



CJA / eVoucher

Western District of Texas


Executive Office of the Clerk
2021

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Access eVoucher at the United States District Court's site txwd.uscourts.gov.

NOTE: eVoucher is now compatible with all internet browsers.



UNITED STATES DISTRICT COURT
Western District of Texas


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CORONAVIRUS (COVID-19) GUIDANCE

All court information regarding the Coronavirus (COVID-19) response can be accessed by [clicking here](#).

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District CJA Plan Information



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District CJA Plan Information

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Please call (210) 472-4955, and select option #4, for assistance with CJA matters.

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Amended Western District of Texas Criminal Justice Act Plan (Approved July 24, 2018)

- [Order Amending Membership of the CJA Panel Committee121719.pdf](#)
- [Criminal Justice Act Plan, Western District of Texas \(2018\).pdf](#)

Training Materials



UNITED STATES DISTRICT COURT
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Training Materials

Documentation

-  [CJA 24 Flowchart.pdf](#)
-  [CJA eVoucher Attorney Manual.pdf](#)
-  [CJA eVoucher Expert Manual.pdf](#)
-  [Instructions for eVoucher AUTH and CJA 21 Voucher.pdf](#)

Electronic Learning Modules

-  [Creating Your Single Login Profile – Step by Step.mp4](#)

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Criminal Justice Act Forms



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Criminal Justice Act Forms

General Download Instructions

Please note: The CJA Questionnaires and Application forms are specific to the location where you download the form, please be sure that it applies to the desired location (i.e., a form titled Waco Division will **not** apply to the Austin Division).

The CJA Hourly Rates Tables for [Capital Cases](#) and [Non-Capital Cases](#) applies to all CJA 20 and CJA 30 (Death Penalty) forms submitted for payment.

[CJA Compensation Maximums for Capital and Non-Capital Cases](#) for attorneys and service providers.

[Current](#) Privately Owned Vehicle (POV) Mileage Reimbursement Rates and [Archived](#) (POV) Mileage Reimbursement Rates for attorneys and service providers.

Downloadable Local Forms

- [CJA Expert Services Provider Information Form.pdf](#)
- [CJA Panel Attorney Information Form.pdf](#)

Downloadable National Forms

Document Title	Document Link
CJA Form 0026 – Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	

CJA Helpful Links



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CJA Helpful Links

Criminal Justice Act Helpful Links

- [5th Circuit CJA Home Page](#)
- [Capital Defense Network](#)
- [Criminal Law Resources](#)
- [Defender Services, Administrative Office of the U.S. Courts](#)
- [Federal Public Defender Services Division](#)
- [National Association of Criminal Defense Lawyers](#)
- [Office of the Federal Public Defender, Western District of Texas](#)
- [Texas Association of Criminal Defense Lawyers](#)
- [U.S. Attorney \(Texas/Western\), Illegal Reentry Fast-Track Program](#)
- [United States Courts](#)

- [District CJA Plan Information](#)
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REQUIRED ACTION

There are two required steps for all eVoucher users. If you have not created your **eVoucher Single Login Profile**, please view the seven-minute training video, “Creating Your Single Login Profile - Step by Step” found under the Training Materials link to assist you with completing these steps.

You will not be able to proceed in accessing your account without creating your profile.

Attorney HOME page

My Active Documents – Holds vouchers that have been created yet not submitted to court or rejected vouchers.

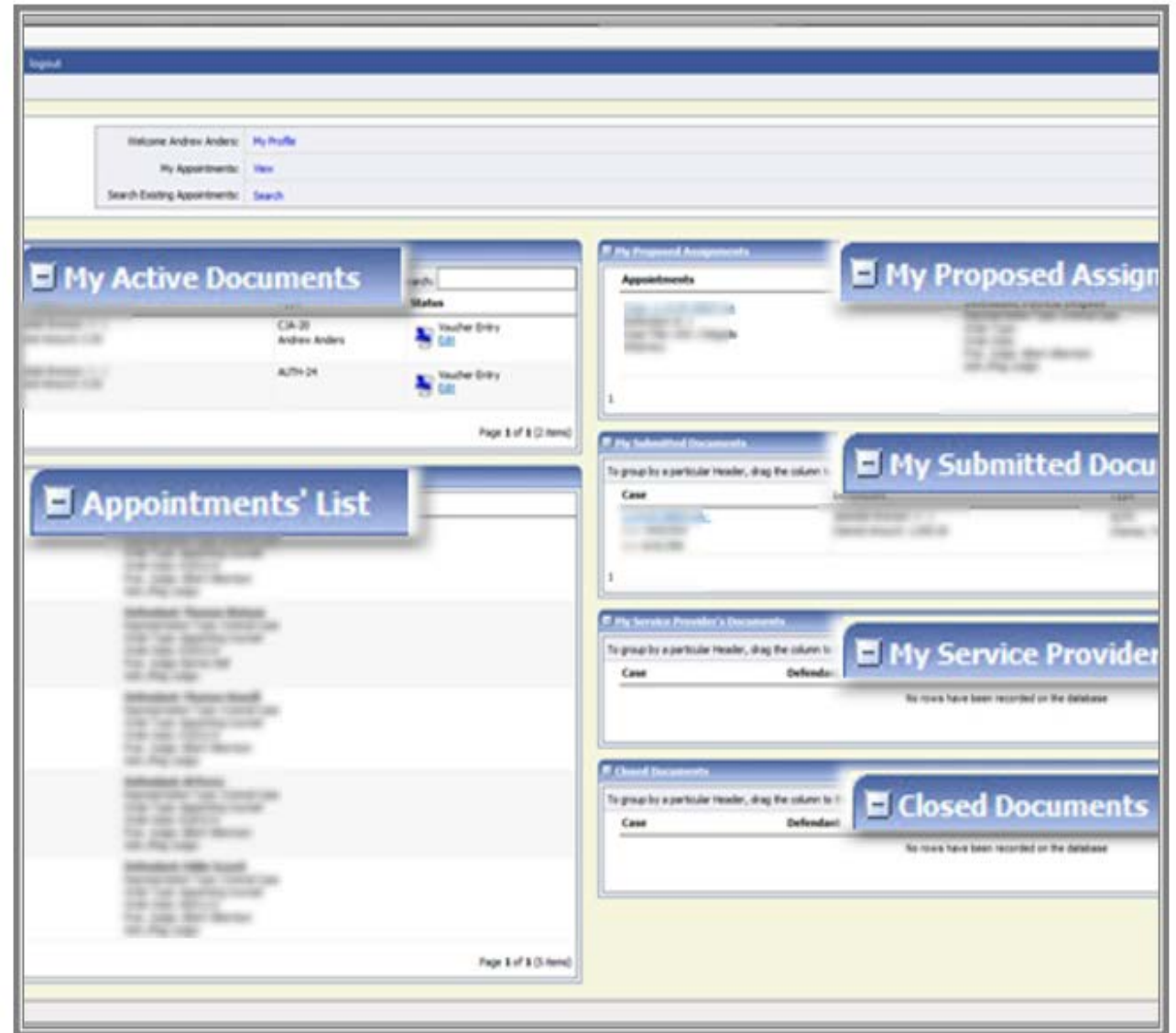
My Appointments' List – Lists your cases. *Please call your division's Clerk's Office directly if you require a case added.*

My Proposed Assignments – Inactive folder.

My Submitted Documents – Shows vouchers submitted to court pending approval.

My Service Providers Documents – Contains vouchers for your experts.

Closed Documents – Contains paid vouchers.



Updated/New profiles

Found at the top right corner on your HOME page.
Users can update either profile directly at any time.



Single Login Profile page – Available capabilities are:

- Edit your Account Information
- Edit your Email Address
- Edit your Password – user must now reset his/her own password
- Edit your Security Questions
- Link eVoucher Accounts – set default
- Link your eVoucher Accounts to your Single Login Profile – this new feature allows you to switch between accounts without having to log out. Example: TXWD (district) and 5th Circuit (appellate) accounts.



An official website of the United States government

CIA eVoucher - Texas Western District Court
TSD NVI - Release 6.4.0.0
Attorney ReleaseNotes (Attorney)

Home Operations Reports Admin Links Help Sign out

Help > Single Login Profile

Single Login Profile

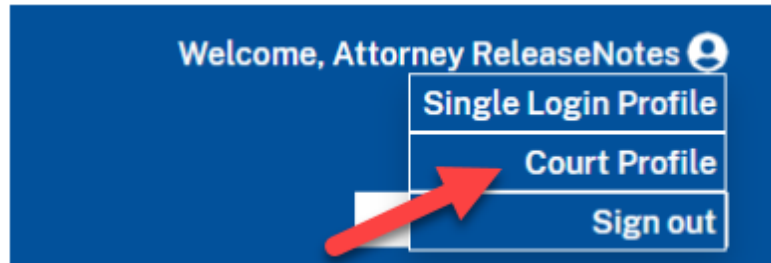
Account Information				—
First name Attorney	Middle name -	Last name ReleaseNotes	Suffix -	Edit
Email address ---				Edit
Password *****				Edit
Security Questions				+
Linked eVoucher Accounts				+
Link your eVoucher Accounts to your Single Login Profile				+

If you have gone through the process of linking multiple eVoucher accounts, by clicking on the Accounts menu option, you will be able to switch between those linked accounts. The current view of the eVoucher account will be underlined in the drop-down.

*For example: If you have TXWD and 5th Circuit accounts listed and you are currently viewing your TXWD account, **that** account will be underlined.*



Court Profile page



You may update your **Attorney Info** and **Billing Info**, enter a **holding period** (you must first advise the division's Clerk's Office of the hold) and add **Continuing Legal Education** (CLE) information directly, at any time.

Court Profile

Attorney Info Your personal info	Bar Number: 1811211448 Your Name: David D. Attorney <i>Your Contact Info:</i> Phone: 512-555-1234 Fax: (512)555-1234@attorney.com <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78208 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: David D. Attorney Billing Code: 1111-111111 123 San Antonio Way San Antonio, TX 78208 - US Phone: 512-555-1234 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"/>

Types of Vouchers

CJA 20 – Appointment of and Authority to Pay Court-Appointed Counsel

AUTH – Authorization for expert and other services

CJA 21 – Voucher for payment to expert and other service providers

AUTH 24 – Authorization for transcript requests

CJA 24 – Voucher for payment of transcripts

A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

By clicking on a case in your “Appointments’ List” folder on your HOME page, the Appointment Info screen is shown where you are able to create your specific voucher(s) as well as view “Vouchers on File.”

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

BUDGET AUTH [Create](#)
 Authorization for Counsel Attorney fees and/or Expert and other Services on Budgetary Case

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

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

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

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

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

Reports

[Appointment Report](#)

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

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

[Attorney Time](#)

[Case Detail Budget Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED [REDACTED]		VOUCHER NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-00005-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. [REDACTED]	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 15:1815 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS [REDACTED] 311 14th Street New Orleans, LA 70130 Phone: 504.513.5023 Cell phone: 214.555.1214 Email: [REDACTED]		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"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court [REDACTED] Nuac Pro Tunc Date	
14. LAW FIRM NAME AND MAILING ADDRESS		3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

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-00005-AA Court: 05/22/2014 Cvd: 05/22/2014	[REDACTED] [REDACTED] [REDACTED]	CJA-20 [REDACTED]	Voucher Closed 0101.0000001	03/17/2016
1:14-cr-00005-AA Court: 04/22/2014 Cvd: 04/22/2014	[REDACTED] [REDACTED] [REDACTED]	AUTH Chemist/Toxicologist	Voucher Closed 0101.0000002	11/16/2017
1:14-cr-00005-AA Court: Cvd:	[REDACTED] [REDACTED] [REDACTED]	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-cr-00005-AA Court: Cvd:	[REDACTED] [REDACTED] [REDACTED]	CJA-20	Voucher Entry Edit	11/05/2015
1:14-cr-00005-AA Court: Cvd:	[REDACTED] [REDACTED] [REDACTED]	CJA-20	Voucher Entry Edit	11/05/2015
1:14-cr-00005-AA Court: 01/21/2016 Cvd: 01/21/2016	[REDACTED] [REDACTED] [REDACTED]	AUTH-24	Voucher Closed 0101.0000082	01/21/2016
1:14-cr-00005-AA Court: Cvd:	[REDACTED] [REDACTED] [REDACTED]	TRAVEL	Voucher Entry Edit	01/21/2016
1:14-cr-00005-AA Court: Cvd:	[REDACTED] [REDACTED] [REDACTED]	CJA-20	Voucher Entry Edit	01/21/2016

CJA 20 Voucher Attorney Services and Expenses



The Guide – Chapter 230.13 Time Limits



“Vouchers shall be submitted no later than 45 days after the final disposition of the case, unless good cause is shown...”

...Every effort should be made to have counsel submit the claim as soon as possible upon completion of services rendered”

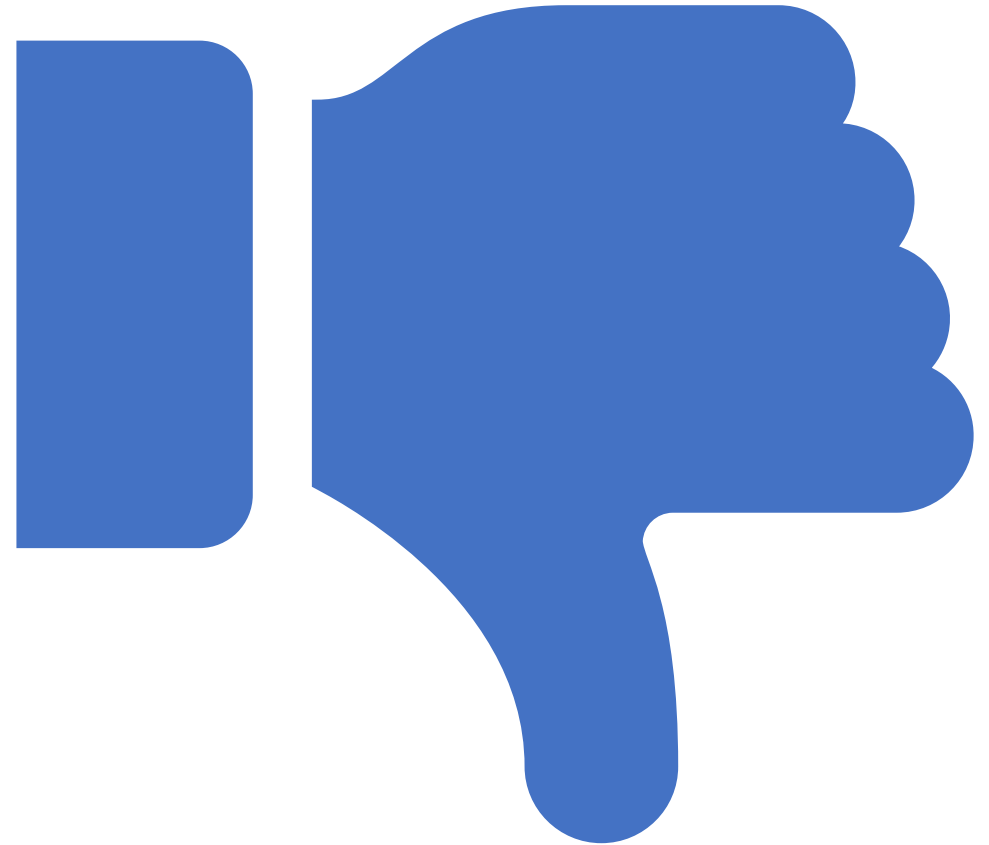
Helpful Tips

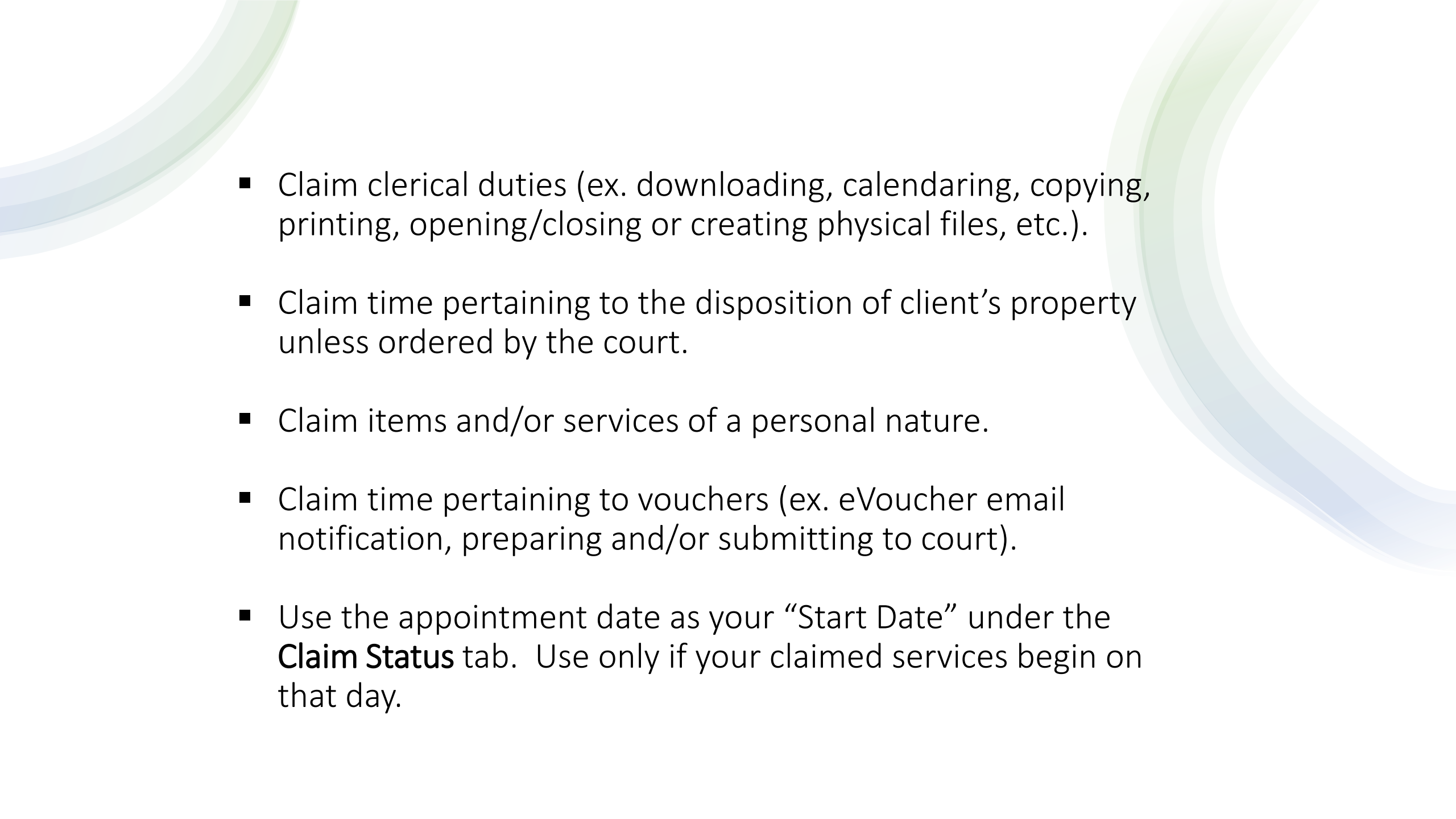
Do's:



- ✓ Provide a brief, meaningful description of services.
Note by a judge in an approved voucher: "Great summary of work completed. This is the perfect level of detail I like to see. You were able to provide me sufficient explanation without disclosing attorney client privileged materials. Much appreciated!"
- ✓ Indicate in either Service line item or Public/Attorney Notes section if:
 - Substitute counsel stood in for hearing(s).
 - Cross-referencing claims on another voucher (provide case number or voucher number). *Ex: travel time or mileage.*
- ✓ Include description of document reviewed rather than docket #.
- ✓ Include receipts for expenses \$50 or more.
- ✓ Indicate cost per page for copy expense.
- ✓ Indicate to/from address locations for travel time or mileage claims.
- ✓ Recommend looking at paid vouchers for notes.

Helpful Tips Don'ts:



- 
- Claim clerical duties (ex. downloading, calendaring, copying, printing, opening/closing or creating physical files, etc.).
 - Claim time pertaining to the disposition of client's property unless ordered by the court.
 - Claim items and/or services of a personal nature.
 - Claim time pertaining to vouchers (ex. eVoucher email notification, preparing and/or submitting to court).
 - Use the appointment date as your "Start Date" under the **Claim Status** tab. Use only if your claimed services begin on that day.

Error Message pertaining to the Claim Status tab

Dates under the **Claim Status** tab must correspond to the starting and ending dates taken from the **Services** tab.

This common error message may display in your attempt to submit your voucher.

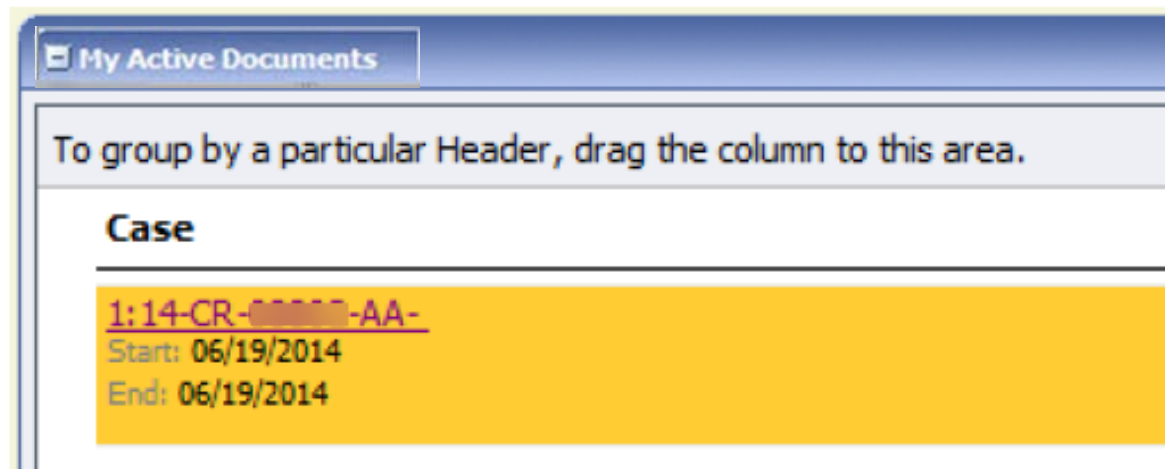


Service and/or Expenses are out of the Voucher Start and End Dates.

To resolve this issue, under the **Services** tab, click on the column heading word “Date” in the area where all your entries are listed. This will arrange your entries in ascending (click once)/descending (click twice) order to verify your starting and ending dates. If you have entered claims under your **Expenses** tab, double-check the date(s) fall between those two dates. You will then enter the verified dates under the **Claim Status** tab, click SAVE and resume steps to submit your voucher.

Returned Voucher

You will receive an email notification in the event a voucher is returned for action. The voucher will reappear in the “My Active Documents” folder highlighted in gold. Click on the voucher number, then **Confirmation** tab for reason(s). Address the matter, click SAVE and resubmit.





Every attempt to request verifications or corrections is to make the payment process run smoothly from start to finish. Requests are for auditing purposes and more importantly, the judges' review of your voucher.

Interim Vouchers

Chapter 2, § 230: Compensation and Expenses of Appointed Counsel

§ 230.73 Interim Payments to Counsel

Non-Death Penalty Cases

Death Penalty Cases

- ~ May be requested for extended or designated complex cases.
- ~ An order must be granted prior to submitting voucher(s) to court.

Appeal Representation

CJA 20 vouchers must be submitted through the Fifth Circuit Court of Appeals' eVoucher program.

However, the courtroom deputy will ultimately create the appointment in eVoucher (#:**AP**:####-###) solely for the purpose of transcript requests.

AUTH 24 and CJA 24 Vouchers Transcript Requests



Transcript Request

Traditional Transcript Order forms (DKT 13 or AO 435) are to continue to be submitted to court. In addition to the [CJA 24 Transcript Authorization and Voucher Flowchart](#), detailed information may also be found under the **Court Info** tab, [Transcript Request and Fees](#) link.

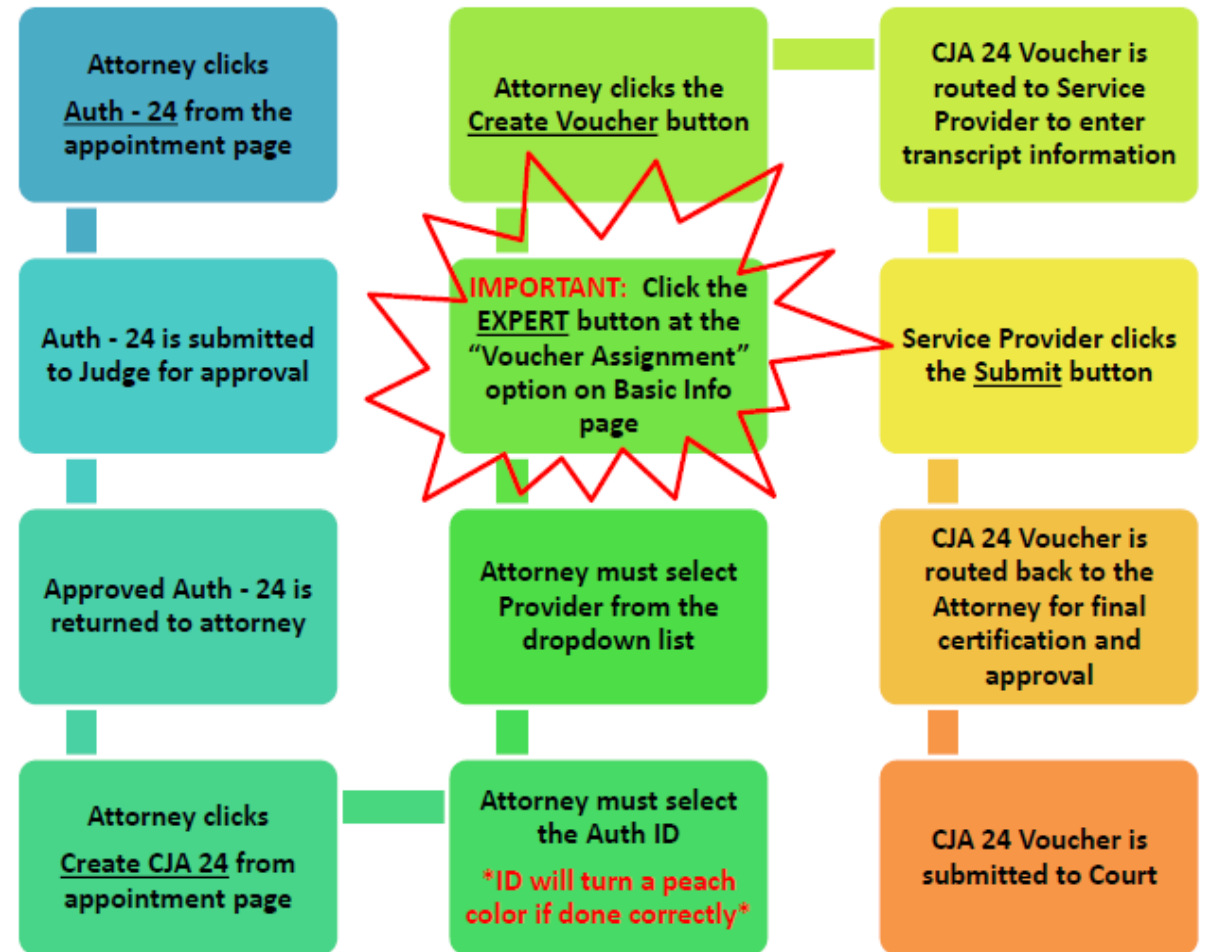
This is a 2 – Step Process.

Creating and submitting the **AUTH 24** voucher is **NOT** payment to the court reporter or transcriber.

CJA 24 Transcript Authorization and Voucher Flowchart

Found under the **Training Materials** link.

CJA 24 Transcript Authorization and Voucher Flow



AUTH and CJA 21 Vouchers Expert Services Provider

A motion to request Expert services in excess of \$900 must be submitted to court and must include the anticipated amount of expert fees.

~ No AUTH or order is required if less than \$900.

~ Authorization (AUTH) must be submitted and approved if an order is granted (attach or reference order).

~ Email notification sent to attorney when AUTH is approved.

~ Expert must be established. The **Expert Services Provider User Form** may be found under the Criminal Justice Act Forms link.

~ CJA 21 voucher is created and submitted on behalf of the expert by the attorney.

~ Enter all information from expert's invoice under the **Services and/or Expenses** tabs and attach invoice under the **Documents** tab.

Instructions for eVoucher AUTH and CJA 21 Vouchers

Found under the Training Materials link.

Instructions for eVoucher AUTH and CJA 21 Vouchers

If a service provider's fees are **over \$900**, you will need to seek Judge's approval **BEFORE** following **STEPS 1&2**. If a service provider's fees are **at or below \$900** (no prior approval required) you will begin at **STEP 2**.

Please note:

- A) The expert must be established in eVoucher (CJA Expert Services Provider Information Form may be found at txwd.uscourts.gov under the **CJA** tab, **Criminal Justice Act Forms** link).
- B) You will not be able to initiate the voucher process prior to the expert being established.

STEP 1:

Once you have received an order granting fees in excess of \$900, and the expert has been established, you will create an **AUTH** (Authorization - this is a mirror of the order) in eVoucher.

1. Search and select your appointment from your "Appointments List" folder
2. Click on **AUTH Create** in the blue section to the left of your screen
3. Select **Create New Authorization** from the bottom of the [Basic Info](#) screen
4. Complete the [Basic Info](#) tab, entering the amount indicated in the order
5. Attach the order under the [Documents](#) tab **or** reference it under the [Basic Info](#) tab
6. Click **Save**, then on the [Confirmation](#) tab **click the checkbox and then click Submit**

NOTE: [Creating the AUTH does NOT generate a payment to the expert](#). Once the **AUTH** has been approved in eVoucher, you may then proceed to Step 2 in order to initiate payment.

STEP 2:

You will create a CJA 21 voucher on behalf of the expert and include his/her invoice as support to the voucher.

1. Search and select your appointment from your "Appointments List" folder
2. Click on **CJA 21 Create** in the blue section to the left of your screen
3. Select **Use Existing Authorization** and click the *actual AUTH number* (area will turn a pink/peach color if done correctly)
NOTE: Click "No Authorization Required" if claim is less than \$900(no order required)
4. Select the **Service Type** from drop down list
5. Make certain the **Attorney** radio button is selected at the "Voucher Assignment" option
6. Select the expert's name from the drop-down list
7. Click **Create Voucher**
8. Enter information from invoice
9. Attach the invoice under the [Documents](#) tab
10. Click **Save**, then on the [Confirmation](#) tab **click the checkbox and then click Submit**

Voucher will now be visible in your "[My Active Documents](#)" folder with the status "[Submitted to Attorney](#)."

1. Click on the voucher number
2. Verify all entered information is correct
3. Click **Save**, then on the [Confirmation](#) tab **click the checkbox and then click Approve**

Voucher is now submitted to court and visible under your "[My Service Providers Documents](#)" folder and "[My Submitted Documents](#)" folder on your HOME page.

Statutory Limits for Voucher Processing



Voucher Type	Current Maximum As of 01/01/21	Previous Maximum As of 01/01/20
CJA 20 Felony	\$12,100.00	\$11,800.00
CJA 20 Misd or Petty	\$3,400.00	\$3,400.00
CJA 21 Expert and Other Services	\$2,700.00 (must have judge's approval if over \$900)	\$2,600.00 (must have judge's approval if over \$900)
CJA 24 Transcript Request	No limit	No Limit
CJA 30	\$35,000.00 (if over, must have 5 th Circuit approval)	\$35,000.00 (if over, must have 5 th Circuit approval)
CJA 31	\$7,500.00	\$7,500.00
Material Witness PR/SR and Other	\$2,600.00	\$2,500.00

Over Statutory Limit Voucher – 5th Circuit Approval Required

CJA 20 Voucher

Under the **Documents** tab of your voucher, include:

- A letter addressed to the judge, to support and justify the claim.
- or**
- The CJA 26 form found under the Criminal Justice Act Forms link.

If approved, the voucher will be forwarded to the 5th Circuit for final approval. The approved voucher will then be returned to district court to process for payment.

*If you choose to waive the excess, make a notation in the **Public/Attorney Notes** section under the **Confirmation** tab.*

CJA 21 Voucher

An order from the 5th Circuit must be granted prior to submitting the voucher.

Case Budgeting

The bottom of the slide features a decorative design consisting of two overlapping blue rectangular blocks. The block on the left is a solid medium blue and extends across most of the width. The block on the right is a slightly lighter shade of blue and is positioned to the right of the first block, with its left edge overlapping the right edge of the first block. This creates a 3D effect, as if one block is slightly behind and to the right of the other.



UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

Honorable Priscilla Owen, Chief Judge

CJA eVoucher



CJA eVoucher is the Electronic Voucher Management System for use by court-appointed counsel. The system allows for electronic submission, management, and approval of CJA vouchers.

[eVoucher Login](#)

[Case Budgeting](#)

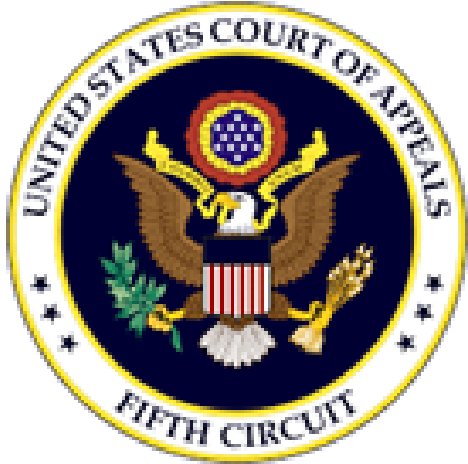
<https://www.lb5.uscourts.gov/cja2/>

Case budgeting is a tool which should be employed in cases where it is anticipated that the CJA representation will become extraordinary in terms of cost. These include all capital prosecutions, capital habeas proceedings and “mega” cases.

Available information:

- Case Budgeting Overview
- Case Budgeting and Payment of Interim Vouchers
- Special Procedures for Review Attorney Compensation Requests in Death Penalty Cases

Case Budgeting Contacts



Margaret “Meg” Alverson
Circuit Case Budgeting Attorney
Circuit Mediation and Judicial Support Office
504-310-7799
margaret_alverson@ca5.uscourts.gov

Laura Cannon
Administrative Attorney
Circuit Mediation and Judicial Support Office
504-310-7799
laura_cannon@ca5.uscourts.gov

Voucher Payment Process



Once a voucher is approved, the status will show “Voucher Closed, (Check Processed) Paid” and will move from your “My Submitted Documents” folder to your “Closed Documents” folder on your HOME page.

Approximately four days after this has occurred, the U.S. Treasury will then issue and mail a paper check.

NOTE: Direct deposit is not currently an option.






Unsuccessful login attempts


There is a maximum of six attempts to login. On the seventh unsuccessful attempt, the account is locked, a message is displayed, and an email notification is sent. In this event, you must contact your eVoucher representative for assistance.

An official website of the United States government

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

Sign in to CJA eVoucher

Please enter your password to continue.

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

Password

[Forgot your password?](#)

Sign In

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

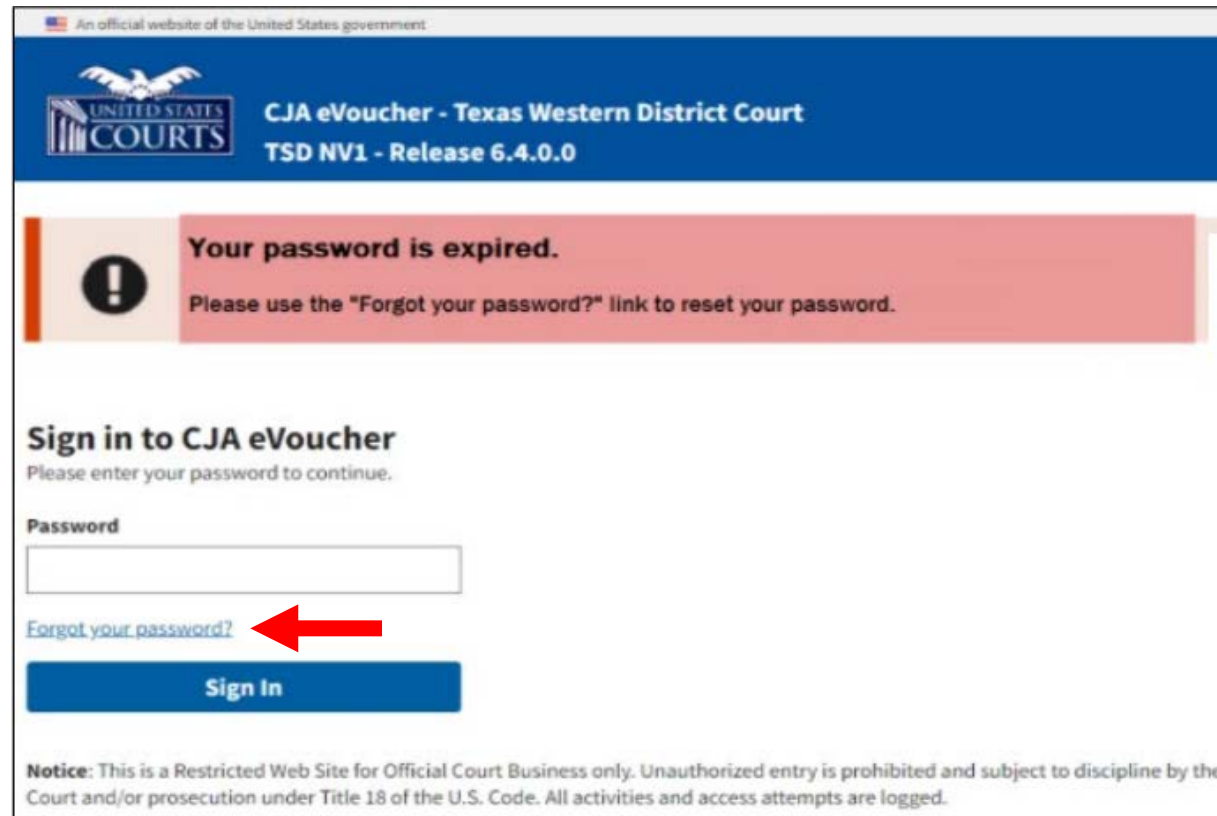


Steps for resetting forgotten or expired passwords

Passwords expire in 180 days. Thirty days prior to password expiration, a message appears on your **Sign In** page indicating it will expire soon.

Users will reset their own forgotten or expired passwords by clicking on “Forgot your password?” and taking the following steps.

NOTE: eVoucher representatives no longer have the capability to reset passwords.




An official website of the United States government.

UNITED STATES COURTS CJA eVoucher - Texas Western District Court
TSD NV1 - Release 6.4.0.0

! Your password is expired.
Please use the "Forgot your password?" link to reset your password.

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

Password


[Forgot your password?](#) 

Sign In

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

First, enter your email address and security answer.

NOTE: You will have three attempts at answering your security questions. If all are answered incorrectly, the account is locked, and an email is sent with further instructions.



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Reset your password?

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

Email

youraddress@gmail.com


Question: What street did you live on in third grade?


Answer

[Back to sign in](#)

Reset your password

Upon correctly answering your security questions, you will receive this email notification.

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CJA eVoucher - Texas Western District Court

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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 15 minutes and can only be accessed one time.

[Back to sign in](#)

Next, enter a new password, confirm, and enter your email address.



CJA eVoucher

i **IMPORTANT:** The link provided in the password reset email is only valid for 15 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 


Successful reset.

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**CJA eVoucher - Nevada District Court**
Development AO NV1 - Release 6.4.0.0

Sign in to CJA eVoucher

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

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

Email Address

Next

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If you have any questions or would like a copy of this information (.pdf format), please call 210-472-4955, select Option 4 to reach your eVoucher representative.