



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

# CJA eVoucher

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## Attorney User Manual

**Release 5.1**

**September  
2017**



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## Introduction

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

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

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

## Information Management

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

## Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for payment
- Upload supporting documents to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

## Browser Compatibility

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

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## Accessing the CJA eVoucher Program

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

**USER LOGIN Release**  
**Training District 5.0**

**Existing user?** Please log in.

Username:   
Password:

[Forgot your login?](#)

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

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


- One lowercase character.
- One uppercase character.
- One number.
- One special character.

You are required to change your password every 180 days.

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

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

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

 An email with instructions on how to reset your password was sent to the email address stored on our system.

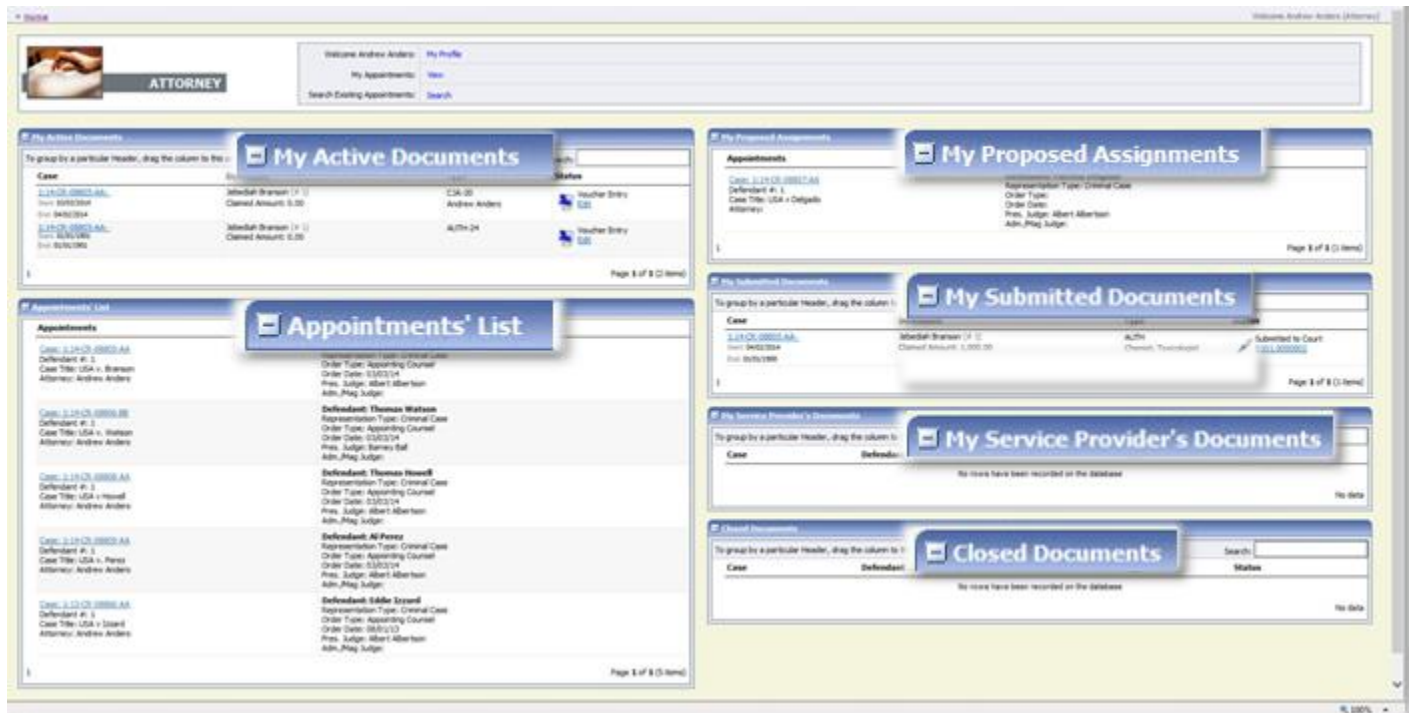
**IMPORTANT:** The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username:  and/or  
Email:

## Home Page

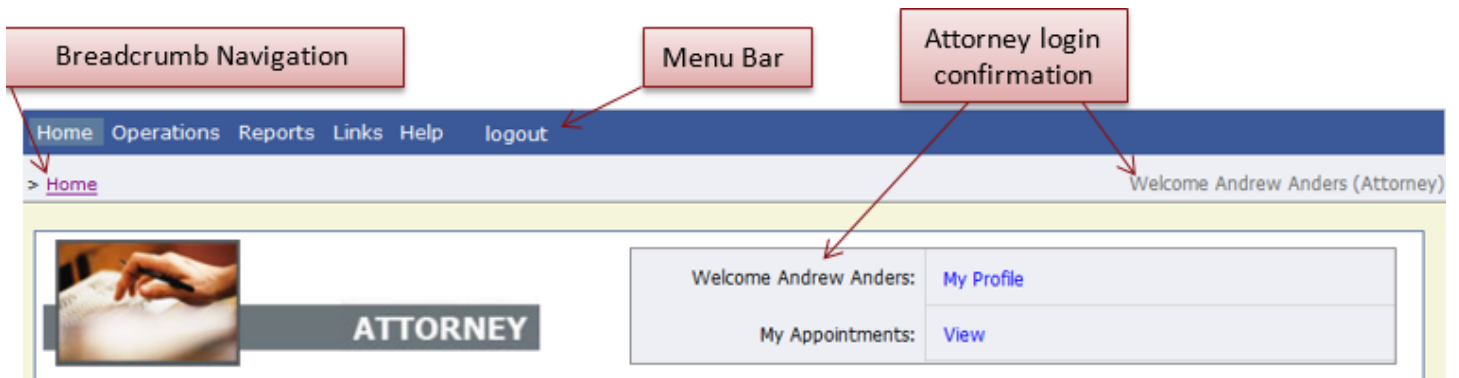
Your home page provides access to all of your appointments and vouchers.

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



| Folder Descriptions                    |  |
|--|--|
| <b>My Active Documents</b>             | This folder contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action.  |
| <b>Appointments' List</b>              | This is a quick reference to all your appointments.  |
| <b>My Proposed Assignments</b>         | Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.  |
| <b>My Submitted Documents</b>          | This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.   |
| <b>My Service Provider's Documents</b> | This folder contains all the vouchers for your service providers. This includes: <ul style="list-style-type: none"> <li>Vouchers in progress by the experts.</li> <li>Vouchers submitted to the attorney for approval and submission to the court.</li> <li>Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul> |
| <b>Closed Documents</b>                | This folder contains documents that have been paid or have been approved by the court. Closed documents are only displayed for open cases. Closed documents are displayed until they are archived and/or for 60-90 days after the appointment is terminated. They are still accessible through the appointment page.                               |



## Navigating in the CJA eVoucher Program



| Menu Bar Items    |   |
|-------------------|---|
| <b>Home</b>       | The eVoucher home page  |
| <b>Operations</b> | Allows you to search for specific appointments  |
| <b>Reports</b>    | Selected reports you may run on your appointments   |
| <b>Links</b>      | Hyperlinks to CJA resources: forms, guides, publications, etc.  |
| <b>Help</b>       | Provides: <ul style="list-style-type: none"> <li>• Another link to your profile</li> <li>• "Contact Us" email</li> <li>• Privacy Notice</li> <li>• eVoucher help documentation for attorneys and experts</li> </ul> |
| <b>Logout</b>     | Logs user off the eVoucher program  |

## Customizing the Home Page

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

**Expanding/Collapsing Folders:** Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

### Moving Folders

Step  
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A **crosshair** icon  appears.


Step  
2

Click and drag the folder to the new location.

**Sorting:** Click the column heading (e.g., **Case**, **Description**, **Type**) to sort in either ascending or descending order.

### Resizing of Column

Step  
1

Along the folder headings (e.g., **Case**, **Defendant**, **Type**, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step  
2

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

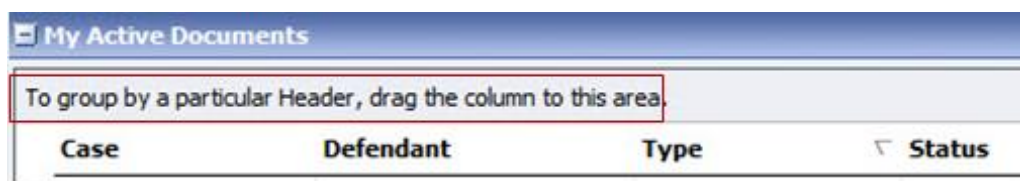
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

## Customizing the Home Page (continued)

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

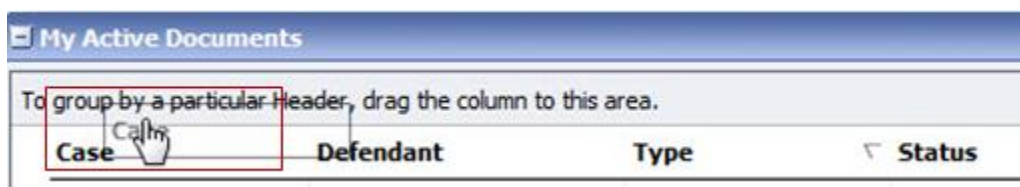
Step  
1

Click the header for the column you wish to group.



Step  
2

Click and drag the header to the **Group by:** header bar.



Step  
3

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





## My Profile

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

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

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



 This screenshot shows the 'My Profile' page for 'Andrew Anders'. The page is divided into several sections, each with an 'Edit' or 'View' button. The sections are:
 

- Login Info**: Your Login information. Username: **Anders**. Edit button.
- Attorney Info**: Your personal info. Bar Number: [blank]. Your Name: **Andrew Anders**. Your Contact Info: Phone: 210-833-5623, Fax: deadmail@support.aotx.uscourts.gov, deadmail@support.aotx.uscourts.gov, deadmail@support.aotx.uscourts.gov. Your Address: 110 Main Street, San Antonio, TX 78210, US. Edit button.
- Billing Info**: List all available billing info records. Your default billing info is: **Andrew Anders**, Billing Code: 0101-000001, 110 Main Street, San Antonio, TX 78210 - US, Phone: 210-833-5623, Fax: [blank]. Select, Add, and Edit buttons.
- Holding Period**: There is 1 period of time during which case cannot be taken. View button.
- Continuing Legal Education**: No info has been stored. Please click VIEW to type your info. View button.

## Changing My Profile Username and Password

Step  
1

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

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

**Login Info**  
Your Login information

UserName **Anders** Edit

Step  
2

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

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

**Login Info**  
Your Login information

Username Anders change

Password \*\*\*\* reset

Close

Step  
3

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

Step  
4

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

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

**Login Info**  
Your Login information

Username Anders change

Password \*\*\*\*\* \* **Strength: Strong**

Confirm \*\*\*\*\* \*

Reset cancel

Step  
5

Click **Reset** to save.

Step  
6

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

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

**Login Info**  
Your Login information

Username Anders change

Password \*\*\*\* reset

Close

## Attorney Info

### Step 1

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

**Attorney Info**  
Your personal info

Bar Number: **12345**  
Your Name: **Andrew Anders**

*Your Contact Info:*  
Phone: 210-833-5623 | Cell Phone: 702-555-1212  
Fax:  
deadmail@support.aotx.uscourts.gov  
deadmail@support.aotx.uscourts.gov  
deadmail@support.aotx.uscourts.gov

*Your Address:*  
110 Main Street  
San Antonio, TX 78210  
USA

**Edit**

### Step 2

Make any necessary changes.

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).

**\* Required Fields**  
Bar Number  
Tax Identification Number: \* (If on Panel)  
SSN:  
Confirm:

☐ Foreign Vendor?

First Name \* Middle Last Name \*  
Andrew Anders

Main Email \*  
deadmail@support.aotx.uscourts.gov

2nd Email  
deadmail@support.aotx.uscourts.gov

3rd Email  
deadmail@support.aotx.uscourts.gov

Phone \* Cell Phone Fax  
210-833-5623

Address 1 \* City \*  
110 Main Street San Antonio

Address 2 State \* (US only) Zip \* (US only)  
TEXAS 78210

Address 3 Country \*  
UNITED STATES

**Save**  
cancel

### Step 3

Click **Save**.

### Note:

- Each attorney (except associates) must enter his or her SSN into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, select that checkbox and enter in appropriate information.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

## Billing Info

### Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

**Billing Info**  
List all available billing info records

Your default billing info is:  
**Andrew Anders**  
Billing Code: 0101-000001  
110 Main Street  
San Antonio, TX 78210 - US  
Phone: 210-833-5623  
Fax:

Select  
Add  
Edit

### Step 2

Click **Edit** if you wish to change the information already entered.

### Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may select the **Copy Address from Profile** check box if your billing address is the same as your **Attorney Info** address.

### Step 3

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

**Billing Info**  
List all available billing info records

Billing Type:  
☒ Self-Employed  
☐ Firm  
☐ Associate

☒ Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

Save  
cancel

# Step 4

If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

## Billing Info

List all available billing info records

Billing Type:

- ☐ Self-Employed  
☒ Firm  
☐ Associate

Tax Identification Number:

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name:

Phone:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:

UNITED STATES

Save

cancel

## Billing Info

List all available billing info records

Billing Type:

- ☐ Self-Employed  
☐ Firm  
☒ Associate

Billing Code:

Verify

**Andrew Anders**

Billing Code: 0101-000001

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Save

cancel

## Note:

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

## Appointments' List

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

Step  
1

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

| Appointments' List  |  |
|---|--|
| Appointments  | Defendant  |
| <a href="#">Case: 1:14-CR-08805-AA</a><br>Defendant #: 1<br>Case Title: USA v. Branson<br>Attorney: Andrew Anders | <b>Defendant: Jebediah Branson</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/03/14<br>Pres. Judge: Albert Albertson<br>Adm./Mag Judge: |
| <a href="#">Case: 1:14-CR-08805-AA</a><br>Defendant #: 1<br>Case Title: USA v. Branson<br>Attorney: Andrew Anders | <b>Defendant: Jebediah Branson</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 12/21/10<br>Pres. Judge: Albert Albertson<br>Adm./Mag Judge: |

**Appointment**  
In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

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

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

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

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

**Reports**

[Appointment Report](#)

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

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

[Attorney Time Report](#)

**Appointment Info**

|  |   |   |  |
|--|---|---|--|
| 1. CTR. TEST. DEV. CODE<br>0101  | 2. PERSON REPRESENTED<br>Jebediah Branson                                       | VOUCHER NUMBER  |  |
| 3. MAG. DKT. DEF. NUMBER   | 4. DIST. DKT. DEF. NUMBER<br>1:14-CR-08805-1-AA                                 | 5. APPEALS. DKT. DEF. NUMBER  | 6. OTHER. DKT. DEF. NUMBER               |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Branson   | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825 F INSPECTION VIOLATION PENALTIES   |   |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623 |   | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> V Standby Counsel<br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order<br>3/3/2014<br>Regayment <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   |
|---|---|--|--|
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 03/03/2014<br>End: 06/05/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 778.40                        | CJA-20<br>Andrew Anders                    | Submitted to Court<br><a href="#">0101.00000001</a><br>INTERIM PAYMENT 1 |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 04/02/2014<br>End: 01/01/1900 | Jebediah Branson (# 1)<br>Claimed Amount: 1,000.00                      | AUTH<br>Chemist, Toxicologist              | Submitted to Court<br><a href="#">0101.00000002</a>                      |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 06/04/2014<br>End: 06/04/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 0.00<br>Approved Amount: 0.00 | AUTH-24                                    | Voucher Closed<br><a href="#">0101.00000026</a>                          |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 06/15/2014<br>End: 05/15/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                          | CJA-21<br>Luz Garcia<br>Hair, Fiber Expert | Voucher Entry<br><a href="#">Edit</a>                                    |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 06/04/2014<br>End: 06/04/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                          | CJA-24<br>Teresa Transcripts               | Voucher Entry<br><a href="#">Edit</a>                                    |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 01/01/1901<br>End: 01/01/1901 | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                          | AUTH-24                                    | Voucher Entry<br><a href="#">Edit</a>                                    |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 06/04/2014<br>End: 06/04/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 14.50                         | CJA-24<br>Teresa Transcripts               | Submitted to Attorney<br><a href="#">0101.0000149</a>                    |

Page 1 of 1 (7 items)

**View Representation**

**Attorney CJA 20 Voucher Template**

**Expert CJA 21 Voucher Template**

**Detailed Payment Reports**

**All vouchers associated with this case are displayed.**

**Group Header Bar**

## View Representation

The **View Representation** information displays:

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

Step  
2

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



Group Header Bar

Home Operations Reports Links Help logout

### Representation

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

#### Reports

[Representation Report](#)

### Representation Info

|   |               |   |          |   |  |
|---|---------------|---|----------|---|--|
| 1. CIR./DIST./DIV.CODE<br>0101                |               | 2. PERSON REPRESENTED<br>Jebediah Branson         |          | VOUCHER NUMBER  |  |
| 3. MAG. DKT/DEF.NUMBER                        |               | 4. DIST. DKT/DEF.NUMBER<br>1:14-CR-08805-1-AA     |          | 5. APPEALS. DKT/DEF.NUMBER  |  |
| 6. OTHER. DKT/DEF.NUMBER                      |               | 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson |          | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) |  |
| 9. TYPE PERSON REPRESENTED<br>Adult Defendant |               | 10. REPRESENTATION TYPE<br>Criminal Case          |          | 11. OFFENSE(S) CHARGED<br>15:1825.F INSPECTION VIOLATION PENALTIES              |  |
| EXCESS FEE LIMIT<br>\$9,900.00                |               | PRESIDING JUDGE<br>Albert Albertson               |          | MAGISTRATE JUDGE  |  |
| DESIGNEE                                      |               |   |          |   |  |
| App.ID  | Attorney      | Order Type  | Order    | Email   |  |
| 2   | Andrew Anders | Appointing Counsel                                | 03/03/14 | deadmail@support.aotx.uscourts.gov  |  |

Step  
3

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



## CJA-20 Voucher Process Overview

Attorney enters time/expenses and submits voucher.

Court CJA Unit audits voucher.

Court approves or rejects voucher.

Court processes voucher for payment.

## Creating the CJA-20 Voucher

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

### Note:

All voucher types and documents function primarily the same.

Step  
1

From the **Appointment** section, click **Create** from the CJA-20 Voucher template.



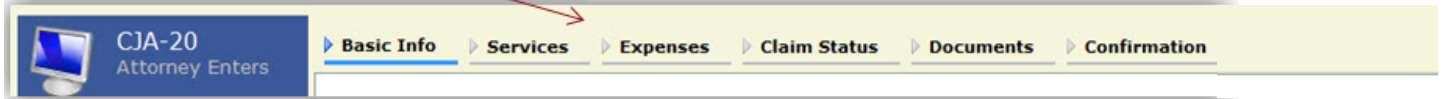
The voucher opens the **Basic Info** page which displays the information in the paper voucher format.

| CJA-20<br>Attorney Enters   |   | Basic Info   Services   Expenses   Claim Status   Documents   Confirmation   |  |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
|---|---|--|--|--|--|--------------------------------|---|--|----------------|--|--------------------------|---|------------------------------|----------------------------|--|---|---|---|--|--|--|--|--|--|--|--|--|---|--|--|---------------------------------------|--|--|--|--|
| Def.: Jebediah Branson<br><br><a href="#">Link to CM/ECF</a><br><br>Voucher #:<br>Start Date: 6/11/2014<br>End Date: 6/11/2014<br><br>Services: \$0.00<br><br>Expenses: \$0.00<br><br><b>Reports</b><br><a href="#">Defendant Detail Budget Report</a><br>Detail budget info for defendant<br><br><a href="#">Form CJA20</a><br><a href="#">Defendant Summary Budget Report</a><br>Totals only of budget info for defendant |   | <b>Basic Info</b> <table border="1"> <tr> <td>1. CIR./DIST./DIV.CODE<br/>0101</td> <td colspan="2">2. PERSON REPRESENTED<br/>Jebediah Branson</td> <td colspan="2">VOUCHER NUMBER</td> </tr> <tr> <td>3. MAG. DKT./DEF. NUMBER</td> <td>4. DIST. DKT./DEF. NUMBER<br/>1:14-CR-08805-1-AA</td> <td>5. APPEALS. DKT./DEF. NUMBER</td> <td colspan="2">6. OTHER. DKT./DEF. NUMBER</td> </tr> <tr> <td>7. IN CASE/MATTER OF(Case Name)<br/>USA v. Branson</td> <td>8. PAYMENT CATEGORY<br/>Felony (including pre-trial diversion of alleged felony)</td> <td>9. TYPE PERSON REPRESENTED<br/>Adult Defendant</td> <td colspan="2">10. REPRESENTATION TYPE<br/>Criminal Case</td> </tr> <tr> <td colspan="5">11. OFFENSE(S) CHARGED<br/>15:1825.F INSPECTION VIOLATION PENALTIES</td> </tr> <tr> <td colspan="2">12. ATTORNEY'S NAME AND MAILING ADDRESS<br/>Andrew Anders - Bar Number: 12345<br/>110 Main Street<br/>San Antonio TX 78210<br/>Phone: 210-833-5623</td> <td colspan="3">           13. COURT ORDER<br/> <input type="checkbox"/> A Associate    <input type="checkbox"/> C Co-Counsel<br/> <input type="checkbox"/> F Subs for Federal Defender    <input checked="" type="checkbox"/> O Appointing Counsel<br/> <input type="checkbox"/> P Subs for Panel Attorney    <input type="checkbox"/> R Subs for Retained Attorney<br/> <input type="checkbox"/> Y Standby Counsel<br/><br/>           Prior Attorney's Name<br/>           Appointment Dates<br/>           Signature of Presiding Judge or By Order of the Court<br/>           Albert Albertson<br/>           Date of Order    Nunc Pro Tunc Date<br/>           3/3/2014<br/>           Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO         </td> </tr> <tr> <td colspan="2">14. LAW FIRM NAME AND MAILING ADDRESS</td> <td colspan="3"></td> </tr> </table> |  |  |  | 1. CIR./DIST./DIV.CODE<br>0101 | 2. PERSON REPRESENTED<br>Jebediah Branson |  | VOUCHER NUMBER |  | 3. MAG. DKT./DEF. NUMBER | 4. DIST. DKT./DEF. NUMBER<br>1:14-CR-08805-1-AA | 5. APPEALS. DKT./DEF. NUMBER | 6. OTHER. DKT./DEF. NUMBER |  | 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |  | 11. OFFENSE(S) CHARGED<br>15:1825.F INSPECTION VIOLATION PENALTIES |  |  |  |  | 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623 |  | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> Y Standby Counsel<br><br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order    Nunc Pro Tunc Date<br>3/3/2014<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  |  | 14. LAW FIRM NAME AND MAILING ADDRESS |  |  |  |  |
| 1. CIR./DIST./DIV.CODE<br>0101  | 2. PERSON REPRESENTED<br>Jebediah Branson                                       |  | VOUCHER NUMBER                           |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| 3. MAG. DKT./DEF. NUMBER  | 4. DIST. DKT./DEF. NUMBER<br>1:14-CR-08805-1-AA                                 | 5. APPEALS. DKT./DEF. NUMBER   | 6. OTHER. DKT./DEF. NUMBER               |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson   | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| 11. OFFENSE(S) CHARGED<br>15:1825.F INSPECTION VIOLATION PENALTIES  |   |  |  |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623  |   | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> Y Standby Counsel<br><br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order    Nunc Pro Tunc Date<br>3/3/2014<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |  |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS   |   |  |  |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| <b>Payment Info</b><br>Preferred Payee: Andrew Anders<br><b>Andrew Anders</b><br>SSN/EIN: ***-**-6789<br>123 Legal Blvd. South<br>AnyTown, DC<br>12345 - USA<br>Phone: 888-555-4000<br>Fax: 888-555-4001  |   |  |  |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |
| « First    < Previous    Next >    Last »    Save    Delete Draft   |   |  |  |  |  |                                |   |  |                |  |                          |   |                              |                            |  |   |   |   |  |  |  |  |  |  |  |  |  |   |  |  |                                       |  |  |  |  |



## Creating the CJA-20 Voucher (cont'd)

Tab Headings appears at the top of the screen



### Notes:

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

## Entering Services

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

Step  
2

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

### Note:

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

Step  
3

Enter the date of the service. The default date is always the current date. You may type the date or click the **calendar** icon to select a date from the pop-up calendar.

## Services (cont'd)

Step  
4

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

### Note:

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

Step  
5

Enter hours of service in tenths of an hour.

Step  
6

Enter a description.

Step  
7

Click **Add**.

### Note:

- You may add time in any order.
- Click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the **Service Type** section.

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

Step  
8

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

Step  
9

Click **Save**.

## Entering Expenses

Step  
1

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

**Expenses**

Date: 6/12/2014 \*

Expense Type: \*

Miles:  at \$0.5600 per mile.

Amount:

**\* Required Fields**

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data      |      |             |      |      |     |

« First < Previous Next > Last » Save Delete Draft

Step  
2

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

**Expenses**

Date: 6/12/2014 \*

Expense Type: \*

Miles:

Amount:

**\* Required Fields**

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data      |      |             |      |      |     |

« First < Previous Next > Last »

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

## Entering Expenses (cont'd)

**Step 3** If **Travel Miles** is selected, enter the round trip mileage.

**Step 4** Enter a description in the **Description** field.

**Expenses**

Date: 6/12/2014

Expense Type: Travel Miles

Miles: 20 at \$0.5600 per mile.

Description: Travel to and from Court

Amount:

\* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| No data      |      |             |      |      |     |

« First < Previous Next > Last » Save Delete Draft

**Step 5** Click **Add**.

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

**Expenses**

Date: 6/12/2014

Expense Type:

Miles: at \$0.5600 per mile.

Description:

Amount:

\* Required Fields

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

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

1 Page 1 of 1 (1 items)


« First < Previous Next > Last » Save Delete Draft

## Entering Expenses (cont'd)

### Notes:

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

**Expenses**

Date: 6/12/2014  Description:

Expense Type:

Miles:  at \$0.5600 per mile.

Amount:

**Add** **Remove**

\* Required Fields

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

| Expense Type | Date        | Description                       | Mile | Rate   | Amt   |
|--------------|-------------|-----------------------------------|------|--------|-------|
| Photocopies  | 06/12/20... | Copies - 100 pages @ .15 per page | 0    | 0      | 15.00 |
| Travel Miles | 06/12/20... | Travel to and from Court          | 20   | 0.5600 | 11.20 |

1 Page 1 of 1 (2 items)

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

Step  
6

Click the **Date** column header. This sorts expenses according to date.

Step  
7

Click **Save**.

## Claim Status

Step  
1

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

Step  
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

Step  
3

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

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

Step  
4

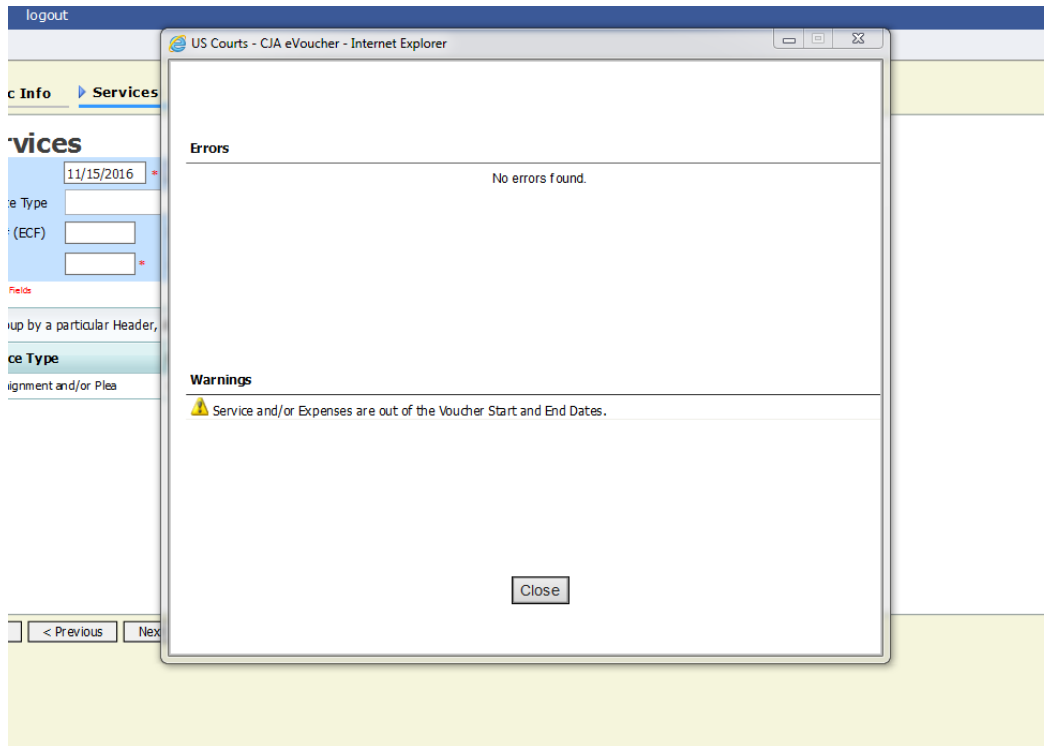
Answer all the questions regarding previous payments in this case.

Step  
5

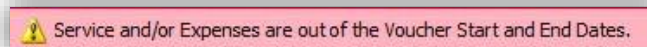
Click **Save**.



At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.



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



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

## Documents

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

Step  
1

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

Step  
2

Add a description of the attachment.



Step  
3

Click **Upload**.

**Supporting Documents**

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

File: G:\AO\evoucher\CJA eV... Browse...

Description: Copies of receipts

Upload

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

**Supporting Documents**

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

File: Browse...

Description:

Upload

| Description        | Delete                 | View                 |
|--------------------|------------------------|----------------------|
| Copies of receipts | <a href="#">Delete</a> | <a href="#">View</a> |

« First < Previous Next > Last » Save Delete Draft

Step  
4

Click **Save**.


## Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign and submit your voucher to the court.

Step  
1

Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** screen appears, which reflects all entries from the previous screens.

| Confirmation   |                                  |   |  |  |                      |
|--|----------------------------------|---|--|--|----------------------|
| 1. CIR. DIST. DIV. CODE<br>0101  |                                  | 2. PERSON REPRESENTED<br>Jebediah Branson                                       |  | VOUCHER NUMBER   |                      |
| 3. MAG. DKT/DEF NUMBER   |                                  | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08805-1-AA                                   |  | 5. APPEALS DKT/DEF NUMBER  |                      |
| 7. IN CASE/MATTER OF (Case Name)<br>USA v. Branson   |                                  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) |  | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  |                      |
|  |                                  |   |  | 10. REPRESENTATION TYPE<br>Criminal Case   |                      |
| 11. OFFENSE(S) CHARGED<br>15:1825.F INSPECTION VIOLATION PENALTIES   |                                  |   |  |  |                      |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623   |                                  |   |  | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> Y Standby Counsel |                      |
| 14. LAW FIRM NAME AND MAILING ADDRESS<br>Andrew Anders TIN: ***-**-6789<br>123 Legal Blvd. South<br>AnyTown DC 12345 USA<br>Phone: 888-555-4000<br>Fax: 888-555-4001   |                                  |   |  | Prior Attorney's Name<br>Appointment Date<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order<br>Nunc Pro Tunc Date<br>3/3/2014<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   |                      |
| CLAIMS FOR SERVICES AND EXPENSES   |                                  |   | FOR COURT USE ONLY   |  |                      |
| CATEGORIES   | HOURS CLAIMED                    | TOTAL AMOUNT CLAIMED  | ADJUSTED HOURS   | ADJUSTED AMOUNT  | REVIEW               |
| 15. a. Arraignment and/or Plea   | 0.5                              | \$63.00   |  |  |                      |
| b. Bail and Detention Hearing  | 0                                | \$0.00  |  |  |                      |
| c. Motion  | 0                                | \$0.00  |  |  |                      |
| d. Trial   | 0                                | \$0.00  |  |  |                      |
| e. Sentencing Hearings   | 0                                | \$0.00  |  |  |                      |
| f. Revocation Hearings   | 0                                | \$0.00  |  |  |                      |
| g. Appeals Court   | 0                                | \$0.00  |  |  |                      |
| h. Other   | 0                                | \$0.00  |  |  |                      |
| <b>Totals</b>  | <b>0.5</b>                       | <b>\$63.00</b>  |  |  |                      |
| 16. a. Interviews and Conferences  | 0                                | \$0.00  |  |  |                      |
| b. Obtaining and Reviewing Records   | 0                                | \$0.00  |  |  |                      |
| c. Legal Research and Brief Writing  | 0                                | \$0.00  |  |  |                      |
| d. Travel Time   | 0                                | \$0.00  |  |  |                      |
| e. Investigative or Other Work   | 0                                | \$0.00  |  |  |                      |
| <b>Totals</b>  | <b>0</b>                         | <b>\$0.00</b>   |  |  |                      |
| 17. Travel Expenses (lodging, parking, meals, mileage, etc.)   |                                  | \$11.20   |  |  |                      |
| 18. Other Expenses (other than expert, transcripts, etc.)  |                                  | \$15.00   |  |  |                      |
| <b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>   |                                  | <b>\$89.20</b>  |  |  |                      |
| 19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE<br>FROM: 6/12/2014 TO: 6/12/2014   |                                  |   | 20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION |  | 21. CASE DISPOSITION |
| 22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (90) <input type="checkbox"/> Supplemental Payment  |                                  |   |  |  |                      |
| Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation<br>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.<br>\$0.00   | 24. OUT OF COURT COMP.<br>\$0.00 | 25. TRAVEL EXPENSES<br>\$0.00   | 26. OTHER EXPENSES<br>\$0.00                                   | 27. TOTAL AMT. APPR. CERT.<br>\$0.00   |                      |
| 28. SIGNATURE OF THE PRESIDING JUDGE   |                                  |   | DATE   | 28a. JUDGE CODE  |                      |
| 29. IN COURT COMP.<br>\$0.00   | 30. OUT OF COURT COMP.<br>\$0.00 | 31. TRAVEL EXPENSES<br>\$0.00   | 32. OTHER EXPENSES<br>\$0.00                                   | 33. TOTAL AMT. APPR. CERT.<br>\$0.00   |                      |
| 34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount  |                                  |   | DATE   | 34a. JUDGE CODE  |                      |
| Public/Attorney Notes  |                                  |   |  |  |                      |
| <input type="checkbox"/> I swear and affirm the truth or correctness of the above statements<br>Date:  |                                  |   |  |  |                      |
| <div style="text-align: right;">  </div>  |                                  |   |  |  |                      |
| <div style="text-align: center;"> <span>« First</span> <span>&lt; Previous</span> <span>Next &gt;</span> <span>Last »</span> <span>Save</span> <span>Delete Draft</span> </div>  |                                  |   |  |  |                      |

You may include any information to the court in the **Public/Attorney Notes** field.

## Signing and Submitting to Court (cont'd)

**Step 2** Verify the information is correct.

**Step 3** Scroll to the bottom of the screen.

**Step 4** Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

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

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

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

**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](#)

**Step 6** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

## Signing and Submitting to Court (cont'd)

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

| My Submitted Documents  |  |                               |   |
|---|--|-------------------------------|---|
| To group by a particular Header, drag the column to this area.            |  |                               | Search: <input type="text"/>  |
| Case  | Defendant  | Type                          | Status  |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 06/12/2014<br>End: 06/12/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 89.20    | CJA-20<br>Andrew Anders       | Submitted to Court<br><a href="#">0101.0000150</a>                      |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 03/03/2014<br>End: 06/05/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 778.40   | CJA-20<br>Andrew Anders       | Submitted to Court<br><a href="#">0101.0000001</a><br>INTERIM PAYMENT 1 |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 04/02/2014<br>End: 01/01/1900 | Jebediah Branson (# 1)<br>Claimed Amount: 1,000.00 | AUTH<br>Chemist, Toxicologist | Submitted to Court<br><a href="#">0101.0000002</a>                      |

1 Page 1 of 1 (3 items)

### Notes:

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

| My Documents  |  |
|---|--|
| To group by a particular Header, drag the column to this area.            |  |
| Case  |  |
| <a href="#">1:14-CR-08802-AA-</a><br>Start: 06/19/2014<br>End: 06/19/2014 |  |

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

## CJA-20 Quick Review Panel

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

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

**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 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         |
| <b>Totals</b>              | <b>0.5</b> | <b>\$63.00</b> |

**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        |
| <b>Totals</b>                    | <b>0.0</b> | <b>\$0.00</b> |

Expenses: \$26.20

**Travel**

| Expense Type  | Amount         |
|---------------|----------------|
| Travel Miles  | \$11.20        |
| Travel Misc   | \$0.00         |
| <b>Totals</b> | <b>\$11.20</b> |

**Expenses**

| Expense Type          | Amount         |
|-----------------------|----------------|
| Fax                   | \$0.00         |
| Long Distance Charges | \$0.00         |
| Photocopies           | \$15.00        |
| Postage               | \$0.00         |
| Other Expenses        | \$0.00         |
| <b>Totals</b>         | <b>\$15.00</b> |

## Reports and Case Management

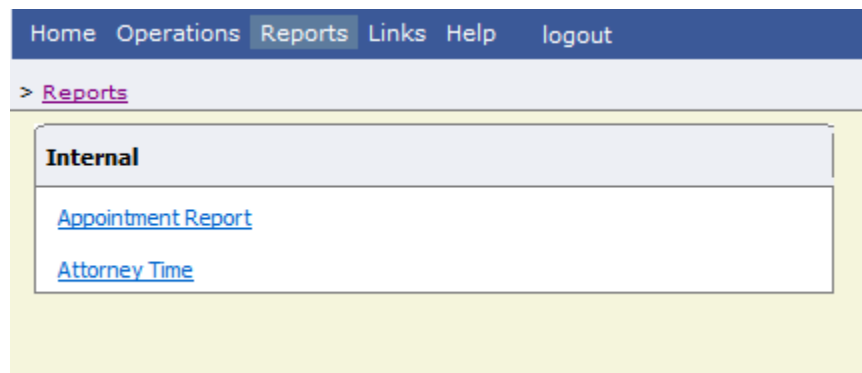
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



You can find other accessible reports on the menu bar.



## Defendant Detailed Budget Report

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

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

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

| Time Period<br>For Voucher | Voucher<br>Number    | Pending        |          |        | Approved |                 |          |        | Amount Remaining |                |                               |
|----------------------------|----------------------|----------------|----------|--------|----------|-----------------|----------|--------|------------------|----------------|-------------------------------|
|                            |                      | Fees           | Expenses |        | Total    | Fees            | Expenses |        | Total            | After Approved | After Approved<br>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<br>For Voucher   | Voucher<br>Number | Pending                      |          |       |                           | Approved |          |                         | Amount Remaining |                             |                               |
|  |                   | Fees                         | Expenses |       | Total                     | Fees     | Expenses |                         | Total            | After Approved              | After Approved<br>And Pending |
|  |                   |                              | Travel   | Other |                           |          | Travel   | Other                   |                  |                             |                               |
|  |                   |                              |          |       |                           |          |          |                         |                  |                             |                               |
| Authorization Number: 0101.0000002<br>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.<br>*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

This report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

### Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

| Counsel Budget Defendant: Jebediah Branson   |                |                |          |        |          |                 |          |                  |            |                |                            |
|--|----------------|----------------|----------|--------|----------|-----------------|----------|------------------|------------|----------------|----------------------------|
| Type of Representation:                      |                | Criminal Case  |          |        |          |                 |          |                  |            |                |                            |
| Budget Amount Requested:                     |                | \$0.00         |          |        |          |                 |          |                  |            |                |                            |
| Budget Amount Approved:                      |                | \$3,900.00     |          |        |          |                 |          |                  |            |                |                            |
| Time Period For Voucher                      | Voucher Number | Pending        |          |        | Approved |                 |          | Amount Remaining |            |                |                            |
|  |                | Fees           | Expenses |        | Total    | Fees            | Expenses |                  | 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<br>For Voucher                                 | Voucher<br>Number | Pending  |          |                              | Approved |      |                           | Amount Remaining |                             |                         |                               |
|  |                   | Fees   | Expenses |                              | Total    | Fees | Expenses                  |                  | Total                       | After Approved          | After Approved<br>And Pending |
|  |                   |  | Travel   | Other                        |          |      | Travel                    | Other            |                             |                         |                               |
|  |                   | Authorization Number: 0101.0000002<br>Specialty: Chemist, Toxicologist |          | Amount Requested: \$1,000.00 |          |      | Amount Authorized: \$0.00 |                  |                             | Attorney: Andrew Anders |                               |

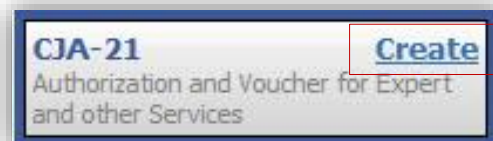
| Grand Totals for the Representation  |         |          |        |        |          |            |        |                | Defendant: Jebediah Branson |                   |
|--|---------|----------|--------|--------|----------|------------|--------|----------------|-----------------------------|-------------------|
| 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.<br>*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        |



## Creating a CJA-21 Voucher

Step  
1

From the **Appointment** page, click **Create** from the CJA-21 Voucher template.



The voucher opens the **Basic Info** page.

### Note:

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

Def.:

Link to CM/ECF

Voucher #: ---

Start Date: ---

End Date: ---

Summary: \$0.00

**Services**

|               |        |
|---------------|--------|
| <b>Totals</b> | \$0.00 |
|---------------|--------|

**Travel**

|                     |               |
|---------------------|---------------|
| <b>Expense Type</b> | <b>Amount</b> |
| Travel Miles        | \$0.00        |
| Travel Misc         | \$0.00        |
| <b>Totals</b>       | \$0.00        |

**Expenses**

|                       |               |
|-----------------------|---------------|
| <b>Expense Type</b>   | <b>Amount</b> |
| FAX                   | \$0.00        |
| Long Distance Charges | \$0.00        |
| Photocopies           | \$0.00        |
| Postage               | \$0.00        |
| Other Expenses        | \$0.00        |
| <b>Totals</b>         | \$0.00        |

**Tasks**

[Link To Appointment](#)

[Link To Representation](#)

**Basic Info**

|  |   |   |  |
|--|---|---|--|
| 1. CIR. DIST. DIV. CODE<br>0101                                    | 2. PERSON REPRESENTED<br>Jebediah Branson                                       | VOUCHER NUMBER                                |  |
| 3. MAG. DKT/DEF. NUMBER  | 4. DIST. DKT/DEF. NUMBER<br>1:14-CR-08805-1-AA                                  | 5. APPEALS. DKT/DEF. NUMBER                   | 6. OTHER. DKT/DEF. NUMBER                |
| 7. IN CASE/MATTER OF (Case Name)<br>USA v. Branson                 | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825.F INSPECTION VIOLATION PENALTIES |   |   |  |
| EXCESS FEE LIMIT<br>\$10,300.00                                    | PRESIDING JUDGE<br>Albert Albertson   | MAGISTRATE JUDGE                              | DESIGNEE 1                               |
|  |   |   | DESIGNEE 2                               |

**Authorization Selection**

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

**No Authorization Required**

If your voucher compensation is under the statutory limit and does not require prior authorization.

**Use Existing Authorization**

Select this option to display and select from a list of approved authorizations for this appointment.

When submitting a CJA-21 Voucher, you have two options from which to choose under the **Authorization Selection** section.

Step  
2

If the request does not require advance authorization, click **No Authorization Required**.

If you have a previously approved authorization, click **Use Existing Authorization**.

**No Authorization Required**

If your voucher compensation is under the statutory limit and does not require prior authorization.

**Use Existing Authorization**

Select this option to display and select from a list of approved authorizations for this appointment.

## Creating a CJA-21 Voucher (cont'd)

If you click **Use Existing Authorization**, an **Associated Authorization** list appears.

Step  
3

Select the authorization you wish to use.  
It will turn beige when selected. **You cannot continue until it is highlighted.**

Step  
4

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type.

Step  
5

Enter a description of the service to be provided in the **Description** field.

Step  
6

From the **Expert** drop-down list, select the expert.  
If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** buttons remain locked, indicating the attorney will be responsible for filling the voucher claim part.

If the expert selected is authorized to enter expenses on their own voucher, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.

| Please Select the Associated Authorization   |  |
|--|--|
| <b>ID Number: 186</b><br>Order Date: 03/03/2014<br>Authorized Amount: \$100.00<br>Grand Total Amount: \$100.00 | Service Type: Interpreter/Translator<br>Estimated Amount: \$5,000,000.00<br>Notes: |
| <b>ID Number: 223</b><br>Order Date: 03/03/2014<br>Authorized Amount: \$800.00<br>Grand Total Amount: \$0.00   | Service Type: Chemist/Toxicologist<br>Estimated Amount: \$800.00<br>Notes:         |

### New Voucher Information

**Service Type** Interpreter/Translator \*

**Description**

**Voucher Assignment** ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert** Campos, Charlene

**Expert Info**  
Details

**Charlene Campos**  
 110 Main Street  
 San Antonio TX 78210 US  
 Phone: 210-477-2344

**Create Voucher**

**Voucher Assignment** ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Voucher Assignment** ☐ Attorney ☒ Expert  
*This indicates who will be responsible for filling the voucher claim part*

### Note:

Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined in the next section.

## Creating a CJA-21 Voucher (cont'd)

Step  
7

Click **Create Voucher**.

### Notes:

- If all information is not entered, you cannot advance to the next screen.
- If the expert you selected is authorized to use eVoucher, you are done at this point and may click **Home** or **logout**.
- If the expert you selected is not authorized to use eVoucher, you must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section as submitted to attorney. You will perform the second level of approval/submission by clicking the voucher, navigating to the **Confirmation** page, and approving the voucher. The voucher then moves to the **My Submitted Documents** section.

## Creating a CJA-21 Voucher (cont'd)

If you wish to submit a person as an expert, follow steps 3 through 5 on page 34.

Step  
1

From the **Expert** drop-down list, select the empty value. In the **Voucher Assignment** group, the **Attorney** radio button should be selected.

Step  
2

Fill in all required information on the person you wish to submit for approval.

Step  
3

Click **Create Voucher**.

| Please Select the Associated Authorization   |  |
|--|--|
| <b>ID Number: 186</b><br>Order Date: 03/03/2014<br>Authorized Amount: \$100.00<br>Grand Total Amount: \$100.00 | Service Type: Interpreter/Translator<br>Estimated Amount: \$5,000,000.00<br>Notes: |
| <b>ID Number: 223</b><br>Order Date: 03/03/2014<br>Authorized Amount: \$800.00<br>Grand Total Amount: \$0.00   | Service Type: Chemist/Toxicologist<br>Estimated Amount: \$800.00<br>Notes:         |

### New Voucher Information

**Service Type** Interpreter/Translator \*

**Description**

**Voucher Assignment** ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Service Provider**  
 You can search one of the service providers already in the system  
 OR you can enter the required information for another provider

**Expert** ▼

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

Address 2  State (U.S. Only\*) ▼ Zip

Address 3  Country\* UNITED STATES ▼

### Note:

- The person you submitted goes through an approval process. Once that person is approved, an email is sent to you.
- You can now select the person from the **Expert** drop-down list, and all their information will automatically populate.

## Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, proceed with similar steps mentioned on the CJA-20 Voucher adding services, expenses, claim status, and documents.

### Note:

If you have submitted the voucher for the expert, you need to approve the voucher twice; once while sending it for the expert, and a second time after it appears in the **My Active Documents** section.

Step  
1

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

Step  
2

In the corresponding fields, enter the date, hours, rate, and description.

Step  
3

Click **Add**.

The screenshot shows the 'Services' tab of the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Hours' and 'Rate' fields are empty. The 'Description' field is empty. Below the input fields is a table with columns: Date, Description, Hrs, Rate, and Amt. The 'Add' button is highlighted. At the bottom of the form, the 'Save' button is highlighted.

The item appears at the bottom of the **Services** section.

Step  
4

Click **Save**.

Step  
1

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

Step  
2

In the corresponding fields, enter the date, expense type, description, and miles.

Step  
3

Click **Add**.

The screenshot shows the 'Expenses' tab of the CJA-21 Voucher form. The 'Date' field is set to 6/19/2014. The 'Expense Type' field is set to 'Miles'. The 'Miles' field is set to 30. The 'Amount' field is set to 16.80. The 'Description' field is empty. Below the input fields is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt. The 'Add' button is highlighted. At the bottom of the form, the 'Save' button is highlighted.

The item appears at the bottom of the **Expense Type** section.

Step  
4

Click **Save**.

### Note:

At any point, click **Audit Assist** and the system will search for any warnings or errors.

## Creating a CJA-21 Voucher (cont'd)

**Step 1** Click the **Claim Status** tab or click **Next**.

**Step 2** Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date.

**Step 3** Select an option in the **Payment Claims** section.

**Step 4** Click **Save**.

### Note:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After final payment number has been submitted, supplemental payment may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click **Withholding Return Payment** on a blank CJA-21.

**Step 1** Click the **Documents** tab or click **Next**.

**Step 2** Click **Browse** to select a PDF file to attach.

**Step 3** Click **Upload**.

### Note:

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

**Step 4** The document appears at the bottom of the **Description** section. Click **Save**.

## Creating a CJA-21 Voucher (cont'd)

A confirmation page appears.

**Step 1** Verify all information is correct.

**Step 2** Select the affirmation check box. This automatically time stamps the voucher.

**Step 3** Click **Submit**.

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

**Step 4** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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

**Step 5** Click the case hyperlink to select the file.

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

Navigate to the **Confirmation** tab.

**Step 6** Verify all information is correct.

**Step 7** Certify the information by selecting the certification check box. This automatically time stamps the voucher.

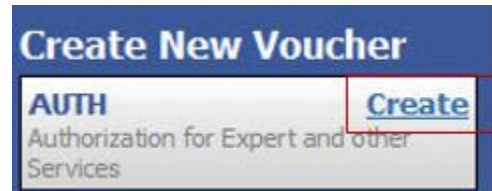
**Step 8** Click **Approve**.



# Submitting an Authorization Request for Expert Services

**Step 1** Open the **Appointment** record.

**Step 2** Click **Create** next to AUTH.



The **Basic Info** screen will open.

## Note:

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

Basic Info Documents Confirmation

### Basic Info

|  |   |   |  |
|--|---|---|--|
| 1. CIR./DIST./DIV.CODE<br>0101   | 2. PERSON REPRESENTED<br>Jebediah Branson                                       |   | VOUCHER NUMBER                           |
| 3. MAG. DKT./DEF.NUMBER  | 4. DIST. DKT./DEF.NUMBER<br>1:14-CR-08805-1-AA                                  | 5. APPEALS. DKT./DEF.NUMBER   | 6. OTHER. DKT./DEF.NUMBER                |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825.F INSPECTION VIOLATION PENALTIES   |   |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623 |   | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order      Nunc Pro Tunc Date<br>3/3/2014<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS  |   |   |  |

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

« First < Previous Next > Last » Save Delete Draft



## Submitting an Authorization Request for Expert Services (cont'd)

- Complete the information in the blue section at the bottom of the screen. This includes the following fields:

- **Estimated Amount**
- **Basis of Estimate**
- **Service Type** drop-down list
- **Request Provider** drop-down list

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$ 8000.00 \*

Authorized Amount \$

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator \*

Requested Provider John Doe

« First < Previous Next > Last » Save Delete Draft

- Step 4** Click **Save**.

- Step 5** Click the **Supporting Documents** tab or click **Next**.

## Submitting an Authorization Request for Expert Services (cont'd)

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

### Note:

Documents are limited to PDF files, and must be 10 MB or less.

**Step 2** In the **Description** field, add a description of the attachment.

**Step 3** Click **Upload**.

**Supporting Documents**

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

File

Description

The attachment and description will be uploaded and appear at the bottom of the **Description** section.

**Supporting Documents**

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

File

Description

| Description                                    | Delete                 | View                 |
|--|------------------------|----------------------|
| Proposed order                                 | <a href="#">Delete</a> | <a href="#">View</a> |
| Affidavit in Support of Expert Service Request | <a href="#">Delete</a> | <a href="#">View</a> |
| Expert's Curriculum Vitae                      | <a href="#">Delete</a> | <a href="#">View</a> |

« First < Previous **Next >** Last »

**Step 4** Click **Save**.

## Submitting an Authorization Request for Expert Services (cont'd)

**Step 5** Click **Next**.

The **Confirmation** screen will open.

**Step 6** Select the check box to swear and affirm to the accuracy of the authorization. The authorization will automatically be time stamped.

### Note:

You may include any notes to the court in the Public/Attorney Notes section.

**Step 7** Click **Submit** to send to the court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

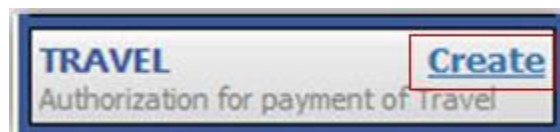
**Step 8** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

## Creating a Travel Voucher

Step  
1

From the **Appointment** page, click **Create** next to TRAVEL.



### Note:

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

The **Basic Info** screen opens.

**TRAVEL**  
Attorney Enters  
Def.: Wendy Wilson  
[Link to CM/ECF](#)  
Voucher #: Request Date: 1/1/1901  
Decision Date: 1/1/1901  
Amount Claimed: \$0.00

**Basic Info**

|  |   |  |  |
|--|---|--|--|
| 1. CIR. DIST. DIV. CODE<br>D101  | 2. PERSON REPRESENTED<br>Wendy Wilson   |  | VOUCHER NUMBER                           |
| 3. MAG. DKT. DEF. NUMBER   | 4. DIST. DKT. DEF. NUMBER<br>1:14-CR-08802-2-AA                                 | 5. APPEALS DKT. DEF. NUMBER  | 6. OTHER DKT. DEF. NUMBER                |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Wilson et al  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>18-13-4530.F INCOME TAX FAILURE TO FILE  |   |  |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623 |   | 13. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> V Standby Counsel<br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order      Nunc Pro Tunc Date<br>5/27/2014<br>Reappointment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS  |   |  |  |

**Travel Agency to be Used:** Global Travel

**Global Travel**  
1234 Travel Lane  
Suite 200  
Second Floor  
Los Angeles, CA 93765  
Phone: 1-800-444-7890  
Fax: 1-800-555-7777  
Email: mail@support.aobc.uscourts.gov

<< First   Previous   Next >>   Save   Delete Draft

The **Travel Agency to be Used**: section automatically populates.

Step  
2

Click the **Authorization Request** tab or click **Next**.

## Creating a Travel Voucher (cont'd)

**Step 3** Fill out all required fields marked with a red asterisk.

**Step 4** Click **Add**.

The information will appear in the bottom section.

**Step 5** Click **Save**.

Basic Info | **Authorization Request** | Documents | Confirmation

### Request For Travel\*

**\* Required Fields**

Name and Title of Person Traveling: \*

Address of Person Traveling: \*

Purpose of Travel: \*

Travel From location: \*

Travel To Location: \*

Estimated Dates of Travel: \*

| Travel Requested  | Estimated Cost |
|---|----------------|
| <input type="checkbox"/> Airline Tickets via CJA Government Travel Agency |                |
| <input type="checkbox"/> Ground Transportation                            |                |
| <input type="checkbox"/> Per Diem (Hotel & Meals)**                       |                |
| <input type="checkbox"/> Other  |                |

Total Estimated Cost: \*

Justification for Request: \*

**Add** **Remove**

\* All travel and expenses must be in compliance with government travel regulations.  
 \*\* Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

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

| Name         | Purpose           | Travel To       | Travel Date | Requested |
|--------------|-------------------|-----------------|-------------|-----------|
| Wendy Wilson | Acquire documents | Los Angeles, CA | July 14, 15 | 490.00    |

1 Page 1 of 1 (1 items)

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

## Creating a Travel Voucher (cont'd)

Step  
1

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

Step  
2

Click **Browse** to select a PDF file to attach.

### Note:

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

Step  
3

Click **Upload**.

The screenshot shows the 'Supporting Documents' interface. At the top, there are tabs: 'Basic Info', 'Authorization Request', 'Documents' (selected), and 'Confirmation'. Below the tabs, the 'Supporting Documents' section is titled. It contains a 'File Upload (Only Pdf files of 10MB size or less!)' section with a 'File' input field, a 'Browse...' button, and a description field. To the right of the description field is an 'Upload' button. Below this is a table with the following structure:

| Description | Delete | View |
|-------------|--------|------|
| Documents   | Delete | View |

At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save' (highlighted with a red box), and 'Delete Draft'.

The document appears at the bottom of the **Description** section.

Step  
4

Click **Save**.

The **Confirmation** tab appears.

Step  
1

Verify all information is correct.

Step  
2

Select the affirmation check box. This automatically time stamps the voucher.

Step  
3

Click **Submit**.

The screenshot shows the 'Confirmation' tab. At the top, there is a red warning message: 'Attention: The notes you enter will be available to the next approval level.' Below this is a 'Public/Attorney Notes' text area. In the center, there is a confirmation box with a checked checkbox and the text: 'I swear and affirm the truth or correctness of the above statements'. Below this text is a timestamp: 'Date: 6/19/2014 9:28:36'. To the right of the confirmation box is a 'Submit' button with a green arrow icon. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

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

Step  
4

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

The screenshot shows a 'Success' confirmation screen. It has a blue header with the word 'Success' in a red box. Below the header, it says: 'Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:'. The voucher number '0101.0000162' is displayed in bold. At the bottom, there is a 'Back to:' section with two links: 'Home Page' and 'Appointment Page', both highlighted with red boxes.

The travel voucher now appears in the **My Submitted Documents** section.