



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

Release 5.1

**September
2017**



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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.
- Online submission to the court.

Attorneys are required to submit bills for their service providers to the CJA Clerk in their division.

The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone and firm associations.

Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services
- 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

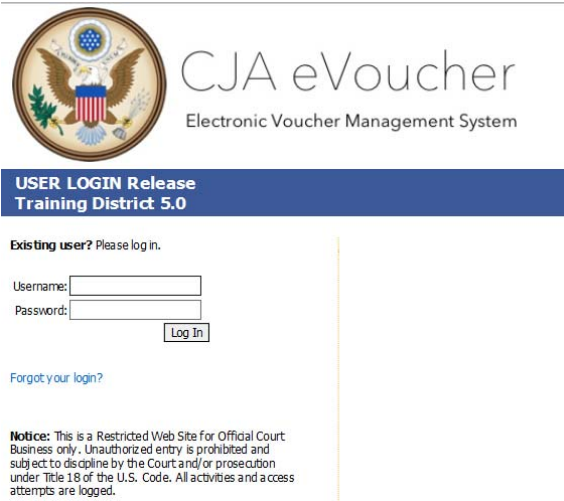
- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox, and other browsers may not be used with CJA.

Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log on using the user name and password you were provided, and click **Log In**.



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 a ccess attempts are logged.

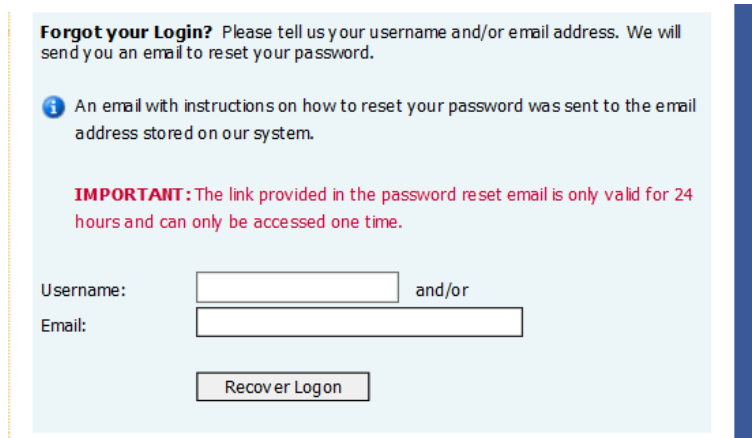
You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character.
- One uppercase character.
- One number.
- 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**.

Enter your user name or email address, and click **Recover Logon** to retrieve your information.



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

i 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 24 hours 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.

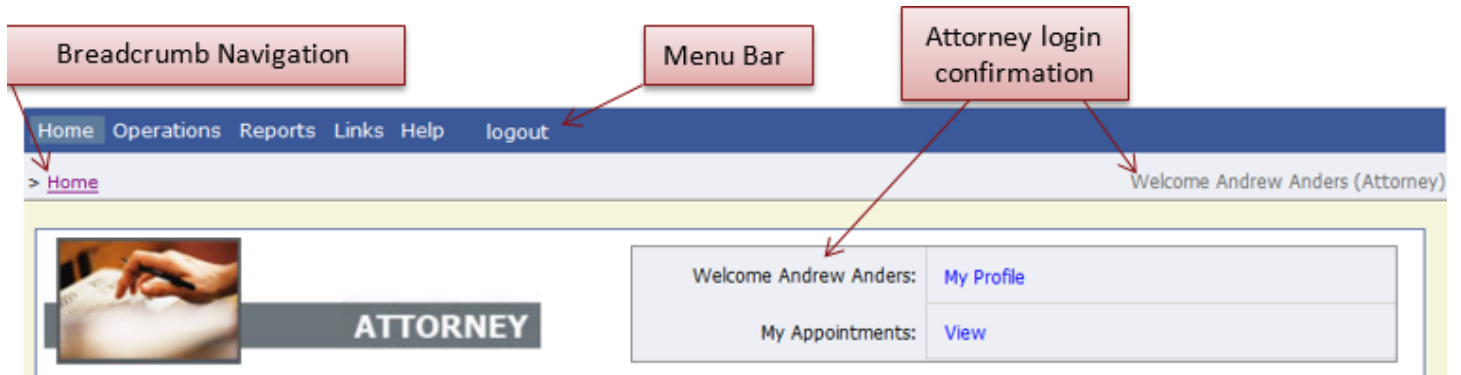
Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

The screenshot shows the attorney's home page with the following sections:

- My Active Documents:** A table with columns for Case, Medical Branch, Claimed Amount, and Status. It lists two active documents.
- My Proposed Assignments:** A section for appointments with details like Case Title, Defendant #, Case Title, Fee, and Attorney.
- Appointments' List:** A list of appointments with columns for Case, Defendant #, Case Title, Attorney, Order Type, Representation Type, Order Date, Fee, Judge, and Attorney.
- My Submitted Documents:** A table with columns for Case, Medical Branch, Claimed Amount, and Status. It lists one submitted document.
- My Service Provider's Documents:** A section indicating that no vouchers have been recorded in the database.
- Closed Documents:** A section indicating that no vouchers have been recorded in the database.

Folder Descriptions	
My Active Documents	Contains documents that you are currently working on. These documents are waiting for you to take action.
Appointments' List	Quick reference to all your appointments.
My Submitted Documents	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 submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	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 Items	
Home	The eVoucher home page
Operations	Contains "My Appointments" which lists all of the cases that an attorney has ever been appointed to.
Reports	Selected reports you may run on your appointments
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your profile • "Contact Us" email • Privacy Notice • eVoucher help documentation for attorneys
Logout	Logs user off 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.

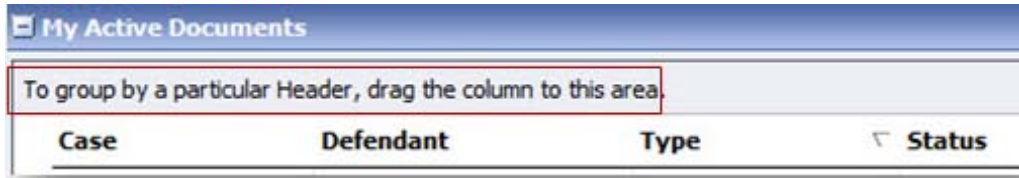
Note: The folder size does not increase; therefore, some columns may move off the screen.

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.

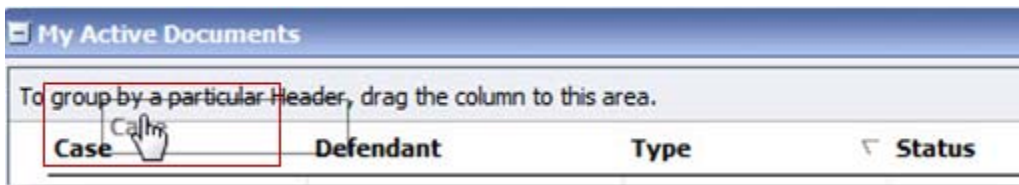
Step
1

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.

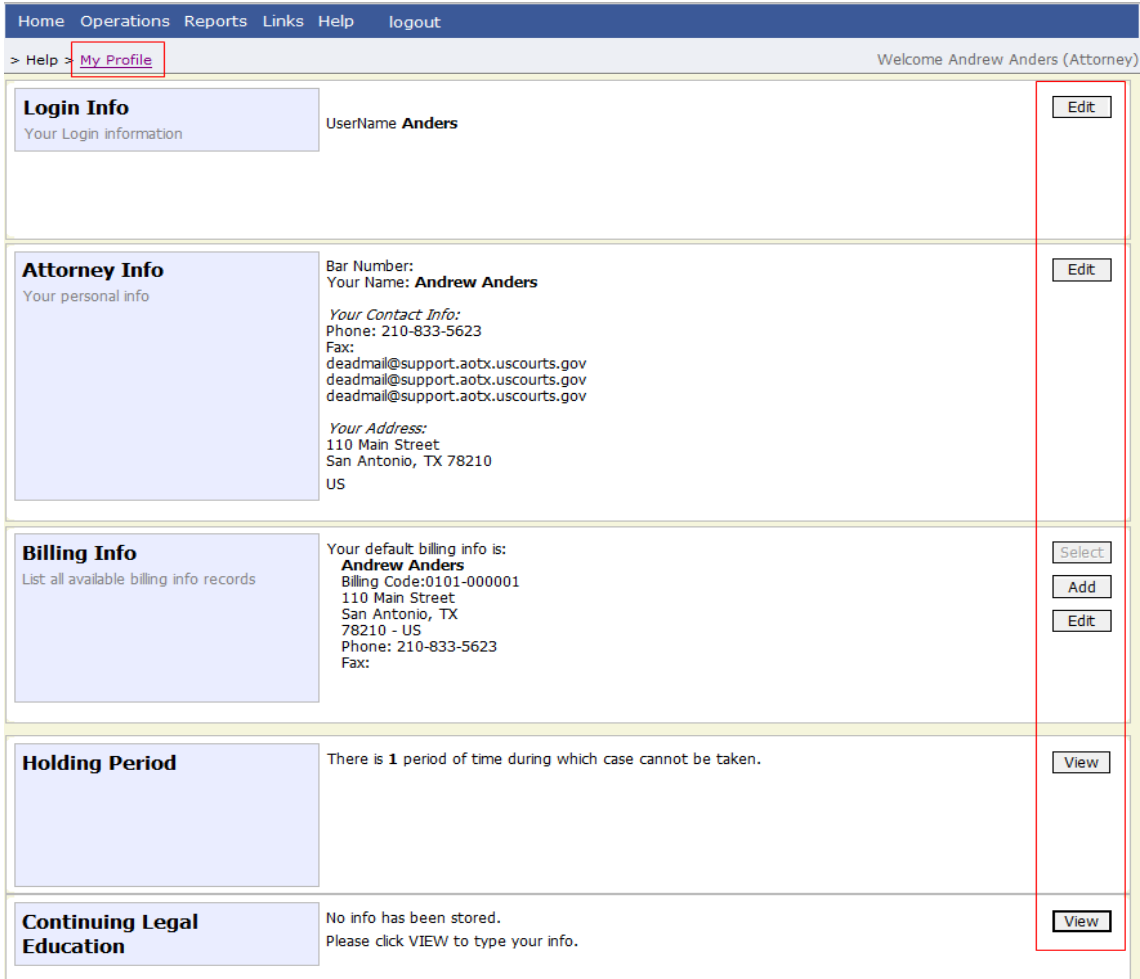
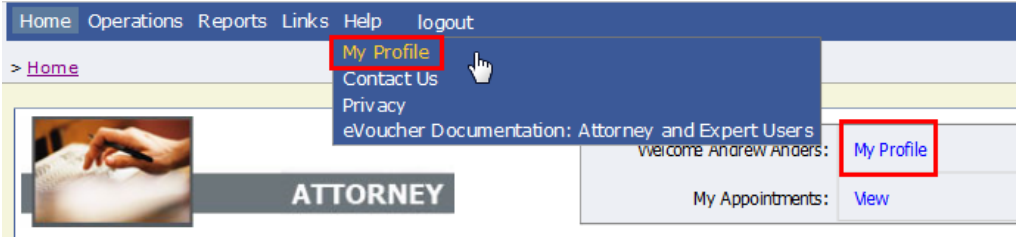


My Profile

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

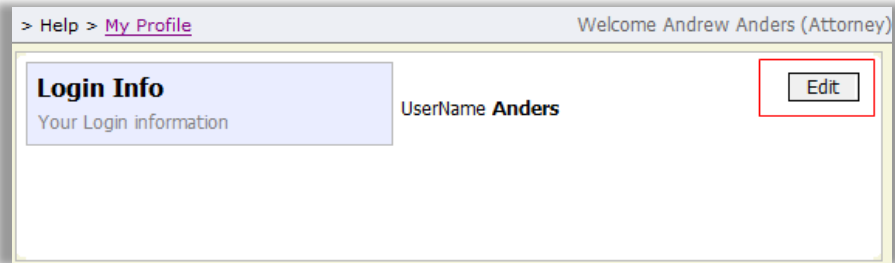
- Change password (**Login Info** section).
- Edit contact information, phone, email, and/or physical address (**Attorney Info** section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Any changes to SSN after the first login must be made through the court.

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

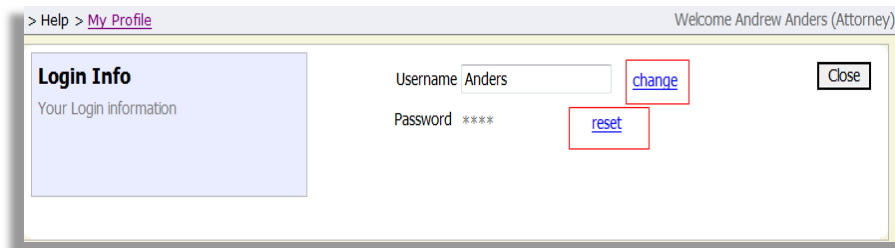


Changing My Profile Username and Password

Step 1 In the **Login Info** section, click **Edit** to change your password.

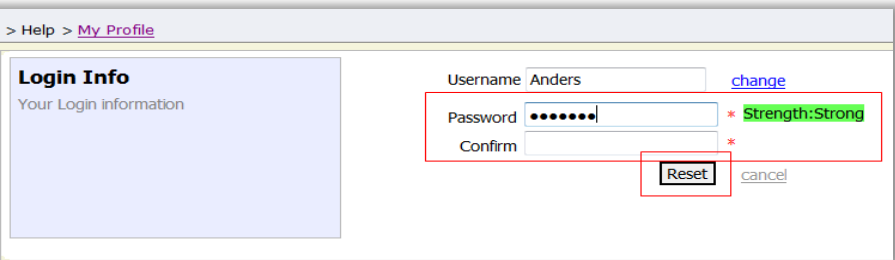


Step 2 To change your user name, type the new user name and click the **change** link. It will show "The Username has been changed."



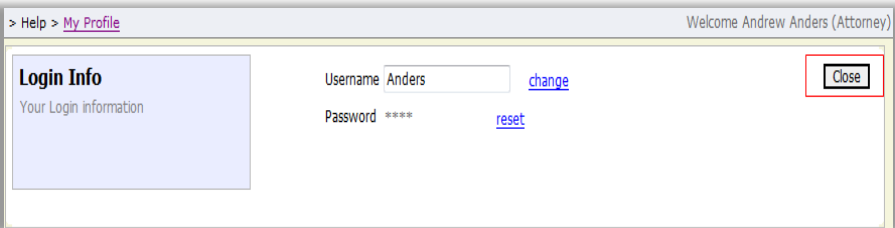
Step 3 To reset your password, click the **reset** link.

Step 4 Enter the new password and reenter it in the **Confirm** field.



Step 5 Click **Reset** to save.

Step 6 Click **Close** to exit the **Login Info** section.



Attorney Info

Step 1

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

Step 2

Make any necessary changes.

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:

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:
[Text Field]

Phone: [Text Field: 210-833-5623] Fax: [Text Field]

Address 1:
[Text Field: 110 Main Street]

Address 2:
[Text Field]

Address 3:
[Text Field]

City: [Text Field: San Antonio] State: [Dropdown: TEXAS] Zip Code: [Text Field: 78210]

Country: [Dropdown: UNITED STATES]

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

Billing Type:
 Self-Employed
 Firm
 Associate

Billing Code:

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

Save
cancel



Note:

- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an SSN, but must enter the billing code of the attorney to be paid.

Appointments' List

Locate the **Appointments** section under the **Appointments' List** on your home page.

Step 1

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

Appointments' List

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
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	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"/> V Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Vouchers on File

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

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 0101.0000026
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

The **View Representation** information displays:

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

Step
2

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



Home Operations Reports Links Help logout

Representation
In this page you can access information of an existing representation.

Reports

[Representation Report](#)

Representation Info

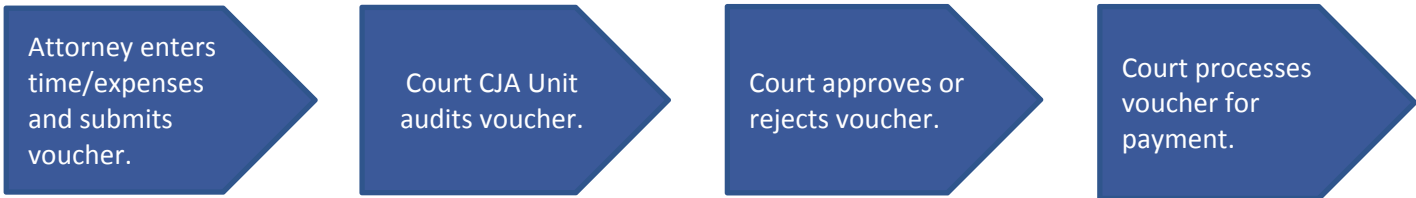
1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT/DEF NUMBER	
6. OTHER. DKT/DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial 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

Step
3

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

CJA-20 Voucher Process Overview

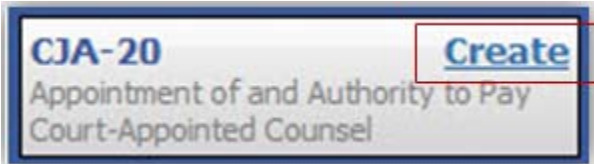


Creating the CJA-20 Voucher

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

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

Step 1 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

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](#) | [Services](#) | [Expenses](#) | [Claim Status](#) | [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					

Payment Info

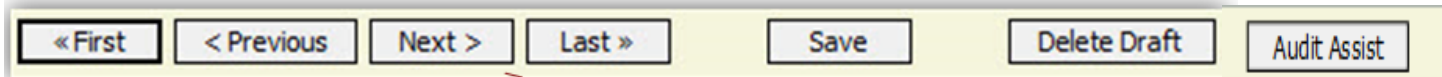
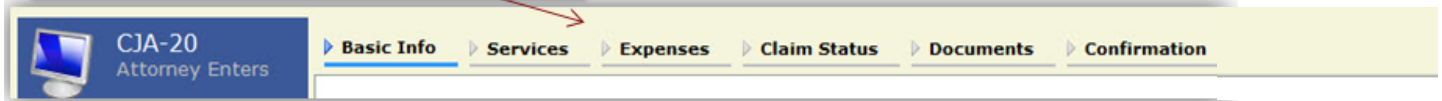
Preferred Payee: Andrew Anders

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:

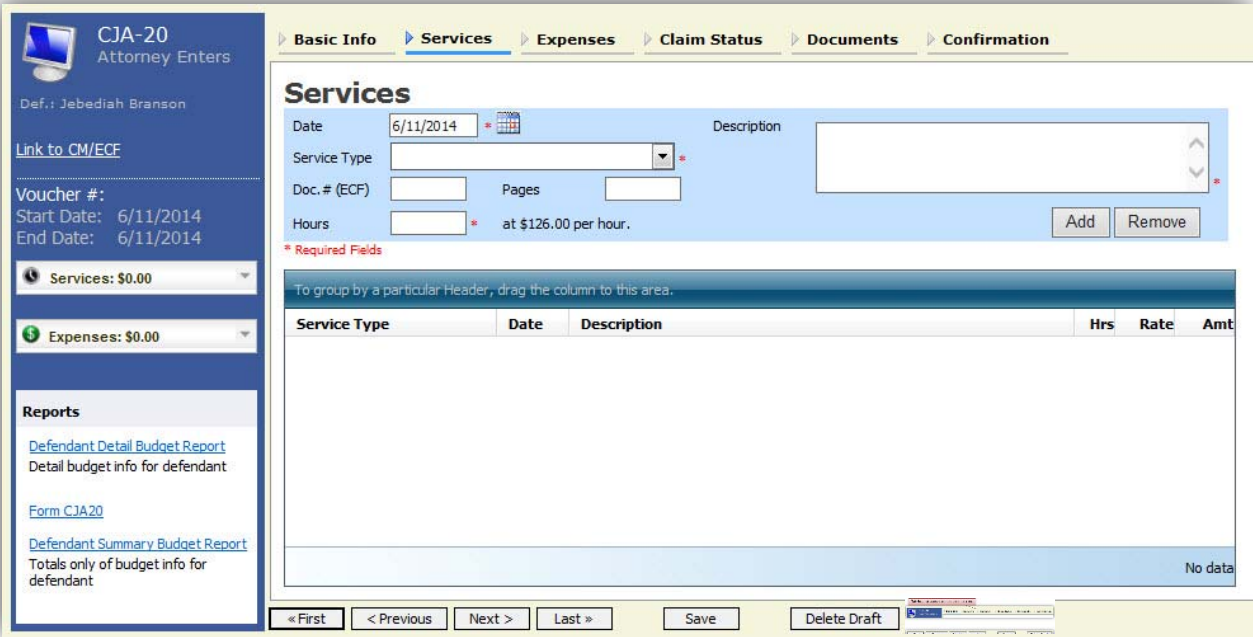
- To avoid data loss, frequently save any entries made to a voucher.
- To delete the voucher, click **Delete Draft** at any time prior to submitting the voucher.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

Entering Services

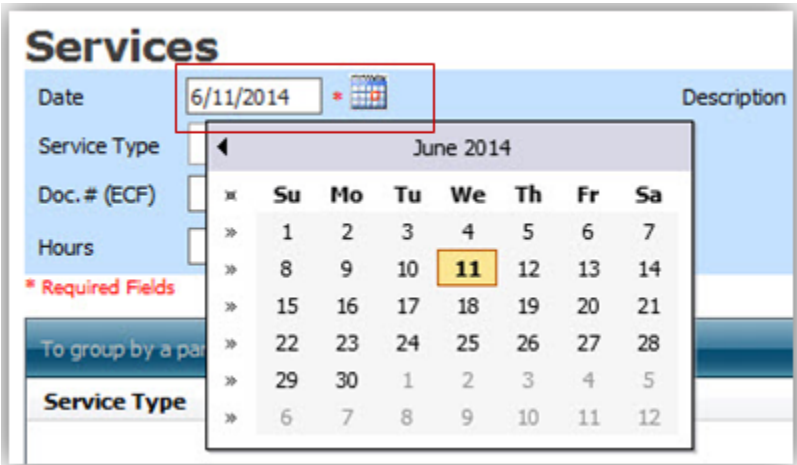
Line-item time entries should be entered on the **Services** tab.
Both in-court and out-of-court time should be recorded on this screen.

Step 2 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 3 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.



Services (cont'd)

Step 4 Click the **Service Type** drop-down arrow and select the service type.

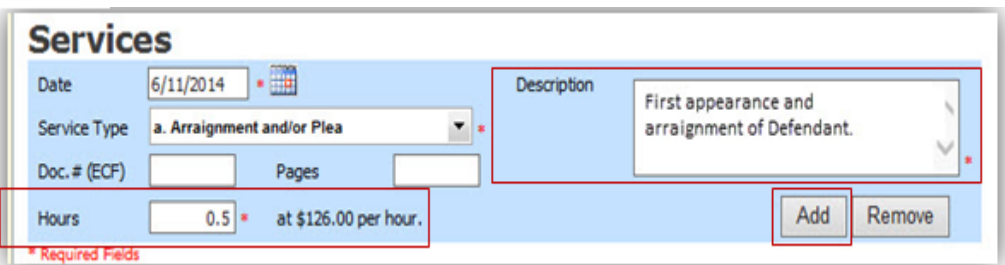
Note: You may add dates in any order. You can sort in chronological order at any time.



Step 5 Enter hours of service in tenths of an hour.

Step 6 Enter a description.

Step 7 Click **Add**.



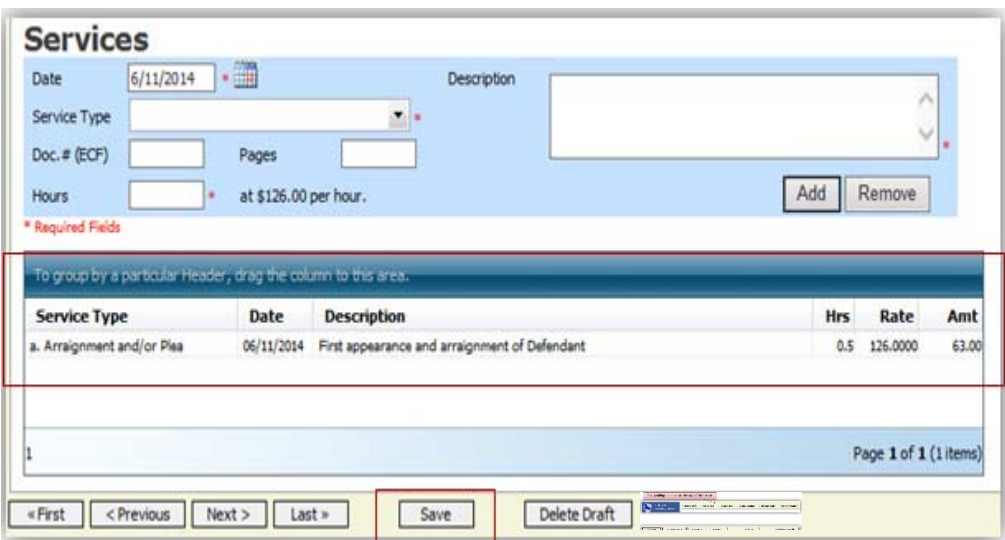
Note:

- 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 8 Click the **Date** header. This sorts services according to date.

Step 9 Click **Save**.



Entering Expenses

Step 1

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

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: at \$0.5600 per mile.
Amount: *
Description: *

* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

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

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

« 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.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 6/12/2014
- Expense Type: Travel Miles
- Miles: 20 at \$0.5600 per mile.
- Description: Travel to and from Court

The 'Add' button is highlighted with a red box. Below the form is a table with the following structure:

Expense Type	Date	Description	Mile	Rate	Amt
No data					

Navigation buttons at the bottom include: < 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.

The screenshot shows the 'Expenses' form with the entry added to the table. The 'Add' button is still visible. The table now contains one row:

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

Page 1 of 1 (1 items)

Navigation buttons at the bottom include: < 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.

The screenshot shows the 'Expenses' form with the following fields: Date (6/12/2014), Expense Type (dropdown), Miles (input field) at \$0.5600 per mile, and Amount (input field). There are 'Add' and 'Remove' buttons. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table contains two entries: Photocopies (06/12/2014, Copies - 100 pages @ .15 per page, 0, 0, 15.00) and Travel Miles (06/12/2014, Travel to and from Court, 20, 0.5600, 11.20). At the bottom, there are navigation buttons: << First, < Previous, Next >, Last >>, Save, and Delete Draft. The 'Save' button is highlighted with a red box.

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

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.

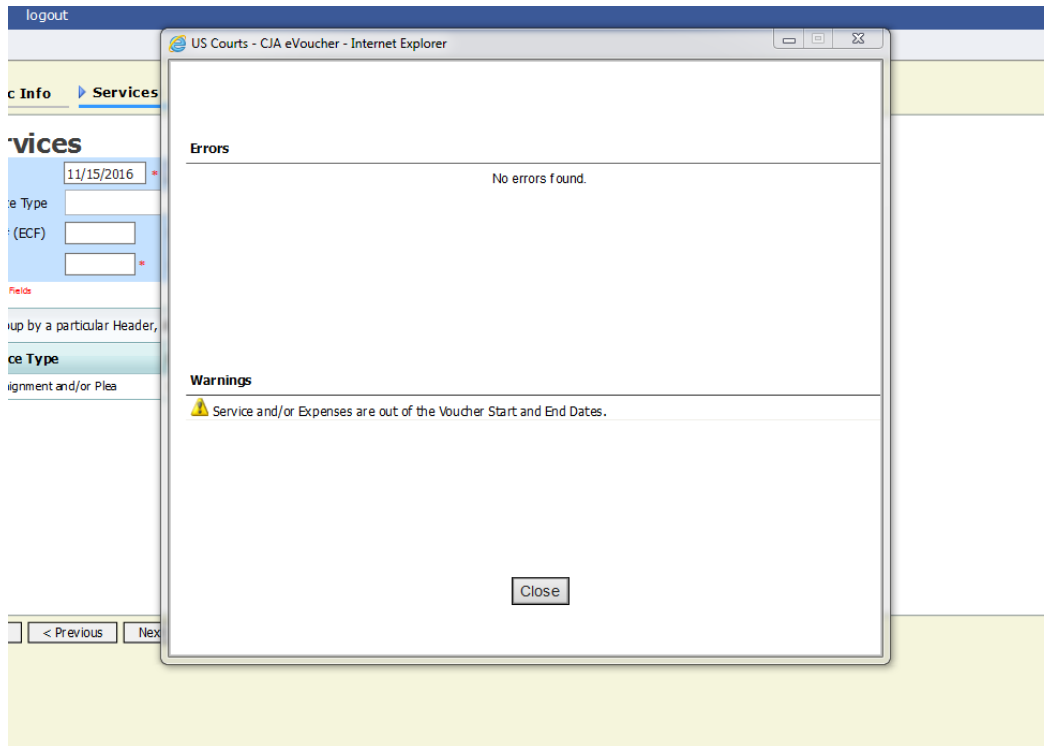
Step 3 In the **Payment Claims** section, select the payment claims type.

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
- After the final payment has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.
- The attorney may submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case, clicking the **Withholding Return Payment** radio button to request return payment of withheld funds.


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:

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

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 courts) 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.

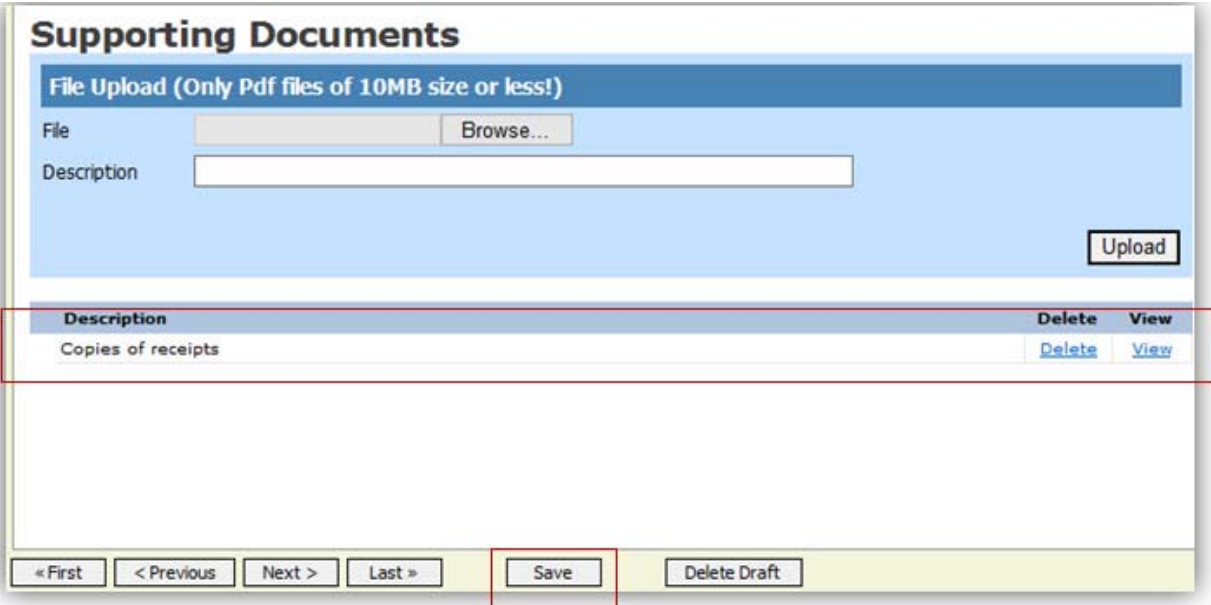
Step 1 To add an attachment, click **Browse** to locate your file.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.



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



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.

Confirmation


1. CIR. / DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT. / DEF. NUMBER		4. DIST. DKT. / DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS DKT. / DEF. NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES		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	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South Amy Town DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		15. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES		16. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	
17. TRAVEL EXPENSES (lodging, parking, meals, mileage, etc.)		18. OTHER EXPENSES (other than expert, transcripts, etc.)		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 (49) <input type="checkbox"/> Supplemental Payment	
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. APPR. CERT. \$0.00		28. SIGNATURE OF THE PRESIDING JUDGE	
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. APPR. CERT. \$0.00		34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount		34a. JUDGE CODE		34b. JUDGE CODE	

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

Public/Attorney Notes

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

Date:



«First < Previous Next > Last » Save Delete Draft

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.

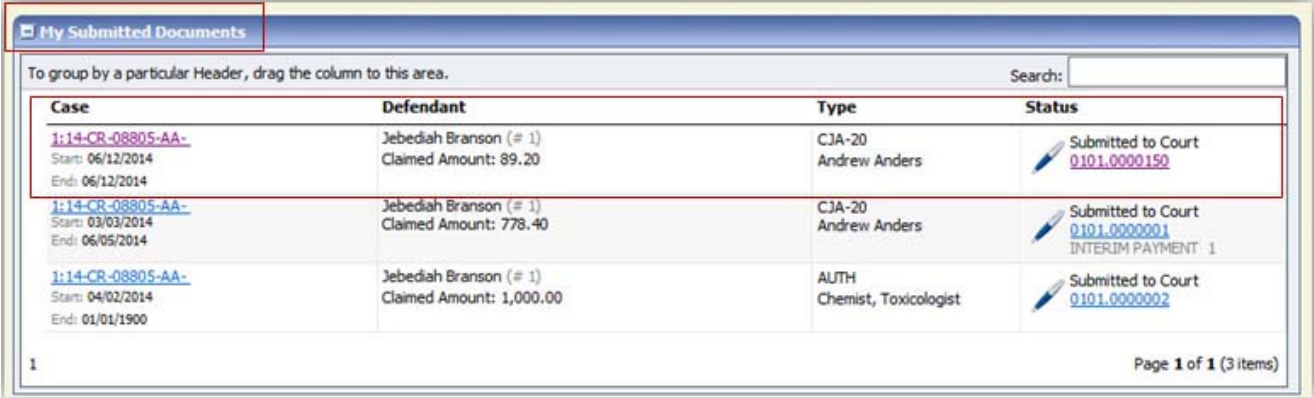
Step 5 Click **Submit** to send to the court.

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

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** 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.

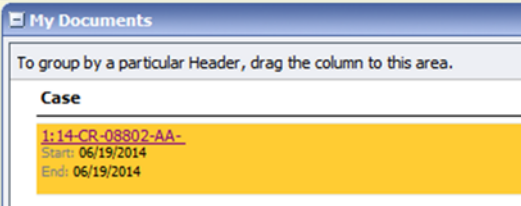


Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted 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:

- If a voucher is rejected by the court, it reappears in the **My Active Documents** section and is highlighted in gold.

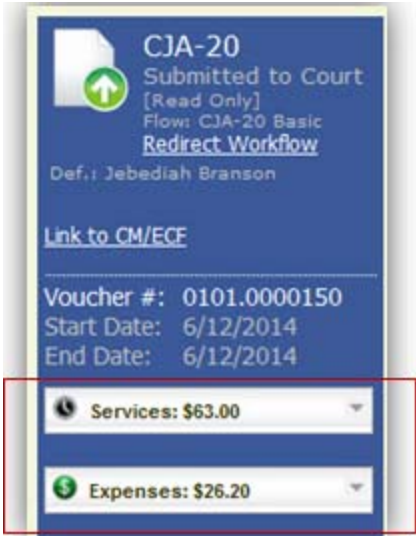


- An email message generated by the system is sent explaining the corrections that need to be made.

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

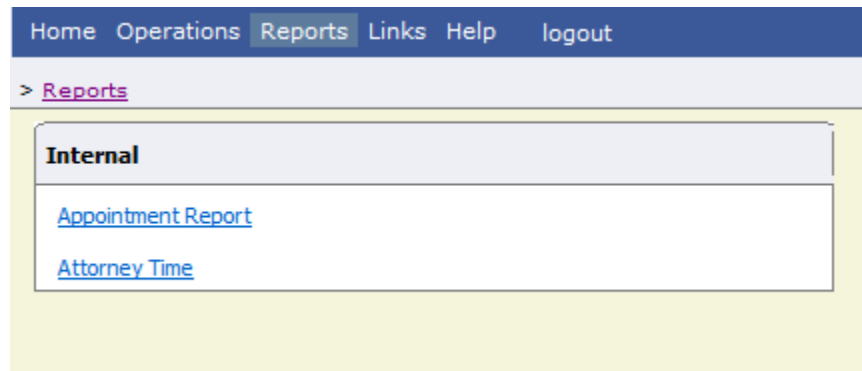
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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.
- 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 this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

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

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

Counsel Budget Defendant: Jebediah Branson

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

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

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

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		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: \$3,900.00

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									
		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

CJA-21 Vouchers

Step 1 Clerk's Office Staff receives an expert invoice from the service provider or attorney.



The Clerk's Office Staff will create a CJA 21 Voucher and enter information from the Expert's invoice.

Step 2 An email is automatically generated to the attorney notifying them that there is a voucher to review and submit.

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

Step 3 Click the case hyperlink to select the file.

Case	Defendant	Type	Status
1:14-CR-03802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (= 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explos...	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**.

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

Public/Attorney Notes

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

Approve **Reject**

< First < Previous Next > Last > Save Delete Draft

Creating an Authorizations for Transcripts (AUTH-24)

Step
1

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

AUTH-24 **Create**
Authorization for payment of transcript

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

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. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DIST. DIV. NUMBER	4. DIST. DIST. DIV. NUMBER 1-14-CR-08805-1-AAA	5. APPEALS DIST. DIV. NUMBER	6. OTHER DIST. DIV. 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
13.1825.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
 A. Associate C. Co-Counsel
 F. Subs for Federal Defender O. Appointing Counsel
 P. Subs for Penal Attorney R. Subs for Retained Attorney
 Y. Steadby Counsel

Prior Attorney's Name
Appointment Date
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order Near Pro Tunc Date
3-3-2014
Repayment YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling: None

Transcripts
 Prosecution Opening Statement Prosecution Argument Prosecution Rebuttal
 Defense Opening Statement Defense Argument Jury Instructions Voir Dire

Order Date

Nunc Pro Tunc Date

« 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 **Next**.

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.

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 **Home Page** to return to the home page. Click **Appointment Page** 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.

Creating a CJA-24 Voucher

After submission and approval of AUTH-24, Clerk's Office Staff will create the CJA-24 voucher for payment.

Clerk's Office staff creates CJA-24. Court Reporter is electronically notified and will fill out the required expense information.

CJA-24 is electronically sent to the attorney for verification.

Step
1

Under "My Active Documents",
click on the voucher number.

Step
2

Basic Info Tab will contain the
info from the previously
submitted Auth-24 to request
the transcript.

Step
3

Click Next at the bottom of
the page to view services,
expenses and documents.

Step
4

In the **Confirmation Tab**, after
verifying all information is
correct, click the box certifying
that the information has been
reviewed and Click **Approve**.

The screenshot shows a web form interface for the Confirmation Tab. At the top, there is a red warning message: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes" with a scroll bar. Underneath the notes area is a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. Below the checkbox is the date "Date: 6/19/2014 9:28:36". To the right of the checkbox is a "Submit" button with a green arrow icon. At the bottom of the form, there are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".