



District Court of the Virgin Islands

CJA eVoucher

Attorney User Manual

Release 6.0

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FAQs/ Tips for Success

1. **Accessing eVoucher**- This is the link to District Court of the Virgin Islands CJA eVoucher page on the Court's web-site: <http://www.vid.uscourts.gov/criminal-justice-act-info>
2. **Mailing Address**- The Panel Attorney is responsible for maintaining current contact information in eVoucher. Attorneys should verify their mailing address for accuracy. CJA disbursement checks are mailed from the U.S. Treasury to the attorney at the address in the eVoucher Profile.
3. **Phone Number**- The eVoucher contact profile includes a spot for both 'Phone' and 'Cell phone'. However, only the number in the 'Phone' field appears on the screen that is viewable by the court during the rotational appointment process. Attorneys should enter in the 'Phone' field the phone number they would like to receive calls for appointments. This information is not public; it is viewable only by the attorney and the court staff.
4. **Address or Phone number change**- Be sure to update any changes in address or telephone number. The Panel Attorney is responsible for maintaining current contact information in eVoucher so that the court can contact the attorney for assignments and so that disbursement checks are mailed to the proper address. Updates to mailing address and phone number can be made in the Profile (Landing Page, "My Profile")
5. **Passwords /Changing passwords**- From the Landing Page - 'My Profile' - Login Info
 - Passwords must be changed every 180 days.
 - Re-use of previously used passwords is not permitted.
 - Passwords must be a minimum of 8 characters and contain: lower case letters, upper case letters, numbers, special characters.
6. **Periodic saving**- The eVoucher program only recognizes 'action' items as system activity - such as hitting the Save button - and may periodically time out for security purposes. It is good practice to save your entries on each screen, before advancing to the next screen, to prevent loss of data. If you have a high volume of claims to enter and plan to enter them in one session, you should periodically save your entries so that if you get timed out or if you navigate away from the eVoucher window, you will not lose your input.
7. **Claims for services**- Beginning with the appointment and the first appearance in court, attorneys should begin to enter claims for all work done in the case. During the case, claims should be entered contemporaneously. Vouchers should be submitted **45 days** after the last day of service. Attorneys are encouraged to submit vouchers for service providers in a timely manner.
8. **Billing Information**- The Panel Attorney is responsible for entering and maintaining their Billing Information in eVoucher, including adding the Social Security Number or EIN. Payments will be mailed from the U.S. Treasury to the address listed in the attorney's profile and 1099s will be issued under the SSN/EIN as it appears in the Profile.

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


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


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

9. **Panel attorney has accepted the appointment. What's next?** Upon the acceptance of a CJA appointment, the Court creates the appointment in eVoucher. eVoucher will generate an e-mail to the panel attorney confirming the appointment. When the panel attorney accesses eVoucher, pending appointments will appear in the 'Appointments List' box of the landing page. Select the case by clicking on the hyper-link. Along the left column, click 'Create CJA-20'. Basic Info page - review for correctness. Confirm that billing information as displayed in the Payment Info (blue area at the bottom) is accurate. Claims should be entered contemporaneously on the 'Services' and 'Expenses' pages for work performed from the date of the appointment up to case conclusion. Once the CJA-20 is created, it will appear in the 'My Active Documents' box on the Landing Page. Return to this section to input claims. [\(The Court is not able to see or access the CJA-20 voucher while it is in progress with the attorney.\)](#)
10. **Using an Interpreter or Other Expert-** Experts are reimbursed via a CJA- 21, which the attorney completes and submits on behalf of the expert. Any service over \$800, excluding expenses, must be pre-approved. Attorneys should submit an AUTH in CJA- eVoucher for pre-approval of expert services.
11. **My CJA 21 voucher is still appearing in "My Active Documents"**- CJA-21 is a two-step process: 1) The attorney creates the CJA21 voucher on behalf of the expert. Upon submitting it electronically, it will appear in the "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.
12. **Requesting transcripts-** To obtain court approval for the court reporter to produce a transcript, the panel attorney must submit an Auth-24 in the eVoucher system.
13. **Receipts-**Appointed counsel must itemize each expense for which reimbursement is claimed on each calendar day of travel. Supporting documentation (e.g., receipts, canceled checks) must be provided, where practical, for all travel expenses and for any other expense in excess of \$50. An invoice is not considered proof of payment.
14. **Yellow 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.

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

15. Error regarding dates-

 The date of this voucher is before the Appointment Date.

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

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

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

Claim Status

Start Date	6/13/2014	*	End Date	6/13/2014	*
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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 will allow for:

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

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

Panel Management

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

Voucher and Authorization Request Submission

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

Browser Compatibility

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

Court Appointment

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

Accessing the CJA eVoucher Program

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

To log in initially, please use the Username and Password provided to you from Financial Services.

CJA eVoucher
Electronic Voucher Management System

USER LOGIN Release
Training District 5.0

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

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

You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- one lowercase character;
- one uppercase character;
- one number; and
- one special character.

You are required to change your password every 180 days.

If you forget your user name or password, click **Forgot your Login?** hyperlink. Enter your user name or email address and click **Recover Logon** to retrieve your information. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

Forgot your Login? Please tell us your username and/or email address. We will send you an email to reset your password.

An email with instructions on how to reset your password was sent to the email address stored on our system.

IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Username: and/or

Email:

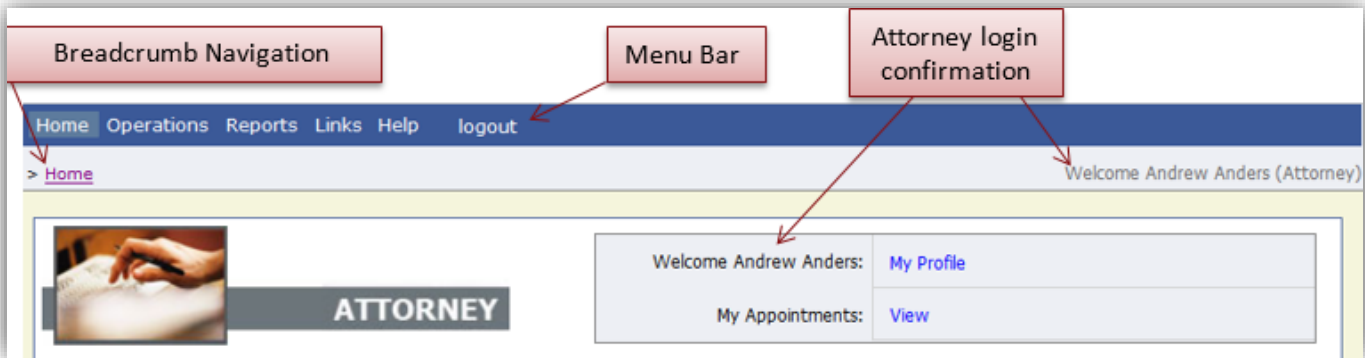
Home Page

Your home page provides access to all of your appointments and vouchers.

Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

Folder Descriptions	
My Active Documents	This folder contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers. This includes: <ul style="list-style-type: none"> vouchers in progress by the experts; vouchers submitted to the attorney for approval and submission to the court; and vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or have been approved by the court. Closed documents are only displayed for open cases. Closed documents are displayed until they are archived and/or for 60-90 days after the appointment is terminated. They are still accessible through the appointment page.



Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you may run on your appointments.
Links	Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Logout	Click to log off of the eVoucher program.

Customizing the Home Page

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

Expanding/Collapsing Folders: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A **crosshair** icon  appears.


Step
2

Click and drag the folder to the new location.

Sorting: Click the column heading (e.g., **Case, Description, Type**) to sort in either ascending or descending order.

Resizing of Column

Step
1

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

Step
2

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

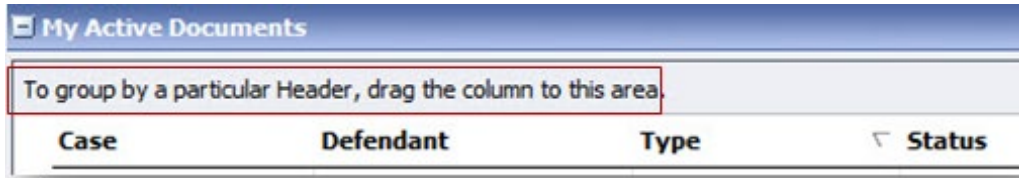
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

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

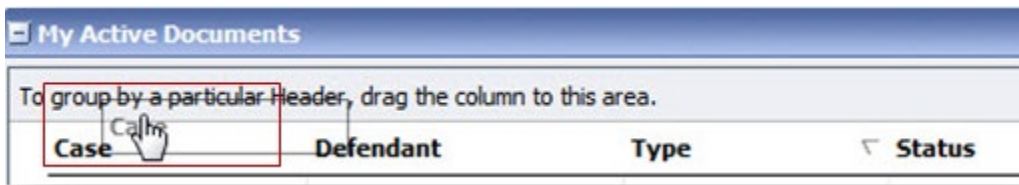
Step
1

Click the header for the column you wish to group.



Step
2

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



Step
3

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



My Profile

In the **My Profile** section, the attorney may:

- change password (**Login Info** section);
- edit contact information, phone, email, and/or physical address (**Attorney Info** section);
- update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Copies of a W-9 must be provided to the Court and any changes to the SSN after the first login must be made through the court;
- add a time period in which you will be out of the office (**Holding Period** section); and
- document any CLE attendance.

Click the **My Profile** link from either the **Home** page or the **Help** menu bar to open the **My Profile** page.



Home Operations Reports Links Help logout	
> Help > My Profile Welcome Andrew Anders (Attorney)	
Login Info Your Login information	UserName Anders <input type="button" value="Edit"/>
Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders <input type="button" value="Edit"/> <i>Your Contact Info:</i> Phone: 210-833-5623 Fax: deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov <i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US
Billing Info List all available billing info records	Your default billing info is: Andrew Anders Billing Code:0101-000001 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax: <input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Holding Period	There is 1 period of time during which case cannot be taken. <input type="button" value="View"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info. <input type="button" value="View"/>

Changing My Profile Username and Password

Step
1

In the **Login Info** section, click **Edit** to change your password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** Edit

Step
2

To change your user name, type the new user name and click the **change** link. It will show “The Username has been changed.”

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Step
3

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

Step
4

Enter the new password and reenter it in the **Confirm** field.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password ***** * Strength: Strong

Confirm ***** *

Reset cancel

Step
5

Click **Reset** to save.

Step
6

Click **Close** to exit the **Login Info** section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Attorney Info

Step 1

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

Attorney Info
Your personal info

Bar Number: **12345**
Your Name: **Andrew Anders**

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 702-555-1212
Fax:
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov
deadmail@support.aotx.uscourts.gov

Your Address:
110 Main Street
San Antonio, TX 78210
USA

Edit

Step 2

Make any necessary changes.

Attorney Info
Your personal info

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

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

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

** Required Fields*

Bar Number

Tax Identification Number: **(If on Panel)* Foreign Vendor?
SSN:
Confirm:

First Name * Middle Last Name *
Andrew Anders

Main Email *

2nd Email

3rd Email

Phone * Cell Phone Fax
210-833-5623

Address 1 * City *
110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)
 TEXAS 78210

Address 3 Country *
 UNITED STATES

Save

cancel

Step 3

Click **Save**.

- Note:**
- Each attorney (except associates) must enter his or her SSN into the user profile or they will not be paid.
 - The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
 - If you are a foreign vendor, select that checkbox and enter in appropriate information.
 - You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
 Billing Code:0101-000001
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-833-5623
 Fax:

Buttons: Select, Add, Edit

Step 2

Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may select the **Copy Address from Profile** check box if your billing address is the same as your **Attorney Info** address.

Step 3

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

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Buttons: Save, cancel

Step 4

If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN:
Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:
Address 2:
Address 3:

City: State: Zip Code:

Country: UNITED STATES

Save
cancel

Billing Info
List all available billing info records

* Required Fields

Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code: Verify

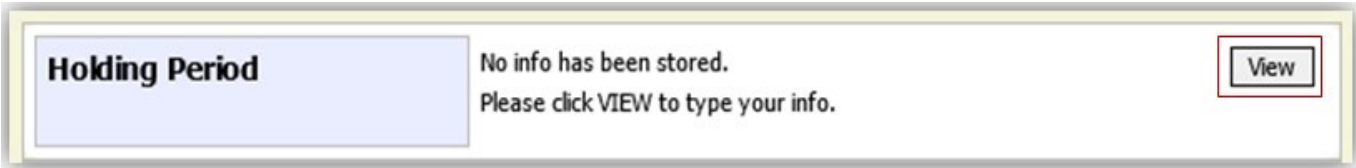
Note:

- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter a SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate-No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.

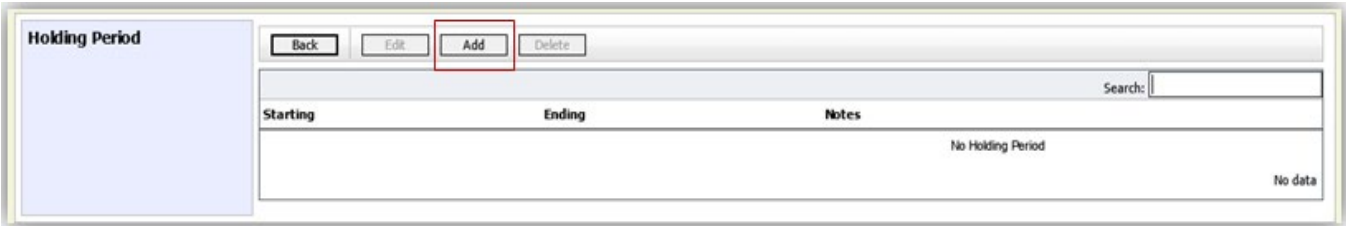
Holding Period

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

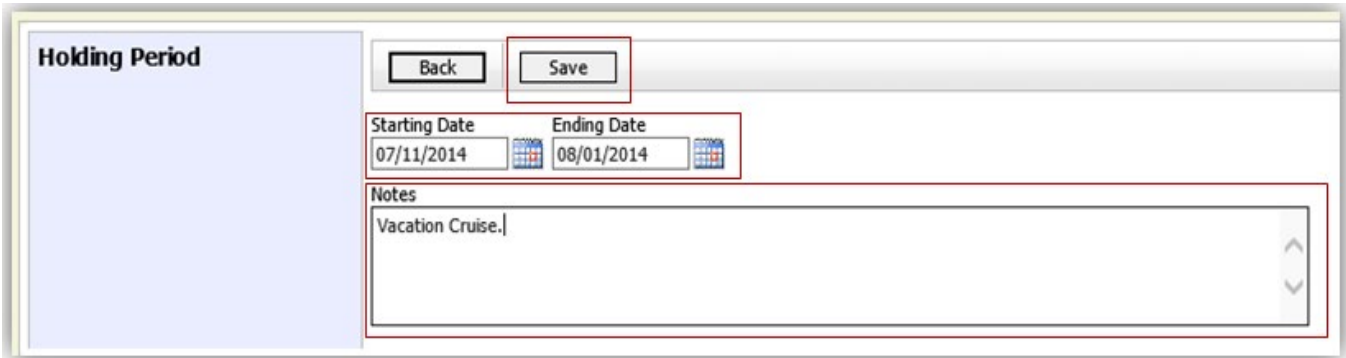
Step 1 In the **Holding Period** section, click **View**.



Step 2 Click **Add**.



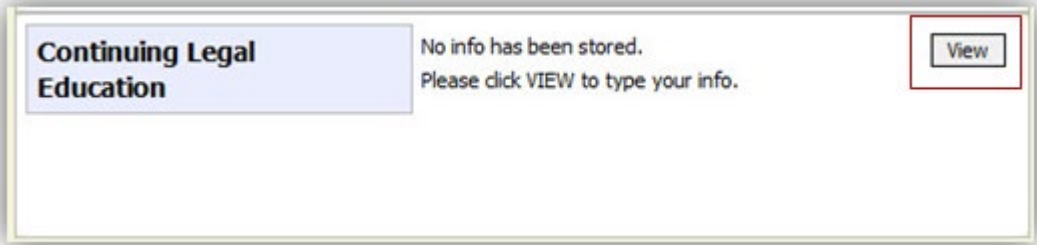
Step 3 In the corresponding fields, enter the starting date and ending date, along with any applicable notes.



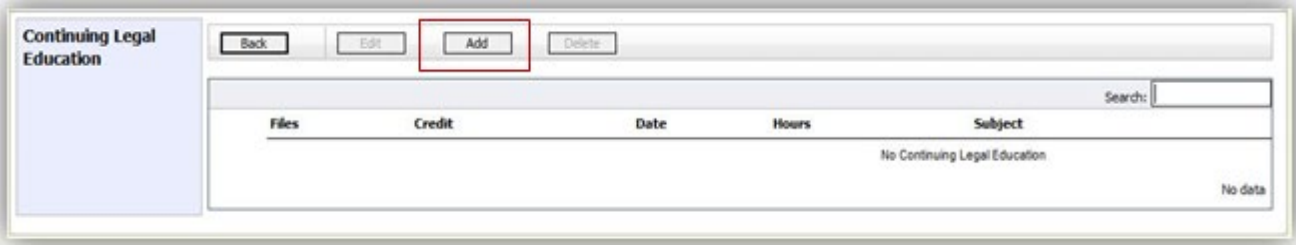
Step 4 Click **Save**.

Continuing Legal Education

Step 1 In the **Continuing Legal Education** section, click **View** to access your CLE information.

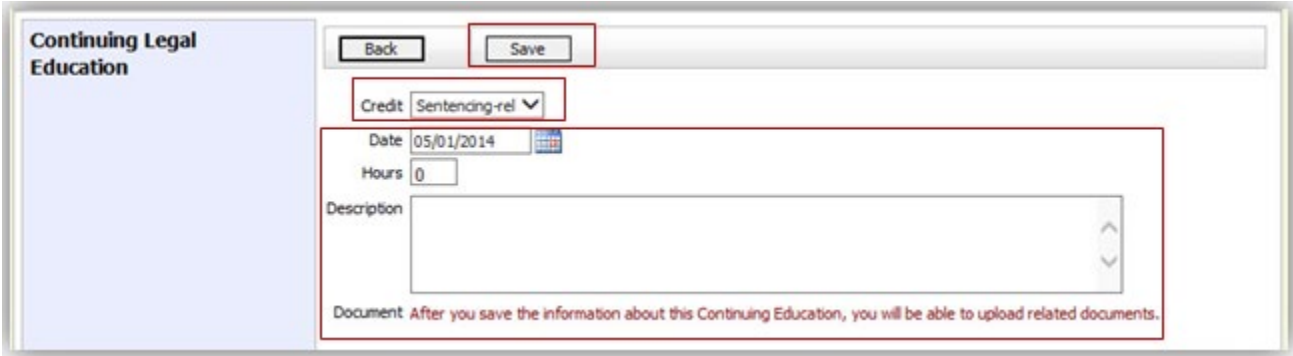


Step 2 To add CLE information, click **Add**.



Step 3 Click the **Credit** drop-down arrow to select CLE categories.

Step 4 In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.



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

Continuing Legal Education (cont'd)

Step 5

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

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

All entries appear in the grid and can be accessed, edited, or deleted by selecting the entry and clicking an action button.

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencin...	05/15/2014	0	

1 Page 1 of 1 (1 items)

Appointments' List

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

Step 1

Click the case number hyperlink to open the **Appointments** page.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

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

[View Representation](#)

Create New Voucher

AUTH [Create](#)
Authorization for Expert and other Services

AUTH-24 [Create](#)
Authorization for payment of transcript.

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

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

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 Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT DEF NUMBER	6. OTHER DKT DEF NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nvac Pro Tunc Date Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status
1:14-CR-08805-AA Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.00000026
1:14-CR-08805-AA Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

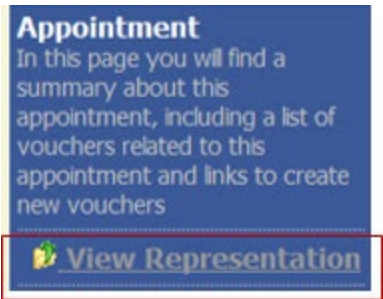
Page 1 of 1 (7 items)

View Representation

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

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

Step 2 In the **Appointment** section, click the **View Representation** hyperlink.



Step 3 Click **Home** on the menu bar at the top of the page.

Home Operations Reports Links Help logout

Representation
In this page you can access information of an existing 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 \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aotx.uscourts.gov

CJA-20 Voucher Process Overview

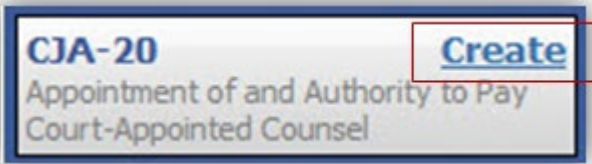


Creating the CJA-20 Voucher (Payment Voucher for Attorneys)

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

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

From the **Appointment** section, click **Create** from the CJA-20 Voucher template.



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

CJA-20
Attorney Enters
Basic Info | Services | Expenses | Claim Status | Documents | Confirmation

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

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

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> 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 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

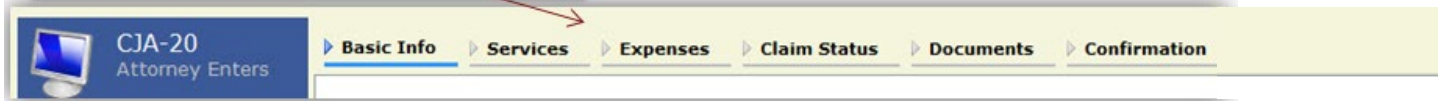
Preferred Payee: Andrew Anders

Andrew Anders
SSN/EIN: ***-**-6789
123 Legal Blvd. South
AnyTown, DC
12345 - USA
Phone: 888-555-4000
Fax: 888-555-4001

« First
< Previous
Next >
Last »
Save
Delete Draft

Creating the CJA-20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

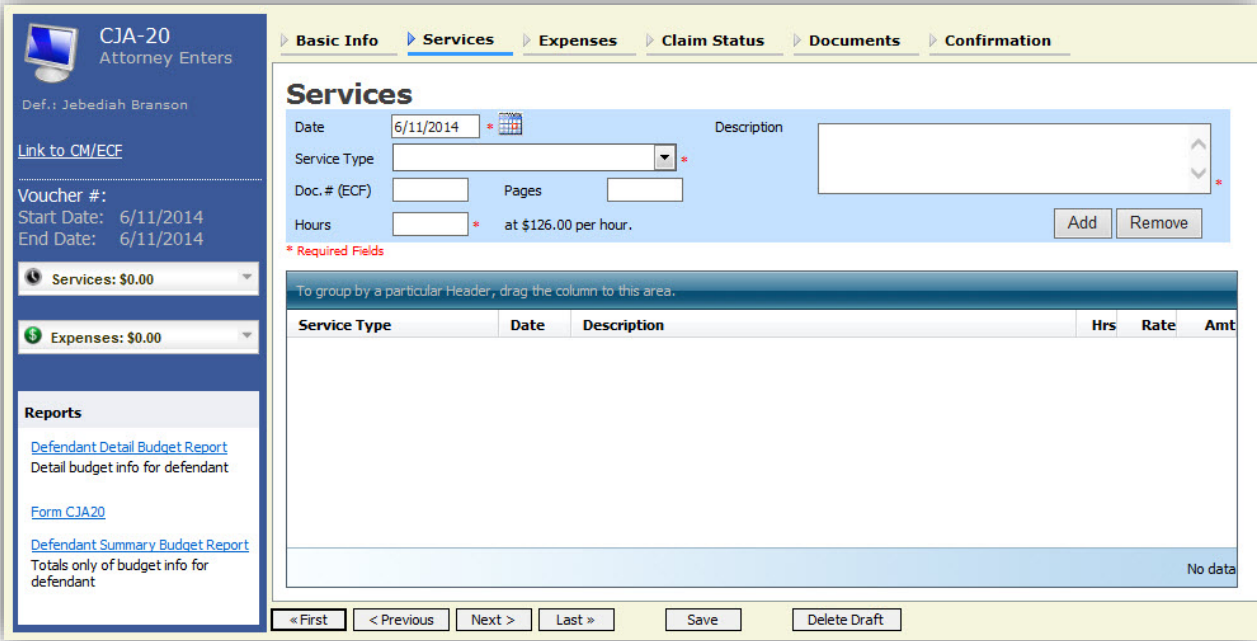
- To avoid data loss, frequently save any entries made to a voucher.
- To delete the voucher, click **Delete Draft** at any time prior to submitting the voucher.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

Entering Services

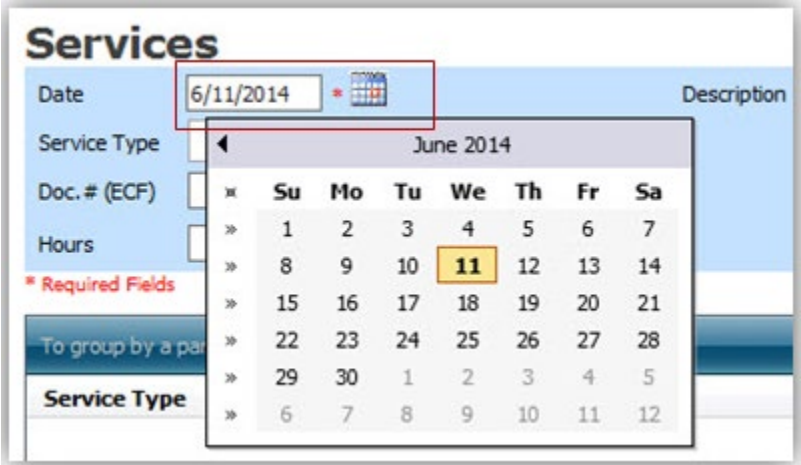
Line-item time entries should be entered on the **Services** tab. Both in-court and out-of-court time should be recorded on this screen.

Step 1 Click the **Services** tab or click **Next**, located on the progress bar.

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



Step 2 Enter the date of the service. The default date is always the current date. You may type the date or click the **calendar** icon to select a date from the pop-up calendar.



Entering Services (cont'd)

Step 3 Click the **Service Type** drop-down arrow and select the service type.

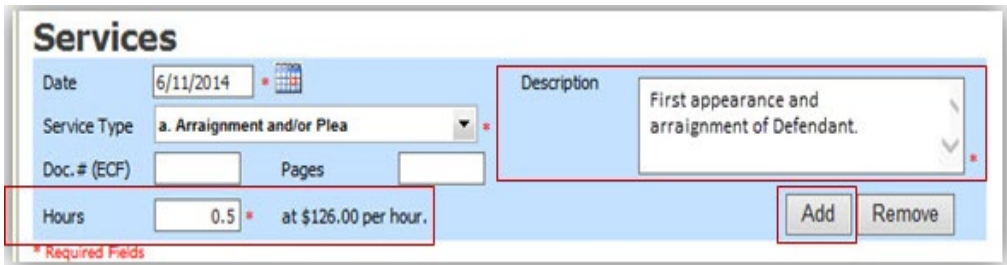
Note: You may add dates in any order. You can sort in chronological order at any time.



Step 4 Enter hours of service in tenths of an hour.

Step 5 Enter a description.

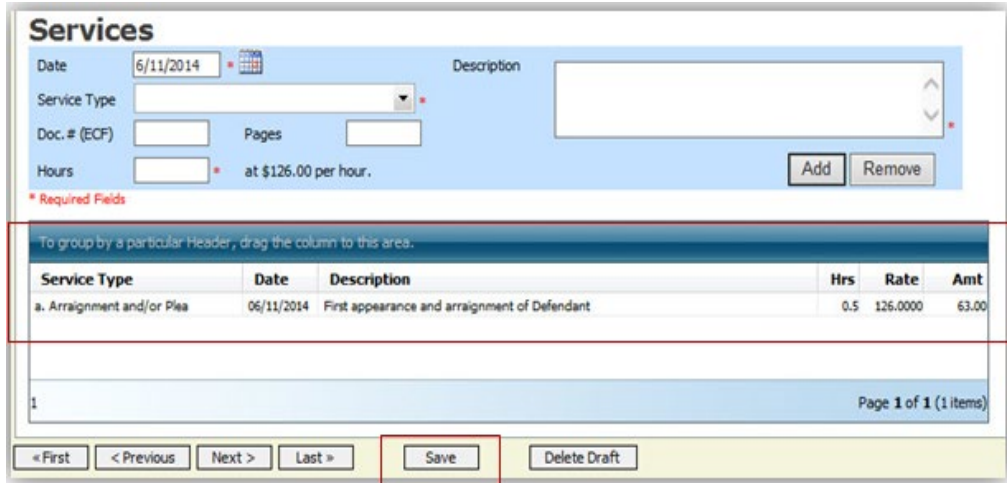
Step 6 Click **Add**.



Note:

- You may add time in any order.
- Click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the **Service Type** section.



Step 7 Click the **Date** header. This sorts services according to date.

Step 8 Click **Save**.

Entering Expenses

Step 1

Click the **Expenses** tab or click **Next**.

Expenses

Date: 6/12/2014 * Description: *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

<< First < Previous Next > Last >>

Step 2

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles:

Amount:

* Required Fields

To group by a p

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

Expense Type

<< First < Previous Next > Last >>

Entering Expenses (cont'd)

Step 3 If **Travel Miles** is selected, enter the round-trip mileage.

Step 4 Enter a description in the **Description** field.

Expenses

Date: 6/12/2014 *
Expense Type: Travel Miles *
Miles: 20 * at \$0.5600 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
No data					

« First < Previous Next > Last » Save Delete Draft

Step 5 Click **Add**.

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

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: * at \$0.5600 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	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

Entering Expenses (cont'd)

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.

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: at \$0.5600 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
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (2 items)

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

Step 6 Click the **Date** column header. This sorts expenses according to date.

Step 7 Click **Save**.

Claim Status

Step
1

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

Step
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

Step
3

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

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

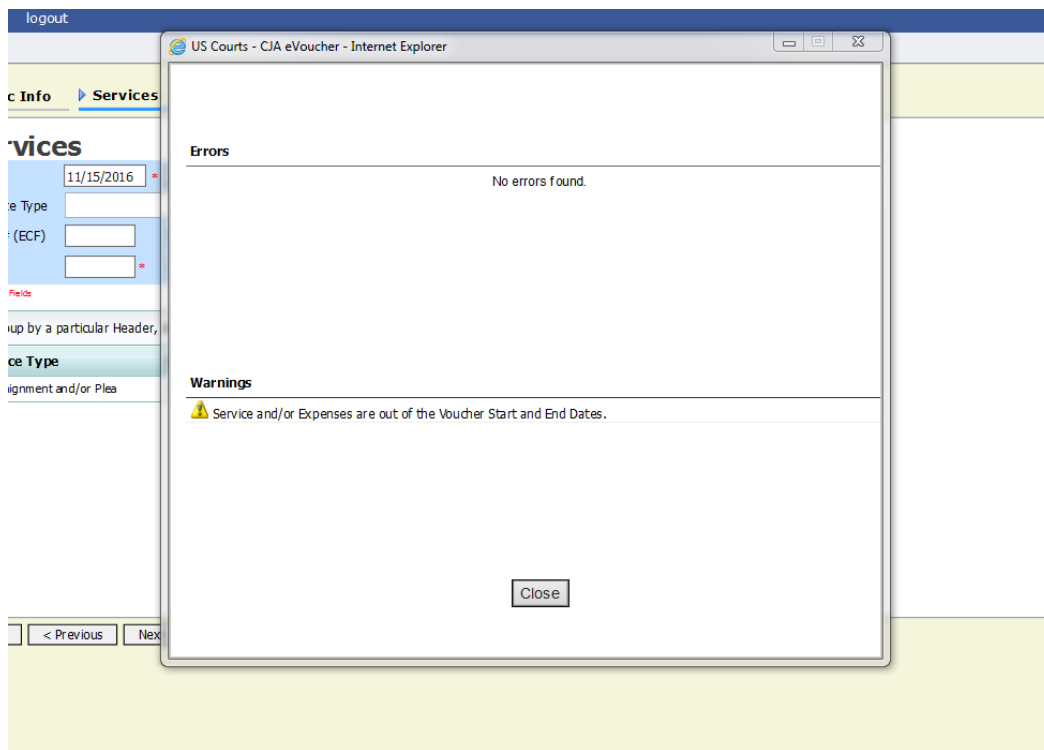
Step
4

Answer all the questions regarding previous payments in this case.

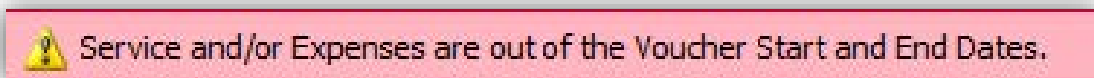
Step
5

Click **Save**.

At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.



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



The message will be removed when you complete the **Claim Status** section with correct start and end dates that include all service and expenses dates for the voucher.

Documents

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

Mandatory Documents

- **Order of Appointment**
- **Order Granting Interim Payment (if applicable)**
- **Order Granting Extension for Payment (if voucher is submitted after the 45 day deadline)**
- **Approved CJA-26 (if voucher is in excess).**
- **Any other documents to support any expense claims**

Step 1 To add an attachment, click **Browse** to locate your file.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' input field containing the path 'G:\AO\evoucher\CJA eVou' and a 'Browse...' button. A 'Description' text area contains the text 'Copies of receipts'. At the bottom right of the form, there is an 'Upload' button. Red boxes highlight the 'Browse...' button, the 'Description' text area, and the 'Upload' button.

The attachment and description is added to the voucher and appears in the bottom of the **Description** section.

This screenshot shows the 'Supporting Documents' section after the document has been uploaded. The 'File' and 'Description' input fields are now empty. Below the form, there is a table with the following content:

Description	Delete	View
Copies of receipts	Delete	View

At the bottom of the page, there is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.


Step 4 Click **Save**.

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the Court.

Step 1 Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** screen appears which reflects all entries from the previous screens.

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	0.5	\$63.00					
b. Bail and Detention Hearing	0	\$0.00					
c. Motion	0	\$0.00					
d. Trial	0	\$0.00					
e. Sentencing Hearings	0	\$0.00					
f. Revocation Hearings	0	\$0.00					
g. Appeals Court	0	\$0.00					
h. Other	0	\$0.00					
Totals	0.5	\$63.00					
16. a. Interviews and Conferences	0	\$0.00					
b. Obtaining and Reviewing Records	0	\$0.00					
c. Legal Research and Brief Writing	0	\$0.00					
d. Travel Time	0	\$0.00					
e. Investigative or Other Work	0	\$0.00					
Totals	0	\$0.00					
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20					
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00					
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20					
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION		
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (R) <input type="checkbox"/> Supplemental Payment							
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO							
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO							
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation							
I swear or affirm the truth or correctness of the above statements.							
Signature of Attorney:			Date Signed:				
APPROVED FOR PAYMENT - COURT USE ONLY							
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. AFFR. CERT. \$0.00			
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE			
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. AFFR. CERT. \$0.00			
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE			
Attention: The notes you enter will be available to the next approval level.							
Public/Attorney Notes							
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:							
							
« First < Previous Next > Last » Save Delete Draft							

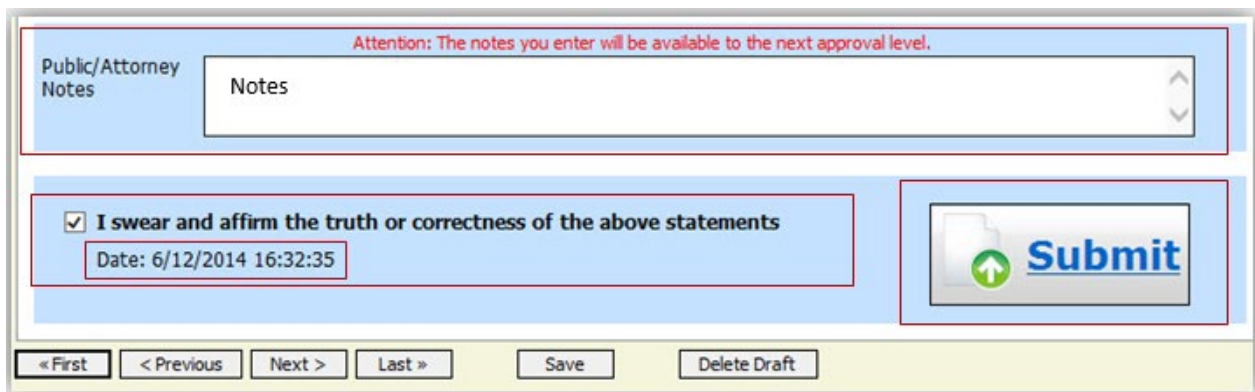
You may include any information to the court in the **Public/Attorney Notes** field.

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

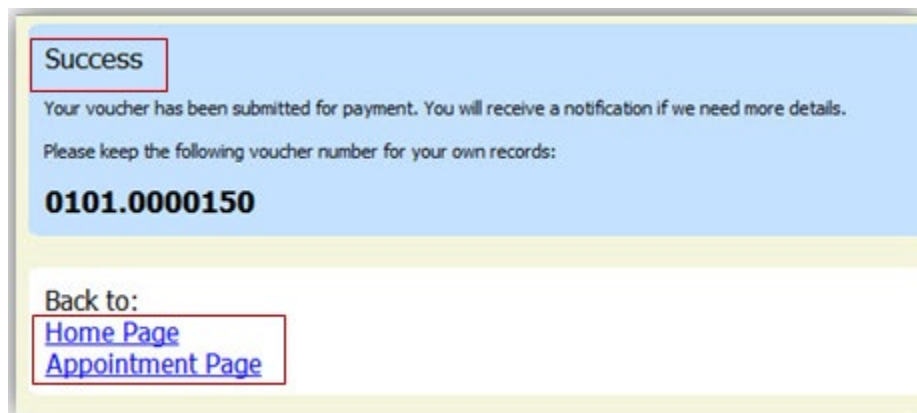
Step 3 Scroll to the bottom of the screen.

Step 4 Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.



Step 5 Click **Submit** to send to the Court.

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment.



Step 6 Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

Signing and Submitting to Court (cont'd)

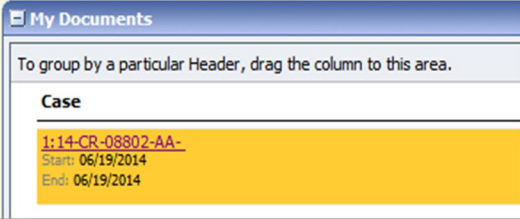
The active voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section.

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

Page 1 of 1 (3 items)

Notes:

- When the Court rejects a voucher, it reappears in the **My Active Documents** section and is highlighted in gold.

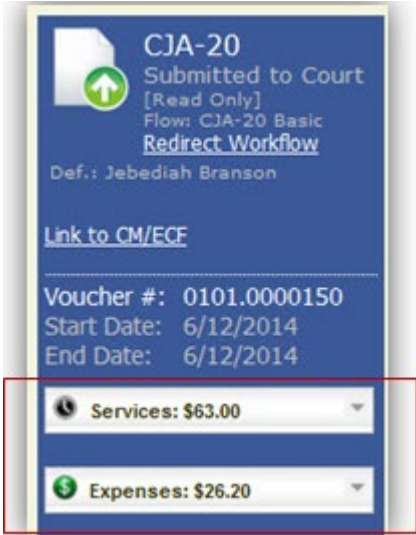


- An email message generated by the system is sent explaining that the voucher has been rejected. Under the Confirmation tab in the Public/ Attorney section is where the attorney will find the explanation of the corrections that are required.

CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney may monitor the voucher totals using the Quick Review Panel on the left side of the screen.

- The **Services** and **Expenses** fields tally as entries are entered into the voucher.



- Expand the item by clicking the down arrow (▼) to reveal specifics.



Reports and Case Management

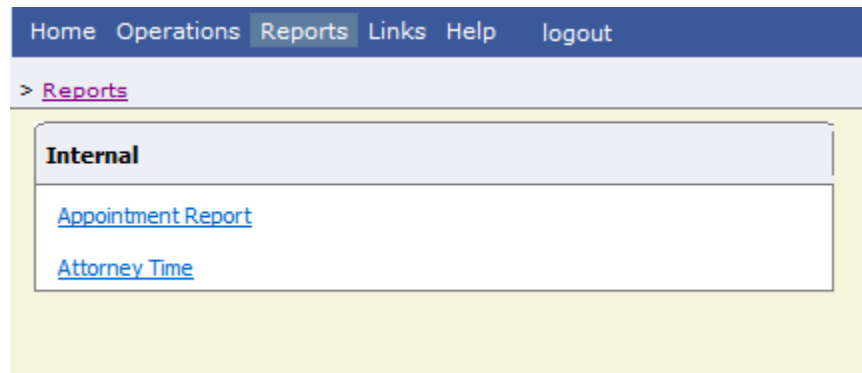
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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



You can find other accessible reports on the menu bar.



Defendant Detailed Budget Report

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

The report provides the information in two sections: Attorney Appointment and Authorized Expert Service.

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

Counsel Budget Defendant: Jebediah Branson

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
09/23/2015 to 09/23/2015	D101.0000001	\$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		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		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

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: \$9,300.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		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

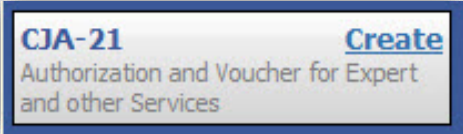
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00			Amount Authorized: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

Creating a CJA-21 Voucher (Payment Voucher for Expert and other Services)

Step 1 From the **Appointment** page, click **Create** from the CJA-21 Voucher template.



The voucher opens the **Basic Info** page.

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

When submitting a CJA-21 Voucher, you have two options from which to choose under the **Authorization Selection** section.

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

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

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

Step 2 If the request does not require advance authorization, click **No Authorization Required**. **No authorization is needed if the voucher compensation is under \$800.**

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

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

If you have a previously approved authorization, click **Use Existing Authorization**.

Creating a CJA-21 Voucher (cont'd)

If you click **Use Existing Authorization**, an **Associated Authorization** list appears.

Step
3

Select the authorization you wish to use. It will turn beige when selected. **You cannot continue until it is highlighted.**

Step
4

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

Step
5

Enter a description of the service to be provided in the **Description** field.

Please Select the Associated Authorization	
ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
ID Number: 223 Order Date: 03/03/2014 Authorized Amount: \$800.00 Grand Total Amount: \$0.00	Service Type: Chemist/Toxicologist Estimated Amount: \$800.00 Notes:

New Voucher Information

Service Type *

Description

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

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

Expert

Expert Info	Charlene Campos
Details	110 Main Street San Antonio TX 78210 US Phone: 210-477-2344

Step
6

From the **Expert** drop-down list, select the expert. 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.

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

Note:

Only experts registered with the service type selected appear in the drop-down list. **If the expert is not listed in the drop-down list, please submit an AO-213 and W-9 to Financial Services @ finance@vid.uscourts.gov, so they can be added to eVoucher.**

Creating a CJA-21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

- If all information is not entered, you cannot advance to the next screen.
- CJA 21 vouchers require two steps: submission and approval. Since experts are not authorized to use eVoucher, the panel attorney has to submit and approve the voucher, once on behalf of the expert, and another for himself/herself.
- The attorney must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section as submitted to attorney. You will perform the second 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**.

Creating a CJA-21 Voucher (cont'd)

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
1

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

Step
2

In the corresponding fields, enter the date, units, rate, and description.

Step
3

Click **Add**.

The screenshot shows the 'Services' section of the CJA-21 Voucher. The progress bar at the top has 'Services' selected. The form contains the following fields: Date (4/22/2019), Units, Rate, and Description. There are 'Add' and 'Remove' buttons. Below the form is a table with the following structure:

Date	Description	Units	Rate	Amt
03/27/2019				

The item appears at the bottom of the **Services** section.

Step
4

Click **Save**.

Step
1

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

Step
2

In the corresponding fields, enter the date, expense type, description, and miles.

Step
3

Click **Add**.

The screenshot shows the 'Expenses' section of the CJA-21 Voucher. The progress bar at the top has 'Expenses' selected. The form contains the following fields: Date (4/30/2019), Expense Type, Miles, Amount, and Description. There are 'Add' and 'Remove' buttons. Below the form is a table with the following structure:

Expense Type	Date	Description	Miles	Rate	Amt
Travel Miles	04/30/2019	Travel	30	\$0.545	\$16.35

At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last » and a red box highlighting the Save, Delete Draft, and Audit Assist buttons.

The item appears at the bottom of the **Expense Type** section.

Step
4

Click **Save**.

Note:

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

Creating a CJA-21 Voucher (cont'd)

Step
1

Click the **Claim Status** tab or click **Next**.

Step
2

Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date.

Step
3

Select an option in the **Payment Claims** section.

Step
4

Click **Save**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 6/12/2014
- End Date:** 6/14/2014
- Payment Claims:**
 - Final Payment
 - Interim Payment (payment #)
 - Supplemental Payment
 - Withholding Return Payment
- Reminder:** Please select the appropriate claim status.
- Required Fields:** (indicated by a red asterisk)
- Buttons:** «First, < Previous, Next >, Last », **Save**, Delete Draft, Audit Assat.

Note:

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

Step
1

Click the **Documents** tab or click **Next**.

Step
2

Click **Browse** to select a PDF file to attach.

Step
3

Click **Upload**.

Step
4

The document appears at the bottom of the **Description** section. Click **Save**.

The screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
- File:** [Browse...]
- Description:** [Text input field]
- Upload** button
- Table:**

Description	Delete	View
invoice from Expert	Delete	View
- Buttons:** «First, < Previous, Next >, Last », **Save**, Delete Draft.

Note:

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

Mandatory Documents:

- **Order of Appointment**
- **Order Approving Expert (if applicable)**
- **Order Granting Interim Payment (if applicable)**
- **Itemized Invoice for Expert Services**
- **Itemized receipts for expenses in excess of \$50**
- **Any other documents to support any expense claims**

Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

Step 1 Verify all information is correct.

Step 2 Select the affirmation check box. This automatically time stamps the voucher.

Step 3 Click **Submit**.

A confirmation screen appears indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The case file appears in the **My Active Documents** section.

Step 5 Click the case hyperlink to select the file.

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

Navigate to the **Confirmation** tab.

Step 6 Verify all information is correct.

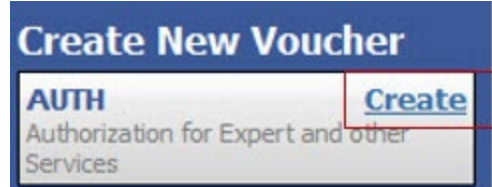
Step 7 Certify the information by selecting the certification check box. This automatically time stamps the voucher.

Step 8 Click **Approve**.

Submitting an Authorization Request for Expert Services

Step 1 Open the **Appointment** record.

Step 2 Click the **Create** hyperlink next to AUTH.



Step 3 Next, click the **Create New Authorization** hyperlink.

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.



***New Feature** (Click on this button if you would like to request additional funds for an approved AUTH).

The **Basic Info** screen will open.

Note:

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

Case Compensations for Investigative, Expert and Other Services

- < \$800 - No approval from the Court
- \$801 - \$2500 – Prior approval from the Court is required
- > \$2500 - Prior approval from the Court and the Chief Judge of the Third Circuit is required

Basic Info |
 Documents |
 Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. 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 - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> 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 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Requested Provider	<input type="text"/>

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

Submitting an Authorization Request for Expert Services (cont'd)

Step
4

Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list
- **Request Provider** drop-down list

The screenshot shows a form with the following fields and values:

- Order Date:** [Empty text box]
- Nunc Pro Tunc Date:** [Empty text box]
- Repayment:**
- Estimated Amount:** \$ 8000.00 *
- Authorized Amount:** \$ [Empty text box]
- Basis of Estimate:** 100 hours at \$80/hour
- Description:** [Empty text area]
- Service Type:** Investigator *
- Requested Provider:** John Doe

At the bottom of the form, there is a navigation bar with the following buttons: « First, < Previous, Next >, Last », Save, and Delete Draft. The 'Next >' button is highlighted with a red box.

Step
5

Click **Save**.

Step
6

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

Submitting an Authorization Request for Expert Services (cont'd)

Step 1 To add the attachment, click **Browse** to locate your file.

Note:

Documents are limited to PDF files, and must be 10 MB or less.

Step 2 In the **Description** field, add a description of the attachment.

Step 3 Click **Upload**.

The screenshot shows the 'Supporting Documents' form. At the top, there is a blue header 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' input field with a 'Browse...' button next to it. Below the 'File' field is a 'Description' text input field. At the bottom right of the form, there is an 'Upload' button. Red boxes highlight the 'Browse...' button, the 'Description' field, and the 'Upload' button.

The attachment and description will be uploaded and appear at the bottom of the **Description** section.

The screenshot shows the 'Supporting Documents' form after the upload. The 'File Upload' section is still visible at the top. Below it, the 'Description' section is highlighted with a red box and contains a table of uploaded documents. At the bottom of the form, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. Red boxes highlight the 'Next >' button, the 'Save' button, and the table of documents.

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

Mandatory Documents

- Order of Appointment
- Any documents supporting request

Step 4 Click **Save**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 5 Click **Next**.

The **Confirmation** screen will open.

Step 6 Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.

Note:

You may include any notes to the Court in the Public/Attorney Notes section.

Step 7 Click **Submit** to send to the court.

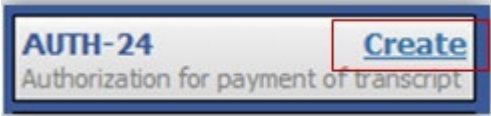
A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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

Creating an Authorizations for Transcripts (AUTH-24)

Step 1 From the **Appointment** page, click the **Create** hyperlink next to AUTH-24.



The Authorization opens to the **Basic Info** page. Select **No Authorization Required** hyperlink.

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

Note:

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

AUTH-24 Attorney Enters
Def.: Jebediah Branson
Link to CM/ECE
Voucher #: Request Date:1/1/1901 Decision Date:1/1/1901

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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 Steadby Counsel Prior Attorney's Name Appointed Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used: [Dropdown]
 Proceeding To Be Transcribed: [Dropdown]
 Apportioned Cost (%): [Input]
 Apportioned Case and Defendant: [Input]
 Special Transcript Handling: [Dropdown] None
 Transcripts: Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire
 Order Date: [Input]
 Nunc Pro Tunc Date: [Input]

Navigation: < First < Previous Next > Last > **Save** Delete Draft

Step 2 Enter the details for the transcript required on the **Basic Info** screen.

Step 3 Click **Save**.

Creating an Authorization for AUTH-24 Transcripts (cont'd)

Step
1

Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step
2

Click **Browse** to select a PDF file to attach.

Click **Save**.

Step
3

Click **Upload**.

Note:

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

Mandatory Documents

- **Order of Appointment**
- **Any documents supporting request**

The Document will appear at the bottom of the **Description** section.

Step
4

Click **Save**.

A confirmation page will appear.

Step
5

Verify all information is correct.

Step
6

Select the affirmation check box.

Step
7

Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step
8

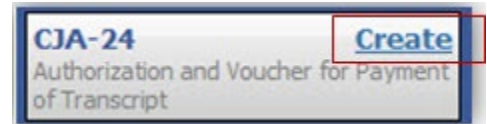
Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

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

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

Creating a CJA-24 Voucher (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 has to submit and approve the voucher, once on behalf of the court reporter, and another for himself/herself.



Step 1 From the **Appointment** page, click the **Create** hyperlink next to CJA-24.

The **Basic Info** page will open, showing approved authorizations.

Note:

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

Basic Info

Basic Info		VOUCHER NUMBER	
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	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

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

Use Existing Authorization in eVoucher
You may click here to select from a list of approved authorizations.

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

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

Step 2 Select the authorization you wish to use by clicking on it; this will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

Step 3 Select the **Voucher Assignment** radio button indicating the attorney will be entering the information for the transcriptionist.

Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
ID Number: 26 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
ID Number: 148 Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

Creating a CJA-24 Voucher (cont'd)

Note:
The attorney will be completing the voucher claim form.

Step 4 Click the **Expert** drop-down menu and select the transcriptionist.

The screenshot shows the 'New Voucher Information' form. The 'Voucher Assignment' section has radio buttons for 'Attorney' (selected) and 'Expert'. Below it, the 'Court Report/Transcriber Status' section has radio buttons for 'Official' (selected), 'Contract', 'Transcriber', and 'Other'. The 'Service Provider' section includes a search box and a dropdown menu for 'Expert' which is currently blank. Below the dropdown are fields for First Name, Middle Name, Last Name, SSN/EIN, Email, Phone, Fax, Address 1, City, Address 2, State, Zip, Address 3, and Country. A 'Create Voucher' button is highlighted with a red box at the bottom.

The screenshot shows the 'New Voucher Information' form. The 'Voucher Assignment' section has radio buttons for 'Attorney' and 'Expert' (selected). Below it, the 'Court Report/Transcriber Status' section has radio buttons for 'Official' (selected), 'Contract', 'Transcriber', and 'Other'. The 'Service Provider' section includes a search box and a dropdown menu for 'Expert' which is populated with 'Transcripts, Teresa'. Below the dropdown is an 'Expert Info' section with a 'Details' tab and a box containing the following information: 'Teresa Transcripts', '110 Main Street', 'San Antonio TX 78210 USA', and 'Phone: 210-553-5692'. A 'Create Voucher' button is highlighted with a red box at the bottom.

Note:

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Step 5 Click **Create Voucher**.

Creating a CJA-24 Voucher (cont'd)

Note:

The attorney will fill out the required expense information and then approve it before submitting it to the Court.

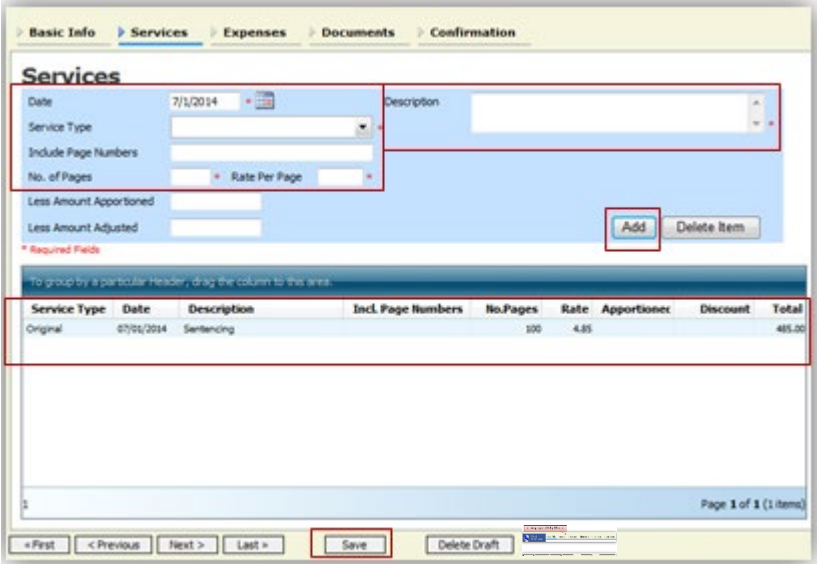
Step 1 Click the **Services** tab or click **Next**.

Step 2 Enter the **Date, Service Type, No. of Pages, Rate, and Description**.

Note:

You'll have two options to choose from under **Service Type: Original** or **Copy**. The rate should vary between the two choices.

Step 3 Click **Add**.



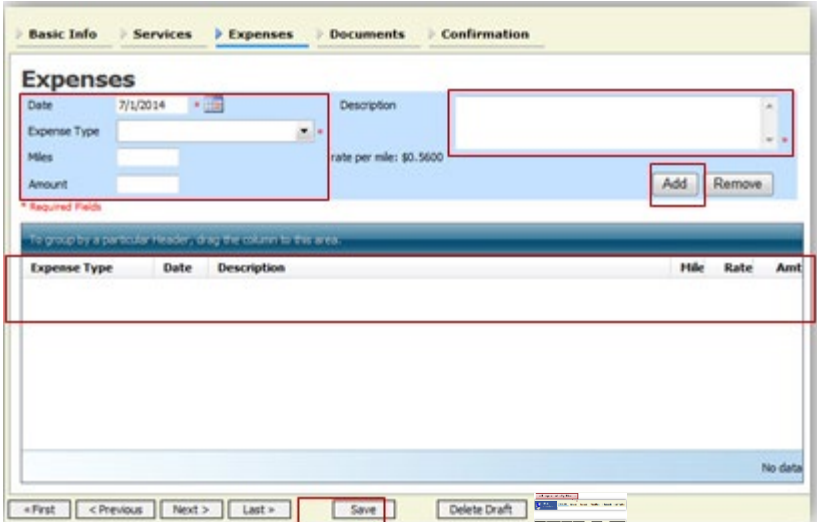
The item will appear in the bottom of the **Service Type** section.

Step 4 Click **Save**.

Step 1 Click the **Expenses** tab or click **Next**.

Step 2 Enter the **Date, Expense Type, and Description**.

Step 3 Click **Add**.



The item will appear below in the **Expense** section.

Step 4 Click **Save**.

Creating a CJA-24 Voucher (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Note:

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

Mandatory Documents

- Order of Appointment
- Any documents to support request.

Step 3 Click **Upload**.

The document will appear at the bottom of the **Description** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 Select the affirmation check box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.

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

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Creating a CJA-24 Voucher (cont'd)

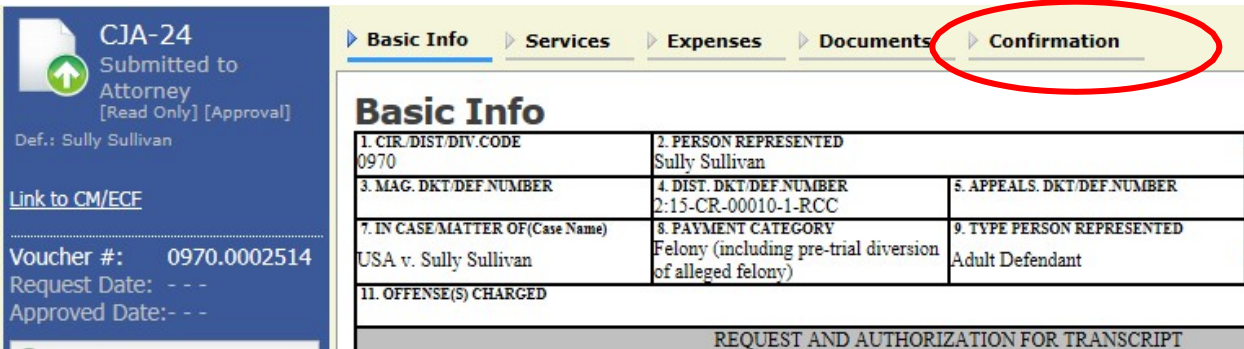
Step 5

Click the **Home Page** hyperlink to return to the home page. Under **My Active Documents**, the CJA-24 voucher will be there with the status **Submitted to Attorney**.



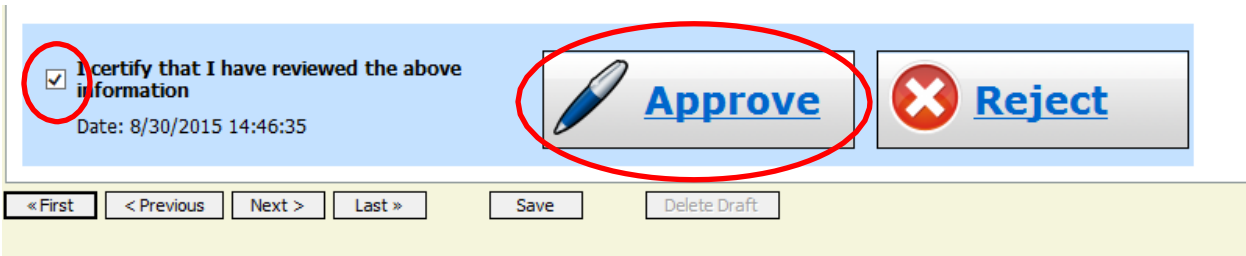
Step 6

Click on the voucher and go to the **Confirmation** tab.



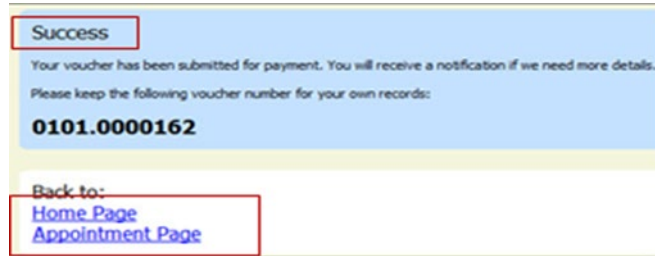
Step 7

Check the box next to " I certify that I have reviewed the above information". Next, click **Approve**.



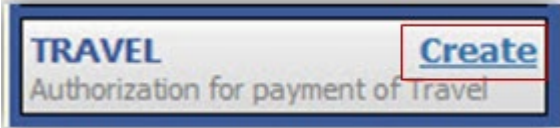
Creating a CJA-24 Voucher (cont'd)

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



Creating an Authorization for Payment of Travel Voucher

Step 1 From the **Appointment** page, click the **Create** hyperlink next to TRAVEL.



Note:

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

The **Basic Info** screen opens.

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson		VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08902-2-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530.F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <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 Non Pro Tunc Date 5/27/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: Global Travel

Global Travel
1234 Travel Lane
Suite 200
Second Floor
Los Angeles, CA 93765

Phone: 1-800-444-7890
Fax: 1-800-555-7777

Email: mail@support.aob.uscourts.gov

The **Travel Agency to be Used:** section automatically populates.

Step 2 Click the **Authorization Request** tab or click **Next**.

Creating an Authorization for Payment of Travel Voucher (cont'd)

Step 3 Complete all required fields marked with a red asterisk.

Step 4 Click **Add**.

The information will appear in the bottom section.

Step 5 Click **Save**.

Request For Travel*
*** Required Fields**

Name and Title of Person Traveling: *

Address of Person Traveling: *

Purpose of Travel: *

Travel From location: *

Travel To Location: *

Estimated Dates of Travel: *

Travel Requested **Estimated Cost**

Airline Tickets via CJA Government *

Travel Agency

Ground Transportation

Per Diem (Hotel & Meals)**

Other

Total Estimated Cost: *

Justification for Request: *

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

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

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Aquire documents	Los Angeles, CA	July14,15	490.00

Page 1 of 1 (1 items)

<< First < Previous Next > Last >>

Creating an Authorization for Payment of Travel Voucher (cont'd)

Step
1

Click the **Documents** tab or click **Next**.

Step
2

Click **Browse** to select a PDF file to attach.

Note:

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

Mandatory Documents:

- Order of Appointment
- Any documents to support the request.

Step
3

Click **Upload**.

The document appears at the bottom of the **Description** section.

Step
4

Click **Save**.

The **Confirmation** tab appears.

Step
1

Verify all information is correct.

Step
2

Select the affirmation check box. This automatically time stamps the voucher.

Step
3

Click **Submit**.

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

Step
4

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

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

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

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

Step
1

From the **Appointment** page, click the **Create** hyperlink next to CJA-26.



This opens the **Basic Info** page.

Note:

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

CJA-26 Attorney Enters
Def.: Jebediah Branson
Link to CM/ECF
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901
Reports: Defendant Summary Budget Report, Defendant Detail Budget Report, Form CJA26

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Next Pro Term 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 Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours
 Number of Counts Number of Co-Defendants
 Other Pending Cases
 Sentencing Guideline Range
 Mandatory Minimum Found

< First < Previous Next > Last > Save Delete Draft

Step
2

Enter the details for information required on the **Basic Info** screen.

Step
3

Click **Save**.

Creating a CJA-26 Voucher (cont'd)

Step 1 Click the **Justification** tab or click **Next**.

Step 2 Fill out the justification text fields.

Step 3 Click **Save**.

The screenshot shows the 'Justification' tab of the CJA-26 Voucher form. At the top, there are four tabs: 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Justification' tab is active. Below the tabs, the form is titled 'Justification' and contains nine numbered text input fields, each with a scroll bar on the right side. The fields are:

- 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.*

At the bottom of the form, there are five buttons: '< First', '< Previous', 'Next >', 'Last >', and 'Save'. The 'Save' button is highlighted with a red box. To the right of the 'Save' button is a 'Delete Draft' button.

Creating a CJA-26 Voucher (cont'd)

Step 1 Click the **Documents** tab or click **Next**.

Step 2 Click **Browse** to select a PDF file to attach.

Step 3 Click **Upload**.

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

Mandatory Documents:

- **Order of Appointment**
- **Itemized CJA 20**

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

The document appears at the bottom of the **Supporting Documents** section.

Step 4 Click **Save**.

A confirmation page appears.

Step 5 Verify all information is correct.

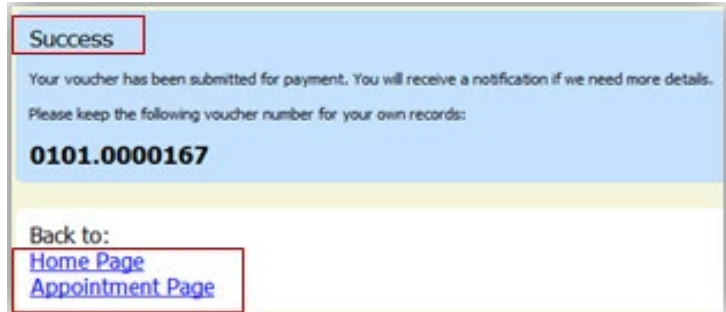
Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

A confirmation screen appears indicating the previous action was successful and the authorization request has been submitted.

**Step
8**

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

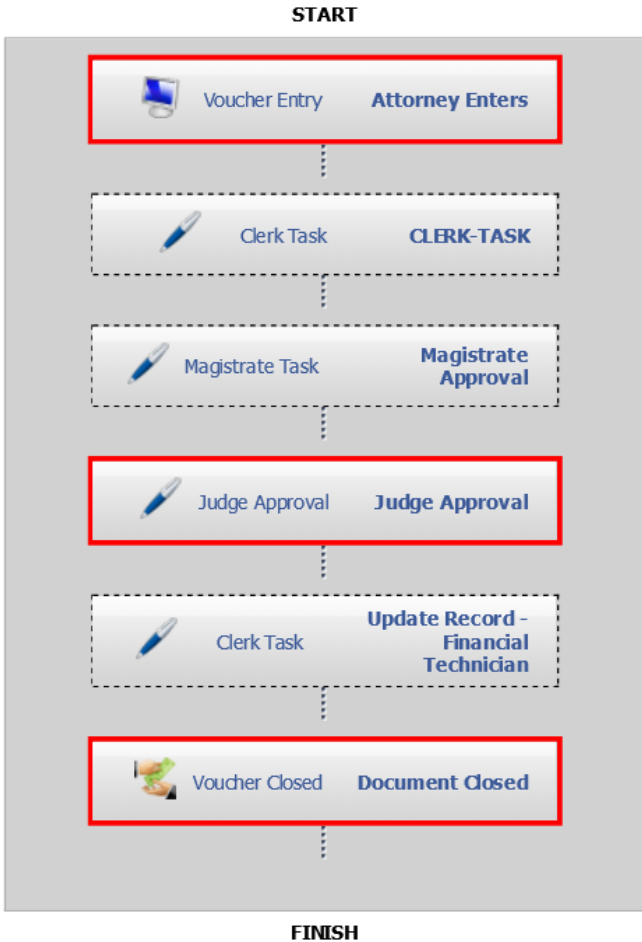


The CJA-26 now appears in the **My Submitted Documents** section.

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

Appendix- Workflows

AUTH Workflow



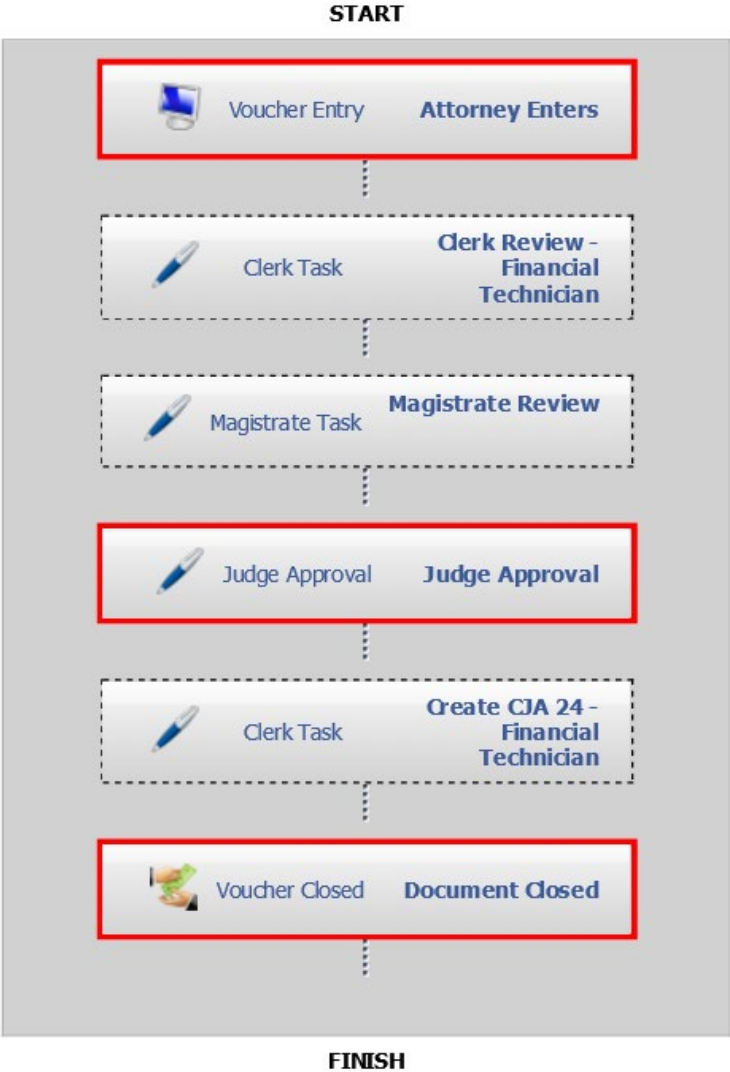
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

AUTH-Excess Workflow



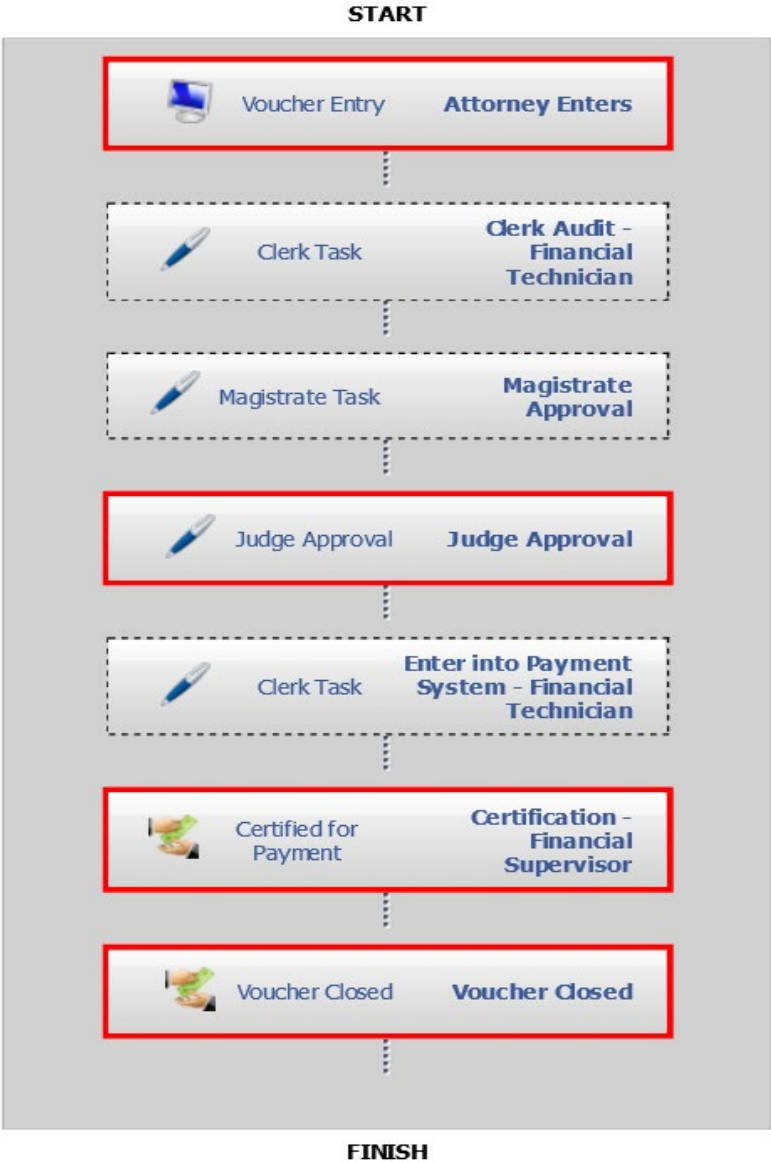
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

AUTH-24 Workflow



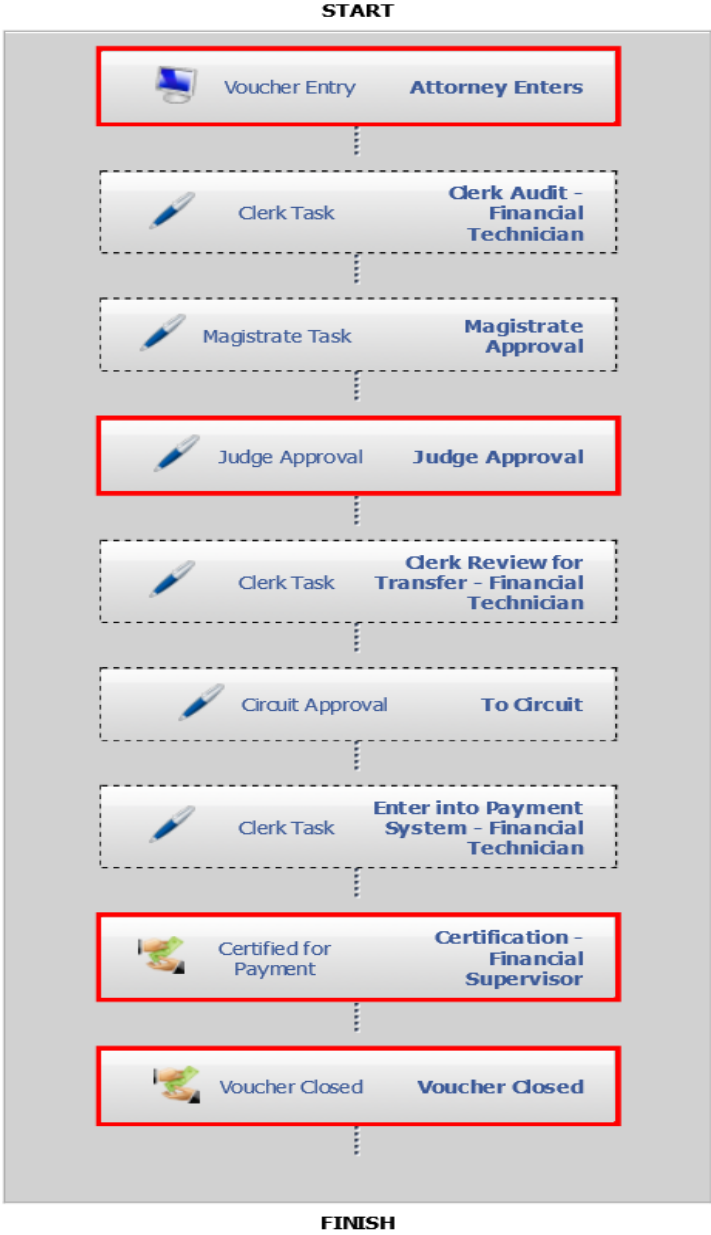
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-20 Workflow



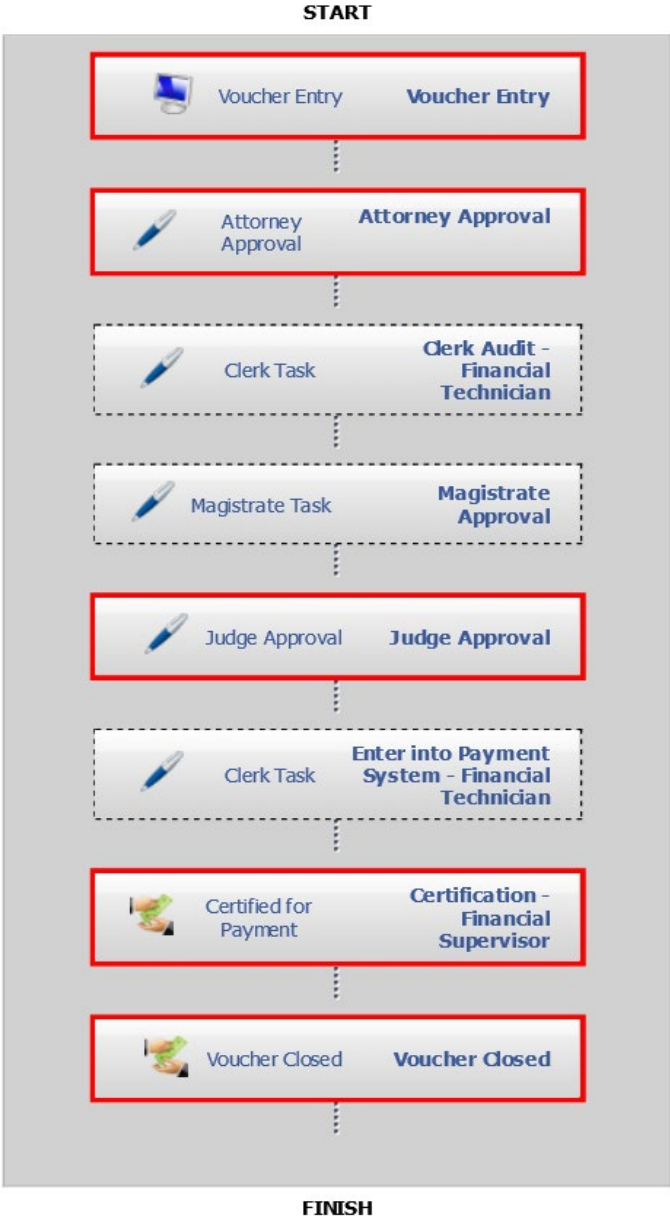
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-20 Excess Workflow



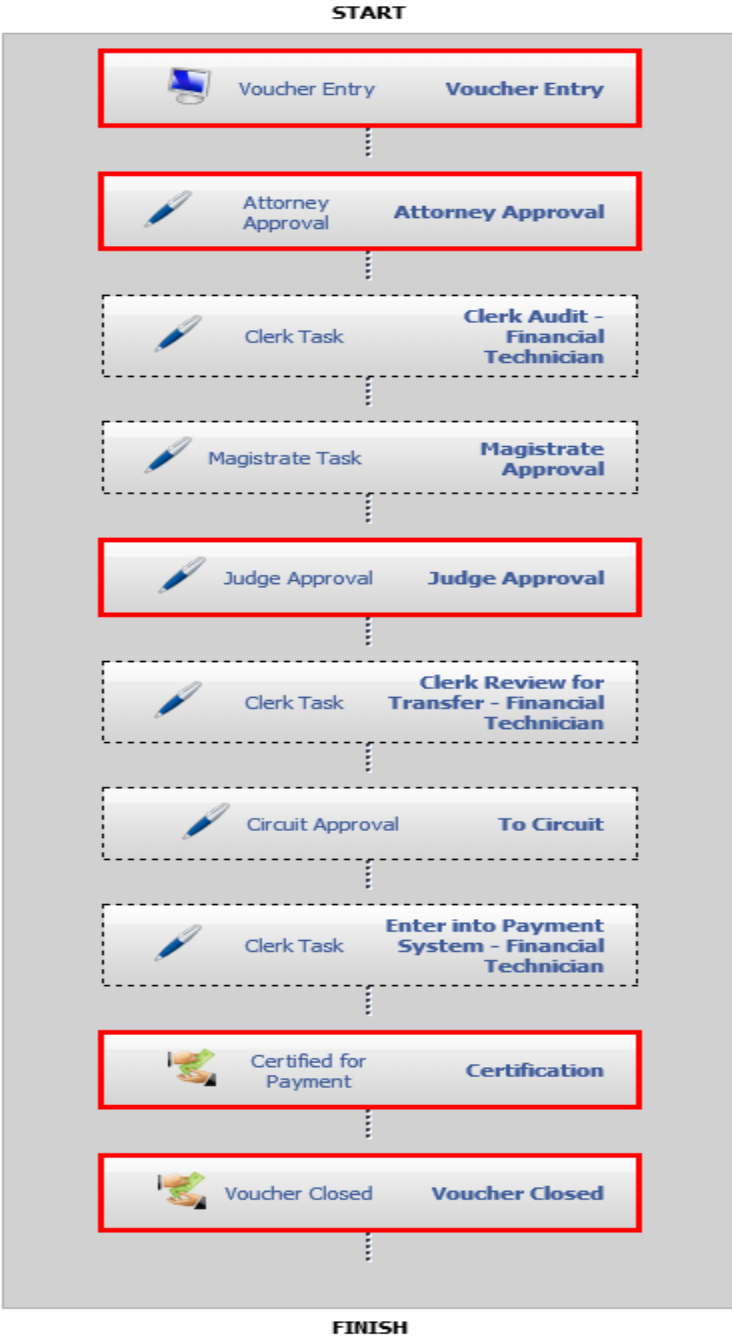
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-21 Workflow



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

CJA-21 Excess Workflow



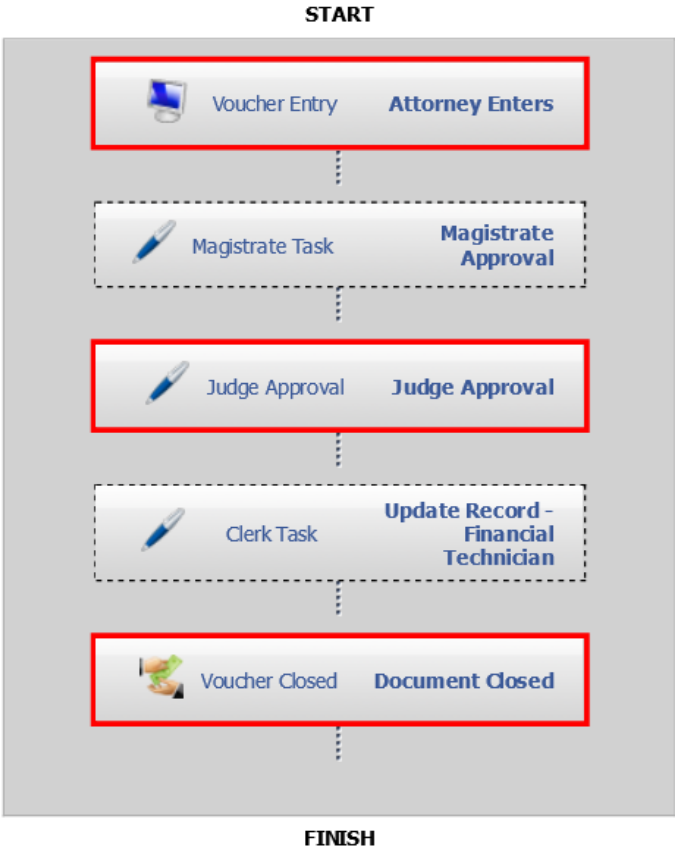
*Please Note- When a voucher is moved to the next level of approval, the submission date changes.

CJA-24 Workflow



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

CJA-26 Workflow



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

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

District Court Financial Services

340-776-0221

finance@vid.uscourts.gov