



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual



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Contents

Page left intentionally blank.....	3
Introduction	4
Panel Management.....	4
Voucher and Authorization Request Submission	4
Browser Compatibility.....	4
Court Appointment.....	5
Accessing the CJA eVoucher Program	5
Creating a Single Login Profile (SLP)	6
Forgotten or Expired Passwords.....	14
Locked Accounts	17
Navigating in the CJA eVoucher Program	20
Customizing the Home Page.....	20
Accessing Single Login Profile (SLP)	22
Account Information.....	22
Modifying Your Name	23
Updating Your Email Address	23
Updating Your Password.....	24
Updating Your Security Questions.....	25
Linked eVoucher Accounts.....	26
Linking Your eVoucher Accounts to Your Single Login Profile (SLP)	27
Court Profile.....	29
Attorney Info.....	30
Billing Info	31
Holding Period.....	33
Continuing Legal Education (CLE)	34
Appointments' List.....	36
View Representation.....	37
Creating a CJA-20 Voucher.....	38
Entering Services.....	39
Importing Service Entries.....	42
Importing Service Entries on Previously Created CJA-20s.....	46
Entering Expenses	49
Claim Status	51

Documents	53
Signing and Submitting to Court	54
CJA-20 Quick Review Panel	56
Reports and Case Management.....	59
Defendant Detailed Budget Report.....	60
Defendant Summary Budget Report.....	61
Creating a CJA-21 Voucher.....	62
Submitting an Authorization Request for Expert Services	70
Creating an Authorization for Transcripts (AUTH-24)	74
Creating a CJA-24 Voucher.....	77
Appendix A: Correcting Errors in Your .csv File	82
Appendix B: Creating the Excel File for Import.....	83
Appendix C: Converting the Excel File to .csv Format	84

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Introduction

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

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

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

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher and Authorization Request Submission

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

Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57
- Apple Macintosh: Safari 10.1

Court Appointment

You must first be established in eVoucher to gain access to the program by completing and submitting the **CJA Attorney Information Form** found at the court's website:

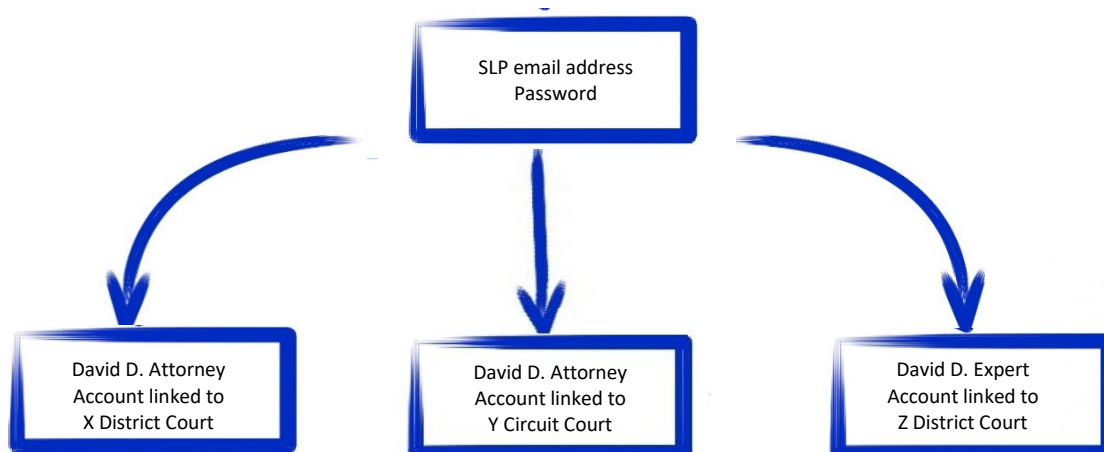
txwd.uscourts.gov, **CJA** tab, **Criminal Justice Act forms** page. The program automatically generates an email message confirming an appointment and provides a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Once established, you will create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. This will allow you to switch from one eVoucher account to another from within the eVoucher application without the need to log off.

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

Single Login Profile for David D. Attorney




Creating a Single Login Profile (SLP)

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

Step 1

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

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 **CJA eVoucher - Texas Western District Court**
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Sign in to CJA eVoucher
Enter your email address. If you have not created a single login profile, you will be prompted to create one.

Email Address


Next

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Step 2

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

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

Username

Password

[Forgot your password?](#)


Next

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Step 3

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

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Create New Single Login Profile

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

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

Email address

Confirm email address

Step 4

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

Security Questions

Select three security questions and enter your answers.

Question 1

In what city or town was your first job? ⌵

Answer 1

Boston

Question 2

What was your childhood nickname? ⌵

Answer 2

Davey

Question 3

What was your first car? ⌵

Answer 3

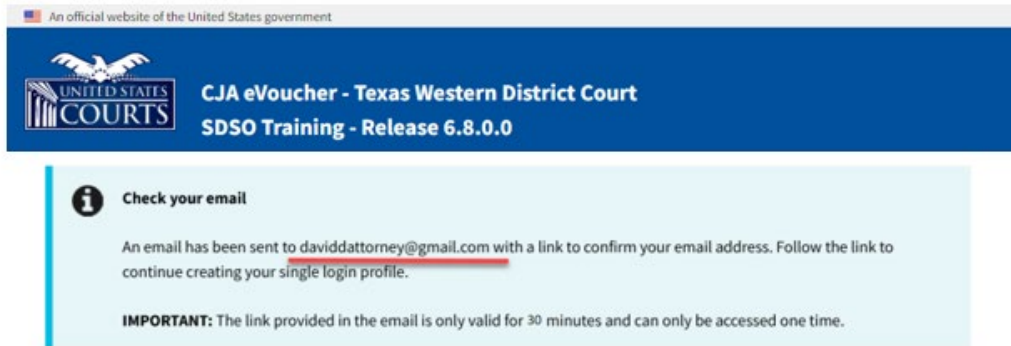
Saturn ✕

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

Next

Step 5

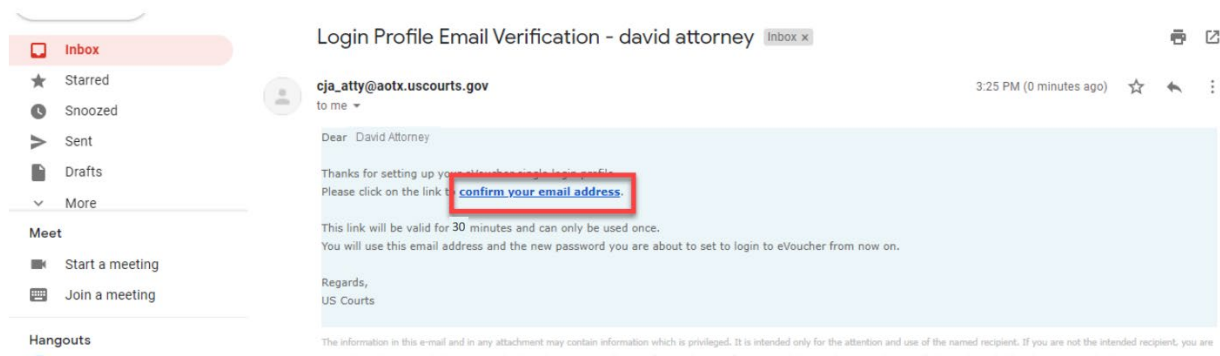
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



Step 6

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

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

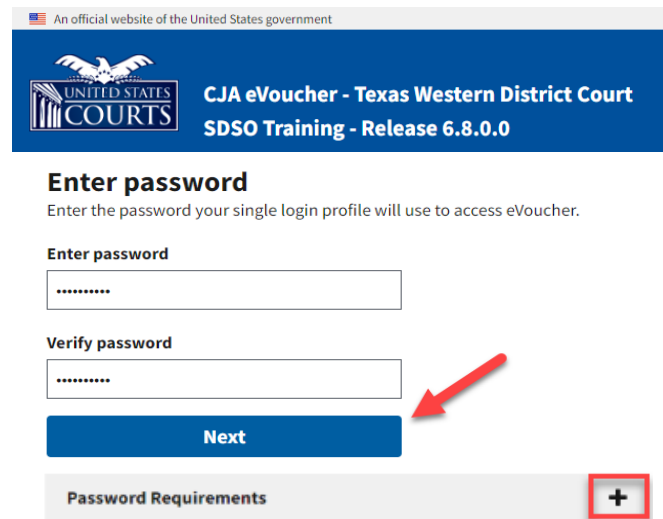


Step 7

In the **Enter password** field, enter a new password to be used for your Single Login Profile (SLP). The new password must:

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

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



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UNITED STATES COURTS CJA eVoucher - Texas Western District Court
SDSO Training - Release 6.8.0.0

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

Enter password
.....

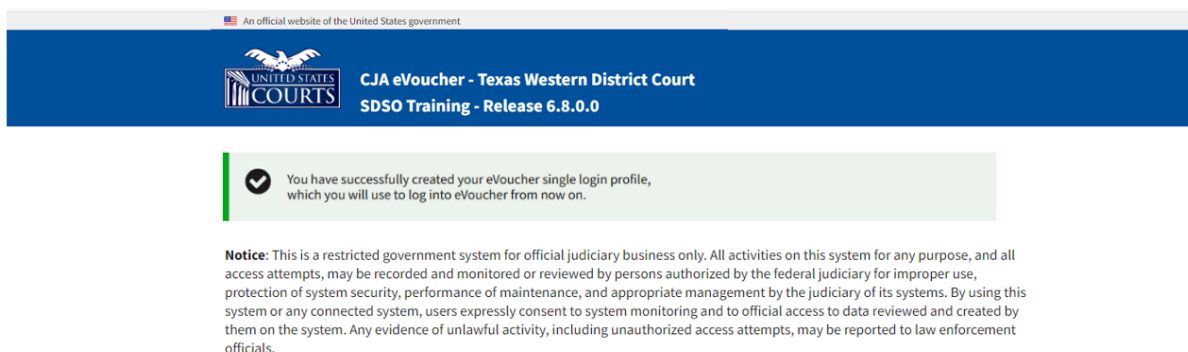
Verify password
.....

Next

Password Requirements +

Step 8

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



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UNITED STATES COURTS CJA eVoucher - Texas Western District Court
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✓ You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

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Forgotten Password – Legacy

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

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SDSO Training - Release 6.4.0.0

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

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

Username

Password

[Forgot your password?](#)

Next

Step 1

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

Username

Password

[Forgot your password?](#)

Next

Notice: This is a restricted government system for official judiciary business. All access attempts, may be recorded and monitored or reviewed by per protection of system security, performance of maintenance, and app

Step 2

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

Forgot your Login?

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

Username

Email

[Back to sign in](#)

Recover Logon

**Step 3**

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

CJA - Logon Recover by Joe Attorney Inbox x

cja_atty@aotx.uscourts.gov

to me ▾

"0" topmargin="0" style="background-color: #ffffff; padding: 30 30 30 30">

Dear Joe Attorney,

On 11/4/2020 11:02:20 AM we received a request to reset your Online CJA 'password' from the CJA - district_trng site. In order to start the recovery process, please click [here](#) and you will be taken to the proper page.

Regards,
US Courts

This information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the name

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

Step 4

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

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

Reset your password

New Password

Confirm Password

Username

Email

Password Requirements

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

Step 5

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

Sign in to CJA eVoucher

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



Password updated.
Your password was successfully updated.

Email Address

Next


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Signing In to eVoucher with Single Login Profile (SLP)

Step 1

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

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

Email Address


Next

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Step 2

In the **Password** field, enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.

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 **CJA eVoucher - Texas Western District Court**
SDSO Training - Release 6.8.0.0

Sign in to CJA eVoucher
Please enter your password to continue.

Password

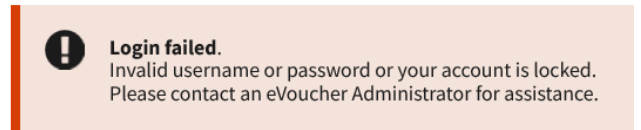
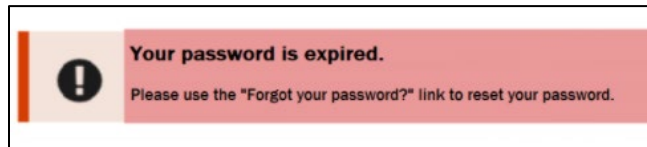
[Forgot your password?](#)

Sign In

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Forgotten or Expired Passwords

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



Step 1

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

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

Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

Step 2

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

Reset your password?

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

Email

daviddattorney@gmail.com

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

Answer

[Back to sign in](#)

Reset your password

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

Step 3

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

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

Reset your password?

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



Check your email

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

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

Step 4

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



cja_atty@aotx.uscourts.gov

to me ▾

11:54 AM (0 minutes ago) ☆ ↶



Dear David D Attorney,

On 10/20/2020 8:39:15 AM we received a request to reset your Online CJA password from the CJA - district_trng site. In order to start the recovery process, please click [here](#) and you will be taken to the proper page.


Regards,
US Courts

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

The US Courts

Step 5

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

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

Reset your password

New Password

Confirm Password

Email

Reset


Password Requirements +

Step 6

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

Sign in to CJA eVoucher

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

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

Email Address

Next

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Locked Accounts

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

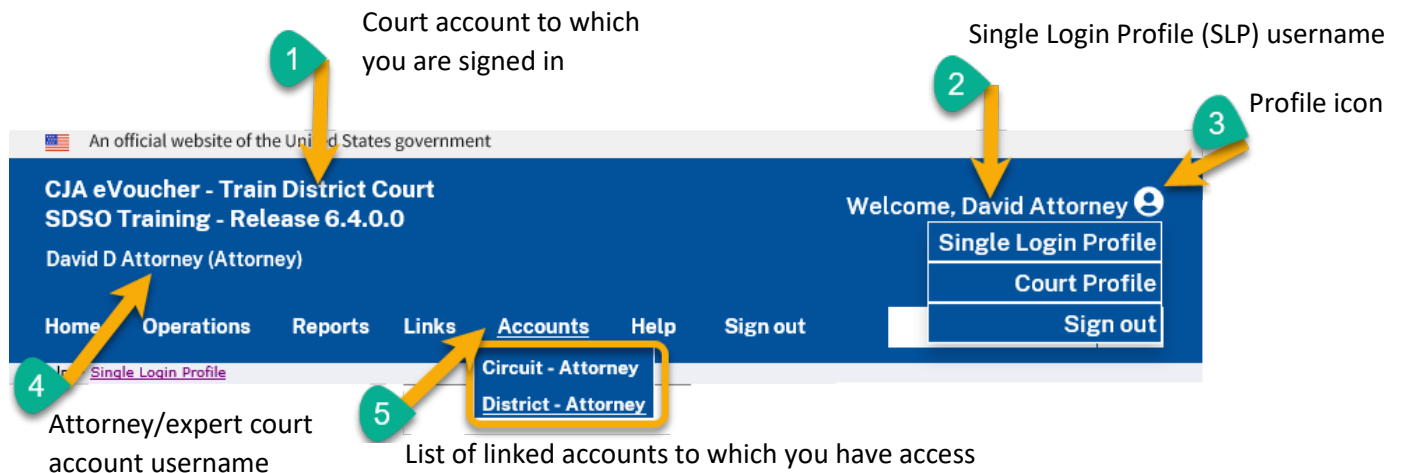
**Login failed.**

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

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

Single Login Profile (SLP) vs. Court Profile

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



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

Home Page

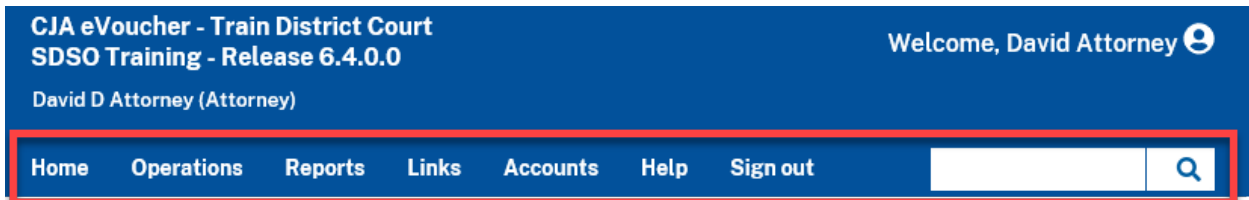
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with a navigation bar at the top (Home, Operations, Reports, Links, Help, Sign out) and a search bar. The main content area is divided into five sections:

- My Active Documents:** A table with 5 columns (Case, Defendant, Type, Status, Date Entered) showing active cases. It includes a search bar and a 'To group by a particular Header, drag the column to this area.' instruction.
- Appointments' List:** A table with 2 columns (Appointments, Defendant) listing appointments. It includes a search bar.
- My Proposed Assignments:** A table with 5 columns (Case, Defendant, Type, Status, Date Entered) showing proposed assignments. It includes a search bar and a 'To group by a particular Header, drag the column to this area.' instruction.
- My Submitted Documents:** A table with 5 columns (Case, Defendant, Type, Status, Date Entered) showing submitted documents. It includes a search bar and a 'To group by a particular Header, drag the column to this area.' instruction.
- My Service Provider's Documents:** A table with 5 columns (Case, Defendant, Type, Status, Date Entered) showing documents from service providers. It includes a search bar and a 'To group by a particular Header, drag the column to this area.' instruction.

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

Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.
Search field	Enter search criteria to look up any of your cases.

Customizing the Home Page

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

Expand/Collapse a Section: Click the plus sign (+) icon to expand a folder. Click the minus sign (-) icon to collapse a section.

Resize a Column

Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow ⇄ appears.

Step 2

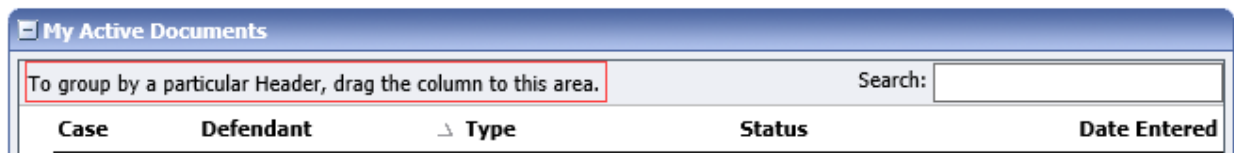
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

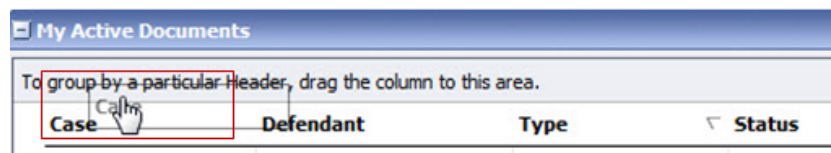
Step 1

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



Step 2

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



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



Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

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

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



Account Information

In the Account Information section, you can change your name, email address, and password.

The screenshot shows the 'Single Login Profile' page with the 'Account Information' section expanded. It contains three rows of information, each with an 'Edit' link to its right:

First name	Middle name	Last name	Suffix	
David	B	Attorney	-	Edit
Email address attorney1210@gmail.com				Edit
Password *****				Edit

Modifying Your Name

Step 1

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

Single Login Profile

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

[Edit](#)

Step 2

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

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

[Cancel](#)

[Save changes](#)

Updating Your Email Address

Step 1

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

Email address attorneyl210@gmail.com

[Edit](#)

Step 2

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

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

[Cancel](#)

[Save changes](#)

Updating Your Password

Step 1

Click the **Edit** link to the right of your password.

Password

[Edit](#)

Step 2

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

Password Requirements

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

Password

Confirm password

Cancel

Save changes

Updating Your Security Questions

Step 1

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

Single Login Profile

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

Step 2

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

Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

Question 1

In what city or town was your first job?

Answer 1

.....

Question 2

What street did you live on in third grade?

Answer 2

.....

Question 3

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

Answer 3

.....

Cancel

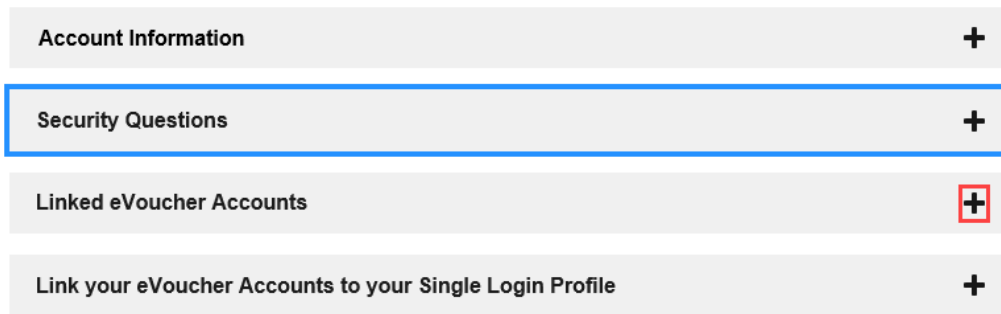
Save changes

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

Linked eVoucher Accounts

Step 1

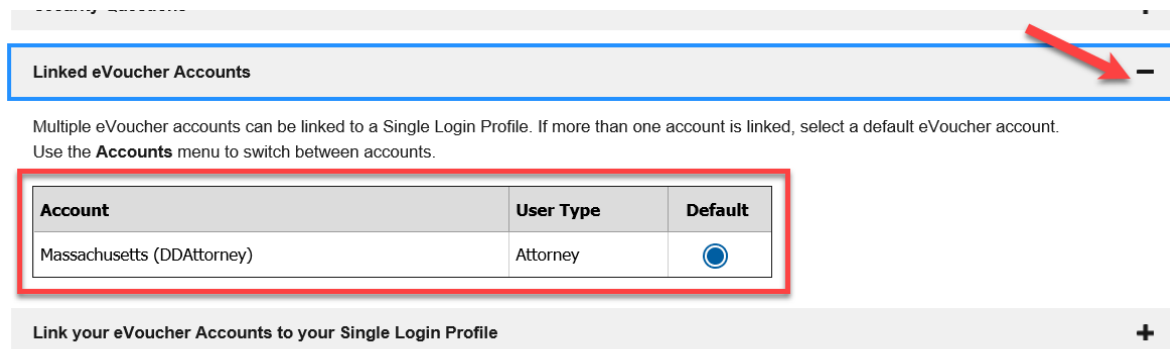
Click the plus sign (+) icon to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.



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

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

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



Linked eVoucher Accounts

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

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

Link your eVoucher Accounts to your Single Login Profile

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

Step 1

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

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

Step 2

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

Link your eVoucher Accounts to your Single Login Profile

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

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

District

Appellate

Court

Select

Train District Court

Court login username

Court login password

Cancel

Link Account

Step 3

Click **Link Account**.

Court

Train Circuit Court


Court login username

dattorney

Court login password


.....|

Cancel **Link Account**



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

> Help > [Single Login Profile](#)

 **Link Success!**
You have successfully linked this Circuit account to your single login profile.

Court Profile

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



On the Court Profile page you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

Court Profile

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

Attorney Info

Step 1

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

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

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile

! For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.
 Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

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

Attorney Info Your personal info SSN Instructions: If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. If you are an associate only, do not enter your Social Security Number in the SSN field. Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).	* Required Fields			<div>Save</div> <div>cancel</div>
	Bar Number <input type="text"/>			
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/>			
	Confirm: <input type="text"/>			
	First Name * <input type="text"/>	Middle <input type="text"/>	Last Name * <input type="text"/>	
	Main Email * <input type="text"/>			
	2nd Email <input type="text"/>			
	3rd Email <input type="text"/>			
	Phone * <input type="text"/>			
	Cell Phone <input type="text"/>			
Fax <input type="text"/>				
Address 1 * <input type="text"/>			City * <input type="text"/>	
Address 2 <input type="text"/>			State * (US only) <input type="text"/>	
Address 3 <input type="text"/>			Zip * (US only) <input type="text"/>	
Country * <input type="text"/>			UNITED STATES	

Notes:

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

Billing Info

Step 1

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

Billing Info

List all available billing info records

Your default billing info is:

Andrew Anders

Billing Code: 0101-00002

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Select

Add

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

Court Profile

Changes made to the **Billing Info** section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

Step 2

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

Billing Info
 List all available billing info records

Billing Type:
☐ Self-Employed
☒ Firm
☐ Associate

Tax Identification Number:
 EIN/TIN:
 Confirm:

☒ Copy Address from Profile

Name:
 Phone: Fax:
 Address 1:
 Address 2:
 Address 3:
 City: State: Zip Code:
 Country: UNITED STATES

Billing Info
 List all available billing info records

*** Required Fields**

 Billing Type:
☐ Self-Employed
☐ Firm
☒ Associate

Billing Code:

Notes:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate - No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, attorneys are not given a new assignment. **CONTACT YOUR RESPECTIVE CLERK'S OFFICE PRIOR TO ENTERING INFORMATION.**

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

Court Profile

Changes made to this court profile will not be applied to any other linked accounts.
Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 1

In the Holding Period section, click **View**.

Holding Period	There are 9 periods of time during which cases cannot be taken.	View
-----------------------	--	-------------

Step 2

Click **Add**.

Holding Period	<input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>		
	<div style="text-align: right;">Search: <input type="text"/></div>		
	Starting	Ending	Notes
	<div style="text-align: center;">No Holding Period</div> <div style="text-align: right;">No data</div>		

Step 3

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

The screenshot shows a form titled "Holding Period". It has a "Back" button and a "Save" button. Below these are two date fields: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Below the dates is a "Notes" field containing the text "Vacation." The "Save" button is highlighted with a red box.

Continuing Legal Education (CLE)

Step 1

In the Continuing Legal Education section, click **View** to access the CLE information.

The screenshot shows a box titled "Continuing Legal Education". Inside the box, it says "No info has been stored. Please click VIEW to type your info." A "View" button is located in the top right corner of the box and is highlighted with a red box.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

Court Profile

! Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

Step 2

To add CLE information, click **Add**.

The screenshot shows the "Continuing Legal Education" section. It has a "Back" button, an "Edit" button, an "Add" button, and a "Delete" button. The "Add" button is highlighted with a red box. Below the buttons is a table with columns: "Files", "Credit", "Date", "Hours", and "Subject". The table is currently empty, and the text "No Continuing Legal Education" and "No data" are visible at the bottom.

Step 3

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

Continuing Legal Education

Back Save

Credit: Sentencing-rel

Date: 05/01/2014

Hours: 0

Description:

Document: After you save the information about this Continuing Education, you will be able to upload related documents.

Note: After you save information, you can upload related PDF documents.

Step 4

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		

1

Page 1 of 1 (1 items)

Note: All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

Appointments' List

On your home page, in the Appointment's List section, locate the desired case. **Contact your respective Clerk's Office any time you need a case added to your list.**

Step 1

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

Appointments' List

Search:

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

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

[View Representation](#)
[Create New Voucher](#)
AUTH [Create](#)
 Authorization for Expert and other Services
AUTH-24 [Create](#)
 Authorization for payment of Transcript
BUDGETAUTH [Create](#)
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case
CJA-20 [Create](#)
 Appointment of and Authority to Pay Court-Appointed Counsel
CJA-21 [Create](#)
 Authorization and Voucher for Expert and other Services
CJA-24 [Create](#)
 Authorization and Voucher for Payment of Transcript
CJA-26 [Create](#)
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum District Court
TRAVEL [Create](#)
 Authorization for payment of Travel
Reports
[Appointment Report](#)
[Defendant Detail Budget Report](#)
[Defendant Summary Budget Report](#)
[Attorney Time](#)
[Case Detail Budget Report](#)

Appointment Info

1. CJA DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
4. NUG. ONLY DEF NUMBER 1:14-CR-08805-1-AA	5. DEF. ONLY DEF NUMBER 1:14-CR-08805-1-AA	6. OTHER ONLY 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. OFFENSES: CHARGES 051825 F INSPECTION VIOLATION PENALTIES	11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-433-5623 Cell phone: 210-555-1234 Email: lisa_omelas@actx.uscourts.gov	12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Learned Counsel (Capital Only) <input type="checkbox"/> F Sub for Paid Attorney <input type="checkbox"/> G Sub for Pro Se <input type="checkbox"/> H Steadily Counsel <input type="checkbox"/> I Sub for Federal Defender <input type="checkbox"/> J Sub for Retained Attorney <input type="checkbox"/> K Sub for Pro Se <input type="checkbox"/> L Administrative 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
13. LAW FIRM NAME AND MAILING ADDRESS		

Vouchers on File
 To group by a particular Header; drag the column to this area.

Search:

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Entry	08/01/2022
Start: 01/25/2022	Claimed Amount: 1,000.00	Andrew Anders	Edit	
End: 01/25/2022		Chemist/Toxicologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Entry	07/28/2022
Start: 01/25/2022	Claimed Amount: 500.00	Andrew Anders	Edit	
End: 01/25/2022		Chemist/Toxicologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21	Submitted to Court	01/25/2022
Start: 01/25/2022	Claimed Amount: 0.00	Rick Ardley	9101.0000957	
End: 01/25/2022		Chemist/Toxicologist	FINAL PAYMENT	
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 01/25/2022	Claimed Amount: 400.00	Andrew Anders	9101.0000956	
End: 01/25/2022	Approved Amount: 400.00	Chemist/Toxicologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 01/25/2022	Claimed Amount: 900.00	Andrew Anders	9101.0000955	
End: 01/25/2022	Approved Amount: 900.00	Chemist/Toxicologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/19/2022
Start: 01/19/2022	Claimed Amount: 750.00	Andrew Anders	9101.0000941	
End: 01/19/2022	Approved Amount: 750.00	Chemist/Toxicologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21	Voucher Entry	12/14/2021
Start: 12/14/2021	Claimed Amount: 0.00	Lucy Hall	Edit	
End: 12/14/2021		Litigation Support Services		
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 10,500.00	Andrew Anders	9101.0000950	
End: 12/14/2021	Approved Amount: 10,000.00	Psychologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,200.00	Andrew Anders	9101.0000919	
End: 12/14/2021	Approved Amount: 1,200.00	Chemist/Toxicologist		
1:14-CR-08805-AA	Jebediah Branson (# 1)	CJA-21	Submitted to Court	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,050.00	Rick Ardley	9101.0000918	
End: 12/14/2021		Chemist/Toxicologist	FINAL PAYMENT	

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

View Representation

Click the **View Representation** link to display the following information:

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

Step 1

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



The Representation Info page appears.

Representation

In this page you can view or delete the representation.

Reports

Representation Report

Representation Info

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

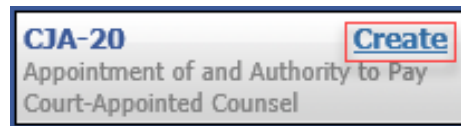
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov

Creating a CJA-20 Voucher

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

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

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



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

CJA-20 Attorney Enters

Def.: Kip Longoria

[Link to CM/ECF](#)

Voucher #:
 Start Date:
 End Date:

Services: \$0.00
 Expenses: \$0.00

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

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

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

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

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:71-CR-01989-616-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) Longoria vs USA	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 15:1644 F. CREDIT CARD FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: MoralesAttorney210@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj. for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj. for Panel Attorney <input type="checkbox"/> R Subj. for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj. 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: 10/1/2021 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: Morales Attorney

Morales Attorney
 Billing Code: 0101-000105
 1234 Main Street
 San Antonio, TX
 78209 - US
 Phone: 2105551234
 Fax: _____

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

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

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

Entering Services

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

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

Step 1

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

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

Services

Date: 4/17/2020 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$152.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate < > View items per page: [10](#) [25](#) [50](#) [100](#)

< First < Previous **Next >** Last >

Step 2

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

Services

Date: 04/17/2020 * Description:

Service Type:

Doc.# (ECF):

Hours:

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate < > View items per page: [10](#) [25](#) [50](#) [100](#)

< First < Previous **Next >** Last >

Step 3

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

Services

Date: 04/17/2020 *

Service Type: ▼ *

Doc.# (ECF): In Court Services

Hours: a. Arraignment and/or Plea
b. Bail and Detention Hearings
c. Motion Hearings
d. Trial
e. Sentencing Hearings

* Required Fields

To group by a pa

Service Type

Note: You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

Step 4

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

Date: 04/17/2020 *

Service Type: a. Arraignment and/or Plea *

Doc.# (ECF): Pages:

Hours: 5.0 * at \$148.00 per hour.

Description: First appearance an arraignment of defendant. *

Add Remove

* Required Fields

Time Increments in Tenths	
Minutes	Hourly Equivalent
0-5	0.1
6-12	0.2
13-18	0.3
19-24	0.4
25-30	0.5
31-36	0.6
37-42	0.7
43-48	0.8
49-54	0.9
55-60	1.0

Step 5

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Be sure to click **Save**. Click an entry to edit.

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

Services

Date: 04/17/2020 *

Description: First appearance an arraignment of defendant.

Service Type: a. Arraignment and/or Plea *

Doc.# (ECF): Pages:

Hours: 5.0 * at \$148.00 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	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

Page 1 of 1 (1 items) < [1] > Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

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.

Note: If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, 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

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

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

Reports

[Form CJA20](#)

[Defendant Detail Budget Report](#)

Detail budget info for defendant

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT DEF. NUMBER	4. DIST. DKT DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT DEF. NUMBER	6. OTHER DKT DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jisa_csmelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj for Federal Defender <input type="checkbox"/> L Licensed Counsel (Opinion Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Panel Attorney <input type="checkbox"/> R Subj for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointments Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 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**

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

Step 2

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. 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

Step 3

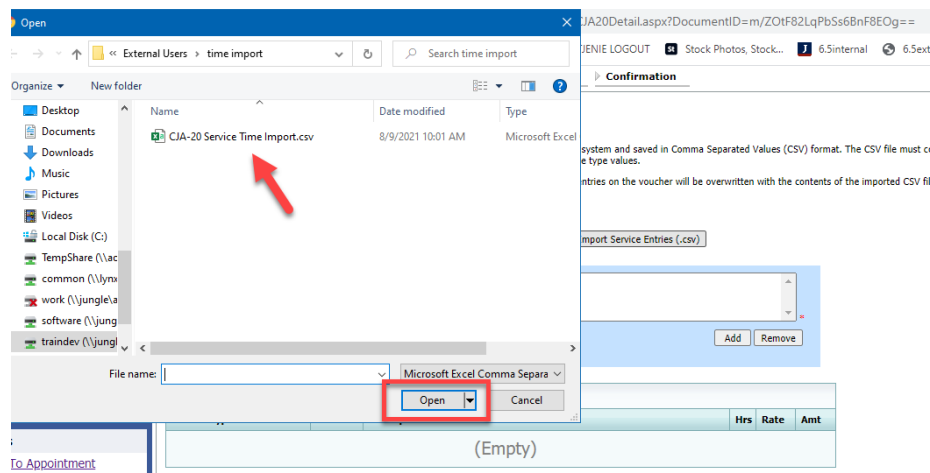
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' tab in the CJA eVoucher system. At the top, there are navigation tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the tabs, there is a section titled 'Services' with a text box explaining that the system can import service time entries from a law firm billing system in CSV format. It includes an 'IMPORTANT' note and a link for '+ Additional Information'. A red box highlights the 'Import Service Entries (.csv)' button. Below this, there is a form with fields for Date (8/6/2021), Service Type, Doc. # (ECF), Pages, Hours, and a rate of \$155.00 per hour. There are 'Add' and 'Remove' buttons. At the bottom, there is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, and there are pagination controls at the bottom right.

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

Step 4

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



Step 5

A success message appears, 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

Doc.# (ECF)

Pages

Hours

Description

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
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. Obtaining and Reviewing					

Importing Service Entries on Previously Created CJA-20s

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

Step 1

On 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	09/02/2021
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 Edit	09/03/2021

Step 2

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

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

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

Reports

[Form CJA20](#)

[Defendant Detail Budget Report](#)

Detail budget info for defendant

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15.1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_cmelas@astco.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 Pretrial Attorney <input type="checkbox"/> G Sub for Retained Attorney <input type="checkbox"/> H Pro Se <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> J Sub for Pro Se <input type="checkbox"/> K Administrative <input type="checkbox"/> L Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Reprint <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:

Step 3

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. 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

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

Step 4

When the .csv file has been created, properly formatted, and 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.

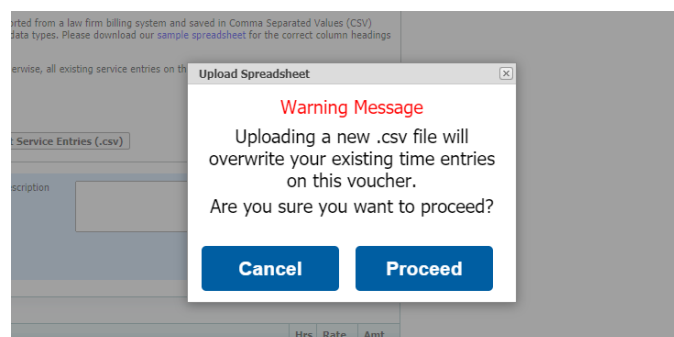
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

Step 5

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 3–5 in the Importing Service Entries section above.



Entering Expenses

Step 1

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

Expenses

Date: 4/17/2020 *

Expense Type: *

Miles: at \$0.575 per mile.

Amount:

*** Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Step 2

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

Expenses

Date: 4/9/2020 *

Expense Type: *

Miles:

Amount:

*** Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Expense Type Options:

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

Step 3

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

Expenses

Date *

Expense Type **Travel Miles** *

Miles * at \$0.575 per mile.

Amount

Description *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Expenses

Date *

Expense Type *

Miles * at \$0.575 per mile.

Amount

Description

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50


Page 1 of 1 (1 items)

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

Step 4

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

Expenses

Date *  Description

Expense Type

Miles at \$0.575 per mile.

Amount *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50
Photocopies	04/18/2020	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

Page 1 of 1 (2 items) View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous Next > Last »

Notes:



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

Claim Status**Step 1**

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

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

Claim Status

Start Date *  End Date * 

Payment Claims *

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

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

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

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

* Required Fields

« First < Previous **Next >** Last »

Step 2

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

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

Claim Status

Start Date * End Date *

Payment Claims *

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

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

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

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

* Required Fields

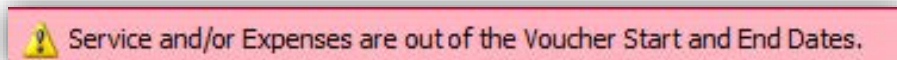
« First < Previous Next > Last » Save Delete Draft **Audit Assist**

Notes:

In the Payment Claims section, click one of the following radio buttons:

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

If you try to submit with errors, including incomplete dates, the following pink error message may appear:



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

Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher, e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less. **This includes receipts for expenses \$50 or more.**

Step 1

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

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

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

Step 2

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

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

Signing and Submitting to Court

Step 1

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

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

Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

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	1.0	\$158.00			
b. Bail and Detention Hearings	2.0	\$316.00			
c. Motion Hearings	3.0	\$474.00			
d. Trial	4.0	\$632.00			
e. Sentencing Hearings	3.0	\$474.00			
f. Revocation Hearings	0.0	\$0.00			
g. Appeals Court	0.0	\$0.00			
h. Other	7.0	\$1,106.00			
Totals	20.0	\$3,160.00			
16. a. Interviews and Conferences	8.0	\$1,264.00			
b. Obtaining and Reviewing Records	7.0	\$1,106.00			
c. Legal Research and Brief Writing	8.0	\$1,264.00			
d. Travel Time	6.0	\$948.00			
e. Investigative and Other Work	1.3	\$205.40			
Totals	30.3	\$4,787.40			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$24.53			
18. Other Expenses (other than expert, transcripts, etc.)		\$4.40			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$7,976.33			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 11/01/2022 TO: 11/30/2022	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)		
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements.		
Signature of Attorney:		Date Signed:


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

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

Public/Attorney Notes

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

Date:



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

Step 2

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


Public/Attorney Notes

Notes

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

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

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

 **Submit**

« First

< Previous

Next >

Last »

Save

Delete Draft

Step 3

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

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0101.0000150

Back to:

[Home Page](#)




[Appointment Page](#)

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

My Submitted Documents

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

Search:

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

Page 1 of 1 (3 items)

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

My Documents


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

Case

[1:14-CR-08802-AA-](#)
Start: 06/19/2014
End: 06/19/2014

CJA-20 Quick Review Panel

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



CJA-20

Attorney Enters

Def.: Elizabeth Waverly


[Link to CM/ECF](#)


.....

Voucher #:

Start Date:

End Date:

 Services: \$9,400.00

 Expenses: \$215.42



Representation Fee Limit:

\$11,500.00

Fee Amount Remaining After Approved and Pending:



\$2,100.00

The **Services** and **Expenses** fields tally services and expenses as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or the expenses.


Services: \$9,400.00


In Court Services		
Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	2.0	\$400.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	8.0	\$1,600.00

Out of Court Services		
Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
Totals	39.0	\$7,800.00


Expenses: \$215.42


Travel	
Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
Totals	\$90.42

Expenses	
Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
Totals	\$125.00

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.

CJA-20 Attorney Enters	CJA-20 Attorney Enters
Def.: Elizabeth Waverly	Def.: Elizabeth Waverly
Link to CM/ECF	Link to CM/ECF
Voucher #: Start Date: End Date:	Voucher #: Start Date: End Date:
Services: \$9,400.00	Services: \$12,600.00
Expenses: \$215.42	Expenses: \$215.42
Representation Fee Limit: \$11,500.00	Representation Fee Limit: \$11,500.00
Fee Amount Remaining After Approved and Pending: \$2,100.00	Fee Amount Remaining After Approved and Pending: (\$1,100.00)

Reports and Case Management

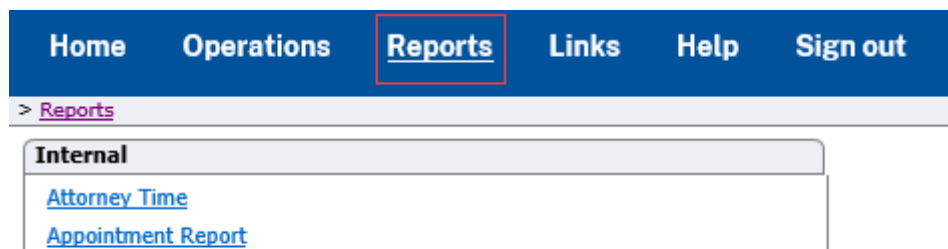
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.



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.

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)	Active									
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			
Specialty: Chemist, Toxicologist											

Grand Totals for the Representation Defendant: Jebediah Branson

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

Defendant Summary Budget Report

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

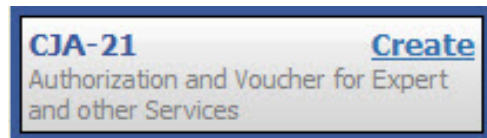
Counsel Budget										Defendant: Jebediah Branson					
Type of Representation:		Criminal Case													
Budget Amount Requested:		\$0.00													
Budget Amount Approved:		\$3,900.00													
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining					
		Fees	Expenses		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 For Voucher	Voucher Number	Pending				Approved				Amount Remaining					
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending				
			Travel	Other			Travel	Other							
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00				Amount Authorized: \$0.00				Attorney: Andrew Anders					
Specialty: Chemist, Toxicologist															
Grand Totals for the Representation														Defendant: Jebediah Branson	
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth		Pending				Approved				Combined Total					
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending					
			Travel	Other			Travel	Other		Fees	Fees and Expenses				
				\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00		

Creating a CJA-21 Voucher

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

Step 1

On the Appointment page, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

Basic Info

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

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Note: The **No Authorization Required** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

Please Select the Associated Authorization	
ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

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

No Authorization Required
 If your voucher compensation is under the statutory limit and does not require prior authorization.

Associated Authorizations Unavailable

If there are no associated authorizations available, a “No Authorization Requests Found” message displays, and you must click the **No Authorization Required** link to proceed.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	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 CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

No Authorization Requests Found

No Authorization Required

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

Step 3

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

New Voucher Information

Service Type Chemist/Toxicologist *

Description Toxicology report.

Step 4

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

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 Jennings, Julie ▼

Expert Info
Details

Julie Jennings
110 Main Street
San Antonio TX 78210 US
Phone: 210-452-5512

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

Create Voucher

Notes:

- Only experts registered with the service type selected appear in the drop-down list. Steps on how to submit a person for approval and add them as an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

Step 5

If the expert is not currently in the eVoucher system, you must complete their information. In the Voucher Assignment section, the **Attorney** radio button is automatically selected. Complete all required information for the person you wish to submit for approval.

Step 6

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

Step 7

Once you've clicked the appropriate radio button, click **Create Voucher**.

Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list, and their information automatically populates.
- If the attorney submitted the voucher for the expert, they must 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 8


Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the Services section. Click **Save**.

Step 9

Click the **Expenses** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The entry now appears in the Expense Type column. Click **Save**.

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

Expenses

Date *  Description *

Expense Type *

Miles at \$0.575 per mile.

Amount

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate < > Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)



« First < Previous **Next >** Last »

Step 10

Click the **Claim Status** tab, or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the Payment Claims section, click the appropriate radio button, and then click **Save**.

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

Claim Status

Start Date *  End Date * 

Payment Claims *

☐ Final Payment

☐ Interim Payment (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

« First < Previous **Next >** Last »

Notes:

- 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 the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

Step 11

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

Progress bar: Basic Info | Services | Expenses | Claim Status | **Documents** | Confirmation

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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


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

Step 12

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

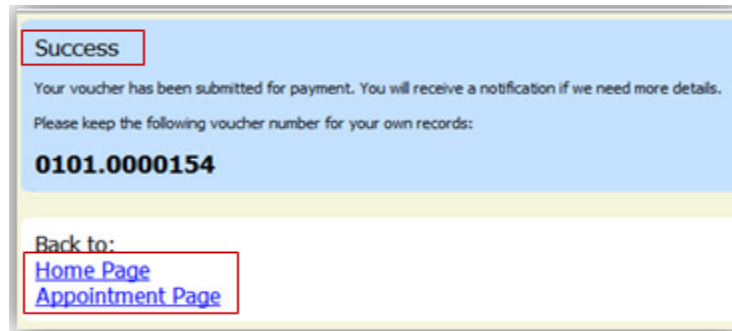
Basic Info Services Expenses Claim Status Documents **Confirmation**

Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Debediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-00505-1-AJA	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 STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: haw_cnelas@aotx.uscourts.gov			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE (see instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/04/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Workflow/Letis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner	
NOTES Abraham Astley			
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
14. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT REVIEW	
a. Compensation	\$0.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	0.0	
17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
23. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum. Signature of Presiding Judge _____ Date _____ Judge Code _____			
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____ Total Amt. Certified For Payment _____			
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:27:33			
			
<div style="display: flex; justify-content: space-between; align-items: center;"> < First < Previous Next > Last > Save Delete Draft Audit Assist </div>			

Step 13

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



Submitting an Authorization Request for Expert Services

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

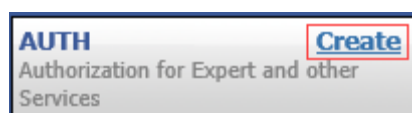
Step 1

In the Appointments' List section, open the appointment record.



Step 2

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



Step 3

Click **Create New Authorization**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

Step 4

The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Notes** field

Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input 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 Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount

Authorized Amount Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last »

Step 5

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

Basic Info

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\I Browse...

Description

Document

Upload

Description	Delete	View
Document	Delete	View

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

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

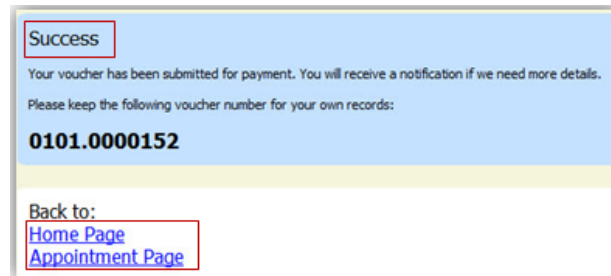
Step 6

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

[illegible]

Step 7

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

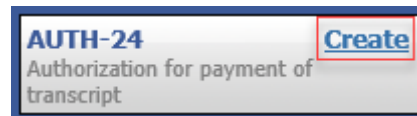


Creating an Authorization for Transcripts (AUTH-24)

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

Step 1

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



Step 2

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

Basic Info Documents Confirmation

Basic Info

1. CIR. DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@ao.tx.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 Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding in Which Transcript is to be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts

☐ Prosecution Opening Statement
☐ Defense Opening Statement

☐ Prosecution Argument
☐ Defense Argument

☐ Prosecution Rebuttal
☐ Jury Instructions
☐ Voir Dire

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

Step 3

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

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

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

Step 4

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

Basic Info Documents **Confirmation**

Confirmation

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-cr-00805-1, J.A.A.	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			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order	
Printed Name		Nunc Pro Tunc Date	
Telephone Number: 210-833-5623			

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

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 21:49:45

Submit

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

Step 5

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

Success

This document has been submitted.

Please keep the following document number for your own records:

0101.0000626

Back to:

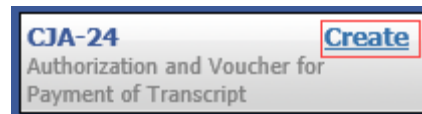
[Home Page](#)
[Appointment Page](#)

Creating a CJA-24 Voucher

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

Step 1

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



Step 2

The Basic Info page appears.

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

Basic Info

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	3. APPEALS DKT. DEF. NUMBER	VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 0114-CP-00805-1-AA	5. OTHER DKT. DEF. NUMBER	
6. IN CASE MATTER OF (Case Name) USA v. Branson	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSES CHARGED 15-1525 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

Authorization Selection
Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 513
Order Date: 01/23/2020
Proceeding Transcribed: proceeding

Service Type: Court Reporter / Transcript
Special Handling: 0

☐ Prosecution Opening ☐ Prosecution Argument ☐ Prosecution Rebuttal
☐ Defense Opening Statement ☐ Defense Argument ☐ Jury Instructions ☐ Voir Dire

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

ID Number: 736
Order Date: 02/24/2021
Proceeding Transcribed: xyz

Service Type: Court Reporter / Transcript
Special Handling: 0

☐ Prosecution Opening ☐ Prosecution Argument ☐ Prosecution Rebuttal
☐ Defense Opening Statement ☐ Defense Argument ☐ Jury Instructions ☐ Voir Dire

In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.

No Existing Authorization in eVoucher
If you do not have an existing authorization in eVouchers, you may proceed by clicking here.

Note: The **No Existing Authorization in eVoucher** link is located below the authorization choices. **DO NOT USE THIS OPTION. AUTH-24 VOUCHERS MUST FIRST BE SUBMITTED AND APPROVED PRIOR TO SUBMITTING A CJA-24 VOUCHER.**

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until it is highlighted.*

Please Select the Associated Authorization	
ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceeding	Service Type: Court Reporter / Transcript Special Handling: 0
<input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire	
In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	
ID Number: 736 Order Date: 02/24/2021 Proceeding Transcribed: xyz	Service Type: Court Reporter / Transcript Special Handling: 0
<input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire	
In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	

No Existing Authorization in eVoucher
 If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

Associated Authorizations Unavailable

DO NOT CLICK THIS OPTION. AUTH-24 VOUCHERS MUST FIRST BE SUBMITTED AND APPROVED PRIOR TO SUBMITTING A CJA-24 VOUCHER.

Step 3

Click the **Expert** drop-down arrow and select the transcriptionist. In the Voucher Assignment section, click the appropriate radio button indicating whether the attorney or the transcriptionist will be entering information. Click **Create Voucher**.

New Voucher Information

Description

Court Reporter/Transcriber Status
☒ Official ☐ Contract ☐ Transcriber ☐ Other

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

Expert Info	LeVar Expert
Details	AO-CMSO Washington DC 20544 US Phone: 202-502-2965

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

Notes:

- Selecting a transcriptionist already in the system automatically populates that expert's information.
- Click the the **Expert** radio button at the Voucher Assignment option.
- Click the "Create Voucher" button.
- The expert fills out the required expense information and submits the form back to the attorney. The attorney then approves and submits to the court.

Step 4

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

Basic Info Services Expenses Documents **Confirmation**


Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER	
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES				
REQUEST AND AUTHORIZATION FOR TRANSCRIPT				
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript				
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 16).				
14. SPECIAL AUTHORIZATIONS				JUDGE'S INITIALS
A. Apportioned Cost % of transcript with				
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited				
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions				
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.				
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date		
CLAIMS FOR SERVICES				
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965		
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX				
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL
Original	see detail	0	see detail	\$0.00
Copy	see detail	0	see detail	\$0.00
Expenses (Reimburse)				\$0.00
TOTAL AMOUNT CLAIMED: \$0.00				
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant Payee: Date:				
ATTORNEY CERTIFICATION				
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk Date				
APPROVED FOR PAYMENT -- COURT USE ONLY				
23. APPROVED FOR PAYMENT Signature of Judge or Clerk of Court Date				24. AMOUNT APPROVED \$0.00

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

Public/Attorney Notes

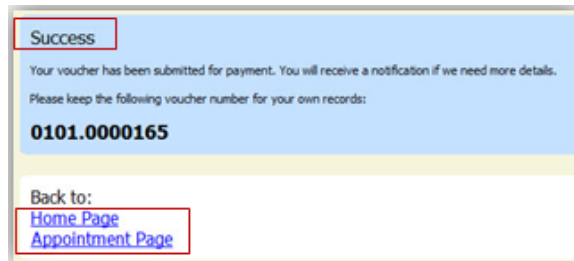
☒ I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0



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

Step 5

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. The voucher will now appear in your "My Submitted Documents" folder and "My Service Providers" folder. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

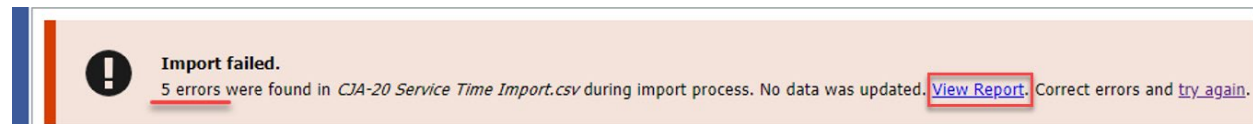


Appendix A: Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



Step 2

The Errors Only report opens by default, with the errors in the file highlighted. Review the error report and correct the original .csv file.

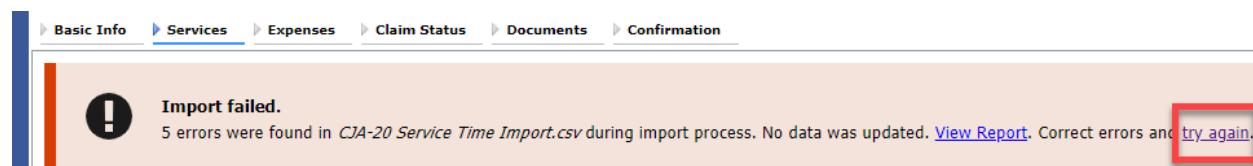
☒ Errors Only ☐ Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	1.1	Test<>	16a. Interviews and Conferences		

Note: Click the **Full Report** radio button to view an error report that includes all imported service lines.

Step 3

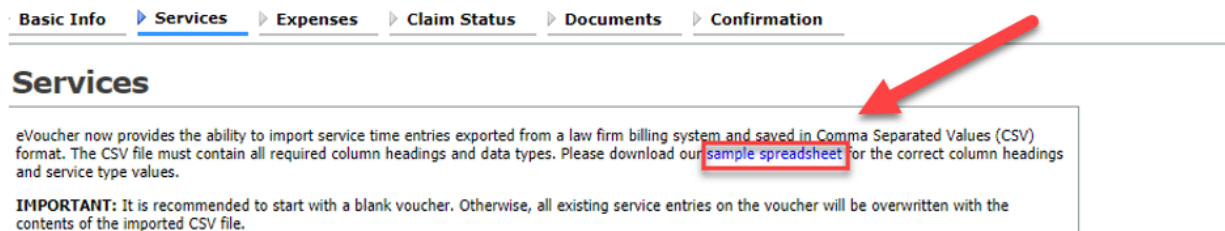
Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



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 voucher, please see instructions for those documents.

Appendix B: Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.



The screenshot shows the 'Services' tab selected in the navigation bar. Below the tab, a text box explains that eVoucher allows importing service time entries from a law firm billing system in CSV format. It instructs users to download a 'sample spreadsheet' for correct column headings and service type values. A red arrow points to the 'sample spreadsheet' link. Below this, an 'IMPORTANT' note states that existing service entries will be overwritten if a non-blank voucher is used.

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.

For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021		0.1 Email to/from co-def 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						

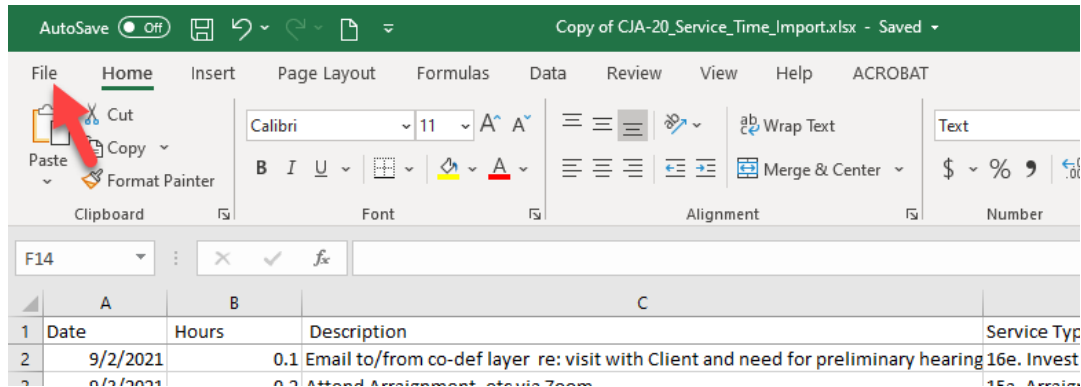
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow you to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

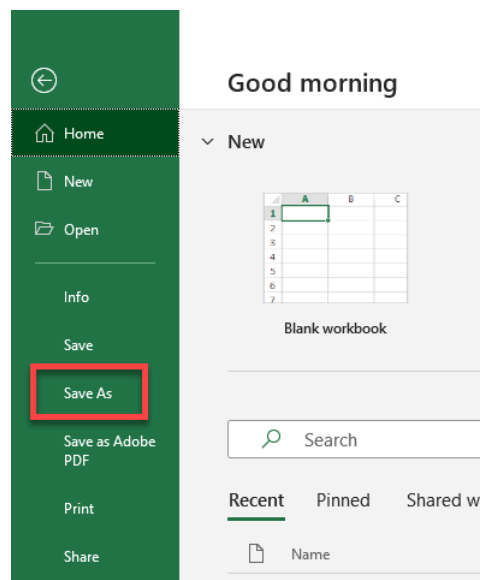
Step 1

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

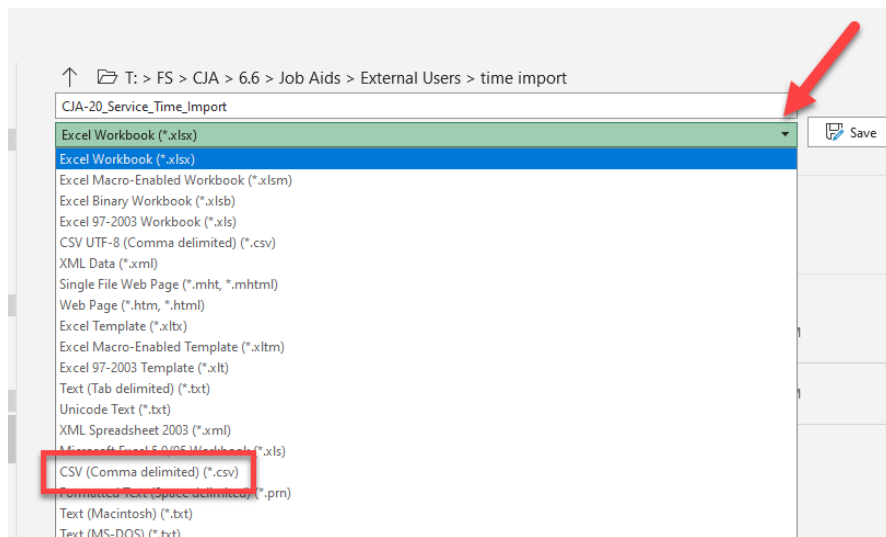


Step 2

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



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



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

