

Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that could then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

IMPORTANT NOTES:

- Court staff are not responsible for helping attorneys create or download .csv files.
- As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

WXIT\$\$

On the Home page, expand the **Appointments' List** folder and locate the appropriate appointment. Click the case link.

| Appointments' List | |
|---|--|
| Search: <input type="text"/> | |
| Appointments | Defendant |
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge: |
| Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders | Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge: |
| Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders | Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge: |
| Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell | Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate |

WXIT\$5\$

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20.

Note: If you have a previously created CJA-20, review the Import Service Entries on Previously Created CJA-20s section below.

Home Operations Reports Links Help Sign out

Appointment Info

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

Appointment Info

| | | | |
|---|---|---|--|
| 1. CHR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Thomas Watson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER 1:14-CR-08806-1-AA | 4. DIST. DKT. DEF. NUMBER 1:14-CR-08806-1-AA | 5. APPEALS DKT. DEF. NUMBER | 6. OTHER DKT. DEF. NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Watson | 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 12-1738 P.M. MORTGAGE DISCRIMINATION | | | |
| 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: isa_omelaj@gov.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 checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S 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-08806-AA-0101 Start: 02/23/2020 End: | Thomas Watson (# 1) Claimed Amount: 5,000.00 | AUTH Computer Forensics Expert | Submitted to Court 0101.0000034 | 01/23/2020 |
| 1:14-CR-08806-AA- | Thomas Watson (# 1) | CJA-20 | Submitted to Court | 01/26/2017 |

WXIT\$7\$

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00
Expenses: \$0.00

Tasks

[Link To Appointment](#)
[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Form CJA20](#)
[Defendant Detail Budget](#)

Basic Info

| | | | |
|---|---|---|--|
| 1. CHR. 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: isa_omelaj@gov.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 checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S 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 | | | |

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

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

WXIT\$\$\$

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. Click the **Additional Information** link to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[- Additional Information](#)

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")


The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:
 Date, Hours, Description, Service Type, Doc#, Pages
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
 1/4/2021,.5,Reviewed Indictment,16b,4,25
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

[Import Service Entries \(.csv\)](#)

Date *  Description

Service Type

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* Required Fields

Note: The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.

WXIT\$ \$

Before you can import your .csv file, you must have it created and saved on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

+ Additional Information

Import Service Entries (.csv)

Date: 8/6/2021

Service Type:

Doc.# (ECF): Pages:

Hours: at \$152.00 per hour.

Description:

Add Remove

* Required Fields

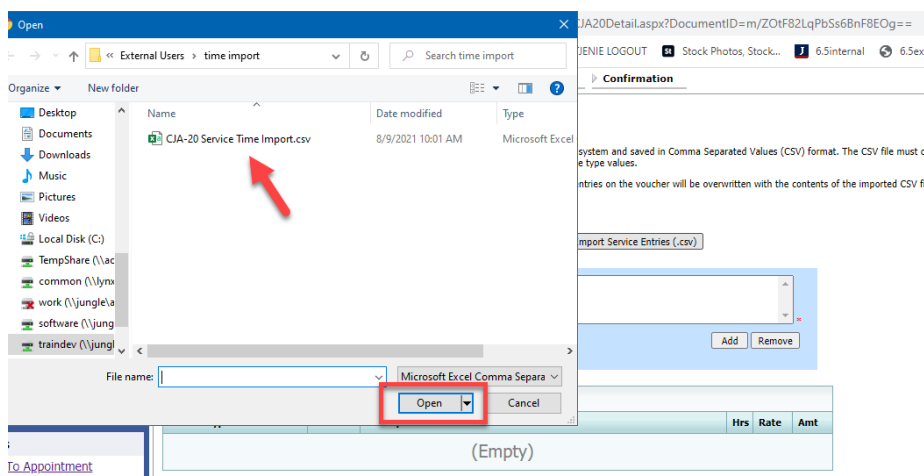
To group by a particular Header, drag the column to this area.

| Service Type | Date | Description | Hrs | Rate | Amt |
|--------------|------|-------------|-----|------|-----|
| (Empty) | | | | | |

Note: The column headings for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

WXIT\$ \$

Your file directory browser opens. Click the correct .csv file, and then click **Open**.



WXIT\$\$

A success message displays, indicating the number of entries that were imported and saved to the services table.

Basic Info Services Expenses Claim Status Documents Confirmation

Service entries have been updated!
13 entries have been successfully added from *CJA-20 Service Time Import_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

Services

Date: 9/2/2021
Service Type: [dropdown]
Doc.# (ECF): [text] Pages: [text]
Hours: [text] at \$155.00 per hour. [Add] [Remove]

Services Table:

| Service Type | Date | Description | Hrs | Rate | Amt |
|--------------------------------|------------|-------------|-----|----------|---------|
| e. Investigative or Other Work | 07/01/2021 | Test | 0.1 | \$155.00 | \$15.50 |
| a. Arraignment and/or Plea | 07/02/2021 | Test | 0.2 | \$155.00 | \$31.00 |
| d. Travel Time | 07/02/2021 | Test | 0.3 | \$155.00 | \$46.50 |
| b. Obtain and Reviewing | | | | | |

Import Service Entries with Associates

To use the import service feature on vouchers with associates, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries.

WXIT\$\$

The lead attorney imports their service entries to the voucher leaving the **Associate Info** field set to the default **Not on Voucher** by following the steps above.

CJA-20 Attorney Entries

Def.: Thomas Watson

Link to CM/ECF

Voucher #:
Start Date: 10/10/2018
End Date: 10/10/2018
Services: \$2600.00
Expenses: \$185.60

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Form CJA20](#)
[Defendant Detail Budget Report](#)
Detail budget info for

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

| | | | |
|---|---|---|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Thomas Watson | 5. APPEALS DKT DEF. NUMBER | VOUCHER NUMBER |
| 3. MAG. DKT DEF. NUMBER | 4. DIST. DKT DEF. NUMBER 1:14-cr-00306-1-ALA | 6. OTHER DKT DEF. NUMBER | |
| 7. IN CASE MATTER OF (Case Name) USA v. Watson | 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 12-1738 P MORTGAGE DISCRIMINATION | | | |
| 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_omelau@aoacs.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"/> E Sub for Federal Defender <input type="checkbox"/> F Sub for Panel Attorney <input type="checkbox"/> G Sub for Retained Attorney <input type="checkbox"/> H Sub for Pro Se <input type="checkbox"/> I Administrative <input type="checkbox"/> J Standby Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court A. Short: A. J. Johnson Date of Order: 5/3/2014 Next 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
Billing Code: 0101-00002
110 Main Street
San Antonio, TX
78210 - US
Phone: 210-833-5623
Fax:

Associate Info
Kerry Kriger Not on Voucher

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

WXIT\$\$

On successful import, in the Associate Info section, the lead attorney must select **On Voucher, Can Edit** from the drop-down list next to the associate's name.

| | |
|---|--|
| Payment Info Preferred Payee: Andrew Anders - Andrew Anders Andrew Anders - Andrew Anders Billing Code: 0101-00002 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax: | Associate Info Kerry Kriger On Voucher, Can Edit |
|---|--|

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

WXIT\$7\$

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Kerry Kriger (Attorney)

Home Operations Reports Links Help Sign out

CJA-20 Attorney Enters

[Read Only]
Def.: Thomas Watson

Link to CM/ECF

Voucher
#:
Start Date: 11/15/2018
End Date: 11/15/2018

Services: \$300.00
Expenses: \$8.03

Tasks
[Link To Appointment](#)

Actions
[Import Service Entries \(.csv\)](#)

Services

Date: 9/27/2021
Service Type:
Doc.# (ECF):
Pages:
Hours:
at \$100.00 per hour.

Required Fields

| Service Type | Date | Description | Hrs | Rate | Amt |
|-------------------------------|------------|-------------|-----|----------|----------|
| b. Bail and Detention Hearing | 11/15/2018 | Bail | 3.0 | \$100.00 | \$300.00 |

« First < Previous Next > Last » Save

Import Services Entries on Previously Created CJA-20s

WXIT\$\$

If you already have a CJA-20 created and are adding time to your services, from the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

Andrew Anders (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Active Documents

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

| Case | Defendant | Type | Status | Date Entered |
|---|--|-------------------------|---------------------------------------|--------------|
| 2:18-MJ-07088-- Start: End: | Person201853 (# 1) Claimed Amount: 852.50 | CJA-20 Andrew Anders | Voucher Entry Edit | 09/03/2021 |
| 2:18-MJ-07088-- Start: End: | Person201853 (# 1) Claimed Amount: 1,441.50 | CJA-20 Andrew Anders | Voucher Entry Edit | 09/02/2021 |
| 2:18-MJ-07088-- Start: | Person201853 (# 1) Claimed Amount: 0.00 | BUDGETAUTH | Voucher Entry | 09/02/2021 |

WXIT\$\$

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher

#:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)
[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Form CJA20](#)
[Defendant Detail Budget](#)

Basic Info

| | | | |
|--|--|---|---|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | 3. APPEALS DKT. DEF. NUMBER | 4. OTHER DKT. DEF. NUMBER |
| 5. MAG. DKT. DEF. NUMBER | 6. DIST. DKT. DEF. NUMBER 1:14-CR-00805-1-AA | 7. TYPE PERSON REPRESENTED Adult Defendant | 8. REPRESENTATION TYPE Criminal Case |
| 9. IN CASE MATTER OF (Case Name) USA v. Branson | 10. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | | |

11. OFFENSES 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: jua_srnellias@ascx.uscourts.gov

13. COURT ORDER

☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender

☐ L Licensed Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel 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
9/3/2014
Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Payment Info

Preferred Payee: **Andrew Anders - Andrew Anders**

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

WXIT\$7\$

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. Click the **Additional Information** link to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma separated values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

Date, Hours, Description, Service Type, Doc#, Pages
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
 1/4/2021,,5,Reviewed Indictment,16b,4,25
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

Import Service Entries (.csv)

| | | | | |
|--------------|---------------------------------------|-----------------------|----------------------|--|
| Date | <input type="text" value="9/3/2021"/> | | Description | <input type="text"/> |
| Service Type | <input type="text"/> | | | |
| Doc.# (ECF) | <input type="text"/> | Pages | <input type="text"/> | |
| Hours | <input type="text"/> | at \$155.00 per hour. | | <input type="button" value="Add"/> <input type="button" value="Remove"/> |

* Required Fields

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

| Service Type | Date | Description | Hrs | Rate | Amt |
|----------------------------|------------|---------------|-----|----------|----------|
| a. Arraignment and/or Plea | 09/03/2021 | Plea in court | 0.5 | \$155.00 | \$77.50 |
| c. Motion | 09/03/2021 | in court | 1.0 | \$155.00 | \$155.00 |

WXIT\$\$

Before you can import your .csv file, you must create it and save it on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 * Service Type: * Description: *
 Doc.# (ECF): * Pages: *
 Hours: * at \$155.00 per hour. Add Remove

* Required Fields

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

| Service Type | Date | Description | Hrs | Rate | Amt |
|-------------------------------|------------|-----------------------|-----|----------|----------|
| a. Arraignment and/or Plea | 09/03/2021 | Plea in court | 0.5 | \$155.00 | \$77.50 |
| c. Motion | 09/03/2021 | in court | 1.0 | \$155.00 | \$155.00 |
| a. Interviews and Conferences | 09/03/2021 | interview with client | 4.0 | \$155.00 | \$620.00 |

WXIT\$9\$

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 5-7 in the Import your Service Entries section above.

Imported from a law firm billing system and saved in Comma Separated Values (CSV) data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

Import Service Entries (.csv)

Warning Message

Uploading a new .csv file will overwrite your existing time entries on this voucher. Are you sure you want to proceed?

Cancel Proceed

Hrs Rate Amt

Fix Errors in Your .csv File

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.

WXIT\$\$

If your import fails, a message appears at the top of the page, indicating the number of errors found.

Basic Info Services Expenses Claim Status Documents Confirmation

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

Date: 9/27/2021 *
Service Type: *
Description: *
Doc.# (ECF): *
Pages: *

WXIT\$\$

Click the **View Report** link to view errors.

Basic Info Services Expenses Claim Status Documents Confirmation

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

WXIT\$7\$

The error report opens, highlighting the errors in the file. Review the error report and correct the .csv file.

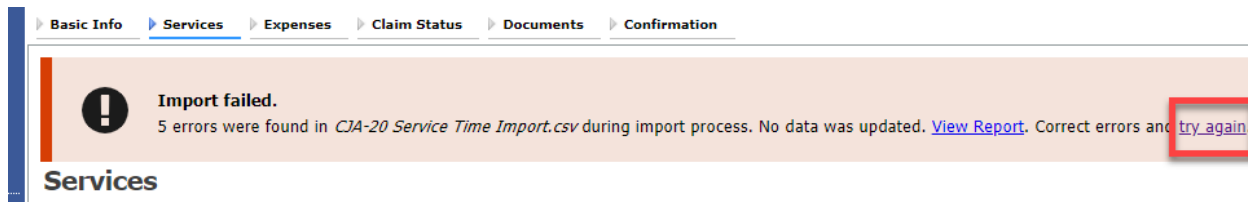
☒ Errors Only ☐ Full Report

Case Number: 1:14-cr-00805 Person Represented: Jebediah Branson

| Row | Errors | Date | Hours | Description | Service Type | Doc# | Pages |
|--------|--|-----------|-------|-------------|---------------------------------------|------|-------|
| Row 3 | Description is missing; | 9/2/2021 | 0.2 | | 15a. Arraignment and/or Plea | | |
| Row 9 | Hours is missing; | 9/11/2021 | | Test | 16c. Legal research and brief writing | | |
| Row 10 | Doc# (ECF) must be numeric value only; Pages must be numeric value only; | 9/12/2021 | 0.9 | Test | 15c. Motion Hearings | . | ~ |
| Row 11 | Date is missing; | | 1 | Test; | 16d. Travel time | | |
| Row 12 | Description has invalid character(s); | 9/14/2021 | 1.1 | Test<> | 16a. Interviews and Conferences | | |

WXIT\$\$

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Import Service Entries on Previously Created CJA-20s section above.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.

Appendix

Excel File

For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1 and .75 is rounded up to .8.

| | A | B | C | D | E | F |
|----|-----------|-------|---|---------------------------------------|-------|-------|
| 1 | Date | Hours | Description | Service Type | Doc.# | Pages |
| 2 | 9/2/2021 | | 0.1 Email to/from co-det layer re: visit with Client and need for preliminary hearing | 16e. Investigative and other work | 1 | |
| 3 | 9/3/2021 | | 0.2 Attend Arraignment, etc via Zoom | 15a. Arraignment and/or Plea | | |
| 4 | 9/4/2021 | | 0.3 Travel time from Other to Newtown to SA for initial appearance and conference | 16d. Travel time | 3 | 10 |
| 5 | 9/5/2021 | | 0.4 Review of court filings as a result of prelim hearing; Copy to Client | 16b. Obtaining and reviewing records | 6 | 12 |
| 6 | 9/6/2021 | | 0.5 Receiving, reviewing and copying to client all paperwork as a result of arraignment | 16b. Obtaining and reviewing records | 5 | |
| 7 | 9/7/2021 | | 0.6 Receive & review order scheduling preliminary hearing; Copy to Client | 16e. Investigative and other work | | |
| 8 | 9/8/2021 | | 0.7 Reviewed 3:20-mj-46, 3:20-cr-06 | 16c. Legal research and brief writing | | |
| 9 | 9/9/2021 | | 1 Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252, | 16c. Legal research and brief writing | | |
| 10 | 9/11/2021 | | 1 Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA) | 16d. Travel time | | |
| 11 | 9/12/2021 | | 1.1 Call to codef lawyer X and AUSA re: status of cases and plea deal | 16a. Interviews and Conferences | | |
| 12 | 9/14/2021 | | 1.3 Begin to review discovery from initial disclosure; No eports in discovery; Call to | 16b. Obtaining and reviewing records | 1 | |
| 13 | | | | | | |
| 14 | | | | | | |

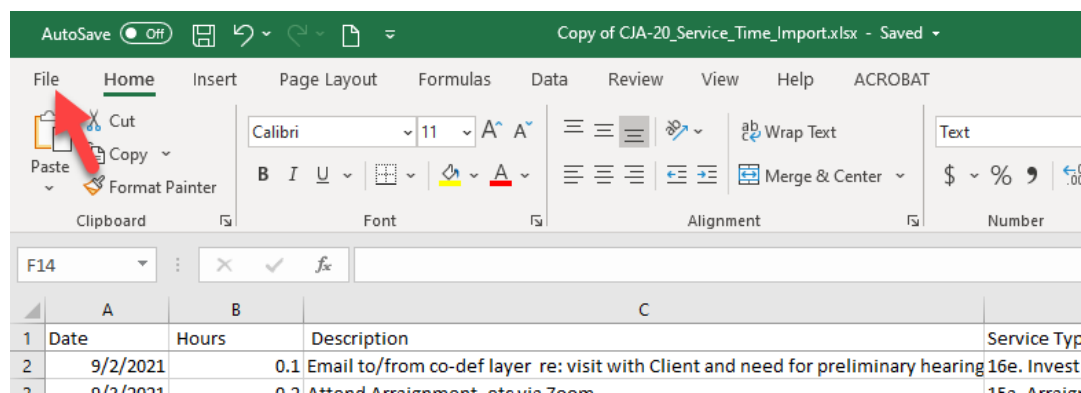
Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

Note: Most commercially available spreadsheet applications allow users to save in .csv format.

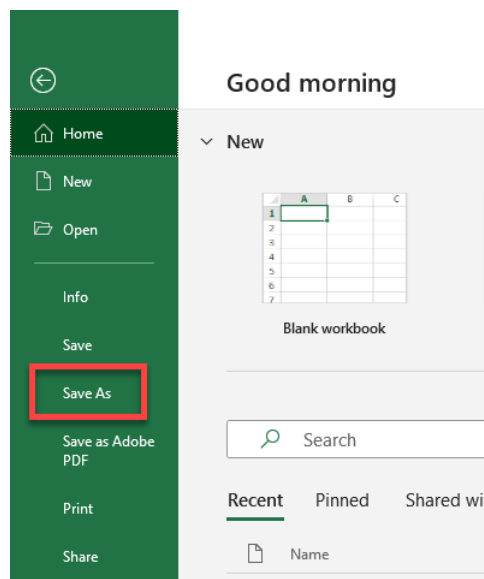
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On your Excel file, click the **File** tab.



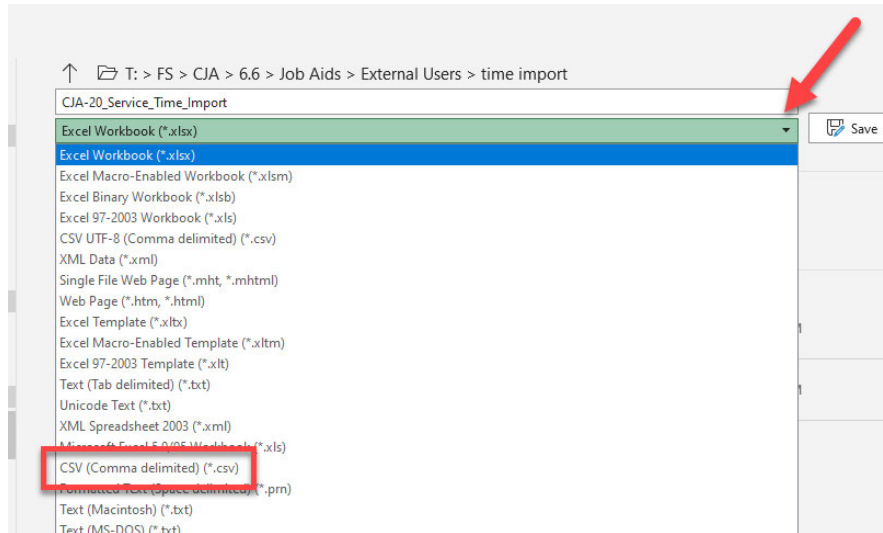
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From the navigation menu on the left, click **Save As**.



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On the Save As page, click the drop-down arrow and select **CSV (Comma delimited) (*.csv)**.



Your document has now been converted to a .csv file.

