



# District Court of the Virgin Islands

## CJA eVoucher

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### Attorney User Manual

Release 6.11

July 31, 2025



## Table of Contents

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Panel Management .....	4
Voucher and Authorization Request Submission.....	4
1. Browser Compatibility.....	4
<b>1.1 Web Browsers</b> .....	4
2. Court Appointment .....	5
<b>2.1 Court Appointment in CJA eVoucher</b> .....	5
3. Accessing the CJA eVoucher Program.....	5
<b>3.1 Signing in to eVoucher</b> .....	5
4. Creating a Login.gov Account.....	6
<b>4.1 Login.gov Account Creation</b> .....	6
<b>4.3 Identity Verification</b> .....	12
5. Linking Your eVoucher Account to Your Login.gov Account.....	22
<b>5.1 For NEW Login.gov accounts:</b> .....	22
<b>5.2 For EXISTING Login.gov accounts:</b> .....	22
6. Linking Your Accounts Using Your Single Login Profile (SLP) Email Address and Password.....	24
<b>6.1 Link eVoucher with Login.gov – Existing eVoucher User</b> .....	24
7. Linking Your Accounts by Email Invitation – New User .....	26
<b>7.1 Link eVoucher Account with Login.gov – New eVoucher User</b> .....	26
8. Linking Your Accounts by Email Invitation – Existing User .....	28
<b>8.1 Link eVoucher Account with Login.gov Account – Existing eVoucher User</b> .....	28
9. Signing In to eVoucher .....	31
<b>9.1 Accessing eVoucher</b> .....	31
10. Vendor Manager System (VMS).....	34
<b>10.1 Creating a VMS Account</b> .....	34
11. Single Login Profile (SLP) .....	35
<b>11.1 SLP</b> .....	35
<b>11.2 Editing Your SLP</b> .....	36
<b>11.3 Modifying Your Name</b> .....	37
<b>11.4 Updating Your SLP Email Address</b> .....	38
<b>11.5 Updating Your SLP Password</b> .....	39
<b>11.6 Viewing Billing Information</b> .....	40
<b>11.7 Viewing Linked eVoucher Accounts</b> .....	41

12. Accessing Multiple Accounts in eVoucher .....	42
<b>12.1 Multiple eVoucher Account Access</b> .....	42
13. Single Login Profile (SLP) vs. Court Profile .....	43
14. Home Page .....	44
15. Navigating the CJA eVoucher Program .....	45
16. Customizing the Home Page .....	46
17. Court Profile .....	47
<b>17.1 Court Profile Management</b> .....	47
<b>17.2 Attorney Info</b> .....	49
<b>17.3 Billing Info</b> .....	51
<b>17.4 Holding Period</b> .....	53
<b>17.5 Continuing Legal Education (CLE)</b> .....	55
<b>17.6 Appointments' List</b> .....	57
<b>17.7 View Representation</b> .....	58
18. Creating a CJA-20/30 Voucher (Payment Vouchers for Attorneys).....	59
<b>18.1 Creating the Attorney Payment Voucher</b> .....	59
<b>18.2 Entering Services</b> .....	60
18.2.1 Importing Service Entries .....	63
18.2.2 Importing Service Entries on Previously Created CJA-20s.....	67
<b>18.3 Entering Expenses</b> .....	70
<b>18.4 Claim Status</b> .....	73
<b>18.5 Documents</b> .....	74
<b>18.6 Signing and Submitting to Court</b> .....	76
<b>18.7 CJA-20 Quick Review Panel</b> .....	78
19. Reports and Case Management.....	81
<b>19.1 Defendant Detailed Budget Report</b> .....	82
<b>19.2 Defendant Summary Budget Report</b> .....	83
20. Creating a CJA-21/31 Voucher (Payment Voucher for Experts and Other Services).....	84
<b>20.1 Creating the Payment Voucher for Experts and Other Services</b> .....	84
<b>20.2 Associated Authorizations Available</b> .....	85
<b>20.3 Associated Authorizations Unavailable</b> .....	86
21. Submitting an Authorization Request for Expert Services.....	93
<b>21.1 Creating an Authorization Request</b> .....	93

22. Creating an Authorization for Transcripts (AUTH-24).....	97
23. Creating a CJA-24 Voucher (Payment for Transcript) .....	100
<b>23.1 Creating a Payment for Transcript</b> .....	100
24. Creating an Authorization for Payment of Travel Voucher .....	107
<b>24.1 Payment of Travel Voucher</b> .....	107
25.1 Creating a CJA-26 Voucher (Claim for Excess Compensation).....	112
<b>25.1 Creating a Claim for Excess Compensation</b> .....	112
Tips for Success .....	117
Appendix A: Correcting Errors in Your .csv File .....	120
Appendix B: Creating the Excel File for Import.....	121
Appendix C: Converting the Excel File to .csv Format .....	122
Appendix D: Workflows .....	124
AUTH Workflow .....	124
AUTH-Excess Workflow .....	125
AUTH-24 Workflow .....	126
BUDGET AUTH Workflow .....	127
BUDGET AUTH Excess Workflow .....	128
CJA-20 Workflow .....	129
CJA-20 Excess Workflow.....	130
CJA-21 Workflow .....	131
CJA-21 Excess Workflow.....	132
CJA-24 Workflow .....	133
CJA-26 Workflow .....	134



## 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 attorney acting for the service provider;
- Online voucher review and submission by the attorney; and
- Online submission to the Court.

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

### Panel Management

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

### Voucher and Authorization Request Submission

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

## 1. Browser Compatibility

### 1.1 Web Browsers

CJA eVoucher is compatible with the following web browsers:

- Edge 16
- Firefox 57
- Chrome 62
- Safari 10.1

## 2. Court Appointment

### 2.1 Court Appointment in CJA eVoucher

When an appointment is made, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides 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.

## 3. Accessing the CJA eVoucher Program

### 3.1 Signing in to eVoucher

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

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

To get started, please follow the instructions in section, 4. Creating a Login.gov Account, to create your Login.gov account.

The two links below provides additional information about Login.gov and helpful tips for creating your account:

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

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


## 4. Creating a Login.gov Account

### 4.1 Login.gov Account Creation

To create a Login.gov account, follow the steps provided below:


#### Step 1

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

**CJA eVoucher - Texas Western District Court**  
Release 6.10.1.0

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

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

**Sign in with  LOGIN.GOV**

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

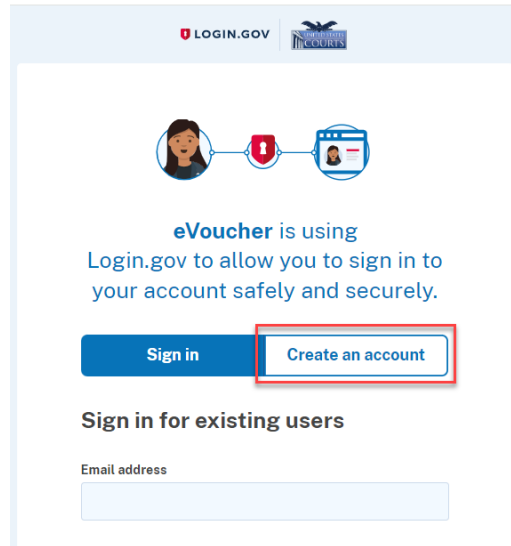
Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
[Learn about the Login.gov sign in process.](#)

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

CJA eVoucher Attorney Manual | Version 6.11 | District Court of the Virgin Islands | July 2025

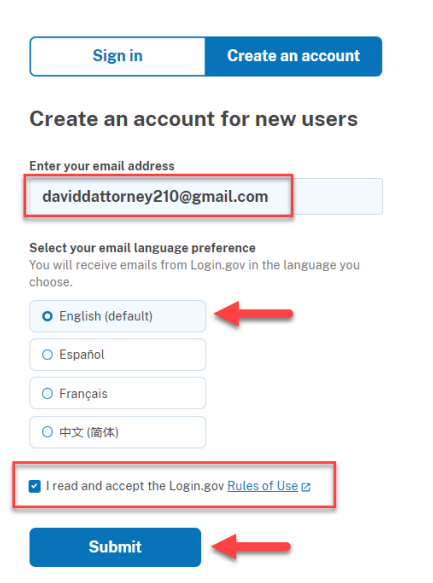
**Step 2**

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

**Step 3**

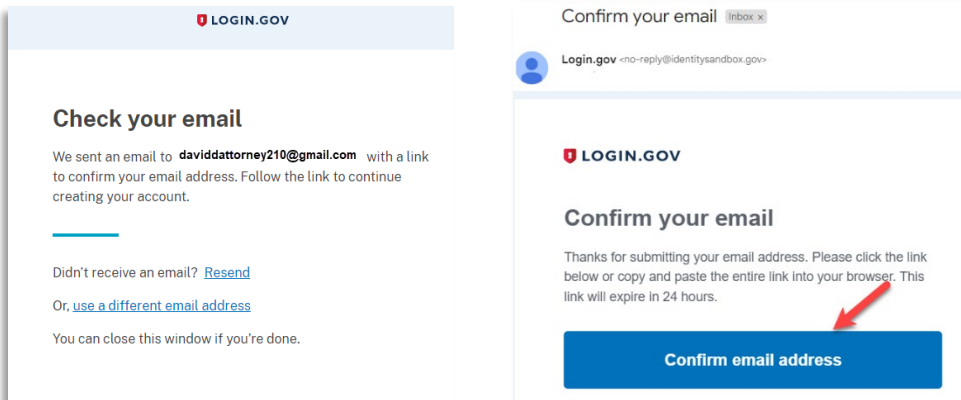
Enter your email address and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

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

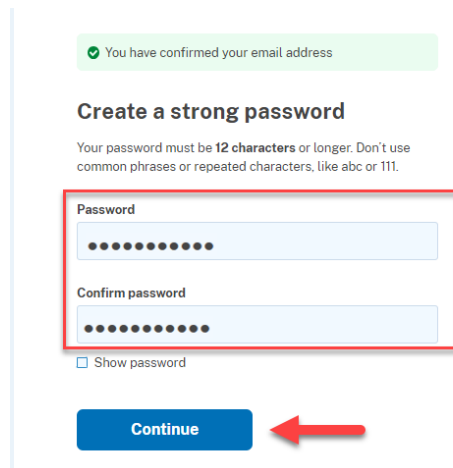


**Step 4**

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

**Step 5**

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



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

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

## 4.2 Adding an Authentication Method

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


To get started with adding authentication methods, follow the steps provided below:


### Step 1


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


#### Authentication method setup


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

☐  **Authentication application**  
Download or use an authentication app of your choice to generate secure codes.

☒  **Text or voice message**  
Receive a secure code by (SMS) text or phone call.

☐  **Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐  **Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.

☐  **Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

**Note:** Each time you sign in to eVoucher you will be required to authenticate, please ensure that you use an authentication method that is easy for you to access. For these instructions, the **Text or voice message** option is selected.

### Step 2


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

#### Add a phone number

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

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

Phone number

 210-555-5555

How you'll get your code

☒ Text message (SMS)

☐ Phone call

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

**Send code**



[Mobile terms of service](#)

### Step 3

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

**Step 4****Enter your one-time code**

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

**One-time code**  
Example: 123456



☐ Remember this browser**Submit**[Send another code](#)


Having trouble? Here's what you can do:

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

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

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





**You've added your first authentication method! Add a second method as a backup.**

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

**Add another method**

[Skip for now](#)



### 4.3 Identity Verification

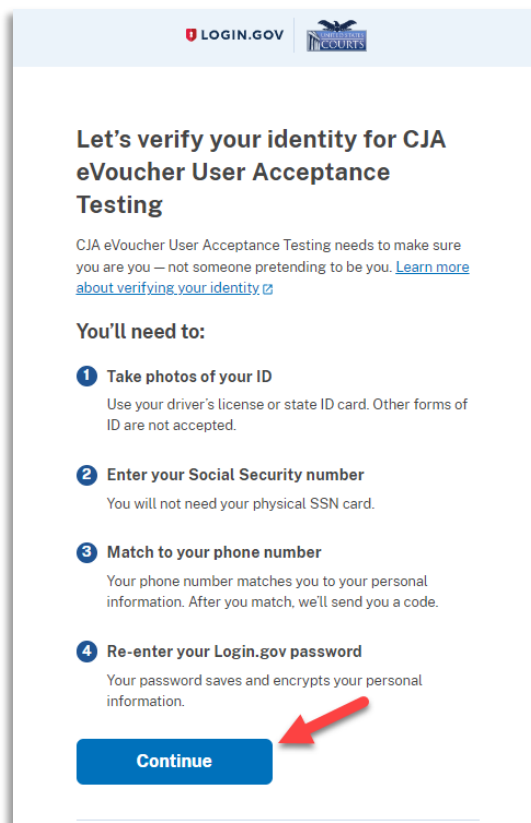
To access eVoucher, you must verify your identity by uploading an acceptable form of identification. For example, a driver's license or state ID. This added security measure is to ensure that you are you and not someone else pretending to be you.

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

To verify your identity, follow the steps provided below:

#### Step 1

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



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

LOGIN.GOV

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

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

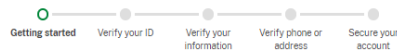
You'll need to:

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

**Continue**

**Step 2**

Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

**How verifying your identity works**

Identity verification happens in two parts:

**Verify your identity**

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

**Secure your account**

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

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

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

**Continue**

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer. Follow the options provided below.

**How would you like to add your ID?**

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

**Recommended**

**Use your phone to take photos**

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

Phone number

**Send link**

**Continue on this computer**

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

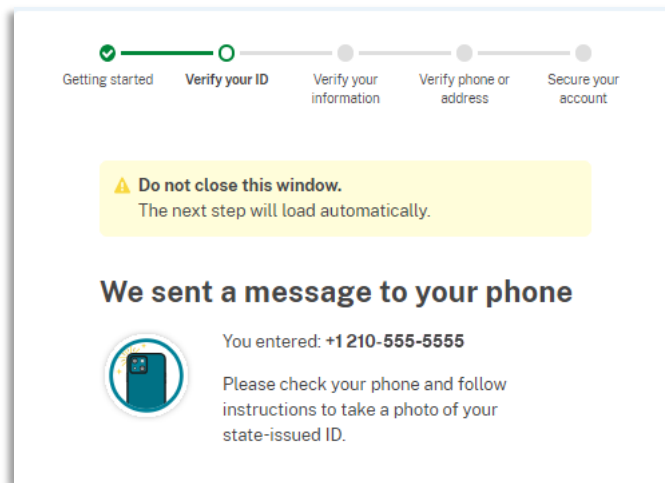
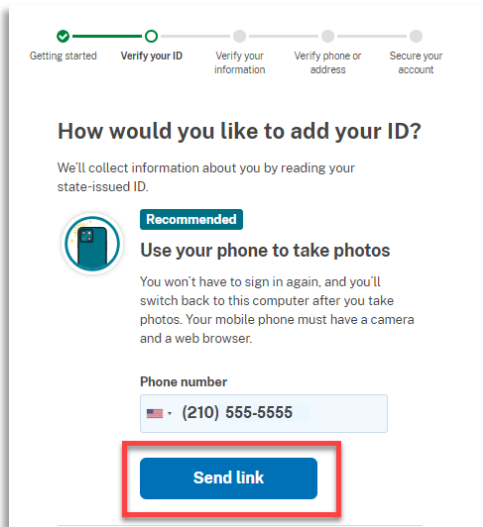
**Upload photos**

[Cancel](#)

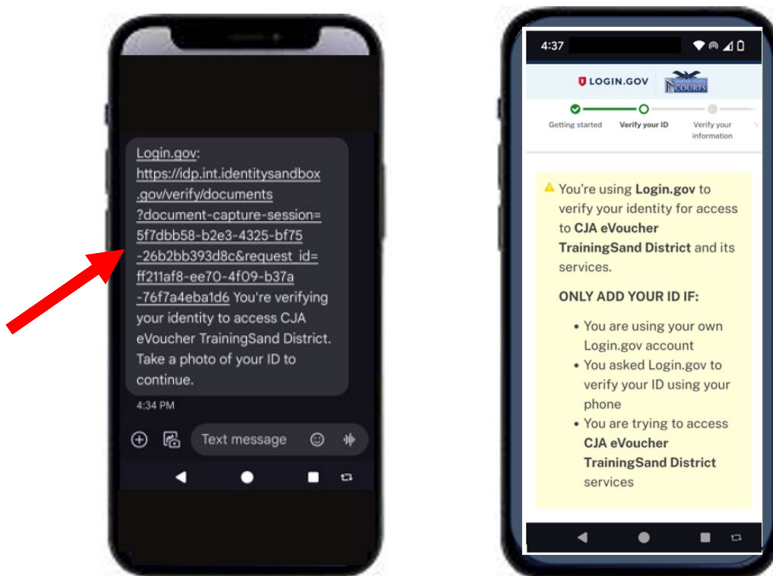
## Option 1: Upload photos from phone (recommended)

### Option 1

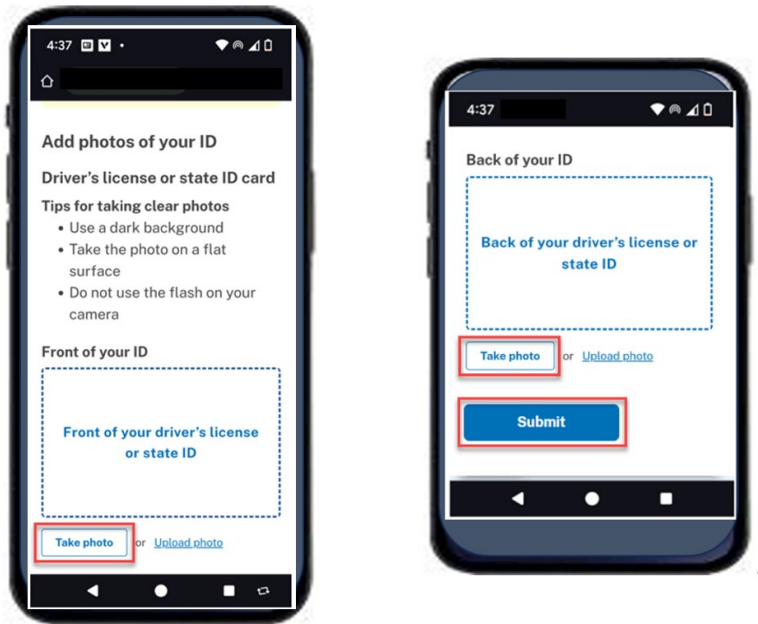
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.



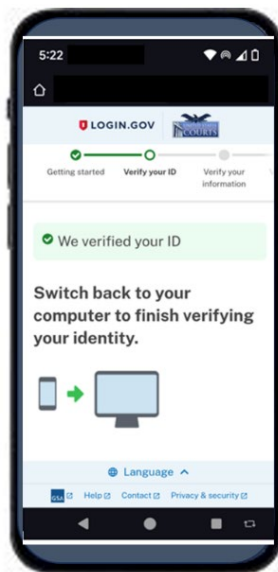
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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



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

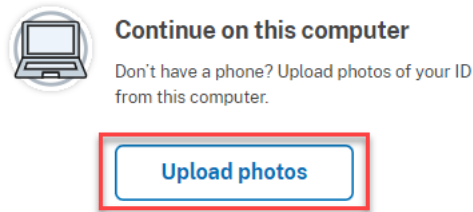


Continue to step 4 to complete the identity verification process.

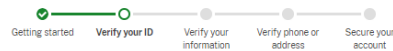
## Option 2: Upload photos from your computer

### Option 2

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



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



### Add photos of your ID

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

##### Tips for taking clear photos

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

##### Front of your ID Must be a JPG or PNG

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

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

##### Back of your ID Must be a JPG or PNG

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

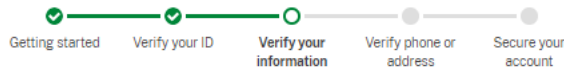
Drag file here or [choose from folder](#)

**Submit**

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

**Step 4**

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



✓ We verified your ID

### Enter your Social Security number

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

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

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

#### Social Security number

Example: 123-45-6789

☐ Show Social Security number

**Continue**



**Step 5**

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. Once your information is correct and complete, click **Submit**.

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

The screenshot shows the 'Verify your information' step in a five-step process. The steps are: Getting started, Verify your ID, Verify your information (current), Verify phone or address, and Secure your account. The current step displays personal information imported from an ID: First name: FAKEY, Last name: MCFAKERSON, Date of birth: October 6, 1938, ID number: 111111111111. Below this is the address: Address line 1: 1 FAKE RD, Address line 2: City: GREAT FALLS, State: MT, ZIP Code: 59010. There are 'Update' links next to the address and Social Security number fields. The Social Security number is masked as 5\*\*-\*\*-\*\*\*\*5, with a checkbox to 'Show Social Security number'. A red arrow points to the 'Submit' button at the bottom.

**Step 6**

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

The screenshot shows the 'Verify your phone number' step. It indicates that the previous information was verified successfully. The current step asks for a phone number and how to send a code. The phone number field is highlighted with a red box and contains '(210) 555-5555'. Below the phone number field, there are two radio buttons: 'Text message (SMS)' and 'Phone call'. A red arrow points to the 'Send code' button at the bottom.

**Step 7**

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

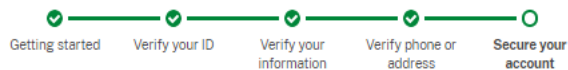
**Enter your one-time code**

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

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

**Submit****Step 8**

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



✓ We verified your phone number

**Re-enter your Login.gov password**

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

**Password**

☐ Show password

[Forgot password?](#)

**Continue**



**Step 9**

The system generates a personal key, the personal key is required should you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

The screenshot shows the 'Secure your account' step of a five-step verification process. The steps are: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. A green progress bar indicates that the first four steps are complete. Below the progress bar, a green box with a checkmark states 'We secured your verified information'. The main heading is 'Save your personal key'. A red shield icon is positioned behind a box containing the personal key: 'VGCH - MCDA - CGYR - HAX8'. Below the key, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM'. There are three links: 'Copy', 'Download (text file)', and 'Print'. A warning message states: 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone. If you reset your password without your personal key, you'll need to verify your identity again.' Below this is a link: 'Learn more about the personal key'. A checkbox labeled 'I saved my personal key in a safe place.' is highlighted with a red rectangle. A red arrow points to the 'Continue' button at the bottom.

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

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

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

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

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

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


[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

**Continue**

**Step 10**

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



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

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

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

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

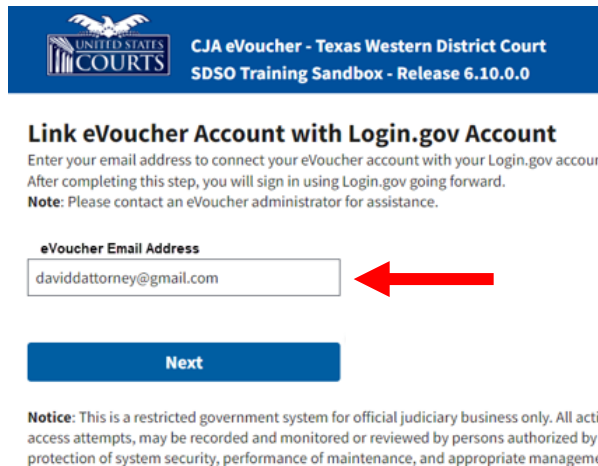
**Agree and continue**

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

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

### 5.1 For NEW Login.gov accounts:

After you have completed your identity verification and receive your security key, you are automatically directed to the [District Court of the Virgin Islands eVoucher](#) linking page. Please note that the email address you used to create your Login.gov account will pre-populate in the **eVoucher Email Address** field.



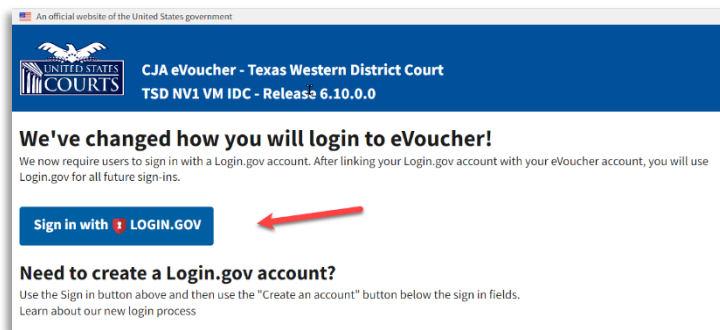
The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header, the title "Link eVoucher Account with Login.gov Account" is followed by instructions: "Enter your email address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

### 5.2 For EXISTING Login.gov accounts:

To link your eVoucher account to your Login.gov account, follow the steps provided below:

#### Step 1

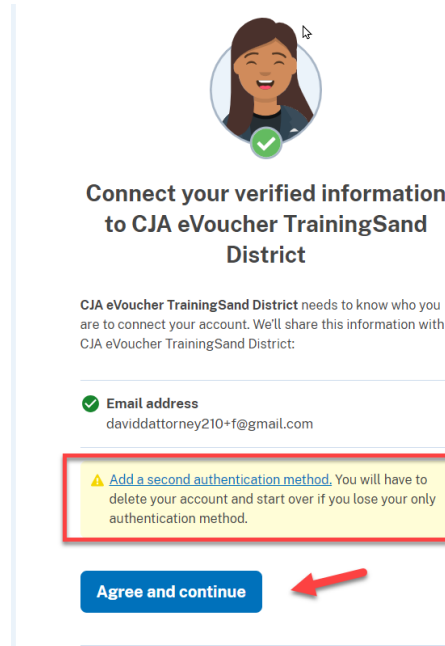
From the District Court of the Virgin Islands eVoucher sign in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



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

**Step 2**

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



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

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

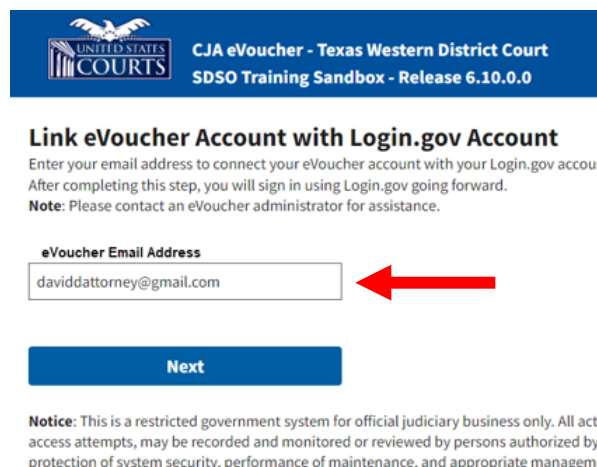
✓ Email address  
davidattorney210+f@gmail.com

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

**Agree and continue**

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

Login.gov automatically directs you to the District Court of the Virgin Islands eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.



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

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

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

eVoucher Email Address  
davidattorney@gmail.com

**Next**

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

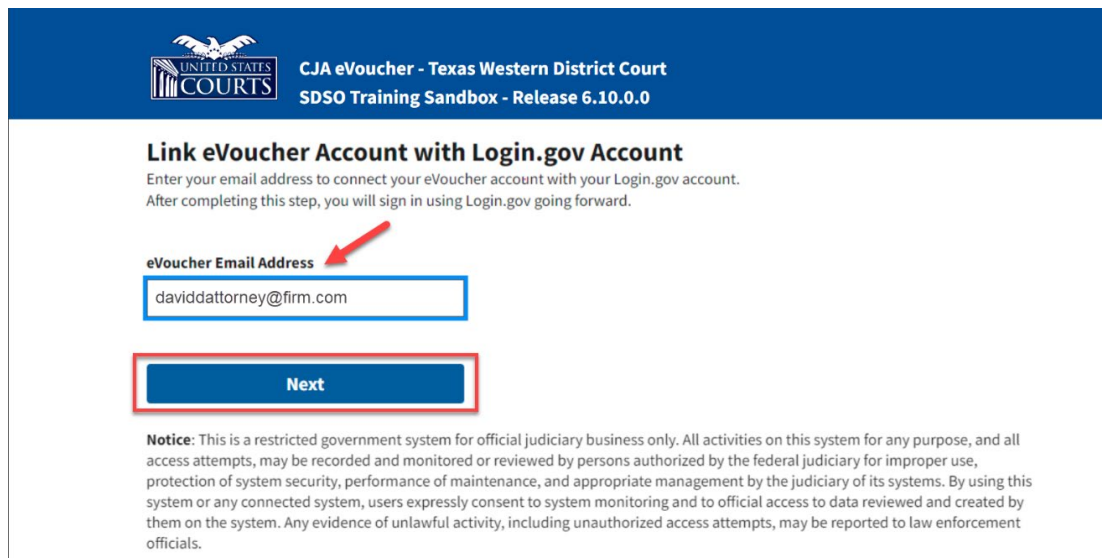
## 6. Linking Your Accounts Using Your Single Login Profile (SLP) Email Address and Password

### 6.1 Link eVoucher with Login.gov – Existing eVoucher User


Existing eVoucher users who have an SLP can sign in using their SLP email address and password by following the steps provided below:

#### Step 1

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



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

**eVoucher Email Address** 

davidattorney@firm.com

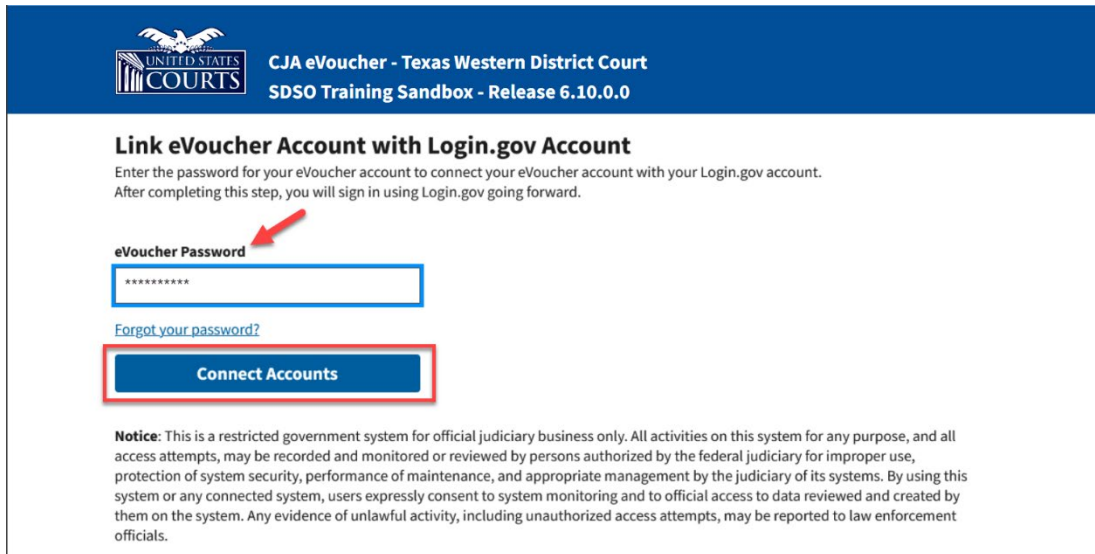
**Next**

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

**Note:** This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

## Step 2

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



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

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

**eVoucher Password**

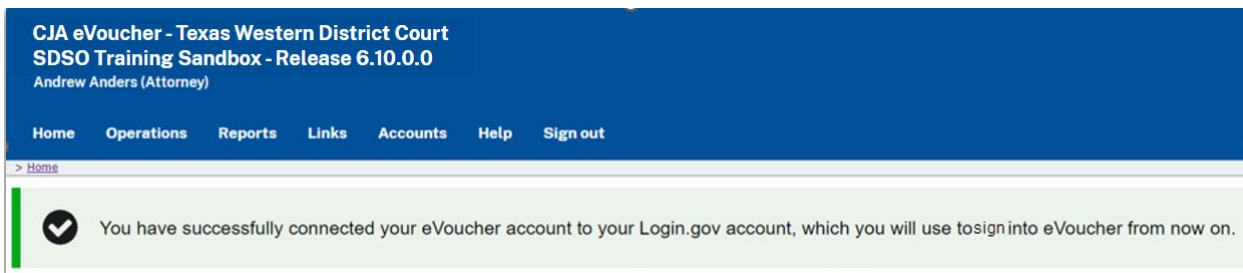
[Forgot your password?](#)

**Connect Accounts**

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

## Step 3

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



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

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

> [Home](#)

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

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

## 7. Linking Your Accounts by Email Invitation – New User

### 7.1 Link eVoucher Account with Login.gov – New eVoucher User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page by following the steps provided below:

#### Step 1

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

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

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

**Next**

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

#### Step 2

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

**Check your email**

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

### Step 3

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

Dear David D Attorney,

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

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

[CLICK HERE](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,  
District of Texas Western


### Step 4

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

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

Home Operations Reports Links Accounts Help Sign out

> Home

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

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



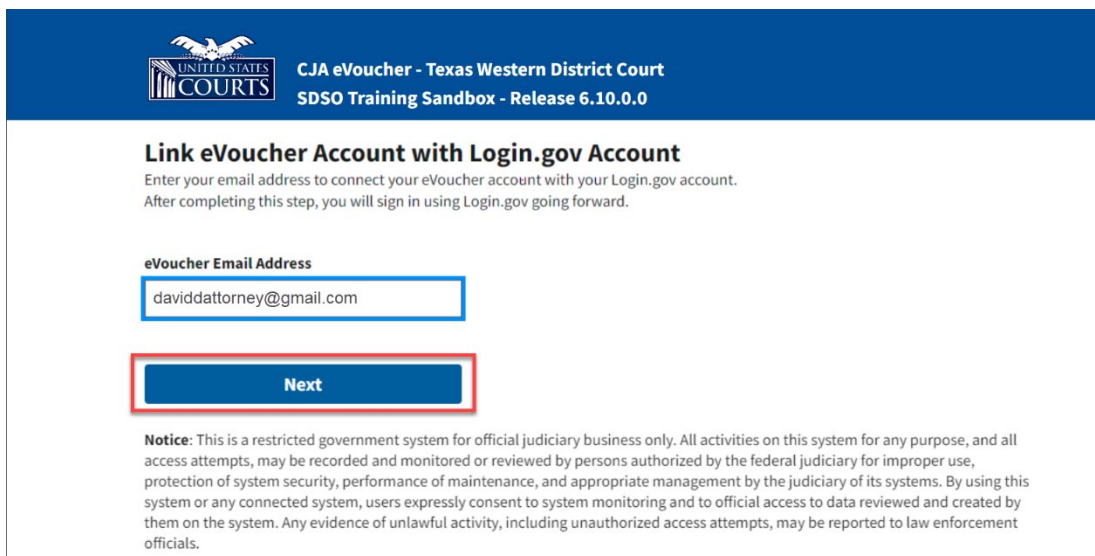
## 8. Linking Your Accounts by Email Invitation – Existing User


### 8.1 Link eVoucher Account with Login.gov Account – Existing eVoucher User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page by following the steps provided below:

#### Step 1

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



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

### Link eVoucher Account with Login.gov Account

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

**eVoucher Email Address**

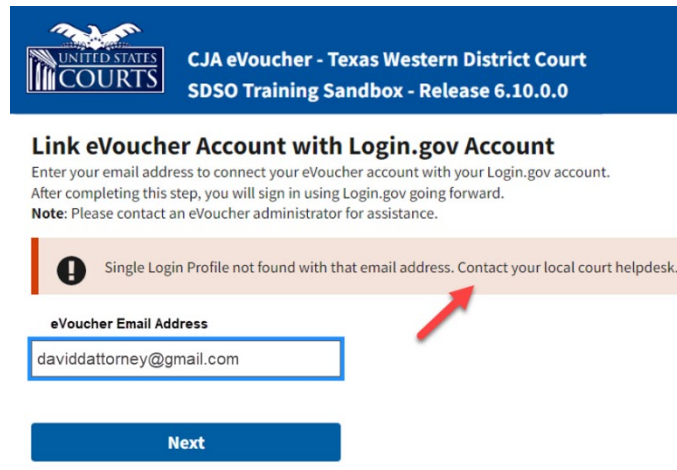
davidattorney@gmail.com

**Next**

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

**Step 2**

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



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

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

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

eVoucher Email Address  
davidattorney@gmail.com

Next

**Step 3**

If you contact your court's help desk (Financial Services), the court then sends you an email message with a link that you can click to automatically connect your two accounts.

Dear David D Attorney,

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

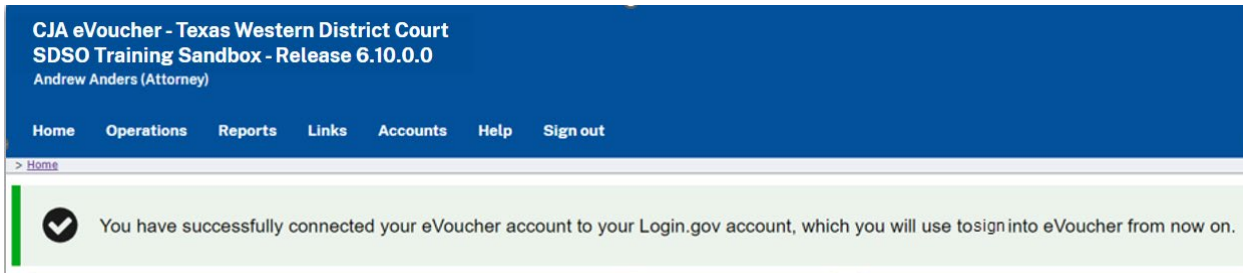
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov)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

[CLICK HERE](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,  
District of Texas Western

**Step 4**

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



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

## 9. Signing In to eVoucher

### 9.1 Accessing eVoucher

Once you have created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher on all future logins. Follow the steps provided below to access eVoucher:

#### Step 1

To sign in to eVoucher, you may use any US Courts CJA eVoucher URL or the District Court of the Virgin Islands URL: [https://evadweb.ev.uscourts.gov/CJA\\_vix\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_vix_prod/CJAeVoucher/), to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.



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

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

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

Sign in with  LOGIN.GOV

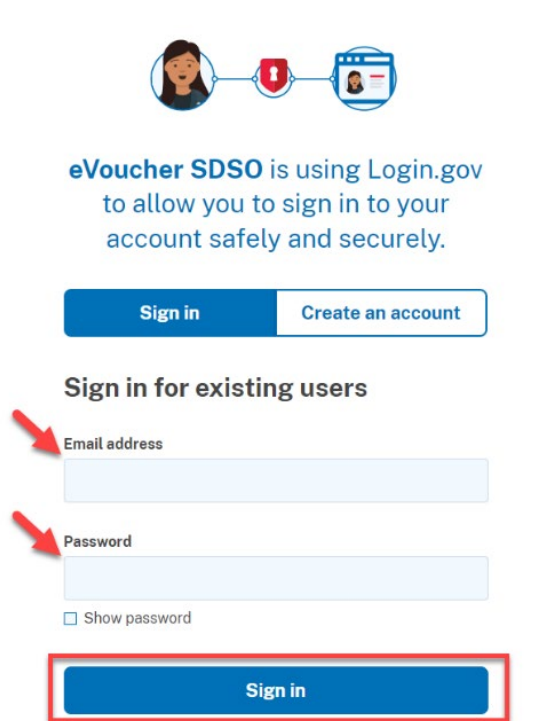
#### Need to create a Login.gov account?

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

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

**Step 2**

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



The image shows the Login.gov sign-in page for eVoucher SDSO. At the top, there is a header with three icons: a person, a shield with a red exclamation mark, and a computer monitor. Below the header, the text reads: "eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (blue) and "Create an account" (white with blue border). Below these buttons, the text "Sign in for existing users" is displayed. There are two input fields: "Email address" and "Password". Red arrows point to the "Email address" and "Password" labels. Below the "Password" field, there is a checkbox labeled "Show password". At the bottom, there is a blue "Sign in" button highlighted with a red border.

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

**Sign in for existing users**

Email address

Password

☐ Show password

**Sign in**

**Step 3**

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

## Enter your one-time code

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

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

**Submit**[Send another code](#)

Login.gov directs you to your eVoucher home page.

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

David Attorney (Attorney)

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

> [Home](#)

#### My Active Documents

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

Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Robert Chodwick (#1)	Case		6/10/2014

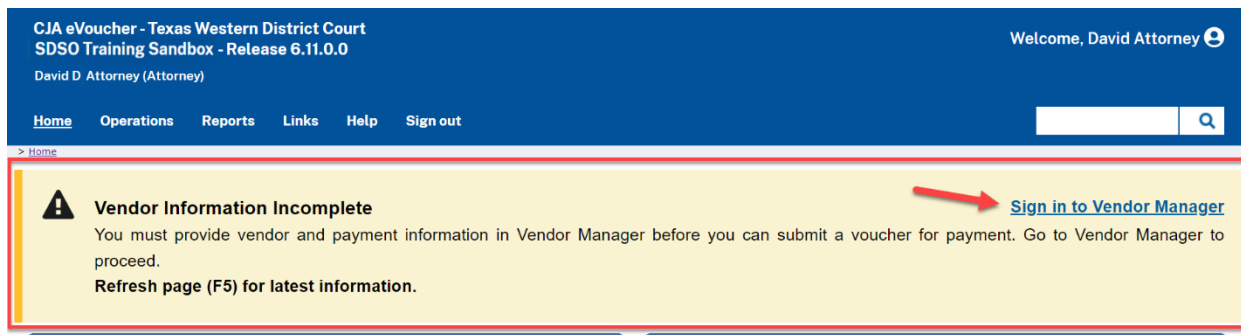
## 10. Vendor Manager System (VMS)

### 10.1 Creating a VMS Account

Beginning with release 6.11, Attorneys and Experts must create an account in the Vendor Manager System (VMS) to manage their payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment. Follow the steps provided below to access VMS:

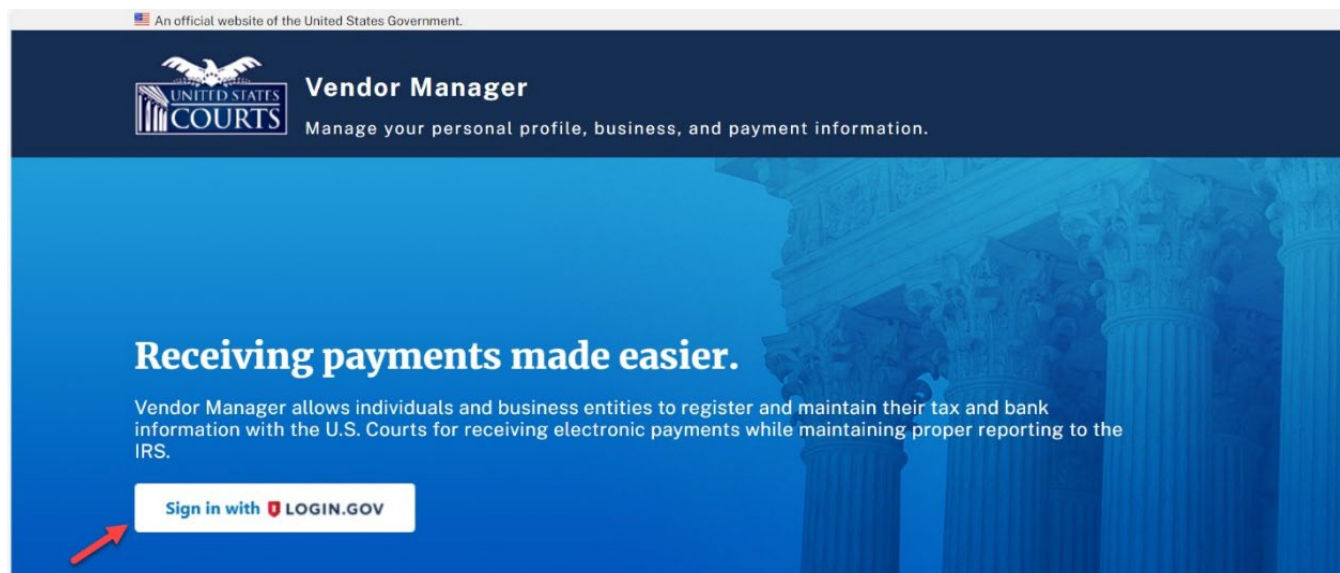
#### Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.



#### Step 2

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.



**Step 3**

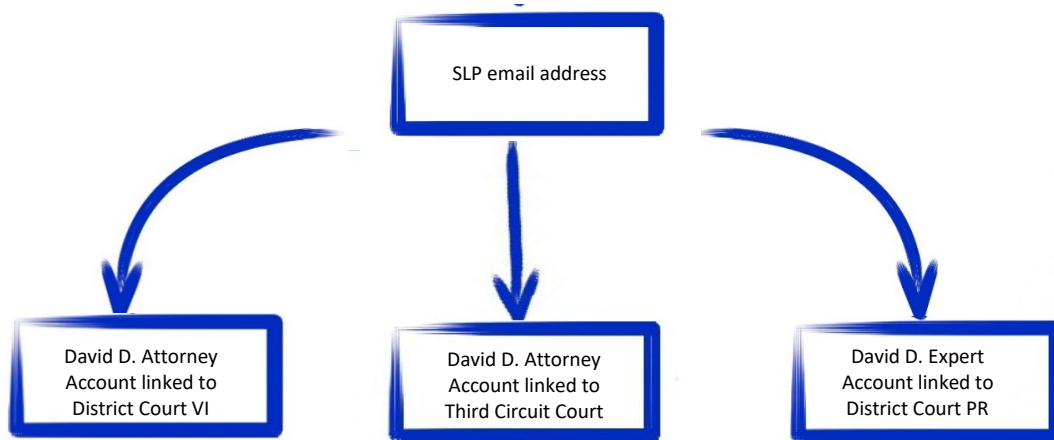
Review the VMS job aids for all the information necessary to create your VMS account.

## 11. Single Login Profile (SLP)

### 11.1 SLP

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher. Below, the Single Login Profile chart serves as an example in switching from one account to another account in CJA eVoucher.

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



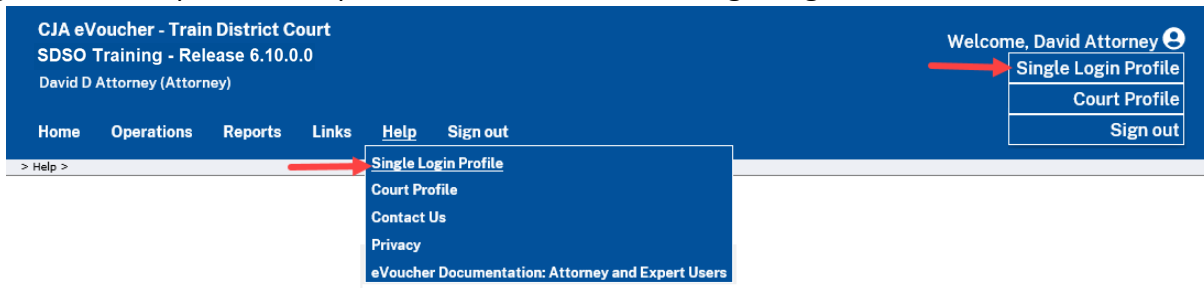
On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, on the menu bar, click **Help**, and then click **Single**



**Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



## 11.2 Editing Your SLP

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

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

Single Login Profile – David Attorney

Account Information

First name

David

Middle name

D

Last name

Attorney

Suffix

-

Email address

daviddattorney210@gmail.com

Password

Billing Information

Linked eVoucher Accounts

## 11.3 Modifying Your Name

In order to modify your name, follow the steps provided below:

### Step 1

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

**Single Login Profile – David Attorney**

Account Information

First name	Middle name	Last name	Suffix
David	D	Attorney	-

Edit

### Step 2

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

**Single Login Profile – David Attorney**

Account Information

First name	Middle name	Last name	Suffix
David	D	Attorney	

Cancel

Save changes

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

## 11.4 Updating Your SLP Email Address

To update your SLP email address, follow the steps provided below.

### Step 1

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

**Email address**  
davidattorney210@gmail.com

[Edit](#)

### Step 2

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

#### Single Login Profile – David Attorney

##### Account Information



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

**First name**  
David

**Middle name**  
D

**Last name**  
Attorney

**Suffix**  
-

[Edit](#)

**Email address**

davidattorney@gmail.com

**Confirm email address**

davidattorney@gmail.com

Cancel


Save changes

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

## 11.5 Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgotten password requests. The Login.gov logo is visible in the Password section of your SLP account information, but you can't edit your password from here.

### Single Login Profile – David Attorney

Account Information			
First name	Middle name	Last name	Suffix
David	D	Attorney	-
<a href="#">Edit</a>			
Email address			
davidattorney@gmail.com			
<a href="#">Edit</a>			
Password			
			

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

## 11.6 Viewing Billing Information

To view your Billing Information, follow the steps provided below:

### Step 1

Click the plus sign (+) to expand the Billing Information section.

#### Single Login Profile – David Attorney

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+

### Step 2

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

#### Single Login Profile – David Attorney

Account Information	+
Billing Information	–

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

**David Attorney**  
TIN (SSN): .....00  
  
Electronic payments will be sent to:  
Routing Number: 121000248, FAKE BANK  
Account Number: .....89

Linked eVoucher Accounts	+
--------------------------	---

## 11.7 Viewing Linked eVoucher Accounts

To view your Linked eVoucher Accounts, complete the following steps:

### Step 1

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

#### Single Login Profile – David Attorney

Account Information



Billing Information



Linked eVoucher Accounts



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

### Step 2

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

#### Single Login Profile – David Attorney

Account Information



Linked eVoucher Accounts



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

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

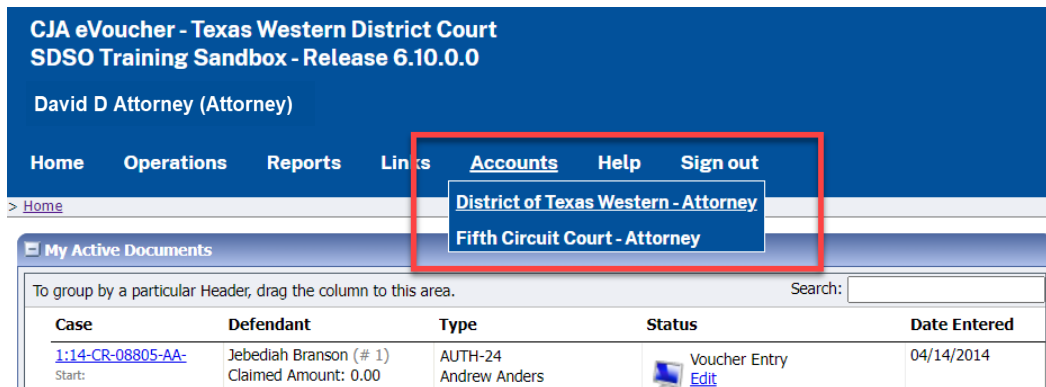
Cancel

Save changes

## 12. Accessing Multiple Accounts in eVoucher

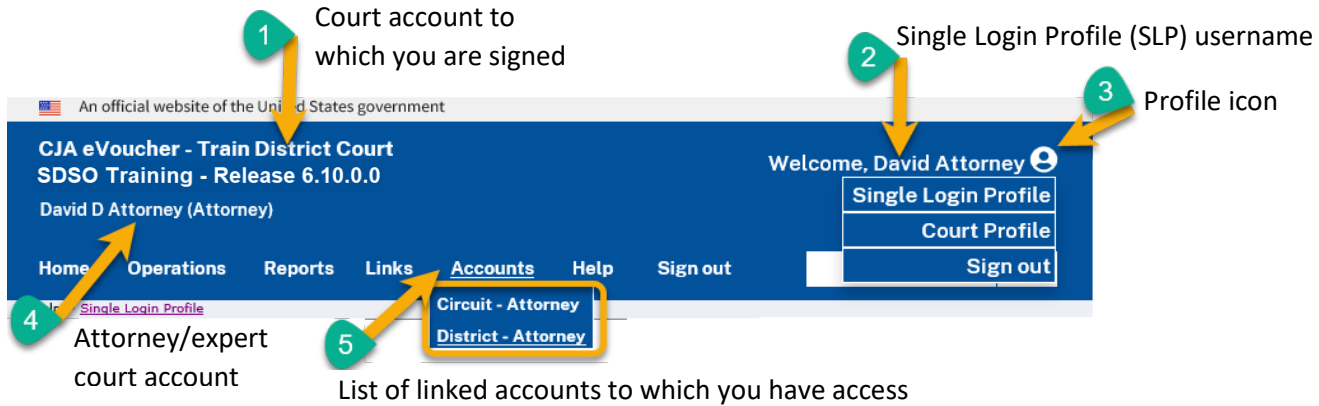
### 12.1 Multiple eVoucher Account Access

To access multiple accounts in eVoucher, from the **Accounts** menu, click the court account in which you wish to work.



## 13. 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. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your SLP or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – 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.



## 14. Home Page

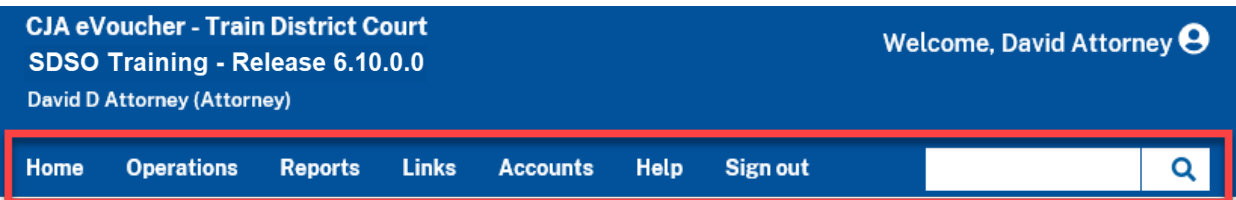
Your Home Page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with a navigation bar at the top (Home, Operations, Reports, Links, Help, Sign out) and a search bar. The page is divided into five main sections, each with a title bar and a table of data.

- My Active Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists three active cases for Paul William Clark.
- Appointments' List:** A table with columns Case, Defendant, and Appointment ID. It lists two appointments for Paul William Clark.
- My Proposed Assignments:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists four proposed assignments for Paul William Clark.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists two submitted documents for Paul William Clark.
- My Service Provider's Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists two documents for Paul William Clark.

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

## 15. Navigating the CJA eVoucher Program



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

## 16. Customizing the Home Page

You can customize your home page to change the way your information displays in each section by following the steps provided below for each section:

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

### Resize a Column

#### Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow (↔) appears.

#### Step 2

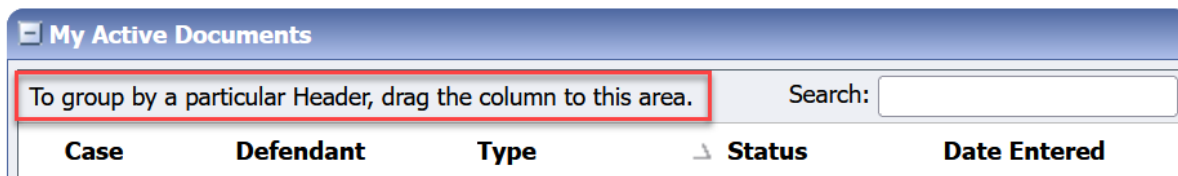
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

**Group by Column Header:** To sort all the information within a section, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

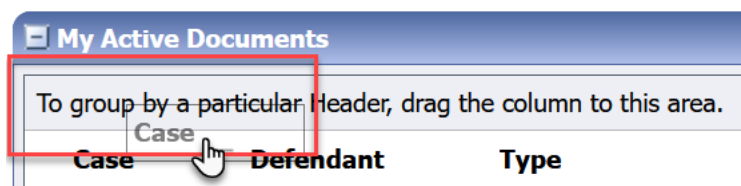
#### Step 1

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



#### Step 2

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



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



## 17. Court Profile

### 17.1 Court Profile Management

You can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. **Copies of a W-9 must be provided to the Court, and any changes to the SSN or EIN must be completed in VMS.**
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any continuing legal education (CLE) attendance.

Click **Edit** or **View** to the right of the Attorney Info, Holding Period, and Continuing Legal Education sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

> [Help](#) > [Court Profile](#)

### Court Profile

<b>Attorney Info</b> This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.	Bar Number: <b>Name: Andrew Anders</b>  <b>Contact Info:</b> Phone: 210-555-1234 deadmail@support.aobx.uscourts.go  <b>Address:</b> 110 Main Street San Antonio, TX 78210 US	<a href="#">Edit</a>
<b>Billing Info</b> View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.		<a href="#">View SLP</a>
<b>Manage at Vendor Manager</b>		
<b>Holding Period</b>	No info has been stored. Please click VIEW to type your info.	<a href="#">View</a>
<b>Continuing Legal Education</b>	No info has been stored. Please click VIEW to type your info.	<a href="#">View</a>

## 17.2 Attorney Info

As an attorney in the CJA eVoucher System, you can access your personal information by following the steps provided below:

### Step 1

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

#### Attorney Info

This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.

Bar Number:  
Name: **Andrew Anders**

*Contact Info:*  
Phone: 210-555-1234 | Cell Phone: 210-555-2400  
aandersattorney@gmail.com  
deadmail@support.aotx.uscourts.gov

*Address:*  
110 Main Street  
San Antonio, TX 78210  
US

Edit

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

#### Court Profile

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

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

## Step 2

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

### Attorney Info

This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.

**\* Required Fields**

Bar Number

Tax Identification Number: **\* (If on Panel)**

SSN:

Confirm:

006-20-2024

First Name **\***  Middle  Last Name **\***

Andrew  Anders

Main Email **\***

aandersattorney@gmail.com

2nd Email

deadmail@support.aotx.uscourts.gov

3rd Email

Phone **\***  Cell Phone

210-555-1234 210-555-2400

Address 1 **\***  City **\***

110 Main Street San Antonio

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

TEXAS 78210

Address 3  Country **\***

UNITED STATES  ☐ Foreign Vendor?

## Notes:

- SSN/EIN information displays in the Attorney Info section for attorney accounts with this information that were added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.
- 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.

## 17.3 Billing Info

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways by following the steps provided below:

**Note:** Beginning with release 6.11, you can no longer add or edit your billing information on the eVoucher's Court Profile page. Additionally, read-only billing information displays in the Billing Info section if your account included billing information prior to the 6.11 release.

### Step 1

Click **View SLP** to access your SLP section in eVoucher.

#### Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

[Manage at Vendor Manager](#)

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment information there.

Home Operations Reports Links Help Sign out

> Help > [Single Login Profile](#)

### Single Login Profile – Andrew Anders

Account Information +

Billing Information -

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

**Andrew Anders**  
TIN (SSN): .....20

Electronic payments will be sent to:  
Routing Number: 121000248, FAKE BANK  
Account Number: .....24



**Step 2**

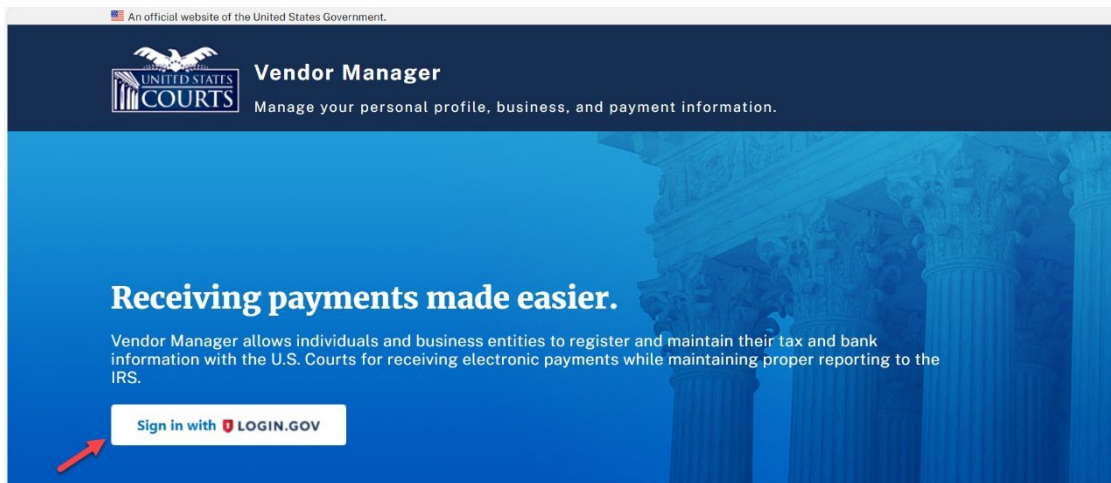
Click the **Manage at Vendor Manager** link to access VMS.

**Billing Info**

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

[View SLP](#)[\*\*Manage at Vendor Manager\*\*](#)

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.



**Note:** Payment account information must be entered in VMS before any payments can be made.

## 17.4 Holding Period

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

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

### Court Profile



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

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

To make changes to the holding periods, follow the steps provided below:

#### Step 1

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

#### Holding Period

No info has been stored.  
Please click VIEW to type your info.

View

#### Step 2

Click **Add**.

#### Holding Period

Back	Edit	Add	Delete
Search: <input type="text"/>			
Starting	Ending	Notes	
No Holding Period			No data

**Step 3**

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

**Holding Period**

Back

Save

Starting Date

09/02/2024

Ending Date

09/13/2024

Notes

Vacation

## 17.5 Continuing Legal Education (CLE)

To make changes to the CLE section, follow the steps provided below:

### Step 1

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

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

#### Court Profile



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

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

### Step 2

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

#### Continuing Legal Education

Back

Edit

Add

Delete

Search:

Files

Credit

Date

Hours

Subject

No Continuing Legal Education

No data

### Step 3

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

#### Continuing Legal Education

Back

Save

Credit Criminal Law

Date 05/15/2024

Hours 3.0

Description


Document After you save the information about this Continuing Education, you will be able to upload related documents.

**Step 4**

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

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

Credit

Date  

Hours

Description

Document  No file selected.

**Continuing Legal Education**

Search:

Files	Credit	Date	Hours	Subject
1	Criminal L...	05/15/2024	3	
<a href="#">CJE Documentation.pdf</a>				

1

Page 1 of 1 (1 items)

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

## 17.6 Appointments' List

On your home page, in the Appointments' List section, locate the desired case by following the steps provided below:

### Step 1

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

**Appointments' List**

**Appointments**

[Case: 1:14-CR-08805-AA](#)  
 Defendant #: 1  
 Case Title: USA v. Branson  
 Attorney: Andrew Anders  
[Representation ID: 2](#)  
 Appointment ID: 4

**Defendant**

**Defendant: Jebediah Branson**  
 Representation Type: Criminal Case  
 Order Type: Appointing Counsel  
 Order Date: 03/03/14  
 Pres. Judge: Albert Albertson  
 Adm./Mag Judge:

**Appointment**  
 In this page you will find a summary about the appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)  
**Create New Voucher**  
**AUTH** [Create](#)  
 Authorization for Expert and other Services  
**AUTH-24** [Create](#)  
 Authorization for payment of transcript  
**BUDGETAUTH** [Create](#)  
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case  
**CJA-20** [Create](#)  
 Appointment of and Authority to Pay Court-Appointed Counsel  
**CJA-21** [Create](#)  
 Authorization and Voucher for Expert and other Services  
**CJA-24** [Create](#)  
 Authorization and Voucher for Payment of Transcript  
**CJA-26** [Create](#)  
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court  
**TRAVEL** [Create](#)  
 Authorization for payment of Travel  
**Reports**  
[Appointment Report](#)  
[Defendant Detail Budget Report](#)  
[Detail budget info for defendant](#)  
[Defendant Summary Budget Report](#)  
[Totals only of budget info for defendant](#)  
[Attorney Time](#)  
[Case Detail Budget Report](#)

**Appointment Info**

1. CR. NOT. BY CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS. INST. DEF. NUMBER 1:14-CR-08805-1-AA	4. OTHER. INST. DEF. NUMBER
5. CASE MATTER OF (Case Name) USA v. Branson	6. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
10. OFFENSES CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:andrew.anders@jacksaccountants.gov">andrew.anders@jacksaccountants.gov</a>		12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Licensed Counsel (Capital Only) <input type="checkbox"/> F Appointing Counsel <input type="checkbox"/> G Sub for Paid Attorney <input type="checkbox"/> H Pro Se <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> J Sub for Pro Se <input type="checkbox"/> K Administrative <input type="checkbox"/> L Steady Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Repayment: <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS		Name: Pro Tunc Date	

**Vouchers on File**

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	08/01/2022
Start: 05/25/2022	Claimed Amount: 1,000.00	Andrew Anders	<a href="#">Edit</a>	
End: 04/25/2022		Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	07/28/2022
Start: 05/25/2022	Claimed Amount: 500.00	Andrew Anders	<a href="#">Edit</a>	
End: 04/25/2022		Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Submitted to Court	01/25/2022
Start: 05/25/2022	Claimed Amount: 0.00	Rick Atley	<a href="#">FINAL PAYMENT</a>	
End: 04/25/2022		Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 05/25/2022	Approved Amount: 400.00	Andrew Anders	<a href="#">0101.0000956</a>	
End: 04/25/2022		Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 05/25/2022	Claimed Amount: 900.00	Andrew Anders	<a href="#">0101.0000955</a>	
End: 04/25/2022	Approved Amount: 900.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/19/2022
Start: 05/19/2022	Claimed Amount: 750.00	Andrew Anders	<a href="#">0101.0000954</a>	
End: 04/19/2022	Approved Amount: 750.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Voucher Entry	12/14/2021
Start: 12/14/2021	Claimed Amount: 0.00	Lucky Hall	<a href="#">Edit</a>	
End: 12/14/2021		Litigation Support Services		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 10,500.00	Andrew Anders	<a href="#">0101.0000920</a>	
End: 12/14/2021	Approved Amount: 10,500.00	Psychologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,200.00	Andrew Anders	<a href="#">0101.0000919</a>	
End: 12/14/2021	Approved Amount: 1,200.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Submitted to Court	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,050.00	Rick Atley	<a href="#">0101.0000918</a>	
End: 12/14/2021		Chemist/Toxicologist	<a href="#">FINAL PAYMENT</a>	

1 2 3 4 5 6 -- Last

Page 1 of 18 (176 items)

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

## 17.7 View Representation

Click the **View Representation** link to display the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

To view the representation, follow the steps provided below:

### Step 1

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

#### Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers



[View Representation](#)

The Representation Info page appears.

#### Representation

In this page you can view or delete the representation.

##### Reports

[Representation Report](#)

#### Representation Info

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

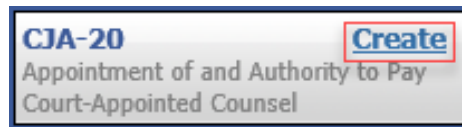
## 18. Creating a CJA-20/30 Voucher (Payment Vouchers for Attorneys)

### 18.1 Creating the Attorney Payment Voucher

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 Create New Voucher section, from the CJA-20 voucher template, click the **Create** link.



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

**CJA-20 Attorney Enters Voucher**

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:   
 Start Date:   
 End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$10,300.00

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

**Tasks**

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

**Actions**

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

**Reports**

[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant  
[CJA20 - Attorney](#)  
[CJA20 - Rejected](#)  
[CJA20 - Transfer](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER 5:78-CR-00210-88-AA	4. DIST. DKT/DEF. NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12.1457.M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-1185 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Details**

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

David D Attorney

**David D Attorney**  
TIN (SSN): .....00

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

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

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

#### Notes:

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



## 18.2 Entering Services

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

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

To enter your services, follow the steps provided below:

### Step 1

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

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

### Services

Date: 07/01/2024 \* Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$152.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate  View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous **Next >** Last »

**Step 2**

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

**Services**

The screenshot shows the 'Services' form with the 'Date' field containing '07/01/2024'. A red box highlights the date field and the calendar icon. A pop-up calendar for July 2024 is displayed, showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31). The date '07/01/2024' is highlighted in the calendar.

**Step 3**

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


**Services**

The screenshot shows the 'Services' form with the 'Service Type' drop-down menu open. The date field still shows '07/01/2024'. The drop-down menu lists the following service types: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearings', 'c. Motion Hearings', 'd. Trial', and 'e. Sentencing Hearings'. A red box highlights the drop-down arrow and the list of service types.

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

**Step 4**

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

Date  \*  Description  \*

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$152.00 per hour.


\* Required Fields

**Step 5**

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Click an entry to edit and then click **Save** to save your changes.

Basic Info Services Expenses Claim Status Documents Confirmation

**Services**

Date  \*  Description

Service Type

Doc.# (ECF)  Pages

Hours  \* at \$152.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	07/01/2024	First appearance an arraignment of defendant.	5.0	\$152.00	\$760.00

Page 1 of 1 (1 items)    View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last »

### 18.2.1 Importing Service Entries

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

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

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

To import Services entries, follow the steps provided below:

#### Step 1

Select the appropriate appointment and click the **Create** link for the CJA-20 voucher to open the document. In the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.

**CJA-20 Attorney Enters Voucher**

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: Start Date: End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$10,300.00

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

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

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

Reports

[Defendant Summary Budget Report](#)

Totals only of budget info for defendant

**Basic Info**

1. CIR, DIST, DIV, CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG, DKT, DEF, NUMBER 5:78-CR-00210-88-AA	4. DIST, DKT, DEF, NUMBER 5:78-CR-00210-88-AA	5. APPEALS, DKT, DEF, NUMBER	6. OTHER, DKT, DEF, NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12.1457 M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-1185 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointment Date Signature of Providing Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Details**

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

David D Attorney

**David D Attorney**  
TIN (SSN): .....00

## Step 2

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

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

## Services

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

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

### - Additional Information

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

- Date
- Hours
- Description
- Service Type (EXAMPLES: "15b" or "(30) 15b. Interviews and Conferences with Client")

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

- Doc#
- Pages

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

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

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,(30) 15b. Interviews and Conferences with Client,,
1/4/2021,,5,Reviewed Indictment,15f,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15a,,
```

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

Date	<input type="text" value="9/3/2021"/>	*	Description	<input type="text"/>
Service Type	<input type="text"/>	*		
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>	
Hours	<input type="text"/>	*	at \$197.00 per hour.	<input type="button" value="Add"/> <input type="button" value="Remove"/>

\* Required Fields

### Step 3

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

**Services**

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

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

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021  
 Service Type:   
 Doc.# (ECF):   
 Pages:   
 Hours: at \$152.00 per hour.

Add Remove

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

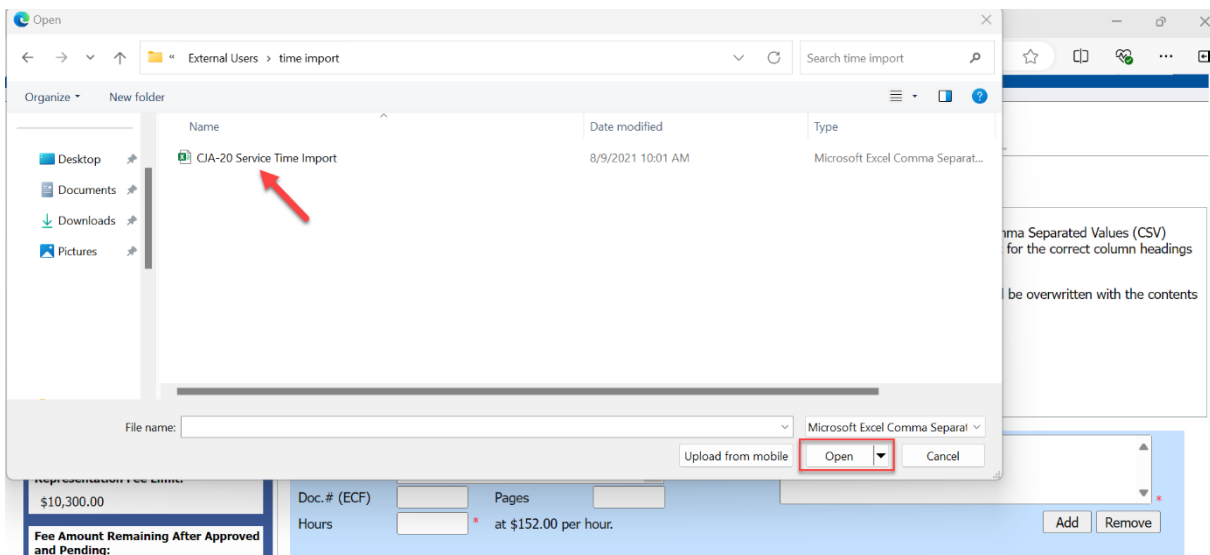
No data to paginate

Go to page: View items per page: 10 25 50 100

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

### Step 4

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



## Step 5

A success message appears, indicating the number of entries that were imported and saved to the services table.

Basic Info Services Expenses Claim Status Documents Confirmation




### Service entries have been updated!

13 entries have been successfully added from *CJA-20 Service Time Import\_correct.csv* and saved to the services table below.

[Click here](#) to view a report for the entries imported.

## Services

Date  \*  Description

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$152.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative and Other Work	07/01/2021	Test	0.1	\$152.00	\$15.20
b. Obtaining and Reviewing Records	07/01/2021	Test	0.4	\$152.00	\$60.80
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40

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

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

### Step 1

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

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">5:78-CR-00210-AA-</a> Start: End:	Jebediah Branson (# 88) Claimed Amount: 760.00	CJA-20 David Dd Attorney	Voucher Entry <a href="#">Edit</a>	08/13/2024
<a href="#">5:08-CR-00806-AA-</a> Start: End:	Thomas Watson (# 14) Claimed Amount: 0.00	CJA-20 David Dd Attorney	Voucher Entry <a href="#">Edit</a>	06/10/2024
<a href="#">5:08-CR-00806-AA-</a>	Thomas Watson (# 14)	CJA-20	Voucher Entry	06/06/2024

### Step 2

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

CJA-20 Attorney Enters Voucher

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:   
Start Date:   
End Date:

Services: \$760.00

Expenses: \$0.00

Representation Fee Limit: \$10,300.00

Fee Amount Remaining After Approved and Pending: \$9,540.00

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

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

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

Basic Info Services Expenses Claim Status Documents Confirmation

**Basic Info**

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-SS-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED  
12. 1457 M PENALTIES - PROHIBITED ACTIVITIES  
David Dd Attorney - Bar Number: 1234123  
2500 Main St  
San Antonio TX 78209  
Phone: 2105552500 - Fax: 210-265-1185  
Email: [daviddattorney@gmail.com](mailto:daviddattorney@gmail.com)

13. COURT ORDER  
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Sub for Federal Defender  
☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Sub for Panel Attorney ☐ R Sub for Retained Attorney  
☐ S Pro Se ☐ T Retained Attorney ☐ U Sub for Pro Se ☐ X Administrative  
☐ Y Standby Counsel  
 Prior Attorney's Name  
 Appointment Date  
 Signature of Presiding Judge or By Order of the Court  
 Albert Albertson  
 Date of Order: 7/1/2024  
 Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

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

David D Attorney

**David D Attorney**  
TIN (SSN): .....00



### Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

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

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

### - Additional Information

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

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

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

- Doc#
- Pages

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

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

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

Import Service Entries (.csv)

Date	<input type="text" value="7/15/2021"/>	Description	<input type="text"/>
Service Type	<input type="text"/>		
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>
Hours	<input type="text"/>	at \$152.00 per hour.	
		Add	Remove

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40
c. Motion Hearings	07/12/2021	Test	0.9	\$152.00	\$136.80

### Step 4

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

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

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

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

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 7/15/2021 Service Type: \* Description: \*  
 Doc.# (ECF): Pages: \*  
 Hours: \* at \$152.00 per hour. Add Remove

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40
c. Motion Hearings	07/12/2021	Test	0.9	\$152.00	\$136.80
a. Interviews and Conferences	07/14/2021	Test	1.1	\$152.00	\$167.20

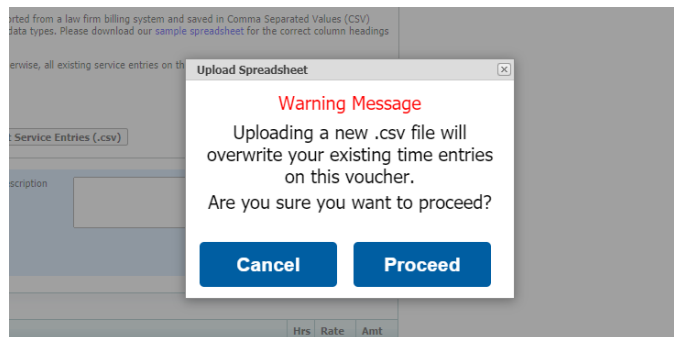
Page 1 of 1 (3 items) Go to page: View items per page: 10 25 50 100

### Step 5

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

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

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



## 18.3 Entering Expenses

To enter your Expenses, follow the steps provided below:

### Step 1

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

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

### Expenses

Date: 07/01/2024  
Expense Type: [Dropdown]  
Miles: [Input] at \$0.545 per mile.  
Amount: [Input]  
Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate  
Go to page: [Input] View items per page: 10 25 50 100

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

### Step 2

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

### Expenses

Date: 07/01/2024  
Expense Type: [Dropdown]  
Miles: [Input]  
Amount: [Input]

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Travel Miles  
Travel Misc.  
Fax  
Long Distance Charges  
Photocopies  
Postage  
Other Expenses

### Step 3

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

**Expenses**

Date: 07/01/2024 \*

Expense Type: **Travel Miles** \*

Miles: 20 \* at \$0.545 per mile.

Amount:

Description: Travel to and from court.

Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate < >

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

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

**Expenses**

Date: 07/01/2024 \*

Expense Type:

Miles: \* at \$0.545 per mile.

Amount:

Description:

Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	07/01/2024	Travel to and from court.	20	\$0.545	\$10.90

Page 1 of 1 (1 items) < [1] >

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

**Step 4**

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

### Expenses

Date: 07/08/2024 \* Expense Type: \* Description: \* Miles: at \$0.545 per mile. Amount: \* Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	07/01/2024	Travel to and from court.	20	\$0.545	\$10.90
Photocopies	07/08/2024	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

Page 1 of 1 (2 items) < [1] > Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

**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.

## 18.4 Claim Status

To complete the Claim Status section, follow the steps provided below:

### Step 1

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

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

### Claim Status

Start Date  End Date

**Payment Claims \***

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

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

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

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

**\* Required Fields**

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

### Step 2

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

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

### Claim Status

Start Date  End Date

**Payment Claims \***

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

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

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

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

**\* Required Fields**


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

**Notes:**

In the Payment Claims section, click one of the following radio buttons:

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow 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 requested.
- **Supplemental Payment** to request payment due to a missed or forgotten receipt after the final payment has been submitted.
- **Withholding Return Payment** for an attorney to request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

If you try to submit with errors, including incomplete dates, the following pink error message may appear:

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

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

## 18.5 Documents

Attorneys (as well as personnel of the District Court of the Virgin Islands) 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.

The following Mandatory Documents must be attached as support:

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

To attach Supporting Documents, follow the steps provided below:

### Step 1

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

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

### Supporting Documents

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

File  No file chosen

Description

Description	Delete	View
No Attachments		

### Step 2

To add an attachment, click **Choose File** to locate your file. In the **Description** field, enter a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

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

### Supporting Documents

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

File  No file chosen

Description

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



## 18.6 Signing and Submitting to Court

To sign and submit your voucher to the Court, follow the steps provided below:

### Step 1

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

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

### Confirmation

1. CRK.DIST.DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT.DEF.NUMBER	4. DIST. DKT.DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT.DEF.NUMBER	6. OTHER. DKT.DEF.NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12.1457 M.PENALITIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 21055552500 - Fax: 210-555-1185 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 7/1/2024 Reappointment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	


CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	5.0	\$760.00			
b. Bail and Detention Hearings	0.0	\$0.00			
c. Motion Hearings	1.0	\$152.00			
d. Trial	0.0	\$0.00			
e. Sentencing Hearings	0.0	\$0.00			
f. Revocation Hearings	0.0	\$0.00			
g. Appeals Court	0.0	\$0.00			
h. Other	0.0	\$0.00			
<b>Totals</b>	<b>6.0</b>	<b>\$912.00</b>			
16. a. Interviews and Conferences	4.0	\$608.00			
b. Obtaining and Reviewing Records	0.0	\$0.00			
c. Legal Research and Brief Writing	0.0	\$0.00			
d. Travel Time	0.0	\$0.00			
e. Investigative and Other Work	0.0	\$0.00			
<b>Totals</b>	<b>4.0</b>	<b>\$608.00</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$10.90			
18. Other Expenses (other than expert, transcripts, etc.)		\$10.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$1,540.90</b>			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 07/01/2024 TO: 07/08/2024		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
14. LAW FIRM NAME AND MAILING ADDRESS  <b>David D Attorney</b> TIN (SSN): *****00  Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: *****\$9					
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (9) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---) Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements. Signature of Attorney: _____ Date Signed: _____					

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR. CERT.
28. SIGNATURE OF THE PRESIDING JUDGE		DATE		28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR. CERT.
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount	DATE	34a. JUDGE CODE		TOTAL AMT. CERTIFIED FOR PAYMENT

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

Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate.  
Date: \_\_\_\_\_

 **Submit**

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

## Step 2

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

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

Public/Attorney Notes

Notes

☒ I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate.

Date: 8/13/2024 18:3:30

**Submit**

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

## 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.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**1010.0000150**

Back to:

[Home Page](#)

[Appointment Page](#)

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

My Submitted Documents				
To group by a particular Header, drag the column to this area.				
Case	Defendant	Type	Status	Date Entered
5:78-CR-00210 Start: 07/01/2024 End: 07/08/2024	Jebediah Branson (# 88) Claimed Amount: 1,540.90	CJA-20 David D Attorney	Submitted to Court 0542.0592905 FINAL PAYMENT	08/13/2024
5:02-CR-01533 Start: 06/19/2024 End: 07/03/2024	Jessica Hall (# 1) Claimed Amount: 3,968.35	CJA-20 David D Attorney	Submitted to Court 0542.0592841 FINAL PAYMENT	07/03/2024


1 Page 1 of 1 (2 items)

**Note:** If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

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	

## 18.7 CJA-20 Quick Review Panel

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



**CJA-20 Attorney Enters**

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

 **Services: \$9,400.00**

 **Expenses: \$215.42**

**Representation Fee Limit:**  
\$11,500.00

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

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

**Services: \$9,400.00**

**In Court Services**

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

**Out of Court Services**

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

**Expenses: \$215.42**

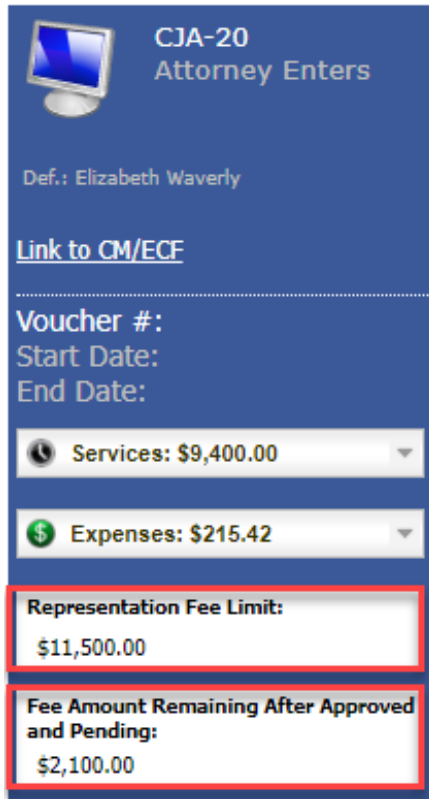
**Travel**

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

**Expenses**

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

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



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

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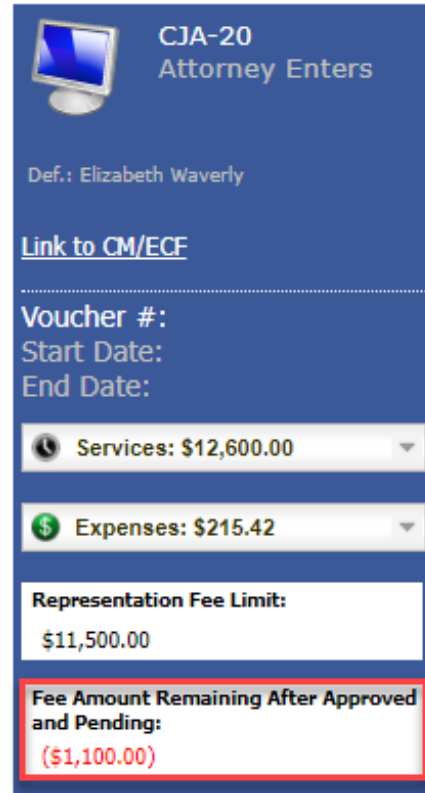
Voucher #:  
Start Date:  
End Date:

Services: \$9,400.00

Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

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



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

---

Voucher #:  
Start Date:  
End Date:

Services: \$12,600.00

Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

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

## 19. Reports and Case Management

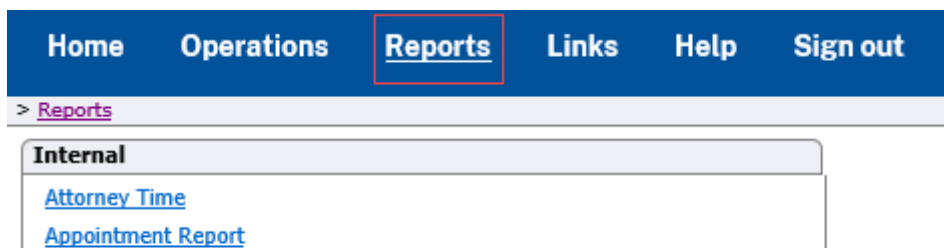
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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.
- the two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.



## 19.1 Defendant Detailed Budget Report

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

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

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

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

#### Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			

#### Grand Totals for the Representation Defendant: Jebediah Branson

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

## 19.2 Defendant Summary Budget Report

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

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

Counsel Budget		Defendant: Jebediah Branson										
Type of Representation:		Criminal Case										
Budget Amount Requested:		\$0.00										
Budget Amount Approved:		\$9,900.00										
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders		(Appointing Counsel) Active										
		Total Pending:			\$0.00		Total Approved:		\$6,350.00		\$3,550.00	\$3,550.00

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

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



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

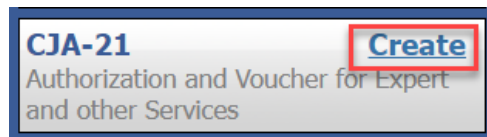
### 20.1 Creating the Payment Voucher for Experts and Other Services

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

To create the payment voucher for your expert and other services, follow the steps provided below:

#### Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to CJA-21 to open the Basic Info page.



## Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations. **No authorization is needed if the voucher compensation is equal to or less than \$1,000.00.** If you have a previously approved authorization, then **Select the Associated Authorization.**

### 20.2 Associated Authorizations Available

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

#### Basic Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

<b>ID Number: 917</b> Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
<b>ID Number: 920</b> Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
<b>ID Number: 955</b> Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:
<a href="#">No Authorization Required</a> If your voucher compensation is under the statutory limit and does not require prior authorization.	

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

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

Please Select the Associated Authorization

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

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

**No Authorization Required**

If your voucher compensation is under the statutory limit and does not require prior authorization.

### 20.3 Associated Authorizations Unavailable

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

#### Basic Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

**Please Select the Associated Authorization**

No Authorization Requests Found

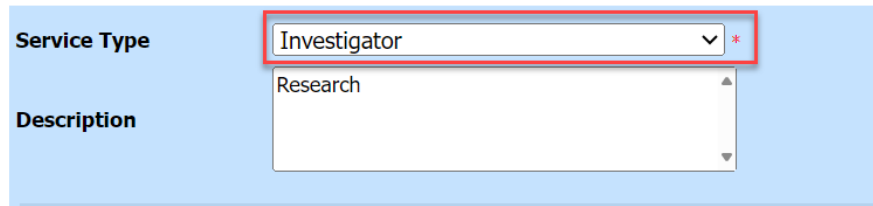
**No Authorization Required**

If your voucher compensation is under the statutory limit and does not require prior authorization.

### Step 3

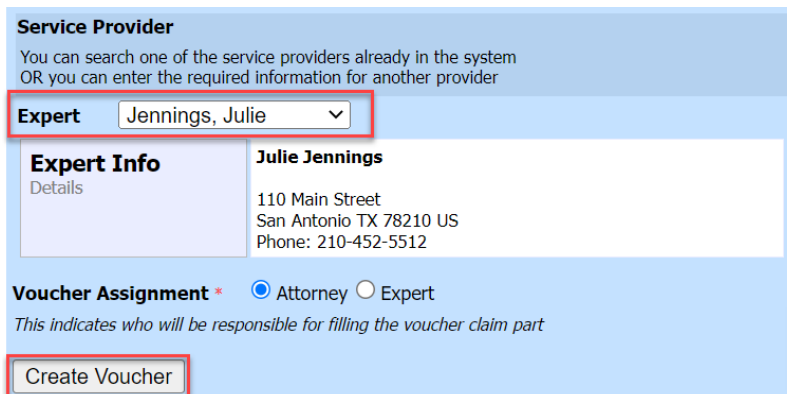
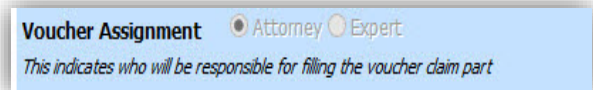
The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

#### New Voucher Information



### Step 4

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

#### Notes:

- Only experts assigned with the service type selected appear in the drop-down list. **If the expert is not listed in the drop-down list, please submit Form AO-213 and Form W-9 to Financial Services at [finance@vid.uscourts.gov](mailto:finance@vid.uscourts.gov) so they can be added to eVoucher.**
- All information must be entered to advance to the next screen.
- CJA-21 vouchers require two steps: submission and approval. Experts are not authorized to enter vouchers in eVoucher. The panel attorney submits and approves 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. The attorney must perform the second-level approval/submission by clicking the voucher, navigating to the **Confirmation** page, and approving the voucher, which then moves to the **My Submitted Documents** section.

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

### Step 5

If the expert does not have an eVoucher account and profile, you must contact Financial Services at [finance@vid.uscourts.gov](mailto:finance@vid.uscourts.gov) to add a new provider.

**New Voucher Information**

**Service Type**  \*

**Description**

**Service Provider**  
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

**Expert**

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

« First < Previous Next > Last »

### 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 entry appears at the bottom of the **Services** section. Click **Save**.

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

**Services**

Date  \*  Description  \*

Units  \*

Rate  \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

No data to paginate < > Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last »

## Step 7

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

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

### Expenses

Date: 04/17/2024 \* Description:

Expense Type:  \* Miles:  at \$0.545 per mile. Amount:  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate  View items per page: [10](#) [25](#) [50](#) [100](#)

## 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**.

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

### Claim Status

Start Date:  \* End Date:  \*

**Payment Claims \***

☐ Final Payment  (payment #)

☐ Interim Payment

☐ Supplemental Payment

☐ Withholding Return Payment

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

\* Required Fields

**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 payment number for this request.
- After the final payment number has been submitted, **supplemental pay may be requested due to a missed or forgotten receipt.**
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

**Step 9**

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** to locate your file, and then enter 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 Services Expenses Claim Status **Documents** Confirmation

### Supporting Documents

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

File: Choose File No file chosen

Description:

Upload

Description	Delete	View
Document	Delete	View

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

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

**The following Mandatory Documents must be attached as support:**

- 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 \$50.00; and/or
- Any other documents to support any expense claim.

## Step 10

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

### Confirmation

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER S:12-CR-00210-14-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(s) CHARGED  
15-1825-F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S STATEMENT  
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
☐ Authorization to obtain the service. Estimated compensation: \$  
☒ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney  
Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-555-1234  
Cell phone: 210-555-2400  
Email: [aandersattorney@gmail.com](mailto:aandersattorney@gmail.com)

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)

14. COURT ORDER  
Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.  
Signature of Presiding Judge or By Order of the Court  
Date of Order \_\_\_\_\_ Name Pres. Trial Date \_\_\_\_\_  
Repayment ☐ YES ☒ NO

14. TYPE OF SERVICE PROVIDER  
☒ 01 Investigator ☐ 15 Other Medical  
☐ 02 Interpreter/Translator ☐ 16 Voice/Audio Analyst  
☐ 03 Psychologist ☐ 17 Hair/Fiber Expert  
☐ 04 Psychiatrist ☐ 18 Computer (Hardware/Software/Systems)  
☐ 05 Polygraph ☐ 19 Paralegal Services  
☐ 06 Document Examiner ☐ 20 Legal Analyst/Consultant  
☐ 07 Fingerprint Analyst ☐ 21 Jury Consultant  
☐ 08 Accountant ☐ 22 Mitigation Specialist  
☐ 09 CALR (Westlaw/Lexis, etc.) ☐ 23 Duplication Services  
☐ 10 Chemist/Toxicologist ☐ 24 Other (Specify)  
☐ 11 Ballistics ☐ 25 Litigation Support Services  
☐ 12 Weapons/Firearms/Explosive Expert ☐ 26 Computer Forensics Expert  
☐ 14 Pathologist/Medical Examiner

NOTES

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
14. SERVICES AND EXPENSES			
a. Compensation	\$0.00		\$0.00
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00		\$0.00
c. Other Expenses	\$0.00		\$0.00
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	\$0.00	0.0	

17. PAYEE'S NAME  
**Charlene Campos**  
TIN (SSN): .....00

Electronic payments will be sent to:  
Routing Number: 121000248, FAKE BANK  
Account Number: .....22

☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM TO  
I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.  
Signature of Claimant/Payee: \_\_\_\_\_ Date: \_\_\_\_\_

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.  
Signature of Attorney: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

**APPROVED FOR PAYMENT - COURT USE ONLY**

19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
-----------------	---------------------	--------------------	----------------------------

23. ☐ Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.  
☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.

Signature of Presiding Judge \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_


24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
-----------------	---------------------	--------------------	------------------

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_ Total Amt. Certified For Payment \_\_\_\_\_

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate.  
Date: 8/14/2024 12:54:10



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



### Step 11

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

This document has been submitted.

Please keep the following document number for your own records:

**0542.0592907**

Back to:

[Home Page](#)

[Appointment Page](#)

### Step 12

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

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

### Step 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.**

Public/Attorney Notes

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

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

 **Approve**  **Reject**

= First < Previous Next > Last = Save Delete Draft

## 21. Submitting an Authorization Request for Expert Services

### 21.1 Creating an Authorization Request

To submit an Authorization Request for Expert Services, follow the steps provided below:

**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, click the case number link to open the appointment record.

The screenshot shows a web application window titled "Appointments' List". It features a search bar at the top right. Below the search bar is a table with two columns: "Appointments" and "Defendant". The "Appointments" column contains a list of details for Case 1:14-CR-08805-AA, including the defendant name, case title, attorney, representation ID, and appointment ID. The "Defendant" column contains details for the defendant, including their name, representation type, order type, order date, and the presiding judge.

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

#### Step 2

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

The screenshot shows a section titled "AUTH" with the subtitle "Authorization for Expert and other Services". To the right of this text is a button labeled "Create", which is highlighted with a red rectangular box.

### 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.

### Create New Authorization

Use this button to create a new authorization.

### Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

## Case compensations for Investigative, Expert and Other Services

- Equal to or less than \$1,000.00 – No approval from the Court.
- Between \$1,001.00 - \$3,000.00 – Prior approval from the Court is required.
- Greater than \$3,000.00 – Prior approval from the Court and Chief Judge of the Third Circuit are required.

### Step 4

The **Basic Info** page appears. Complete the information in the **Master Authorization Information** section at the bottom of the screen. In the corresponding fields, enter the estimated amount and basis of estimate, select the service type, enter any notes, and then click **Save**.

Basic Info Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED febediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input checked="" type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Providing Judge or By Order of the Court Albert Albertson Date of Order 4/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

### Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount

Authorized Amount  Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last »

**Step 5**

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Choose File** 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 at the bottom of the Description column.

Basic Info Documents Confirmation

### Supporting Documents

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

File	Choose File	Document.pdf
Description	Document	

Upload

Description	Delete	View
Document	Delete	View

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

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

The following **Mandatory Documents** must be attached as support:

- Order of Appointment; and/or
- Any documents supporting the request



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

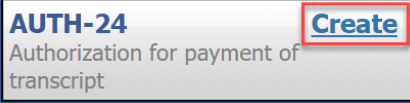
### 22.1 Creating an AUTH 24

To create an Authorization for Transcripts (AUTH-24), follow the steps provided below:

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

#### Step 1

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



#### Step 2

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

Basic Info Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 5:78-CR-00210-SS-AA	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

Sentencing hearing scheduled for 10/25/2024

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

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

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

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

**Step 3**

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Choose File** 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

### Supporting Documents

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

File  No file chosen

Description

Description	Delete	View
Proposed Order.pdf	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

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

The following Mandatory Documents must be attached as support:

- Order of Appointment; and/or
- Any documents supporting the request

### Step 4

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

Basic Info Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Deborah Brannon	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-S8-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Brannon	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12.1457.M PENALTIES - PROHIBITED ACTIVITIES			
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly) Sentencing hearing scheduled for 10/25/2024			
14. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences. Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.			
15. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day Transcript <input type="checkbox"/> 7-Day <input checked="" type="checkbox"/> 3-Day <input type="checkbox"/> Next-Day <input type="checkbox"/> 2-Hour <input type="checkbox"/> Realtime Unedited			
C. 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.			
16. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		17. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney David Dd Attorney		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order	
Printed Name		Nunc Pro Tunc Date	
Telephone Number: 2105552500			

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

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements  
Date: 10/25/2024 9:57:49

**Submit**

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

### Step 5

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

#### Success

This document has been submitted.

Please keep the following document number for your own records:

**0542.0593051**

Back to:

[Home Page](#)

[Appointment Page](#)

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

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



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

### 23.1 Creating a Payment for Transcript

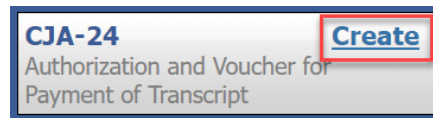
After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment. **Attorneys are responsible for submitting the CJA-24s.** CJA-24 vouchers require two steps: submission and approval. Since court reporters are not authorized to use eVoucher, the panel attorney must submit and approve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

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

To create a CJA-24 Voucher, follow the steps provided below.

#### Step 1

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



Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The **Authorization**

## Step 2

**Selection** section displays in one of two ways, Associated Authorization or No Existing Authorization. Note: An AUTH-24 is required for transcripts.

### Basic Info

Basic Info			
1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M.PENALTIES - PROHIBITED ACTIVITIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

#### Please Select the Associated Authorization

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

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

#### No Existing Authorization in eVoucher

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

Select the **Associated Authorization**, which is then highlighted in blue. *You cannot continue until it is highlighted.*

#### Please Select the Associated Authorization

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

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

### Step 3

Click the **Expert** drop-down arrow and select the court reporter. In the **Voucher Assignment** section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

**New Voucher Information**

**Description**

**Court Reporter/Transcriber Status**  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

**Service Provider**  
 Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

**Expert** Expert, LeVar

Expert Info	LeVar Expert
Details	2600 Main Street San Antonio TX 78210 US Phone: 210-555-2600

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

Create Voucher

#### Notes:

- Only transcriptionists registered with the service type selected appear in the **Expert** drop-down list. **If the expert is not listed in the drop-down list, please submit an AO-213 and W-9 to Financial Services at [finance@vid.uscourts.gov](mailto:finance@vid.uscourts.gov) so they can be added to eVoucher.**
- Selecting a transcriptionist already in the system automatically populates that expert's information.
- The attorney must file the voucher on behalf of the transcriptionist. The voucher appears in the **My Active Documents** section as submitted to the attorney. The attorney will perform the first level of approval/submission by clicking the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher then moves to the **My Submitted Documents** section.
- The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the **Confirmation** page and approving the voucher. The voucher will move to the attorney's **My Submitted Documents** folder.

## Step 4

Click the **Services** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

Basic Info **Services** Expenses Documents Confirmation

### Services

Date: 04/22/2024 \* Service Type: \* Description: \*

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

Less Amount Apportioned: \* Less Amount Adjusted: \*

**Add** Delete Item

\* Required Fields

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

Service Type	Date	Description	Incl. Page Number	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total
Original	04/22/2024	Transcription	15	15	10.00			150.00

1 Page 1 of 1 (1 Items) Go to page: View items per page: 10 25 50 100

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

### Step 5

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

**Expenses**

Date: 04/22/2024 \*  
 Expense Type: \*  
 Miles: \* at \$0.545 per mile.  
 Amount: \*  
 Add Remove

\* Required Fields

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

Expense Type	Date ↑	Description	Mile	Rate	Amt
Travel Miles	04/22/20...	Travel to court.	20	0.545	10.9

1 Page 1 of 1 (1 items)  
 Go to page: View items per page: 10 25 50 100

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

### Step 6

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

**Supporting Documents**

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

File: Choose File No file chosen  
 Description: Document  
 Upload

Description	Delete	View
Document.pdf	Delete	View

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

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

The following Mandatory Documents must be attached as support:

- Order of appointment; and/or
- Any documents to support request.



### Step 8

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

This document has been submitted.

Please keep the following document number for your own records:

**0542.0592923**

Back to:

[Home Page](#)

[Appointment Page](#)

### Step 9

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

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



### Step 10

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

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

Public/Attorney Notes

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

 **Approve**  **Reject**

< First < Previous Next > Last > Save Delete Draft

## 24. Creating an Authorization for Payment of Travel Voucher

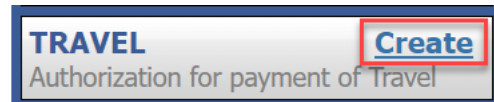
### 24.1 Payment of Travel Voucher

To create an Authorization for payment of a Travel Voucher, follow the steps provided below:

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

#### Step 1

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



#### Step 2

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

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0542	5. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER S:12-CR-00210-14-AA	8. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

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

12. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-555-1234  
Cell phone: 210-555-2400  
Email: [aandersattorney@gmail.com](mailto:aandersattorney@gmail.com)

13. COURT ORDER  
☐ A Associate    ☐ C Co-Counsel    ☐ D Federal Defender    ☐ F Subs for Federal Defender  
☐ L Learned Counsel (Capital Only)    ☒ O Appointing Counsel    ☐ P Subs for Panel Attorney    ☐ R Subs for Retained Attorney  
☐ S Pro Se    ☐ T Retained Attorney    ☐ U Subs for Pro Se    ☐ X Administrative  
☐ Y Standby Counsel

Prior Attorney's Name  
Appointment Date  
Signature of Presiding Judge or By Order of the Court  
Albert Albertson  
Date of Order  
4/1/2024  
Nunc Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

Repayment ☐ YES ☒ NO

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

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

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



**Step 3**

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

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

### Request For Travel\*

\* Required Fields

Name and Title of Person Traveling:	Andrew Anders	*
Address of Person Traveling:	123 Way San Antonio, TX 78210	*
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:	400.00	Complete the estimated dollar amount for each applicable line. The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items. Complete information for one traveler per form.
Ground Transportation:	30.00	
Subsistence (Hotels & meals):	150.00	
Other:		
Total Estimated Cost:	580.00	
Total Authorized:		

Purpose and Justification: Travel to meet with witness.

Court Notes:

**Add** **Remove**

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

To group by a particular Header, drag the column to this area.						
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to meet with witness.	580.00	

1 Page 1 of 1 (1 items)

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

## Step 4

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

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

### Supporting Documents

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

File	Choose File	No file chosen
Description	Travel Receipts	

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

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

### The following Mandatory Documents must be attached as support:

- Order of Appointment
- Any documents to support the request

## Step 5

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

Basic Info Authorization Request Documents **Confirmation**

## Confirmation

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

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

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: <a href="mailto:aandersattorney@gmail.com">aandersattorney@gmail.com</a>	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 4/1/2024    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
---	---

14. LAW FIRM NAME AND MAILING ADDRESS

REQUESTS FOR TRAVEL							
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to meet with witness.	\$580.00		
TOTALS:					\$580.00		

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

Signature of Attorney: Andrew Anders /s/ \_\_\_\_\_ Date Signed: \_\_\_\_\_


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

Public/Attorney Notes

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

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

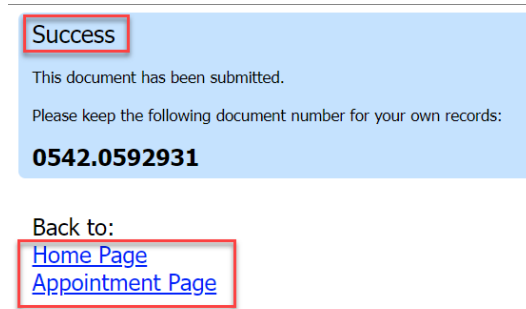
Date: 8/15/2024 17:14:43

 **Submit**

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

**Step 6**

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



The Travel Voucher now appears in the **My Submitted Documents** section.

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

### 25.1 Creating a Claim for Excess Compensation

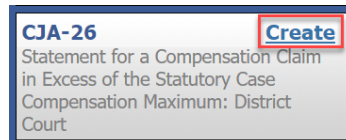
This is a request and justification for expenses outside the statutory limits.

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

To create a CJA-26 Voucher, follow the steps provided below:

#### Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to CJA-26. The Basic Info page appears. Enter the required information, and then click **Save**.



#### Step 2

Basic Info Justification Documents Confirmation

### Basic Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: <a href="mailto:aandersattorney@gmail.com">aandersattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 4/1/2024    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested  \*    Amount Approved

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

Number of Counts  0    Number of Co-Defendants  0

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found ☐

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

**Step 3**

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

Basic Info **Justification** Documents Confirmation

### Justification

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

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

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

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

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

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

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

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

### Step 4

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

Basic Info Justification **Documents** Confirmation

## Supporting Documents

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

File: Choose File No file chosen

Description: Document

Upload

Description	Delete	View
Document.pdf	Delete	View

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

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

The following **Mandatory Documents** must be attached as support:

- Order of Appointment; and
- Itemized CJA-20.

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

**Reports**

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

[Form CJA20](#) ←

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

## Step 5

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

Basic Info Justification Documents **Confirmation**

### Confirmation

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

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

ATTORNEY NAME: Andrew Anders  
CASE NAME: USA v. Branson  
DOCKET NUMBER: 5:12-CR-00210-AA DEFENDANT NUMBER: 14 VOUCHER NUMBER:

1 PERIOD OF APPOINTMENT (DATE): 4/1/2024  
TOTAL NUMBER OF IN-COURT HOURS: 0 PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0  
TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825.F INSPECTION VIOLATION PENALTIES  
NUMBER OF COUNTS CHARGED: 0 NUMBER OF CO-DEFENDANTS: 0  
OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:  
IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:  
WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? ☐ YES ☒ NO

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

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

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

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

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

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

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

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

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

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements  
Date: 8/16/2024 9:23:52

**Submit**

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



**Step 6**

Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0542.0592940**

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.



## Tips for Success

1. **Accessing eVoucher:** This is the link to District Court of the Virgin Islands CJA eVoucher page on the Court's website: <https://www.vid.uscourts.gov/criminal-justice-act-info>. You may also access CJA eVoucher by using the following link: [https://evadweb.ev.uscourts.gov/CJA\\_vix\\_prod/CJAeVoucher/](https://evadweb.ev.uscourts.gov/CJA_vix_prod/CJAeVoucher/).
2. **Mailing Address:** Beginning with 6.11 release, the Panel Attorney is responsible for maintaining current contact information in eVoucher via Vendor Manager System (VMS). Attorneys should verify their mailing address for accuracy. 1099's are mailed from the U.S. Treasury to the attorney at the address in VMS.
3. **Phone Number:** Beginning with 6.11 release, the Panel Attorney is responsible for maintaining their telephone number in eVoucher via VMS. 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 via VMS so that the Court can contact the attorney for assignments and so that 1099's are mailed to the proper address.
5. **Periodic saving:** The eVoucher program only recognizes 'action' items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries in the event you get timed out or if you navigate away from the eVoucher window, you will not lose your input.
6. **Claims for services:** Beginning with the appointment and the first appearance in Court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously. Vouchers should be submitted **45 days** after the last day of service. Attorneys are encouraged to submit vouchers for service providers in a timely manner.
7. **Billing Information:** Beginning with 6.11 release, the Panel Attorney is responsible for entering and maintaining their Billing Information in Vendor Manager System (VMS), including adding their Social Security Number or EIN. 1099's will be mailed and issued under the SSN/EIN as it appears in VMS from the U.S. Treasury. **Note, a completed Form W9 must be provided to the Court.**
8. **Panel Attorney has accepted the appointment. What's next?:** Upon the acceptance of a CJA appointment, the Court creates the appointment in eVoucher. eVoucher will generate an e-mail to the Panel Attorney confirming the appointment. When the Panel Attorney accesses eVoucher, pending appointments will appear in the 'Appointments List' box of the Landing Page. Select the case by clicking on the hyper-link. Along the left column, click 'Create CJA-20'. Basic Info page - review for correctness. Confirm that billing information as displayed in the Payment Info (blue area at the bottom) is accurate.

Claims should be entered contemporaneously on the 'Services' and 'Expenses' pages for work performed from the date of the appointment up to case conclusion. Once the CJA-20 is created, it will appear in the 'My Active Documents' box on the Landing Page. Return to this section to input claims. [\(The Court is not able to see or access the CJA-20/30 voucher while it is in progress with the attorney.\)](#)

9. **Using an Interpreter or Other Expert:** Experts are reimbursed via a CJA- 21, which the attorney completes and submits on behalf of the expert. Any service over \$1,000, excluding expenses, must be pre-approved. Attorneys should submit an AUTH in CJA- eVoucher for pre-approval of expert services.
10. **My CJA 21 voucher is still appearing in 'My Active Documents':** CJA-21 is a two-step process: 1) The attorney creates the CJA21 voucher on behalf of the expert. Upon submitting it electronically, it will appear in the 'My Active Documents' window on the attorney's landing page. 2) Select it, navigate to the Confirmation page, and approve the voucher. It will be submitted electronically to the court. This is the attorney's certification that the work was performed by the expert.
11. **Requesting transcripts:** To obtain court approval for the court reporter to produce a transcript, the panel attorney must submit an Auth-24 in the eVoucher system.
12. **Receipts:** Appointed counsel must itemize each expense for which reimbursement is claimed on each calendar day of travel. Supporting documentation (e.g., receipts, canceled checks) must be provided, where practical, for all travel expenses and for any other expense in excess of \$50. An invoice is not considered proof of payment.
13. **Yellow Highlighted Item in Inbox:** An entry in 'My Active Documents' appearing highlighted in yellow means the voucher has been rejected by the Court. Counsel will also receive an e-mail via eVoucher with an explanation. The reason for the rejection can also be found in the Attorney Notes section at the bottom of the Confirmation page.



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

**14. Error regarding dates:** The date of this voucher is before the Appointment Date. Service and/or Expenses are out of the Voucher Start and End Dates.

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

Basic Info	Services	Expenses	<b>Claim Status</b>	Documents	Confirmation
------------	----------	----------	---------------------	-----------	--------------

<b>Claim Status</b>	
Start Date	6/13/2014 * 
End Date	6/13/2014 * 


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

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

To correct errors in your .csv file, follow the steps provided below:

### Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



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

### Step 2

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

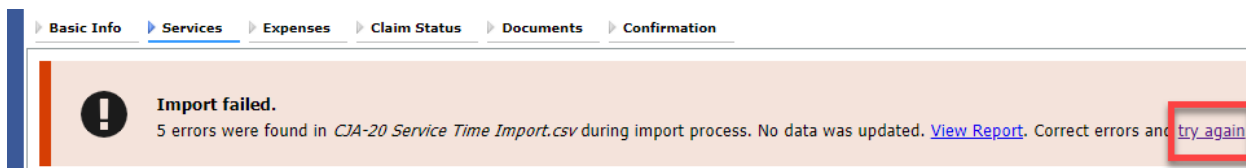
☒ Errors Only ☐ Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	1.1	Test<>	16a. Interviews and Conferences		

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

### Step 3

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



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

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

## Appendix B: Creating the Excel File for Import

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

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

### Services

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

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

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

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

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

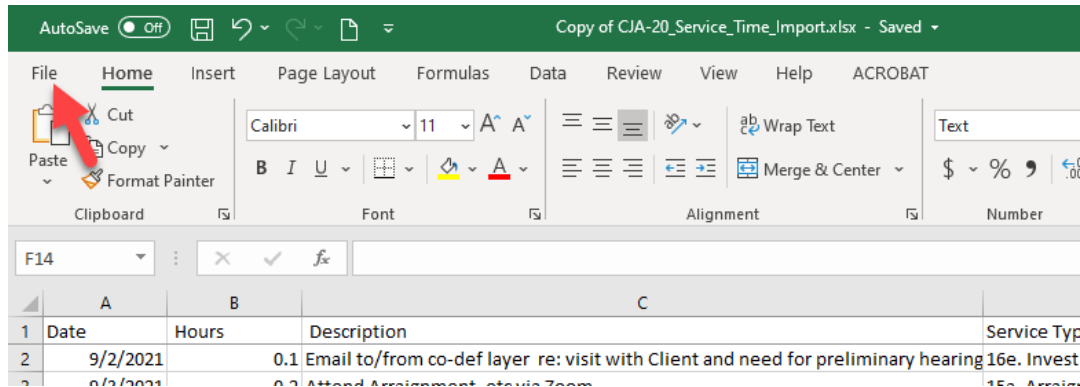
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

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

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

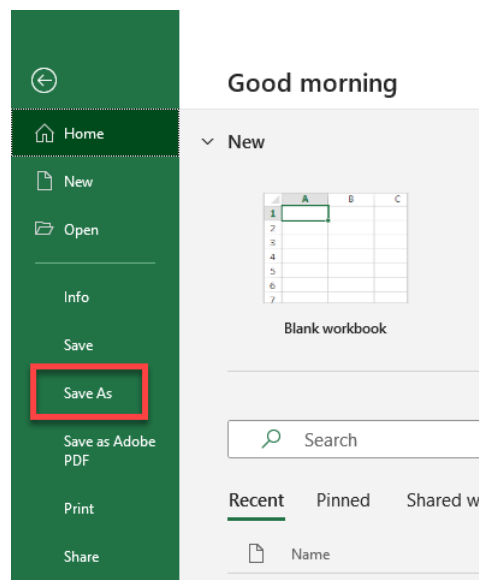
### Step 1

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

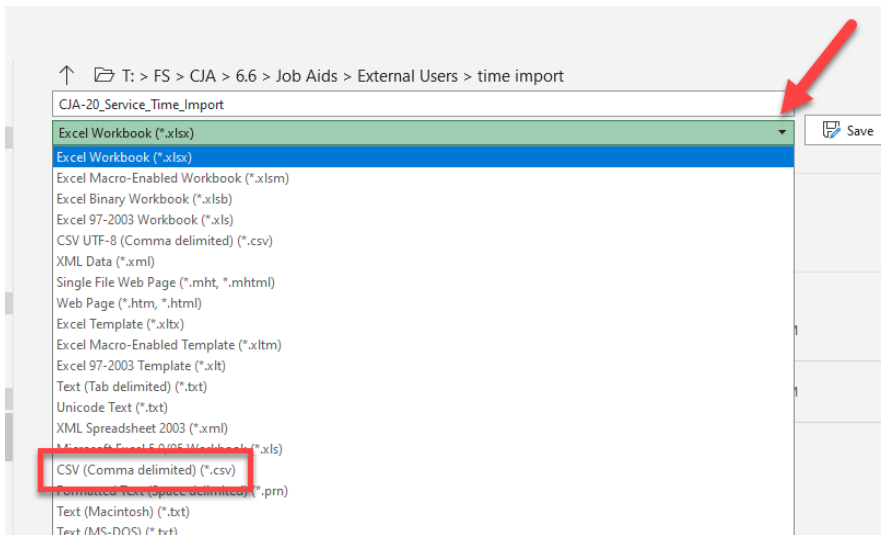


### Step 2

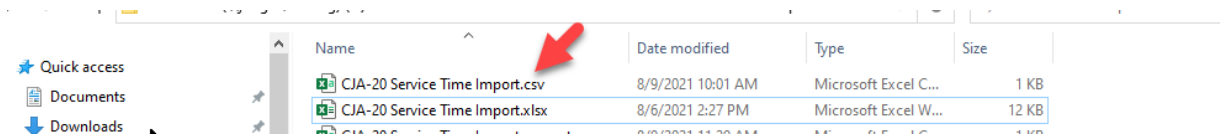
From the navigation menu on the left, click **Save As**.



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



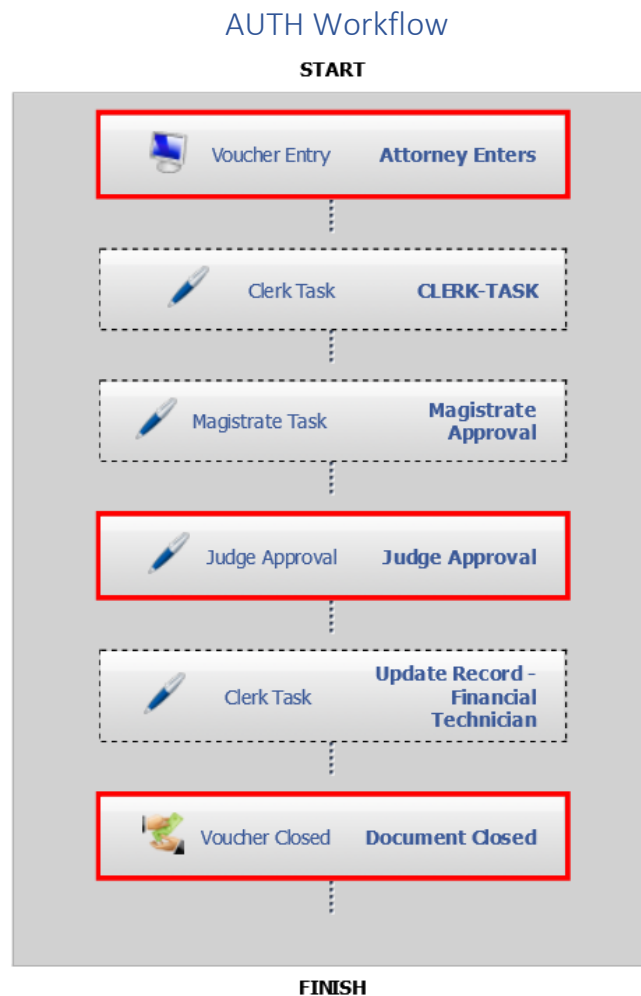
Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.





## Appendix D: Workflows

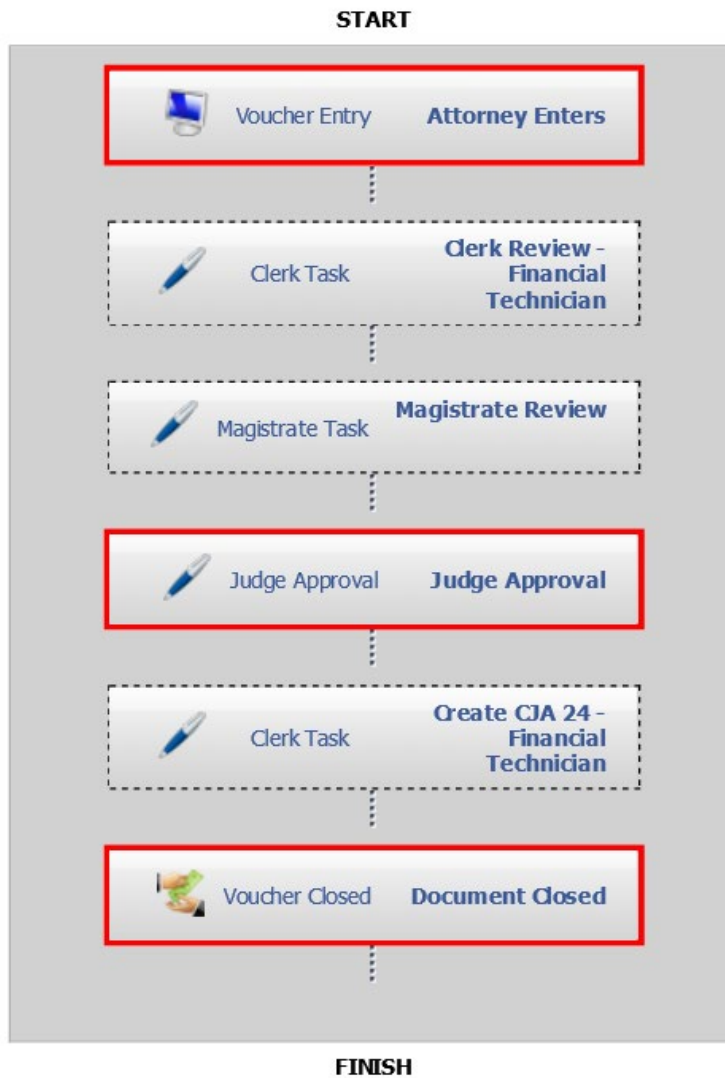
The Workflow charts provided below, are the levels of approvals for the various vouchers submitted to the Court for processing. Please note, when a voucher is moved to the next level of approval, the submission date automatically changes in the system.



## AUTH-Excess Workflow



## AUTH-24 Workflow



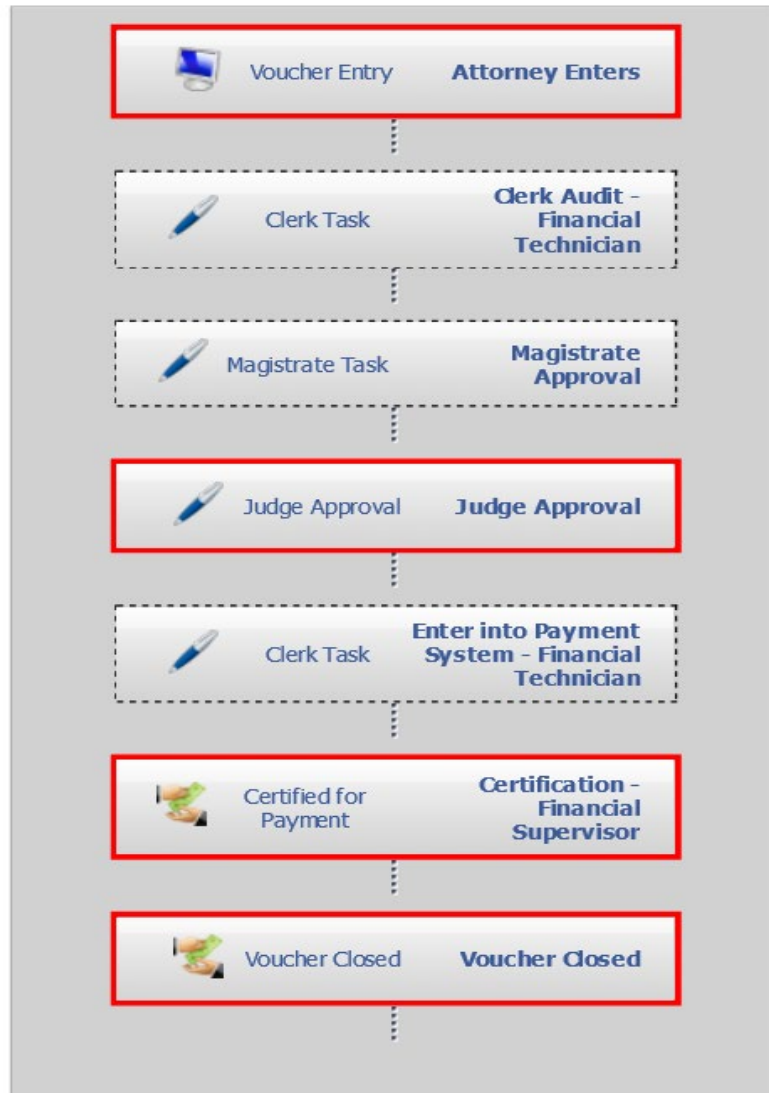
## BUDGET AUTH Workflow

**START****FINISH**

## BUDGET AUTH Excess Workflow

**START****FINISH**

## CJA-20 Workflow

**START****FINISH**

## CJA-20 Excess Workflow



## CJA-21 Workflow

START



FINISH



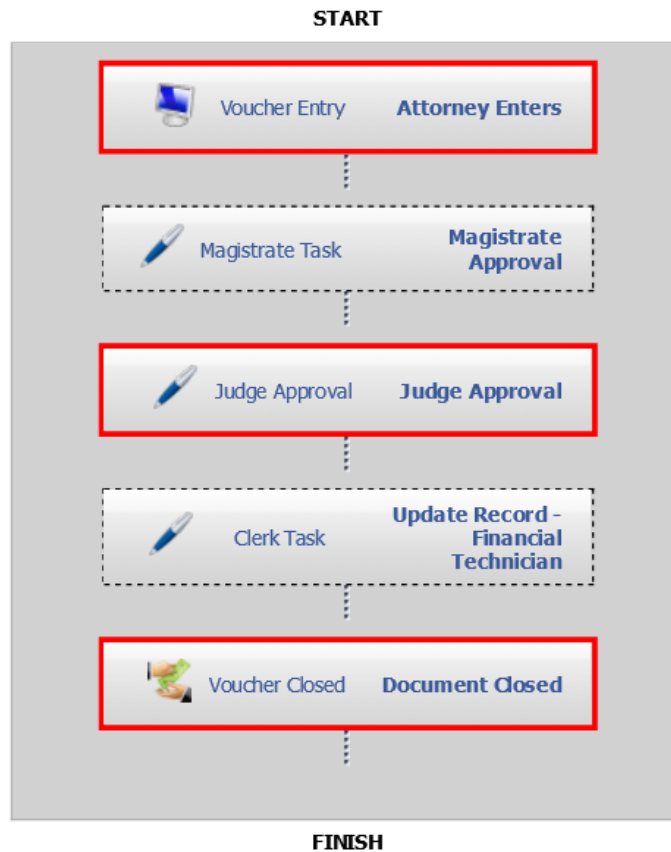
## CJA-21 Excess Workflow



## CJA-24 Workflow



## CJA-26 Workflow



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