

CJA Voucher
ATTORNEY MANUAL
Release 6.7

CJA eVoucher for Attorneys
Third Circuit Court of Appeals
June 2022

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Introduction

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

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

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

Voucher and Authorization Request Submission

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

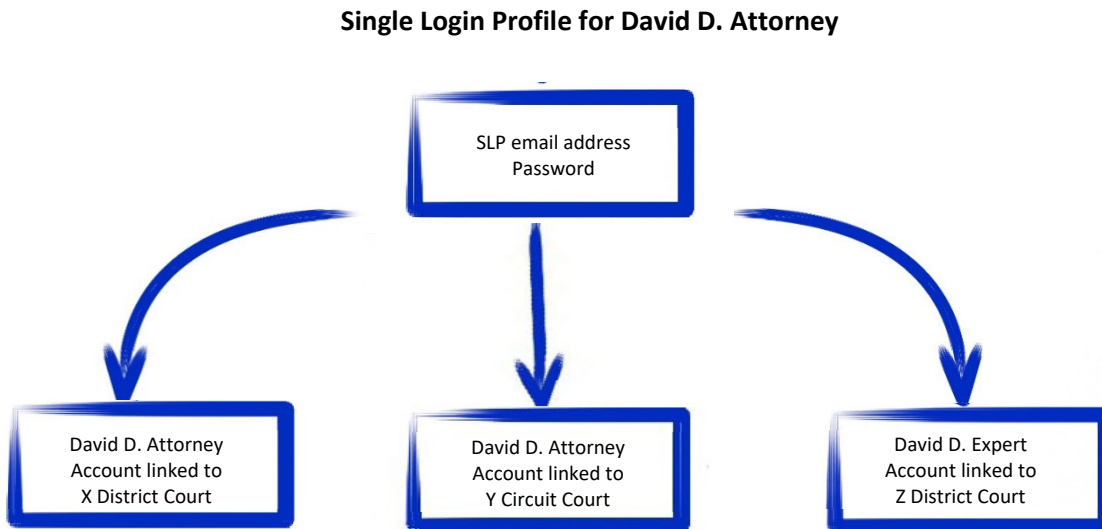
Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and sign in to each individual court account in which you wanted to work. You had a separate username and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

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




Creating a Single Login Profile (SLP)

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

Step 1

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


An official website of the United States government

 **CJA eVoucher - Train District Court**
SDSO Training - 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.

Email Address


 

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Step 2

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

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Link CJA eVoucher account

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

Username

Password

[Forgot your password?](#)


 

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Step 3

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

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Create New Single Login Profile

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

| | | | |
|--|--------------------------------|---------------------------------------|------------------------------------|
| First name | Middle name | Last name | Suffix |
| <input type="text" value="David"/> | <input type="text" value="D"/> | <input type="text" value="Attorney"/> | <input type="text" value="Jr."/> ⌵ |
| Email address | | | |
| <input type="text" value="davidattorney@gmail.com"/> | | | |
| Confirm email address | | | |
| <input type="text" value="davidattorney@gmail.com"/> | | | |


Step 4

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

Step 5

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

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CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0

i Check your email

An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

IMPORTANT: The link provided in the email is only valid for 15 minutes and can only be accessed one time.

30

What was your childhood nickname? ⌵

Answer 2

Question 3

What was your first car? ⌵

Answer 3

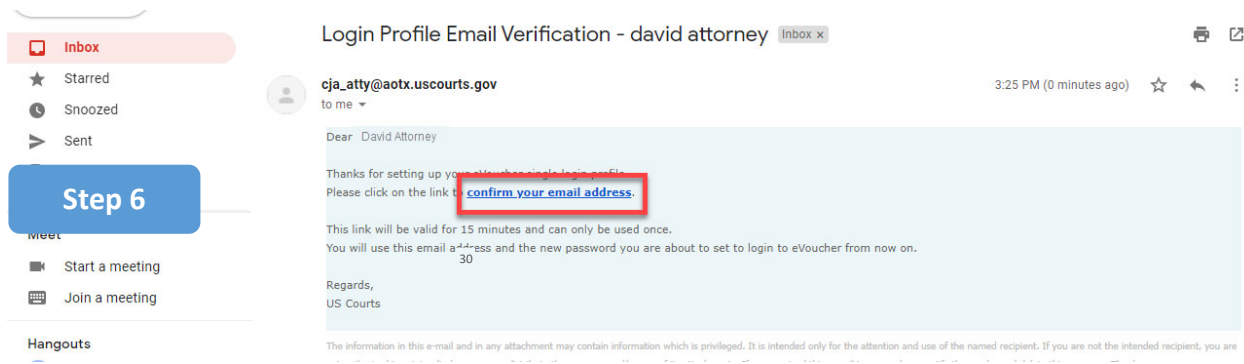
✕

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

Next

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

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



Step 6


Step 7

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

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

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

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

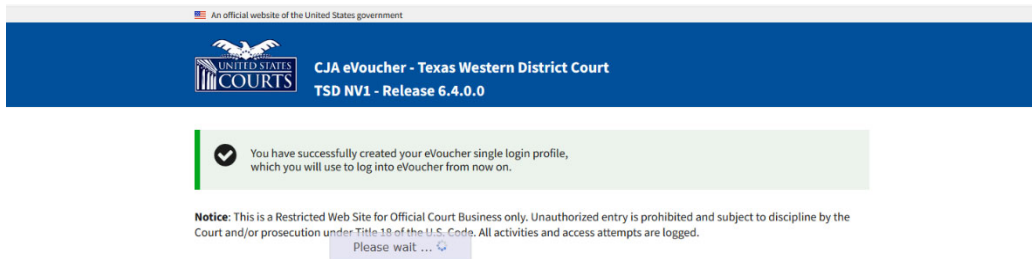
Enter password

Verify password

Next

Password Requirements 

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




Step 8

Forgotten Password – Legacy

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

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Link CJA eVoucher account

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

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

Username

Password

[Forgot your password?](#)

Next


Step 1

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

Step 2

Username

Password

[Forgot your password?](#) 

Next

Notice: This is a Restricted Web Site for Official Court Business only. Ur Court and/or prosecution under Title 18 of the U.S. Code. All activities :

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

Forgot your Login?

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

Username

Email

[Back to sign in](#)

Recover Logon



Step 3

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



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

Step 4

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

30
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 login" to repeat the process.

Reset your password

New Password

Confirm Password

Username

Email

Reset

Password Requirements —

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

Step 5

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

Sign in to CJA eVoucher

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

✓ Password updated.
Your password was successfully updated.

Email Address

Next

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Signing In to eVoucher with Single Login Profile (SLP)

On the eVoucher webpage, in the **Email Address** field, enter the email address you used to

Step 1

create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.

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Sign in to CJA eVoucher

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


Email Address

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Step 2

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

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 **CJA eVoucher - Train District Court**
SDSO Training - Release 6.4.0.0

Sign in to CJA eVoucher

Please enter your password to continue.

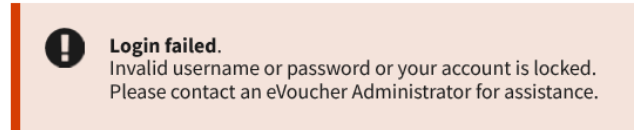
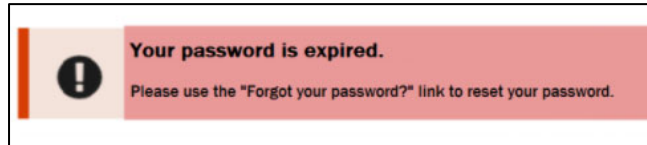
Password

[Forgot your password?](#)

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Forgotten or Expired Passwords

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



Step 1

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

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

Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

Step 2

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

Reset your password?

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

Email

daviddattorney@gmail.com

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

Answer

[Back to sign in](#)

Reset your password

Note: If you first security

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

incorrectly answer the question, you must

Step 3

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

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

Reset your password?

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



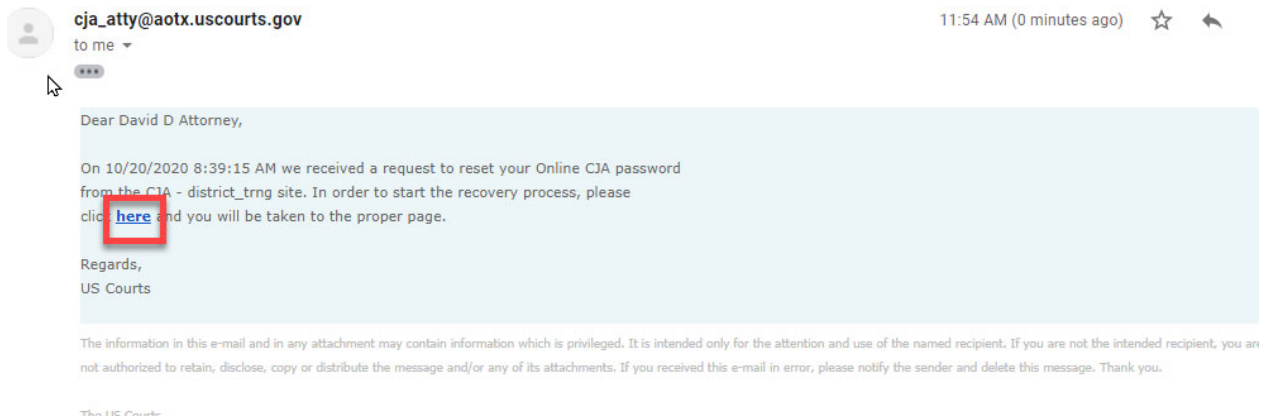
Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance. 30

IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Step 4

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



Step 5

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


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

Reset your password

New Password

Confirm Password

Email

Reset 

Password Requirements +

Step 6

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

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

✓ Password updated.
Your password was successfully updated.

Email Address

Next

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.

Locked Accounts

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



Login failed.

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

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

Single Login Profile (SLP) vs. Court Profile

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

The screenshot shows the CJA eVoucher interface for Train District Court. The header includes the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below this, the user's name and role are displayed as "David D Attorney (Attorney)". A navigation menu contains links for "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A dropdown menu is open under "Accounts", showing "Circuit - Attorney" and "District - Attorney". On the right side, a user profile area displays "Welcome, David Attorney" with a profile icon, and a dropdown menu with options for "Single Login Profile", "Court Profile", and "Sign out".

Numbered callouts in the image point to the following elements:

- 1: Court account to which you are signed in (points to "Train District Court" in the header).
- 2: Single Login Profile (SLP) username (points to "Welcome, David Attorney").
- 3: Profile icon (points to the user profile icon).
- 4: Attorney/expert court account username (points to "David D Attorney (Attorney)").
- 5: List of linked accounts to which you have access (points to the "Accounts" dropdown menu).

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

Home Page

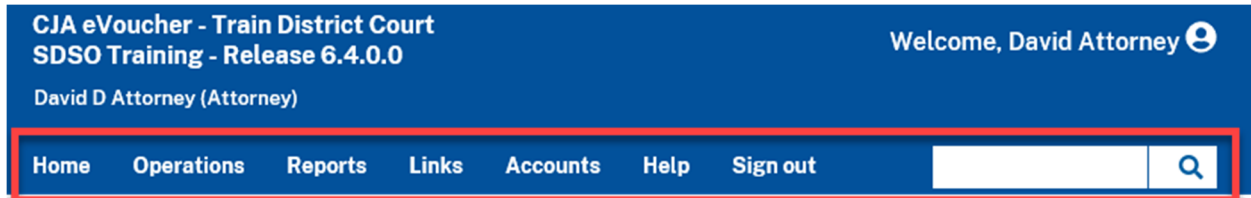
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the Home Page of the CJA eVoucher for Attorneys system. The interface includes a navigation menu at the top with options: Home, Operations, Reports, Links, Help, and Sign out. Below the navigation menu, there are five main sections, each with a search bar and a table of data:

- My Active Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists three documents for Paul William Clark.
- Appointments' List:** A section showing details for two appointments, including case information, defendant name, and attorney details.
- My Proposed Assignments:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists four proposed assignments for Paul William Clark.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists two submitted documents for Paul William Clark.
- My Service Provider's Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists two documents submitted by service providers for Paul William Clark.
- Closed Documents:** A section indicating that no rows have been recorded on the database.

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

Navigating in the CJA eVoucher Program



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

Customizing the Home Page

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

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

Resize a Column

Step 1

Along the folder headings (e.g., Case, Description, Type, etc.), point to the line between the columns until a double arrow ⇄ appears.

Step 2

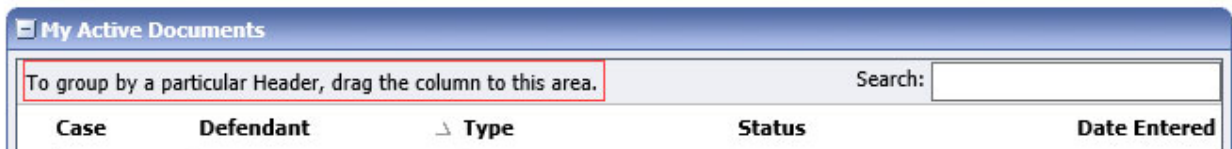
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

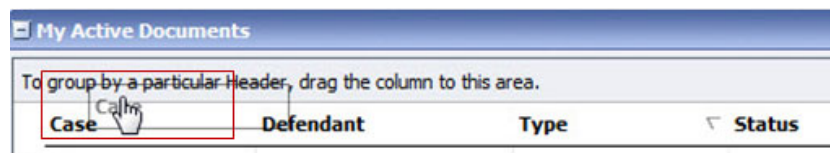
Step 1

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



Step 2

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



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

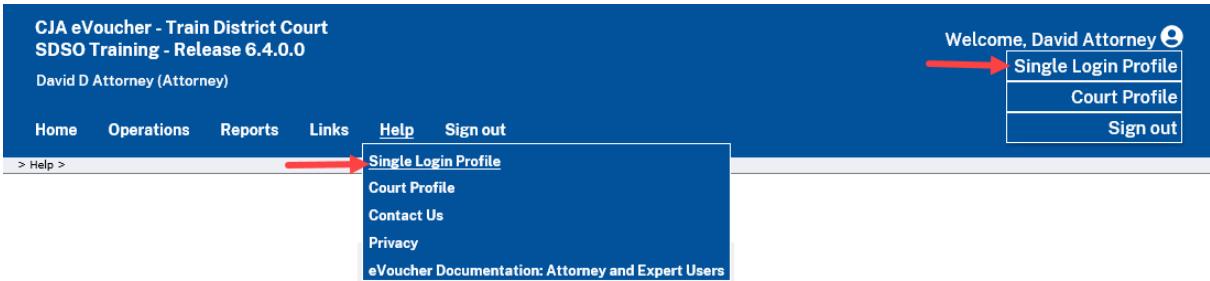


Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

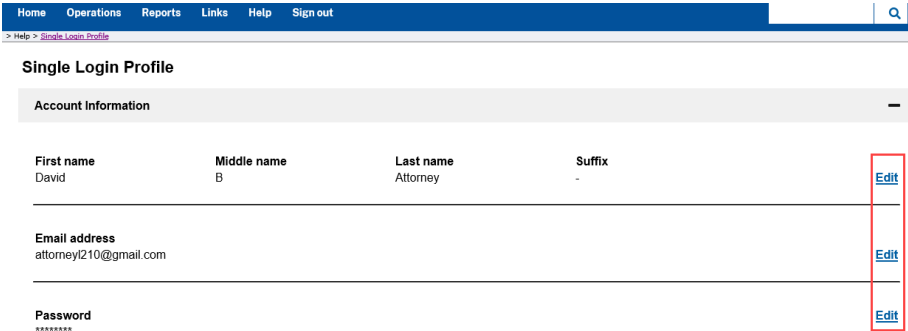
- Edit your first, middle, and last name.
- Edit your email address.
- Edit your Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

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



Account Information

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



Modifying Your Name

Step 1

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

Single Login Profile

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

[Edit](#)

Step 2

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

| Account Information | | | |
|------------------------------------|--------------------------------|---------------------------------------|---------------------------------------|
| First name | Middle name | Last name | Suffix |
| <input type="text" value="David"/> | <input type="text" value="B"/> | <input type="text" value="Attorney"/> | <input type="text" value="-Select-"/> |

Updating Your Email Address

Step 1

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

| | |
|------------------------|----------------------|
| Email address | Edit |
| attorneyl210@gmail.com | |

Step 2

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

| | |
|-----------------------|---|
| Email address | <input type="text" value="attorneyl210@gmail.com"/> |
| Confirm email address | <input type="text" value="attorneyl210@gmail.com"/> |

Updating Your Password

Step 1

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

Password

[Edit](#)

Step 2

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

Password Requirements

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

Password

Confirm password

Cancel

Save changes

Updating Your Security Questions

Step 1

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

Single Login Profile

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

Step 2

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

Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

Question 1

In what city or town was your first job?

Answer 1

.....

Question 2

What street did you live on in third grade?

Answer 2

.....

Question 3

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

Answer 3

.....

Cancel

Save changes

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

Linked eVoucher Accounts

Step 1

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

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

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

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

Linked eVoucher Accounts -

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

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

Link your eVoucher Accounts to your Single Login Profile +

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

Step 1

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

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

Step 2

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

Link your eVoucher Accounts to your Single Login Profile

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

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

District **Appellate**

Court

-Select-
Train District Court

Court login username

Court login password

Cancel Link Account

Step 3


Click **Link Account**.

Court
Train Circuit Court

Court login username
dattorney


Court login password
.....

[Cancel](#) [Link Account](#)



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

> Help > [Single Login Profile](#)

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

Court Profile

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

An official website of the United States government

CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0
David D Attorney (Attorney)

Home Operations Reports Links Help Sign out

Welcome, David Attorney 

Single Login Profile
Court Profile
Sign out



> Help > [Court Profile](#)

On the Court Profile page you can:

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

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

Court Profile

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

Attorney Info Bar Number: TX125568
Your Name: David D Attorney

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

> Help > Court Profile

Court Profile

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

Attorney Info

Step 1

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

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

Step 2

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

| | | |
|---|--|--|
| Attorney Info Your personal info SSN Instructions: If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field. If you are an associate only, do not enter your Social Security Number in the SSN field. Payee Certification: This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.). | * Required Fields Bar Number <input type="text"/> | <input type="button" value="Save"/> <input type="button" value="cancel"/> |
| | Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/> | First Name * <input type="text" value="Andrew"/> Middle <input type="text"/> Last Name * <input type="text" value="Anders"/> Main Email * <input type="text" value="lisa_ornelas@aobx.uscourts.gov"/> 2nd Email <input type="text" value="deadmail@support.aobx.uscourts.gov"/> 3rd Email <input type="text" value="deadmail@support.aobx.uscourts.gov"/> |
| | Phone * <input type="text" value="210-833-5623"/> Cell Phone <input type="text" value="210-555-1234"/> Fax <input type="text"/> Address 1 * <input type="text" value="110 Main Street"/> City * <input type="text" value="San Antonio"/> Address 2 <input type="text"/> State * (US only) <input type="text" value="TEXAS"/> Zip * (US only) <input type="text" value="78210"/> Address 3 <input type="text"/> Country * <input type="text" value="UNITED STATES"/> | |

Notes:

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

Billing Info

Step 1

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

Billing Info
List all available billing info records

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

Select
Add
Edit

Step 2

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

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
EIN/TIN:
Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:
Address 2:
Address 3:

City: State: Zip Code:

Country:

Save
cancel

Billing Info
List all available billing info records

* Required Fields
Billing Type:

Self-Employed
 Firm
 Associate

Billing Code:

Notes:

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

Appointments' List

On your home page, in the Appointment's List section, locate the desired case.

Step 1

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

Appointments List Search:

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

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

[View Representation](#)

Create New Voucher

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

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

BUDGETAUTH [Create](#)
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

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

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

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

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)
 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. CR. DIST. DIV. CODE | 2. PERSON REPRESENTED | 3. APPEALS DKT/DEF NUMBER | 4. OTHER DKT/DEF NUMBER |
|--|--|---|-------------------------|
| 0101 | Jebediah Branson | | |
| 3. MAG. DKT/DEF NUMBER | 4. DIST. DKT/DEF NUMBER | 5. APPEALS DKT/DEF NUMBER | 6. OTHER DKT/DEF NUMBER |
| | 1:14-CR-08805-1-AA | | |
| 7. IN CASE MATTER OF (Case Name) | 8. PAYMENT CATEGORY | 9. TYPE PERSON REPRESENTED | 10. REPRESENTATION TYPE |
| USA v. Branson | Felony (including pre-trial diversion of alleged felony) | Adult Defendant | Criminal Case |
| 11. OFFENSES CHARGED 13:1825 F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS | | 13. COURT ORDER | |
| Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5023 Cell phone: 210-555-1234 Email: lisa_omelau@acox.uscourts.gov | | <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/Oral) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Presid 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 | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date: _____ Payment: <input type="checkbox"/> YES <input 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-08805-AA Start: 09/23/2015 End: 09/23/2015 | Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00 | CJA-20 Andrew Anders | Voucher Closed 0101.0000001 | 03/17/2016 |
| 1:14-CR-08805-AA Start: 04/02/2014 End: 11/16/2017 | Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00 | AUTH Chemist/Toxicologist | Voucher Closed 0101.0000002 | 11/16/2017 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Entry Edit | 04/14/2014 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 | Voucher Entry Edit | 11/05/2015 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 | Voucher Entry Edit | 11/05/2015 |
| 1:14-CR-08805-AA Start: 01/21/2016 End: 01/21/2016 | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Closed 0101.0000082 | 01/21/2016 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | TRAVEL | Voucher Entry Edit | 01/21/2016 |
| 1:14-CR-08805-AA Start: 01/21/2016 End: 01/21/2016 | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 | Voucher Entry Edit | 01/21/2016 |
| 1:14-CR-08805-AA Start: 03/22/2016 End: 03/22/2016 | Jebediah Branson (# 1) Claimed Amount: 802.75 | CJA-20 Andrew Anders | Voucher Entry Edit | 03/22/2016 |
| 1:14-CR-08805-AA Start: 03/22/2016 End: 03/22/2016 | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Closed 0101.0000109 | 03/22/2016 |

Page 1 of 7 (70 items)

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

View Representation

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

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

- Previous counsel

Step 1

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



The Representation Info page appears.

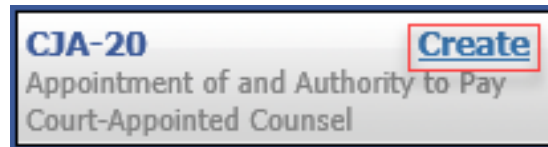
| Representation In this page you can view or delete the representation. | Representation Info | | | | | | | | | | | | | |
|---|--|---|---|--|--------|----------|------------|-------|-------|---|---------------|--------------------|----------|--------------------------------|
| | 1. CIR./DIST./DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER | | | | | | | | | | |
| | 3. MAG. DKT/DEF. NUMBER | 4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA | 5. APPEALS. DKT/DEF. NUMBER | 6. OTHER. DKT/DEF. NUMBER | | | | | | | | | | |
| | 7. IN CASE/MATTER OF (Case Name) USA v. Branson | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case | | | | | | | | | | |
| 11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES | | | | | | | | | | | | | | |
| EXCESS FEE LIMIT \$11,500.00 | | PRESIDING JUDGE Albert Albertson | MAGISTRATE JUDGE | DESIGNEE 1 | | | | | | | | | | |
| DESIGNEE 2 | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>App.ID</th> <th>Attorney</th> <th>Order Type</th> <th>Order</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Andrew Anders</td> <td>Appointing Counsel</td> <td>03/03/14</td> <td>lisa_ornelas@aotx.uscourts.gov</td> </tr> </tbody> </table> | | | | | App.ID | Attorney | Order Type | Order | Email | 4 | Andrew Anders | Appointing Counsel | 03/03/14 | lisa_ornelas@aotx.uscourts.gov |
| App.ID | Attorney | Order Type | Order | Email | | | | | | | | | | |
| 4 | Andrew Anders | Appointing Counsel | 03/03/14 | lisa_ornelas@aotx.uscourts.gov | | | | | | | | | | |

Creating the CJA-20 Voucher

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

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

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



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

CJA-20
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

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

Reports

[Form CJA20](#)

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

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

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

Basic Info

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

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

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

[« First](#) | [< Previous](#) | [Next >](#) | [Last »](#) | [Save](#) | [Delete Draft](#) | [Audit Assist](#)

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

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

Entering Services

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

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

Step 1

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

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

Services

Date 4/17/2020 * Description *

Units *

Rate *

Add Remove

* Required Fields

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

| Date | Description | Units | Rate | Amt |
|---------|-------------|-------|------|-----|
| (Empty) | | | | |

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

Step 2

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

Services

Date 4/17/2020 * Description Des

Units

Rate

* Required Fields

To group by a part

| Date | Desc |
|------|------|
|------|------|

April 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Step 3

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (dropdown menu), Doc.# (ECF), and Hours. The dropdown menu is open, showing options: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. A red box highlights the dropdown arrow. A red asterisk indicates a required field. Below the form, there is a 'To group by a pa' label.

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

Step 4

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (a. Arraignment and/or Plea), Doc.# (ECF), Pages, Hours (5.0 * at \$148.00 per hour), and Description (First appearance an arraignment of defendant). The 'Hours' field is highlighted with a red box. There are 'Add' and 'Remove' buttons. A red asterisk indicates a required field.

Step 5

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

Importing Service Entries

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

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

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

Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

The screenshot displays the CJA-20 Attorney Enters interface. On the left sidebar, the 'Actions' menu is visible, with 'Import Service Entries (.csv)' highlighted by a red box and a red arrow pointing to it. The main content area shows the 'Basic Info' section with a table of fields and the 'Payment Info' section below it.

| Basic Info | | | |
|---|---|---|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF NUMBER | 4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA | 5. APPEALS DKT/DEF NUMBER | 6. OTHER DKT/DEF NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Branson | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case |
| 11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelias@actx.uscourts.gov | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadby 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 Next Pro Test Date: _____ Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

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

Step 2

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

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

Services

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

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

[- Additional Information](#)

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

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

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

- Doc#
- Pages

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

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

Date * Description

Service Type *

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* Required Fields

Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

Services

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

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

+ Additional Information

Import Service Entries (.csv)

Date: 8/6/2021
 Service Type: [Dropdown]
 Description: [Text Area]
 Doc.# (ECF): [Text] Pages: [Text]
 Hours: [Text] at \$152.00 per hour. [Add] [Remove]

* Required Fields

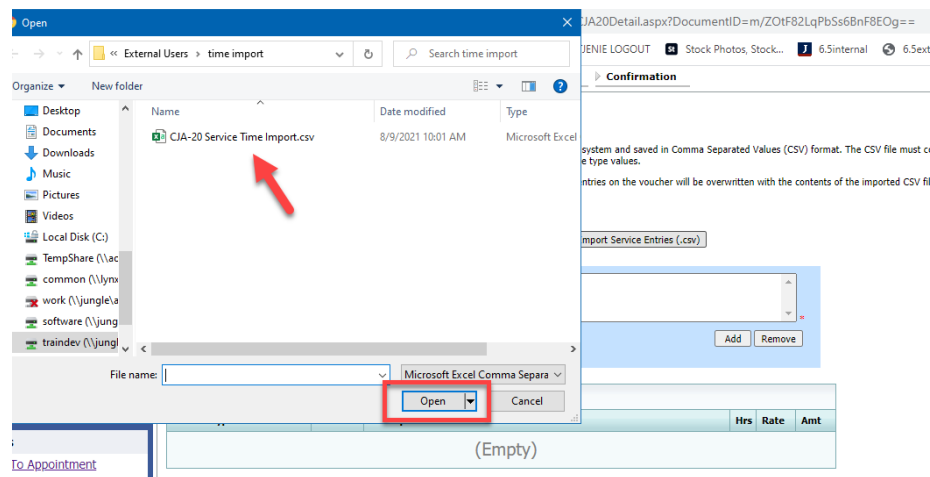
To group by a particular Header, drag the column to this area.

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

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

Step 4

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



Step 5

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

Basic Info Services Expenses Claim Status Documents Confirmation



Service entries have been updated!

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

Services

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

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

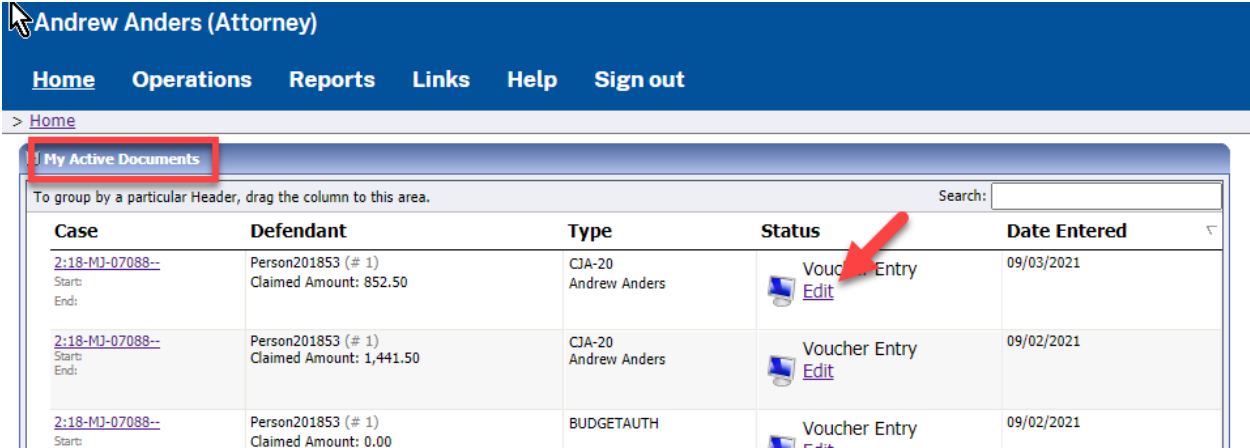
| Service Type | Date | Description | Hrs | Rate | Amt |
|--------------------------------|------------|-------------|-----|----------|---------|
| e. Investigative or Other Work | 07/01/2021 | Test | 0.1 | \$155.00 | \$15.50 |
| a. Arraignment and/or Plea | 07/02/2021 | Test | 0.2 | \$155.00 | \$31.00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

Importing Service Entries on Previously Created CJA-20s

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

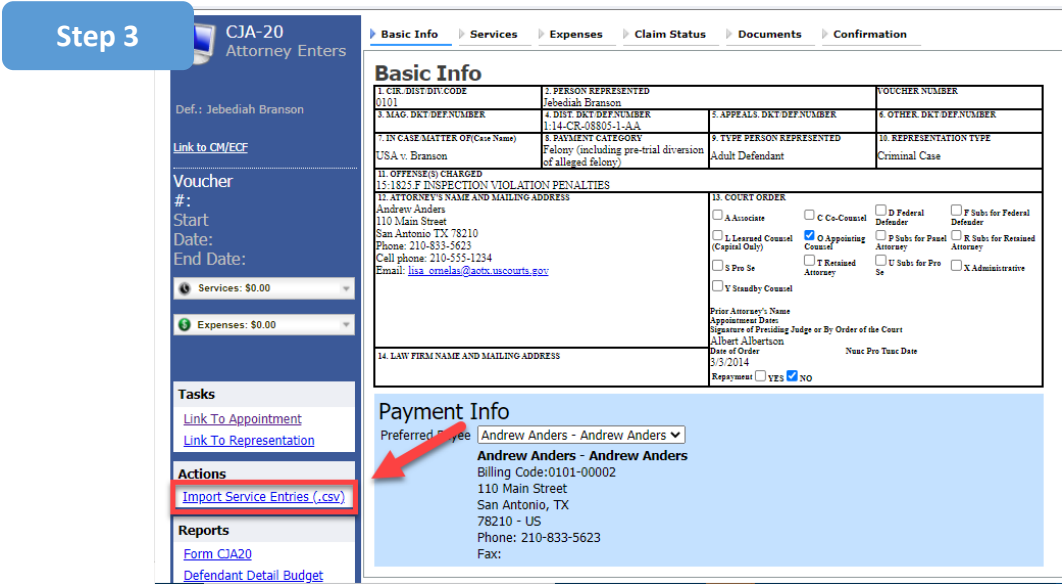
Step 1

On the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.



Step 2

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



The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

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

Services

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

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

- Additional Information

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

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

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

- Doc#
- Pages

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

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

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

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

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

* Required Fields

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

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

Step 4

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

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

Services

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

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

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour.

* Required Fields

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

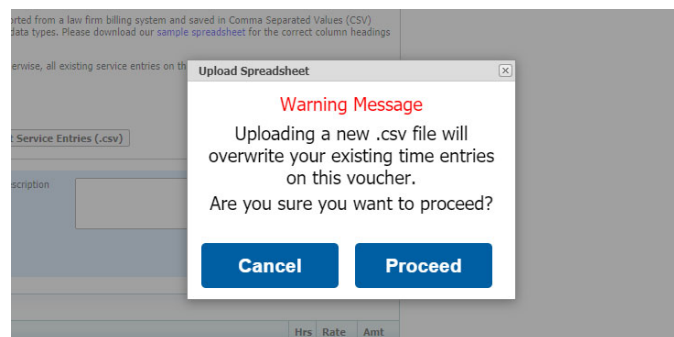
| Service Type | Date | Description | Hrs | Rate | Amt |
|-------------------------------|------------|-----------------------|-----|----------|----------|
| a. Arraignment and/or Plea | 09/03/2021 | Plea in court | 0.5 | \$155.00 | \$77.50 |
| c. Motion | 09/03/2021 | in court | 1.0 | \$155.00 | \$155.00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

Step 5

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

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

Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.



Entering Expenses

Step 1

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

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

Expenses

Date: 4/17/2020
Expense Type: [dropdown]
Miles: [input] at \$0.535 per mile.
Amount: [input]
Description: [input]
Add Remove

* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| (Empty) | | | | | |

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

Step 2

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

Expenses

Date: 4/9/2020
Expense Type: [dropdown]
Miles: [input]
Amount: [input]
Description: [input]

* Required Fields


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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
|--------------|------|-------------|------|------|-----|

Step 3

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

Expenses

Date: 4/17/2020 *  *
Expense Type: Travel Miles *
Miles: 20 at \$0.535 per mile.
Amount:
Description: Travel to and from court. *


* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| (Empty) | | | | | |

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

Expenses

Date: 4/17/2020 *  *
Expense Type: *
Miles: * at \$0.535 per mile.
Amount:
Description: *

* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------------|---------------------------|------|---------|---------|
| Travel Miles | 04/17/2020 | Travel to and from court. | 20 | \$0.535 | \$10.70 |

Step 4

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

Step 2

Expenses

Date * Description

Expense Type

Miles * at \$0.535 per mile.

Amount

* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------------|-----------------------------------|------|---------|---------|
| Travel Miles | 04/17/2020 | Travel to and from court. | 20 | \$0.535 | \$10.70 |
| Photocopies | 04/17/2020 | Copies- 100 pages @ .10 per page. | 0 | \$0.000 | \$10.00 |

Notes:

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

Claim Status

Step 1

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

Claim Status

Start Date * End Date *

Payment Claims *

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

** Reminder: Please select the appropriate claim status.

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



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

* Required Fields

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

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

Claim Status

Start Date *  End Date * 

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

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

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

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

* Required Fields

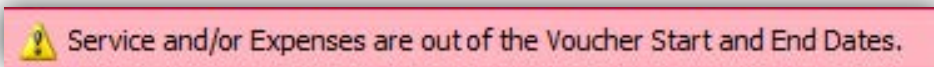
« First < Previous Next > Last » Save Delete Draft **Audit Assist**

Notes:

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

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

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



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

Documents

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

Step 1

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

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

Supporting Documents

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

File Browse...

Description

Upload

| Description | Delete | View |
|-------------|--------|------|
| Document | Delete | View |

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

Step 2

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

Supporting Documents

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

File Browse...

Description

Upload

| Description | Delete | View |
|-------------|--------|------|
| Document | Delete | View |

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

Signing and Submitting to Court

Step 1

Step 2

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

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box

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

Confirmation

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:

Submit

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

| Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623 | | | Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 6/3/2014 Nusc Pro Tunc Date: _____ Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
|--|------------------------|--|--|----------------------------|----------------------------------|
| CLAIMS FOR SERVICES AND EXPENSES | | | FOR COURT USE ONLY | | |
| CATEGORIES | HOURS CLAIMED | TOTAL AMOUNT CLAIMED | ADJUSTED HOURS | ADJUSTED AMOUNT | REVIEW |
| 13. a. Arraignment and/or Plea | 0 | \$0.00 | | | |
| 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 | | | |
| Totals | 0 | \$0.00 | | | |
| 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 | | | |
| Totals | 0 | \$0.00 | | | |
| 17. Travel Expenses (lodging, parking, meals, mileage, etc.) | | \$0.00 | | | |
| 18. Other Expenses (other than expert, transcripts, etc.) | | \$0.00 | | | |
| GRAND TOTALS (CLAIMED AND ADJUSTED) | | \$0.00 | | | |
| 19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO: | | 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 (P) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---) | | | | | |
| Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I Swear or affirm the truth or correctness of the above statements. | | | | | |
| Signature of Attorney: _____ | | | Date Signed: _____ | | |
| APPROVED FOR PAYMENT - COURT USE ONLY | | | | | |
| 23. IN COURT COMP. | 24. OUT OF COURT COMP. | 25. TRAVEL EXPENSES | 26. OTHER EXPENSES | 27. TOTAL AMT. APPR. CERT. | |
| 28. SIGNATURE OF THE PRESIDING JUDGE | | | DATE | 28a. JUDGE CODE | |
| 29. IN COURT COMP. | 30. OUT OF COURT COMP. | 31. TRAVEL EXPENSES | 32. OTHER EXPENSES | 33. TOTAL AMT. APPR. CERT. | |
| 34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount | | | DATE | 34a. JUDGE CODE | TOTAL AMT. CERTIFIED FOR PAYMENT |

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

Public/Attorney Notes:

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

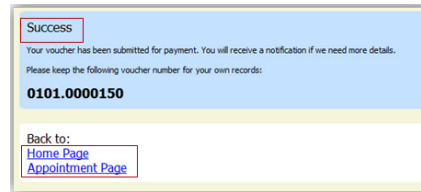
Date:

Submit

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

to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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



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

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

Page 1 of 1 (3 items)

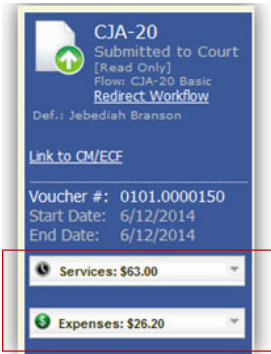
Note: If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

| Case |
|---|
| 1:14-CR-08802-AA- Start: 06/19/2014 End: 06/19/2014 |

CJA-20 Quick Review Panel

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

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



Expand the item by clicking the drop-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:

Services: \$63.00

In Court Services

| Service | Hours | Amt. |
|----------------------------|------------|----------------|
| Arraignment and/or Plea | 0.5 | \$63.00 |
| Bail and Detention Hearing | 0 | \$0.00 |
| Motion Hearings | 0 | \$0.00 |
| Trial | 0 | \$0.00 |
| Sentencing Hearing | 0 | \$0.00 |
| Revocation Hearings | 0 | \$0.00 |
| Appeals Court | 0 | \$0.00 |
| Other | 0 | \$0.00 |
| Totals | 0.5 | \$63.00 |

Out of Court Services

| Service | Hours | Amt. |
|----------------------------------|------------|---------------|
| Interviews and Conferences | 0 | \$0.00 |
| Obtaining and Reviewing Records | 0 | \$0.00 |
| Legal Research and Brief Writing | 0 | \$0.00 |
| Travel Time | 0 | \$0.00 |
| Investigative and Other Work | 0 | \$0.00 |
| Totals | 0.0 | \$0.00 |

Expenses: \$26.20

Travel

| Expense Type | Amount |
|---------------|----------------|
| Travel Miles | \$11.20 |
| Travel Misc | \$0.00 |
| Totals | \$11.20 |

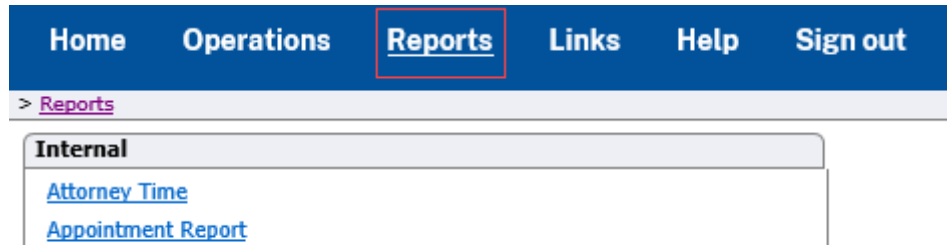
Expenses

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

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



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



Defendant Detailed Budget Report

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

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Crimlnal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$9,300.00

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

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

| Time Period For Voucher | Voucher Number | Pending | | | | Approved | | | | Amount Remaining | |
|--|----------------|------------------------------|----------|-------|-------|---------------------------|----------|-------|-------|-------------------------|----------------------------|
| | | Fees | Expenses | | Total | Fees | Expenses | | Total | After Approved | After Approved And Pending |
| | | | Travel | Other | | | Travel | Other | | | |
| Authorization Number: 0101.0000002 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 | | Total | Approved and Pending | |
| | | Travel | Other | | | Travel | Other | | Fees | Fees and Expenses |
| | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$6,350.00 |

Defendant Summary Budget Report

The 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: \$3,300.00

| 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

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

Step 1

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



Step 2

When submitting a CJA-21 voucher, in the Authorization Selection section you can select from two options.

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

▶ **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 \$11,500.00 | | 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.

Step 3

If you click the **Use Existing Authorization** link, a list of associated authorizations appears. Click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

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

Step 4

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

| New Voucher Information | |
|-------------------------|------------------------|
| Service Type | Chemist/Toxicologist * |
| Description | Toxicology report. |

Step 5

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become available, and you can choose if you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

| Service Provider | |
|---|--|
| You can search one of the service providers already in the system OR you can enter the required information for another provider | |
| Expert | Jennings, Julie |
| Expert Info Details | Julie Jennings 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512 |
| Voucher Assignment * | <input checked="" type="radio"/> Attorney <input type="radio"/> Expert |
| <i>This indicates who will be responsible for filling the voucher claim part</i> | |
| Create Voucher | |

Notes:

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

Step 6

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

Service Type *

Description

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 ***

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

Step 7

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

New Voucher Information

Service Type Interpreter/Translator *
 Description

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

Expert Campos, Charlene

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

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

Create Voucher

Step 8

Once you have made your selection, click **Create Voucher**.

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

Create Voucher

Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list, and their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice, once while sending it for the expert and a second time after it appears in the My Active Documents section.

Step 9

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

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

Services

Date: 04/17/2020 * Description: *

Units: *

Rate: *

* Required Fields

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

| Date | Description | Units | Rate | Amt |
|---------|-------------|-------|------|-----|
| (Empty) | | | | |

Step 10

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

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

Expenses

Date: 4/17/2020 * Description: *

Expense Type: *

Miles: at \$0.535 per mile.

Amount: *

* Required Fields

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| (Empty) | | | | | |

Step 11

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

The screenshot shows the 'Claim Status' tab selected in the progress bar. The form contains the following elements:

- Start Date** and **End Date** fields with calendar icons.
- Payment Claims *** section with radio buttons:
 - Final Payment
 - Interim Payment (with a text input for '(payment #)')
 - Supplemental Payment
 - Withholding Return Payment
- A red reminder: **** Reminder: Please select the appropriate claim status.**
- A red asterisk: *** Required Fields**
- Navigation buttons: « First, < Previous, **Next >**, Last »
- Action buttons: **Save**, Delete Draft, Audit Assist

Notes:

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

Step 12

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

The screenshot shows the 'Documents' tab selected in the progress bar. The form contains the following elements:

- File Upload (Only Pdf files of 10MB size or less!)** section:
 - File** field: C:\Users\JaimeLongoria\... Browse...
 - Description** field: Document
 - Upload** button
- Description** table:

| Description | Delete | View |
|-------------|--------|------|
| Document | Delete | View |
- Navigation buttons: « First, < Previous, **Next >**, Last »
- Action buttons: **Save**, Delete Draft, Audit Assist


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

Step 13

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

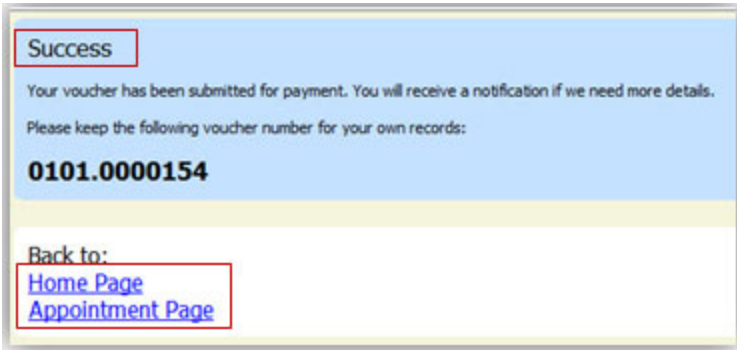
Basic Info Services Expenses Claim Status Documents **Confirmation**

Confirmation

| | | | |
|--|---|---|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Jehediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT. DEF. NUMBER | 4. DIST. DKT. DEF. NUMBER 1:14-CR-05805-1-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 STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: hua_ornelas@aotx.uscourts.gov | | | |
| 13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (see instructions) | | 14. TYPE OF SERVICE PROVIDER <input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensic Expert | |
| 16. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Nunc Pro Tunc Date: Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| NOTES Abraham Astley | | | |
| 16. SERVICES AND EXPENSES CLAIMED | | FOR COURT USE ONLY | |
| a. Compensation | AMOUNT CLAIMED | ADJUSTED AMOUNT | REVIEW |
| b. Travel Expenses (lodging, parking, meals, mileage, etc.) | \$0.00 | \$0.00 | |
| c. Other Expenses | \$0.00 | \$0.00 | |
| GRAND TOTALS (CLAIMED AND ADJUSTED) | \$0.00 | 0.0 | |
| 17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---) | | | |
| CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____ | | | |
| 18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____ | | | |
| APPROVED FOR PAYMENT - COURT USE ONLY | | | |
| 19. TOTAL COMP. | 20. TRAVEL EXPENSES | 21. OTHER EXPENSES | 22. TOTAL AMT. APPR. CERT. |
| 23. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum. Signature of Presiding Judge: _____ Date: _____ Judge Code: _____ | | | |
| 24. TOTAL COMP. | 25. TRAVEL EXPENSES | 26. OTHER EXPENSES | 27. TOTAL AMOUNT |
| 28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD Signature of Chief Judge, Court of Appeals (or Delegate): _____ Date: _____ Judge Code: _____ Total Amt. Certified For Payment: _____ | | | |
| Attention: The notes you enter will be available to the next approval level. | | | |
| Public/Attorney Notes <input type="text"/> | | | |
| <input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:27:33 <div style="float: right; border: 1px solid black; padding: 5px; text-align: center;">  </div> | | | |
| <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/> | | | |

Step 14

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



Submitting an Authorization Request for Expert Services

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

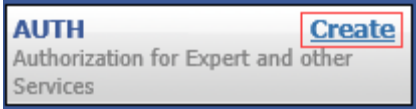
Step 1

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



Step 2

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



Step 3

Click **Create New Authorization**.

Authorization Type Selection

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

Create New Authorization

Use this button to create a new authorization.

Request Additional Funds

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

Step 4

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

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

Click **Save**.

Step 5

Basic Info Documents Confirmation

Basic Info

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

Basic Info

Support

File Upload

File Description

Description Document

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ 8,000.00

Authorized Amount \$ Deactivated

Basis of Estimate 100 hours at \$80/hour

Description

Service Type Investigator

Notes John Doe

Upload

Delete View

Audit Assist

Save Delete Draft Audit Assist

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

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

Step 6

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

Step 7

The screenshot shows the 'Confirmation' screen of the CJA eVoucher system. The 'Confirmation' tab is active, and the 'Public/Attorney Notes' field is highlighted with a red box. The 'Submit' button is also highlighted with a red box. The form includes various fields for case information, including Case Number, Person Represented, and a large text area for notes. The 'Submit' button is located at the bottom right of the form.

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

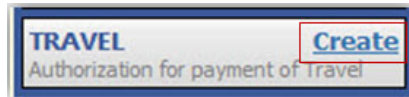
The screenshot shows a 'Success' message box. The text inside reads: "Success", "Your voucher has been submitted for payment. You will receive a notification if we need more details.", "Please keep the following voucher number for your own records:", "0101.0000152", and "Back to: Home Page Appointment Page". The 'Home Page' and 'Appointment Page' links are highlighted with red boxes.

Creating a Travel Voucher

Note: If travelling to **visit an incarcerated client**, counsel must upload a document explaining why it is reasonable and necessary to meet with the client. Counsel will no longer file motions for leave to visit an incarcerated client through ECF.

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

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



Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

| | | | |
|--|---|---|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Ibediah Branson | VOUCHER NUMBER | |
| 3. MAG. DIST. DEF. NUMBER | 4. DIST. DIST. DEF. NUMBER 1144CP-08905-1-CA | 5. APPEALS DIST. DEF. NUMBER | 6. OTHER DIST. 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 15-1823 F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: isa_ornelas@aocx.uscourts.gov | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Sub for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Non Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |
| Travel Agency to be Used: National Travel Service (NTS) | | | |
| National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email: | | | |

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

Step 1

Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. Complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

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

Request For Travel*

Required Fields

Name and Title of Person Traveling: Andrew Anders
Address of Person Traveling: 123 Way, San Antonio, TX 78229
Travel From Location: San Antonio, TX
Travel To Location: Los Angeles, CA
Estimated Dates of Travel: 5/25-5/28

Travel Requested: * **Estimated Cost:** **Instructions for requesting amounts for the travel items:**

Airline Tickets via CIA Government Travel Agency: 300.00
 Ground Transportation: 20.00
 Subsistence (Hotels & meals): 100.00
 Other:

Total Estimated Cost: 420.00
Total Authorized:

Purpose and Justification: Travel to talk to witness.
Court Notes:

* 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 M&IE rate.

| Traveler | Travel From | Travel To | Travel Dates | Purpose and Justification | Estimated | Authorized | Court Notes |
|---------------|-----------------|-----------------|--------------|----------------------------|-----------|------------|-------------|
| Andrew Anders | San Antonio, TX | Los Angeles, CA | 5/25-5/28 | Travel to talk to witness. | 420.00 | | |

1 Page 1 of 1 (1 Items)

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

Step 4

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

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

Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...
 Description: Travel Receipts

| Description | Delete | View |
|-----------------|------------------------|----------------------|
| Travel Receipts | Delete | View |

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

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

Step 5

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

Step 6

Basic Info Services Expenses Documents **Confirmation**

Confirmation

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

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

Public/Attorney Notes

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

Date: 4/20/2020 22:12:0



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

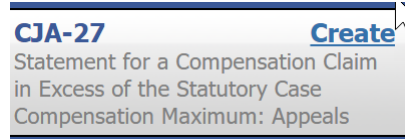
A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

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

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

Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-27.



Step 2

The Basic Info page appears. Enter the details for information required. Click **Save**.

Basic Info

| | | | | | |
|---|--|--|---|---|--|
| 1. CIR./DIST/DIV.CODE 03AC | | 2. PERSON REPRESENTED L. ... | | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF.NUMBER | | 4. DIST. DKT/DEF.NUMBER | | 5. APPEALS. DKT/DEF.NUMBER | |
| 6. OTHER. DKT/DEF.NUMBER | | 7. IN CASE/MATTER OF(Case Name) USA vs. ... | | 8. PAYMENT CATEGORY Appeal (from felony, misdemeanor, proceeding under 18 U.S.C. § 4106A, 18 U.S.C. § 983, post-conviction proceeding under 28 U.S.C. §§ 2241, 2254 or 2255, and 28 U.S.C. § 1875) | |
| 9. TYPE PERSON REPRESENTED Appellant | | 10. REPRESENTATION TYPE Appeal of a Trial Disposition | | | |
| 11. OFFENSE(S) CHARGED | | | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS | | | 13. COURT ORDER | | |
| | | | <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel | | |
| | | | Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Clerk of Court Date of Order: 2/25/2021 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | | | |

| | | | |
|--|--|--|---|
| Amount Requested <input type="text"/> * | | Amount Approved <input type="text"/> | |
| Appeal From <input type="text"/> | Length of Sentence <input type="text"/> | Co-Defendants Pre-Judgment <input type="text"/> | Co-Defendants Convicted <input type="text"/> |
| Transcript Pages <input type="text"/> | Trial Days <input type="text"/> | Description Other Materials <input type="text"/> | |
| Represented Client at District <input type="checkbox"/> | Represented at Trial <input type="checkbox"/> | Hours Obtaining/Reviewing Records <input type="text"/> | |
| Appellant's Brief Pages <input type="text"/> | Number of Sentencing Issues <input type="text"/> | Number of Other Issues <input type="text"/> | |
| Appellee's Brief Pages <input type="text"/> | Appellee's Brief Issues <input type="text"/> | | |
| Appellant's Reply Pages <input type="text"/> | Appellant's Reply Issues <input type="text"/> | | |
| Hours Preparing Principal Brief <input type="text"/> | Hours Preparing Reply Brief <input type="text"/> | | |
| Briefing Type <input type="text"/> | Hours Preparing For Oral Argument <input type="text"/> | | |
| Rehearing In Banc Filed By <input type="text"/> | In Banc Pages <input type="text"/> | In Banc Issues <input type="text"/> | In Banc Opposition Hours <input type="text"/> |
| In Banc Opposition Pages <input type="text"/> | In Banc Opposition Hours <input type="text"/> | | |
| Writ of Certiorari Filed By <input type="text"/> | Writ Of Certiorari Pages <input type="text"/> | Writ Of Certiorari Issues <input type="text"/> | Writ Of Certiorari Hours <input type="text"/> |
| Writ Of Certiorari Opposition Pages <input type="text"/> | Writ Of Certiorari Reply Pages <input type="text"/> | Writ Of Certiorari Hours <input type="text"/> | |

Click the **Justification** tab, or click **Next** on the progress bar. On the Justification page, enter relevant information in the text fields, and then click **Save**.

▸ **Basic Info** ▸ **Justification** ▸ **Documents** ▸ **Confirmation**

Justification

6. Check Any That Apply: COMPLEX LEGAL ISSUE NOVEL LEGAL ISSUE COMPLEX FACT PATTERN LEGAL ISSUE(S) RESEARCHED BUT NOT WRITTEN

If noteworthy, explain impact on the number of hours claimed:

7. Indicate whether any of the issues were briefed at the district court. If yes, explain additional work required:

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 this compensation request. Include, if applicable: (a) responsibilities involved measured by the magnitude and importance of the case, including precedential value; (b) manner in which duties were performed and knowledge, skill, efficiency, professionalism, and judgment required of and used by counsel; (c) nature of counsel's practice and hardship or injury resulting from the representation; and (d) any extraordinary pressure of time or other factors under which services were rendered.

« First < Previous Next > Last »

Save

Delete Draft

Audit Assist

Step 4

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

Step 4

Basic Info | Justification | **Documents** | Confirmation

Supporting Documents

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

File

Description

| Description | Delete | View |
|-------------|------------------------|----------------------|
| Document | Delete | View |

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

Step 5

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

Confirmation

| SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: COURT OF APPEALS | | |
|--|--|---|
| THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE <i>GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT</i> , VOLUME VII, <i>GUIDE TO JUDICIARY POLICIES AND PROCEDURES</i> , DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C(2) OF THOSE <i>GUIDELINES</i> , AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER. | | |
| ATTORNEY NAME: [REDACTED] | | REPRESENTING: APPELLANT <input type="checkbox"/> APPELLEE <input checked="" type="checkbox"/> |
| CASE NAME: USA vs. [REDACTED] | | |
| DOCKET NUMBER: [REDACTED] | | VOUCHER NUMBER: |
| 1 | APPEAL FROM: GUILTY PLEA <input type="checkbox"/> TRIAL DISPOSITION <input type="checkbox"/> HABEAS PETITION <input type="checkbox"/> OTHER <input type="checkbox"/> | |
| | OFFENSES CHARGED: | |
| | LENGTH OF SENTENCE: | |
| | NUMBER OF CO-DEFENDANTS: PRE-JUDGMENT 0 CONVICTED 0 | |
| | SIZE OF TRANSCRIPT: 0 PAGES NUMBER OF TRIAL DAYS: 0 | IF NOTEWORTHY, DESCRIPTION /LENGTH OF MATERIALS REVIEWED: |
| 2 | DID YOU REPRESENT YOUR CLIENT AT THE DISTRICT COURT LEVEL? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, AT TRIAL? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | |
| | HOURS CLAIMED FOR OBTAINING AND REVIEWING RECORDS: 0 | |
| 3 | LENGTH OF APPELLANT'S BRIEF: 0 PAGES | NUMBER OF SENTENCING ISSUES: 0 |
| | | NUMBER OF OTHER ISSUES: 0 |
| | LENGTH OF APPELLEE'S BRIEF: 0 PAGES | NUMBER OF ISSUES: 0 |
| | LENGTH OF APPELLANT'S REPLY BRIEF: 0 PAGES | NUMBER OF ISSUES: 0 |
| | HOURS CLAIMED FOR LEGAL RESEARCH AND WRITING PRINCIPAL BRIEF: 0 PAGES | IF APPLICABLE HOURS CLAIMED FOR LEGAL RESEARCH AND WRITING REPLY BRIEF: 0 |
| | CHECK ONE OF THE FOLLOWING: DISPOSITION BEFORE BRIEFING <input type="checkbox"/> SUBMISSION ON BRIEFS <input type="checkbox"/> ORAL ARGUMENT <input type="checkbox"/> IF APPLICABLE, HOURS CLAIMED PREPARING FOR ORAL ARGUMENT 0 | |
| 4 | PETITION FOR REHEARING/SUGGESTION FOR REHEARING IN BANC FILED BY: APPELLANT <input type="checkbox"/> APPELLEE <input type="checkbox"/> | |
| | PAGES: 0 NUMBER OF ISSUES RAISED: 0 | RESPONSE IN OPPOSITION: 0 PAGES |
| | HOURS CLAIMED FOR LEGAL RESEARCH AND WRITING PETITION/SUGGESTION OR RESPONSE IN OPPOSITION: 0 | |
| 5 | PETITION FOR WRIT OF CERTIORARI FILED BY: APPELLANT <input type="checkbox"/> APPELLEE <input type="checkbox"/> PAGES 0 | |
| | NUMBER OF ISSUES: 0 | BRIEF IN OPPOSITION: 0 PAGES |
| | | REPLY BRIEF: 0 PAGES |
| | HOURS CLAIMED FOR LEGAL RESEARCH AND WRITING PETITION/REPLY BRIEF OR BRIEF IN OPPOSITION (ATTACH COUNSEL'S DOCUMENTS): 0 | |
| 6 | CHECK WHETHER ANY OF THE FOLLOWING APPLY: COMPLEX LEGAL ISSUE(S) <input type="checkbox"/> NOVEL LEGAL ISSUE(S) <input type="checkbox"/> COMPLEX FACT PATTERN <input type="checkbox"/> LEGAL ISSUE(S) RESEARCHED BUT NOT WRITTEN <input type="checkbox"/> IF NOTEWORTHY, EXPLAIN IMPACT ON THE NUMBER OF HOURS CLAIMED: | |

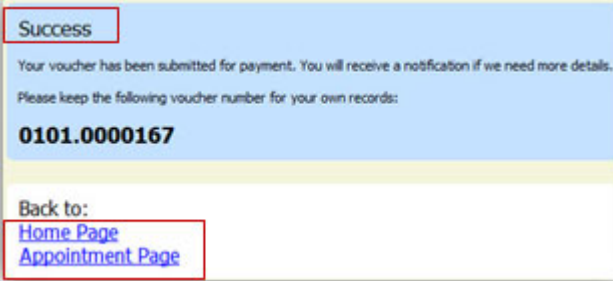
| | | | |
|---|--|-------------|---------------------------|
| | INDICATE WHETHER ANY OF THE ISSUES WERE BRIEFED AT THE DISTRICT COURT: YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, EXPLAIN ADDITIONAL WORK REQUIRED: | | |
| | | | |
| 8 | EXPLAIN ANY EXPENSE (ITEMS 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 THIS COMPENSATION REQUEST: | | |
| INCLUDE, IF APPLICABLE: (A) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE, INCLUDING PRECEDENTIAL VALUE; (B) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL, EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (C) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (D) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED. | | | |
| | | | |
| Signature of Attorney Marc S. Fisher | | Date Signed | Requested Amount |
| Signature of Presiding Judge | | Date Signed | Judge Code |
| Signature of Chief Judge, Court of Appeals (or Delegate) | | Date Signed | Judge Code |
| | | | Approved Amount \$0.00 |
| | | | Approved Amount \$0.00 |

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

| | | |
|-----------------------|--|--------|
| Public/Attorney Notes | <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> | ▲ ▼ |
| Private/Court Notes | <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> | ▲ ▼ |
| Appointment Notes | <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> | ▲ ▼ |

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

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



A success message box with a light blue background and a yellow border. The word "Success" is in a red-bordered box at the top left. The text inside reads: "Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: 0101.0000167". Below this, under "Back to:", are two blue links: "Home Page" and "Appointment Page", with the latter in a red-bordered box.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.
Please keep the following voucher number for your own records:

0101.0000167

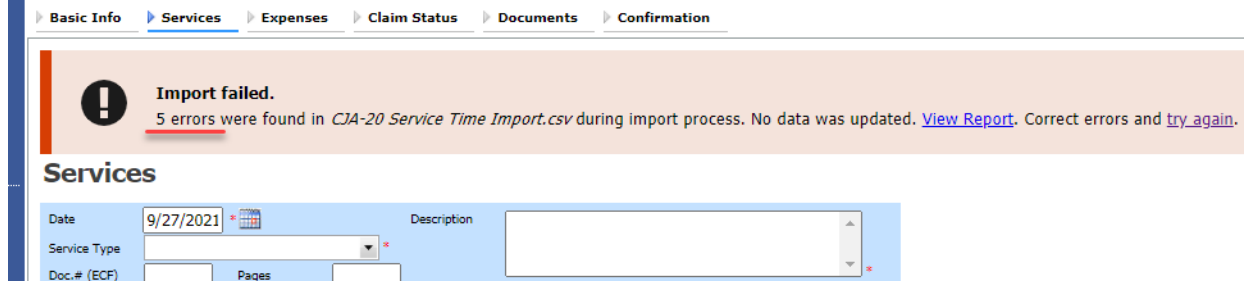
Back to:
[Home Page](#)
[Appointment Page](#)

Appendix A: Correcting Errors in Your .csv File

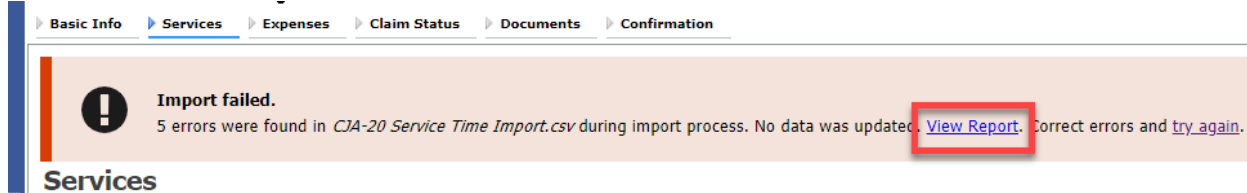
If your import fails, you must correct errors in the original .csv file before attempting another import.

Step 1

A message appears at the top of the page, indicating the number of errors found.



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



Step 2

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

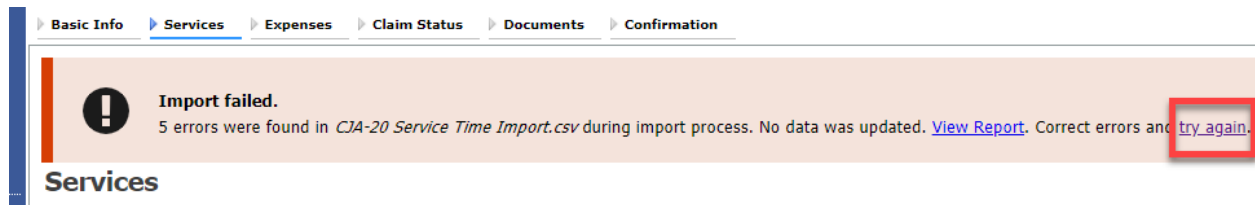
Errors Only Full Report

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

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

Step 3

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



The screenshot shows a navigation bar with tabs: Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. Below the navigation bar is a red error banner with a white exclamation mark icon. The text in the banner reads: "Import failed. 5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#)." The "try again" link is enclosed in a red rectangular box. Below the banner, the word "Services" is visible in a large, bold font.

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

Appendix B: Creating the Excel File for Import

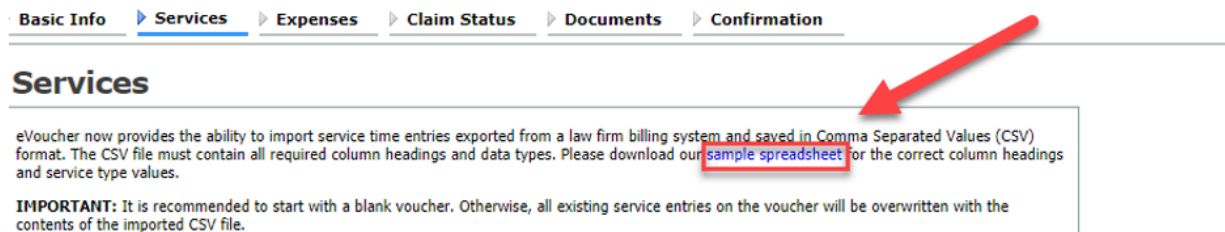
Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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

Services

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

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



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

If the first row contains service entry information instead of headings, the data in row 1 will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

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

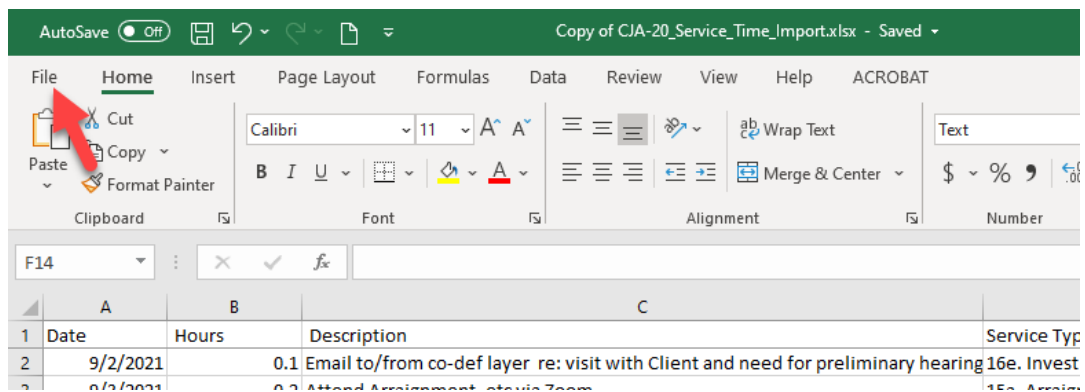
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

Appendix C: Converting the Excel File to .csv Format

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

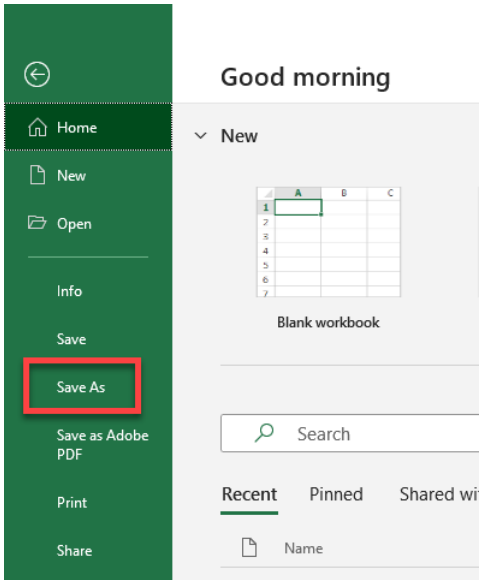
Step 1

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



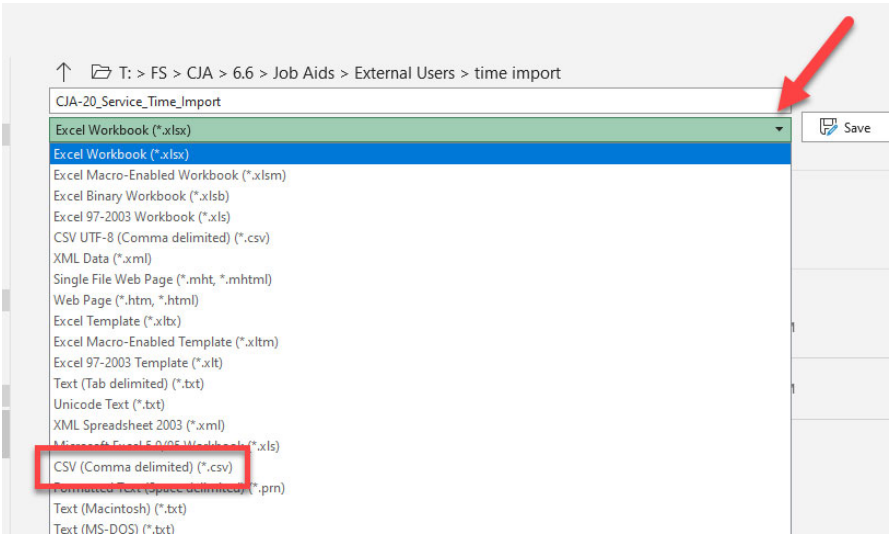
Step 2

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



Step 3

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



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

