



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

# CJA eVoucher

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## Attorney User Manual

**Release 5.1**

**September  
2017**



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## **BLANK PAGE (For Notes)**

## Introduction

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

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

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

### 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
- Upload supporting documents to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

### Browser Compatibility

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

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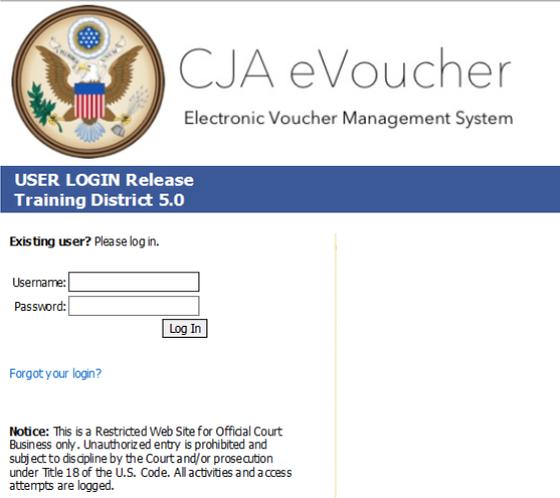
## Court Appointment

When you make an appointment, an email will automatically be generated by the program, and sent to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

## Accessing the CJA eVoucher Program

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



**USER LOGIN Release**  
Training District 5.0

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

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

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

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

You are required to change your password every 180 days.

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

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



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

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

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

Username:  and/or

Email:

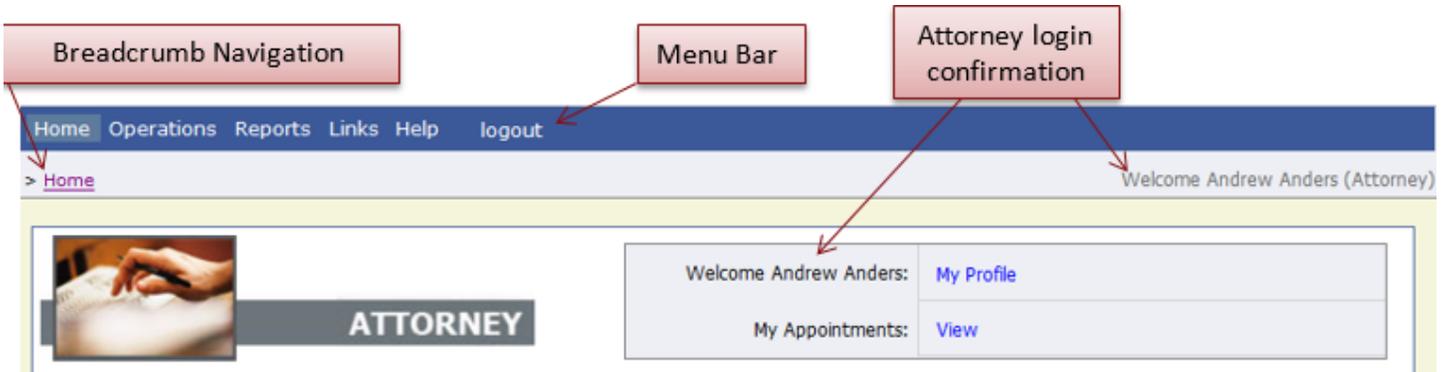
## Home Page

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

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

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

## Navigating in the CJA eVoucher Program



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

## Customizing the Home Page

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

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

### Moving Folders

Step  
1

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

A **crosshair** icon  appears.

Step  
2

Click and drag the folder to the new location.

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

### Resizing of Column

Step  
1

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

Step  
2

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

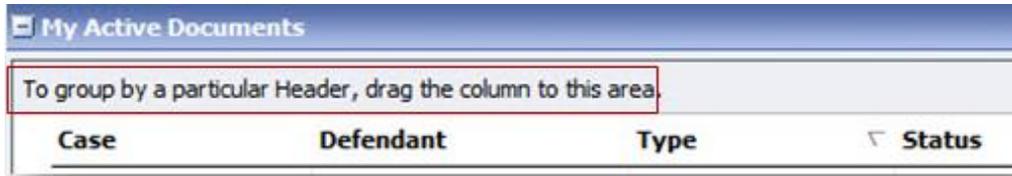
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

## Customizing the Home Page (continued)

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

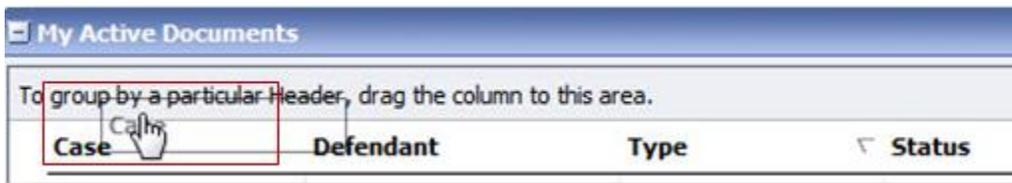
Step  
1

Click the header for the column you wish to group.



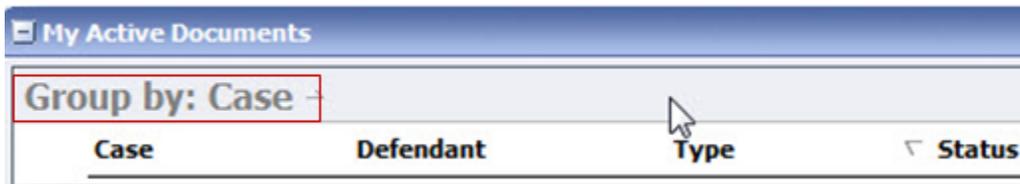
Step  
2

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



Step  
3

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

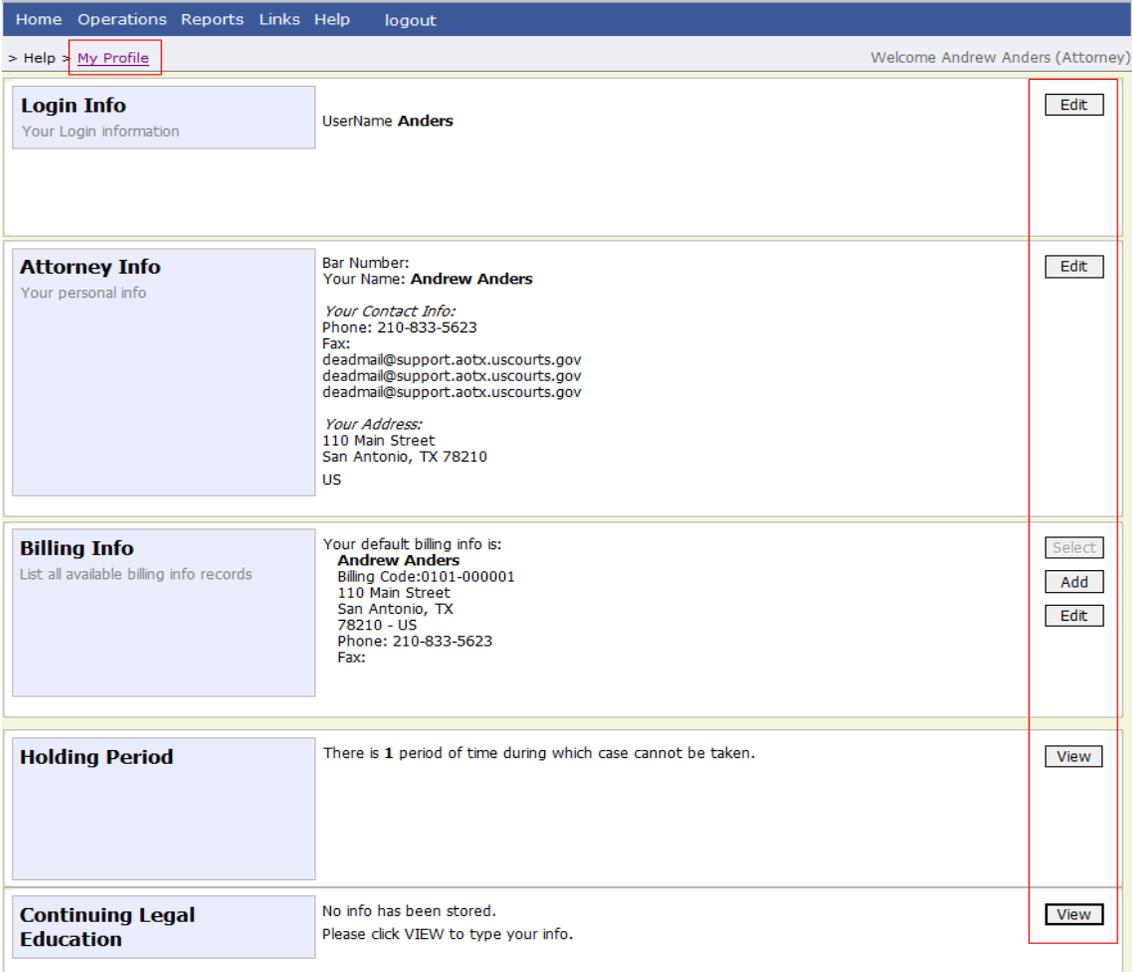


# My Profile

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

- Change password (**Login Info** section).
- Edit contact information, phone, email, and/or physical address (**Attorney Info** section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (**Billing Info** section). Any changes to SSN after the first login must be made through the court.
- Add a time period in which you will be out of the office (**Holding Period** section).
- Document any CLE attendance.

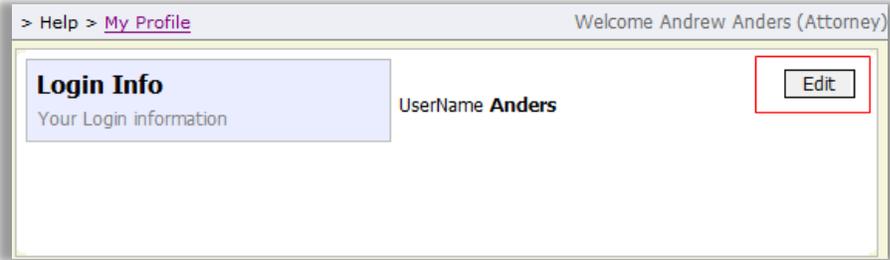
Click the **My Profile** link from either the **Home** page or the **Help** menu bar to open the **My Profile** page.



# Changing My Profile Username and Password

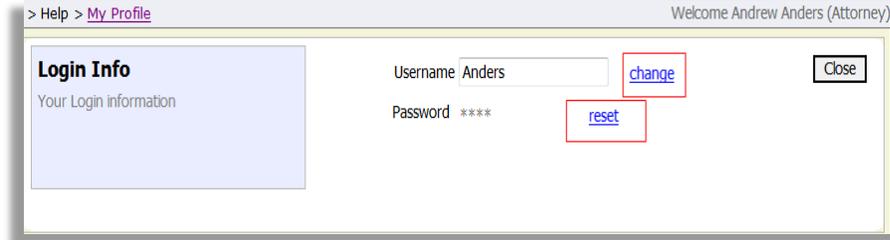
Step 1

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



Step 2

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

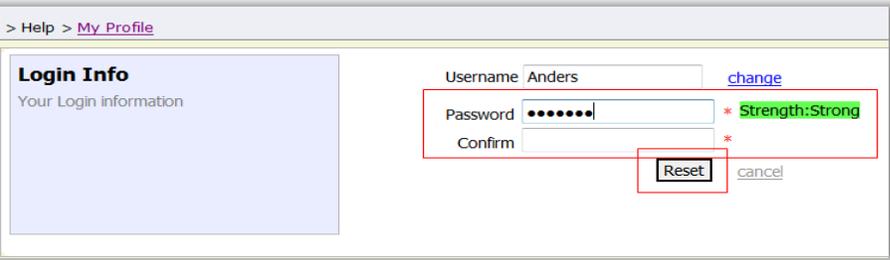


Step 3

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

Step 4

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



Step 5

Click **Reset** to save.

Step 6

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



## Attorney Info

Step  
1

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

### Attorney Info

Your personal info

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

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

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

Edit

Step  
2

Make any necessary changes.

### Attorney Info

Your personal info

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

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

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

\* Required Fields

Bar Number

Tax Identification Number: \* (If on Panel)   Foreign Vendor?

SSN:

Confirm:

First Name \*  Middle  Last Name \*

Andrew  Anders

Main Email \*

dea.dra@support.aobx.uscourts.gov

2nd Email

dea.dra@support.aobx.uscourts.gov

3rd Email

dea.dra@support.aobx.uscourts.gov

Phone \*  Cell Phone  Fax

210-833-5623

Address 1 \*  City \*

110 Main Street  San Antonio

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

TEXAS  78210

Address 3  Country \*

UNITED STATES

Save

  
cancel

Step  
3

Click **Save**.

### Note:

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

## Billing Info

### Step 1

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

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

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

Select  
Add  
Edit

### Step 2

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

### Note:

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

### Step 3

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

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

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

Save  
cancel

**Step 4**

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

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

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Tax Identification Number:  
EIN/TIN:   
Confirm:

Copy Address from Profile

Name:

Phone:  Fax:

Address 1:   
Address 2:   
Address 3:

City:  State:  Zip Code:

Country:  UNITED STATES

Save  
cancel

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

Billing Type:  
 Self-Employed  
 Firm  
 Associate

Billing Code:

Save  
cancel



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

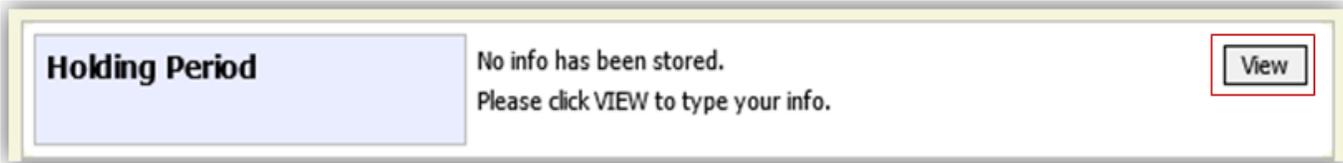
**Note:**

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

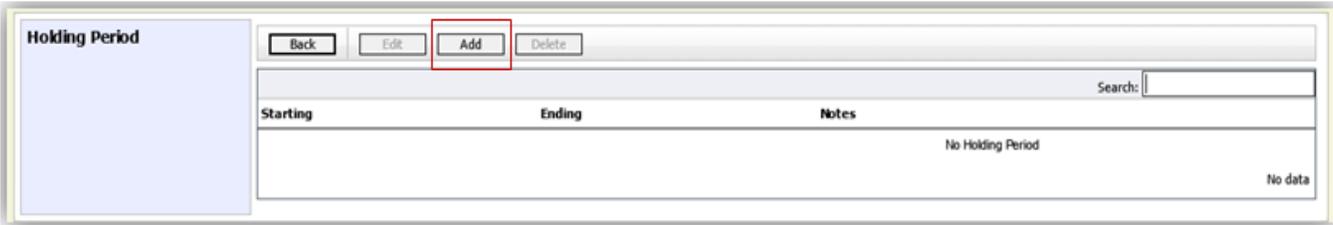
# Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time you are not given a new assignment.

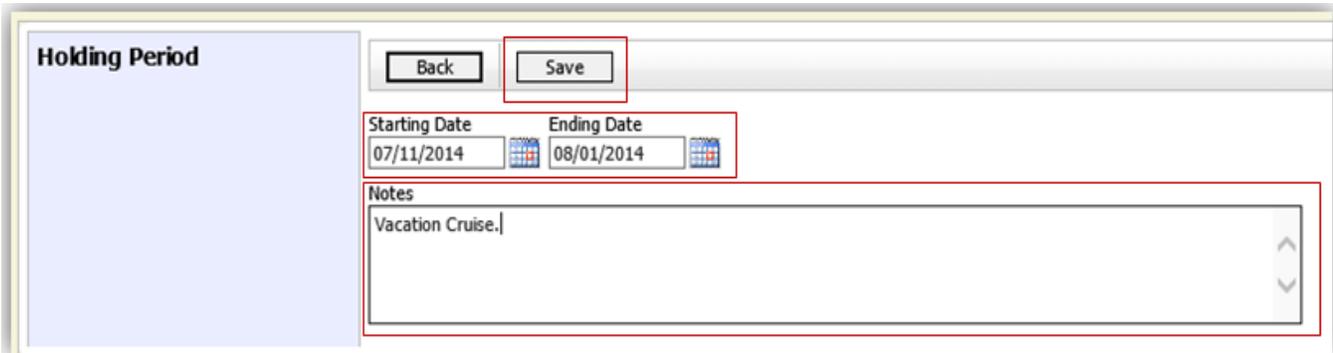
**Step 1** In the **Holding Period** section, click **View**.



**Step 2** Click **Add**.



**Step 3** In the corresponding fields, enter the starting date and ending date, along with any applicable notes.



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

## Continuing Legal Education

Step  
1

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

The screenshot shows a web interface for 'Continuing Legal Education'. On the left is a blue sidebar with the title 'Continuing Legal Education'. The main content area contains the text: 'No info has been stored. Please click VIEW to type your info.' A red box highlights a 'View' button in the top right corner.

Step  
2

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

The screenshot shows the 'Continuing Legal Education' interface with a table. Above the table are buttons for 'Back', 'Edit', 'Add', and 'Delete'. The 'Add' button is highlighted with a red box. The table has columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. Below the table, it says 'No Continuing Legal Education' and 'No data'.

Step  
3

Click the **Credit** drop-down arrow to select CLE categories.

The screenshot shows the 'Add' form for 'Continuing Legal Education'. The 'Save' button is highlighted in red. Below it, the 'Credit' drop-down menu is highlighted in red and shows 'Sentencing-rel'. Below that, the 'Date' field is set to '05/01/2014', 'Hours' is '0', and there is a 'Description' text area. A red box highlights the 'Date', 'Hours', and 'Description' fields. At the bottom, a note says: 'Document: After you save the information about this Continuing Education, you will be able to upload related documents.'

Step  
4

In the corresponding fields, enter the date, the number of hours, and a description.

Step  
5

Click **Save**.

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

## Continuing Legal Education (cont'd)

Step  
6

Click **Browse** to upload and attach a PDF document.

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Step  
7

Click **Save**.

All entries appear in the grid and can be accessed, edited, or deleted by selecting the entry and clicking an action button.

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentenc...	05/15/2014	0	

1 Page 1 of 1 (1 items)

# Appointments' List

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

**Step 1**

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

**Appointments' List**

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

**View Representation**

**Attorney CJA 20 Voucher Template**

**Expert CJA 21 Voucher Template**

**Detailed Payment Reports**

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

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

[View Representation](#)

**Create New Voucher**

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

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

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

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

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

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

**Reports**

[Appointment Report](#)

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

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

[Attorney Time Report](#)

**Appointment Info**

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

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000026</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/15/2014 End: 06/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA</a> Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney <a href="#">0101.0000149</a>

Page 1 of 1 (7 items)

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## View Representation

The **View Representation** information displays:

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

Step  
2

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



Home Operations Reports Links Help logout

### Representation

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

#### Reports

[Representation Report](#)

### Representation Info

1. CIR./DIST./DIV.CODE 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 \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE	
<b>App.ID</b>	<b>Attorney</b>	<b>Order Type</b>	<b>Order</b>	<b>Email</b>
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aotx.uscourts.gov

Step  
3

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

# CJA-20 Voucher Process Overview

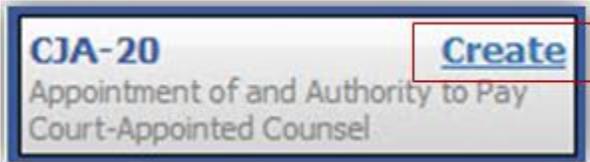


## Creating the CJA-20 Voucher

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

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

**Step 1** From the **Appointment** section, click **Create** from the CJA-20 Voucher template.



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

**CJA-20**  
Attorney Enters

[Basic Info](#) | 
 [Services](#) | 
 [Expenses](#) | 
 [Claim Status](#) | 
 [Documents](#) | 
 [Confirmation](#)

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:  
Start Date: 6/11/2014  
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

**Reports**

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

[Form CJA20](#)

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

### Basic Info

1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER		
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> 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					

### Payment Info

Preferred Payee: Andrew Anders

**Andrew Anders**  
 SSN/EIN: \*\*\*-\*\*-6789  
 123 Legal Blvd. South  
 AnyTown, DC  
 12345 - USA  
 Phone: 888-555-4000  
 Fax: 888-555-4001

« First
< Previous
Next >
Last »
Save
Delete Draft

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

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

### Notes:

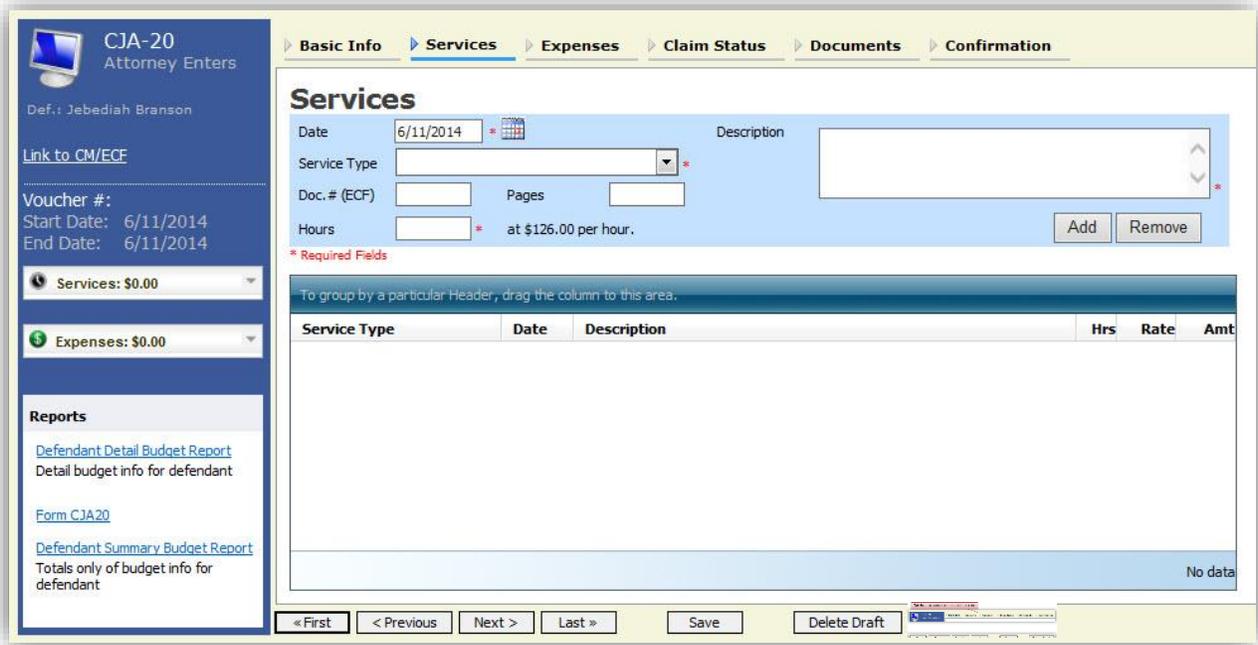
- To avoid data loss, frequently save any entries made to a voucher.
- To delete the voucher, click **Delete Draft** at any time prior to submitting the voucher.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar.

# Entering Services

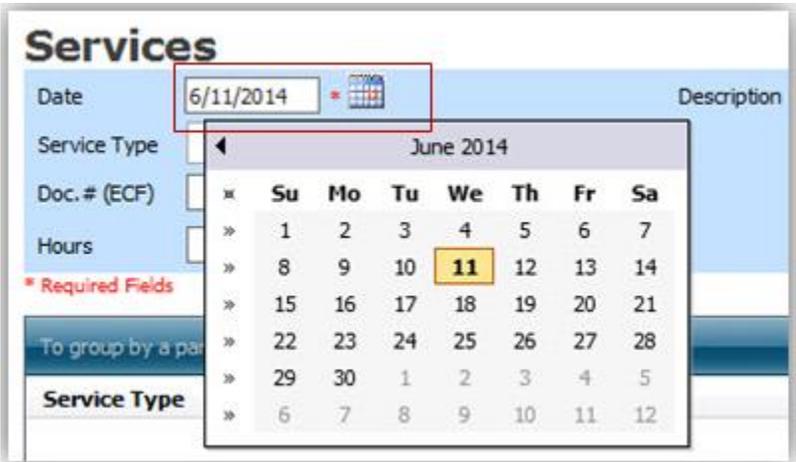
Line-item time entries should be entered on the **Services** tab.  
Both in-court and out-of-court time should be recorded on this screen.

**Step 2** Click the **Services** tab or click **Next**, located on the progress bar.

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



**Step 3** Enter the date of the service. The default date is always the current date. You may type the date or click the **calendar** icon to select a date from the pop-up calendar.



## Services (cont'd)

**Step 4** Click the **Service Type** drop-down arrow and select the service type.

**Note:**

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

**Step 5** Enter hours of service in tenths of an hour.

**Step 6** Enter a description.

**Step 7** Click **Add**.

**Note:**

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

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

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

**Step 8** Click the **Date** header. This sorts services according to date.

**Step 9** Click **Save**.

# Entering Expenses

Step 1

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

**Expenses**

Date: 6/12/2014 \*  
Expense Type: \*  
Miles: at \$0.5600 per mile.  
Amount: \*  
Description: \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

Step 2

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

**Expenses**

Date: 6/12/2014 \*  
Expense Type: \*  
Miles:  
Amount:  
\* Required Fields

To group by a p

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

Expense Type

<< First < Previous Next > Last >>

# Entering Expenses (cont'd)

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

**Step 4** Enter a description in the **Description** field. **Travel mileage descriptions must state: Where traveled from, Where traveled to, Purpose of travel.**

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 6/12/2014
- Expense Type: Travel Miles
- Miles: 20 at \$0.5600 per mile.
- Description: Travel to and from Court

The 'Add' button is highlighted with a red box. Below the form is a table with the following structure:

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

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

The screenshot shows the 'Expenses' form with the entry added to the table. The table row is highlighted with a red box:

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

Page 1 of 1 (1 items)

## Entering Expenses (cont'd)

Allowed compensation rate for copies:  
.10 cents per page

### Notes:

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

### Expenses

Date:   Description:

Expense Type:

Miles:  at \$0.5600 per mile.

Amount:

\* Required Fields

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

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

Page 1 of 1 (2 items)

Step  
6

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

Step  
7

Click **Save**.

## Claim Status

**Step 1** Click the **Claim Status** tab or click **Next** located on the progress bar.

**Step 2** Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.

**Step 3** In the **Payment Claims** section, select the payment claims type.

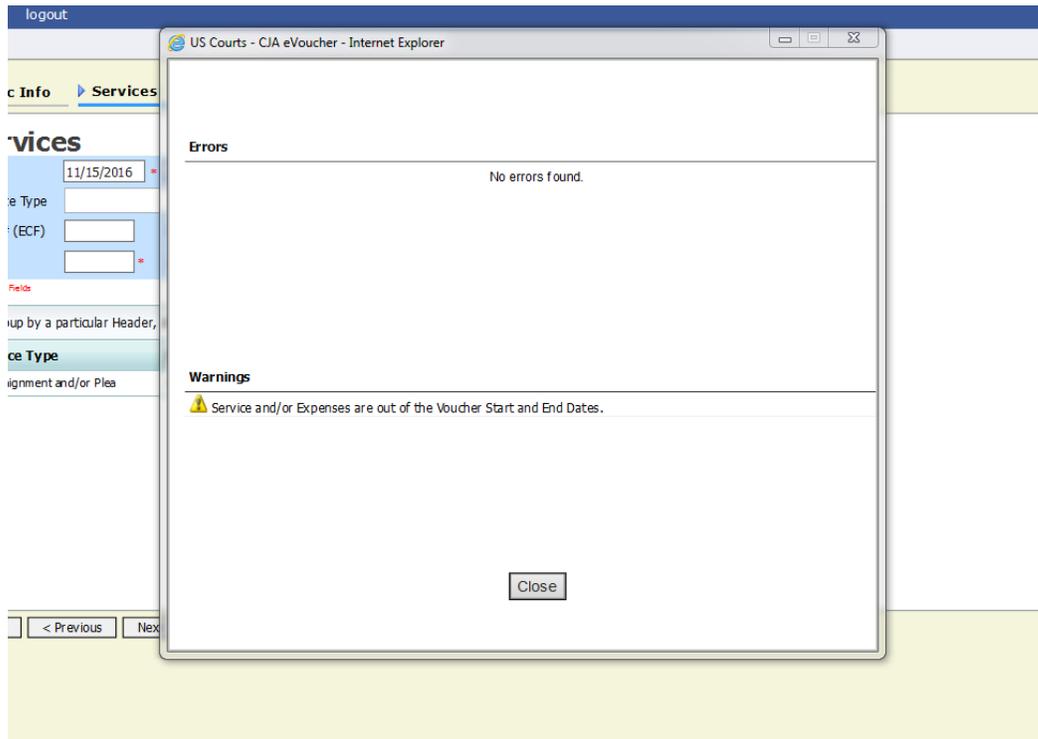
- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
- After the final payment has been submitted, **Supplemental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

**\*\*Submission of interim vouchers is only permitted by judicial order\*\***

**Step 4** Answer all the questions regarding previous payments in this case.

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

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



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

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

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

## Documents

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

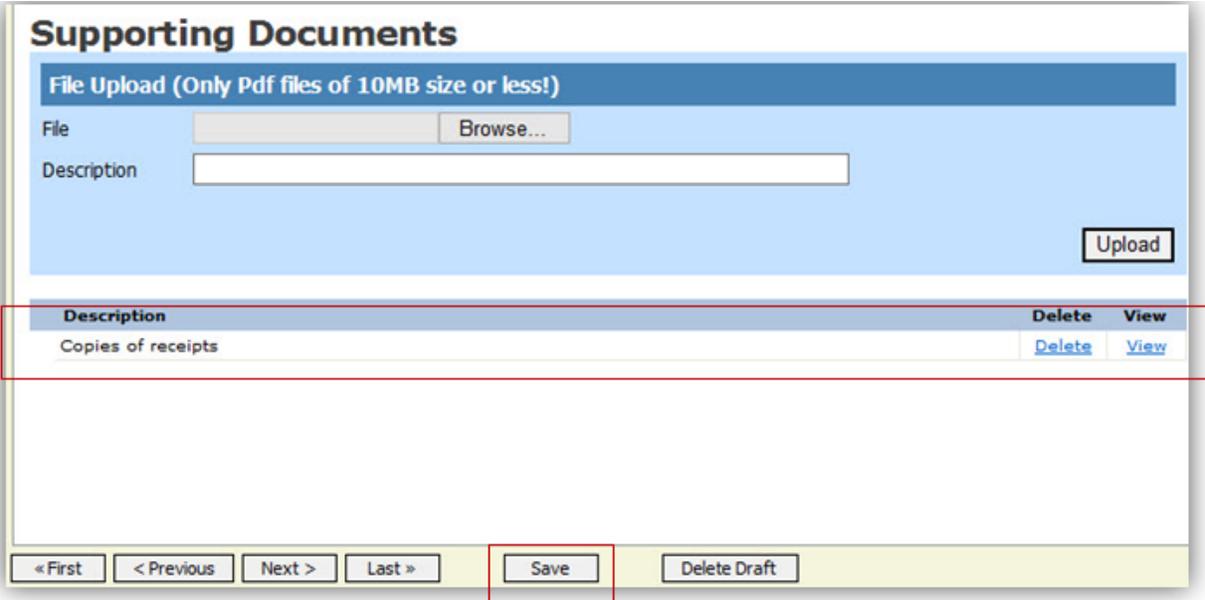
**Step 1** To add an attachment, click **Browse** to locate your file.

**Step 2** Add a description of the attachment.

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



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



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

## Signing and Submitting to Court

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

**Step 1** Click the **Confirmation** tab or click **Last** on the progress bar.

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

### Confirmation

1. CIR./DIST.DIV.CODE 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	
7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	
				10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South Any Town DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			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		

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$89.20</b>			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (49) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO 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 of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation 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. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE

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

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

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

**\*\*Counsel is required to submit their voucher within 45 days of case disposition\*\***

Step  
2

Verify the information is correct.

Step  
3

Scroll to the bottom of the screen.

Step  
4

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

Step  
5

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

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

Step  
6

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

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

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

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

1 Page 1 of 1 (3 items)

### Notes:

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

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

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

## CJA-20 Quick Review Panel

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

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



- Expand the item by clicking the down arrow (▼) to reveal specifics.



## Reports and Case Management

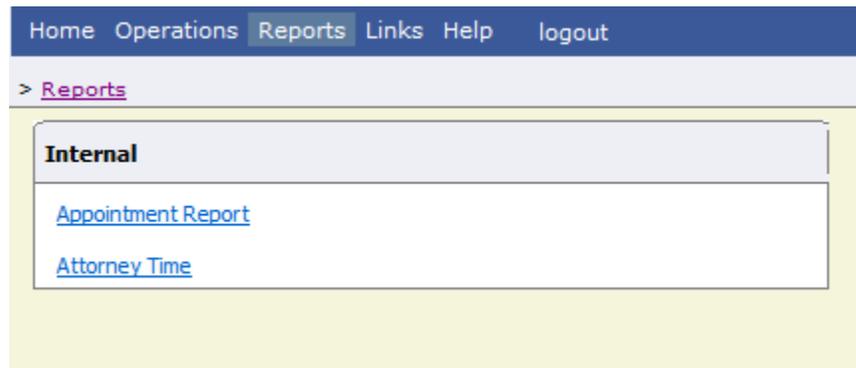
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



You can find other accessible reports on the menu bar.



## Defendant Detailed Budget Report

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

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

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

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case  
 Budget Amount Requested: \$0.00  
 Budget Amount Approved: \$9,900.00

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		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
				<b>Total Pending:</b>	<b>\$0.00</b>			<b>Total Approved:</b>	<b>\$6,350.00</b>	<b>\$3,550.00</b>	<b>\$3,550.00</b>

#### 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		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders										

#### Grand Totals for the Representation Defendant: Jebediah Branson

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

# 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: \$3,500.00

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

**Grand Totals for the Representation**      **Defendant: Jebediah Branson**

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

# Creating a CJA-21 Voucher

**Step 1** From the **Appointment** page, click **Create** from the CJA-21 Voucher template.



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

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

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

**Step 2** If the request does not require advance authorization, click **No Authorization Required**.  
If you have a previously approved authorization, click **Use Existing Authorization**.

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

---

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

Def.:

[Link to CM/ECF](#)

Voucher #: ---  
Start Date: ---  
End Date: ---

Summary: \$0.00

Services	
Totals	\$0.00

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

Expenses	
Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

**Tasks**

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

Basic Info

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			
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**

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

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

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

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

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

Step  
3

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

Step  
4

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

Step  
5

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

Step  
6

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

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

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

### New Voucher Information

**Service Type**  \*

**Description**

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

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

**Expert**

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

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

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

### Note:

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

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

Step  
7

Click **Create Voucher**.

### Notes:

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

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

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

Step  
1

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

Step  
2

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

Step  
3

Click **Create Voucher**.

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

### New Voucher Information

**Service Type**  \*

**Description**

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

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

**Expert**

First Name  Middle Name  Last Name \*

Email \*

Phone \*  Fax

Address 1 \*  City \*

Address 2  State (U.S. Only\*)  Zip

Address 3  Country\*

### Note:

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

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

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

### Note:

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

Step  
1

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

Step  
2

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

Step  
3

Click **Add**.

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

Date	Description	Hrs	Rate	Amt
No data				

Step  
4

Click **Save**.

Step  
1

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

Step  
2

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

Step  
3

Click **Add**.

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/19/2014	Travel to/from meeting with defendant	30	0.5600	16.80

Step  
4

Click **Save**.

### Note:

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

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

Step  
1

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

Step  
2

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

Step  
3

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

Step  
4

Click **Save**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 6/12/2014
- End Date:** 6/14/2014
- Payment Claims:**
  - Final Payment
  - Interim Payment (payment #)
  - Supplemental Payment
  - Withholding Return Payment
- Reminder:** Please select the appropriate claim status.
- Required Fields:** (indicated by a red asterisk)
- Buttons:** < First, < Previous, Next >, Last >, Save, Delete Draft, Audit Assist.

### Note:

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

Step  
1

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

Step  
2

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

Step  
3

Click **Upload**.

The screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
- File:** [Text Field] Browse...
- Description:** [Text Field]
- Upload:** [Button]
- Table:**

Description	Delete	View
invoice from Expert	Delete	View
- Buttons:** < First, < Previous, Next >, Last >, Save, Delete Draft.

### Note:

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

Step  
4

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

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

A confirmation page appears.

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

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

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

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

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

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

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08802-AA-</a> Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (= 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney <b>0101.0000154</b> FINAL PAYMENT

Navigate to the **Confirmation** tab.

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

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

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

## Submitting an Authorization Request for Expert Services

Step 1 Open the **Appointment** record.

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



Step 3 Next, 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.

The **Basic Info** screen will open.

### Note:

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

Basic Info			
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> 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			

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$  \*

Authorized Amount \$

Basis of Estimate

Description

Service Type  \*

Requested Provider

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

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

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

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

The screenshot displays a web form for creating a CJA eVoucher. The form is set against a light blue background. Fields include: 'Order Date' and 'Nunc Pro Tunc Date' (text boxes); 'Repayment' (checkbox); 'Estimated Amount' (text box with '\$' and '8000.00'); 'Authorized Amount' (text box with '\$'); 'Basis of Estimate' (text box with '100 hours at \$80/hour'); 'Description' (text area); 'Service Type' (dropdown menu with 'Investigator' selected); and 'Requested Provider' (text box with 'John Doe'). A navigation bar at the bottom contains buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. Red boxes highlight the 'Estimated Amount', 'Basis of Estimate', 'Service Type', and 'Next >' buttons.

Step 4 Click **Save**.

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

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

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

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

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

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

**Supporting Documents**

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

File

Description

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

**Supporting Documents**

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

File

Description

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

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

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

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

The **Confirmation** screen will open.

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

### Note:

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

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

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

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

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

## Creating an Authorizations for Transcripts (AUTH-24)

Step  
1

From the **Appointment** page, click **Create** next to AUTH-24.

**AUTH-24** **Create**  
Authorization for payment of transcript

The Authorization opens to the **Basic Info** page. Select **No Authorization Required**.

### No Authorization Required

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

### Note:

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

**AUTH-24**  
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECE](#)

Voucher #:  
Request Date: 1/1/1901  
Decision Date: 1/1/1901

**Basic Info** | Documents | Confirmation

Basic Info		VOUCHER NUMBER	
1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1-14-CR-08805-1-JJA	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order <input type="text"/> Near Pro Tunc Date 3-3-2014 Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

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

Order Date

Nunc Pro Tunc Date

Step  
2

Enter the details for the transcript required on the **Basic Info** screen.

Step  
3

Click **Save**.

## Creating an Authorization for AUTH-24 Transcripts (cont'd)

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

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

Click **Save**.

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

### Note:

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

The Document will appear at the bottom of the **Description** section.

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

A confirmation page will appear.

**Step 5** Verify all information is correct.

**Step 6** Select the affirmation check box.

**Step 7** Click **Submit**.

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

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

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.

\*\*Attorneys will NOT create CJA'24's. After the AUTH 24 (Request for transcript) is submitted and approved by the judge, court staff will create the CJA 24 and send it to the court reporter as notice to prepare the requested transcripts.\*\*

After transcripts are prepared the court reporter will forward the CJA 24 to the attorney for approval of payment to the reporter. **Creating a CJA-24 Voucher**

After submission and approval of AUTH-24, if required in your court, you can create the CJA-24 voucher for payment.

**Step 1** From the **Appointment** page, click **Create** next to CJA-24.



The **Basic Info** page will open, showing approved authorizations.

**Note:**

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

**Basic Info**

<b>Basic Info</b>		VOUCHER NUMBER	
1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		
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 \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**  
You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

**Use Existing Authorization in eVoucher**  
You may click here to select from a list of approved authorizations.

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

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

**Creating a CJA-24 Voucher (cont'd)**

**Step 2** If your court does not require an AUTH 24, click **No Existing Authorization in eVoucher**. It is similar to creating a CJA-21, outlined in the CJA-21 section. If your court does require an AUTH 24, click **Use Existing Authorization in eVoucher** and then click to select the applicable AUTH 24. This will highlight it in yellow. **You will not be able to move forward until it is highlighted.**

**Step 3** Click the **Voucher Assignment** radio button indicating whether you or the transcriptionist will be entering information.

**Authorization Selection**  
Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
<b>ID Number: 26</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
<b>ID Number: 148</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

**Note:**

You must select whether you, the attorney, or the court reporter will be filling the voucher claim portion.

**Step**

4

Click the **Expert** drop-down menu and select the transcriptionist.

**New Voucher Information**

Description

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

**Court Report/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** [Blank Drop-down]

First Name \* Middle Name \* Last Name \*

SSN/EIN: \* Email \*

Phone \* Fax

Address 1 \* City \*

Address 2 \* State \* Zip \*

Address 3 \* Country

**Create Voucher**

< First < Previous Next > Last = Delete Draft

**New Voucher Information**

Description

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

**Court Report/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** Transcripts, Teresa

**Expert Info**

Details	<b>Teresa Transcripts</b>
	110 Main Street San Antonio TX 78210 USA Phone: 210-553-5692

**Create Voucher**

< First < Previous Next > Last = Delete Draft

**Note:**

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

**Step**

5

Click **Create Voucher**.

# Creating a CJA-24 Voucher (cont'd)

**Note:**

If **Expert** has been selected under the **Voucher Assignment**, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court. You may also use the Audit Assist at any time to verify warnings or errors.

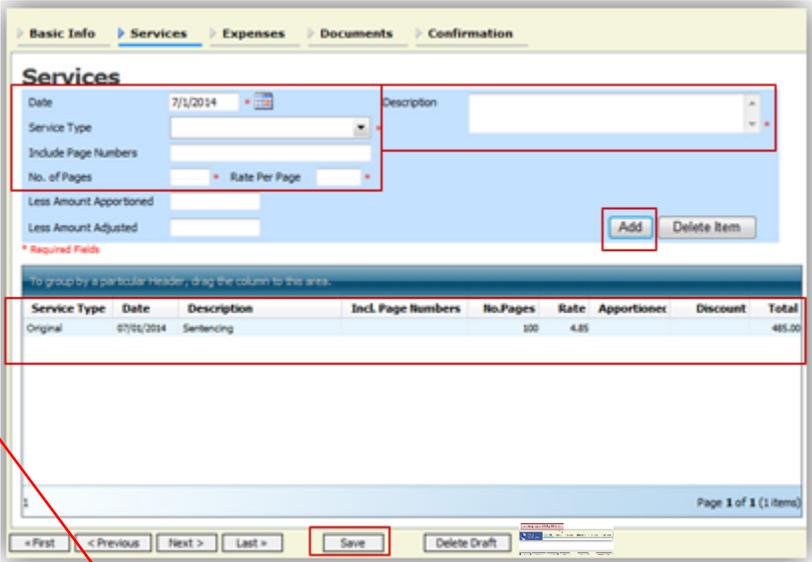
**Step 1** Click the **Services** tab or click **Next**.

**Step 2** Enter the **Date, Service Type, No. of Pages, Rate, and Description**.

**Note:**

You'll have two options to choose from under **Service Type: Original** or **Copy**. The rate should vary between the two choices.

**Step 3** Click **Add**.



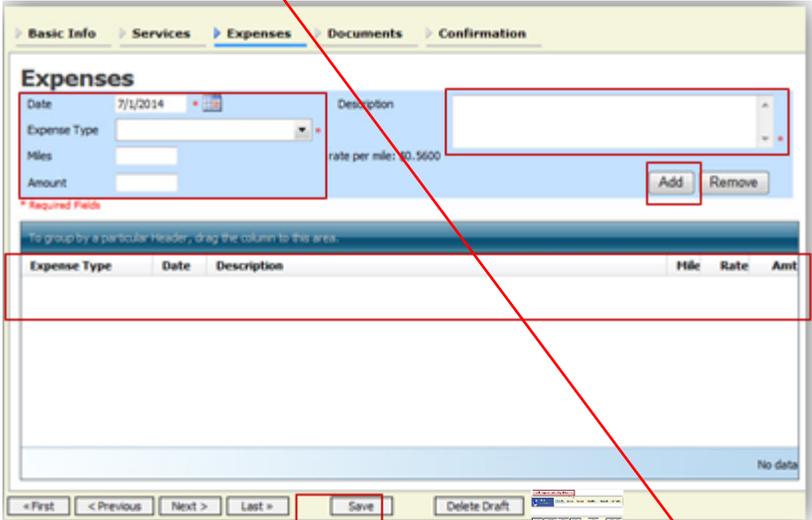
The item will appear in the bottom of the **Service Type** section.

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

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

**Step 2** Enter the **Date, Expense Type, and Description**.

**Step 3** Click **Add**.



The item will appear below in the **Expense** section.

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

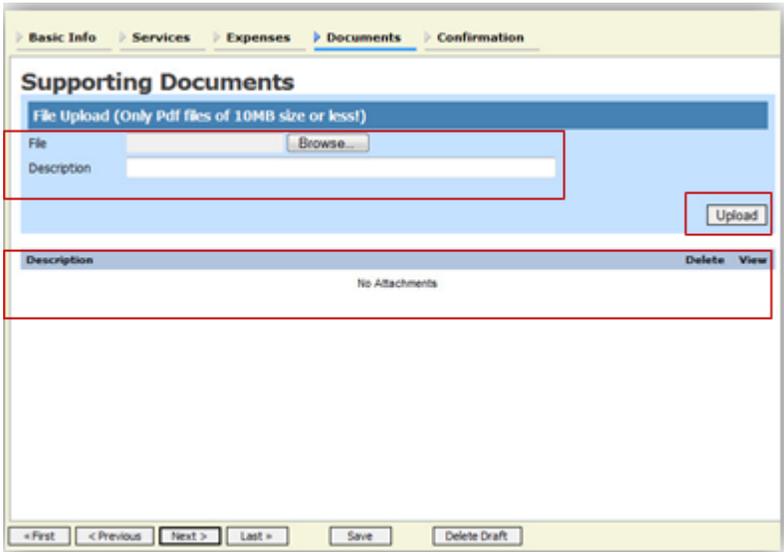
# Creating a CJA-24 Voucher (cont'd)

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

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

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

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



The document will appear at the bottom of the **Description** section.

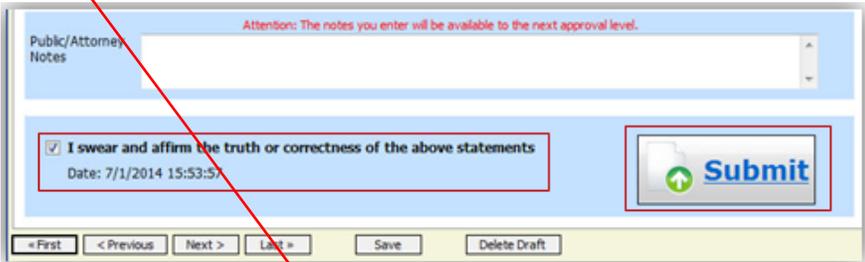
**Step 4** Click **Save**.

A confirmation page will appear.

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

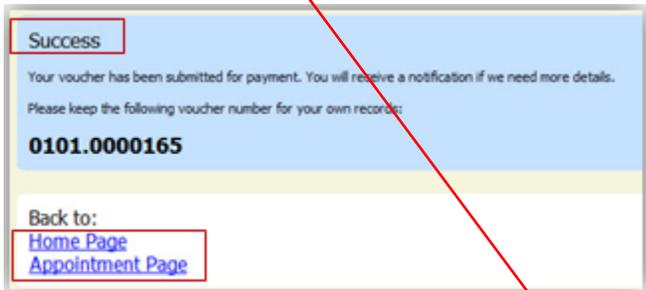
**Step 2** Select the affirmation check box. This will automatically time stamp the voucher.

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



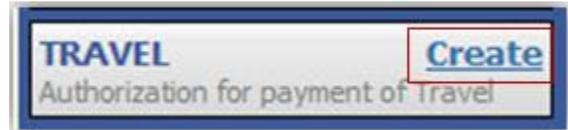
A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

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



# Creating a Travel Voucher

**Step 1** From the **Appointment** page, click **Create** next to TRAVEL.



**Note:**

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

The **Basic Info** screen opens.

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson 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 18-13-4530.F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order      Nunc Pro Tunc Date 5/27/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

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

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

**Step 2** Click the **Authorization Request** tab or click **Next**.

## Creating a Travel Voucher (cont'd)

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

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

The information will appear in the bottom section.

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

**Request For Travel\***  
**\* Required Fields**

Name and Title of Person Traveling:  \*

Address of Person Traveling:  \*

Purpose of Travel:  \*

Travel From location:  \*

Travel To Location:  \*

Estimated Dates of Travel:  \*

Travel Requested

Airline Tickets via CJA Government

Travel Agency

Ground Transportation

Per Diem (Hotel & Meals)\*\*

Other

Estimated Cost

Total Estimated Cost:  \*

Justification for Request:  \*

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

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

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Aquire documents	Los Angeles, CA	July14,15	490.00

Page 1 of 1 (1 items)

## Creating a Travel Voucher (cont'd)

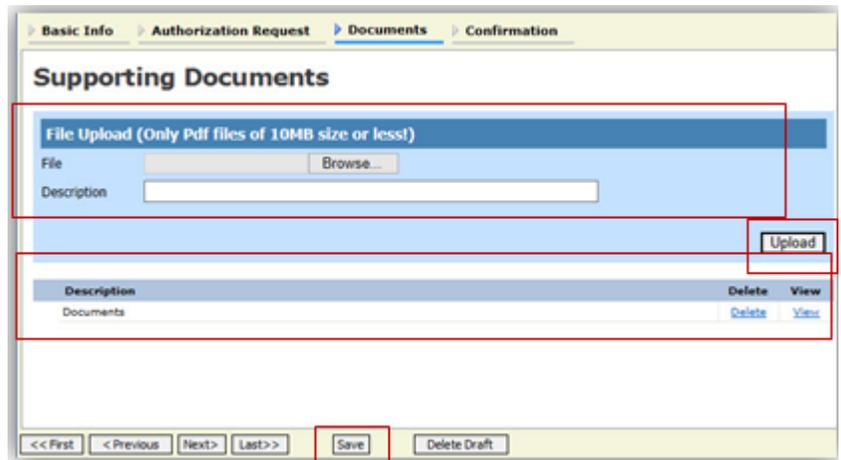
**Step 1** Click the **Documents** tab or click **Next**.

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

**Note:**

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

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



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

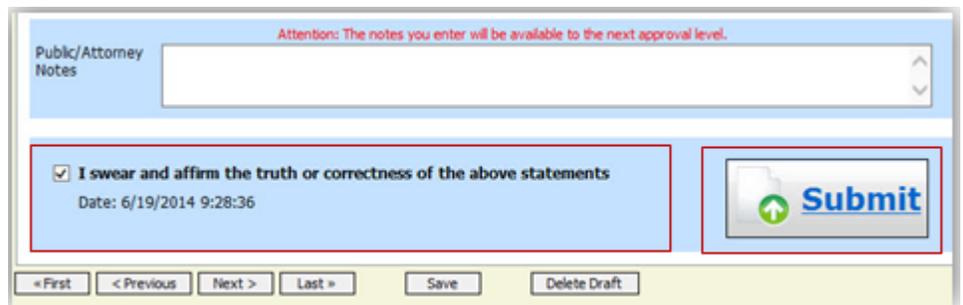
**Step 4** Click **Save**.

The **Confirmation** tab appears.

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

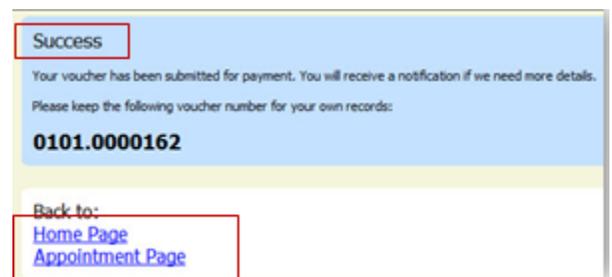
**Step 2** Select the affirmation check box. This automatically time stamps the voucher.

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



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

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



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

If counsel wishes to submit a voucher in excess of the statutory compensation cap a CJA 26 must first be submitted to the court for review BEFORE submitting the CJA 20 voucher.

The eVoucher system will not allow the CJA 20 to be submitted until the CJA 26 has been received and reviewed by the court. CJA eVoucher for Attorneys | 56

## Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits.



**Step 1** From the **Appointment** page, click **Create** next to CJA-26.

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

### Note:

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

**Step 2** Enter the details for information required on the **Basic Info** screen.

**Step 3** Click **Save**.

# Creating a CJA-26 Voucher (cont'd)

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

**Step 2** Fill out the justification text fields.

**Step 3** Click **Save**.

The screenshot shows the 'Justification' tab of the CJA-26 Voucher form. At the top, there are four tabs: 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Justification' tab is active. Below the tabs, the title 'Justification' is displayed. The form contains nine numbered text input fields, each with a description and a vertical scroll bar on the right side. The descriptions are:

- 3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
- 4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).
- 5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.
- 6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)
- 7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other
- 8. Explain any expense (Items 17 and 18 of the CJA 20 voucher) greater than \$500
- 9. Explain any other noteworthy circumstances regarding the case and the representation provided to support the compensation request. Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representations; and (f) any extraordinary pressure of time or other factors under which services were rendered.

At the bottom of the form, there are several buttons: '= First', '< Previous', 'Next >', 'Last =', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red rectangular box.

## Creating a CJA-26 Voucher (cont'd)

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

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

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

### Note:

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

The document appears at the bottom of the **Supporting Documents** section.

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

A confirmation page appears.

**Step 5** Verify all information is correct.

**Step 6** Select the affirmation check box.

**Step 7** Click **Submit**.

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

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

The CJA-26 now appears in the **My Submitted Documents** section.