



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

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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 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 invoices for their service providers and associates 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
- 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

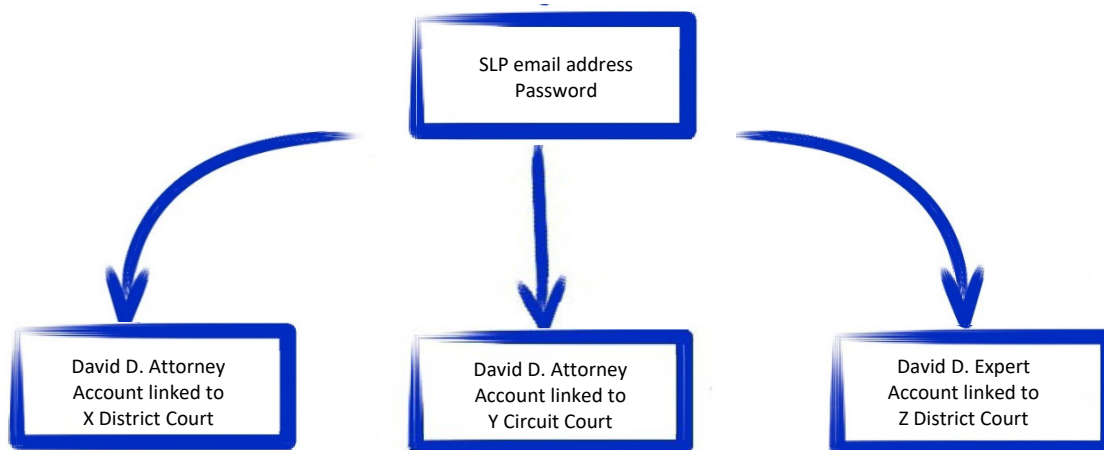
When a CJA attorney is appointed, the CJA Clerk will create a representation in eVoucher. The program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and sign in to each individual court account in which you wanted to work. You had a separate user name and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

Note: Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.

Single Login Profile for David D. Attorney




Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only has to be done once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

Step 1

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

An official website of the United States government

 **CJA eVoucher - Train District Court**
SDSO Training - Release 6.4.0.0

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

Email Address


Next

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

Step 2

If you use more than one court account, choose one, and then click **Next**.

An official website of the United States government

 **CJA eVoucher - Train District Court**
SDSO Training - Release 6.4.0.0

Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

Username

Password

[Forgot your password?](#)


Next

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Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

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 **CJA eVoucher - Train District Court**
SDSO Training - Release 6.4.0.0

Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text" value="D"/>	<input type="text" value="Attorney"/>	<input type="text" value="Jr."/> ⌵

Email address

Confirm email address

Step 4

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.

Security Questions

Select three security questions and enter your answers.

Question 1

⌵

Answer 1

Question 2

⌵

Answer 2

Question 3

⌵

Answer 3

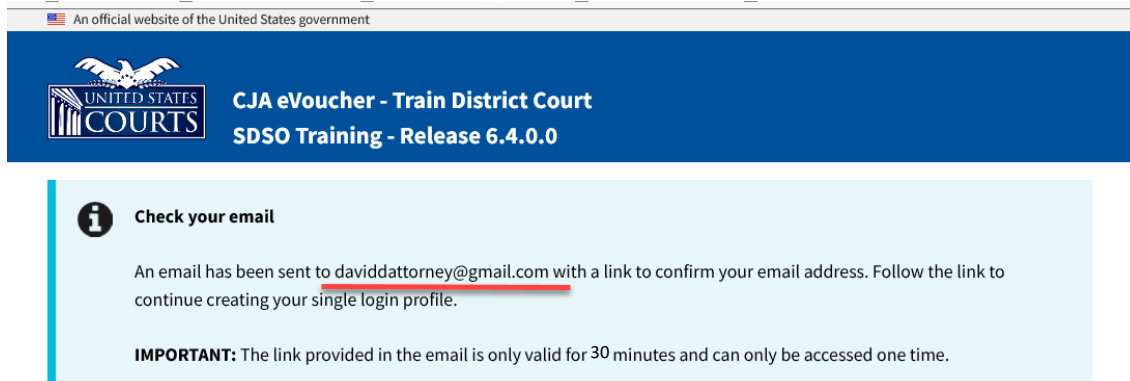
✕

When you click Next, we will send an email with a link to confirm your email address.

Next

Step 5

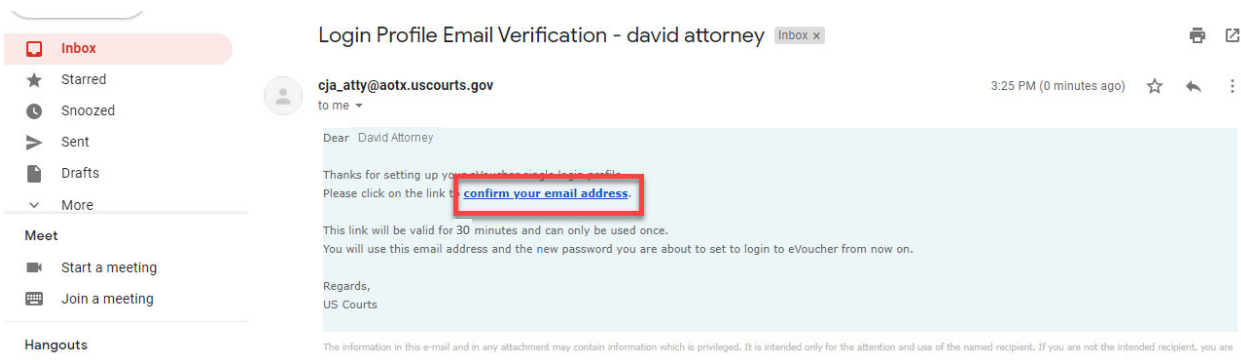
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

Note: The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.




Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must:

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

To view current password requirements, click the plus sign (+) icon to expand the **Password Requirements** section. You must change your password every 180 days. Verify the password, and then click **Next**.

An official website of the United States government

 **CJA eVoucher - Train District Court**
SDSO Training - Release 6.4.0.0


Enter password

Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password


Next


Password Requirements 

Step 8


A success message appears, and you are directed to the eVoucher home page. Your email address and new password are now your new login credentials. You have now successfully created your Single Login Profile (SLP), and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.

An official website of the United States government

 **CJA eVoucher - Texas Western District Court**
TSD NV1 - Release 6.4.0.0

 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.


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Please wait ... 


Forgotten Password – Legacy

If you have forgotten your current court password or entered it incorrectly, a login failed message appears. To recover your password, click the **Forgot your password** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact your court administrator.

An official website of the United States government

 **CJA eVoucher - Train District Court**
SDSO Training - Release 6.4.0.0

Link CJA eVoucher account
Enter the username and password for your existing CJA eVoucher account to continue.

 **Login failed.**
Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Username

Password

[Forgot your password?](#)


Next

Step 1

Click the **Forgot your password?** link.

Username

Password

[Forgot your password?](#) 

Next

Notice: This is a Restricted Web Site for Official Court Business only. Use of this Court and/or prosecution under Title 18 of the U.S. Code. All activities are subject to the terms and conditions of the Federal Rules of Criminal Procedure.

Step 2

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

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

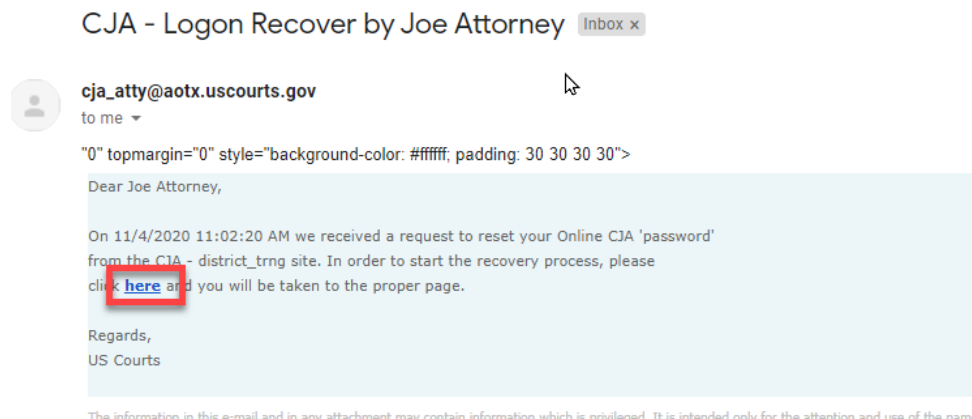
[Back to sign in](#)

Recover Logon



Step 3


In the email message, click the **here** link to create a new password.



Note: The password link expires after 30 minutes and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

Step 4

You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, user name, and email, and then click **Reset**.

 **IMPORTANT:** The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

Reset your password

New Password

Confirm Password

Username

Email

Reset

Password Requirements


- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Step 5

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

 **Password updated.**
Your password was successfully updated.

Email Address

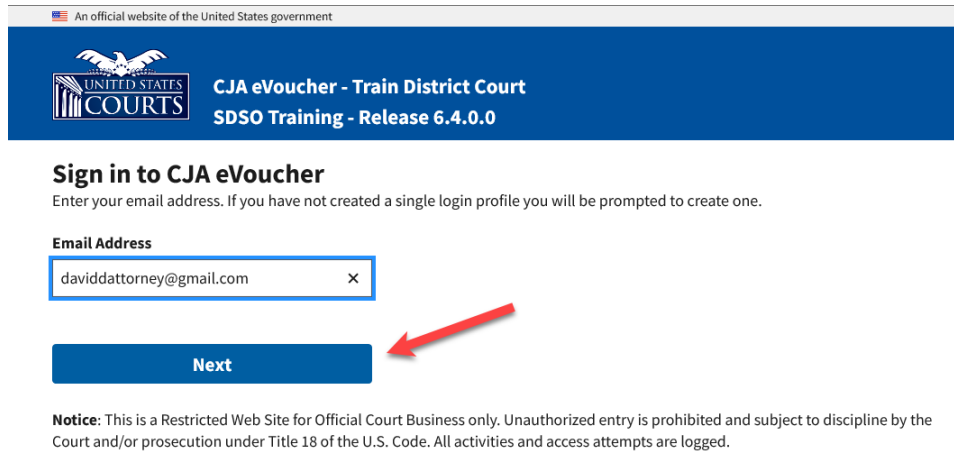
Next

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

Signing In to eVoucher with Single Login Profile (SLP)

Step 1

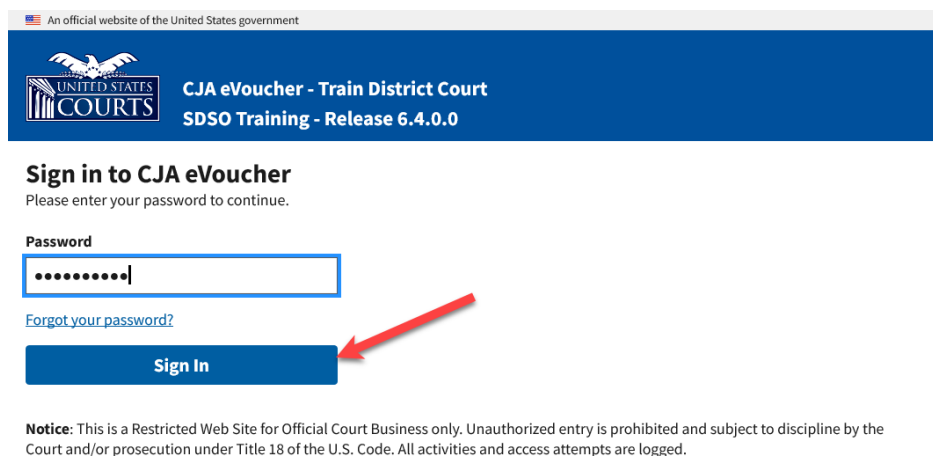
From the eVoucher webpage, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.



The screenshot shows the top of the CJA eVoucher website. At the top, it says "An official website of the United States government". Below that is the United States Courts logo and the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". The main heading is "Sign in to CJA eVoucher" with the instruction "Enter your email address. If you have not created a single login profile you will be prompted to create one." Below this is a text input field labeled "Email Address" containing "davidattorney@gmail.com" with a clear button (X). A red arrow points to the "Next" button below the input field. At the bottom, there is a "Notice" paragraph: "This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

Step 2

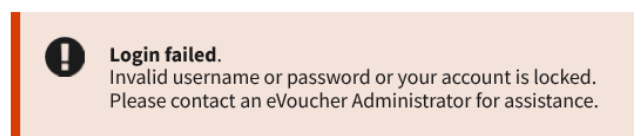
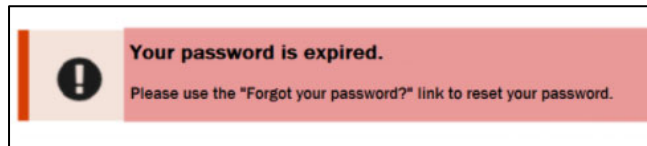
Enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.



The screenshot shows the same CJA eVoucher website, but at the password entry stage. The heading is "Sign in to CJA eVoucher" with the instruction "Please enter your password to continue." Below this is a text input field labeled "Password" containing masked characters (dots). A red arrow points to the "Sign In" button below the input field. Above the "Sign In" button is a link that says "Forgot your password?". At the bottom, the same "Notice" paragraph is present: "This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message appears, stating that your password is expired, invalid, or locked.



Step 1

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

Note: You should follow this same process if you have not reset your password in the last 180 days.

Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

Step 2

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

Email

daviddattorney@gmail.com

Question: In what city or town was your first job?

Answer

[Back to sign in](#)

Reset your password



Note: If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact your court to unlock it.

Step 3

A message appears, telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

Note: The link expires after 30 minutes and can only be used once.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.



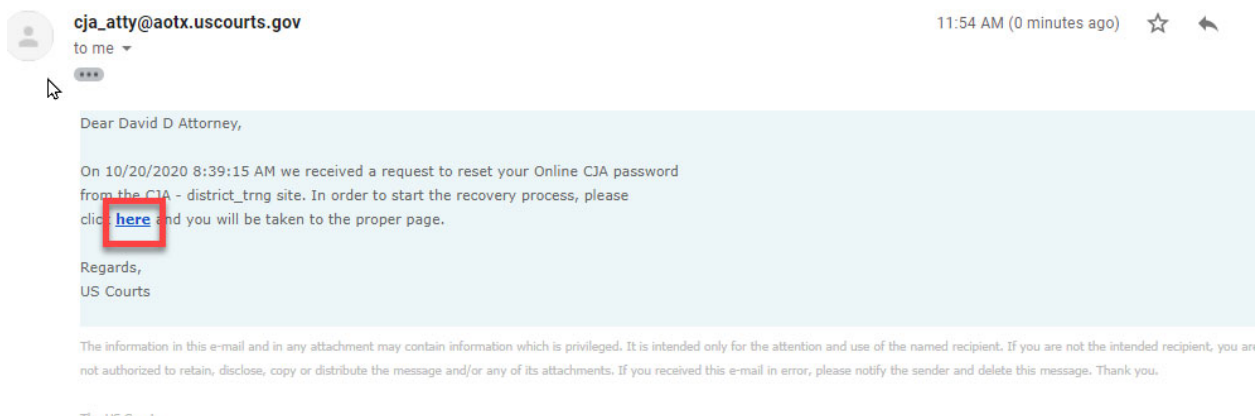
Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

IMPORTANT: The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time.

Step 4

In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).



Step 5

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click **Reset**.

i **IMPORTANT:** The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

Reset your password

New Password

Confirm Password

Email

Reset

Password Requirements +

Step 6

A message appears, stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

✓ **Password updated.**
Your password was successfully updated.

Email Address

Next

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

Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and you can no longer enter a correct password at this time. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.

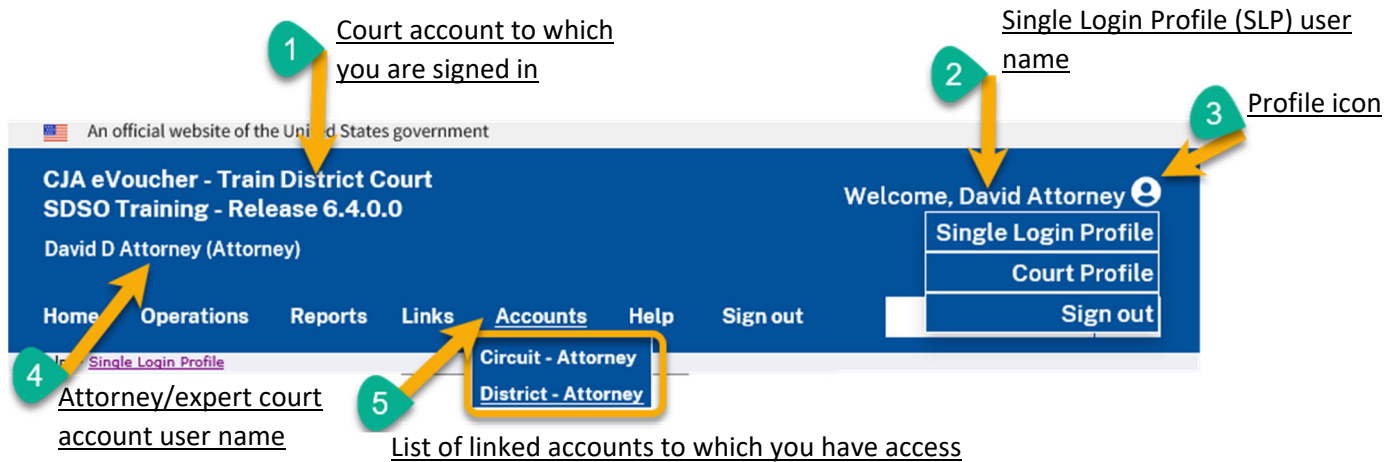
**Login failed.**

Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Note: If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creation attempts resets to zero after 30 minutes.

Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in, and who you are within that court.



1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these areas from the **Help** menu.
4. **Court account user name** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Home Page

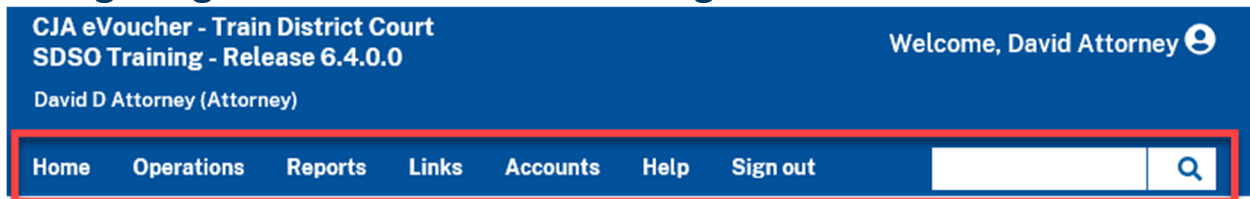
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with a navigation bar at the top containing links for Home, Operations, Reports, Links, Help, and Sign out. The main content area is divided into several sections:

- My Active Documents:** A table listing active documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows four entries for Paul William Clark, all with a status of 'Voucher Entry' and a date of 01/01/2016.
- Appointments' List:** A section providing details for appointments, including case information, defendant name, and attorney details.
- My Proposed Assignments:** A section titled 'Appointments' with a sub-header 'Defendant'. It states 'All cases have been currently assigned' and shows 'No data'.
- My Submitted Documents:** A table listing submitted documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows three entries for Paul William Clark, all with a status of 'Submitted to Court' and a date of 11/09/2015.
- My Service Provider's Documents:** A table listing documents from service providers with columns for Case, Defendant, Type, Status, and Date Entered. It shows two entries for Paul William Clark, both with a status of 'Voucher Entry' and a date of 12/07/2015.
- Closed Documents:** A table listing closed documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows one entry for Paul William Clark with a status of 'Voucher Closed' and a date of 04/27/2020.

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 you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
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.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.
Search field	Use this field to look up any of your cases.


Customizing the Home Page

You can customize your home page to change the way your information displays in the folders.

Expand/Collapse a Folder: Click the plus sign (+) icon 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.), point to the line between the columns until a double arrow  appears.

Step 2

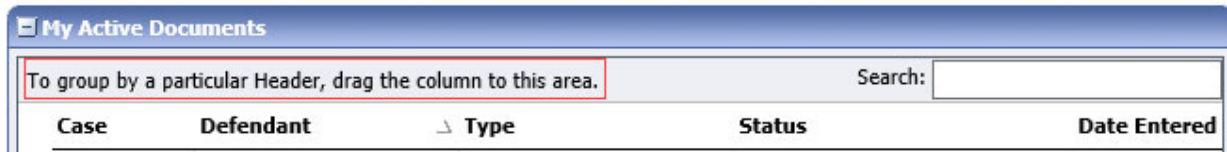
Drag the line in the desired direction to enlarge or reduce the column size.

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

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

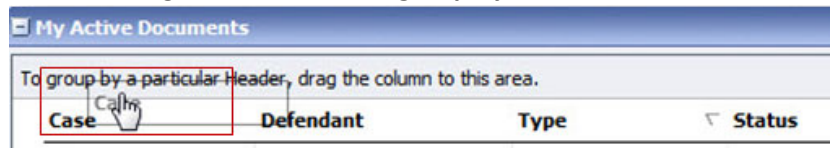
Step 1

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



Step 2

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



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

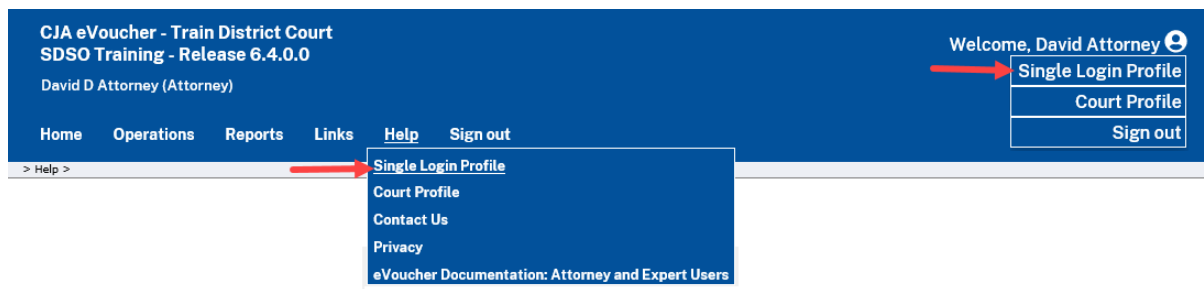


Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

- Edit first, middle, and last name.
- Edit mail address.
- Edit Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

To access the Single Login Profile page, from the menu bar, click **Help** and then click **Single Login Profile**, or point to the profile icon and then click **Single Login Profile**.



Account Information

In the account information section, you can change your name, email address, and password.

The screenshot shows the 'Single Login Profile' page. The 'Account Information' section is expanded, showing fields for First name, Middle name, Last name, and Suffix. Each field has an 'Edit' link next to it. Below these fields is the 'Email address' field, also with an 'Edit' link. At the bottom is the 'Password' field, which is masked with asterisks and has an 'Edit' link next to it.

First name	Middle name	Last name	Suffix
David	B	Attorney	-

Email address: attorney210@gmail.com

Password: *****

Modifying Your Name

Step 1

To edit your name, click the **Edit** link to the right of your name.

Single Login Profile

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -

[Edit](#)

Step 2

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

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -Select-

[Cancel](#)
[Save changes](#)

Updating Your Email Address

Step 1

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

Email address attorneyl210@gmail.com	Edit
---	----------------------

Step 2

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

Email address attorneyl210@gmail.com
Confirm email address attorneyl210@gmail.com

[Cancel](#)
[Save changes](#)

Updating Your Password

Step 1

Click the **Edit** link to access your password.

Password

Edit

Step 2

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

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

Confirm password

Cancel

Save changes

Updating Your Security Questions

Step 1

To access your security questions, click the plus sign (+) icon to expand the **Security Questions** section.

Single Login Profile

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

Step 2

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

Security Questions

Select three security questions and enter your answers.

 [Show my Answers](#)

Question 1

In what city or town was your first job?

Answer 1

.....

Question 2

What street did you live on in third grade?

Answer 2

.....

Question 3

In what year (YYYY) did you graduate from high school?

Answer 3

.....

Cancel

Save changes

Note: The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.

Linked eVoucher Accounts

Step 1

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

Account Information
+

Security Questions
+

Linked eVoucher Accounts
+

Link your eVoucher Accounts to your Single Login Profile
+

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.

Note: You can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

Linked eVoucher Accounts
-

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

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Link your eVoucher Accounts to your Single Login Profile
+

Link Your eVoucher Accounts to Your Single Login Profile (SLP)

Step 1

If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

Step 2

Click **District** or **Appellate** for the type of court you want to link to. From the **Court** drop-down list, select your court, and then enter your user name and password for that court in the corresponding fields.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District

Appellate

Court

Select

Train District Court

Court login username

Court login password

Cancel

Link Account

Step 3

Click **Link Account**.

Court

Train Circuit Court

Court login username

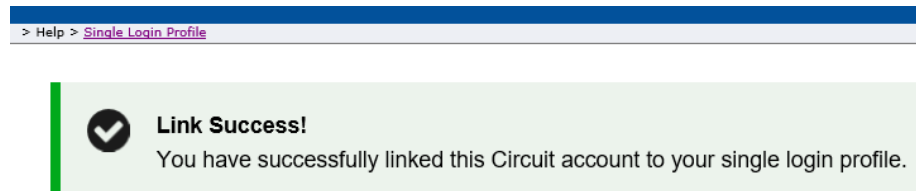
dattorney

Court login password

.....|

Cancel **Link Account**

A success message appears, stating that your account(s) is now linked.



Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



In the Court Profile you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the 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.

Changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

Court Profile



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

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

Attorney Info

Bar Number: TX125568
Your Name: David D Attorney

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.

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

Court Profile

Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney <i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Holding Period	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>

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.).	* Required Fields 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"/> Andrew	Middle <input type="text"/>	Last Name * <input type="text"/> Anders
	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.
- Foreign vendors should select the **Foreign Vendor** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

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:

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 in Budgeted Case

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

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

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

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

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

Reports

[Appointment Report](#)

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

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

[Attorney Time](#)

[Case Detail Budget Report](#)

Appointment Info

1. CR DISTRICT CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DISTRICT NUMBER	4. VOUCHER NUMBER
5. MAG. DISTRICT NUMBER 1:14-CR-08805-1-AA	6. PAYMENT CATEGORY Felon (including pre-trial diversion of alleged felony)	7. TYPE PERSON REPRESENTED Adult Defendant	8. OTHER DISTRICT NUMBER
9. IN CASE MATTER OF (Case Name) USA v. Branson	10. REPRESENTATION TYPE Criminal Case		

11. OFFENSES CHARGED
12. INSPECTION VIOLATION PENALTIES

13. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-833-5613
Cell phone: 210-555-1234
Email: lisa_omelas@accscc.uscourts.gov

14. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☐ L Learned Counsel (Capital Only) ☐ O Appointing Counsel ☐ P Subs for Paid Attorney ☐ R Subs for Retained Attorney
☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative
☐ Y Standby Counsel
 Prior Attorney's Name
 Appointment Date
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order
 5/3/2014
 Repayment ☐ YES ☒ NO

15. 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 Start: 09/23/2015 End: 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 Start: 10/02/2014 End: 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 Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Start: 07/21/2016 End: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000002	01/21/2016
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Start: 03/22/2016 End: 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 Start: 03/22/2016 End: 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.

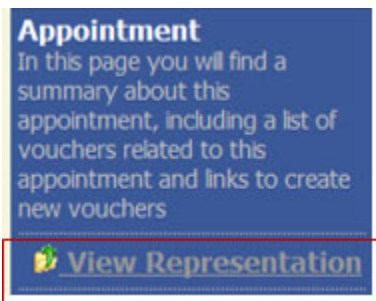
View Representation

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 Jehediah 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	

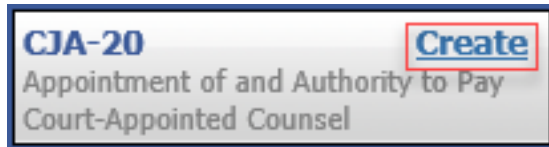
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobx.uscourts.gov

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	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"/> V 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 * Des

Units:

Rate:

* Required Fields

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

Date	Description

« 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 and values:

- Date:** 4/17/2020
- Service Type:** A dropdown menu 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'.
- Doc.# (ECF):** (Empty)
- Hours:** (Empty)
- Description:** (Empty)

A red box highlights the Service Type dropdown arrow. A red asterisk indicates required fields.

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 and values:

- Date:** 4/17/2020
- Service Type:** a. Arraignment and/or Plea
- Doc.# (ECF):** (Empty)
- Pages:** (Empty)
- Hours:** 5.0
- Description:** First appearance an arraignment of defendant

A red box highlights the Hours field. The 'Add' button is highlighted. A red asterisk indicates required fields.

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.

Entering Expenses

Step 1

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

Expenses

Date: 4/17/2020 *

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
(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:

Amount:

*** 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 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 *

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
(Empty)					

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

Expenses

Date *

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

Step 4

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

Expenses

Date *  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

« First < Previous Next > Last »

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.

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

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



« First < Previous **Next >** Last »

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

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

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.

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 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 C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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 C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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 Jehediah 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@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	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TID: 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 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	\$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. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)					
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		


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

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

Public/Attorney Notes

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

Date:

 **Submit**

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**.

Public/Attorney Notes

Notes

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

Date: 6/12/2014 16:32:35

Submit

< First < Previous Next > Last > Save 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.

Success

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:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

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

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

Page 1 of 1 (3 items)

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.

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/ECF](#)
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

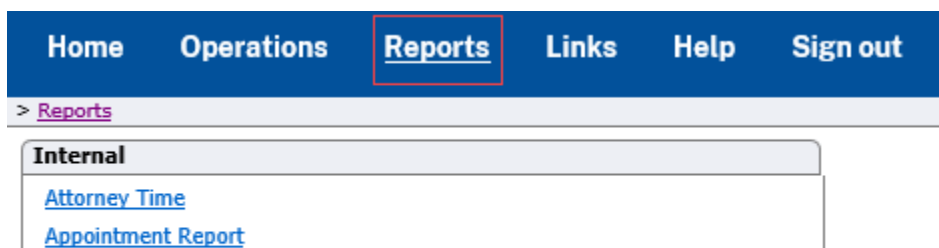
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

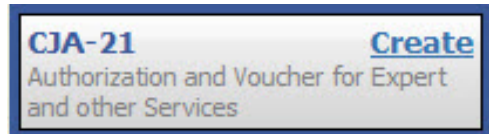
Counsel Budget Defendant: Jebediah Branson											
Type of Representation:		Criminal Case									
Budget Amount Requested:		\$0.00									
Budget Amount Approved:		\$9,900.00									
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
		Total Pending:		\$0.00		Total Approved:		\$6,350.00		\$3,550.00	\$3,550.00
Expert and Other Services Budget - Requiring Authorization										Defendant: Jebediah Branson	
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002 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

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 an 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.

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

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

1. CASE NUMBER	2. PERSON REPRESENTED	3. APPEALS CASE NUMBER	4. OTHER CASE NUMBER
1111	John Doe		
5. CASE NAME (or Case Name)	6. CASE TYPE	7. TYPE PERSON REPRESENTED	8. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion or alleged felony)	Adult Defendant	Criminal Case

IT OFFENSES (CRIMINAL)

11.1111: 1. INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS

Andrew Jones
110 Main Street
East Jefferson, LA 70110
Phone: 210-555-1234
Email: jones_andrew@statecourts.gov

13. COURT ORDER

☐ A Accusate ☐ C Co-Counsel ☐ D Defendant ☐ E Other for Plaintiff ☐ F Other for Defendant ☐ G Other for State ☐ H Other for Defendant ☐ I Other for Plaintiff ☐ J Other for Defendant ☐ K Administrative

14. LAW FIRM NAME AND MAILING ADDRESS

15. PROCEEDING TRANSCRIPT

16. PROCEEDING TO BE TRANSCRIBED

17. APPOINTED COST (%)

18. APPOINTED CASE AND DEFENDANT

19. SPECIAL TRANSCRIPT HANDLING

20. TRANSCRIPTS

21. PROSECUTION OPENING STATEMENT ☐ PROSECUTION ARGUMENT ☐ PROSECUTION REBUTTAL ☐

22. DEFENSE OPENING STATEMENT ☐ DEFENSE ARGUMENT ☐ JURY INSTRUCTIONS ☐ VOIR DIRE ☐

Save

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**.

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

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

Save

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**.

The screenshot shows the 'Confirmation' tab of the CJA eVoucher system. The form includes sections for Case Information, Attorney Information, and a section for 'Public/Attorney Notes'. A 'Submit' button is located at the bottom right of the form. The 'Public/Attorney Notes' field is highlighted with a red box.

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

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

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 checkbox is checked, with the text "I swear and affirm the truth or correctness of the above statements" and the date "Date: 6/19/2014 9:28:36" displayed below it. To the right of the checkbox is a "Submit" button with a green upward arrow icon. At the bottom of the form, there is a navigation bar with buttons: "« First", "< Previous", "Next >", "Last »", "Save", and "Delete Draft".