MATTER OF(Case Name) USA v. Bob Smith	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REI Adult Defendant
11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF STATUS AS INSURED BANK		
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 ☐ A Associate ☐ L Learned Counsel (Capital Only) ☐ S Pro Se ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding J Albert Albertson Date of Order 10/9/2023
14. LAW FIRM NAME AND MAILING ADDRESS		

IMPORTANT



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>



- Attorney Instructions for Entering Associate Attorney Services
- CJA eVoucher
- CJA eVoucher Attorney User Manual (Release 6.11)
- CJA eVoucher PowerPoint Presentation
- CJA Rates
- CJA 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

- Acceptance of Fees Policy
- Updated Interpreter 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
- Virgin Islands CJA Plan



Financial Services Contacts for CJA eVoucher



Shervin T. Clarke
Financial Supervisor
CJA eVoucher Payment Certifier
Shervin_Clarke@vid.uscourts.gov
(340) 775-8015

Shaneka Carter
Procurement & Financial Specialist
CJA eVoucher 1st Level Reviewer
Shaneka_Carter@vid.uscourts.gov
(340) 775-8016

Deanne Schneider
Budget Analyst
CJA eVoucher System Administrator
Deanne_Schneider@vid.uscourts.gov
(340) 775-8017



End of Presentation



Any Questions?



