



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

**Release 5.2**

**October  
2018**



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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.

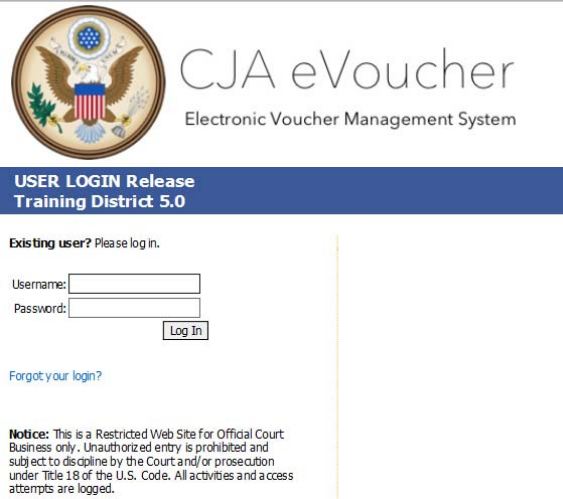
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## Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney. The email 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.

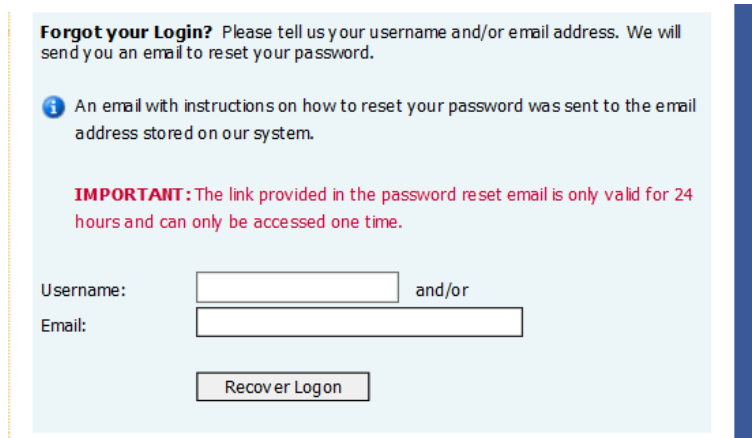
You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must be at least eight characters in length and contain:

- 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.

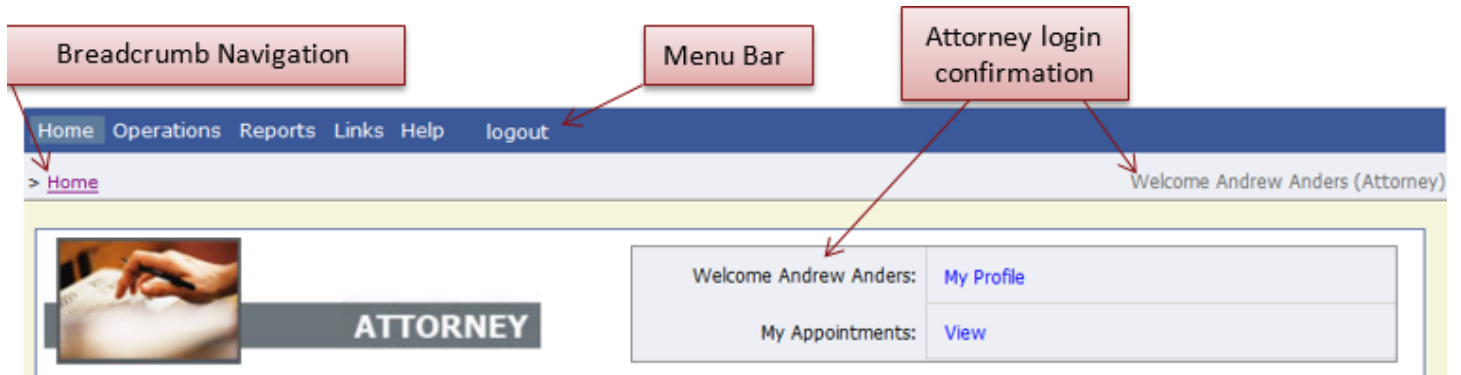
Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

The screenshot shows the home page of the CJA eVoucher system for attorneys. At the top, there is a navigation bar with a search function for existing appointments. Below this, the page is organized into six main sections, each with a title and a table of data:

- My Active Documents:** A table with columns for Case, Medical Branch, Claimed Amount, and Status. It shows two active documents.
- My Proposed Assignments:** A table with columns for Appointments, Case Title, Order Date, Fee, and Attorney. It shows one proposed assignment.
- Appointments' List:** A list of appointments with columns for Case, Case Title, Attorney, Order Type, Fee, and Status. It shows five appointments.
- My Submitted Documents:** A table with columns for Case, Medical Branch, Claimed Amount, and Status. It shows one submitted document.
- My Service Provider's Documents:** A table with columns for Case and Status. It shows no documents.
- Closed Documents:** A table with columns for Case and Status. It shows no documents.

Folder Descriptions	
<b>My Active Documents</b>	Contains documents that you are currently working on. These documents are waiting for you to take action.
<b>Appointments' List</b>	Quick reference to all your appointments.
<b>My Submitted Documents</b>	Contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
<b>My Service Provider's Documents</b>	Contains all the vouchers for your service providers. This includes: <ul style="list-style-type: none"> <li>• Expert vouchers in progress.</li> <li>• Vouchers submitted to the attorney for approval and submission to the court.</li> <li>• Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	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	
<b>Home</b>	The eVoucher home page
<b>Operations</b>	Contains “My Appointments” which lists all of the cases that an attorney has ever been appointed to.
<b>Reports</b>	Selected reports you may run on your appointments
<b>Links</b>	Hyperlinks to CJA resources: forms, guides, publications, etc.
<b>Help</b>	Provides: <ul style="list-style-type: none"> <li>• Another link to your profile</li> <li>• “Contact Us” email</li> <li>• Privacy Notice</li> <li>• eVoucher help documentation for attorneys and experts</li> </ul>
<b>Logout</b>	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

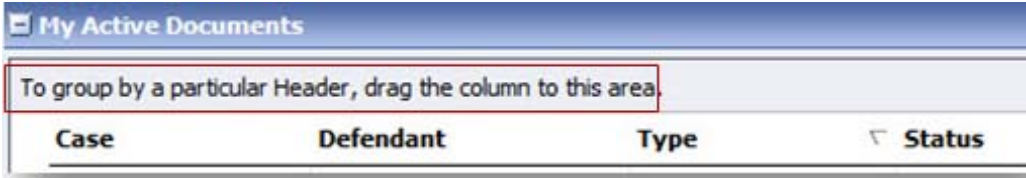
Drag the line in the desired direction to enlarge or reduce the column size.

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

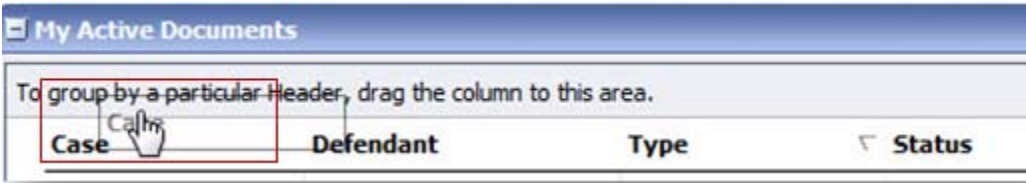
# Customizing the Home Page (continued)

**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.

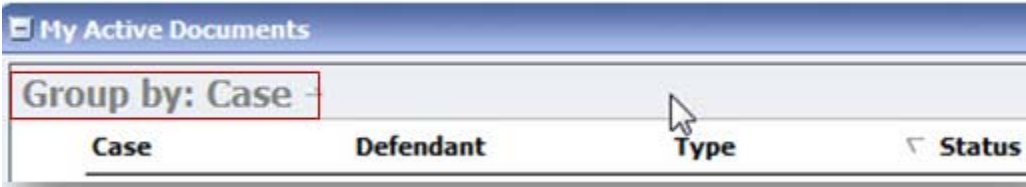
**Step 1** Click the header for the column you wish to group.



**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.



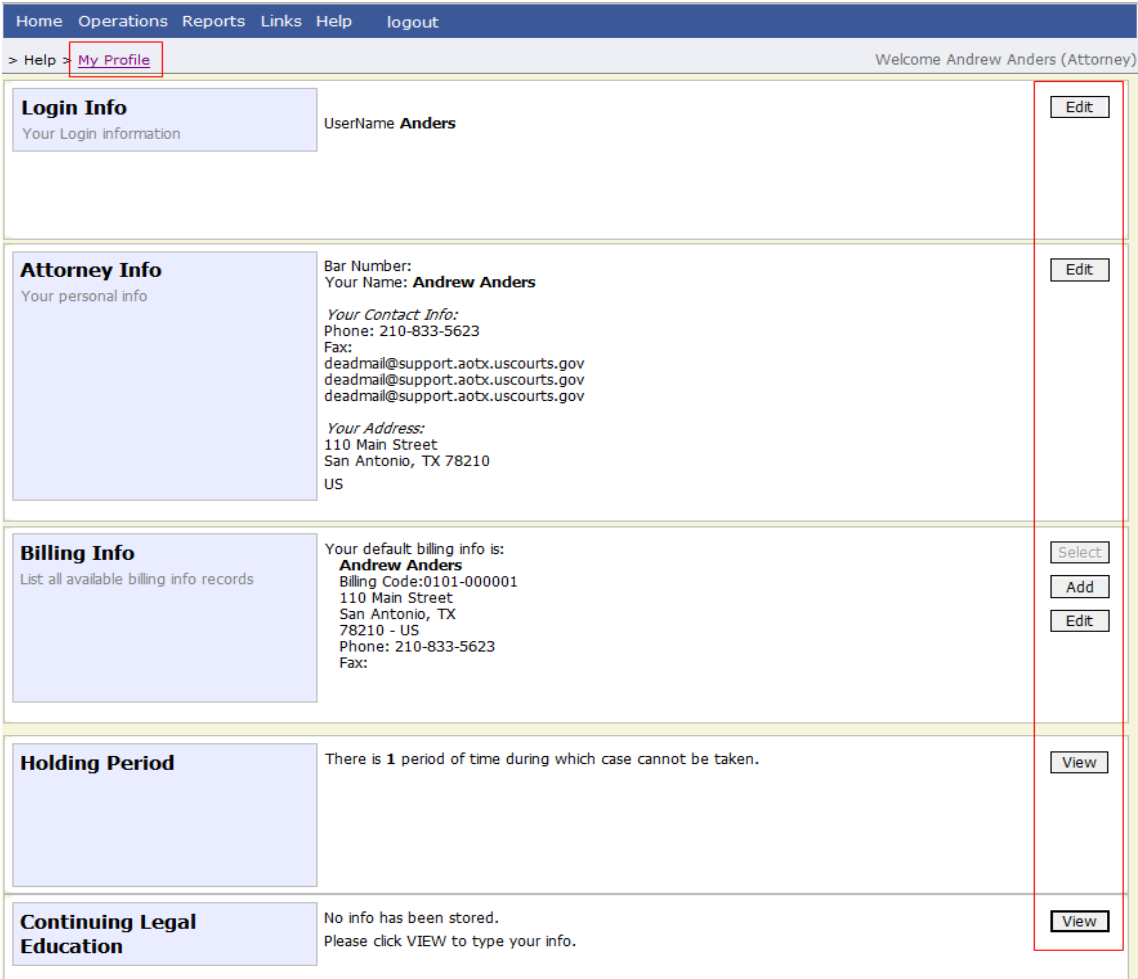
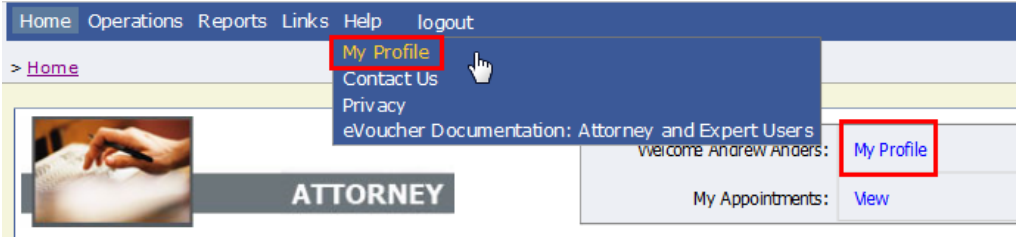


# My Profile

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

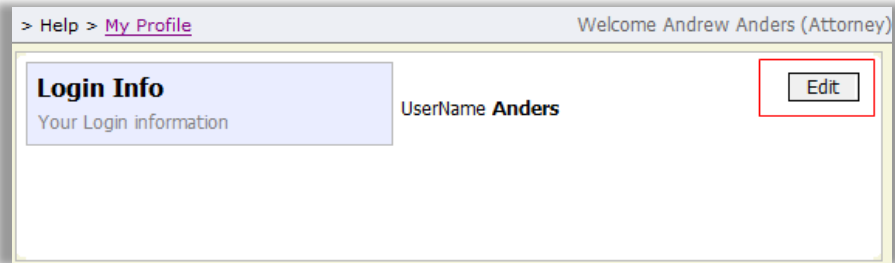
- Change password (**Login Info** section).
- Edit contact information, phone, email, and/or physical address (**Attorney Info** section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Any changes to SSN after the first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

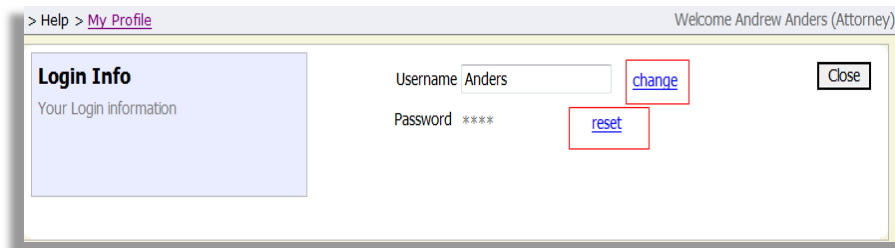


# Changing My Profile Username and Password

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

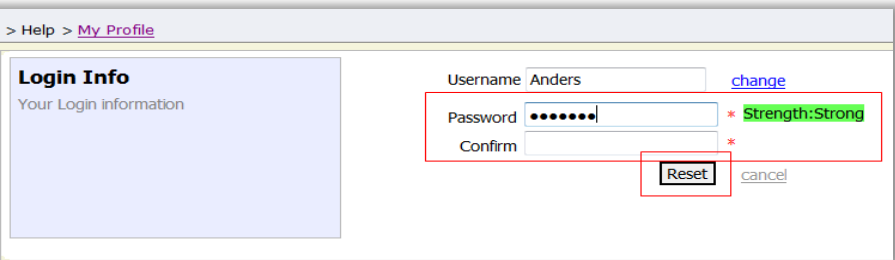


**Step 2** To change your user name, type the new user name and click the **change** link. It will show "The Username has been changed."



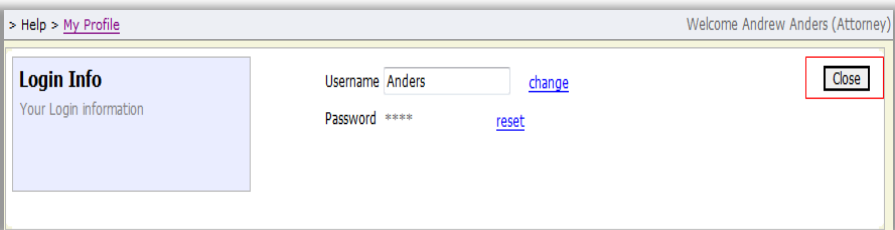
**Step 3** To reset your password, click the **reset** link.

**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.

**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:

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

\* Required Fields

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

**Note:**

- Attorneys with preexisting agreements must enter the firm’s EIN and name.
- Associates do not need to enter an 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 with an associate.

Click **Save**.

# 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
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 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		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	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		14. LAW FIRM NAME AND MAILING ADDRESS	
		13. COURT ORDER Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Resignment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000026</a>
<a href="#">1:14-CR-08805-AA</a> Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney <a href="#">0101.0000149</a>

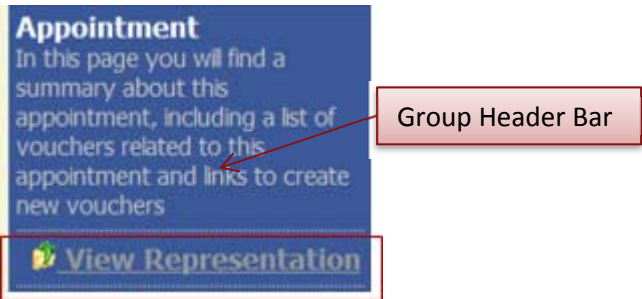
Page 1 of 1 (7 items)

# 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

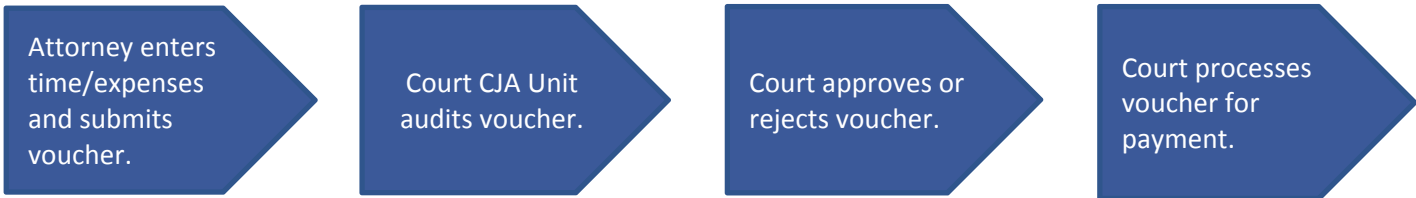
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion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

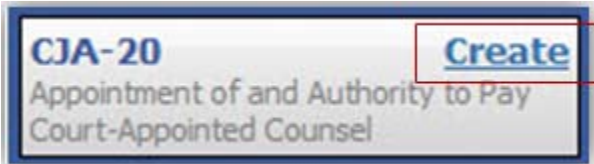


## Creating the CJA-20 Voucher

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

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

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: [blank]  
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 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

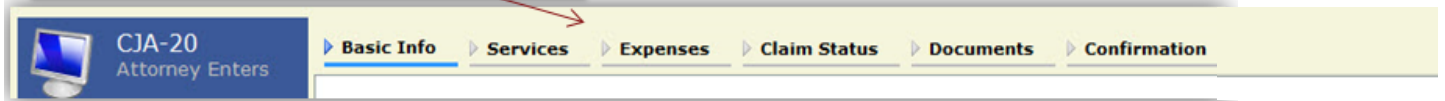
**Andrew Anders**  
SSN/EIN: \*\*\*-\*\*-6789  
123 Legal Blvd. South  
AnyTown, DC  
12345 - USA  
Phone: 888-555-4000  
Fax: 888-555-4001

« 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

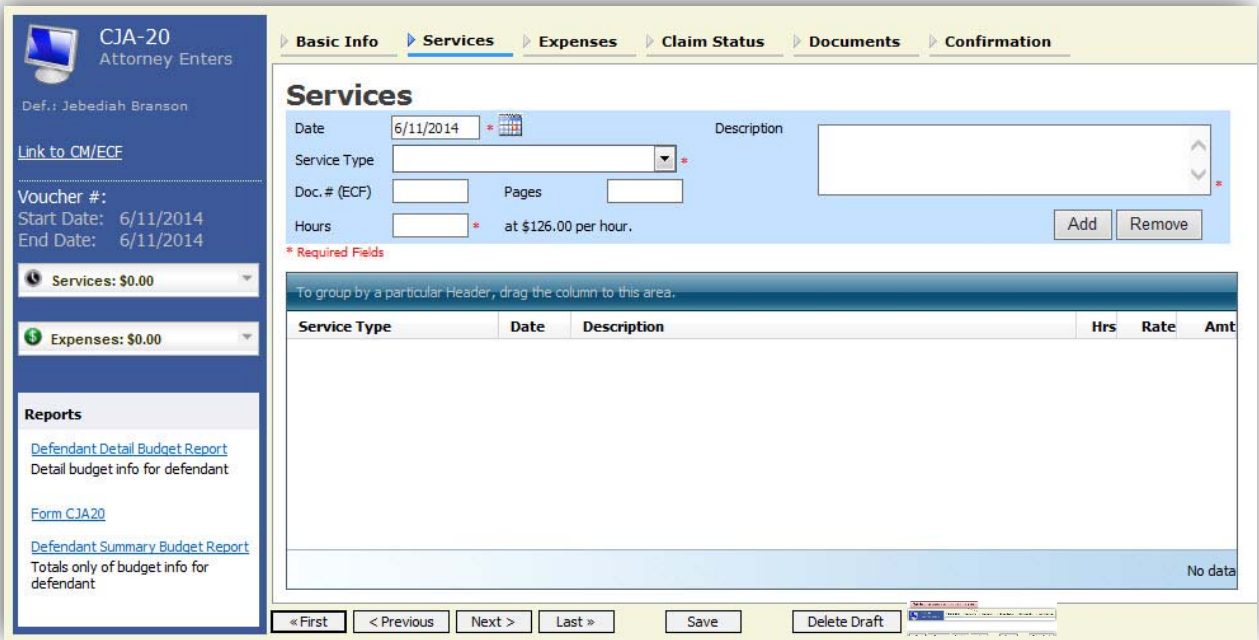
Line-item time entries should be entered on the **Services** tab.  
Both in-court and out-of-court time should be recorded on this screen.

Step  
2

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

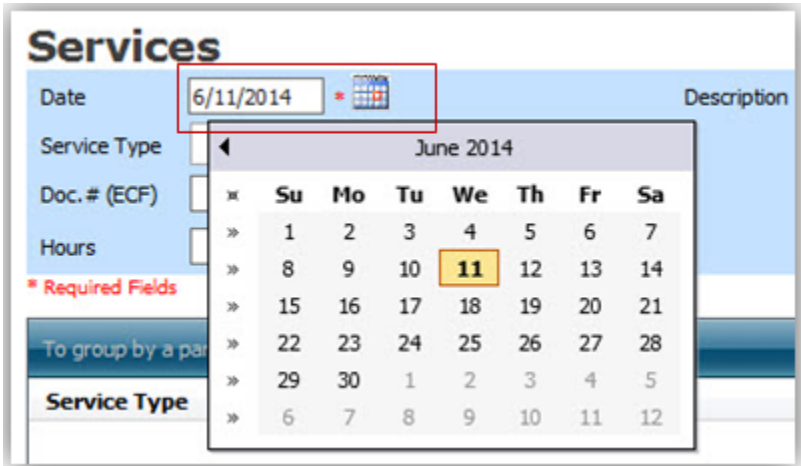
### Note:

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**.

**Services**

Date: 6/11/2014

Service Type: a. Arraignment and/or Plea

Doc. # (ECF): Pages:

Hours: 0.5 \* at \$126.00 per hour.

Description: First appearance and arraignment of Defendant.

\* Required Fields

Add Remove

**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.

**Services**

Date: 6/11/2014

Service Type:

Doc. # (ECF): Pages:

Hours: at \$126.00 per hour.

Description:

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

**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: [dropdown] \*  
Miles: [input] at \$0.5600 per mile.  
Amount: [input]  
Description: [text area] \*

\* 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: [dropdown] \*  
Miles: [input]  
Amount: [input]

\* 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 table row is highlighted with a red box:

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.

### Expenses

Date:   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
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

Page 1 of 1 (2 items)

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.

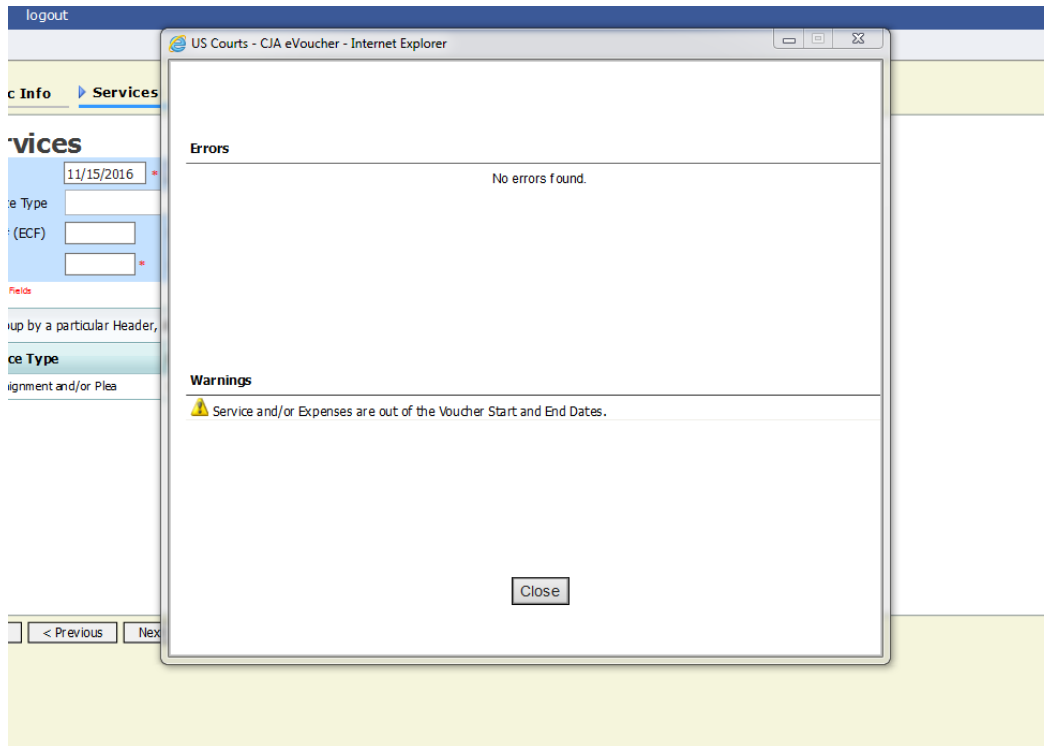
Step  
4

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 screenshot shows a web form titled "Supporting Documents". 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" field containing the path "G:\AO\evoucher\CJA eVou" and a "Browse..." button. A "Description" field contains the text "Copies of receipts". At the bottom right of the form, there is an "Upload" button.

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

The screenshot shows the same "Supporting Documents" form, but now the "Description" section is expanded. It contains a table with one row: "Copies of receipts". To the right of the table are "Delete" and "View" links. At the bottom of the form, there is a "Save" button 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.

Confirmation					
1. CIR. / DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER		
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT./DEF. NUMBER		
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - 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		13. COURT ORDER (continued) 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			
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			
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>			
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					
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. APPR. 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. APPR. 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 **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)

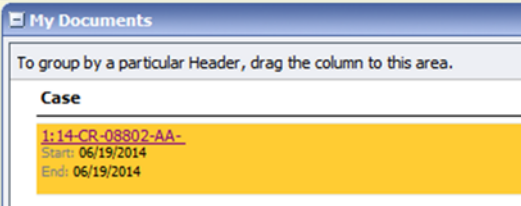
The active voucher is removed from the **My Active Documents** folder and now appears in the **My Submitted Documents** section.

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

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.

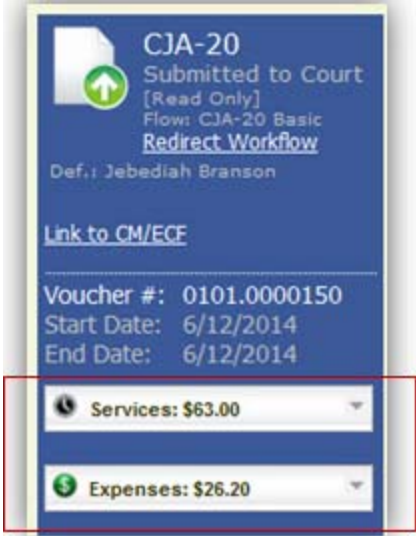


- An email message generated by the system is sent explaining the corrections that need to be made.

# 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

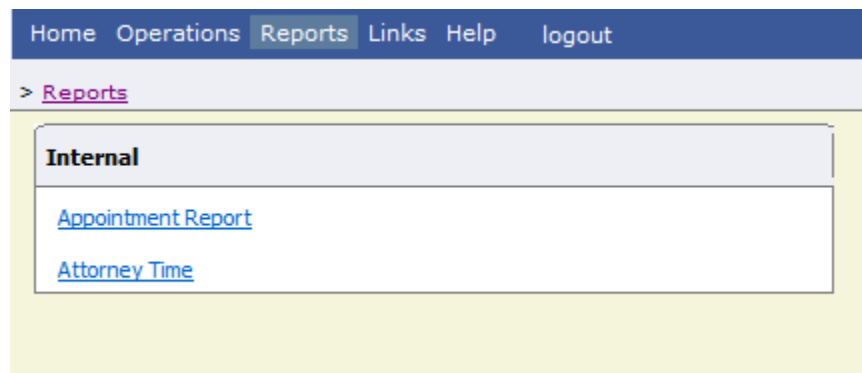
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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
				<b>Total Pending:</b>	<b>\$0.00</b>			<b>Total Approved:</b>	<b>\$6,350.00</b>	<b>\$3,550.00</b>	<b>\$3,550.00</b>

#### 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 CJA Clerk 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

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

The case information appears in the My Active Documents section.

Step 3

Click the case hyperlink to select the file.

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

Navigate to the **Confirmation** tab.

Step 4

Verify all information is correct.

Step 5

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

Step 6

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 Authorization 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** | Documents | Confirmation

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 <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 Pupil Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> 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 <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]

Ilunc Pro Tunc Date: [Input]

Buttons: < 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, the CJA Clerk will create the CJA-24 for payment. The Court Reporter will be notified and will fill out the required information. The 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 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. A blue bar contains a checked checkbox and the text "I swear and affirm the truth or correctness of the above statements" followed by the date "Date: 6/19/2014 9:28:36". To the right of this bar is a "Submit" button with a green arrow icon. At the bottom, there is a navigation bar with buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".