

# District Court of the Virgin Islands

## CJA eVoucher

## **Attorney User Manual**

Release 6.4

September 2021



### Contents

FAQs/Tips for Success	3
Introduction	6
Panel Management	6
Voucher and Authorization Request Submission	6
Browser Compatibility	6
Court Appointment	6
Accessing the CJA eVoucher Program	7
Creating a Single Login Profile (SLP)	8
Forgotten Password – Legacy	
Signing In to eVoucher with Single Login Profile (SLP)	15
Forgotten or Expired Passwords	16
Locked Accounts	19
Single Login Profile (SLP) vs. Court Profile	20
Home Page	21
Navigating in the CJA eVoucher Program	22
Customizing the Home Page	23
Accessing Single Login Profile (SLP)	24
Account Information	24
Modifying Your Name	25
Updating Your Email Address	25
Updating Your Password	26
Updating Your Security Questions	27
Linked eVoucher Accounts	28
Link Your eVoucher Accounts to Your Single Login Profile (SLP)	29
Court Profile	
Attorney Info	
Billing Info	
Holding Period	35
Continuing Legal Education (CLE)	
Appointments' List	
View Representation	
Creating the CJA-20/30 Voucher (Payment Vouchers for Attorneys)	40
Entering Services	41
Entering Expenses	43
Claim Status	45
Documents	47

Signing and Submitting to Court	49
CJA-20 Quick Review Panel	52
Reports and Case Management	53
Defendant Detailed Budget Report	54
Defendant Summary Budget Report	55
Creating a CJA-21/31 Voucher (Payment Voucher for Experts and other Services)	56
Submitting an Authorization Request for Expert Services	63
Creating an Authorization for Transcripts (AUTH-24)	67
Creating a CJA-24 Voucher (Payment for Transcript)	70
Creating an Authorization for Payment of Travel Voucher	77
Creating a CJA-26 Voucher (Claim for Excess Compensation)	81
Appendix – Workflows	86

### **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: <u>https://www.vid.uscourts.gov/criminal-justice-act-info</u>. You may also access CJA eVoucher by using the following link: <u>https://evadweb.ev.uscourts.gov/CJA vix prod/CJAeVoucher/</u>.
- 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. Passwords / Changing passwords- From the Landing Page 'My Profile' Login Info
  - Passwords must be changed every 180 days.
  - Re-use of previously used passwords is not permitted.
  - Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, special characters.
- 6. **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.
- 7. 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 <u>45 days</u> after the last day of service. Attorneys are encouraged to submit vouchers for service providers in a timely manner.
- 8. **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.

<u>Self-Employed</u> : 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.

<u>Associate</u> : 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.

- 9. 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.)
- 10. 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 \$900, excluding expenses, must be pre-approved. Attorneys should submit an AUTH in CJA- eVoucher for pre-approval of expert services.
- 11. **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 <u>"My Active Documents"</u> 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.
- 12. **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.
- 13. **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.
- 14. Yellow Highligheted 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.

group by a particular Header, drag the column to this area. Search:			
Case	Defendant	Туре	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

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15. 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	Docume	ents 🕨	Confirmation
Claim S	Status					
Start Date	6/13/2014	•	E	nd 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
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

### Voucher and Authorization Request Submission

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

### **Browser Compatibility**

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

### **Court Appointment**

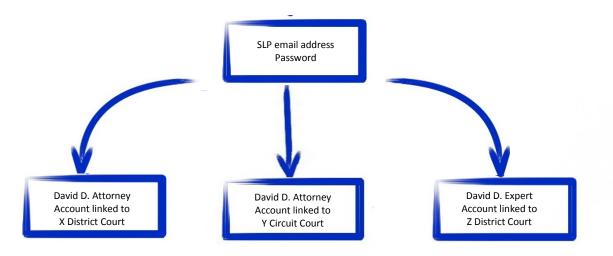
When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program. The attorney must log in and accept the appointment within 24 hours of receipt of the email.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

### Accessing the CJA eVoucher Program

You may access the CJA eVoucher Program by clicking on the link provided in the appointment email generated by the program or by visiting the District Court of the Virgin Islands website at <u>www.vid.uscourts.gov</u> and clicking on the Criminal Justice Act tab. It is suggested that you bookmark <u>www.vid.uscourts.gov</u> for easier access.

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

**Note:** Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.



#### Single Login Profile for David D. Attorney

### Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only has to be done once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.



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

UNITED STATES	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0	
Sign in to CJA	eVoucher	
0	ss. If you have not created a single login profile you will be prom	pted to create one.
Email Address		
daviddattorney@gmai	il.com ×	
Ne	ext	

### Step 2

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

An official website of the Un	ited States government
	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
Link CJA eVou Enter the username and Username	<b>cher account</b> password for your existing CJA eVoucher account to continue.
Dattorney	
Password	
Forgot your password?	
Ne	xt
Notice: This is a Postrict	ed Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the

Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Step 3

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

MICOURTS	eVoucher - Train Distri D Training - Release 6.			
	entered below to log into all	of your assigned eVoucher account nity to link them to your single logi		
First name	Middle name	Last name	Suffix	
David	D	Attorney	Jr. \$	
Email address				
Email address daviddattorney@gmail.com				

#### Step 4

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

Question 1	
In what city or town was your first job?	\$
Answer 1	
Boston	
Question 2	
What was your childhood nickname?	÷
Answer 2	
Davey	
Question 3	
What was your first car?	\$
Answer 3	
Saturn	×

### Step 5

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

UNITED STAT	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
U	your email
	iail has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to nue creating your single login profile.
ІМРО	<b>RTANT:</b> The link provided in the email is only valid for 30 minutes and can only be accessed one time.

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

**Note**: The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.

		Levie Destile Faceil//article.devide Manager and	-	
	Inbox	Login Profile Email Verification - david attorney Index ×	Ð	Ľ
*	Starred	cja_atty@aotx.uscourts.gov 3:25 PM (0 minutes ago)	*	:
G	Snoozed	to me 👻		
$\geq$	Sent	Dear David Attorney		
	Drafts	Thanks for setting up your allowing a logic coefficients		
~	More	Please click on the link to confirm your email address.		
Mee	ŧt	This link will be valid for 30 minutes and can only be used once. You will use this email address and the new password you are about to set to login to eVoucher from now on.		
	Start a meeting			
	Join a meeting	Regards, US Courts		
Han	gouts	The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recip	pient, you	i are

Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must:

- be at least eight characters in length and alphanumeric;
- contain at least one lowercase and one uppercase character;
- contain at least one special character; and
- not be a password used in the past 365 days.

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

UNITED STATES COURTS	CJA eVoucher - Train SDSO Training - Rele	
	Drd Dur single login profile will us	e to access eVoucher.
Enter password		
Verify password		
	Vext	
1		

### Step 8

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

An official website of the United States government
CUR eVoucher - Texas Western District Court TSD NV1 - Release 6.4.0.0
Vou have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.
Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### **Forgotten Password – Legacy**

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

An official website of the United States government		
CJA eVoucher - Tra COURTS SDSO Training - Re		
Link CJA eVoucher account Enter the username and password for your exist	ing CJA eVoucher account to continue.	
Login failed. Invalid username or password or you Please contact an eVoucher Administ		
Username  dattorney ×		
Password		
Forgot your password? Next		
Next		

Click the Forgot your password? link.

Step 1

Username	
dattorney	×
Password Forgot your password?	
Next	

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

### Step 2

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

#### **Forgot your Login?**

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

Username	]
Email	
Back to sign in	
Recover Logon	

Step 3

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

CJA - Logon Recover by Joe Attorne	y Inbox x
<b>cja_atty@aotx.uscourts.gov</b> to me ▼	5
"0" topmargin="0" style="background-color: #ffffff; padding: 30	30 30 30">
Dear Joe Attorney,	
On 11/4/2020 11:02:20 AM we received a request to reset you	r Online CJA 'password'
from the CIA - district_trng site. In order to start the recovery p	process, please
click here and you will be taken to the proper page.	
Regards,	
US Courts	
The information in this e-mail and in any attachment may contain information w	hich is privilened. It is intended only for the attention and use of the r

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

#### Step 4

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

<b>IMPORTANT:</b> The link provided in the password reset ema If necessary, return to the login page and click "Forgot you	il is only valid for 30 minutes and can only be accessed one time. r login" to repeat the process.
Reset your password	
New Password	
Confirm Password	
Username	
Email	
Reset	
Password Requirements	-
<ul> <li>Password must be at least 8 characters.</li> <li>Password must be alpha-numeric.</li> <li>Password must contain at least one lower case and one upper c</li> <li>Password must contain at least one special character.</li> <li>Password cannot be a password used within the past 365 days.</li> </ul>	ase character.

#### Step 5

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

Sign in to CJA eVoucher Enter your email address. If you have not created a single login profile you will be prompted to create one.
Password updated. Your password was successfully updated.
Email Address
Next
Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

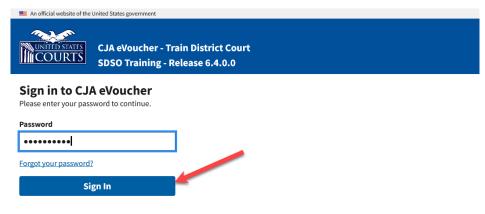
### Signing In to eVoucher with Single Login Profile (SLP)

#### Step 1

From the eVoucher webpage, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact Financial Services.

An official website of the	United States government CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
Sign in to CJ Enter your email add	A eVoucher ess. If you have not created a single login profile you will be prompted to create one.
Email Address daviddattorney@gm	ail.com ×
	Next
	- cted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the ion under Title 18 of the U.S. Code. All activities and access attempts are logged.
Step 2	

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



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

### **Forgotten or Expired Passwords**

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

Your password is expired.     Please use the "Forgot your password?" link to reset your password.	Login failed. Invalid username or password or your account is locked. Please contact an eVoucher Administrator for assistance.
---	--

### Step 1

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

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

### Sign in to CJA eVoucher

Please enter your password to continue.

•••••	
Forgot your password?	
Sign	In

Step 2

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

Reset your password? Please answer the following challenge question	n to have a password reset link sent to your email.
Email daviddattorney@gmail.com	
Question: In what city or town was your first Answer	job?
******	
Back to sign in Reset your password	

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

#### Step 3

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

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

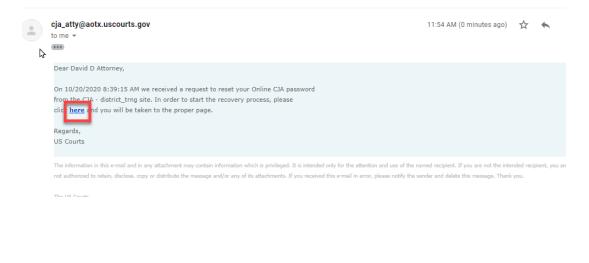
#### **Reset your password?**

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



#### Step 4

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



### Step 5

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

New Password			
Confirm Password			
Email		_	
	Reset		

### Step 6

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

	<b>n to CJA eVoucher</b> r email address. If you have not created a single login profile you will be prompted to create one.
0	Password updated. Your password was successfully updated.
Email Ad	dress
	Next
	his is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the I/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### **Locked Accounts**

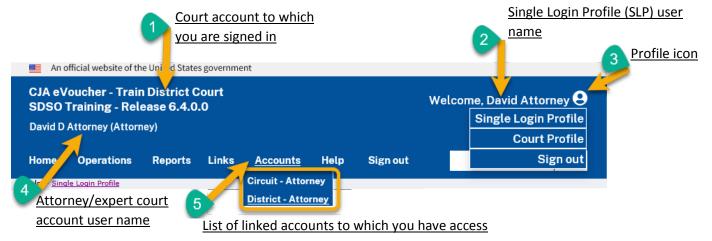
You can attempt to create a Single Login Profile (SLP), or sign in with an existing Single Login Profile (SLP), a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and access is restricted. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.

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

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

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

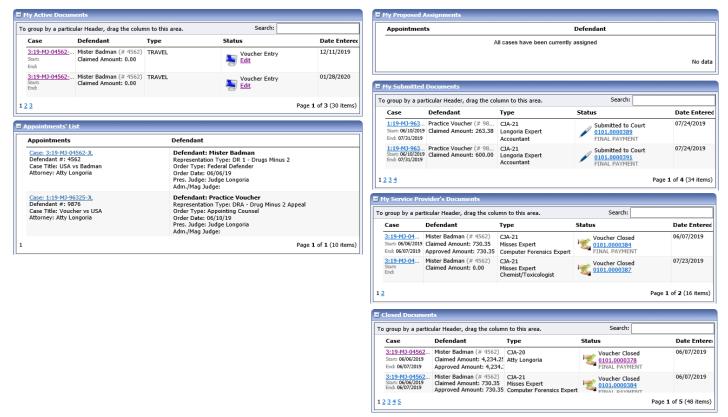
Here are some tips for viewing which court account you are in, and who you are within that court.



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

### **Home Page**

Your home page provides access to all 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.



Folder Name	Contents				
My Active Documents	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.				
Appointments' List	This is a quick reference to all your appointments.				
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.				
My Submitted Documents	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.				
My Service Provider's Documents	<ul> <li>This folder contains all the vouchers for your service providers, including:</li> <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>				
Closed Documents	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.				

### Navigating in the CJA eVoucher Program

CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0 David D Attorney (Attorney)							Welcome,	David Attorney 😫
Home	Operations	Reports	Links	Accounts	Help	Sign out		Q

Menu Bar Item	Description				
Home	Click to access the eVoucher home page.				
Operations	Click to search for specific appointments.				
Reports	Click to view selected reports you may run on your appointments.				
Links	Click to access links to CJA resources such as forms, guides, publications, etc.				
Accounts	Click to access your different court accounts.				
Help	<ul> <li>Click to access:</li> <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>				
Sign out	Click to sign out of the eVoucher program.				
Search field	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**



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



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.

🗉 My Active [	My Active Documents								
To group by a	particular Header, dra	g the column to this area.	Search:						
Case	Defendant 🗅 Type		Status	Date Entered					

Step 2

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

My Active Docu	ments		
To group by a partic	ular Header, drag the column	to this area.	
Case	Defendant	Туре	∇ Status

Step 3

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

My Active Docum	ents		
Group by: Ca	se -	Ν	
Case	Defendant	Туре	∇ Status

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

### **Accessing Single Login Profile (SLP)**

On the Single Login Profile page, you can:

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

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

CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0 David D Attorney (Attorney)								Welcor	Single L	Attorney ogin Prof court Prof	ile	
Home	Operations	Reports	Links	Help	Sign out						Sign o	ut
> Help >		•		Single Lo	gin Profile							
				Court Pro	file							
				Contact l	Js							
				Privacy								
				eVoucher	Documentat	tion: Attorney and Expert Users	rs					

### **Account Information**

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

Home	Operations	Reports	Links	Help	Sign out			Q
> Help > <u>Sinc</u>	le Login Profile							
Sing	lle Login F	Profile						
Acc	ount Information	tion						-
Firs Dav	<b>st name</b> rid		<b>Mid</b> e B	dle nam	B	Last name Attorney	Suffix -	<u>Edit</u>
	<b>ail address</b> rneyl210@gma	ail.com						<u>Edit</u>
Pas	sword							<u>Edit</u>

### **Modifying Your Name**



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

#### Single Login Profile

Account Information				-
<b>First name</b>	<b>Middle name</b>	Last name	Suffix	Edit
David	B	Attorney	-	

-



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

				Save changes
David	х В		Attorney	-Select- 🔶
irst name		Middle name	Last name	Suffix

### **Updating Your Email Address**



Step 2

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



Email address	
attorneyl210@gmail.com	
Confirm email address	
attorneyl210@gmail.com	
Cancel	Save changes

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

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

Edit

### **Updating Your Password**

Step 1

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

Password

Step 2

#### Make any necessary changes, and then click Save

#### **Password Requirements**

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

#### Password

Confirm password	
Cancel	Save changes

### **Updating Your Security Questions**



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

#### Single Login Profile

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

#### Step 2

Make any necessary changes, and then click Save changes.

#### Security Questions

Select three security questions and enter your answers.

<u> </u>	how my Answers
Question 1	
In what city or town was your first job?	\$
Answer 1	
•••••	
Question 2	
What street did you live on in third grade?	\$
Answer 2	
•••••	
Question 3	
In what year (YYYY) did you graduate from high school?	\$
Answer 3	
•••••	
Cancel	Save change

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

### Linked eVoucher Accounts

### Step 1

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

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

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.

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

Linked eVoucher Accounts			-
Multiple eVoucher accounts can be linked to a Sing Use the <b>Accounts</b> menu to switch between account		ne account is link	ed, select a default eVoucher account.
Account	User Type	Default	
Massachusetts (DDAttorney)	Attorney		
			-
Link your eVoucher Accounts to your Single Lo	gin Profile		+

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



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

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



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

Link your eVoucher Accounts to your Single Login Profile
Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.
Enter the information for the eVoucher Account to link to your Single Login Profile
District Appellate
Court
-Select-
Court login username
Court login password
Cancel Link Account

Step 3	
Click Link Account.	
Court	
Train Circuit Court	\$
Court login username	
Court login password	
•••••	
Cancel	Link Account

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

> Help > Single Login Profile

 Image: Link Success!

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

### **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**.

An c	official website of th	e United States	governmer	nt		
SDSO	oucher - Train Training - Rel Attorney (Attorn	ease 6.4.0.			We	lcome, David Attorney 오 Single Login Profile
						Court Profile
Home	Operations	Reports	Links	Help	Sign out	Sign out
> Help > <u>Cou</u>	rt 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.

Changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

#### **Court Profile**

Attorney Info

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.

#### Bar Number: TX125568 Your Name: David D Attor

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 > <u>Court Profile</u>

Attorney Info Your personal info	Bar Number: <b>TX125568</b> Your Name: <b>David D Attorney</b> <i>Your Contact Info:</i> Phone: 555 55555	Edit
	Fax: deadmail@ao.uscourts.gov <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US	
Billing Info List all available billing info records	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:	Select Add Edit
Holding Period	No info has been stored. Please click VIEW to type your info.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

### **Attorney Info**



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

Attorney Info Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	Edit
	Your Contact Info: 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	
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	

### Step 2

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

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.	* Required Fields Bar Number Tax Identification Numbor SSN: Confirm:	••	⊃ <mark>anel)</mark> □ Foreign Vendor?		Save cancel
If you are an associate only, do not	First Name * Andrew		Last Name * Anders		
enter your Social Security Number in the SSN field.	Andrew		Anders		
	Main Email *				
Payee Certification:	lisa_ornelas@aotx.usco	urts.gov			
This message informs you that the Name and TIN entered are collected	2nd Email				
pursuant to IRS Guidelines that govern	deadmail@support.aotx	.uscourts.go	ov .		
what information must be collected by	3rd Email				
the judiciary for payments made to	deadmail@support.aotx	.uscourts.aa	ov.		
non-employees and other entities for	Phone *	C	ell Phone	Fax	
services provided and for purposes of issuing a Form 1099-MISC. You have	210-833-5623	2	10-555-1234		
provided this information under					
penalties of perjury and certify that:	Address 1 *	<u>Ci</u>	ity *		
1 - The number entered as my SSN or	110 Main Street	s	an Antonio		
EIN is my correct taxpayer	Address 2	St	tate * (US only)	Zip * (US only)	
identification number: and		Т	rexas 🗸	78210	
2 - I am a U.S. citizen, U.S. resident	Address 3		ountry *		
alien, or other U.S. person (a partnership, corporation, company, or		l	JNITED STATES	~	
association created or organized in the	L				
U.S. or under the laws in the U.S.).					

#### Notes:

- 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.

<b>Billing Info</b> List all available billing	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
---	--	-----------------------

#### 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	Biling Type: Save Self-Employed © Firm	
	Tax Identification Number: EIN/TIN: Confirm:	
	Copy Address from Profile	
	Name:	
	Phone: Fax:	
	Address 1:	
	Address 2:	
	Address 3:	
	City: State: Zip Code:	
	Country: UNITED STATES	

<b>Billing Info</b> List all available billing info records	* Required Fields Billing Type: O 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.



In the Holding Period section, click View.

Holding Period	There are <b>9</b> periods of time during which cases cannot be taken.	View
Sten 2		

#### Click Add.

Holding Period	Back Edit	Add Delete			
				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	Back Save	
	Starting Date         Ending Date           4/27/2020         5/1/2020	
	Notes Vacation.	
	~	

# **Continuing Legal Education (CLE)**



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

Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

Step 2

To add CLE information, click Add.

Continuing Legal Education	Back	Edit Add	Delete			
						Search:
	Files	Credit	Date	Hours	Subject	
					No Continuing Legal Education	
						No

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**.

Continuing Legal Education	Back Save
	Credit Sentencing-rel 🗸
	Date 05/01/2014
	Hours 0
	Description
	~
	Document After you save the information about this Continuing Education, you will be able to upload related documents.

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

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

Back Save	
Credit Sentencing-rei 🗸	
Date 05/15/2014	
Hours 0	
Description	~
	0
Document	Browse

Continuing Legal Education	Back	Edit Add	Delete			
					Se	arch:
	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' List		
Appointments	Defendant	
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:	

I this page you will find a Immary about this	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENT	ED			VOUCHER NUME	BER
ppointment, including a list of	0101 3. MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.NUME	FR	5. APPEALS, DKT/DE	FNUMBER	6. OTHER. DKT/	OFF NUMBER
buchers related to this		1:14-CR-08805-1-AA					
pointment and links to create	7. IN CASE/MATTER OF(Case	Name) 8. PAYMENT CATEGOR Felony (including pre	Y trial diversion	9. TYPE PERSON REL	PRESENTED	10. REPRESENT	TION TYPE
ew vouchers	USA v. Branson	of alleged felony)	-dial diversion	Adult Defendant		Criminal Case	
<u> </u>	11. OFFENSE(S) CHARGED	VIOLATION PENALTIES					
View Representation	12. ATTORNEY'S NAME AND			13. COURT ORDER			
reate New Voucher	Andrew Anders 110 Main Street			A Associate	C Co-Counsel	D Federal Defender	F Subs for Federa Defender
	San Antonio TX 78210			L Learned Counsel	☑ O Appointing		I 🗆 R Subs for Retain
UTH <u>Create</u>	Phone: 210-833-5623			(Capital Only)	Counsel	Attorney	Attorney
uthorization for Expert and other ervices	Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.			S Pro Se	T Retained Attorney	<ul> <li>U Subs for Pro Se</li> </ul>	X Administrative
	Lindi. Indi Criticido de de de			Y Standby Counsel			
UTH-24 Create				Prior Attorney's Name			
anscript				Appointment Dates Signature of Presiding J			
UDCETAUTU Create				Albert Albertson	udge or By Order of		
UDGETAUTH Create uthorization for Excess Attorney	14. LAW FIRM NAME AND M	AILING ADDRESS		Date of Order 3/3/2014		Nunc Pro Tunc Dat	e
ees and/or Expert and other Services				Repayment  VES	I NO		
n Budgeted Case							
DA-20 Create	Vouchers on File						
ppointment of and Authority to Pay ourt-Appointed Counsel	To group by a particular	Header, drag the column to this	araa			earch:	
ourt-Appointed Counsel							
DA-21 <u>Create</u>	Case	Defendant	Туре	S	tatus		Date Entered
uthorization and Voucher for Expert nd other Services	1:14-CR-08805-AA- Start: 09/23/2015	Jebediah Branson (# 1)	CJA-20		🥁 Voucher Cle		03/17/2016
	End: 09/23/2015	Claimed Amount: 6,350.00 Approved Amount: 6,350.00	Andrew And	lers	<u> 0101.00000</u>	001	
CIA-24 Create uthorization and Voucher for	1:14-CR-08805-AA-	Jebediah Branson (# 1)	AUTH				11/16/2017
ayment of Transcript	Start: 04/02/2014	Claimed Amount: 1,000.00	Chemist/Tox	kicologist i	Voucher Cle <u> 0101.00000</u>	osed	11, 10, 2017
14.0C C	End: 11/16/2017	Approved Amount: 1,000.00			<u></u>	<u></u>	
tatement for a Compensation Claim	1:14-CR-08805-AA-	Jebediah Branson (# 1)	AUTH-24		Voucher En	trv	04/14/2014
Excess of the Statutory Case	Start:	Claimed Amount: 0.00			Edit	,	
ompensation Maximum: District ourt	End:				<u> </u>		
	1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20		Voucher En	try	11/05/2015
RAVEL <u>Create</u>	End:	cialifica Antoanc. 0.00			Edit		
uthorization for payment of Travel	1:14-CR-08805-AA-	Jebediah Branson (# 1)	C10 20				11/05/2015
Reports	1:14-CR-00003-AA- Start:	Claimed Amount: 0.00	CJA-20		Voucher En	try	11/03/2013
	End:				C. Lun		
Appointment Report	1:14-CR-08805-AA-	Jebediah Branson (# 1)	AUTH-24		Voucher Cle	osed	01/21/2016
Defendant Detail Budget Report Detail budget info for defendant	Start: 01/21/2016 End: 01/21/2016	Claimed Amount: 0.00			<u> 0101.0000</u>		
betan budget mit for derendent					-		
Defendant Summary Budget Report	1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL		Voucher En	try	01/21/2016
Totals only of budget info for defendant	End:	Claimed Amount: 0.00			Edit		
uerenuant	1:14-CR-08805-AA-	Jebediah Branson (# 1)	CJA-20		Voucher En	tru	01/21/2016
Attorney Time	Start: End:	Claimed Amount: 0.00			Edit	u y	
Case Detail Budget Report	CIN.						
	1:14-CR-08805-AA-	Jebediah Branson (# 1)	CJA-20		Voucher En	try	03/22/2016
	Start: 03/22/2016 End: 03/22/2016	Claimed Amount: 802.75	Andrew And	lers	Edit		
		All all the provide the state			FINAL PAY		00/05/5515
	1:14-CR-08805-AA- Start: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24		🥪 Voucher Cle	osed	03/22/2016
	End: 03/22/2016				<u> 0101.0000</u>	109	

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

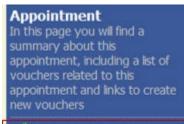
# **View Representation**

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.



View Representation

#### The Representation Info page appears.

# Representation Representation Info In this page you can view or delete the representation. 1. CR./DIST/DIV.CODE 2. PERSON REPRESENTED 101 1. CR./DIST/DIV.CODE 1. CR./DIST/DIV.CODE 1. CR./DIST/DIV.CODE

	App.ID         Attorney           4         Andrew Anders	Order Type Appointing Counsel		Email lisa_ornelas@aotx.uscourts.gov
				DESIGNEE 2
	11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATI EXCESS FEE LIMIT \$11,500.00	ON PENALTIES PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
Reports Representation Report	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
	3. MAG. DKT/DEF.NUMBER 7. IN CASE/MATTER OF(Case Name)	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA 8. PAYMENT CATEGORY	5. APPEALS. DKT/DEF.NUMBE 9. TYPE PERSON REPRESENT	
delete the representation.	0101	Jebediah Branson		

VOUCHER NUMBER

Г

# **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.

CJA-20	<b>Create</b>
Appointment of and Authority	' to Pay
Court-Appointed Counsel	

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/ECE Voucher #: Start Date: 6/11/2014	Basic Info     Services      Basic Info     I. ctr.mstf.dbv.cobe     0101     3. MAG.dbkT/dbf.NullBer      7.IN CASE.MATTER OF(Case Name)     USA v. Branson	Expenses     Claim Stat     Claim Stat     Claim Stat     Sta	S. AFFEALS. DKT. DEF NUMBER 9. TYPE PERSON REPRESENTED Adult Defendant	NOUCHER NUMBER 6. OTHER DKT.DEF.NUMBER 10. REFRESENTATION TYPE Criminal Case		Tab headings appear at the top of the screen.
End Date: 6/11/2014  Services: \$0.00  Expenses: \$0.00  Reports Defendant Detail Budget Report Detail budget info for defendant Form CJA20 Defendant Summary Budget Report	11. OFFENSE(S) CHARGED 15:1823.F INSPECTION VIOLAT 12. ATTORNEY'S NAME ANDMAILING Andrew Anders - Bar Number: 123- 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 14. LAW FIRM NAME ANDMAILING A	ION PENALTIES ADDRESS 15	13. COURT ORDER         A Associate       C Co-         F Subs for Federal Defender       Ø App         P Subs for Faeel Attorney       R Sub         Y Standby Counsel       Prior Attorney's Name         Appointment Dates       Signature of Presiding Judge or By Order of Albert Albert Albertson         Date of Order       Nunc Pro Tunc         3/3/2014       XES VINO	pointing Counsel s for Retained Attorney of the Court		
Totals only of budget info for defendant	Payment Info           Preferred Payee         Andrew Anders           SSN/EIN:*******         123 Legal Blvd. Sc           AnyTown, DC         12345 - USA           Phone: 888-555-400         ****           «First         < Previous	789 uth 000 1	Delete Draft	Audit Assist	/	A progress bar appears at the bottom of the screen.

#### Notes:

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

# **Entering Services**

Line-item time entries should be entered on the **Services** page. Both in-court and out-of-court time should be recorded here.

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



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

Basic In	fo Services Expens	es 👌 Claim Status 👌 Docu	ments Confirmation				
Servi	ices						
Date Units Rate	4/17/2020 * ***** * *	Description		Add	I Re		•
Required F	i <mark>elds</mark> by a particular Header, drag the colu	mn to this area.					
Date	Description				Units	Rate	Amt
		(Empty)					
« First	< Previous Next > Last	» Save	Delete Draft		Au	dit Assis	st.
Ste	p 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.

Service	s			_					
Date	4/17/	2020	*	Ē					Des
Units	•			Ap	oril 202	:0			
Rate	×	Su	Мо	Tu	We	Th	Fr	Sa	
	*	29	30	31	1	2	3	4	
* Required Fields	*	5	6	7	8	9	10	11	
	*	12	13	14	15	16	17	18	
To group by a p	art »	19	20	21	22	23	24	25	
Date De	*	26	27	28	29	30	1	2	
Date De	»	3	4	5	6	7	8	9	

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

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

Service	S	
Date	4/17/2020 *	Description
Service Type	*	
Doc.# (ECF)	In Court Services	
Hours	a. Arraignment and/or Plea	
	b. Bail and Detention Hearing	
* Required Fields	c. Motion	
To group by a pa	d. Trial	
	e. Sentencing Hearings	

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

#### Step 4

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

Service	S			
Date	4/17/2020 *	Description	First appearance an arraignment of defendant.	
Service Type	a. Arraignment and/or Plea 🔹 💌			
Doc.# (ECF)	Pages			*
Hours	5.0 * at \$148.00 per hour.		Add	Remove
* Required Fields				

#### 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. Be sure to click **Save**. Click an entry to edit.

Date	4/17/2020	* 🎬		Description					
Service Type			*						$\sim$
Doc.# (ECF)		Pages							×*
Hours	*	at \$148.00	per hour.			Add	H H	lemove	
Hours	*	at \$148.00	per hour.			Add	Е	emove	
Hours Required Fields	*	at \$148.00	per hour.			Add		lemove	
Required Fields			per hour. lumn to this area.			Add		(emove	
Required Fields					 	Add	Hrs	Rate	Amt

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

# **Entering Expenses**



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

Basic Info	> Services	Expe	nses 🕨 Cla	im Status	Doc	uments	Confirmation			
Expens	ses									
Date	4/17/2020	• 🇰		Descrip	tion					~
Expense Type			•							
Miles	a	it \$0.535 pe	er mile.							*
Amount								Add	Remove	
* Required Fields										
To group by a p	particular Header,	drag the c	olumn to this are	а.						
Expense Type	•	Date	Description						Mile Rate	Amt
				(E	mpty)					
« First < P	revious Next	t> La	ist »	Save	]		Delete Draft		Audit Assi	st

## Step 2

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

Expense	es	
Date	4/9/2020 *	
Expense Type	-	*
Miles	Travel Miles	
Amount	Travel Misc.	
	Fax	
* Required Fields	Long Distance Charges	
To group by a pa	Photocopies	s area.
Expense Type	Postage	ion
	Other Expenses	
		1

« First < Previous Next > Last »

Expens		C71000				
Date	4/17/2020	*		Description	Travel to and from court.	~
Expense Type	Travel Miles		▼ *			× .
Miles	20	at \$0.535 per	mile.			*
Amount						Add Remove
* Required Fields						
		r, drag the colu	umn to this area.			
To group by a	barticular Heade	,				

Delete Draft

Audit Assist

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

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

Save

Click in the Date column header to sort expenses by date. Click Save.

Expenses							
Date 4/17/2020	* 🎹	Description				~	
Expense Type		*					
Miles * a	at \$0.535 per	mile.			_	*	
Amount			Add	R	emove		
* Required Fields							
To group by a particular Header,	, drag the co	lumn 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	

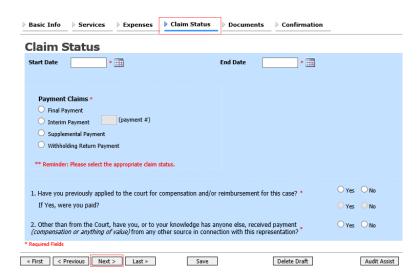
#### **Notes:**

- 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**



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



CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

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.

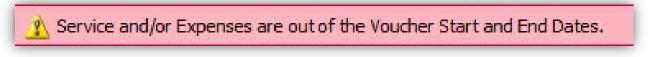
Basic Info Services Expenses	aim Status 🌔 Documents	Confirmation	
Claim Status			
Start Date *	End Date	*	
Payment Claims *			
Final Payment			
<ul> <li>Interim Payment</li> <li>(payment #)</li> </ul>			
Supplemental Payment			
Withholding Return Payment			
, , , , , , , , , , , , , , , , , , ,			
** Reminder: Please select the appropriate claim status.			
	1		
1. Have you previously applied to the court for compe	ensation and/or reimbursement for th	his case? * O Yes	○ No
If Yes, were you paid?		⊖ Yes	No
<ol> <li>Other than from the Court, have you, or to your kn (compensation or anything of value) from any other s</li> </ol>	owledge has anyone else, received pource in connection with this represe	payment OYes	○ 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 will be removed when you complete the **Claim Status** section with correct start and end dates that include all service and expense dates for the voucher.

# **Documents**

Attorneys (as well as 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); 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	s	Documents	Confirmation		
Support	ing Documen	ts				
File Upload	(Only Pdf files of 10M	B size or less!)				
File	C:\Users\JaimeLongoria	I Browse				
Description	Document					
					Uplo	ad
Description						View
Document					Delete	View
« First < Prev	ious Next > Last »	Save		Delete Draft	Audit	Assist

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

## **Supporting Documents**

File	C:\Users\JaimeLongoria\I Browse	
Description	Document	
		Upload
		Delete View
Description Document		Delete View

# **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.

	onfirmation									
101	R/DIST/DIV.CODE	2. PERSON RI Jebediah Bra	anson						VOUCHER NUM	
3. MA	G. DKT/DEF.NUMBER	4. DIST. DKT/ 1:14-CR-08	DEF.NUMBEI ROS 1 A A	R	5	APPEA	LS. DKT/DEF	F.NUMBER	6. OTHER. DKT/	DEF.NUMBER
. IN	CASE/MATTER OF(Case Name)	8. PAYMENT	CATEGORY			TYPE F	ERSON REP	RESENTED	10. REPRESENT.	ATION TYPE
JSA	v. Branson	Felony (incl of alleged fe	uding pre-tr lonv)	ial c	liversion Ac	lult De	efendant		Criminal Case	
1.0	FFENSE(S) CHARGED 325.F INSPECTION VIOLATIO									
2. A'	FTORNEY'S NAME AND MAILING AI	DRESS	123		13	COUR	T ORDER			
101	ew Anders Main Street					A Ass	ociate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
an /	Antonio TX 78210					L Lea apital C	med Counsel	O Appointing Counsel	P Subs for Pane Attorney	el 🗆 R Subs for Retained Attorney
ell	e: 210-833-5623 phone: 210-555-1234				'	S Pro		□ T Retained	U Subs for Pro	
mai	l: lisa_omelas@aotx.uscourts.go	v					idby Counsel	Attorney	Se	
	AW FIRM NAME AND MAILING ADD				Ap	pointme	mey's Name nt Dates	udge or By Order of t	the Count	
ndr	ew Anders TIN: XX-XXXXXX Main Street	x			Al	bert A	lbertson	udge of By Order of t		
an /	Antonio TX 78210 US					te of Or 3/2014			Nunc Pro Tunc Dat	e
hon	e: 210-833-5623				R	ipaymei	at ⊡ YES ⊵			
	CLAIMS FOR SERV	VICES AND			TOTAL		_		JRT USE ONLY	Y
•	CATEGORIES		HOURS CLAIMEE	,	TOTAL AMOUNT CLAIMED	A	DJUSTED HOURS	ADJUSTED AMOUNT	R	EVIEW
5.	a. Arraignment and/or Plea			0	\$0.0					
	<ul> <li>b. Bail and Detention Hearing</li> <li>c. Motion</li> </ul>			0	\$0.0 \$0.0					
	d. Trial			0	\$0.0	0				
	e. Sentencing Hearings			0	\$0.0 \$0.0					
	f. Revocation Hearings g. Appeals Court			0	\$0.0					
	h. Other			0	\$0.0					
6.	a. Interviews and Conferences	Totals		0	\$0.0 \$0.0					
Ē	b. Obtaining and Reviewing Rec	ords		0	\$0.0	0				
	c. Legal Research and Brief Writ d. Travel Time	ing		0	\$0.0 \$0.0					
	e. Investigative or Other Work			0	\$0.0	0				
-	Franci Francisco <i>(la datum</i> a arkiu	Totals		0	\$0.0	_				
' 2	Fravel Expenses (lodging, parkin nileage, etc.)	-			\$0.0	0				
	Other Expenses (other than exper transcripts, etc.)	ť,			\$0.0	0				
GR/	AND TOTALS				\$0.0	0				
CL.	AIMED AND ADJUSTED)	HE PERIOD (	FSFRVICE	120		-	VINATION	DATE IF OTHER	21. CASE DISPO	OSITION
	FROM: TO		a sherice	TH	AN CASE COM	IPLETI	ON		are entre prore	
2. CI	AIM STATUS D Final Payment		erim Payment (	(#)	<ul> <li>Supple</li> </ul>	emental	Payment	<ul> <li>Withholding Pa</li> </ul>	ayment () (Total	)
Hav	e you previously applied to the co	ourt for com	pensation ar	nd/o	r reimbursen	ient fo	r this case?	? 🗆 YES	NO	
fye	s, were you paid?	D NO							r anything of vai	we) from
nv -	other source in connection with t ar or affirm the truth or correctness of th	his represent	ation?		YES 🗆	NO		lease attach supp		
	ature of Attorney:	e above statema	<u>.</u>					Date S	igned:	
-		AP	PROVED	FOI	R PAYMEN	T - C	DURT USI	E ONLY	-	
3. IN	COURT COMP. 24. OUT	OF COURT CO	OMP. 2	5. TF	AVEL EXPEN	SES	26. O	THER EXPENSES	27. TOT	AL AMT. APPR/CERT.
8. SI	GNATURE OF THE PRESIDING JUDG	E					DATE	E	28a. JUD	GE CODE
). IN	COURT COMP. 30. OUT	OF COURT CO	MP. 3	1. TF	AVEL EXPEN	SES	32. O	THER EXPENSES	33. TOT:	AL AMT. APPR/CERT.
4. SI	GNATURE OF THE CHIEF JUDGE. CO	URT OF APPE	ALS (OR D	ATE			34a, J	UDGE CODE	TOTAL	AMT. CERTIFIED FOR
ELE	GATE) Payment approved in excess of nt	the statutory t	hreshold						PAYME	NT
Dub	lic/Attorney	Attention	The notes	you	ı enter will b	e avai	lable to the	e next approval l	evel.	
Note	es									^
										~
Ľ	I swear and affirm the t	ruth or co	rrectness	of	the above	state	ements			Such and it
	Date:									Submit

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

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.

Public/Attorney Notes	Attention: The notes you enter will be available to the next appro	oval level.
	d affirm the truth or correctness of the above statements /2014 16:32:35	<b>Submit</b>
«First < Prev	ous Next > Last » Save Delete Draft	

## Step 3

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



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

group by a particular Header, drag	the column to this area.		Search:
Case	Defendant	Туре	Status
1: 14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1: 14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court

**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.

I My Documents
To group by a particular Header, drag the column to this area.
Case
1:14-CR-08802-AA- 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.

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: \$63.0	0	
In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00
Out of Court Servic		
Service	Hours	Amt.
Interviews and		
Conferences	0	\$0.00
Obtaining and		
Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00
<b>A</b> 5	20	-
Expenses: \$26.	20	
Travel Expense Type	1.	Amount
Travel Miles		\$11.20
Travel Misc		\$0.00
Tot	als	\$11.20
Expenses	0410 22	
Expense Type		Amount
Fax	1	\$0.00
Long Distance Charges	8	\$0.00
Photocopies	1	\$15.00
		\$0.00
Postage		
Postage Other Expenses Tot		\$0.00

# **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.

Reports
<u>Defendant Detail Budget Report</u> Detail budget info for defendant
Form CJA20
<u>Defendant Summary Budget Report</u> Totals only of budget info for defendant

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

Home	Operations	<u>Reports</u>	Links	Help	Sign out
> <u>Reports</u>					
Internal					
Attorney T	ïme				
Appointme	ent Report				

## 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 Pending Amount Remaining Approved Time Period Voucher Fees Expenses Total Fees Expenses Total After Approved After Approved For Voucher Number Other Other And Pending Travel Travel Attorney: Andrew Anders Active (Appointing Counsel) 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 Set	rvices Budge	t - Requirir	ng Authorization						Defendant	Jebediah Branson
			Pending			Ap	proved		Amount F	Remaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expe	eses	Total	After Approved	After Approved
			Travel Other			Travel	Other	1		And Pending
Authorization Number: 01 Specialty: Chemist, Toxic		Amoun	t Requested: \$1,000.00	Amoun	t Authorized:	\$0.00			Attorne	y: Andrew Anders

Grand Totals for the Represe	entation								Defendar	nt: Jebedlah Branson
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding			Appr	roved		Combin	ied Total
vouchers as well as vouchers for	Fees	Expe	inses	Total	Fees	Expe	enses	Total	Approved a	and Pending
Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this		Travel	Other			Travel	Other		Fees	Fees and Expenses
*Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

Thursday, November 05, 2015 - Ver. 1.1

Page 1 of 1

# Defendant Summary Budget Report

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

Counsel Budget	Defendant:	: Jebedia	h Branso	on							
Type of Representation:	Criminal	Case									
Budget Amount Requeste	d: \$0.00										
Budget Amount Approved	: \$9,900.00	0									
Pending Approved									Amount Remaining		
Time Period For Voucher	Voucher Number	Fees	Expe	esan	Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Attorney: Andrew Anders (Appointing Counsei) Active											
			Т	otal Pending:	\$0.00		Tota	al Approved:	\$6,350.00	\$3,550.00	\$3,550.00
Expert and Other Ser	vices Budge	t - Requirir	ng Authoria	zation						Defendant:	Jebediah Branson
			Pe	nding			Ap	proved		Amount F	temaining
Time Period For Voucher	Voucher Number	Fees	Expe Travel	enses Other	Total	Fees	Expe Travel	nses Other	Total	After Approved	After Approved And Pending
	uthorization Number: 0101.0000002 Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders										

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

Grand Totals for the Represe	entation								Defendar	nt: Jebedlah Branson
NOTE: The Grand Totals Include Counsel CJA20 or CJA30						Appr		Combin	ied Total	
vouchers as well as vouchers for	Fees	Expe	nses	Total	Fees	Expe	0888	Total	Approved a	and Pending
Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this		Travel	Other			Travel	Other		Fees	Fees and Expenses
representation. *Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

Thursday, November 05, 2015 - Ver. 1.1

Page 1 of 1

# 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.



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

CJA-21	Create
Authorization and Voucher for and other Services	Expert

#### Step 2

When submitting a CJA-21 voucher, you have two options from which to choose in the **Authorization Selection** section. If the request does not require advance authorization, click **No Authorization Required**. **No authorization is needed if the voucher compensation is under \$900.** If you have a previously approved authorization, click **Use Existing Authorization**.

I. CIR./DIST/DIV.CODE 101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
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
IN CASE/MATTER OF(Case Name) SA 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 5:1825 F INSPECTION VIOLAT	TION PENALTIES		I
EXCESS FEE LIMIT	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
	ction uthorization button to select from a list	of approved authorizations, or cli	DESIGNEE 2 ck the No Authorization Requ
	athorization button to select from a list	of approved authorizations, or cli	

If you click **Use Existing Authorization**, a list of associated authorizations appears. Click the desired authorization, which turns blue when clicked. *You cannot continue until it is highlighted*.

ID Number: 4 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
ID Number: 186 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:

#### Step 4

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				
Chemist/Toxicologist	× *			
Toxicology report.	~			
	$\sim$			
	tion Chemist/Toxicologist Toxicology report.			

#### Step 5

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**.

	rvice providers already in the system d information for another provider	
Expert Astley, Rick	✓	
Expert Info	Rick Astley	
Details	110 Main Street San Antonio TX 78210 US Phone: 210-555-3434	
Voucher Assignment *	Attorney      Expert	
This indicates who will be resp	onsible for filling the voucher claim part	Voucher Assignment   Attorney   Expert
Create Voucher		This indicates who will be responsible for filling the voucher claim pa

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

#### 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 <u>finance@vid.uscourts.gov</u> 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 6

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

Basic Info	Services Expenses	Claim Status	ts Confirmation	
Servic	ces			
Date Units	04/17/2020 *	Description		<u></u>
Rate	*		A	dd Remove
* Required Field	ds			
To group by	a particular Header, drag the column to	this area.		
Date I	Description			Units Rate An
		(Empty)		
« First <	< Previous Next > Last »	Save	Delete Draft	Audit Assist

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

Basic Info	Services	Expe	nses 🕨 Cla	aim Status	iments  > Co	onfirmation	_		
Expens	es								
Date		* 🏢		Description					~
Expense Type			•						<b>*</b>
Miles		at \$0.535 j	per mile.						
Amount	*						Add	Remove	
<sup>6</sup> Required Fields									
To group by a p	oarticular Header,	, drag the co	lumn to this are	a.					
Expense Type	•	Date	Description				1	1ile Rate	Amt
				(Empty)					
« First < P	revious	t > La	st »	Save	Dele	ete Draft		Audit Assi	st

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

## Step 8

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**.



CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

#### 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, <u>supplemental pay may be requested due to a missed or</u> <u>forgotten receipt</u>.
- 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 9

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

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation	

#### Supporting Documents

File	C:\Users\JaimeLongoria\I Browse	
Description	Document	
		Upload
Description		Delete View
Document		Delete View

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

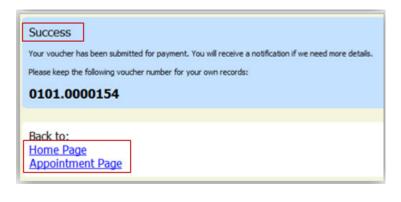
Mandatory Documents:

- 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

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**.

Confirmation It Can Distribut Code It Can D	VAIII DECEMBER an accessary for allegate repre- der Services Appropriation.	PRESENTED	10. REPRESEN Criminal Cas	TIDEF.NUMBER
101 Pebetäh Stranon 103 Auko BKT DEN NUMBER 104 CKS MACHEN DATE NUMBER 104 CKS MATTER OFCENS NUMBER 104 CKS MATTER 105 NATER OFCENS NUMBER 104 CKS MATTER 105 NATER OFCENS NUMBER 104 CKS MATTER	P. TYPE PERSON RE     Adult Defendant     an sacenary for adequate repres     ary sacenary for adequate repres     der Services Appropriation.     Ul Tarvenigner     O D Freedomf	PRESENTED	6. OTHER. DK 10. REPRESEN Criminal Cas	TIDEF.NUMBER
I. MAG. DR.T.DEF.NUMEER     L. DIST. DR.T.DEF.NUMEER     L. LAC., 05305.1-A,     LAC., 0	P. TYPE PERSON RE     Adult Defendant     an sacenary for adequate repres     ary sacenary for adequate repres     der Services Appropriation.     Ul Tarvenigner     O D Freedomf	PRESENTED	10. REPRESEN Criminal Cas	TATION TYPE
T. N.C.S.MATTE OF(Case Name)     E PAVERY CATEGORY     Follow:     E FAVERY CATEGORY     Follow:	Adult Defendant an accuszy for alequate repres der Services Appropriation.  I.4. TYPE OF SERVIC  0.1 Investigator 0.2 Interpreteri 0.02 Interpreteri 0.03 Prevadengiat	sezzation. I hereby reques	Criminal Cas	
SA v. Branson Felony (including pre-trial diver of alleged felony) In OFENERG CHARGED IN OFENERG CHARGED S123 JF INSPECTION VIOLATION PENALTIES S123 JF INSPECTION VIOLATION PENALTIES S123 JF INSPECTION VIOLATION PENALTIES S123 JF INSPECTION VIOLATION PENALTIES Use Attempts to the store interment compensation: 11000 □ Approval of navices already obtained to to paid for by the United States from the Defan- ingature of Attempt Interve Anders 10 Main Street 10 DESCRIPTION AND JUSTIFICATION FOR SERVICES(56s instructions) 15 COURT OFENER Intervial algobility of the press represented having beam established by the court's attichent intervial and the most 37 beam of the Court	Adult Defendant an accuszy for alequate repres der Services Appropriation.  I.4. TYPE OF SERVIC  0.1 Investigator 0.2 Interpreteri 0.02 Interpreteri 0.03 Prevadengiat	sezzation. I hereby reques	Criminal Cas	
In OFENERG CHARGED     The Management of the Second S	der Services Appropriation.		£	
12. ATTORNY 5 STATEMENT     14. ATTORNY 5 TATEMENT     14. Anthrony for the primes represented above, 1 bareby atfilm that the services requarked     10. Authorization to bottom the service. Estimated compensations: 11000.00     10. Approx of a review also by paid for by the United States from the Defen     ingature of Attracey     Index Anders:     10. Main Street     Index Anders:     Ind	der Services Appropriation.		£:	
indrew Anders <sup>-</sup> 10 Main Street san Antonio TX 78210 Mone: 210.435.5C33 2018 phone: 210.435.5C33 2018 phone: 210.455.51234 2019 phone: 210.455.51234 2019 phone: 210.555.1234 2019 phone: 210.555.21234 2019 phone: 210.555.21234	01 Investigator     02 Interpreter/Tra     03 Psychologist	E PROVIDER		
15. COURT ORDER Instatie diplicity of the person represented having been established by the court's satisfacti unberitation requested in item 12 is hereby granted.	01 Investigator     02 Interpreter/Tra     03 Psychologist	E PROVIDER		
innncial eligibility of the person represented having been established by the court's satisfacti uthorization requested in item 12 is hereby granted. ignature of Presiding Judge or By Order of the Court	02 Interpreter/Tra     03 Psychologist			
innncial eligibility of the person represented having been established by the court's satisfacti uthorization requested in item 12 is hereby granted. ignature of Presiding Judge or By Order of the Court	03 Psychologist		15 Other Med	
uthorization requested in item 12 is hereby granted. ignature of Presiding Judge or By Order of the Court		anslator	<ul> <li>16 Voice/Aud</li> <li>17 Hair/Fiber</li> </ul>	
ignature of Presiding Judge or By Order of the Court	on, the 04 Psychiatrist		□ 18 Computer	
Ubert Albertson	D 05 Polygraph		(Hardware/Softw	are/Systems)
late of Order Nunc Pro Tunc Date	<ul> <li>06 Documents Exc</li> <li>07 Fingerprint An</li> </ul>	and the second se	19 Paralegal 3     20 Legal Anal	
ate of Order Nunc Pro Tunc Date 03/04/2014	07 Fingerprint An     08 Accountant	aayst	21 Jury Const	ultant
Repayment 🗆 YES 🗵 NO	D 09 CALR (Westla	w/Lexis, etc.)	<ul> <li>22 Mitigation</li> <li>23 Duplication</li> </ul>	
	10 Chemist/Toxics		23 Dupication     24 Other (Spe	
	13 Weapons/Fires	rms/Explosive	25 Litigation	Support Services
	Expert		26 Computer	Forensics Expert
	14 Pathologist/Me	dicai Examiner		
NOTES				
Abraham Astley CLAIMS FOR SERVICES AND EXPENSES		FOR COUR	T USE ONLY	
16 SERVICES AND EXPENSES AMOUNT CLA	IMED 2 \$0.00	ADJUSTED AMOUNT \$0.00	REVIEW	
a. Compensation b. Travel Expenses (lodging, parking, meals, ulleage, etc.)	\$0.00	\$0.00		
c. Other Expenses GRAND TOTALS	\$0.00	\$0.00		
(CLAIMED AND ADJUSTED)	\$0.00	0.0		
17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX	Final Payment			
10 Main Street	Interim Payment (#	)		
5an Antonio TX 78210 US Phone: 210-555-3434	<ul> <li>Supplemental Paym</li> <li>Withholding Payme</li> </ul>	uent mt () (Total)		
LAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 T	CO 04/20/2020			
linearby certify that the above claim is for services rendered and is correct, and that I have not sought or Signature of Claimant/Payee: Date:	received payment (compensation or	anything of value) from any	other source for the	e services.
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered Signature of Attorney: Date Signed:				
APPROVED FOR PA 19. TOTAL COMP. 20. TRAVEL EXPENSES	AYMENT - COURT US 21. OTHER EXPENSE	SE ONLY	22. TOTAL AM	T. APPR/CERT.
23 IT Either the next (evolution evenuer) of these services does not evolved the statutory				
23. Dithar the cost (excluding expense) of these services does not exceed the statutory Prior suthorization was not obtained, but in the interest of justice the Court finds the (excluding expense) exceeds the statutory maximum.	inspinion, or procurement of these n	ecessary services could n	ot await prior auth	orization, even though the o
Signature of Presiding Judge		Date		Judge Code
4. TOTAL COMP. 25. TRAVEL EXPENSES	26. OTHER EXPENSE	S	27. TOTAL AM	DUNT
8 PAVMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD				
A ROLD ELECTRONIC IN STATUTORY INCOMUNATION				
Signature of Chief Judge, Court of Appeals (or Delegate)	Date	Judge Code	Total Am	Certified For Payment
Attention: The notes you ent	ter will be available to th	ne next approval le	vel.	
Public/Attorney Notes				
☑ I swear and affirm the truth or correctness of the Date: 4/20/2020 21:27:33	above statements			<u>Submit</u>
	Save	Delete Dra	-	Audit Ass

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.



### Step 12

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

o group by a particular Header, drag	Search:		
Case	Defendant	Туре	Status
1:14-CR-08802-AA- 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 0101.0000154 FINAL PAYMENT

#### Step 13

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**.

		0
t I have reviewed the above 014 9:43:24		8 Reject
	t I have reviewed the above	Approve

# 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	Defendant	
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson 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 \$900 No approval from the Court
- Between \$901 \$2,600 Prior approval from the Court is required
- Greater than \$2,600 Prior approval from the Court and the Chief Judge of the Third Circuit is required

CJA eVoucher | Version 6.4 | District Court of the Virgin Islands | September 2021

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
- **Requested Provider** field

Click Save.

Basic Info Documents Confirmation

#### **Basic Info**

1. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUMB	an
0101	Jebediah Branson			VOUCHER NUMB	EK
3. MAG. DKT/DEF.NUMBER	4 DIST. DKT/DEF.NUMBER	5. APPEALS, DKT/DEF	MID (DED	6. OTHER. DKT/D	
3. MAG. DK1/DEF.NUMBER		S. AFFERES, DRI/DEF NOMBER		0. OTHER. DRI/DEF.NUMBER	
	1:14-CR-08805-1-AA				
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE	
USA v. Branson	Felony (including pre-trial diversion of alleged felony) Adult Defendant			Criminal Case	
11. OFFENSE(S) CHARGED					
15:1825.F INSPECTION VIOLATIC	ON PENALTIES				
12. ATTORNEY'S NAME AND MAILING A	DDRESS	13. COURT ORDER			
Andrew Anders 110 Main Street		A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
San Antonio TX 78210 Phone: 210-833-5623		<ul> <li>L Learned Counsel (Capital Only)</li> </ul>	O Appointing Counsel	D P Subs for Panel Attorney	R Subs for Retained Attorney
Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.go	NT7	🗆 S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrative
Linan. iisa omeiasjaatik.useouris.ge		IV Standby Counsel	-		
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson	dge or By Order of t		
14. LAW FIRM NAME AND MAILING ADD	RESS	Date of Order 3/3/2014		Nunc Pro Tunc Date	
		Repayment 🗆 YES 🗵	NO		

Master Authorization Information

Order Date	
Nunc Pro Tunc Date	
Repayment	
Estimated Amount	\$ 8000.00 *
Authorized Amount	\$
Basis of Estimate	100 hours at \$80/hour
Description	
Service Type	Investigator 💙 *
Requested Provider	John Doe
«First < Previous	Next > Last » Save Delete Draft

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**.

Basic Info	Documents	Confirmation				
Suppor	ting Docı	iments				
File Upload	d (Only Pdf files	s of 10MB size or l	ess!)			
File	C:\Users\Jaim	eLongoria\l Browse.				
Description	Document					
						Upload
Description						Delete View
Document						Delete View
« First < Pr	revious Next >	Last »	Save	Delet	e Draft	Audit Assist

**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**.

Fie	Pdf files of 10MB size or less!) Browse	
Description		Jpload
Description	Delete	Viev
Description Proposed order	Delete Delete	View
Proposed order		

#### **Mandatory Documents**

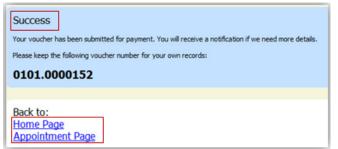
- Order of Appointment
- Any documents supporting the request

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					
	2. PERSON REPRESENTED		v	OUCHER NUMBER	
MAG. DKT/DEF NUMBER	4 DIST. DKT/DEF.NUMBER	5. APPEALS, DKT	DEF.NUMBER 6	OTHER. DKT/DEF.NUMBER	
	8. PAYMENT CATEGORY	9. TYPE PERSON	REPRESENTED 1	0. REPRESENTATION TYPE	
JSA v. Branson	Felony (including pre-trial divers of alleged felony)	<sup>sion</sup> Adult Defendan	t C	riminal Case	
1. OFFENSE(S) CHARGED 5:1825.F INSPECTION VIOLATIO	N PENALTIES				
2. ATTORNEY'S STATEMENT s the Attorney for the person represented above, I Authorization to obtain the service. Estimated Approval of services already obtained to be pai	hereby affirm that the services requested a compensation: \$		presentation. I hereby request:		
ignature of Attorney undrew Anders 10 Main Street an Antonio TX 78210 hone: 210-833-5623 610 phone: 210-555-1234 imail: <u>lisa_ornelas@notx.uscourts.gov</u>	L				
3. DESCRIPTION AND JUSTIFICATION FO	OR SERVICES(See instructions)	14. TYPE OF SERV		15 Other Medical	
5. COURT ORDER		02 Interpreter/Translator     16 Voice/Audio Analyst     03 Psychologist     17 Hair/Fiber Expert			
<ol> <li>COURT ORDER inancial eligibility of the person represented havin</li> </ol>	a been comblished by the county satisfication	<ul> <li>03 Psychologis</li> <li>m. the</li> <li>04 Psychiatrist</li> </ul>		17 Hair/Fiber Expert 18 Computer	
athorization requested in item 12 is hereby granted	g over esizoninen oy me cours initiacio l	05 Polygraph	(H	ardware/Software/Systems)	
ignature of Presiding Judge or By Order of the Co	urt		06 Documents Examiner 19 Paralegal Services		
lbert Albertson		07 Fingerprint		20 Legal Analyst/Consultant	
ate of Order Nunc Pro' Repayment 🗆 YES 🖻 NO	Func Date	08 Accountant	08 Accountant     09 CALR (Westlaw/Lexis. etc.)		
Repryment 🗆 FES 🗄 NO		D 09 CALR (We			
		10 Chemist/To		23 Duplication Services 24 Other (Specify)	
		11 Ballistics		25 Litigation Support Services	
		<ul> <li>13 Weapons/Fit</li> <li>Expert</li> <li>14 Pathologist/</li> </ul>	rearms/Explosive	26 Computer Forensics Expert	
NOTES		. Triningie			
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount	
Signature of Chief Judge, Court of appeals (or Delegate)	Date Signed	Judge Code	Approved Amount		
	Attention: The notes you enter	er will be available to	the next approval leve		
Public/Attorney Notes					
<b>I swear and affirm the tr</b> Date:	uth or correctness of the a	above statement	5	O Submit	
First < Previous Next >	Last »	ave	Delete Draft	Audit Assi	

## 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.



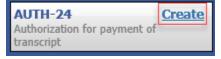
The Authorization Request will now appear in the My Submitted Documents section on the Attorney home page.

# **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.



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





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

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



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

Basic Info	nents	Confirmation				
Basic Info						
1. CIR./DIST/DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMB	ER
3. MAG. DKT/DEF.NUMBER		4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT/D	EF.NUMBER
7. IN CASE/MATTER OF(Case Nan	ne)	8. PAYMENT CATEGORY	9. TYPE PERSON REP	RESENTED	10. REPRESENTA	TION TYPE
USA v. Branson		Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
11. OFFENSE(5) CHARGED 15:1825.F INSPECTION VIC	DLATIC	N PENALTIES				
12. ATTORNEY'S NAME AND MA			13. COURT ORDER			
Andrew Anders 110 Main Street			A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
San Antonio TX 78210			L Learned Counsel	G Appointing		R Subs for Retained
Phone: 210-833-5623			(Capital Only)	Counsel	Attorney	Attorney
Cell phone: 210-555-1234			🗆 S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrative
Email. IIsa_ornelas@aotx.usc	Email: <u>lisa_ornelas@aotx.uscourts.gov</u>			,		
Prior Atteney's Name Applement Diets Signature of Presiding Judge or By Order of the Court Distance of Presiding Judge or By Order of the Court Distance of Presiding Judge or By Order of the Court Distance of Presiding Judge or By Order of the Court Distance of President Office of the President Office of the President Office Office of President Office of the President Office of the President Office Office of the President Office of the President Office of the President Office Office of the President Office of the President Offic						
			S/S/2014 Repayment □ YES ☑ NO			
Proceeding Transcript To Be Used						<b>•</b>
Proceeding To Be Transcribed						<u></u> .
Apportioned Cost (%)						
Apportioned Case and Defendant						
Special Transcript Handling	None	× •				
Transcripts	_	osecution Opening Statement fense Opening Statement	Prosecution Argu     Defense Argume	_	Prosecutions	on Rebuttal
« First < Previous I	Next >	Last » Save		Delete Dr	aft	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**. The attachment and description are added to the voucher and appear in the **Description** column. Click **Save**.

Basic Info	Documents	Confirmation	I			
Suppor	ting Docu	ments				
File Uploa	d (Only Pdf files	of 10MB size	or less!)			
File		Bro	wse			
Description						
						Upload
Description						Delete View
Proposed Order	.pdf					Delete View
					2	Audit Aurick
« First < P	revious Next >	Last »	Save	Delete	e Draft	Audit Assist

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

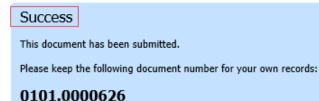
#### **Mandatory Documents**

- Order of Appointment
- Any documents supporting request

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	]			
Confirm	nation		1			
1. CIR/DIST/DIV.C 0101	ODE	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/MATTE USA v. Branson	ER OF(Case Name)	8 PAYMENT CATEGORY Felony (including pre-tri of alleged felony)	al diversion	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CE 15:1825 F INSP		· ·				
		REQUEST AND	AUTHORI	ZATION FOR TRANSCRIPT		
12. PROCEEDING	IN WHICH TRANSCRIPT	IS TO BE USED				
13. PROCEEDING	TO BE TRANSCRIBED (2	Describe specifically). NOTE: T	he trial transcrip	ts are not to include prosecution opening		
14. SPECIAL AUTHORIZATIONS					JUDGE'S INITIALS	
A. Apportione	ed Cost % of transcr	ipt with				
B. □ 14-Day	y 🗆 Expedited	🗆 3-Day 🛛 🗆 Daily	<ul> <li>Hourly</li> </ul>	<ul> <li>Realtime Unedited</li> </ul>		
	tion Opening Stateme Opening Statement	osecution Rebuttal ir Dire 🗆 Jury Instructions				
transcript s	ervices to persons pro	amercial duplication of to oceeding under the Crimi	ranscripts wi nal Justice A			
hereby affirm representation.	18. ATTORNEY'S STATEMENT     19. ACTORNEY'S STATEMENT     19. COURT ORDER     19. Interdept affine 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.     10. COURT ORDER     10. COURT ORDER     116. COURT     116. COURT ORDER     116. COURT ORDER     116. COURT     11					
	Signature of Attor		Date	Signature of Presiding Jud	ge or By Order of the Court	
	Andrew Ander	2	Date	Date of Order	Nunc Pro Tunc Date	
	Printed Name	-				
Telephone Nun	aber: 210-833-5623					
		Attention: The notes	vou enter wi	I be available to the next approval le	vel.	
Public/Attorney Notes	y				$\sim$	
	I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:49:45					
« First < P	revious Next >	Last »	Save	Delete Dra	ft Audit Assist	
Ste	ep 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.



Back to: <u>Home Page</u> <u>Appointment Page</u> 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.



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

CJA-24	Create
Authorization and Voucher fo	r
Payment of Transcript	

Step 2

The **Basic Info** page appears.

Click the Use Existing Authorization in eVoucher link.

	2. PERSON REPRESENTED		VOUCHER NUMBER
0101	Jebediah Branson		VOUCHER (VOUDER
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)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 5:1825.F INSPECTION VIOLAT	TION PENALTIES	•	
EXCESS FEE LIMIT 511,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
Authorization Sele	ction		DESIGNEE 2
Authorization Select ou can click the Use Existing Au uthorization in eVoucher butt Use Existing Authorizatio You may click here to select from authorizations.	ithorization in eVoucher button to se on. n in eVoucher	lect from a list of approved author	

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 Associate	d Authorization			
You may click here to select from a list of approved authorizations.	ID Number: 89 Order Date: 01/21/2016		Type: Court Reporter / Transcript Handling: 0		
No Existing Authorization in eVoucher If you do not have an existing authorization in	Proceeding Transcribed: Trans	cription			
eVoucher, you may proceed by clicking here.	Prosecution Opening	Prosecution Argument	Prosecution Rebuttal		
	Defense Opening Statement	Defense Argument	Jury Instructions Voir Dire		
	In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.				
	ID Number: 116 Order Date: 03/22/2016	Service Type: Court Reporter / Transcript Special Handling: 0			
	Proceeding Transcribed: Arraig	nment			
	Prosecution Opening	Prosecution Argument	Prosecution Rebuttal		
	Defense Opening Statement	Defense Argument	Jury Instructions Voir Dire		
	In this multi-defendant case, c accelerated transcript services		inscripts will impede the delivery of er the Criminal Justice Act.		
	1				

#### 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 Vouch	er Informa	tion						
Description					Ç			
Court Reporter/Transcriber Status								
• Official	Contract C	Transcriber	Other					
	n one of the ser		already in the sy or another provid					
Expert	Expert, LeV	'ar 🗸						
Expert In Details	Expert Info LeVar Expert							
			Expert	laim part				

#### 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 <u>finance@vid.uscourts.gov</u> 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.

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 items appears in the Service Type column. Click Save.

Service Type	ľ	ŧ/20/2020 * 🏢	Description					$\langle \rangle$
Include Page Nu No. of Pages Less Amount Ap Less Amount Ad Required Fields	portioned	* Rate Per Page	•			Add	Delete Ite	em
To group by a p	oarticular Hea Date	der, drag the column to this a Description	area. Incl. Page Numbers	No.Pages	Rate	Apportioned	Discount	Tot
					10.00			

#### 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 item appears in the **Expense Type** column. Click **Save**.

Basic Info	Services	Expenses	Documents	▶ Conf	irmation			
Expense	es							
Date	4/20/2020 *		Descr	iption				~
Expense Type			<b>•</b> *					v.
Miles	* a	\$0.535 per mile.						
Amount						Add	Remove	•
* Required Fields								
	rticular Header,	drag the column to	this area.	_				
	rticular Header, Date	drag the column to Description	this area.	-		Mile	Rate	Am
To group by a pa		Description	this area.	_		Mile 20	Rate 0.535	<b>Am</b> 10

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	
Support	ing 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
L		
« First < Pre	vious Next > Last > Save Delete Draft	Audit Assist

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

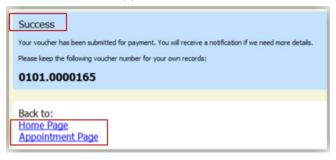
#### **Mandatory Documents**

- Order of appointment
- Any documents to support request

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	Confirmatio	n		
Confirmation						
. CIR./DIST/DIV.CODE 101	2. PERSON REPRES Jebediah Branson	ENTED			VOUCHER NUMBER	
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.N 1:14-CR-08805-1	UMBER	5. APPEALS. DKT/DEI	F.NUMBER	6. OTHER. DKT/DEF	NUMBER
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATE	GORY	9. TYPE PERSON REP	RESENTED	10. REPRESENTATIO	ON TYPE
JSA v. Branson	Felony (including of alleged felony)	pre-trial diversion	Adult Defendant		Criminal Case	
1. OFFENSE(S) CHARGED 5:1825.F INSPECTION VIOLATIO	ON PENALTIES					
	REQUES	T AND AUTHORI	ZATION FOR TRA	NSCRIPT		
2. PROCEEDING IN WHICH TRANSCRIP Franscipt						
Franscipt 3. PROCEEDING TO BE TRANSCRIBED Franscription	(Describe specifically). N	OTE: The trial transcrip	ts are not to include prose	cution opening		
4. SPECIAL AUTHORIZATIONS					JUDGE'S	INITIALS
A. Apportioned Cost % of trans	ript with					
B. 14-Day DExpedited	-	Daily Daily	🗆 Realtime Un	edited		
C.   Prosecution Opening Statem	ent 🗆 Prosecutio	n Argument 🗆 Pro	secution Rebuttal			
<ul> <li>Defense Opening Statement</li> </ul>	Defense A		ir Dire 🗆 Jury Inst			
D. In this multi-defendant case, co transcript services to persons pr	roceeding under the	e Criminal Justice A	.ct.	y or accelerated		
15. ATTORNEY'S STATEMENT	and a start of the	magad ab T	16. COURT ORDER		manufact beaution of	an antab C. L. J.
As the attorney for the person rep hereby affirm that the transcript	equested is necess	ary for adequate	the Court's satisfi	action the authoriz	presented having b ation requested in I	een estaolished to tem 15 is hereby
representation. I, therefore, request services at the expense of the Un	authorization to ob	otain the transcript		grar	ited.	
Justi	ce Act.	to the criminal	Albert Albertson			
Andrew Anders /S/	1/21/201	6 14:48:16	Signatur	e of Presiding Jud	ge or By Order of t	he Court
Signature of Attorney		Date	01/21/2016			
Andrew Anders			Date of C	Order	Nunc Pro T	ınc Date
Printed Name						
Telephone Number: 210-833-5623						
		CLAIMS FO	R SERVICES			
17.COURT REPORTER/TRANSCRIBER ST	TATUS		18. PAYEE'S NAME A			
Official  Contract	Transcriber	Other	LeVar Expert, Inc. AO-CMSO			
19. SOCIAL SECURITY NUMBER OR EMI	PLOYER ID NUMBER	OF PAYEE	Washington DC 20 Phone: 202-502-29	0544 US		
TIN: XX-XXXXXX	THAT THE BLOCK				LESS AMOUNT	
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	APPORTIONED	TOTAL
Original Copy	see detail see detail	0	see detail see detail	\$0.00 \$0.00	see detail see detail	\$0.0 \$0.0
Expenses (Itemize)				TOTAL	AMOUNT CLAIMED:	\$0.0 \$0.0
1. CLAIMANT CERTIFICATION OF SER hereby certify that the above claim is for services ren	VICE PROVIDED dered and is correct, and that	t I have not sought or receives	l payment (componiation or a	nything of value) from any	other source for these servic	es.
Signature of Claimant/Payee:					Date:	
22. CERTIFICATION OF ATTORNEY OR	CLERK I hereby certif	ATTORNEY C	ERTIFICATION endered and that the tra	ascript was received.		
				-		
Signat	ure of Attorney or (	Clerk		Date		
-			NT COURT USE	ONLY		
23. APPROVED FOR PAYMENT						
Signature	e of Judge or Clerk	of Court		Date	App	roved Amount
Public/Attorney Notes	Attention: The	notes you enter wi	I be available to th	e next approval le	vel.	$\langle \rangle$
✓ I swear and affirm the Date: 4/20/2020 22:12:0	truth or correct	ness of the abo	ve statements		<u>o</u> <u>S</u>	ıbmit
« First   < Previous   Next >	Last »	Save		Delete Dra	ft	Audit Assis

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.



#### 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.

group by a particular Header, drag	the column to this area.	1	Search:
Case	Defendant	Туре	Status
1:14-CR-08802-AA- 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 0101.0000154 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**.

Public/Attorney lotes	Attention: The notes	¢
	t I have reviewed the above	Reject

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

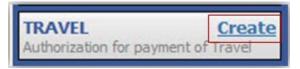
Back to: <u>Home Page</u> <u>Appointment Page</u>

### **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.





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

CIR/DIST/DIV.CODE	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMBER	1
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS, DKT/DEF.	NUMBER	6. OTHER. DKT/DEI	F.NUMBER
IN CASE/MATTER OF(Case Name) SA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPR Adult Defendant	ESENTED	10. REPRESENTATI Criminal Case	ON TYPE
OFFENSE(S) CHARGED	TION PENALTIES	•			
ATTORNEY'S NAME AND MAILIN		13. COURT ORDER			
ndrew Anders 10 Main Street		A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
m Antonio TX 78210 hone: 210-833-5623		<ul> <li>L Learned Counsel (Capital Only)</li> </ul>	O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney
ell phone: 210-555-1234 mail: <u>lisa_ornelas@aotx.uscourt</u> :	s.gov	<ul> <li>S Pro Se</li> <li>Y Standby Counsel</li> </ul>	T Retained Attorney	U Subs for Pro Se	X Administrative
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju-	dge or By Order of the (	Court	
LAW FIRM NAME AND MAILING #	LDDRESS	Appointment Dates		Court Nunc Pro Tunc Date	
i. LAW FIRM NAME AND MAILING /	DDRESS National Travel Service (NT	Appointment Dates Signature of Presiding Ju Albert Albert Albertson Date of Order 3/3/2014 Repayment □ YES 😕			
		Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014 Repayment UYES D			

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	cuments > Conf	nfirmation	
Request For Travel*			
Required Fields			_
Name and Title of Person Traveling:	Andrew Anders	*	
Address of Person Traveling:	123 Way San Antonio, TX 782	229	
-		~	
Travel From Location:	San Antonio, TX		
Travel To Location:	Los Angeles, CA		
Estimated Dates of Travel:	5/25-5/28	•	
Travel Requested: *	Estimated Cost:	Instructions for requesting amounts for the travel items:	_
Airline Tickets via CJA Government Travel Agency:	300.00	Complete the estimated dollar amount for each applicable lin	e.
Ground Transportation:	20.00	The "Total Estimated Cost" field is automatically calculated b	ased
Subsistence (Hotels & meals):	100.00	and the state of a second state of the the Tana (1) and the state of t	
Other:		Complete information for one traveler per form.	
		1	
Total Estimated Cost:	420.00		
Total Authorized:			
Purpose and Justification:	Travel to talk to with	iness.	
Court Notes:		^	
		×	
		Add Remo	/P
		, ida	-
* All travel and expenses must be in compliance with govern or travel for one day or last day is up to the M&IE rate.	ment travel regulations	ns. Actual cost of hotel and meals up to the established per diem rate. Ex	ense
To group by a particular Header, drag the column to this ar			
Traveler Travel From Travel To Tra	vel Dates	urpose and ustification Estimated Authorized Court Notes	
Andrew Anders San Antonio, TX Los Angeles, CA	5/25-5/28 Travel to t	talk to witness. 420.00	
1		Page 1 of 1 (1 i	ems]
< First < Previous Next> Last>>	Save	Delete Draft Audit Assist	_
< rist   < Previous   NeXt> Last>>	Save	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			
Suppor	ting Document	s				
File Uploa	d (Only Pdf files of 10MB	size or less!)				
File	C:\Users\JaimeLongoria\I	Browse				Mandatory Documents
Description	Travel Receipts					Order of Appointment
				Up	oload	Any documents to support the request
Description				Delete	View	
Travel Receipts				Delete	View	
< First < P	revious Next> Last>>	Save	Delete Draft		it Assist	_

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

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**.

101     Pebesiah Brannon     6 APPALS DKTDET NUMBER     6 OTHER DKTDET NUMBER       114-C2.0880-1-AA     5 APPALS DKTDET NUMBER     10 ACTENDET NUMBER       114-C2.0880-1-AA     5 TYPE FERSON REFRESENTED     10 REFRESENTATION TYPE       128.V. Brannon     Fallegid folony     Fallegid folony       138.V. Brannon     EQUEST AND AUTHORIZATION FOR TRANSCRIPT     10 REFRESENTATION TYPE       10 OPENNES (CHARGED     EQUEST AND AUTHORIZATION FOR TRANSCRIPT     10 REFRESENTATION TYPE       11 OPENNES (CHARGED     EQUEST AND AUTHORIZATION FOR TRANSCRIPT     10 Restring opennes       12 NOCEEDING IN WHICH TRANSCRIPT IS OR USED     Imacing     700GET INITIALS       13 SEPCIAL AUTHORIZATIONS     700GET INITIALS     700GET INITIALS       A Apportioned Cost % of transcript with     0 Posecution Rebutal     700GET INITIALS       13 Defined Opening Statement     0 Posecution Rebutal     700GET INITIALS       14 AC BORNEY SYATABON     0 Defined Augustat     0 You Date     10 Initial initia distationa       15 Initial initial initia Authorization to obtain autorization auto that the transcript revise to period proceeding and the the forminal Justice Act     10 Initial initia Autorization to autorization auto that the transcript revise to period proceeding autor the Court of autorization to autorization to autorization requested in Item 15 is hereby granted       14 A the transcript revise to period proceeding and the the Court of autorization to autorization to autorization to autorization to	Confirmation						
DAGE NUMBER         1.05T DET DEN NUMBER         1.05T DET DET DET NUMBER         1.05T DET DET DET NUMBER         1.05T DET DET DET DET DET DET DET DET DET DE	I. CIR./DIST/DIV.CODE					VOUCHER NUMBER	
N.N. CARANTER OF Care Name       FINDER PERSONNED       IN REPERSIDENTIAL         NA V. Branson       Foldaged feldory)       IN TAY MATCH CARLONS       IN REPERSIDENTIAL INFORMATION FOR TRANSCRIPT         NA V. Branson       Foldaged feldory)       IN OPENSION CONCEPT INFORMATION FOR TRANSCRIPT       IN REPERSIDENTIAL INFORMATION FOR TRANSCRIPT         PROFENSION WIGH TRANSCRIPT IN DIR USID       INTERCENSION WIGHT REPERSIDENTIAL SPECIAL INFORMATION FOR TRANSCRIPT       INTERCENSION WIGHT REPERSIDENTIAL SPECIAL INFORMATION FOR TRANSCRIPT         PROFENSION WIGHT REPERSIDENTIAL SPECIAL INFORMATION FOR TRANSCRIPT       INTERCENSION WIGHT REPERSIDENTIAL SPECIAL INFORMATION FOR TRANSCRIPT       INTERCENSION WIGHT REPERSIDENTIAL SPECIAL INFORMATION FOR TRANSCRIPT         PROFENSION WIGHT REPERSIDENTIAL SPECIAL INFORMATION FOR TRANSCRIPT       INTERCENSION PROFENSION PR		4. DIST. DKT/DEF.N	UMBER	5. APPEALS. DKT/DE	F.NUMBER	6. OTHER. DKT/DEF.	NUMBER
SA v. Brannon       Felory (mchaining gree-trial diversion 10 PTENED) CENTERING       Adult Defendant       Criminal Case         11 OFFENSION CENTERING       EXCUENT AND AUTHORIZATION FOR TRANSCRIPT       EXCUENT AND AUTHORIZATION FOR TRANSCRIPT         12 RECEIPTOR IN WHICH TRANSCRIPT IS TO BE USD       Interceiption       Theory interceiption         14 RECEIPTOR IN WHICH TRANSCRIPT IS TO BE USD       Interceiption       PUBGE'S INITIALS         14 RECEIPTOR IN WHICH TRANSCRIPT IS TO BE USD       Interceiption       PUBGE'S INITIALS         15 A CPU ANTHORNY       Interceiption       PUBGE'S INITIALS         16 OFFENDENT ON TRANSCRIPT IS TO BE USD       Interceiption       PUBGE'S INITIALS         17 RECEIPTOR IN WHICH TRANSCRIPT IS OFFENDENT       Interceiption       PUBGE'S INITIALS         18 OFFENDENT ON TRANSCRIPT IS OFFENDENT       Interceiption       PUBGE'S INITIALS         19 OFFENDENT ONE TRANSCRIPT IN THE INFORMATION OF TRANSCRIPT INTERCEIPTOR INFORMATION OFFENDENT       INITIALS         10 OFFENDENT OFFENDENT OFFENDENT OFFENDENT INFORMATION ADDRESS       Initial	7. IN CASE/MATTER OF(Case Name)			9. TYPE PERSON REP	RESENTED	10. REPRESENTATIO	N TYPE
				Adult Defendant		Criminal Case	
IF ROCEEDING IN WHICH FLANKERER ID (burdle generality). NOTE: The sild managed are set to include presentation opening         INDEES INITIALS           IF ROCEEDING CODE TRANSCRIPED (burdle generality). NOTE: The sild managed are set to include presentation opening         INDEES INITIALS           A Apportioned Cost % of transcript with         INDEES INITIALS         INDEES INITIALS           A Apportioned Cost % of transcript with         INDEES INITIALS         INDEES INITIALS           B. Coll 14-Day         Expedited         INDEES INITIALS         INDEES INITIALS           A Apportioned Cost % of transcript with         INDEES INITIALS         INDEES INITIALS           B. Coll 14-Day         Expedited         INDEES INITIALS         INDEES INITIALS           A the attorney for the person proceeding under the Criminal Justice Act.         INDEES INITIALS         INDEES INITIALS           Andrew Anders /S         1/21/2016 14:48:16         Initianum-created in ineremins of solution to obtain the transcript represented in scenary of solution requested in Item 15 is hereby granted.         Internality interpreters in the submittance request and intermins of the Court of the Court           B. Official         Contrast of Transcriber         Other         INTER INTERPRETER INTERPRETENCE           B. Official         Contrast of Transcriber         Other         INTER INTERPRETERING           B. Official         Contrast of Transcriber         Other         I							
	5:1825.F INSPECTION VIOLATI		T AND AUTHORI	ZATION FOR TRA	NSCRIPT		
A SPECIAL ACTHOREZATIONS       JUDGE'S INITIALS         A Apportioned Cost       % of transcript with         B.       14 Day       Expedited       3-Day         D align       Houry       Realtime Unedited         C.       Prosecution Opening Statement       Prosecution Argument       Note The column Statement         D In this multi-defendant case, commercial duplication of transcript with       Between the during of the person represented who is managed above, I.         Financial clipbility of the person represented who is managed above, I.       Financial clipbility of the person represented thaving been established to the Court's a statistic to the statistic on the autorization requested in Item 15 is hereby granted.         Andrew Anders       121/2016 14:48:16         Signature of Attorney       Date         Andrew Anders       Date         Printed Name       CLAIMS FOR SERVICES         It FAVES NAME AND ADDREDS       LeVar Expert Inc.         AOCHTRORY STATUS       CLAIMS FOR SERVICES         It FAVES NAME AND ADDREDS       LeVar Expert Inc.         AOCHTRORY STATUS       CLAIMS FOR SERVICES         It FAVES NAME AND ADDREDS       LeVar Expert Inc.         AOCHTRORY STATUS       LeVar Expert Inc.         B Official       Contract       Transcriber         It AVERTS NAME AND ADDREDS       State		(Describe specifically). N	OTE: The trial transcrip	ts are not to include prose	cution opening		
B. 0 14-Day       Expedited       3-Day       Daily       Houry       Realtime Unedited         C. 0 Prosecution Rebuttal       Defense Argument       Prosecution Rebuttal       Prosecution Rebuttal         D In this multi-defendant case, commercial duplication of transcript evention Rebuttal       Prosecution Rebuttal       Prosecution Rebuttal         A The storage for the person represented who in managed above, I.       Prosecution the autorization requested in Item 15 is hereby granted.         A the storage for the person represented who in accessary for adequate representation. I, therefore, representation I, therefore, represente A and therecurvatin thermaticity is therefore representation I,						JUDGE'S I	NITIALS
B. 0 14-Day       Expedited       3-Day       Daily       Houry       Realtime Unedited         C. 0 Prosecution Opening Statement       0 Person Opening Statement       0 Vor Dire       Jun Junitructions         D. 16 this multi-defendant case, commercial duplication of transcript evention Rebuttal       0 Vor Dire       Juny Instructions         At the storage for the person regresented who in managed abovs, 1       Financial eligibility of the person regresented having been established the Court's satisfaction the subcritation to obtain the transcript evention Rebuttal       Image: Statement in the storage stor							
C. D. Prosecution Opening Statement D. Prosecution Argument Voir Dire Dury Instructions D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript exvices to persons proceeding under the Criminal Justice Act. ExATORNY'STATEMENT A the stormey for the person represented who is managed above, I. Financial legibility of the person represented having been established to the court's astisfaction the authorization requested in Item 15 is hereby granted. Andrew Anders /S/ Printed Name Telephone Number: 210-833-5623 CLAIMS FOR SERVICES VCOURT REFORTER TRANSCRIPER STATUS B: OUTRIGHT TRANSCRI	A. Apportioned Cost % of trans	cript with					
Defense Opening Statement     Defense Argument     Ovir Dire     Jury Instructions     D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated     transcript evices to persons proceeding under the Criminal Junctice Act.     Art the storms/for the person represented who is managed above, I     hereby affirm that the transcript requested in incessary for adequate     presentation. I, therefore, requested in incessary for adequate     presentation. I, therefore, requested in lense 15 is hereby     granted.     Andrew Anders // 121/2016 14-48-16     Junctice Act.	B. 🛛 14-Day 🔹 Expedited	□ 3-Day □	Daily 🗆 Hourly	🗆 🗆 Realtime Ur	edited		
transcript services to persons proceeding under the Criminal Justice Act.         As the attorney for the person represented who is managed above, I herefore, request authorization to obtain the transcript requested in Item 15 is herefory granted.         As the attorney for the person represented having been established to the Criminal Justice Act.         Andrew Anders [8]       1/21/2016 14:48:16         Signature of Attorney       Date         Andrew Anders       Signature of Attorney         Printed Name       Numc Pro Tunc Date         Telephone Number: 210:433-5623       CLAIMS FOR SERVICES         VCOURT REFORTER TRANSCRIPE RETAINS       Iter Attrast NA ADDRESS         Is Official       Contract       Transcribe       Other         Is Official       Contract       Transcribe       Other         N: XXX-XXXXXX       NO OF PACES       NO OF PACES       APP FORE NON OF SERVICES         11: XXX-XXXXXXX       NO OF PACES       NO OF PACES       NO OF PACES         12: CLAIMS FOR SERVICES       TOTAL       APP AND ADDRESS       APP AND ADDRESS         13: SOCIAL SECURITY NUMBER OF PAYEE       NO OF PACES       NO OF PACES       NO OF PACES       NO OF PACES         13: CLAIMST CERTIFICATION OF SERVICE PORTIDED       NO OF PACES       NO OF PACES       NO OF PACES       NO OF PACES         14: Official <td< td=""><td></td><td></td><td></td><td></td><td>ructions</td><td></td><td></td></td<>					ructions		
IS ATTORNEY'S STATULEY As the attorney for the person represented who is managed above, I hereby affin that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United State pursuant to the Criminal Junice Act. Andrew Anders // 1/21/2016 14-48:16 Signature of Atorney Andrew Anders Printed Name Telephone Number: 210-833-5623 CLAIMS FOR SERVICES INCOURT REFORTERTRANSCRIBER STATUS (O) Official Contract CITAINSCRIPE STATUS (O) Official Contract CITAINSCRIPE STATUS (O) Official CONTACT CITAINSCRIPE STATUS (O) Official See pursuant on the Criminal Signature of Parse (O) Other (C) OTHER SERVICES (CLAIMS FOR SERVICES (CLAIMS FOR SERVICES) (CL					ry of accelerated		
As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate presentation. I herefore, request authorization to obtain the transcript services at the sequence of the United States pursuant to the Criminal Justice Act. Andrew Anders // 121/2016 14:48:16 Signature of Attorney Date Andrew Anders // 121/2016 14:48:16 Signature of Provide Date Order Nume Pro Tunc Date CLAIMS FOR SERVICES VCOURT REPORTER TRANSCRIPER STATUS Is PATETES NAME AND ADDRESS LEV // EXEMPT AND ADDRESS State of Order Number State S		roceeding under the	e Criminal Justice A				
hereby, affirm that the transcript requested is necessary for adequate presentation. If herefore, requested in Item 15 is hereby granted.       the Court's intrifaction the authorization requested in Item 15 is hereby granted.         Andrew Anders /S/       1/21/2016 14:48:16       Signature of Presiding Judge or By Order of the Court         Andrew Anders /S/       1/21/2016 14:48:16       Signature of Presiding Judge or By Order of the Court         Andrew Anders /S/       1/21/2016 14:48:16       Signature of Presiding Judge or By Order of the Court         Andrew Anders /S/       1/21/2016       Date         Printed Name       Date       01/21/2016         Telephone Number: 210-833-5623       CLAIMS FOR SERVICES         VCOURT REFORTERTRANSCRIBER STATUS       LeVar Expert, Inc.         AO-CAMSO       Washington DC 20544 US         Printed Name       No. OF PAGES       AAD extern Number 20:000         18. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF FAVEE       Washington DC 20544 US         Phone: 202-502-3965       TOTAL       AD OR ESS         10. Contract       Transcriber       0 Official       0 or se deati       0 00         115: XX-XXXXXXX       Total AMOONT CLAIMED       No. OF PAGES       AAT FER FER FAGE       SUB-TOTAL       AD OR TOTAL         128: OCCLAINT CENTIFICATION OF SERVICE FROVIDED       No. OF PAGES       No. OF PAGES		presented who is m	anaged above, I		ty of the person re	presented having be	en established to
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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	d more details.
Please keep the following voucher number for your own records:	
0101.0000162	
Back to:	
Home Page Appointment Page	

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.



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

CJA-26 Create
Statement for a Compensation Claim
in Excess of the Statutory Case
Compensation Maximum: District
Court



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

Basic Info 🛛 👌 Justification 🚽 Documents Confirmation Basic Info 2. PERSON REPRESENTED OUCHER NUMBER 3. MAG. DKT/DEF.NUMBER ebediah Branson DIST. DKT/DEF.NUMBER APPEALS, DKT/DEF, NUMBER 6. OTHER. DKT/DEF.NUMBE 1:14-CR-08805-1-AA 8. payment category 7. IN CASE/MATTER OF(Case Name) 9. TYPE PERSON REPRESENTED 10. REPRESENTATION TYPE ony (including pre-trial diversion USA v. Branson Adult Defendant Criminal Case of alleged felony) II. OFFENSE(S) CHARGED 11. STEENSE(S) CHARGED 15. 1825. F. INSPECTION VIOLATION PENALTIES 12. ATTORNEY'S NAME AND MAILING ADDRESS 13. COURT ORDER Andrew Anders 110 Main Street San Antonio TX 78210 C Co-Counsel Defender F Subs for Federal Defender A Associate □ L Learned Counsel □ O Appointing □ P Subs for Panel □ R Subs for Retained (Capital Only) Counsel Attorney Attorney Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <u>lisa\_ornelas@aotx</u>. T Retained Attorney U Subs for Pro
 X Administrative
Se 🗆 S Pro Se x.uscourts.gov Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pri Nunc Pro Tunc Date 14. LAW FIRM NAME AND MAILING ADDRESS 3/3/2014 Repayment 🗆 YES 🗵 NO Amount Requested Amount Approved Pre Trial Hours 0 Trial Hours 0 Sentencing Hours 0 Out-Of-Court Hours 0 Other In-Court Hours 0 Number of Co-Defendants Number of Counts 0 0 Other Pending Cases Sentencing Guideline Range Mandatory Minimum Found « First < Previous Next > Last » Save Delete Draft Audit Assist

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	-	
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Explain, if no	teworthy, impact on	the number of hour	s claimed of investig	tive, expert, or other services used (C	JA 21 voucher)
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	ether any of the follov with client/family, lar			hy factor in the number of hours claim or other	ed and explain each:
			,,		~
Explain any e	expense (items 17 an	d 18 of the CJA 20	voucher) greater tha	\$500	
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clude, if applic mplexity; (c) r owledge, skill	able: (a) negotiations w esponsibilities involved efficiency, professionali	with U.S. attorney's or measured by the ma ism, and judgment re	fice or law enforcement gnitude and importance quired of and used by	presentation provided to support this o t agency; (b) complexity or novelty of lega of the case; (d) manner in which duties w counsel; (e) nature of counsel's practice a er factors under which services were rendo	al issues and factual were performed and nd hardship or injury
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First < Pr	revious Next >	Last »	Save	Delete Draft	Audit Assist

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.

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**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.)

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**.

onfirmation				
SUPPLEMENTAL INFORMA	TION STATEMENT FOR A C COMPENSATION MA	OMPENSATION CLAIM IN XIMUM: DISTRICT COUR		TUTORY CASE
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TTORNEY NAME: Andrew Ande		•		
ASE NAME: USA v. Branson OCKET NUMBER: 1:14-CR-0880	05-AA DEFENDANT NUN	MBER: 1	OUCHER NUMBER:	
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B EXPLAIN ANY EXPENSE (	ITEMS 17 AND 18 OF THE CJA	20 VOUCHER) GREATER T	HAN \$500:	
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ICLUDE, IF APPLICABLE: (A) N OMPLEXITY OR NOVELTY OF HE MAGNITUDE AND IMPORT KILL EFFICIENCY, PROFESSIO RACTICE AND HARDSHIP OR I F TIME OR OTHER FACTORS U	LEGAL ISSUES AND FACTUA ANCE OF THE CASE; (D) MAN NALISM, AND JUDGMENT RE INJURY RESULTING FROM TH	AL COMPLEXITY; (C) RESPO VNER IN WHICH DUTIES WE EQUIRED OF AND USED BY HE REPRESENTATION; AND	ONSIBILITIES INVOLVE ERE PERFORMED AND COUNSEL; (E) NATUR	ED MEASURED BY KNOWLEDGE, E OF COUNSEL'S
mature of Attorney		Date Signed	Requested Am	ount
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gnature of Presiding Judge gnature of Chief Judge, Court of	Date Signed Date Signed	Judge Code Judge Code	Approved Am Approved Am	
opeals (or Delegate)		÷		
blic/Attorney otes	Attention: The notes you ente	r will be available to the next a	approval level.	< >

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 submitte	d for payment. You will receive a notification if we need more details.	
Please keep the following voucher number for your own records:		
0101.0000167		
Back to: Home Page Appointment Page		

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 – Workflows**

### **AUTH Workflow**



FINISH

### **AUTH-Excess Workflow**



FINISH

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

### AUTH-24 Workflow

START Voucher Entry **Attorney Enters Clerk Review** -Clerk Task **Financial** Technician **Magistrate Review** Magistrate Task Judge Approval **Judge Approval** Create CJA 24 -Clerk Task **Financial** Technician Voucher Closed **Document Closed** 

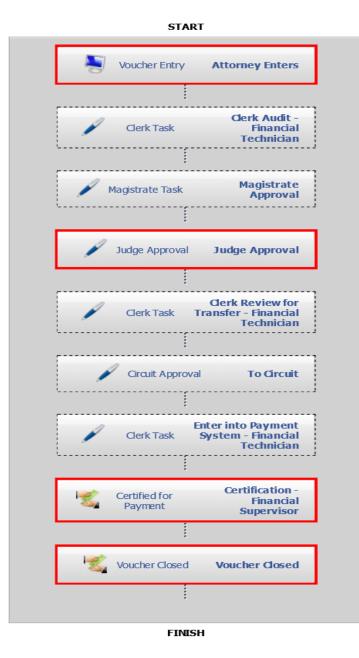
FINISH

# CJA-20 Workflow

START Voucher Entry **Attorney Enters Clerk Audit** -Clerk Task **Financial** Technician Magistrate Magistrate Task Approval Judge Approval **Judge Approval Enter into Payment** Clerk Task System - Financial Technician **Certification** -Certified for Financial Payment Supervisor 10 Voucher Closed **Voucher Closed** 

FINISH

### CJA-20 Excess Workflow



# CJA-21 Workflow

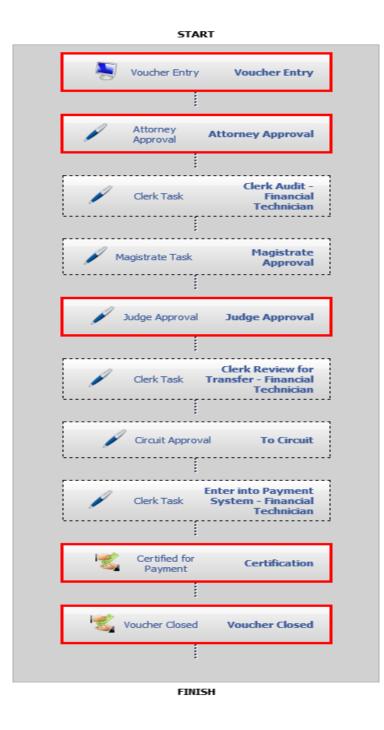
START



FINISH

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

### CJA-21 Excess Workflow



# CJA-24 Workflow

START Voucher Entry **Voucher Entry** Attorney Approval Attorney Approval **Clerk Audit** Clerk Task Financial Technician Magistrate Magistrate Task Approval -Judge Approval **Judge Approval Enter Into** Payment System -Clerk Task Financial Technician -**Certification** -Certified for Financial Supervisor 1 Payment R. Voucher Closed **Voucher Closed** FINISH

# CJA-26 Workflow

```
START

Voucher Entry

Atomey Enters

Magistrate Task

<
```

FINISH

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

### **District Court Financial Services**

Shaneka Carter – Procurement & Financial Speci	alist
CJA eVoucher Reviewer	(340) 775-8016
<pre>shaneka carter@vid.uscourts.gov;</pre>	
Deanne Schneider – Financial Specialist II	
CJA eVoucher System Administrator	(340) 775-8017
deanne schneider@vid.uscourts.gov; and	<b>х</b> ,
Shervin T. Clarke – Financial Supervisor	
CJA eVoucher Payment Certifier	(340) 775-8015
<pre>shervin clarke@vid.uscourts.gov</pre>	
Financial Services Direct Line	(340) 776-0221

finance@vid.uscourts.gov

Fax Line

(340) 775-8077