



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

Release 6.3

April

2020



Contents

Introduction	2
Panel Management	2
Voucher and Authorization Request Submission	2
Browser Compatibility	2
Court Appointment	2
Accessing the CJA eVoucher Program	3
Navigating in the CJA eVoucher Program	5
Customizing the Home Page	6
My Profile	7
Changing My Profile User Name and Password	8
Attorney Info	10
Billing Info	11
Appointments' List	13
View Representation	14
Creating the CJA-20 Voucher	15
Entering Services	16
Entering Expenses	18
Claim Status	20
Documents	22
Signing and Submitting to Court	23
CJA-20 Quick Review Panel	26
Reports and Case Management	27
Defendant Detailed Budget Report	28
Defendant Summary Budget Report	29
Creating a CJA-21 Voucher	30
Creating an Authorization for Transcripts (AUTH-24)	31
CJA-24 Attorney Steps	34

Introduction

The CJA eVoucher system is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The eVoucher program allows for:

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

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

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

Browser Compatibility

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

Court Appointment

When a CJA attorney is appointed, the CJA Clerk will create a representation in eVoucher. The program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Your court provides 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 **Sign in**.

Sign in to CJA eVoucher

Please enter your username and password to continue.

Username

Password

[Forgot your password?](#)

Sign in

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.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your user name or password, click the **Forgot your password** link.

Username

Password

[Forgot your password?](#)

Sign in

Enter your user name and email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

Forgot your Login?

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

Username

Email

[Back to sign in](#)

Recover Logon

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.

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	12/11/2019
3:19-MJ-04562... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/28/2020

Page 1 of 3 (30 items)

Appointments' List

Appointments	Defendant
Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

Page 1 of 1 (10 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

No data

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000389 FINAL PAYMENT	07/24/2019
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000391 FINAL PAYMENT	07/24/2019

Page 1 of 4 (34 items)

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed 0101.0000387	07/23/2019

Page 1 of 2 (16 items)

Closed Documents

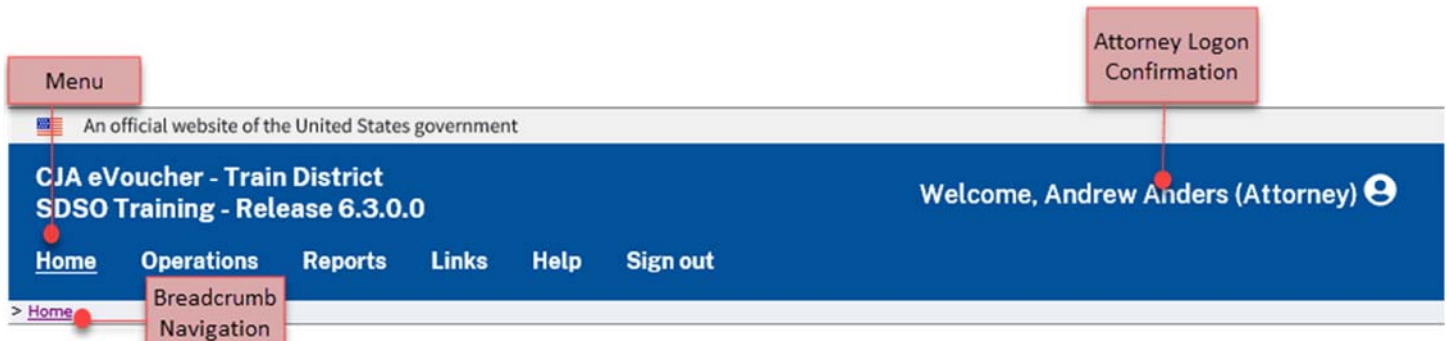
To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.22 Approved Amount: 4,234.22	CJA-20 Atty Longoria	Voucher Closed 0101.0000378 FINAL PAYMENT	06/07/2019
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019

Page 1 of 5 (48 items)

Folder Name	Contents
My Active Documents	This folder contains documents that you are currently working on. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> • Vouchers in progress by the experts. • 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	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 days after the appointment is terminated. They are still accessible through the Appointment page.



Navigating in the CJA eVoucher Program



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


Customizing the Home Page

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

Expand/Collapse a Folder: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Resize a Column

Step 1

Along the folder headings (e.g., Case, Description, 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.

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

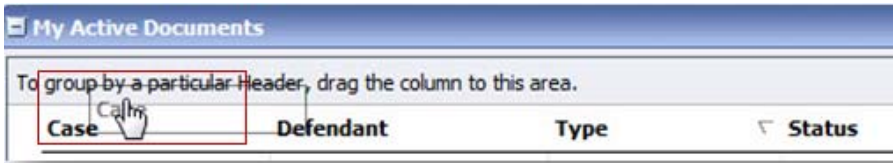
Step 1

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



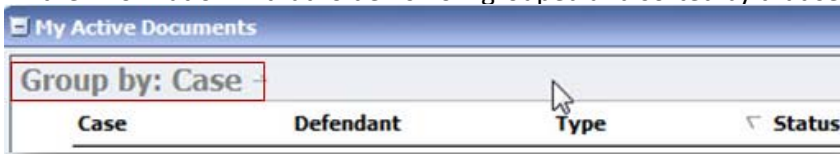
Step 2

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.

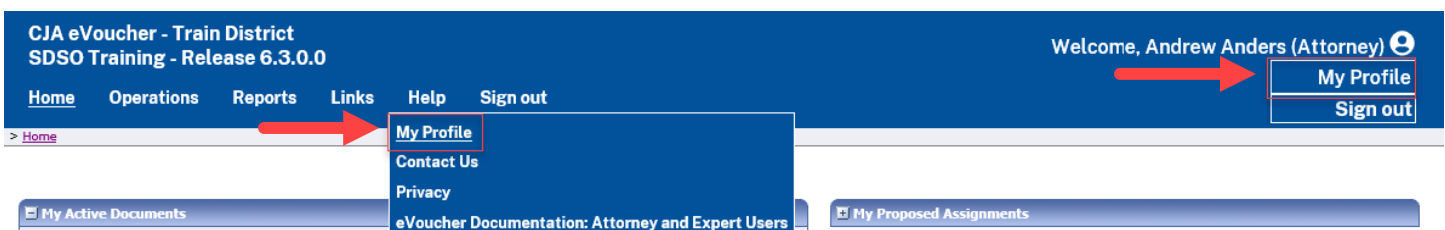


My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (Attorney Info section).
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (Billing Info section). Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.

To access the My Profile page, from the menu bar, click **Help** and then click **My Profile**, or click the **My Profile** link to the right of the menu bar.



The My Profile page appears.

Home Operations Reports Links Help logout

> Help > **My Profile** Welcome Andrew Anders (Attorney)

Login Info Your Login information	UserName Anders	Edit
Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders Your Contact Info: Phone: 210-833-5623 Fax: deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US	Edit
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
Holding Period	There is 1 period of time during which case cannot be taken.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

Changing My Profile User Name and Password

Step 1

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

> Help > **My Profile** Welcome Andrew Anders (Attorney)

Login Info Your Login information	UserName Anders	Edit
---	------------------------	----------------------

Step 2

To change your user name, type the new user name and click the **change** link. The “The Username has been changed” message appears. To reset your password, click the **reset** link.

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

Login Info
Your Login information

Username: Anders [change](#) [Close](#)

Password: **** [reset](#)

Step 3

In the **Password** field, enter the new password, and then reenter it in the **Confirm** field. Click **Reset** to save.

> Help > [My Profile](#)

Login Info
Your Login information

Username: Anders [change](#)

Password: * [Strength: Strong](#)

Confirm: *

[Reset](#) [cancel](#)

Step 4

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

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

Login Info
Your Login information

Username: Anders [change](#) [Close](#)

Password: **** [reset](#)

Attorney Info

Step 1

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

Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders	<div>Edit</div>
	<i>Your Contact Info:</i> Phone: 210-833-5623 Cell Phone: 210-555-1234 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov	
<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US		

Step 2

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

Attorney Info Your personal info SSN Instructions: If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. 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.).	<div>* Required Fields</div> Bar Number <input type="text"/>		<div>Save</div> <div>cancel</div>
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/> First Name * <input type="text"/> Middle <input type="text"/> Last Name * <input type="text"/> Andrew <input type="text"/> Anders <input type="text"/>		
Main Email * <input type="text"/> lisa_ornelas@aotx.uscourts.gov			
2nd Email <input type="text"/> deadmail@support.aotx.uscourts.gov			
3rd Email <input type="text"/> deadmail@support.aotx.uscourts.gov			
Phone * <input type="text"/> 210-833-5623		Cell Phone <input type="text"/> 210-555-1234	Fax <input type="text"/>
Address 1 * <input type="text"/> 110 Main Street		City * <input type="text"/> San Antonio	
Address 2 <input type="text"/>		State * (US only) <input type="text"/> TEXAS	Zip * (US only) <input type="text"/> 78210
Address 3 <input type="text"/>		Country * <input type="text"/> UNITED STATES	

Notes:

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, select the **Foreign Vendor** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
Billing Code:0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Select

Add

Edit

Step 2

Make any necessary changes and click **Save**. If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

Billing Info

List all available billing info records

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:

Save

cancel

Billing Info

List all available billing info records

*** Required Fields**

Billing Type:

☐ Self-Employed
☐ Firm
☒ Associate

Billing Code:

Verify

Notes:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter 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 as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.

- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

Appointments' List

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

Step 1

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

Appointments	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:

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

BUDGETAUTH [Create](#)
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

CJA-24 [Create](#)
 Authorization and Voucher for Payment of Transcript

CJA-26 [Create](#)
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL [Create](#)
 Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)

[Detail budget info for defendant](#)

[Defendant Summary Budget Report](#)

[Totals only of budget info for defendant](#)

[Attorney Time](#)

[Case Detail Budget Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
4. MAG. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	6. 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
10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES	12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date 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	Date Entered
1:14-CR-08805-AA Starts: 09/23/2015 Ends: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00	CJA-20 Andrew Anders	Voucher Closed 0101.0000001	03/17/2016
1:14-CR-08805-AA Starts: 04/02/2014 Ends: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed 0101.0000002	11/16/2017
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Starts: 01/21/2016 Ends: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000082	01/21/2016
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Starts: Ends:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Starts: 03/22/2016 Ends: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry Edit FINAL PAYMENT	03/22/2016
1:14-CR-08805-AA Starts: 03/22/2016 Ends: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000109	03/22/2016

1 2 3 4 5 > ... [Last >](#) Page 1 of 7 (70 items)

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

View Representation

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

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

Step 1

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



The Representation Info page appears.

Representation

In this page you can view or delete the representation.

Reports

Representation Report

Representation Info

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

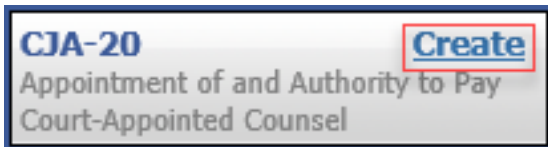
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobx.uscourts.gov

Creating the CJA-20 Voucher

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

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

In the Appointment section, from the CJA-20 voucher template, click the **Create** link.



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

CJA-20 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014
Services: \$0.00
Expenses: \$0.00
Reports
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info

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

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

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

Entering Services

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

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

Step 1

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

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

Services

Date: 4/17/2020 * Description: *

Units: * Rate: *

Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

Step 2

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

Services

Date: 4/17/2020 *

Units: * Rate: *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Step 3

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (dropdown menu open), Doc.# (ECF), Hours, and Description. The dropdown menu for Service Type is open, showing options: In Court Services, a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. A red box highlights the dropdown arrow.

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

Step 4

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (a. Arraignment and/or Plea), Doc.# (ECF), Pages, Hours (5.0), and Description (First appearance an arraignment of defendant). The Hours field is highlighted with a red box. The Add button is highlighted.

Step 5

The entry is added to the voucher, and appears at the bottom of the Service Type column. The Date header sorts by date. Be sure to click **Save**. Click an entry to edit.

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (dropdown menu open), Doc.# (ECF), Pages, Hours, and Description. The Add button is highlighted. Below the form, a table shows the entry added to the voucher:

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

The Save button is highlighted with a red box.

Entering Expenses

Step 1

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

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

Expenses

Date: 4/17/2020 * Description: *

Expense Type: *

Miles: at \$0.535 per mile.

Amount:

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

Step 2

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

Expenses

Date: 4/9/2020 *

Expense Type: *

Miles: **Travel Miles**

Amount: **Travel Misc.**

* Required Fields

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


Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

Other Expenses

Step 3

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

Expenses

Date: 4/17/2020 * 

Expense Type: Travel Miles *

Miles: 20 at \$0.535 per mile.

Amount:

Description: Travel to and from court. *

* Required Fields


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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

« First < Previous Next > Last »

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

Expenses

Date: 4/17/2020 * 

Expense Type: *

Miles: * at \$0.535 per mile.

Amount:

Description: *

* Required Fields

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


Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70

« First < Previous Next > Last »

Step 4

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

Expenses

Date: 4/17/2020 *  Description:

Expense Type: *

Miles: * at \$0.535 per mile.

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70
Photocopies	04/17/2020	Copies- 100 pages @ .10 per page.	0	\$0.000	\$10.00

Notes:



- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

Claim Status

Step 1

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

Claim Status

Start Date: *  End Date: * 

Payment Claims *

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

** Reminder: Please select the appropriate claim status.

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

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

* Required Fields

Step 2

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

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

Claim Status

Start Date End Date

Payment Claims *

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

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

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

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

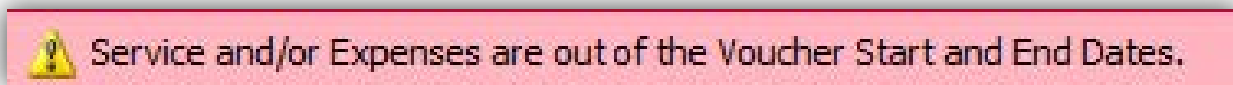
* Required Fields

Notes:

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

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

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



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

Documents

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

Step 1

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

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

Supporting Documents

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

File

Description

Description	Delete	View
Document	Delete	View

« First < Previous **Next >** Last »

Step 2

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

Supporting Documents

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

File

Description

Description	Delete	View
Document	Delete	View

« First < Previous Next > Last »

Signing and Submitting to Court

Step 1

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

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

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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotk.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS
15. a. Arraignment and/or Plea	0	\$0.00	
b. Bail and Detention Hearing	0	\$0.00	
c. Motion	0	\$0.00	
d. Trial	0	\$0.00	
e. Sentencing Hearings	0	\$0.00	
f. Revocation Hearings	0	\$0.00	
g. Appeals Court	0	\$0.00	
h. Other	0	\$0.00	
Totals	0	\$0.00	
16. a. Interviews and Conferences	0	\$0.00	
b. Obtaining and Reviewing Records	0	\$0.00	
c. Legal Research and Brief Writing	0	\$0.00	
d. Travel Time	0	\$0.00	
e. Investigative or Other Work	0	\$0.00	
Totals	0	\$0.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00	
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$0.00	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	
21. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (6) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)		22. CASE DISPOSITION	
Have you previously applied to the court for compensation and/or reimbursement for this case? <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 or 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.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES
27. SIGNATURE OF THE PRESIDING JUDGE		DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES
33. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount	DATE	34a. JUDGE CODE	35. TOTAL AMT. APPR. CERT.

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 Audit Assist

Step 2

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

The screenshot shows a web form for entering notes. At the top, a red alert message states: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes" with the placeholder text "Notes". Underneath the text area is a checkbox labeled "I swear and affirm the truth or correctness of the above statements", which is checked. To the right of the checkbox, the date and time "Date: 6/12/2014 16:32:35" are displayed. A large blue "Submit" button with a green upward arrow icon is positioned to the right of the checkbox. At the bottom of the form, there are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step 3

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

The screenshot shows a confirmation screen with a blue header and a yellow footer. The header contains the word "Success" in a red-bordered box. Below it, the text reads: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:". The voucher number "0101.0000150" is displayed in bold. The footer contains the text "Back to:" followed by two links: "Home Page" and "Appointment Page", both in blue text and underlined.

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

My Submitted Documents			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
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	ALUTH Chemist, Toxicologist	Submitted to Court 0101.0000002
1			
Page 1 of 1 (3 items)			

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

My Documents	
To group by a particular Header, drag the column to this area.	
Case	
1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014	

CJA-20 Quick Review Panel

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

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

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson

[Link to CM/ECE](#)

Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00

Expenses: \$26.20

Expand the item by clicking the drop-down arrow to reveal specifics.

Services: \$63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00

Reports and Case Management

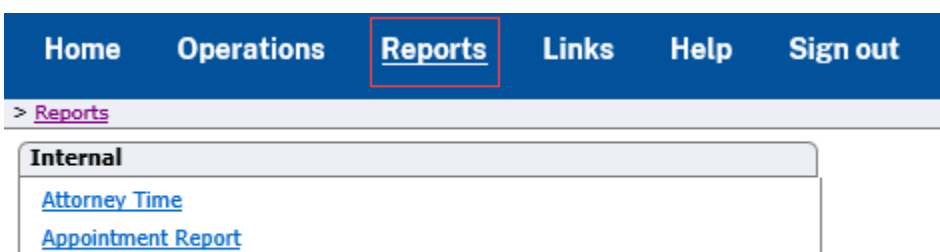
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear in the left review panel.
- Each panel, depending on the document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



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



Defendant Detailed Budget Report

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

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

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

Counsel Budget		Defendant: Jebediah Branson											
Type of Representation:		Criminal Case											
Budget Amount Requested:		\$0.00											
Budget Amount Approved:		\$9,900.00											
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
Attorney: Andrew Anders		(Appointing Counsel)				Active							
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00		
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00		
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00		
					Total Pending:	\$0.00				Total Approved:	\$6,350.00	\$3,550.00	\$3,550.00

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

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

Defendant Summary Budget Report

The 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		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)	Active									
		Total Pending:			\$0.00	Total Approved:		\$6,350.00	\$3,550.00	\$3,550.00	

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

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

Creating a CJA-21 Voucher

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

Step 1

Clerk's Office staff receives and expert invoice from the service provider or attorney. The CJA Clerk will create the CJA-21 voucher and enter information based on the expert's invoice.


Step 2

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

The voucher will appear in the My Active Documents section for review.

Step 3

Click the voucher number hyperlink to select review the voucher and navigate to the Confirmation Tab.



The screenshot shows a window titled "My Active Documents" with a search bar and a table. The table has columns for Case, Defendant, Type, and Status. A single row is visible with a voucher number 1:14-CR-08802-AA- highlighted in pink. The defendant is Wendy Wilson (# 2) with a claimed amount of 166.80. The type is CJA-21 for Gina Gabriel's Weapons Firearms Explosives. The status is "Submitted to Attorney" with a voucher number 0101.0000154 and a FINAL PAYMENT stamp.

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

Step 4

Verify all information is correct and **Certify the information** by selecting the certification check box (this automatically time stamps the voucher).

Click Approve.

Creating an Authorization for Transcripts (AUTH-24)

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

Step 1

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

Step 2

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

Step 3

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

Basic Info Documents Confirmation

Basic Info

1. CR. 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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_cornelias@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> 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

Transcripts

<input type="checkbox"/> Prosecution Opening Statement	<input type="checkbox"/> Prosecution Argument	<input type="checkbox"/> Prosecution Rebuttal
<input type="checkbox"/> Defense Opening Statement	<input type="checkbox"/> Defense Argument	<input type="checkbox"/> Jury Instructions
		<input type="checkbox"/> Voir Dire

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

Step 4

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

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

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

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

Step 5

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

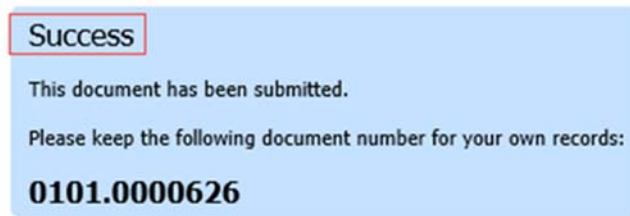
Basic Info Documents Confirmation

Confirmation

1. CCR DISTRICT CODE 0101	2. PERSON REPRESENTED Schedula Branson	3. OCCUR NUMBER
4. MAG. DISTRICT NUMBER	5. DIST. DISTRICT NUMBER 014-CP-0805-1-AA	6. APPEALS DISTRICT NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Money (including pre-trial diversion of alleged felonies)	9. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSE CHARGES 13-1421 F. INSPECTION VIOLATION PENAL TIES	11. REPRESENTATION TYPE Criminal Case	
12. REQUEST AND AUTHORIZATION FOR TRANSCRIPT		
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED		
14. SPECIAL AUTHORIZATIONS		
A. Apportioned Cost % of transcript with		JUDGE'S INITIALS
B. <input type="radio"/> 14-Day <input type="radio"/> Expedited <input type="radio"/> 3-Day <input type="radio"/> Daily <input type="radio"/> Hourly <input type="radio"/> Realtime Unlimited		
C. <input type="radio"/> Prosecution Opening Statement <input type="radio"/> Prosecution Argument <input type="radio"/> Prosecution Rebuttal <input type="radio"/> Defense Opening Statement <input type="radio"/> Defense Argument <input type="radio"/> Voir Dire <input type="radio"/> Jury Instructions		
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.		
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.
Signature of Attorney Andrew Anders Printed Name Telephone Number: 210-433-5623		Signature of Presiding Judge or By Order of the Court Date of Order None Pro Tunc Date
Public/Attorney Notes		
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:49:45		
Submit		

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

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



Back to:

[Home Page](#)
[Appointment Page](#)

CJA-24 Voucher Attorney Steps

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

After submission and approval of AUTH-24, 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 Information Tab will contain the information 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 the Confirmation Tab interface. At the top, a red alert message states: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes". A confirmation section contains a checked checkbox with the text "I swear and affirm the truth or correctness of the above statements" and a timestamp "Date: 6/19/2014 9:28:36". To the right of this section is a "Submit" button with a green upward arrow icon. At the bottom of the form is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".