



# District Court of the Virgin Islands

## CJA eVoucher

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Attorney User Manual

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## FAQs/Tips for Success

1. **Accessing eVoucher-** This is the link to District Court of the Virgin Islands CJA eVoucher page on the Court's website: <https://www.vid.uscourts.gov/criminal-justice-act-info>. You may also access CJA eVoucher by using the following link: [https://evadweb.ev.uscourts.gov/CJA\\_vix\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_vix_prod/CJAeVoucher/).
2. **Mailing Address-** The Panel Attorney is responsible for maintaining current contact information in eVoucher. Attorneys should verify their mailing address for accuracy. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in the eVoucher Profile.
3. **Phone Number-** The eVoucher contact profile includes a spot for both 'Phone' and 'Cell phone'. However, only the number in the 'Phone' field appears on the screen that is viewable by the court during the rotational appointment process. Attorneys should enter in the 'Phone' field the phone number they would like to receive calls for appointments. This information is not public; it is viewable only by the attorney and the court staff.
4. **Address or Phone number change-** Be sure to update any changes in address or telephone number. The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Landing Page, "My Profile").
5. **Periodic saving-** The eVoucher program only recognizes 'action' items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your input.
6. **Claims for services-** Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously. Vouchers should be submitted **45 days** after the last day of service. Attorneys are encouraged to submit vouchers for service providers in a timely manner.
7. **Billing Information-** The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding their Social Security Number or EIN. Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and 1099s will be issued under the SSN/EIN as it appears in the Profile.

Self-Employed : the Panel Attorney does not work for a firm and/or the taxable income associated with these CJA payments shall be reported to the IRS and on a 1099 with the attorney's name and SSN. To select, a valid SSN must first be entered in the Attorney Info section.


Firm : the Panel Attorney is performing CJA services as an employee of a firm (Pre-Existing Agreement). Enter the EIN number for the firm. Payments will be made to the attorney whose name and address is listed in the Attorney Info section and 1099's will be sent to the firm listed in the Billing Info section.


Associate : the attorney is not the appointed counsel in the case, but is providing services in support of appointed counsel in the case. Work performed by the associate is claimed by and paid to the appointed counsel.

8. **Panel Attorney has accepted the appointment. What's next?** Upon the acceptance of a CJA appointment, the Court creates the appointment in eVoucher. eVoucher will generate an e-mail to the Panel Attorney confirming the appointment. When the Panel Attorney accesses eVoucher, pending appointments will appear in the 'Appointments List' box of the landing page. Select the case by clicking on the hyper-link. Along the left column, click 'Create CJA-20'. Basic Info page - review for correctness. Confirm that billing information as displayed in the Payment Info (blue area at the bottom) is accurate. Claims should be entered contemporaneously on the 'Services' and 'Expenses' pages for work performed from the date of the appointment up to case conclusion. Once the CJA-20 is created, it will appear in the 'My Active Documents' box on the Landing Page. Return to this section to input claims. [\(The Court is not able to see or access the CJA-20/30 voucher while it is in progress with the attorney.\)](#)
9. **Using an Interpreter or Other Expert-** Experts are reimbursed via a CJA- 21, which the attorney completes and submits on behalf of the expert. Any service over \$1,000, excluding expenses, must be pre-approved. Attorneys should submit an AUTH in CJA- eVoucher for pre-approval of expert services.
10. **My CJA 21 voucher is still appearing in "My Active Documents"**- CJA-21 is a two-step process: 1) The attorney creates the CJA21 voucher on behalf of the expert. Upon submitting it electronically, it will appear in the "My Active Documents" window on the attorney's landing page. 2) Select it, navigate to the Confirmation page, and approve the voucher. It will be submitted electronically to the court. This is the attorney's certification that the work was performed by the expert.
11. **Requesting transcripts-** To obtain court approval for the court reporter to produce a transcript, the panel attorney must submit an Auth-24 in the eVoucher system.
12. **Receipts-** Appointed counsel must itemize each expense for which reimbursement is claimed on each calendar day of travel. Supporting documentation (e.g., receipts, canceled checks) must be provided, where practical, for all travel expenses and for any other expense in excess of \$50. An invoice is not considered proof of payment.
13. **Yellow Highlighted Item in Inbox-** An entry in 'My Active Documents' appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an e-mail via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.

My Active Documents			
To group by a particular Header, drag the column to this area. Search:			
Case	Defendant	Type	Status
5:14-CR-0004... Start: 06/13/2014 End: 06/13/2014	John Robinson (... Claimed Amount...	CJA-20 Test Attorney	Voucher Entry 0206.0000012 SUPPLEMENTAL PAYMENT

14. **Error regarding dates-**

 The date of this voucher is before the Appointment Date.

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

If you receive either of the above errors, navigate to the Claim Status section of the voucher. The start date appearing on this page is the date of the appointment. This is the earliest date for which claims can be submitted. The end date is the final date on which expenses relative to the appointment were incurred. To resolve the errors above, verify that claims on the Services and Expenses sections do not fall outside of the date range on the Claim Status page. If you are not able to resolve the error, contact the Court.

Basic Info

Services

Expenses

Claim Status

Documents


Confirmation

Claim Status

Start Date

6/13/2014


\*



End Date

6/13/2014

\*



## Introduction

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

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

Attorneys are required to create and submit vouchers for their service providers and associates. The program includes the following modules:

### Panel Management

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

### Voucher and Authorization Request Submission

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

### Browser Compatibility

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

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## Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program. The attorney must log in and accept the appointment within 24 hours of receipt of the email. Occasionally, you may receive a telephone call, notifying you of the appointment.

## Accessing the CJA eVoucher Program

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

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

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

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

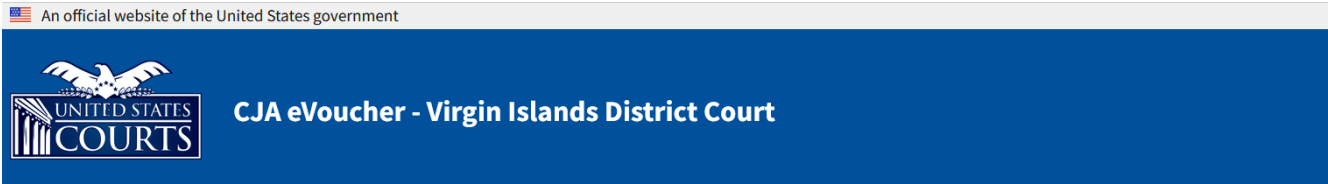
<https://login.gov/create-an-account/>



# Creating a Login.gov Account

Step 1

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



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

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

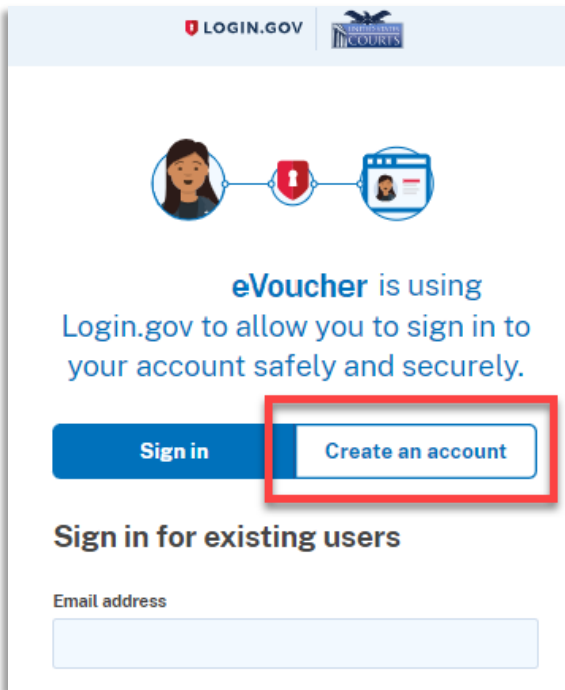


## Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
[Learn about the Login.gov sign in process.](#)

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



**Step 2**The screenshot shows the Login.gov interface. At the top, there are logos for LOGIN.GOV and the District Court of the Virgin Islands. Below the logos is a diagram showing a person's profile, a red shield with a white 'i' (information), and a computer monitor displaying a user profile. The text reads: "eVoucher is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". The "Create an account" button is highlighted with a red rectangular box. Below the buttons, the text "Sign in for existing users" is displayed. Underneath, there is a label "Email address" followed by a light blue input field.

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

**Step 3**

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

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

#### Step 4

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

[Sign in](#) [Create an account](#)

**Create an account for new users**

Enter your email address

**davidattorney210@gmail.com**

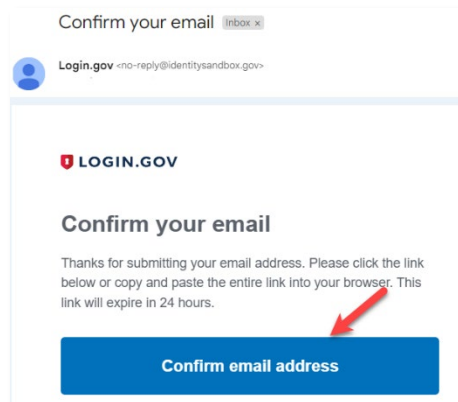
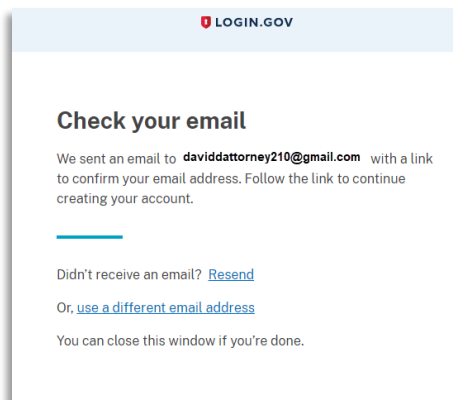
Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default) ☐ Español ☐ Français

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

[Submit](#)

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



**Step 5**

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

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

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

## Adding an Authentication Method

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






**Step 1**

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

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

Authentication method setup

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

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

Continue

**Step 2**

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

**Add a phone number**

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

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

Phone number

How you'll get your code

☒ Text message (SMS) ☐ Phone call

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

**Send code**

[Mobile terms of service](#)

**Step 3**

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

**Enter your one-time code**

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

One-time code  
Example: 123456

☐ Remember this browser

**Submit**

[Send another code](#)

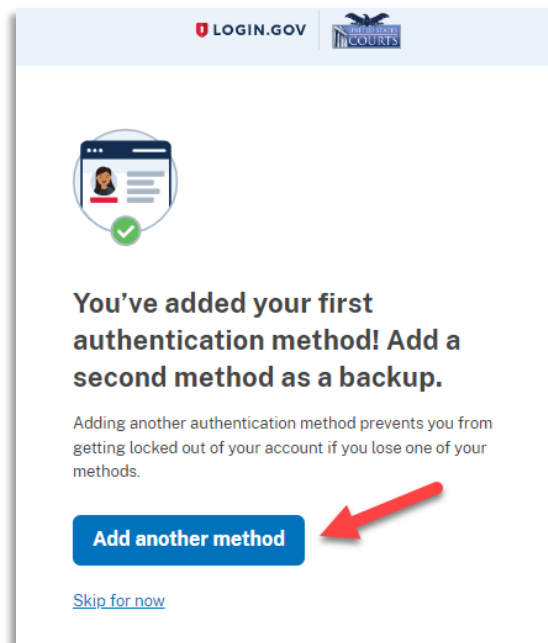
Having trouble? Here's what you can do:

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

**Step 4**

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

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



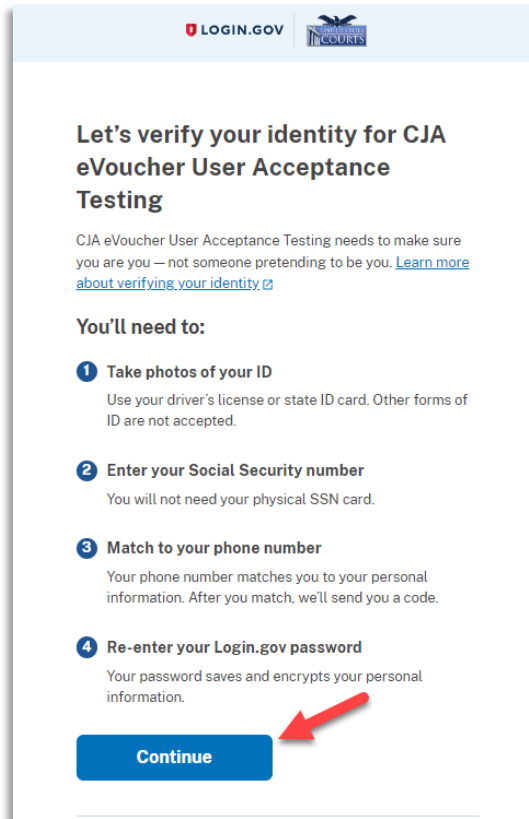
## Identity Verification

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

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

### Step 1

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



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and the District Court of the Virgin Islands. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose of the testing and includes a link "Learn more about verifying your identity". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's licenses or state ID cards are accepted), 2. Enter your Social Security number (with a note that a physical SSN card is not needed), 3. Match to your phone number (with a note about receiving a code after matching), and 4. Re-enter your Login.gov password (with a note about password encryption). At the bottom, there is a blue "Continue" button, which is highlighted by a red arrow.

LOGIN.GOV

Let's verify your identity for CJA eVoucher User Acceptance Testing

CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)

**You'll need to:**

- 1 Take photos of your ID**  
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number**  
You will not need your physical SSN card.
- 3 Match to your phone number**  
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password**  
Your password saves and encrypts your personal information.

**Continue**



Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.  
Choose an option for adding your identification information. One option is to upload photos of your ID from your phone,

The screenshot shows the 'How verifying your identity works' screen. At the top is a progress bar with five steps: 'Getting started' (completed), 'Verify your ID' (current step), 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'How verifying your identity works'. Below it, it says 'Identity verification happens in two parts:'. The first part is 'Verify your identity', where it says 'We'll ask for your personal information to verify your identity against public records.' The second part is 'Secure your account', where it says 'We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.' Below this, there is a checkbox that is checked, with the text: 'By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.' This checkbox area is highlighted with a red rectangle. Below the checkbox is a link: 'Learn more about our privacy and security measures'. At the bottom is a blue 'Continue' button, which is pointed to by a red arrow.

Step 3

and the other option is to upload them directly from your computer.

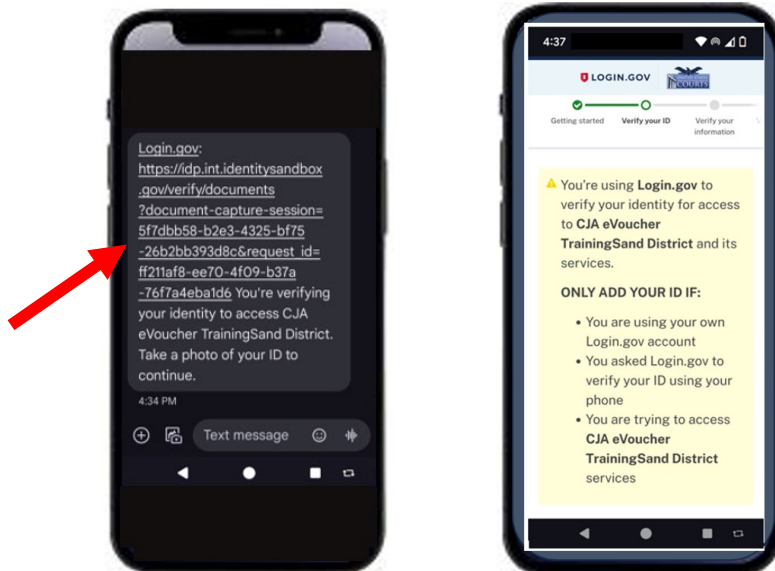
The screenshot shows the 'How would you like to add your ID?' screen. At the top is the 'LOGIN.GOV' logo and a 'Secure' badge. Below it is a progress bar with five steps: 'Getting started' (completed), 'Verify your ID' (current step), 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'How would you like to add your ID?'. Below it, it says 'We'll collect information about you by reading your state-issued ID.' There are two options. The first is 'Recommended' with a 'Use your phone to take photos' icon. It says 'You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.' Below this is a 'Phone number' field with a dropdown menu and a 'Send link' button. The second option is 'Continue on this computer' with a laptop icon. It says 'Don't have a phone? Upload photos of your ID from this computer.' Below this is an 'Upload photos' button. At the bottom left is a 'Cancel' link.

## Option 1: Upload photos from phone (recommended)

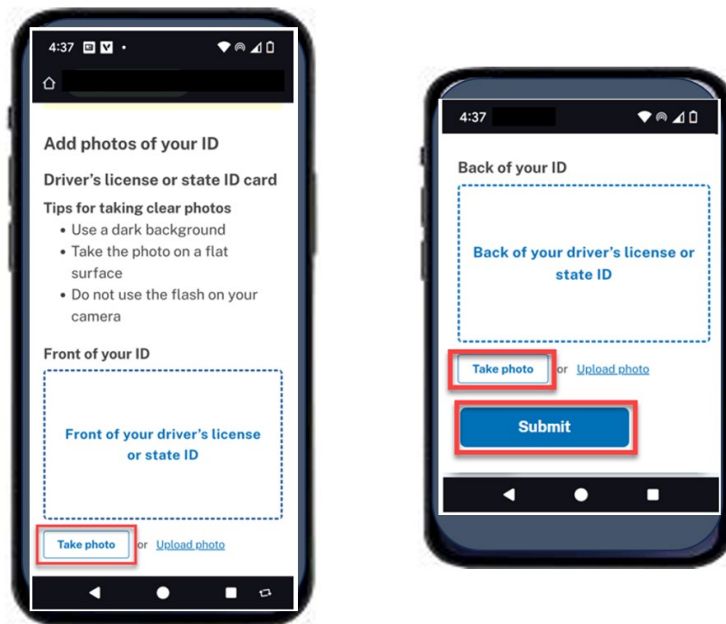
### Option 1

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

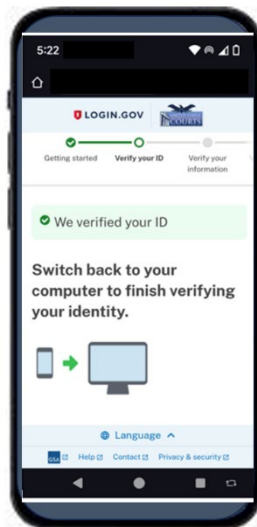
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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



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

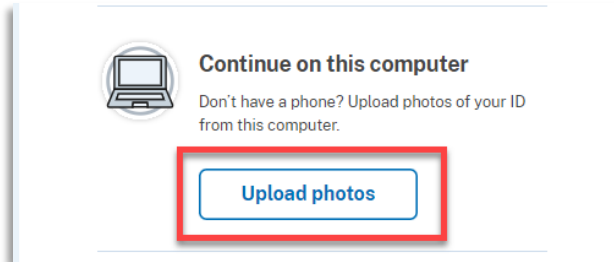


Continue to step 4 to complete the identity verification process.

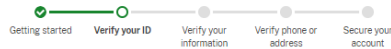
## Option 2: Upload photos from your computer

### Option 2

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



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



### Add photos of your ID

#### Driver's license or state ID card

##### Tips for taking clear photos

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

##### Front of your ID

Must be a JPG or PNG

#### Front of your driver's license or state ID

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

##### Back of your ID

Must be a JPG or PNG

#### Back of your driver's license or state ID

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



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

**Step 4**

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

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

LOGIN.GOV

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

✓ We verified your ID

### Enter your Social Security number

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

**Don't have a Social Security number?**

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

**Social Security number**  
Example: 123-45-6789

.....

☐ Show Social Security number

**Continue**

### Step 5

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

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

### Step 6

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

**Step 7**

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

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

### Enter your one-time code

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

**One-time code**  
Example: 123ABC

**Submit**

**Step 8**

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

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

✓ We verified your phone number

### Re-enter your Login.gov password

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

**Password**

[Show password](#)   [Forgot password?](#)

**Continue**

**Step 9**

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

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, and the fifth is marked with a green circle. Below the progress bar is a green box with a checkmark and the text 'We secured your verified information'. The main heading is 'Save your personal key'. Below this is a red shield icon with a white box containing the text 'VGCH - MCDA - CGYR - HAX8'. Below the shield, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM'. There are three links: 'Copy', 'Download (text file)', and 'Print'. Below these links is a section titled 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone.' followed by a paragraph: 'If you reset your password without your personal key, you'll need to verify your identity again.' and a link 'Learn more about the personal key'. Below this is a checkbox labeled 'I saved my personal key in a safe place.' which is highlighted with a red box. At the bottom is a blue 'Continue' button with a red arrow pointing to it.

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

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

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

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

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

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

[Learn more about the personal key](#)


☐ I saved my personal key in a safe place.

**Continue**



**Step 10**

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



**Connect your verified information  
to CJA eVoucher TrainingSand  
District**

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

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

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

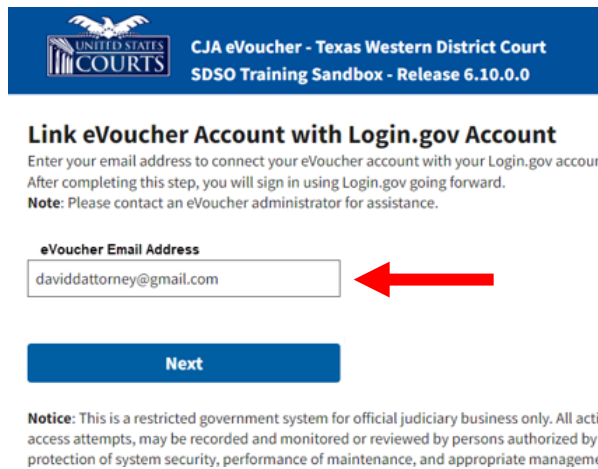
**Agree and continue**

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

## Linking Your eVoucher Account to Your Login.gov Account

### For **NEW** Login.gov accounts:

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

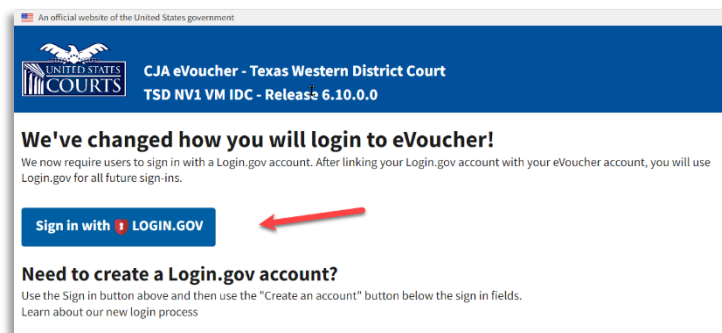


The screenshot shows the 'Link eVoucher Account with Login.gov Account' page. At the top is the header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header is the title 'Link eVoucher Account with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

### For **EXISTING** Login.gov accounts:

#### Step 1

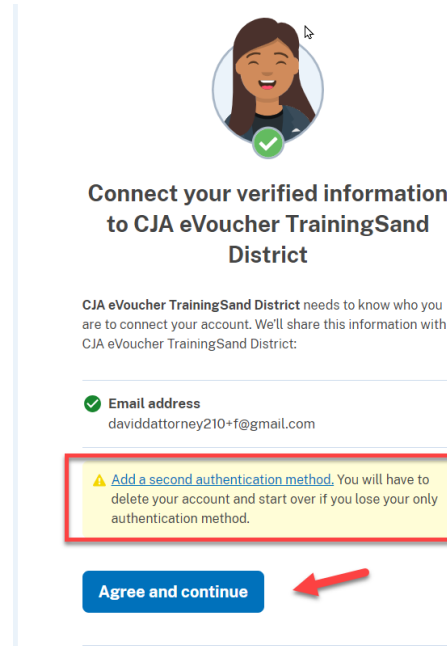
From your (default) court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



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

## Step 2

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



**Connect your verified information to CJA eVoucher TrainingSand District**

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

✓ Email address  
davidattorney210+f@gmail.com

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

**Agree and continue**

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

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

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

**Link eVoucher Account with Login.gov Account**

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

**Note:** Please contact an eVoucher administrator for assistance.

eVoucher Email Address  
davidattorney@gmail.com

**Next**

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

## Linking Your Accounts Using Your Single Login Profile (SLP) Email Address and Password

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

### Step 1

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

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

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

**eVoucher Email Address**

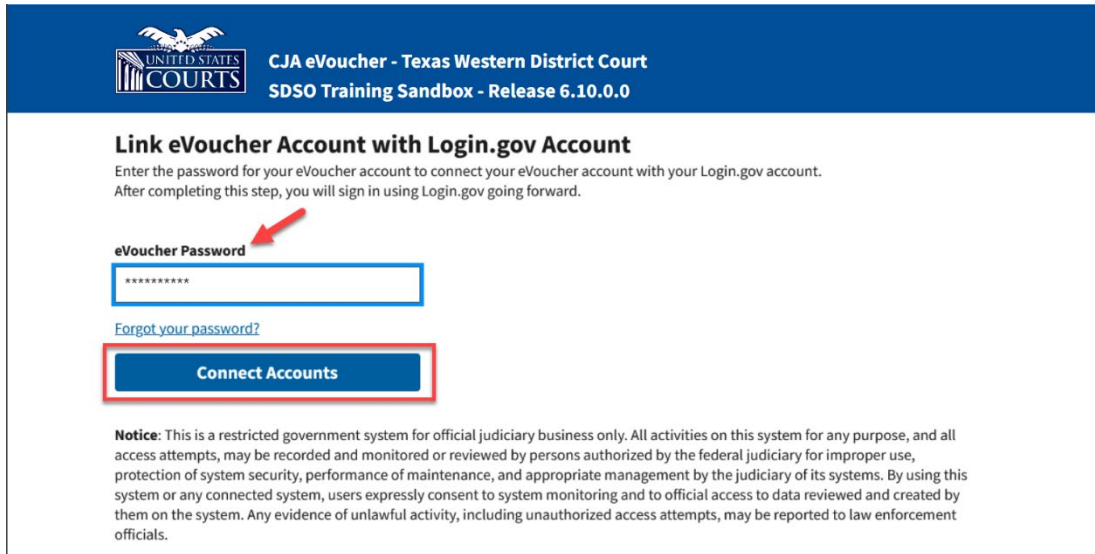
davidattorney@firm.com

**Next**

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

## Step 2

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



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

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

eVoucher Password

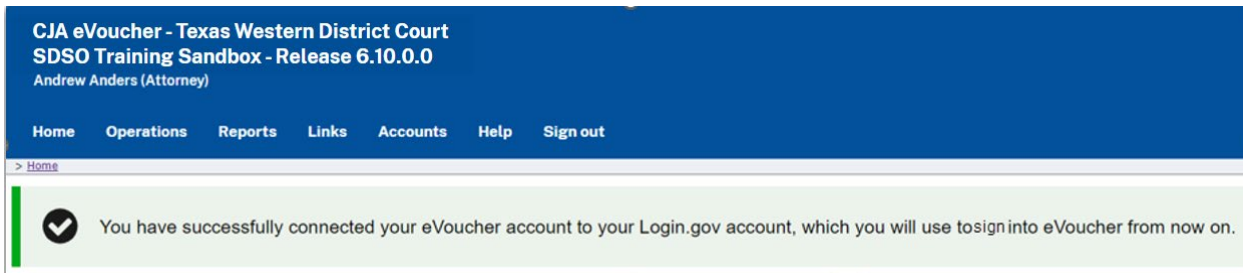
[Forgot your password?](#)

**Connect Accounts**

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

## Step 3

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



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

Home Operations Reports Links Accounts Help Sign out

> Home

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

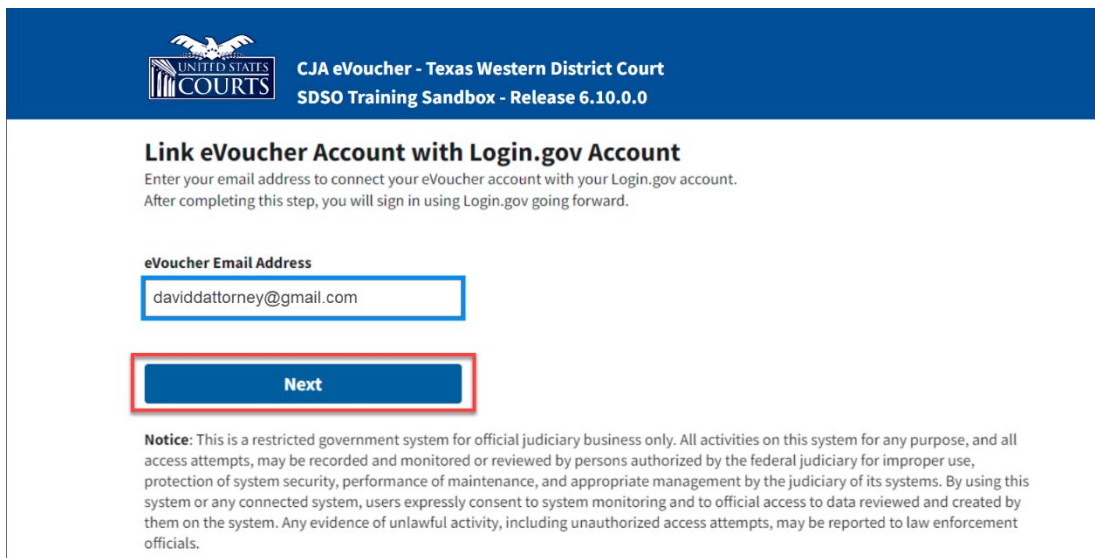
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – New User

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

### Step 1

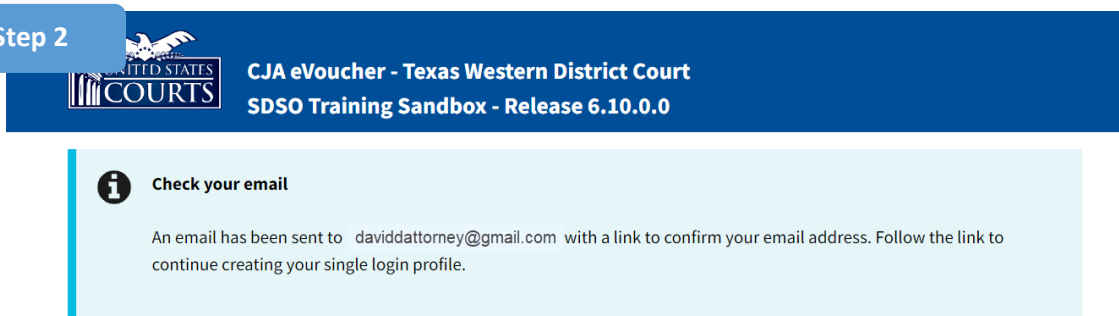
Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



The screenshot shows the 'Link eVoucher Account with Login.gov Account' page. At the top, there is a header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, the main heading is 'Link eVoucher Account with Login.gov Account'. Underneath, it says 'Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.' There is a text input field labeled 'eVoucher Email Address' containing the email 'davidattorney@gmail.com'. Below the input field is a blue button labeled 'Next', which is highlighted with a red rectangular border. At the bottom, there is a 'Notice' section with a disclaimer about the restricted government system.

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

### Step 2



The screenshot shows the 'Check your email' message box. At the top, there is a header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, there is a light blue message box with an information icon (i) and the heading 'Check your email'. The message text says: 'An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.'

### Step 3

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

Dear David D Attorney,

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

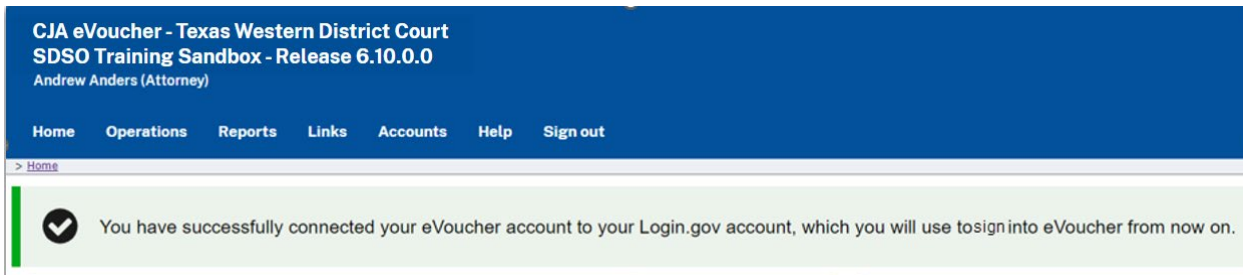
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov)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

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

Regards,  
District of Texas Western

### Step 4

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



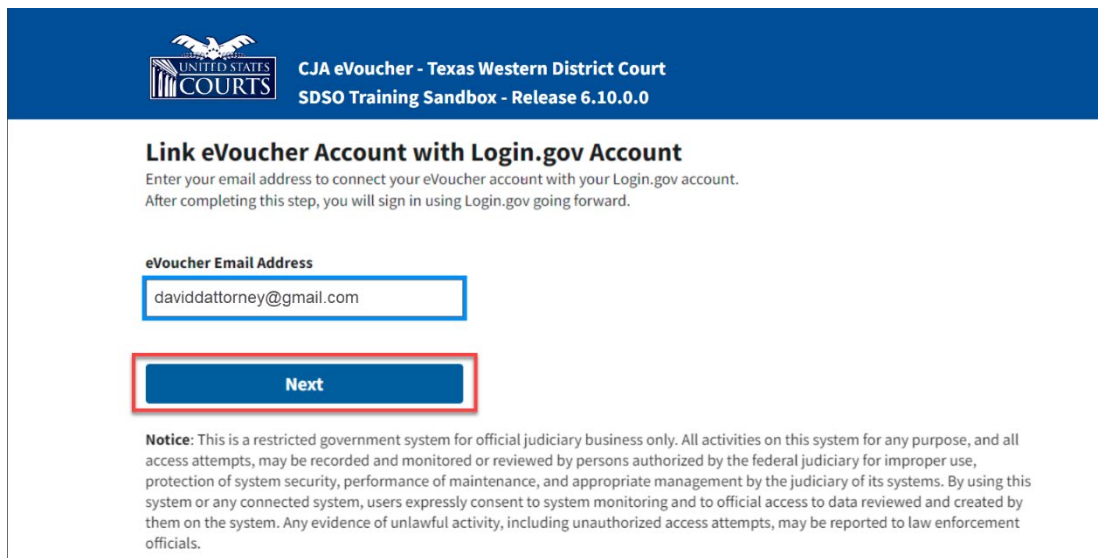
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – Existing User

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

### Step 1

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



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

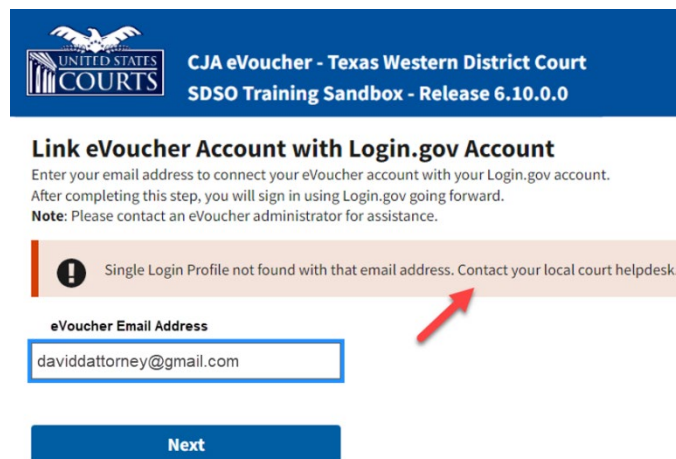
**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

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

### Step 2

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



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

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

**eVoucher Email Address**  
davidattorney@gmail.com

**Next**



### Step 3

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

Dear David D Attorney,

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

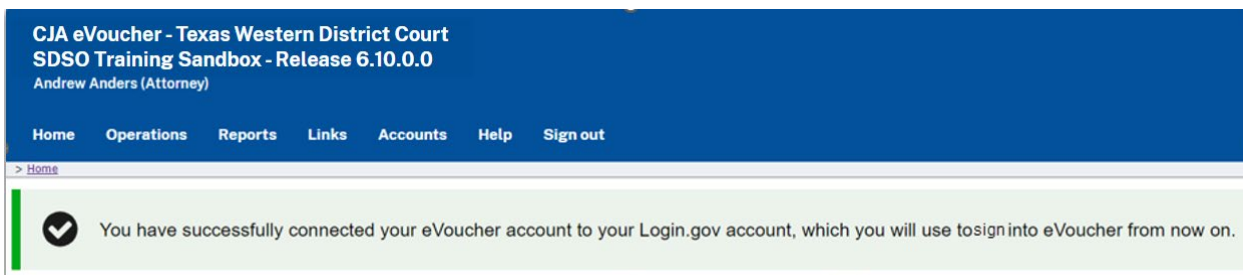
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov)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

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

Regards,  
District of Texas Western

### Step 4

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



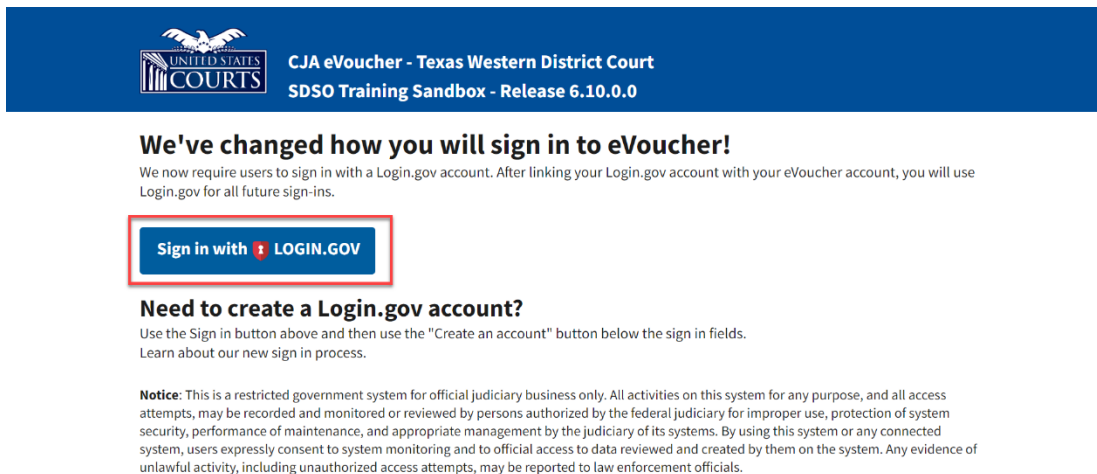
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Signing In to eVoucher

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

### Step 1

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



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

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

**Sign in with LOGIN.GOV**

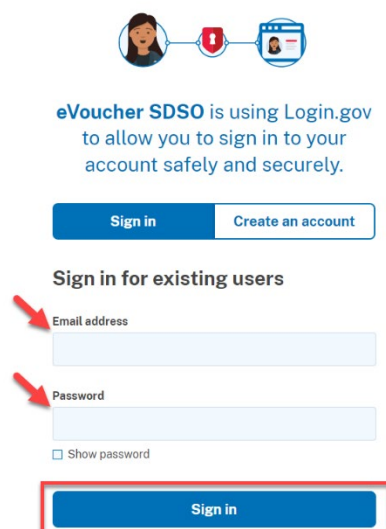
**Need to create a Login.gov account?**

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

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

### Step 2

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



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

**Sign in** **Create an account**

**Sign in for existing users**

Email address

Password

☐ Show password

**Sign in**

Step 3

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

### Enter your one-time code

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

**One-time code**  
Example: 123ABC

Submit

[Send another code](#)

Login.gov directs you to your default court's eVoucher home page.

CJA eVoucher - Texas Western District Court

SDSO Training Sandbox - Release 6.10.0.0

David Attorney (Attorney)

Home

Operations

Reports

Links

Help

Sign out

> [Home](#)

My Active Documents

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

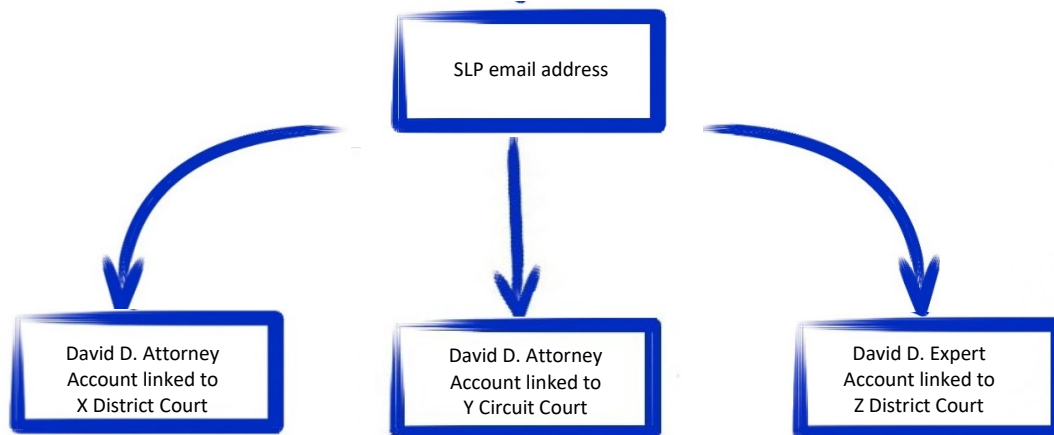
Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-FF	Robert Chedwick (# 1)	CRIM		04/04/2014

## Single Login Profile (SLP)

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

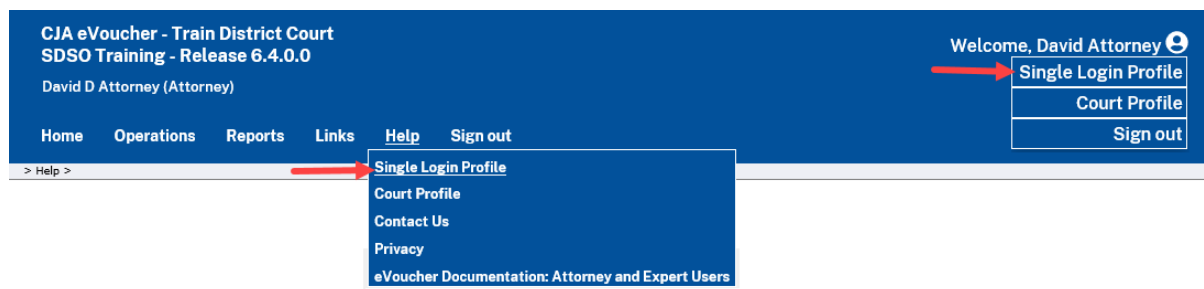
### Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

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

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



# Editing Your SLP

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

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

HomeOperationsReportsLinksAccountsHelpSign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information

–

First nameMiddle nameLast nameSuffix

Andrew-Anders-

Edit

Email address

aandersattorney+10@gmail.com

Edit

Password

LOGIN.GOV

Linked eVoucher Accounts

+

# Modifying Your Name

Step 1

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

Single Login Profile – Andrew Anders

Account Information

–

First nameMiddle nameLast nameSuffix

Andrew-Anders-

Edit

Step 2

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

Single Login Profile – Andrew Anders

Account Information

First name

Middle name

Last name

Suffix

Andrew

Anders

Cancel

Save changes

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

# Updating Your SLP Email Address

Step 1

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

Email address  
aandersattorney+10@gmail.com

Edit

Step 2

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

Single Login Profile – Andrew Anders

Account Information

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

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

Email address

aandersattorney+10@gmail.com

Confirm email address

aandersattorney@gmail.com

Cancel

Save changes

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

## Updating Your SLP Password

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

Help > [Single Login Profile](#)

[Back to List](#) [Edit User](#) [Assign Roles](#) Single Login Profile

### Single Login Profile – Morales Attorney


Account Information

First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	<a href="#">Edit</a>

Email address

MoralesAttorney210@gmail.com
[Edit](#)

Password



**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help>.

## Linked eVoucher Accounts

### Step 1

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

Single Login Profile – Andrew Anders

Account Information

+

Linked eVoucher Accounts

+

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



Step 2

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

HomeOperationsReportsLinksAccountsHelpSign out

> Help > [Single Login Profile](#)

Single Login Profile – Andrew Anders

Account Information+

Linked eVoucher Accounts-

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

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

Cancel

Save changes

Accessing Multiple Accounts in eVoucher

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

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

HomeOperationsReportsLinksAccountsHelpSign out

> Home

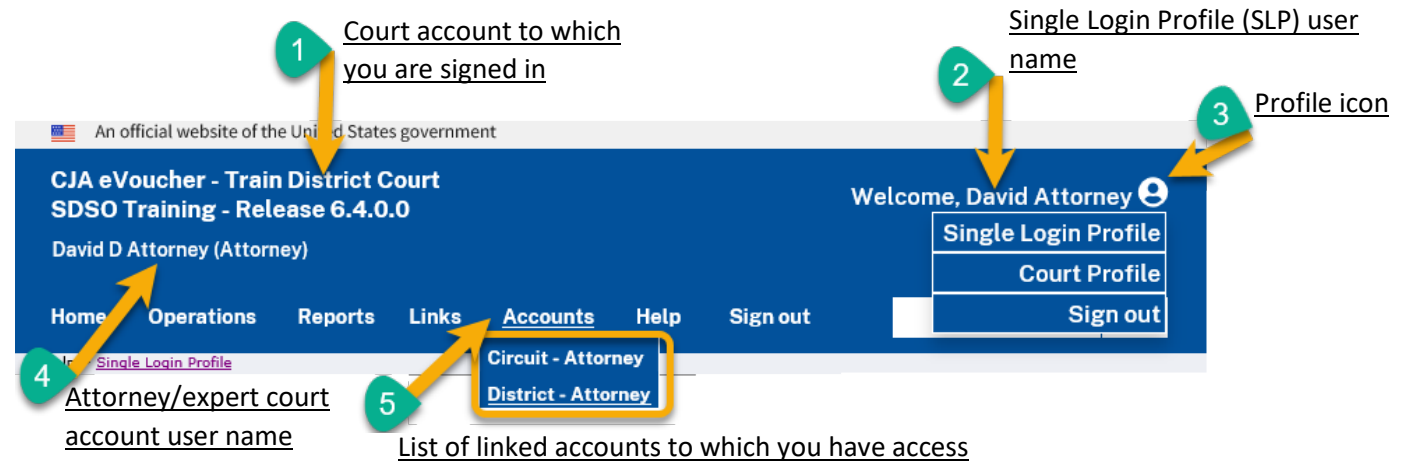
My Active Documents

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

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

## Single Login Profile (SLP) vs. Court Profile

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



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

# Home Page

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

### My Active Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04562-...</a> Start: 06/10/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	12/11/2019
<a href="#">3:19-MJ-04562-...</a> Start: 06/10/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/28/2020

1 2 3 Page 1 of 3 (30 items)

### Appointments' List

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

1 Page 1 of 1 (10 items)

### My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

No data

### My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:19-MJ-963...</a> Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98... Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000389</a> FINAL PAYMENT	07/24/2019
<a href="#">1:19-MJ-963...</a> Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98... Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000391</a> FINAL PAYMENT	07/24/2019

1 2 3 4 Page 1 of 4 (34 items)

### My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019
<a href="#">3:19-MJ-04...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed <a href="#">0101.0000387</a>	07/23/2019

1 2 Page 1 of 2 (16 items)

### Closed Documents

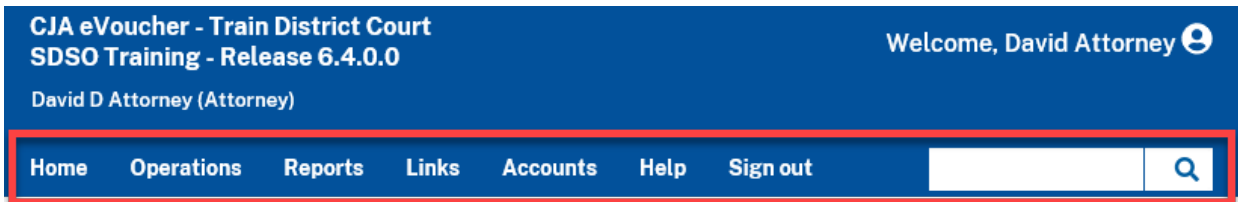
To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04562...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.21 Approved Amount: 4,234.21	CJA-20 Atty Longoria	Voucher Closed <a href="#">0101.0000378</a> FINAL PAYMENT	06/07/2019
<a href="#">3:19-MJ-04562...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019

1 2 3 4 5 Page 1 of 5 (48 items)

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

## Navigating in the CJA eVoucher Program



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

## Customizing the Home Page

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

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

### Resize a Column

#### Step 1

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

#### Step 2

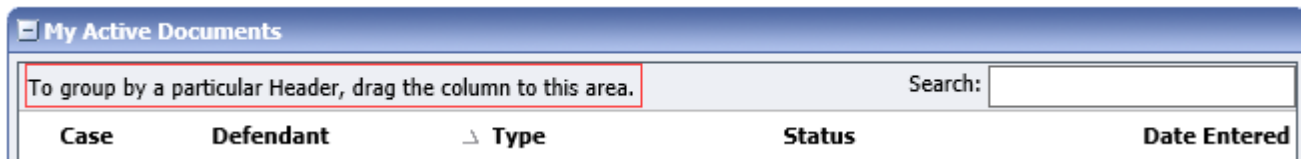
Drag the line in the desired direction to enlarge or reduce the column size.

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

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

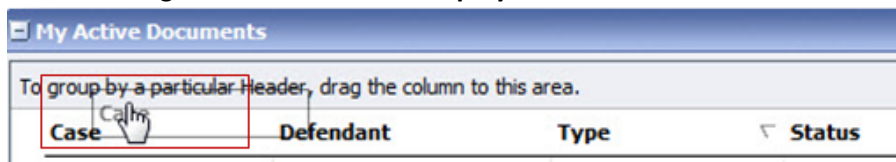
#### Step 1

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



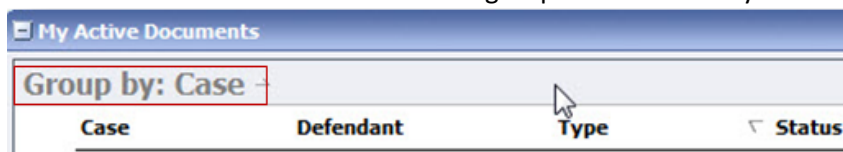
#### Step 2

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



#### Step 3

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



# Court Profile

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



In the Court Profile you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security Number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any CLE attendance.

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

> Help > Court Profile

Attorney Info

Your personal info

Billing Info

List all available billing info records

Holding Period

Continuing Legal Education

Bar Number: TX125568

Your Name: David D Attorney

Your Contact Info:

Phone: 555-555-5555

Fax:

deadmail@aao.uscourts.gov

Your Address:

123 San Antonio Way

San Antonio, TX 78228

US

Your default billing info is:

David D Attorney

Billing Code:0101-000077

123 San Antonio Way

San Antonio, TX

78228 - US

Phone: 555-555-5555

Fax:

No info has been stored.

Please click VIEW to type your info.

No info has been stored.

Please click VIEW to type your info.

Edit

Select

Add

Edit

View

View

CJA eVoucher | Version 6.10 | District Court of the Virgin Islands | July 12, 2024

# Attorney Info

Step 1

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

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

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

Court Profile

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

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

## Step 2

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

## Notes:

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

**\* Required Fields**

Bar Number

Tax Identification Number: **\*(If on Panel)** ☐ Foreign Vendor?

SSN:

Confirm:

First Name \*  Middle  Last Name \*

Main Email \*

2nd Email

3rd Email

Phone \*  Cell Phone  Fax

Address 1 \*  City \*

Address 2  State \* (US only)  Zip \* (US only)

Address 3  Country \*

**Save**

cancel

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select the **Foreign Vendor** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

## Billing Info

## Step 1

In the **Billing Info** section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

Your default billing info is:

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

**Select**

**Add**

**Edit**

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



at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

### Court Profile



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

## Step 2

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

**Billing Info**  
 List all available billing info records

Billing Type:  
☐ Self-Employed  
☒ Firm  
☐ Associate  

Tax Identification Number:  
 EIN/TIN:   
 Confirm:

☒ Copy Address from Profile  
 Name:   
 Phone:  Fax:   
 Address 1:   
 Address 2:   
 Address 3:   
 City:  State:  Zip Code:   
 Country:

Save

cancel

**Billing Info**  
 List all available billing info records

**\* Required Fields**

 Billing Type:  
☐ Self-Employed  
☐ Firm  
☒ Associate  

Billing Code: 

Verify

**Notes:**

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter a SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate- No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

# Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, attorneys are not given a new assignment.

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

## Court Profile

!

Changes made to this court profile will not be applied to any other linked accounts.

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

In the **Holding Period** section, click **View**.

Holding Period

There are 9 periods of time during which cases cannot be taken.

View

Step 2

Click **Add**.

Holding Period

BackEditAddDelete

Search:

Starting	Ending	Notes
No Holding Period		
No data		

Step 3

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

Holding Period

BackSave

Starting DateEnding Date

4/27/20205/1/2020

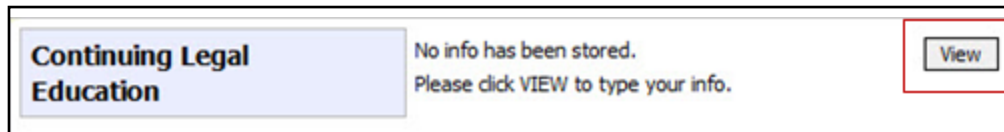
Notes

Vacation.

## Continuing Legal Education (CLE)

### Step 1

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



The screenshot shows a header bar with the text "Continuing Legal Education" on the left. To the right, it says "No info has been stored. Please click VIEW to type your info." A button labeled "View" is highlighted with a red rectangular box.

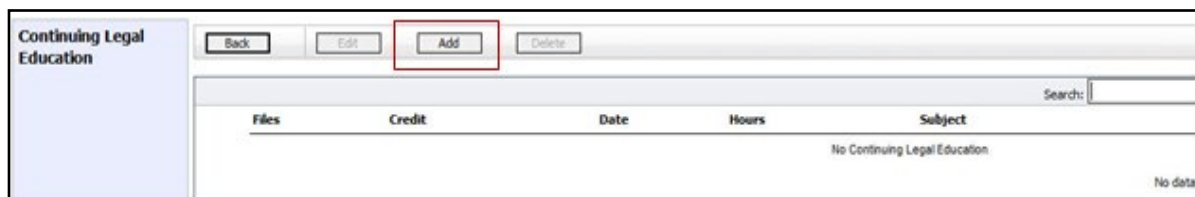
Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

### Court Profile

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

### Step 2

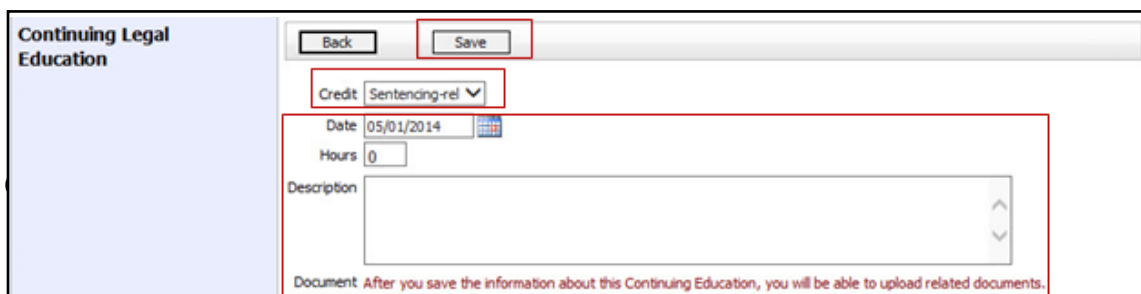
To add CLE information, click **Add**.



The screenshot shows a header bar with the text "Continuing Legal Education" on the left. To the right, there are buttons labeled "Back", "Edit", "Add", and "Delete". The "Add" button is highlighted with a red rectangular box. Below the buttons is a table with columns: Files, Credit, Date, Hours, Subject, and a Search bar. The table is currently empty, showing "No Continuing Legal Education" and "No data".

### Step 3

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



The screenshot shows the "Add" form for Continuing Legal Education. The "Credit" drop-down menu is highlighted with a red box, showing "Sentencing-rel" selected. Below it, the "Date" field is highlighted with a red box, showing "05/01/2014". The "Hours" field is highlighted with a red box, showing "0". The "Description" field is highlighted with a red box, showing a text area. At the bottom, there is a note: "Document After you save the information about this Continuing Education, you will be able to upload related documents." The "Save" button is also highlighted with a red box.

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

Step 4

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

Back

Save

Credit

Sentencing-re

Date

05/15/2014

Hours

0

Description

Document

Browse...

Continuing Legal Education

Back

Edit

Add

Delete

Search:

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

1

Page 1 of 1 (1 items)

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

# Appointments' List

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

## Step 1

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

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

### 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

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

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

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

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

**CJA-26** [Create](#)  
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

**TRAVEL** [Create](#)  
 Authorization for payment of Travel

#### Reports

[Appointment Report](#)

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

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

[Attorney Time](#)

[Case Detail Budget Report](#)

### Appointment Info

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

### Vouchers on File

To group by a particular Header, drag the column to this area. Search: <input type="text"/>				
Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a> Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00	CJA-20 Andrew Anders	Voucher Closed <a href="#">0101.0000001</a>	03/17/2016
<a href="#">1:14-CR-08805-AA</a> Start: 04/02/2014 End: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed <a href="#">0101.0000002</a>	11/16/2017
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	04/14/2014
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: 01/21/2016 End: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000002</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a> FINAL PAYMENT	03/22/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000109</a>	03/22/2016

1 2 3 4 5 > ... Last >

Page 1 of 7 (70 items)

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

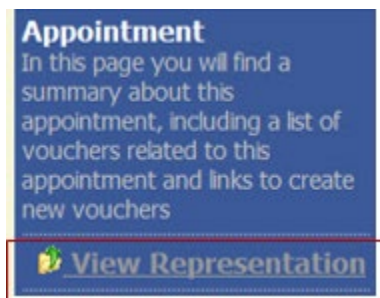
## View Representation

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

- default excess fee limit;
- Presiding Judge;
- Magistrate Judge;
- Co-counsel; and
- previous counsel

### Step 1

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



The **Representation Info** page appears.

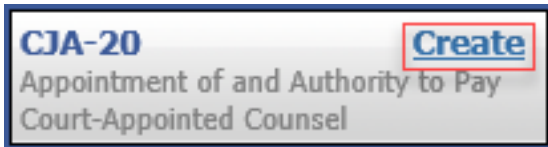
Representation		Representation Info			
In this page you can view or delete the representation.					
<b>Reports</b>					
<a href="#">Representation Report</a>					
		1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
		3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
		7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
		11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
		EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
					DESIGNEE 2
App.ID	Attorney	Order Type		Order	Email
4	Andrew Anders	Appointing Counsel		03/03/14	lisa_ornelas@aotx.uscourts.gov

## Creating the CJA-20/30 Voucher (Payment Vouchers for Attorneys)

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

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

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



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

**CJA-20 Attorney Enters**

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:   
 Start Date:   
 End Date:

Services: \$0.00   
 Expenses: \$0.00

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

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

**Reports**  
[Form CJA20](#)  
[Defendant Detail Budget Report](#)  
 Detail budget info for defendant  
[Defendant Summary Budget Report](#)  
 Totals only of budget info for defendant

**Basic 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  
 5. APPEALS. DKT/DEF. NUMBER:   
 6. OTHER. DKT/DEF. NUMBER:   
 7. IN CASE MATTER OF (Case Name): USA v. Branson  
 8. PAYMENT CATEGORY: Felony (including pre-trial diversion of alleged felony)  
 9. TYPE PERSON REPRESENTED: Adult Defendant  
 10. REPRESENTATION TYPE: Criminal Case  
 11. OFFENSE(S) CHARGED: 15:1825 F INSPECTION VIOLATION PENALTIES  
 12. ATTORNEY'S NAME AND MAILING ADDRESS: Andrew Anders, 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623, Cell phone: 210-555-1234, Email: [lisa\\_omelas@acbx.uscourts.gov](mailto:lisa_omelas@acbx.uscourts.gov)  
 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: Albert Albertson  
 Appointment Dates:   
 Signature of Presiding Judge or By Order of the Court:   
 Date of Order: 5/3/2014  
 Repayment: ☐ YES ☒ NO  
 14. LAW FIRM NAME AND MAILING ADDRESS:   
 Payment Info: Preferred Payee: Andrew Anders - Andrew Anders  
 Andrew Anders - Andrew Anders  
 Billing Code: 0101-00002  
 110 Main Street  
 San Antonio, TX 78210 - US  
 Phone: 210-833-5623  
 Fax:   
 Navigation: < First < Previous Next > Last > Save Delete Draft Audit Assist

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tab headings or the navigation buttons in the progress bar.



## Entering Services

Line-item time entries should be entered on the **Services** page. Both in-court and out-of-court time should be recorded here. (Note: Starting with the eVoucher release of version 6.6, attorneys using commercially available timekeeping and billing systems can directly import multiple service entries to a CJA-20/30 voucher from a saved in comma-separated value (.csv) format. Court staff are not responsible for helping attorneys create or download .csv files. Refer to Importing Service Entries and Importing Service Entries on Previously Created CJA-20s for detailed instructions.)

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

Step 1

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

Services

Date

4/17/2020

Units

Rate

Description

Add

Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

< First

< Previous

Next >

Last >

Save

Delete Draft

Audit Assist

Step 2

Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.

Services

Date

4/17/2020

Units

Rate

Description

\* Required Fields

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

Date	Description
(Empty)	

April 2020

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

Step 3

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

Services

Date4/17/2020

Service Type

Doc.# (ECF)

Hours

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

Description

In Court Services

- a. Arraignment and/or Plea
- b. Bail and Detention Hearing
- c. Motion
- d. Trial
- e. Sentencing Hearings

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

Step 4

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

Services

Date4/17/2020

Service Typea. Arraignment and/or Plea

Doc.# (ECF)

Pages

Hours5.0 at \$148.00 per hour.

DescriptionFirst appearance an arraignment of defendant.

AddRemove

Step 5

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

Basic InfoServicesExpensesClaim StatusDocumentsConfirmation

Services

Date4/17/2020

Service Type

Doc.# (ECF)

Pages

Hours at \$148.00 per hour.

AddRemove

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

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

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

## Importing Service Entries

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

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

**Note:** If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the Court's website, [www.vid.uscourts.gov](http://www.vid.uscourts.gov), for more detailed instructions for importing service entries with associates.

### Step 1

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

**CJA-20 Attorney Enters**

Def.: Jebediah Branson

Link to CM/ECF

Voucher #:

Start Date:

End Date:

Services: \$0.00

Expenses: \$0.00

**Tasks**

- Link To Appointment
- Link To Representation

**Actions**

- Import Service Entries (.csv)

**Reports**

- Form CJA20
- Defendant Detail Budget

**Basic Info**

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

11. OFFENSE(S) CHARGED

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: [jaa\\_cmlas@actx.uscourts.gov](mailto:jaa_cmlas@actx.uscourts.gov)

13. COURT ORDER

☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Sub: for Federal Defender

☐ L Licensed Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Sub: for Panel Attorney ☐ R Sub: for Retained Attorney

☐ S Pro Se ☐ T Retained Attorney ☐ U Sub: 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 Albrechtson  
Date of Order  
5/3/2014  
Nunc Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

**Payment Info**

Preferred Payee: Andrew Anders - Andrew Anders

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

## Step 2

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

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

### Services

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

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

[- Additional Information](#)

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

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

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

- Doc#
- Pages

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

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

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

Date

Service Type

Doc.# (ECF)

Hours

Description

Pages

at \$155.00 per hour.

Add

Remove

\* Required Fields

### Step 3

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

**Services**

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

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

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 8/6/2021  
 Service Type:   
 Doc.# (ECF):   
 Pages:   
 Hours: at \$152.00 per hour.

Add Remove

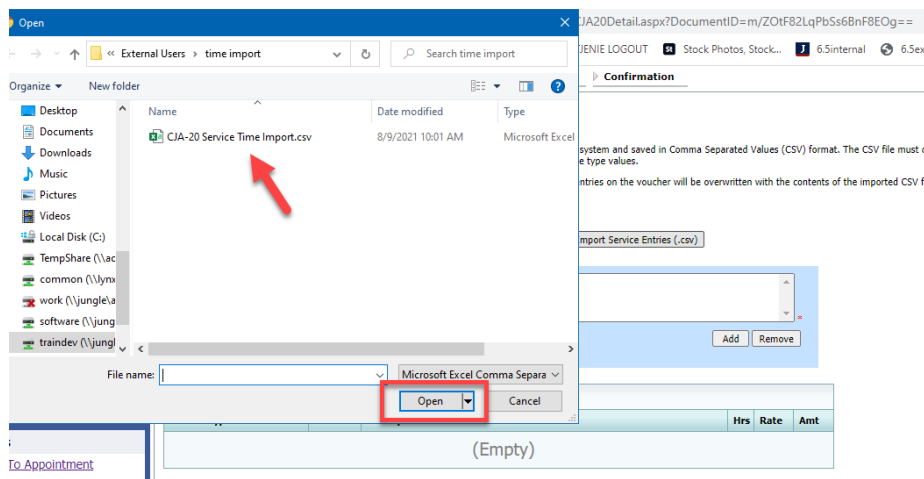
To group by a particular Header, drag the column to this area.

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

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

### Step 4

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





## Importing Service Entries on Previously Created CJA-20s

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

### Step 1

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

**Andrew Anders (Attorney)**

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

> [Home](#)

**My Active Documents**

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

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

### Step 2

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

**CJA-20 Attorney Enters**

Def.: Jebediah Branson

[Link to OM/ECF](#)

Voucher #:  
Start Date:  
End Date:

Services: \$0.00  
Expenses: \$0.00

**Tasks**

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

**Actions**

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

**Reports**

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

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DKT DEF. NUMBER	4. VOUCHER NUMBER
5. MAG. DKT DEF. NUMBER	6. DIST. DKT DEF. NUMBER 1:14-CR-08805-1-AA	7. OTHER DKT DEF. NUMBER	
8. IN CASE MATTER OF (Case Name) USA v. Branson	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case
12. OFFENSE(S) CHARGED 13.1825 F INSPECTION VIOLATION PENALTIES			
14. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_cmelau@actx.uscourts.gov">lisa_cmelau@actx.uscourts.gov</a>			
15. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj. for Panel Attorney <input type="checkbox"/> R Subj. for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj. for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel			
16. LAW FIRM NAME AND MAILING ADDRESS			
17. PRIOR ATTORNEY'S NAME Appointment Date: Signature of Providing Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date			
18. REIMBURSEMENT Reimbursement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

**Payment Info**

Preferred Payee: **Andrew Anders - Andrew Anders**

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

### Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

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

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

### - Additional Information

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

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

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

- Doc#
- Pages

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

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

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

Import Service Entries (.csv)

Date	<input type="text" value="9/3/2021"/>	*	Description	<input type="text"/>
Service Type	<input type="text"/>	*		
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>	
Hours	<input type="text"/>	*	at \$155.00 per hour.	<input type="button" value="Add"/> <input type="button" value="Remove"/>

\* Required Fields

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

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



## Step 4

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

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


### Services

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

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

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \*  Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$155.00 per hour. Add Remove

\* Required Fields

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

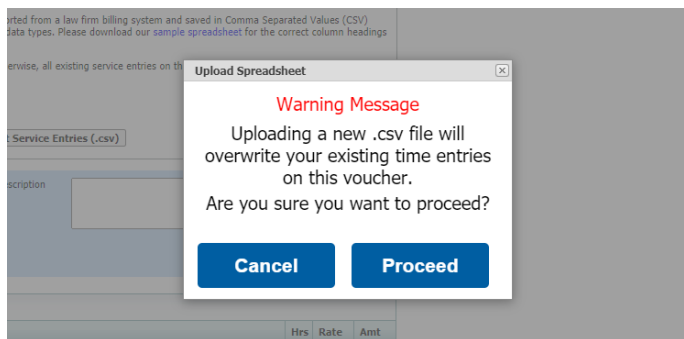
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

## Step 5

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

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

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



# Entering Expenses

Step 1

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

Expenses

Date4/17/2020\*

Expense Type\*

Miles at \$0.535 per mile.

Amount

Description\*

AddRemove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

< First

< Previous

Next >

Last >

Save

Delete Draft

Audit Assist

Step 2

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

Expenses

Date4/9/2020\*

Expense Type\*

Miles

Amount

Travel Miles

Travel Misc.

Fax

Long Distance Charges

Photocopies

Postage

Other Expenses

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt

Step 3

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

Expenses

Date4/17/2020\*

Expense TypeTravel Miles\*

Miles20 at \$0.535 per mile.

Amount

DescriptionTravel to and from court.\*

AddRemove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First< PreviousNext >Last »

Save

Delete Draft

Audit Assist

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

Expenses

Date4/17/2020\*

Expense Type\*

Miles\* at \$0.535 per mile.

Amount

Description

AddRemove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70

« First< PreviousNext >Last »

Save

Delete Draft

Audit Assist

## Step 4

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

### Expenses

Date  \* Description

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70
Photocopies	04/17/2020	Copies- 100 pages @ .10 per page.	0	\$0.000	\$10.00

« First < Previous Next > Last »

## Notes:

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

## Claim Status

## Step 1

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

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

### Claim Status

Start Date  \* End Date  \*

**Payment Claims \***

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

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

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

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

\* Required Fields



« First < Previous **Next >** Last »

## Step 2

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

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

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

☐ Final Payment

☐ Interim Payment  (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

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

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

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

\* Required Fields

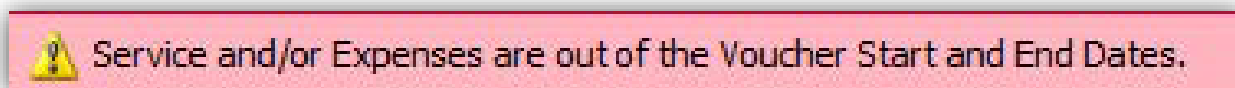
« First < Previous Next > Last » Save Delete Draft **Audit Assist**

## Notes:

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

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** allows for payment in segments. A motion must be filed requesting permission to submit interim payments. Payments cannot be filed until the Judge issues an Order granting approval to the motion. The Court withholds 20% of each interim payment. Each interim voucher must be assigned a number by the attorney and that information is required by the program to identify the number of this payment request.
- The attorney must submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case by selecting the **Withholding Return Payment** radio button to request return payment of withheld funds.
- After the final payment has been submitted, a **Supplemental Payment** may be requested due to a missed or forgotten receipt.

If you try to submit with errors, you may receive the following pink error message:



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

## Documents

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

**Mandatory Documents:**

- Order of Appointment;
- Order Granting Interim Payment (if applicable);
- Order Granting Extension for Payment (if voucher is submitted after the 45 day deadline);
- Approved CJA-26 (if voucher is in excess);
- Approved Budget Order (if case is a budgeted cases); and/or
- Any other documents to support any expense claim.

Step 1

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

### Supporting Documents

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

File

C:\Users\JaimeLongoria\Browse...

Description

Document

Upload

Description	Delete	View
Document	Delete	View

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

CJA eVoucher | Version 6.10 | District Court of the Virgin Islands | July 12, 2024

Step 2

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

Supporting Documents

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

File

C:\Users\JaimeLongoria\I Browse...

Description

Document

Upload

Description

DeleteView

DocumentDeleteView

« First< PreviousNext >Last »

Save

Delete Draft

Audit Assist

# Signing and Submitting to Court

## Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the Court. Click the **Confirmation** tab or click **Next** on the progress bar. The **Confirmation** page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.

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

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_omelas@aotx.uscourts.gov">lisa_omelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders San Antonio TX 78210 Phone: 210-833-5623		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS
15. a. Arraignment and/or Plea	0	\$0.00	
b. Bail and Detention Hearing	0	\$0.00	
c. Motion	0	\$0.00	
d. Trial	0	\$0.00	
e. Sentencing Hearings	0	\$0.00	
f. Revocation Hearings	0	\$0.00	
g. Appeals Court	0	\$0.00	
h. Other	0	\$0.00	
<b>Totals</b>	0	\$0.00	
16. a. Interviews and Conferences	0	\$0.00	
b. Obtaining and Reviewing Records	0	\$0.00	
c. Legal Research and Brief Writing	0	\$0.00	
d. Travel Time	0	\$0.00	
e. Investigative or Other Work	0	\$0.00	
<b>Totals</b>	0	\$0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00	
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00	
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$0.00	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	
21. CASE DISPOSITION			
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (P) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statement. Signature of Attorney: Date Signed:			
APPROVED FOR PAYMENT - COURT USE ONLY			
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES
27. SIGNATURE OF THE PRESIDING JUDGE		DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES
33. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount		DATE	34a. JUDGE CODE
			35. TOTAL AMT. APPR. CERT.

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

Public/Attorney Notes

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

Date:



« First < Previous **Next >** Last »

Save

Delete Draft

Audit Assist



## Step 2

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

## Step 3

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

The active voucher is removed from the **My Active Documents** section and now appears in the **My Submitted Documents** section.


My Submitted Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000150</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>
1		Page 1 of 1 (3 items)	

**Note:** If a voucher is rejected by the Court, it reappears in the **My Documents** section highlighted in gold. The system generates an email message explaining that the voucher has been rejected. Under the **Confirmation** tab in the **Public/Attorney** section is where the attorney will find the explanation of the corrections that are required.

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014	

## CJA-20 Quick Review Panel

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



CJA-20

Attorney Enters

Def.: Elizabeth Waverly


[Link to CM/ECF](#)


.....

Voucher #:

Start Date:

End Date:

 Services: \$9,400.00

 Expenses: \$215.42

Representation Fee Limit:

\$11,500.00

Fee Amount Remaining After Approved and Pending:

\$2,100.00

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

**Services: \$9,400.00**

### In Court Services

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

### Out of Court Services

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

**Expenses: \$215.42**


### Travel

Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
<b>Totals</b>	<b>\$90.42</b>

### Expenses

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

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



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)


Voucher #:  
Start Date:  
End Date:

⌚ Services: \$9,400.00

💵 Expenses: \$215.42

Representation Fee Limit:  
\$11,500.00

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



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

⌚ Services: \$12,600.00

💵 Expenses: \$215.42

Representation Fee Limit:  
\$11,500.00

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

# Reports and Case Management

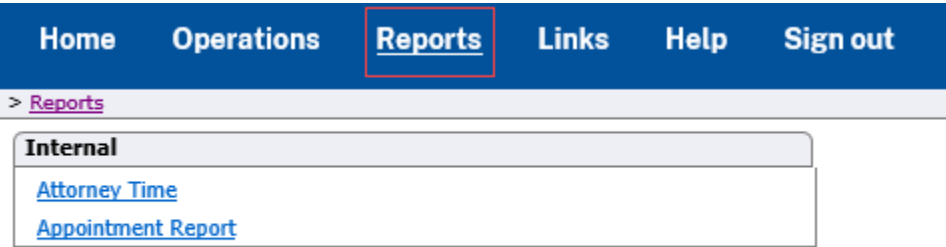
At the start of a case, it may be difficult for counsel or the Court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



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



## Defendant Detailed Budget Report

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

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

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

#### Counsel Budget Defendant: Jebediah Branson

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)	Active									
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization									Defendant: Jebediah Branson		
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
		Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders	

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

## Defendant Summary Budget Report

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

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

Counsel Budget										Defendant: Jebediah Branson									
Type of Representation:		Criminal Case																	
Budget Amount Requested:		\$0.00																	
Budget Amount Approved:		\$9,300.00																	
Time Period For Voucher	Voucher Number	Pending						Approved						Amount Remaining					
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending								
			Travel	Other			Travel	Other											
Attorney: Andrew Anders (Appointing Counsel)										Active									
				Total Pending:		\$0.00						Total Approved:		\$6,350.00		\$3,550.00		\$3,550.00	
Expert and Other Services Budget - Requiring Authorization																		Defendant: Jebediah Branson	
Time Period For Voucher	Voucher Number	Pending						Approved						Amount Remaining					
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending								
			Travel	Other			Travel	Other											
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist										Amount Requested: \$1,000.00				Amount Authorized: \$0.00				Attorney: Andrew Anders	
Grand Totals for the Representation																		Defendant: Jebediah Branson	
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not Include Travel Auth		Pending						Approved						Combined Total					
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending									
			Travel	Other			Travel	Other		Fees	Fees and Expenses								
				\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00						

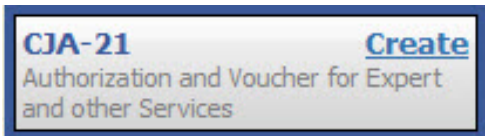


# Creating a CJA-21/31 Voucher (Payment Voucher for Experts and other Services)

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

## Step 1

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



## Step 2

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

**No authorization is needed if the voucher compensation is under \$1,000.** If you have a previously approved authorization, click **Use Existing Authorization**.

### Associated Authorizations Available

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

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

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

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

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

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

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

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

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

#### Associated Authorizations Unavailable

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


Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

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

**Please Select the Associated Authorization**

No Authorization Requests Found

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



## Step 3

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

**New Voucher Information**

**Service Type** Chemist/Toxicologist \*

**Description** Toxicology report.

## Step 4

From the **Expert** drop-down list, select the expert and their information automatically populates. Since experts are not authorized to use eVoucher, the **Voucher Assignment** field will remain locked indicating that the attorney is responsible for filling in the voucher claim part. Once you have made your selection, click **Create Voucher**.

**Service Provider**

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

**Expert** Astley, Rick ▼

**Expert Info**  
Details

**Rick Astley**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-555-3434

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

Create Voucher

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

## Notes:

- Only experts registered with the service type selected appear in the drop-down list. **If the expert is not listed in the drop-down list, please submit an AO-213 and W-9 to Financial Services at [finance@vid.uscourts.gov](mailto:finance@vid.uscourts.gov) so they can be added to eVoucher.**
- All information must be entered to advance to the next screen.
- CJA-21 vouchers require two steps: submission and approval. Since experts are not authorized to use eVoucher, the panel attorney has to submit and approve the voucher, once on behalf of the expert, and another for himself/herself.
- The attorney must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section as submitted to the attorney. You will perform the first level of approval/submission by clicking the

voucher, navigating to the **Confirmation** page and approving the voucher. The voucher then moves to the **My Submitted Documents** section.

- The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney's **My Submitted Documents** folder.

After **Create Voucher** has been selected, proceed by following the steps mentioned previously for adding services, expenses, claim status, and documents on the CJA-20 voucher.

Step 5

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

Services

Date04/17/2020\*

Units\*

Rate\*

Description

AddRemove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First

< Previous

Next >

Last »

Save


Delete Draft

Audit Assist

## Step 6

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

### Expenses

Date  \*  Description  \*

Expense Type  \*

Miles  at \$0.535 per mile.

Amount  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous **Next >** Last »

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



**Note:** At any point, click **Audit Assist** and the system will search for any warnings or errors.

## Step 7

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

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

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

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

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

\* Required Fields

« First < Previous **Next >** Last »

## Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, **supplemental pay may be requested due to a missed or forgotten receipt.**
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

### Step 8

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

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

### Supporting Documents

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

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

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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

### 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**
- **Any other documents to support any expense claim**

Step 9

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

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	3. APPEALS DKT DEF NUMBER	VOUCHER NUMBER
4. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:14-CR-08505-1-AA	5. OTHER DKT DEF NUMBER	
6. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:ian_cmelas@astx.uscourts.gov">ian_cmelas@astx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Regayment: <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Wetlaw/Lexis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
NOTES Abraham Astley			
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT REVIEW	
16. Compensation	\$0.00	\$0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
18. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	0.0	
17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
23. <input type="checkbox"/> Either the cost (including expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.			
Signature of Presiding Judge		Date	Judge Code
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD			
Signature of Chief Judge, Court of Appeals (or Delegate)		Date	Judge Code Total Amt. Certified For Payment

Step 10

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

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.  
Please keep the following voucher number for your own records:  
**0101.0000154**

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

Step 11

The case file appears in the **My Active Documents** section. Click the case hyperlink to select the file.

My Active Documents			
To group by a particular Header, drag the column to this area.			
Search:			
Case	Defendant	Type	Status
<a href="#">1:14-CR-08802-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <a href="#">0101.0000154</a> FINAL PAYMENT

Step 12

Navigate to the **Confirmation** tab. Verify all information is correct. Certify the information by selecting the certification check box. This automatically time stamps the voucher. **Click Approve.**

Public/Attorney Notes

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

☒ I certify that I have reviewed the above information  
Date: 6/19/2014 9:43:24

Approve

Reject

« First

< Previous

Next >

Last »

Save

Delete Draft



## Submitting an Authorization Request for Expert Services

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

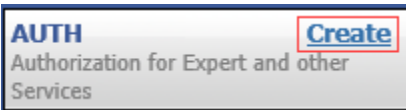
### Step 1

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

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

### Step 2

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

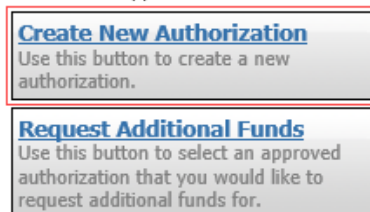


### Step 3

Click **Create New Authorization**.

### Authorization Type Selection

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



### Case compensations for Investigative, Expert and Other Services

- Less than \$1,000 – No approval from the Court
- Between \$1,001 - \$3,000– Prior approval from the Court is required
- Greater than \$3,000 – Prior approval from the Court and the Chief Judge of the Third Circuit is required

Step 4

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

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

Click **Save**.

Basic InfoDocumentsConfirmation

Basic Info

1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DET.NUMBER	4. DIST. DKT/DET.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DET.NUMBER	6. OTHER. DKT/DET.NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@actx.uscourts.gov">lisa_ornelas@actx.uscourts.gov</a>		13. COURT ORDER <div><div><input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standby Counsel</div><div><input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney</div><div><input type="checkbox"/> D Federal Defender <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative</div><div><input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> R Subs for Retained Attorney</div></div> <div>Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div>	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount  
\$ 8,000.00

Authorized Amount  
\$ Deactivated

Basis of Estimate  
100 hours at \$80/hour

Description

Service Type  
Investigator

Notes  
John Doe

FirstPreviousNextLast

Save

Delete Draft

Audit Assist

Step 5

Basic Info

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\l

Browse...

Description

Document

Upload

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

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**.

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

The attachment and description are added to the voucher and appears at the bottom of the **Description** column. Click **Save**.

Supporting Documents

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

File

Browse...

Description

Upload

Description	Delete	View
Proposed order	<a href="#">Delete</a>	<a href="#">View</a>
Affidavit in Support of Expert Service Request	<a href="#">Delete</a>	<a href="#">View</a>
Expert's Curriculum Vitae	<a href="#">Delete</a>	<a href="#">View</a>

« First

< Previous

Next >

Last »

Save

Delete Draft

Mandatory Documents

- Order of Appointment
- Any documents supporting the request


CJA eVoucher | Version 6.10 | District Court of the Virgin Islands | July 12, 2024

## Step 6

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

Basic Info Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER P:14-CR-08805-1-A-A	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$ <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney: Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5625 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_orenelas@aots.uccourts.gov">lisa_orenelas@aots.uccourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE (See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: _____ Note: Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Written/Text, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner	
NOTES			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount
Total Approved Amount			
Public/Attorney Notes			
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: _____			
			

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

## Step 7

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

**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000152**

Back to:

[Home Page](#)

[Appointment Page](#)

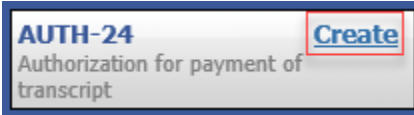
The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

## Creating an Authorization for Transcripts (AUTH-24)

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

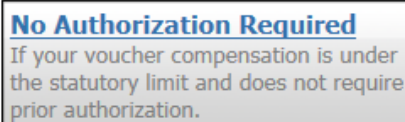
### Step 1

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to AUTH-24.



### Step 2

The authorization opens to the **Basic Info** page. Click the **No Authorization Required** link.



### Step 3

On the **Basic Info** page, enter the details for the required transcript. Click **Save**.

Basic Info | Documents | Confirmation

### Basic Info

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

Proceeding Transcript To Be Used:

Proceeding To Be Transcribed:

Apportioned Cost (%):

Apportioned Case and Defendant:

Special Transcript Handling: None ▼

Transcripts

☐ Prosecution Opening Statement  
☐ Defense Opening Statement

☐ Prosecution Argument  
☐ Defense Argument

☐ Prosecution Rebuttal  
☐ Jury Instructions

☐ Voir Dire

« First | < Previous | Next > | Last »

Save | Delete Draft | Audit Assist

Step 4

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

Basic InfoDocumentsConfirmation

Supporting Documents

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

File

Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

« First< PreviousNext >Last »

Save

Delete Draft

Audit Assist

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

**Mandatory Documents**

- Order of Appointment
- Any documents supporting request

## Step 5

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

Basic Info Documents **Confirmation**


### Confirmation

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
12. REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
14. SPECIAL AUTHORIZATIONS			
A. Apportioned Cost % of transcript with		JUDGE'S INITIALS	
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Signature of Presiding Judge or By Order of the Court  Date of Order Nunc Pro Tunc Date	
Signature of Attorney Andrew Anders Printed Name Telephone Number: 210-833-5623			

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

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements  
Date: 4/20/2020 21:49:45



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

## Step 6

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

## Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

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

The AUTH-24 will now appear in the **My Submitted Documents** section of the **Attorney** home page.

**\* Please refer to the CJA Felony Appointment Manual for further guidance on requesting transcripts. \***

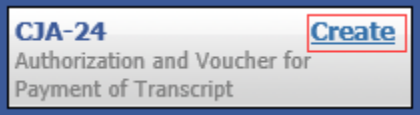
# Creating a CJA-24 Voucher (Payment for Transcript)

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

After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment. **Attorneys are responsible for submitting the CJA-24s.** CJA-24 vouchers require two steps: submission and approval. Since court reporters are not authorized to use eVoucher, the panel attorney has to submit and approve the voucher, once on behalf of the court reporter, and another for himself/herself.

## Step 1

On the **Appointment** page, in the **Create New Voucher** section, click the **Create** link next to CJA-24.



## Step 2

The **Basic Info** page appears.

Click the **Use Existing Authorization in eVoucher** link.

Basic Info

1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER		4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT/DEF. NUMBER	
7. IN CASE/MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES		10. REPRESENTATION TYPE Criminal Case			
EXCESS FEE LIMIT \$11,500.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
		DESIGNEE 1		DESIGNEE 2	

**Authorization Selection**

You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

**Use Existing Authorization in eVoucher**

You may click here to select from a list of approved authorizations.

**No Existing Authorization in eVoucher**

If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

« First < Previous Next > Last »

Delete Draft

Audit Assist



## Step 3

Click the applicable AUTH-24, which highlights it in blue. *You cannot continue until it is highlighted.*

### Authorization Selection

You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

Use Existing Authorization in eVoucher	Please Select the Associated Authorization
<p>You may click here to select from a list of approved authorizations.</p>	<p><b>ID Number: 89</b>      Service Type: Court Reporter / Transcript  Order Date: 01/21/2016      Special Handling: 0  Proceeding Transcribed: Transcription</p> <p> <input type="checkbox"/> Prosecution Opening    <input type="checkbox"/> Prosecution Argument    <input type="checkbox"/> Prosecution Rebuttal  <input type="checkbox"/> Defense Opening Statement    <input type="checkbox"/> Defense Argument    <input type="checkbox"/> Jury Instructions    <input type="checkbox"/> Voir Dire </p> <p>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.</p>
<p><b>No Existing Authorization in eVoucher</b>  If you do not have an existing authorization in eVoucher, you may proceed by clicking here.</p>	<p><b>ID Number: 116</b>      Service Type: Court Reporter / Transcript  Order Date: 03/22/2016      Special Handling: 0  Proceeding Transcribed: Arraignment</p> <p> <input type="checkbox"/> Prosecution Opening    <input type="checkbox"/> Prosecution Argument    <input type="checkbox"/> Prosecution Rebuttal  <input type="checkbox"/> Defense Opening Statement    <input type="checkbox"/> Defense Argument    <input type="checkbox"/> Jury Instructions    <input type="checkbox"/> Voir Dire </p> <p>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.</p>

## Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. In the **Voucher Assignment** section, click the radio button indicating the attorney will be entering information. Click **Create Voucher**.

### New Voucher Information

Description

Court Reporter/Transcriber Status

☒ Official    ☐ Contract    ☐ Transcriber    ☐ Other

Service Provider

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

Expert

Expert, LeVar

Expert Info

Details

**LeVar Expert**

AO-CMSO  
Washington DC 20544 US  
Phone: 202-502-2965

Voucher Assignment \*

☒ Attorney    ☐ Expert

This indicates who will be responsible for filling the voucher claim part

Create Voucher

### Notes:

- Only transcriptionists registered with the service type selected appear in the **Expert** drop-down list. **If the expert is not listed in the drop-down list, please submit an AO-213 and W-9 to Financial Services at [finance@vid.uscourts.gov](mailto:finance@vid.uscourts.gov) so they can be added to eVoucher.**
- Selecting a transcriptionist already in the system automatically populates that expert's information.

- The attorney must file the voucher on behalf of the transcriptionist. The voucher appears in the **My Active Documents** section as submitted to the attorney. The attorney will perform the first level of approval/submission by clicking the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher then moves to the **My Submitted Documents** section.
- The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney's **My Submitted Documents** folder.

### Step 5

Click the **Services** tab or click **Next** on the progress bar. Complete the **Date**, **Service Type**, **No. of Pages**, **Rate Per Page**, and **Description** fields, then click **Add**. The entry appears in the **Service Type** column. Click **Save**.

Basic Info **Services** Expenses Documents Confirmation

#### Services

Date: 4/20/2020 \* Description:

Service Type:  \*

Include Page Numbers:

No. of Pages:  \* Rate Per Page:  \*

Less Amount Apportioned:

Less Amount Adjusted:

**Add** **Delete Item**

\* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	04/20/2020	Transcription.		15	10.00			150.00

1 Page 1 of 1 (1 items)

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

### Step 6

Click the **Expenses** tab or click **Next** on the progress bar. Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**. The entry appears in the **Expense Type** column. Click **Save**.

Basic Info Services **Expenses** Documents Confirmation

#### Expenses

Date: 4/20/2020 \* Description:

Expense Type:  \*

Miles:  \* at \$0.535 per mile.

Amount:

**Add** **Remove**

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/20/2...	Travel to court.	20	0.535	10.7

1 Page 1 of 1 (1 items)

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

Step 7

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

Basic Info

Services

Expenses

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\I

Browse...

Description

Document

Upload

Description	Delete	View
Document	Delete	View

First

Previous

Next

Last

Save

Delete Draft

Audit Assist

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

Mandatory Documents


- Order of appointment
- Any documents to support request

## Step 8

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

Basic Info Services Expenses Documents **Confirmation**

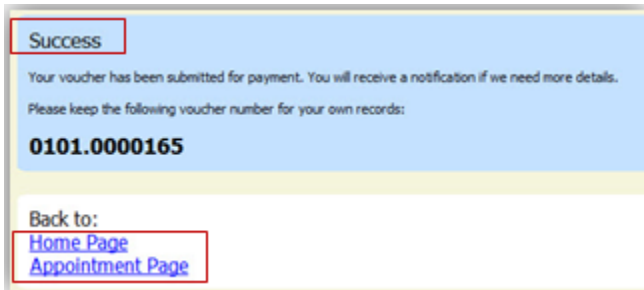
### Confirmation

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (if any)			
SUB-TOTAL		LESS AMOUNT APPORTIONED	TOTAL
\$0.00		see detail	\$0.00
\$0.00		see detail	\$0.00
\$0.00		see detail	\$0.00
TOTAL AMOUNT CLAIMED		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  Signature of Attorney or Clerk Date			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT  Signature of Judge or Clerk of Court Date Approved Amount			
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0			
			

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

### Step 9

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



**Success**

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000165**

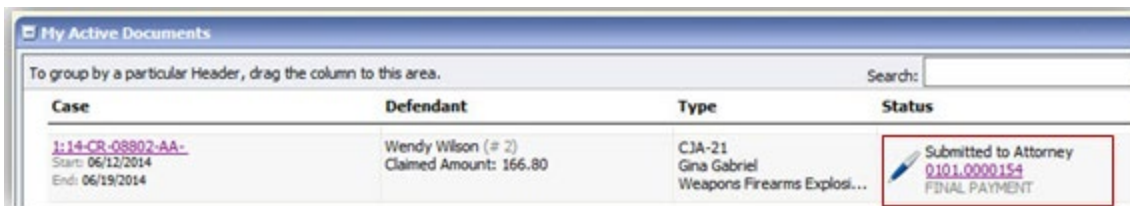
Back to:

[Home Page](#)

[Appointment Page](#)

### Step 10

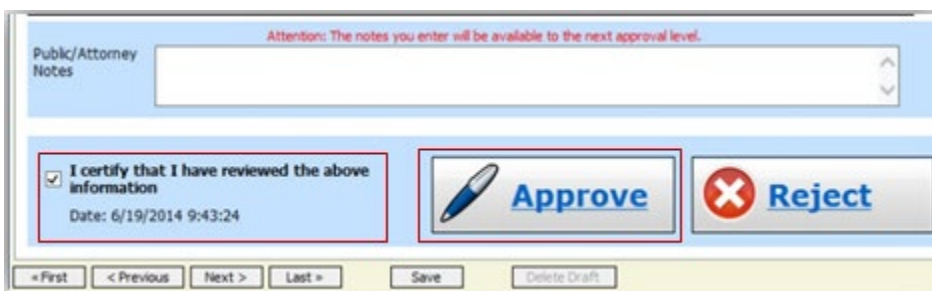
Click the **Home Page** hyperlink to return to the home page. The CJA-24 voucher will be in the **My Active Documents** section with the status **Submitted to Attorney**. Click the case hyperlink to select the file.



Case	Defendant	Type	Status
<a href="#">1:14-CR-08802-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <a href="#">0101.0000154</a> FINAL PAYMENT

### Step 11


Navigate to the **Confirmation** tab. Verify all information is correct. Certify the information by selecting the certification check box. This automatically time stamps the voucher. **Click Approve.**



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

Public/Attorney Notes

☒ I certify that I have reviewed the above information  
Date: 6/19/2014 9:43:24

 **Approve**  **Reject**

« First < Previous Next > Last » Save Delete Draft

## Step 12

A confirmation screen will appear indicating the previous action was successful and the CJA-24 voucher has been submitted.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

[Home Page](#)

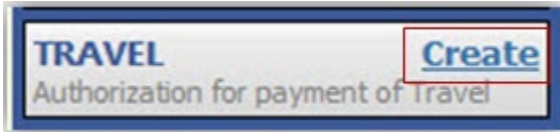
[Appointment Page](#)

# Creating an Authorization for Payment of Travel Voucher

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

## Step 1

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



## Step 2

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

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Federalism Branson	3. VOUCHER NUMBER	
7. MAG. DKT. DEF. NUMBER	8. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. APPEALS DKT. DEF. NUMBER	5. OTHER DKT. DEF. NUMBER
6. IN CASE MATTER OF (Case Name) USA v. Branson	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case
12. OFFENSE(S) CHARGED 13.183: F INSPECTION VIOLATION PENALTIES			
14. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:ian_omelao@acta.uscourts.gov">ian_omelao@acta.uscourts.gov</a>		15. 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"/> I Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 8/5/2014 Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
16. LAW FIRM NAME AND MAILING ADDRESS		17. Nunc Pro Tunc Date	

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

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

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

## Step 3

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

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

### Request For Travel\*

**\* Required Fields**

Name and Title of Person Traveling: Andrew Anders \*

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

Travel From Location: San Antonio, TX \*

Travel To Location: Los Angeles, CA \*

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

Travel Requested: \*

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

Purpose and Justification: Travel to talk to witness. \*

Court Notes:

Add Remove

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

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

Page 1 of 1 (1 items)

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

## Step 4

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

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

### Supporting Documents

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

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

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

Mandatory Documents

- Order of Appointment
- Any documents to support the request

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



## Step 5

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

Basic Info Services Expenses Documents **Confirmation**

## Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16  Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson  Signature of Presiding Judge or By Order of the Court 01/21/2016  Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Items)			
SUB-TOTAL		LESS AMOUNT APPORTIONED	TOTAL
\$0.00		see detail	\$0.00
\$0.00		see detail	\$0.00
\$0.00		see detail	\$0.00
TOTAL AMOUNT CLAIMED:		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  Signature of Attorney or Clerk Date			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT  Signature of Judge or Clerk of Court Date Approved Amount			

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

Public/Attorney  
Notes

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

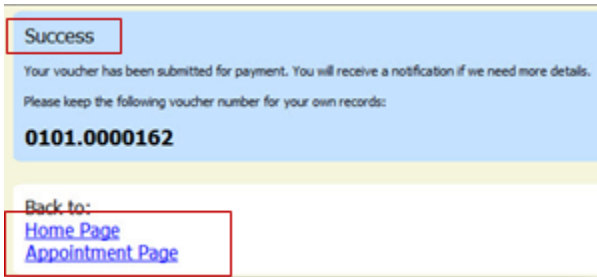
Date: 4/20/2020 22:12:0



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

**Step 6**

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



The travel voucher now appears in the **My Submitted Documents** section.

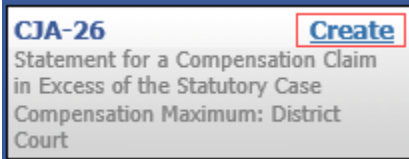
## Creating a CJA-26 Voucher (Claim for Excess Compensation)

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

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

### Step 1

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



### Step 2

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

Basic Info    Justification    Documents    Confirmation

### Basic Info

1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-553-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS		Nunc Pro Tunc Date	

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

## Step 3

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

Basic Info **Justification** Documents Confirmation

### Justification

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

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

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

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

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

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

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

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

## Step 4

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

► **Basic Info** ► **Justification** ► **Documents** ► **Confirmation**

### Supporting Documents

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

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

Description: Document x

Upload

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

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

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

#### Mandatory Documents

- Order of Appointment
- Itemized CJA-20

(Enter services and expenses into a CJA-20 voucher. **Do not submit.** Click on the link – Form 20 on the left side of the screen under Reports. Save the document as a PDF and attach to the CJA-26.)

## Step 5

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

Basic Info Justification Documents **Confirmation**

### Confirmation

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

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

ATTORNEY NAME: Andrew Anders

CASE NAME: USA v. Branson

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

1 PERIOD OF APPOINTMENT (DATES): 3/3/2014

TOTAL NUMBER OF IN-COURT HOURS: 0  
PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0  
TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825 F INSPECTION VIOLATION PENALTIES

NUMBER OF COUNTS CHARGED: 0 NUMBER OF CO-DEFENDANTS: 0  
OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:  
IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:  
WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? ☐ YES ☒ NO

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

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

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

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

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

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

9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:

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


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

Public/Attorney Notes

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

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

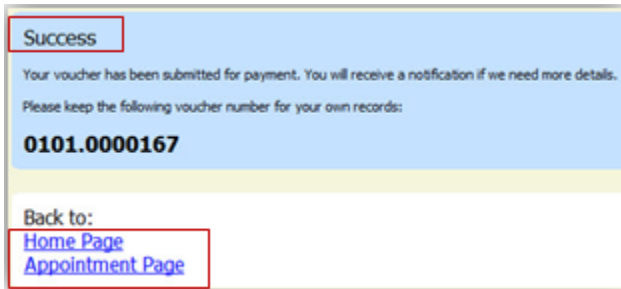
Date: 4/20/2020 22:27:34



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

**Step 6**

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



The CJA-26 now appears in the **My Submitted Documents** section.

**Note:** After the CJA-26 has been approved, go back into the voucher, click on Form 26 on the left side of the screen. This will populate the CJA-26 with the Judge's approval and the approved amount. Save this form as a PDF and attach it to the related CJA-20.

## Appendix A: Correcting Errors in Your .csv File

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

### Step 1

A message appears at the top of the page, indicating the number of errors found.

Basic Info Services Expenses Claim Status Documents Confirmation

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

**Services**

Date: 9/27/2021 Description:

Service Type:

Doc# (ECF):  Pages:

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

Basic Info Services Expenses Claim Status Documents Confirmation

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

**Services**

### Step 2

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

Errors Only Full Report

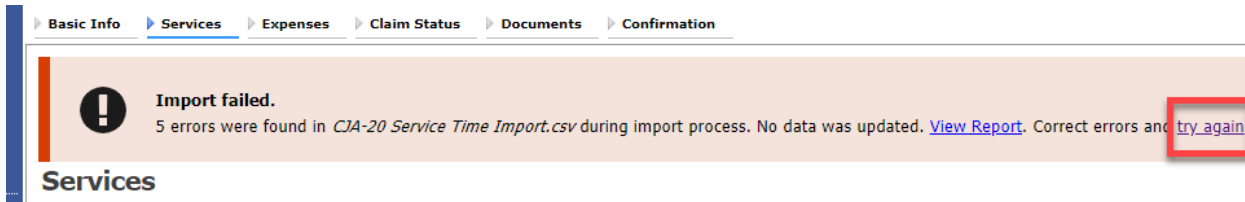
Case Number: 1-14-CR-08905		Person Represented: Jebediah Branson					
Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	9/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	9/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	9/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	9/14/2021	1.1	Test<>	16a. Interviews and Conferences		

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



**Step 3**

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



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

## Appendix B: Creating the Excel File for Import


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

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

### Services

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

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



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

If the first row contains service entry information instead of headings, the data in row 1 will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

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

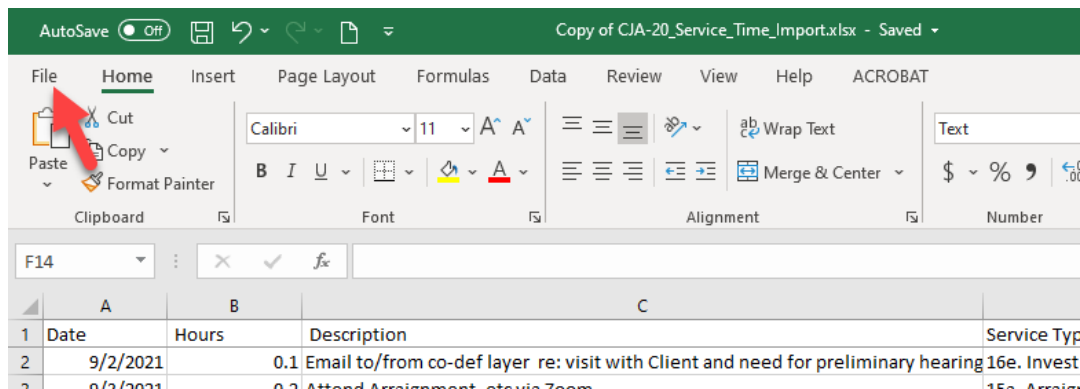
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

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

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

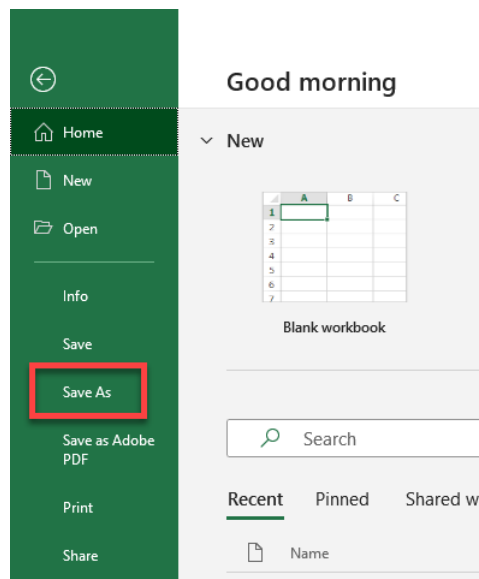
### Step 1

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



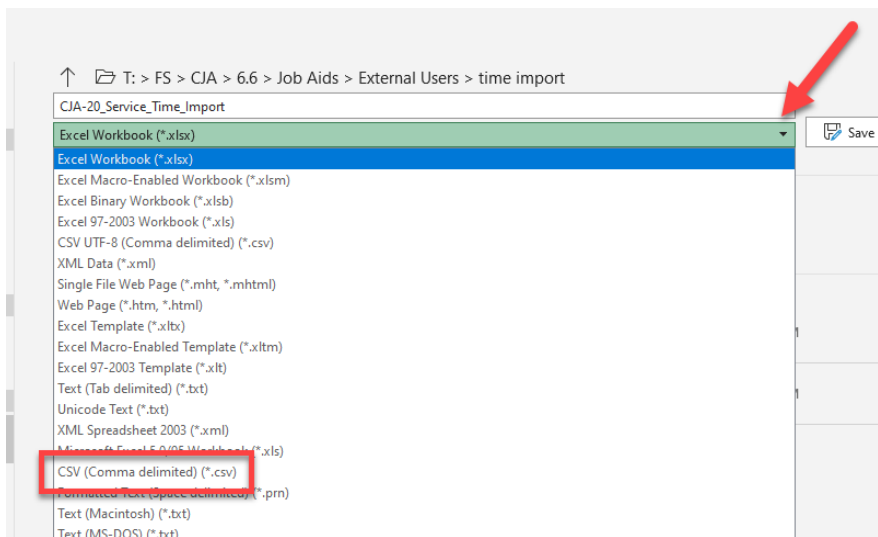
### Step 2

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

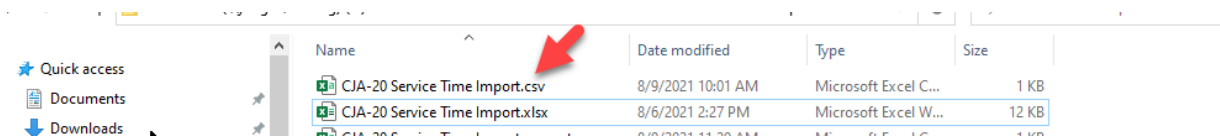


**Step 3**

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

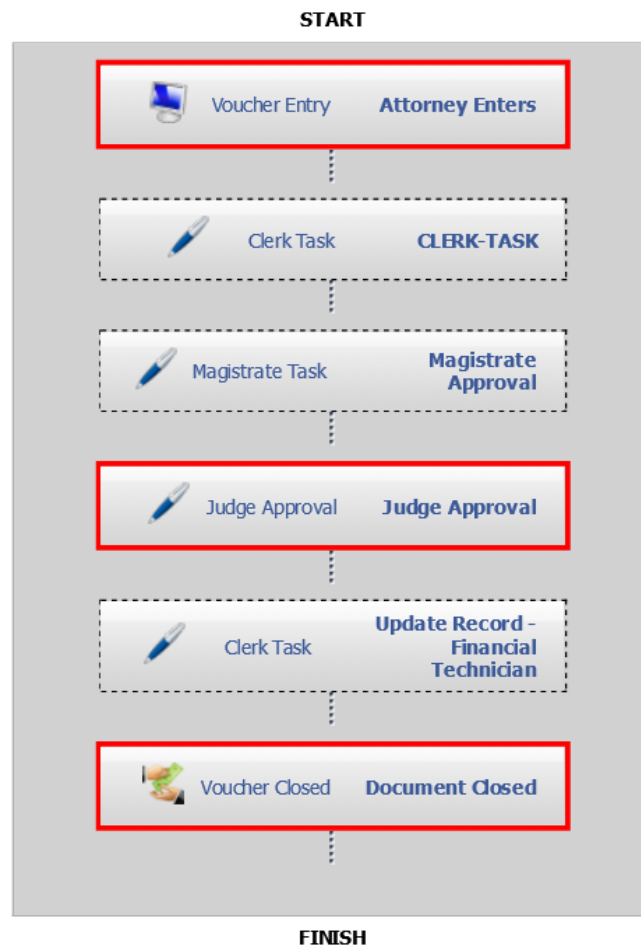


Your Excel file has now been converted to a .csv file and can be imported into the **Services** page of your CJA-20 or CJA-30 voucher.



## Appendix D: Workflows

# AUTH Workflow



\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

# AUTH-Excess Workflow



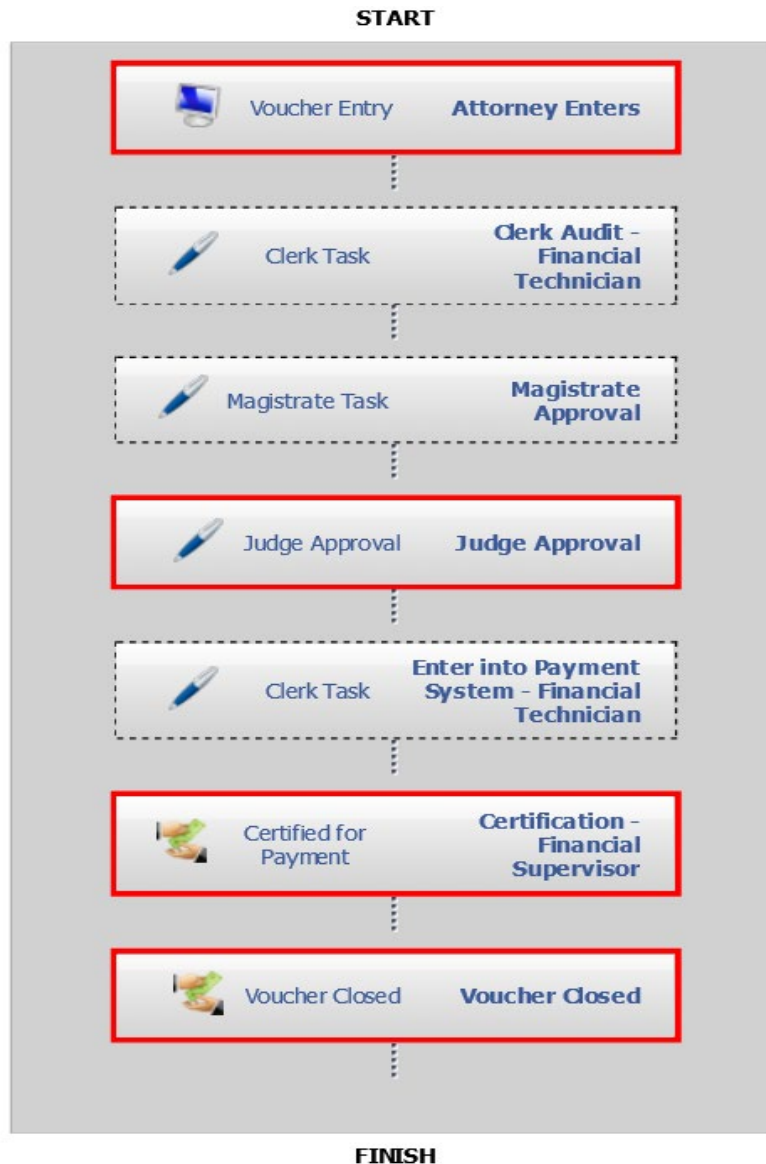
\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

# AUTH-24 Workflow



\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

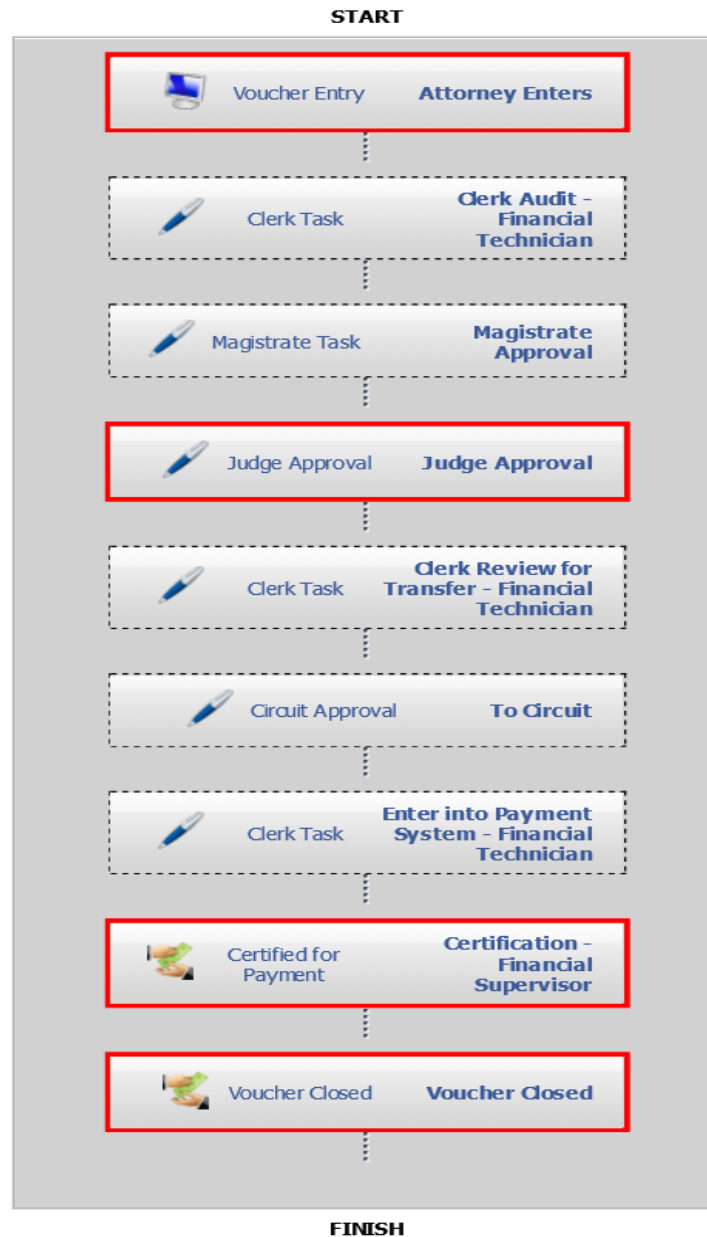
# CJA-20 Workflow



\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

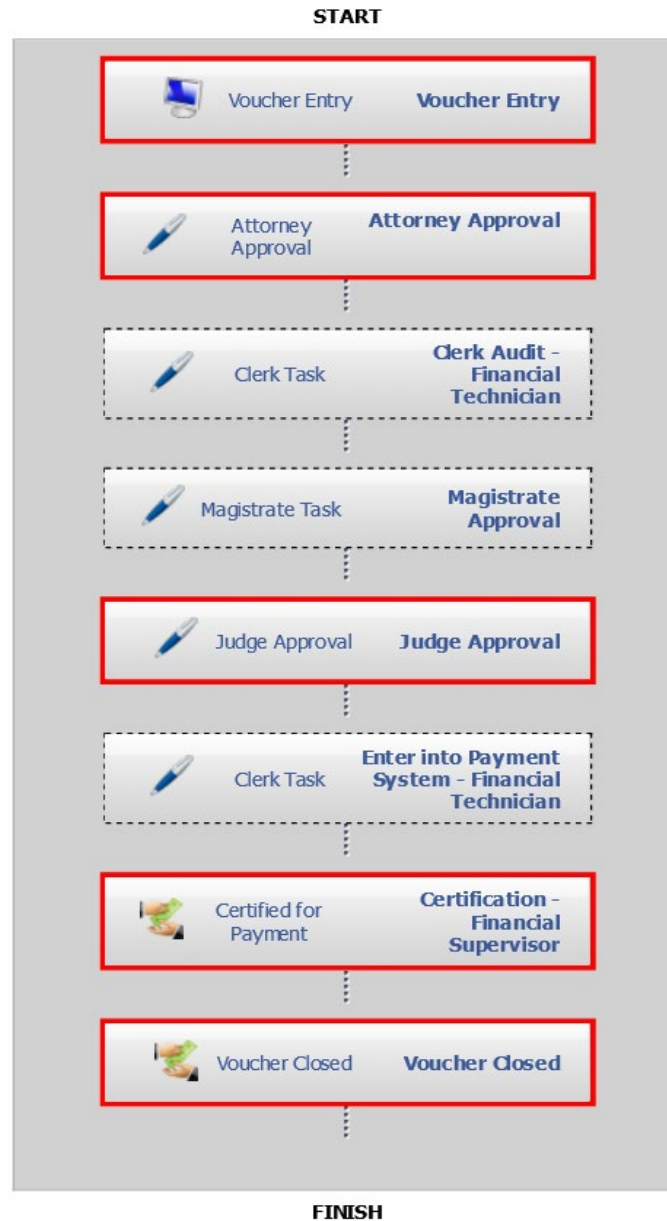


# CJA-20 Excess Workflow



\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

# CJA-21 Workflow



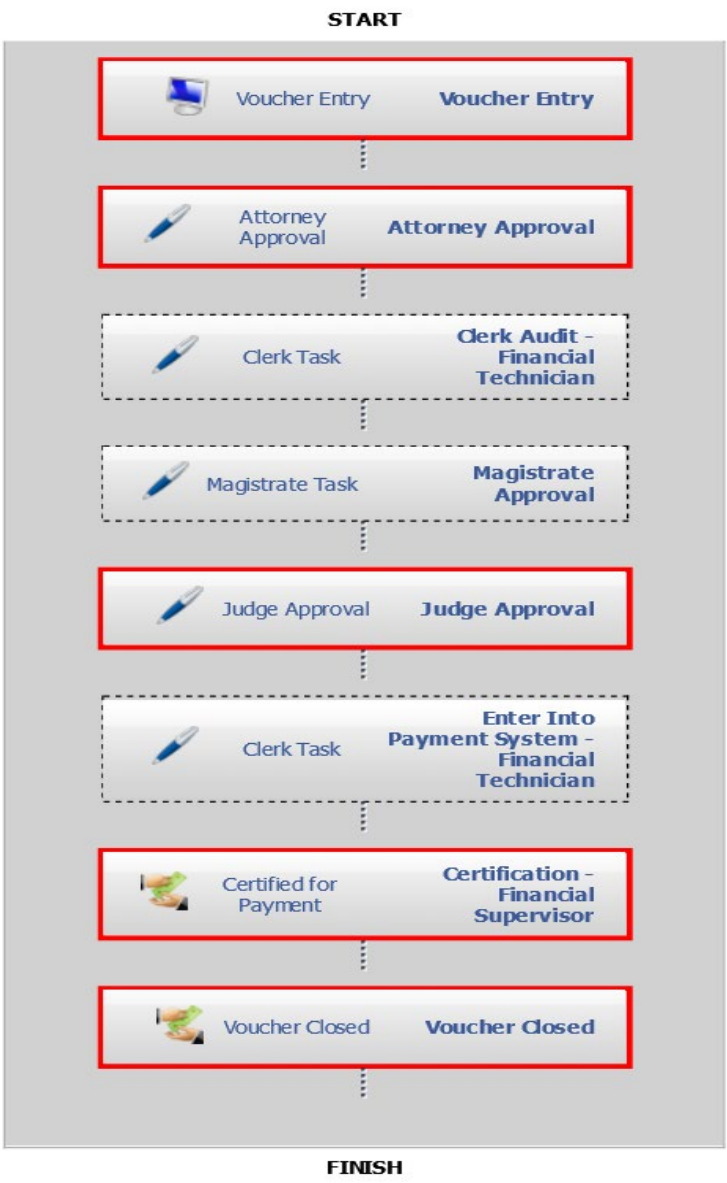
\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

# CJA-21 Excess Workflow



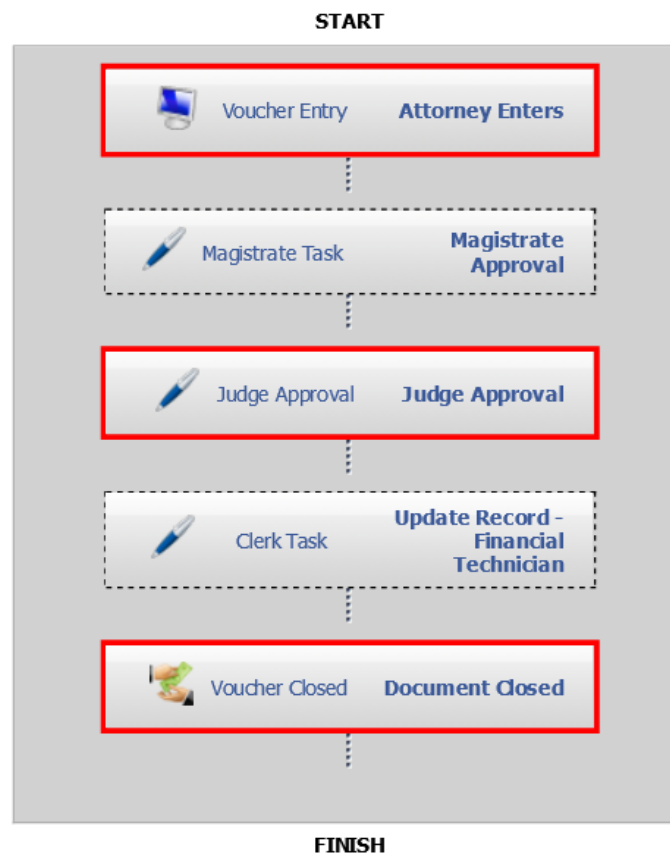
\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

# CJA-24 Workflow



\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

# CJA-26 Workflow



\*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

If you have any questions regarding your CJA representation,  
please contact:

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