



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

# CJA eVoucher

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## Attorney User Manual

**Release 6.10**

**April  
2024**



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## Nota Bene: Edit Before Using!

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We are distributing this manual in Word format to make it easier for you to customize the content to follow your local rules and CJA rules. Consider the following questions when customizing your information:

- Do you wish to include CJA administrator contact information for attorneys or include a website link?
- Are you using the CM/ECF link in eVoucher?
- Are attorneys allowed to edit their own profiles and billing information, or enter holding periods?
- Do attorneys still file any CJA-related documents in CM/ECF?
- What is your policy about interim payments?
- How does your site handle the CJA-24 Auth and the CJA-24 voucher? Are court reporters involved as experts? Does the attorney create the CJA-24?
- Do the panel attorneys use the Continuing Legal Education (CLE) tracking feature in eVoucher?
- Do the attorneys complete the travel authorization provided in eVoucher?
- Do you use the email proposed appointments available in eVoucher? How are attorneys notified of appointments?
- Can you provide more specific information about the kinds of documents you wish the attorney to attach for each document type?

## Introduction

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

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

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

## Panel Management

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

## Voucher and Authorization Request Submission

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- 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

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

## Court Appointment

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When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

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

## Accessing the CJA eVoucher Program

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Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

**Note:** Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact>.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

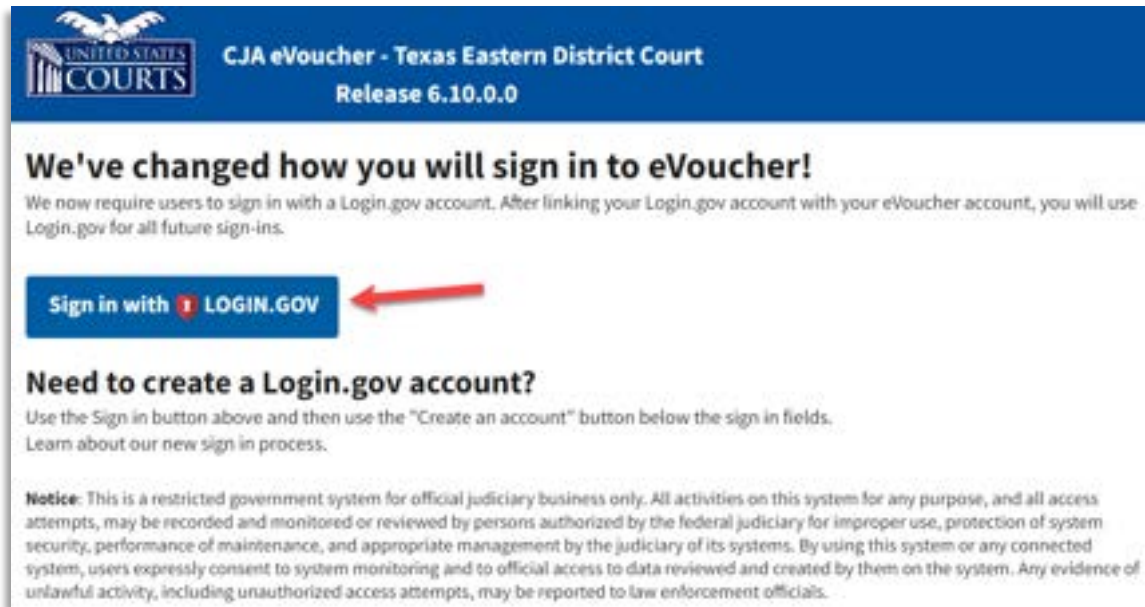
<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

## Creating a Login.gov Account

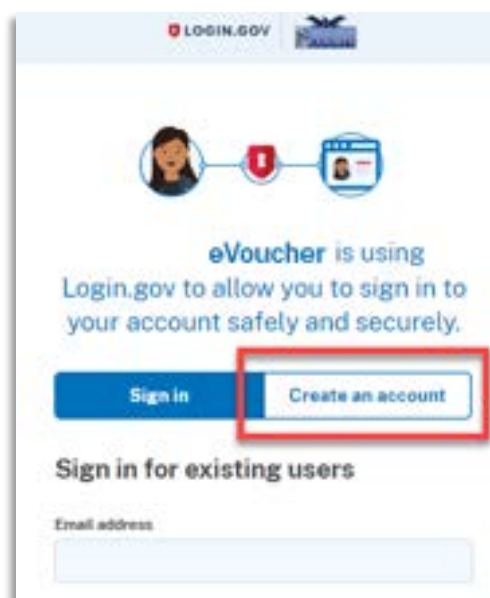
### Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



### Step 2

On the Login.gov page, click **Create an account**.



**Step 3**

Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

**Note:** Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

Sign in Create an account

Create an account for new users

Enter your email address

davidattorney210@gmail.com

Select your email language preference

Login.gov allows you to receive your email communications in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☒ I read and accept the Login.gov Rules of Use

Submit

**Step 4**

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.

LOGIN.GOV

Check your email

We sent an email to davidattorney210@gmail.com with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, use a different email address

You can close this window if you're done.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address



**Step 5**

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

A screenshot of the 'Create a strong password' screen from the Login.gov setup process. At the top, a green banner says 'You have confirmed your email address.' Below this, the heading 'Create a strong password' is followed by instructions: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two input fields: 'Password' and 'Confirm password', both containing masked text (asterisks). A red rectangular box highlights these two fields. Below the fields is a 'Show password' link with an eye icon. At the bottom is a blue 'Continue' button.

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

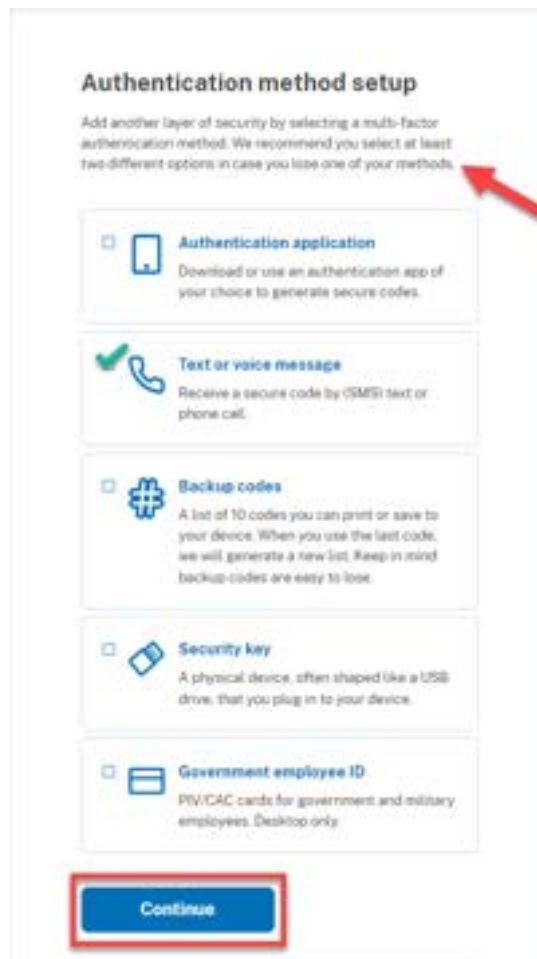
**Note:** Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

## Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

### Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.



**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

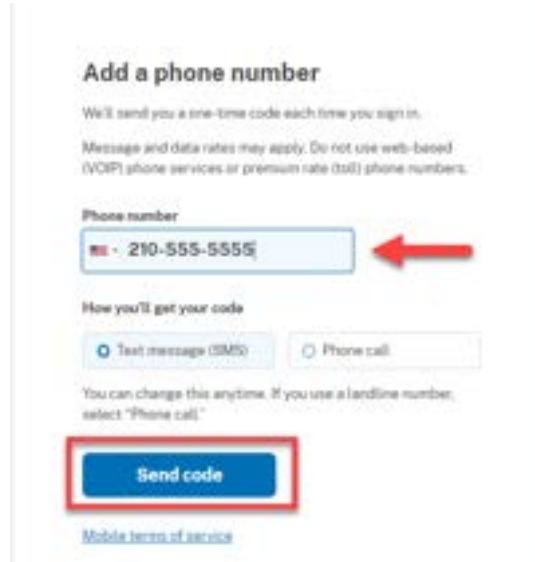
- ☐ **Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

**Note:** Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

**Step 2**

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and then click **Send code**.



**Add a phone number**

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

☒ Text message (SMS) ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

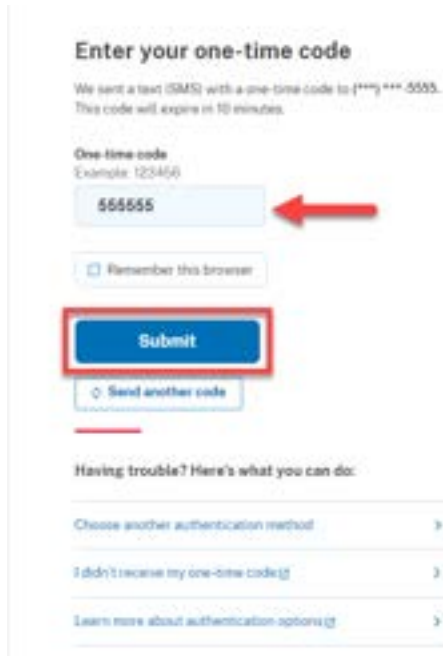
**Send code**

[Mobile terms of service](#)

A red arrow points to the phone number input field, and a red box highlights the 'Send code' button.

**Step 3**

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.



**Enter your one-time code**

We sent a text (SMS) with a one-time code to (\*\*\*-\*\*\*-5555). This code will expire in 10 minutes.

One-time code

Example: 123456

☐ Remember this browser

**Submit**

Having trouble? Here's what you can do:

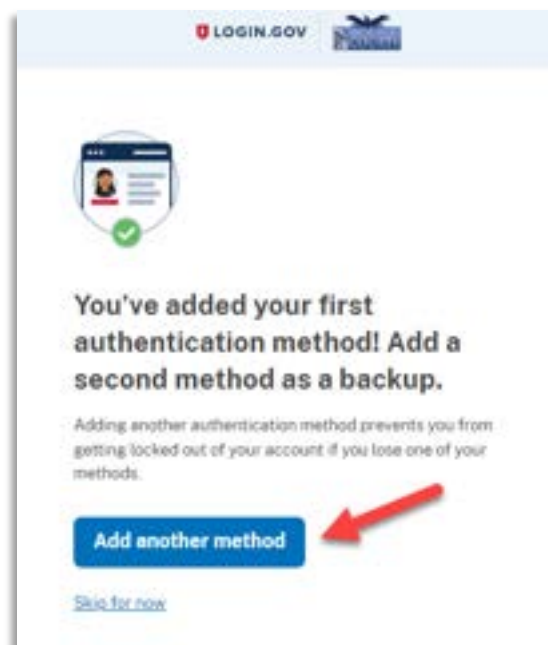
- [Choose another authentication method](#)
- [I didn't receive my one-time code](#)
- [Learn more about authentication options](#)

A red arrow points to the one-time code input field, and a red box highlights the 'Submit' button.

**Step 4**

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

**Note:** It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



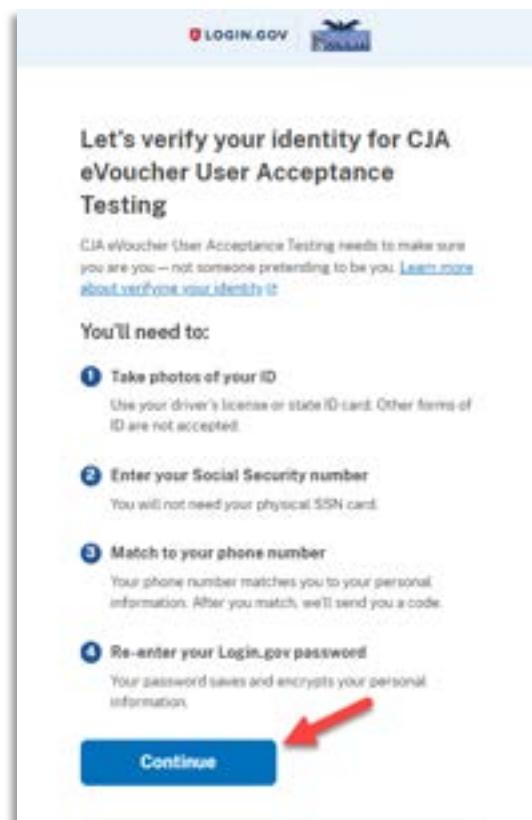
## Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

**Note:** This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

### Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page titled "Let's verify your identity for CJA eVoucher User Acceptance Testing". The page includes the Login.gov and eVoucher logos at the top. Below the title, there is a paragraph explaining the purpose of the verification and a link to "Learn more about verifying your identity". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's licenses or state ID cards are accepted), 2. Enter your Social Security number (with a note that a physical SSN card is not needed), 3. Match to your phone number (with a note about receiving a code after matching), and 4. Re-enter your Login.gov password (with a note about password security). At the bottom of the list is a blue "Continue" button, which is highlighted by a red arrow.

Let's verify your identity for CJA eVoucher User Acceptance Testing

CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)

You'll need to:

- 1 Take photos of your ID  
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number  
You will not need your physical SSN card.
- 3 Match to your phone number  
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password  
Your password saves and encrypts your personal information.

[Continue](#)

**Step 2**

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

Getting started   Verify your ID   **Verify your information**   Verify your address   Secure your account

### How verifying your identity works

Identity verification happens in two parts:

#### Verify your identity

We'll ask for your personal information to verify your identity against public records.

#### Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

☒ By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

**Continue**

**Step 3**

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

Getting started   **Verify your ID**   Verify your information   Verify your address   Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

#### Recommended

##### Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

**Send link**

##### Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

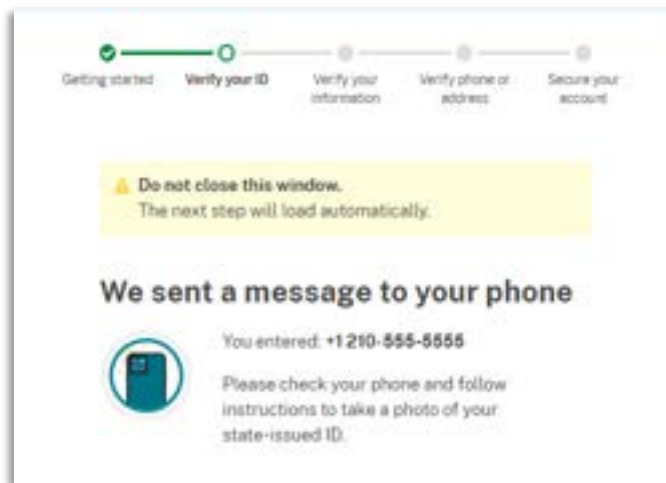
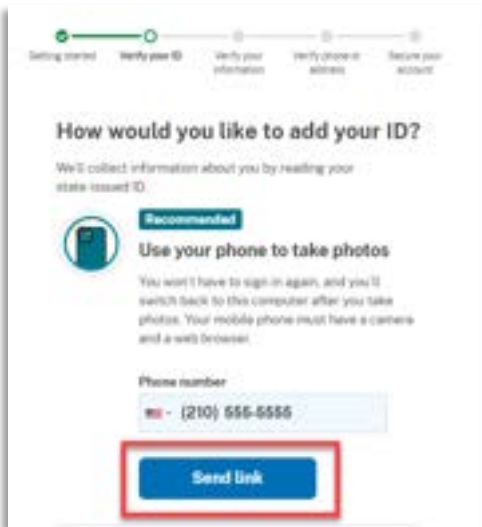
**Upload photos**

[Cancel](#)

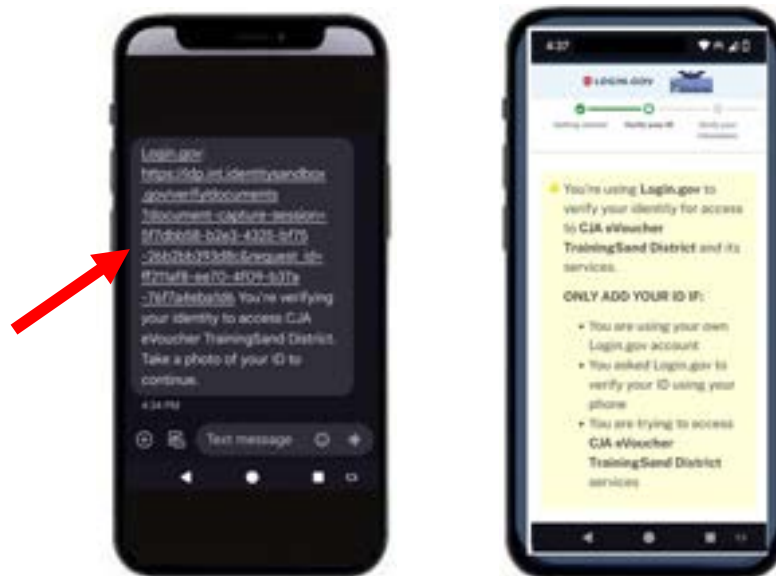
## Option 1: Upload photos from phone (recommended)

### Option 1

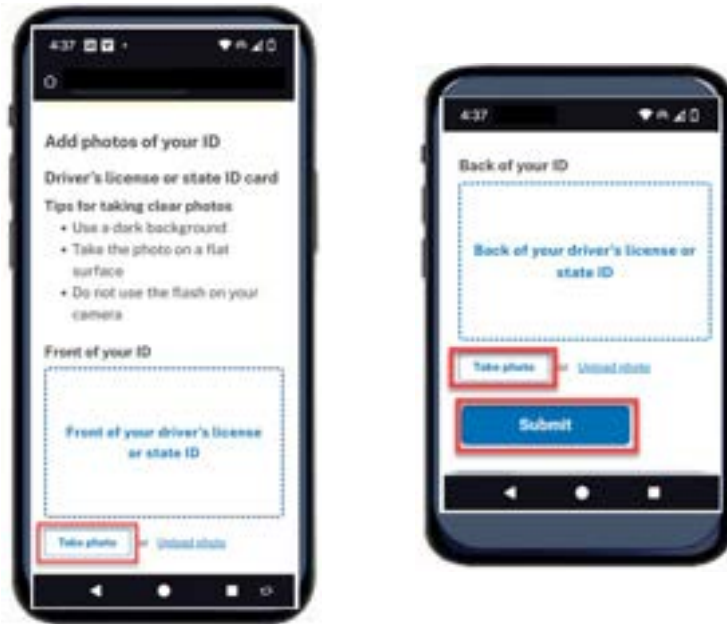
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.



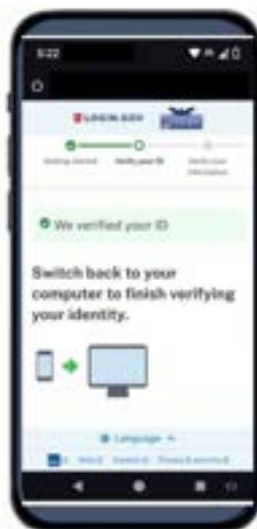
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.



Continue to step 4 to complete the identity verification process.



## Option 2: Upload photos from your computer

### Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



**Note:** You may see a processing screen as the upload completes and Login.gov verifies your identity.

**Step 4**

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

**Social Security number**  
Example: 123-45-6789

\*\*\*\*\*

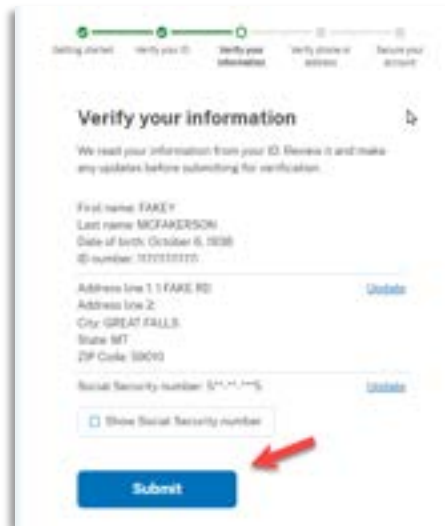
☐ Show Social Security number

**Continue**

**Step 5**

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note:** You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

**Step 6**

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.



**Step 7**

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

Getting started   Verify your ID   Verify your information   **Verify phone or address**   Secure your account

### Enter your one-time code

We sent a text (SMS) with a one-time code to 12101 555-5555.  
This code will expire in 10 minutes.

One-time code  
Example: 123ABC

**Submit**

**Step 8**

Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov, and then click **Continue**.

Getting started   Verify your ID   Verify your information   Verify phone or address   **Secure your account**

✔ We verified your phone number

### Re-enter your Login.gov password

Login.gov will encrypt your information with your password.  
This means that your information is secure and only you will be able to access or change it.

Password

[Show password](#)   [Hide password](#)

**Continue**

**Step 9**

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

The screenshot shows a multi-step process at the top: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. A green bar indicates 'We secured your verified information'. The main heading is 'Save your personal key'. Below this, a red shield icon contains a box with the text 'VGCH - MCDA - CGYR - HAX8'. Below the shield, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM' and provides links for 'Copy', 'Download (text file)', and 'Print'. A paragraph explains the importance of the personal key and provides a link to 'Learn more about the personal key (f)'. At the bottom, there is a checkbox labeled 'I saved my personal key in a safe place' which is highlighted with a red rectangle. Below the checkbox is a blue 'Continue' button, also highlighted with a red rectangle and a red arrow pointing to it.

Getting started   Verify your ID   Verify your information   Verify phone or address   Secure your account

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on January 22, 2024 at 11:33 AM

[Copy](#)   [Download \(text file\)](#)   [Print](#)

You need your personal key if you forget your password. Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

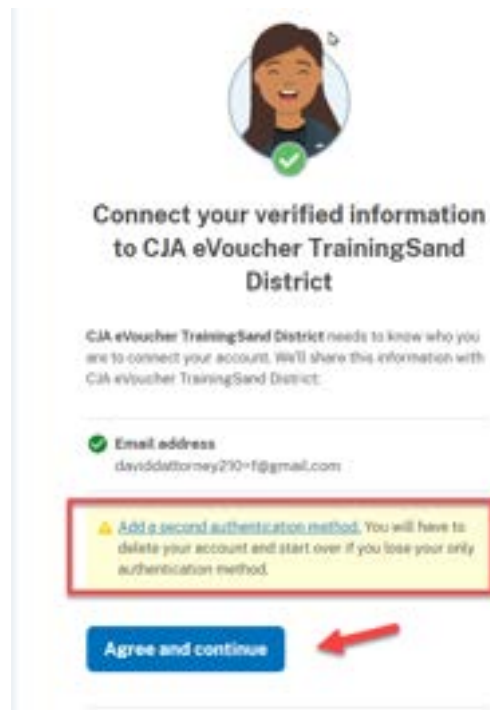
[Learn more about the personal key \(f\)](#)

☐ I saved my personal key in a safe place

**Continue**

**Step 10**

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.

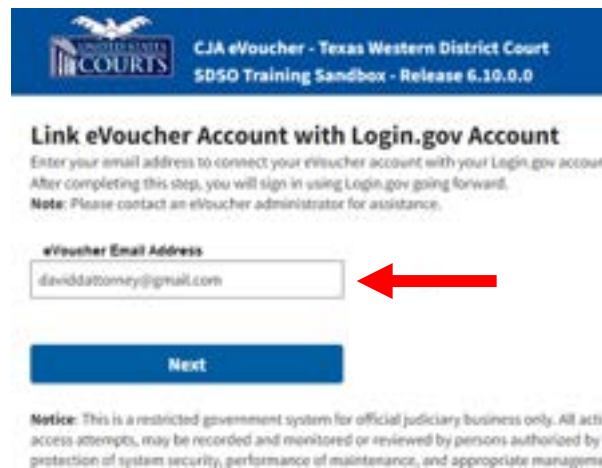


**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

## Linking Your eVoucher Account to Your Login.gov Account

### For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.



### For EXISTING Login.gov accounts:

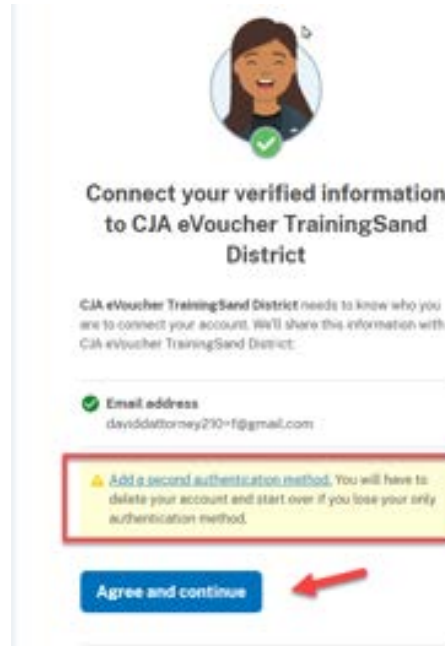
#### Step 1

From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



## Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



Connect your verified information  
to CJA eVoucher TrainingSand  
District

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District.

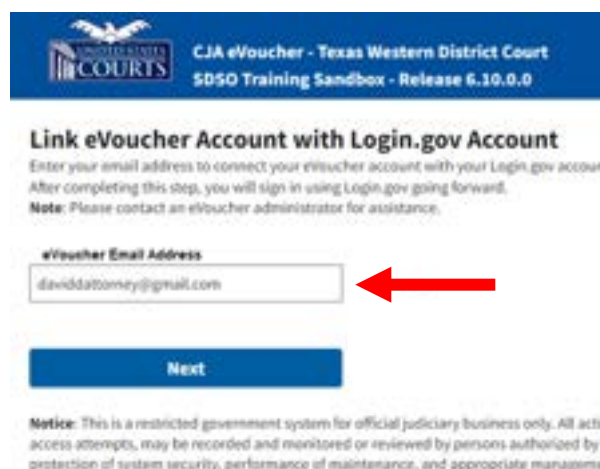
✓ Email address  
davidatomey290-f@gmail.com

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.



UNITED STATES COURTS CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

**Link eVoucher Account with Login.gov Account**

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

eVoucher Email Address  
davidatomey@gmail.com

Next

**Notice:** This is a restricted government system for official judiciary business only. All login attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.



## Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

### Step 1

In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

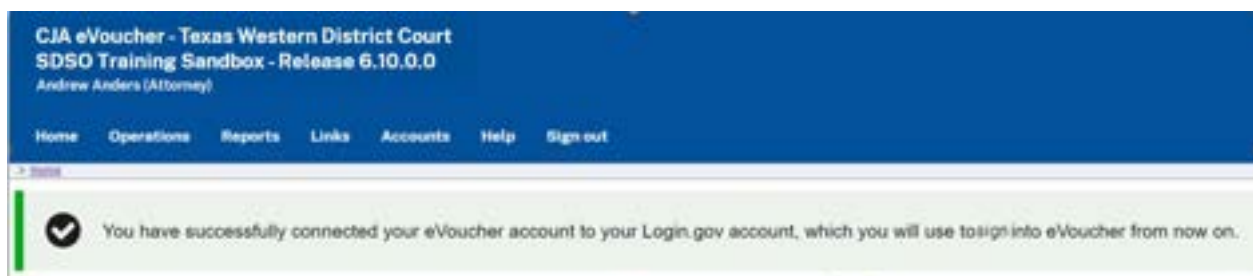
### Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.



### Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



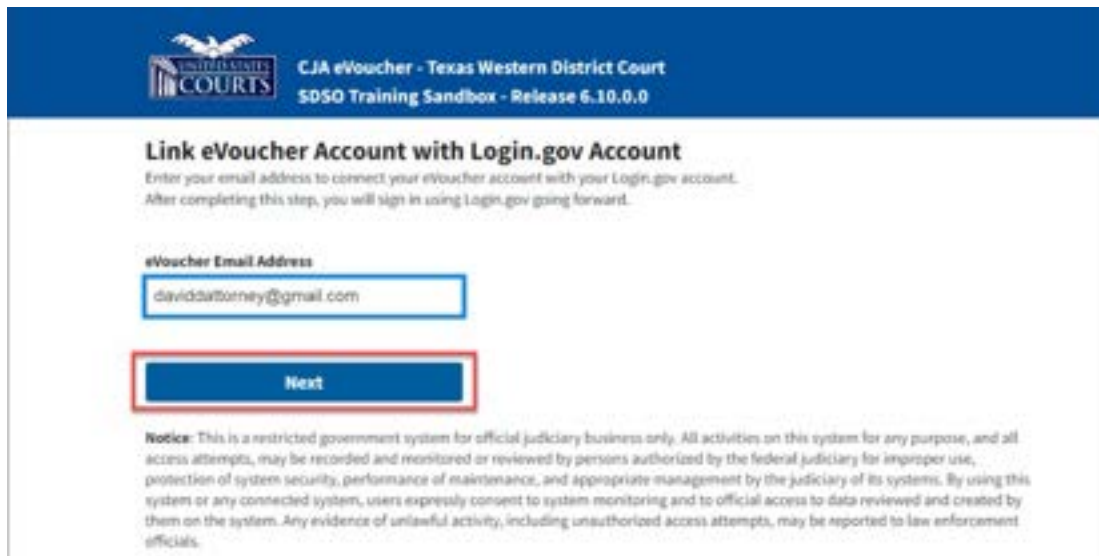
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address

davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

A message appears, prompting you check your email and confirm that you entered the correct email address.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

**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.

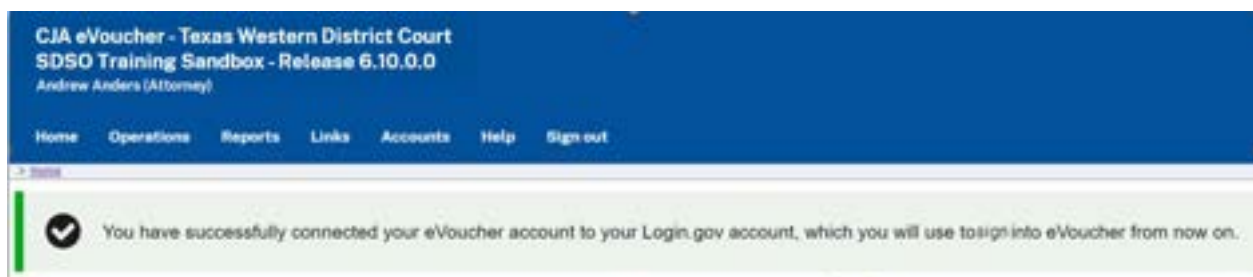
### Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.



### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



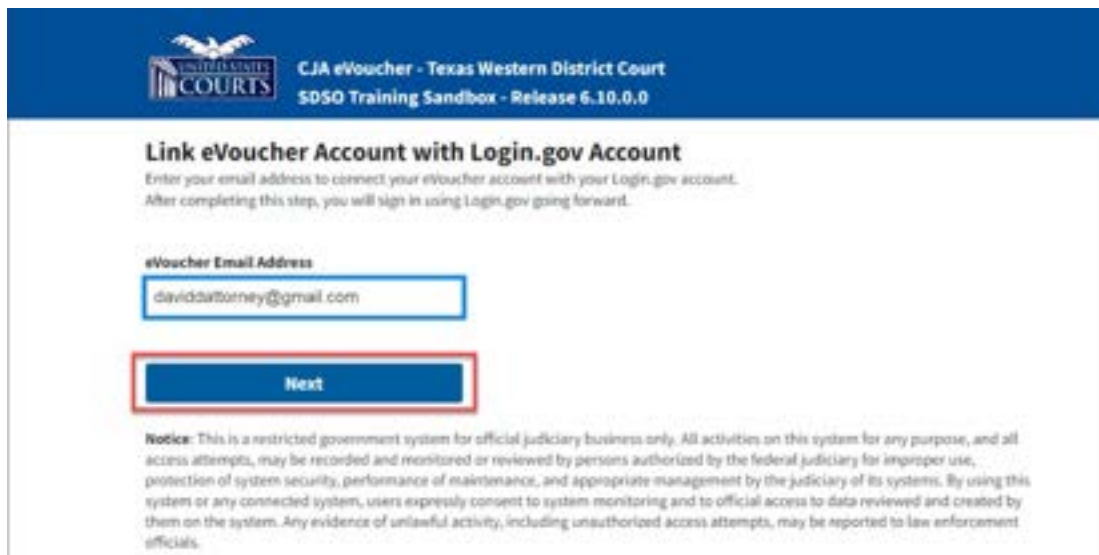
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address  
david@attorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

**Single Login Profile not found with that email address. Contact your local court helpdesk.**

eVoucher Email Address  
david@attorney@gmail.com

**Next**

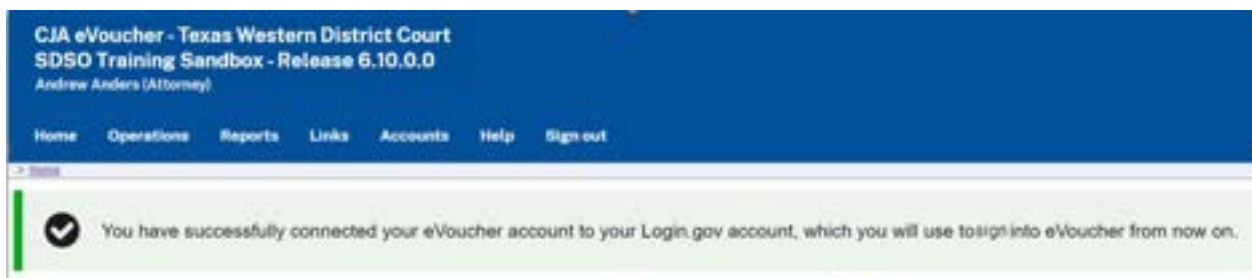
### Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

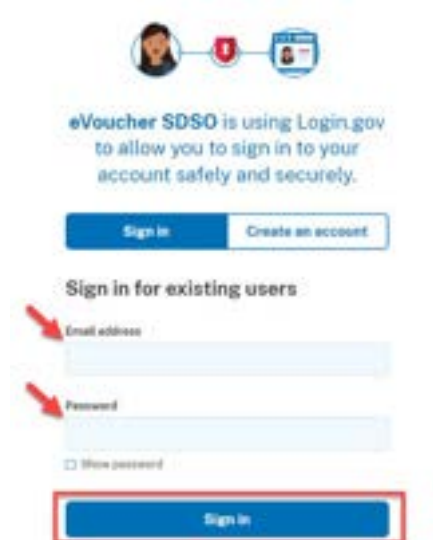
### Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.



### Step 2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.





### Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

**Enter your one-time code**

We sent a text (SMS) with a one-time code to (777) 555-5555. This code will expire in 10 minutes.

**One-time code**  
Example: 123ABC

XXXXXX

**Submit**

[Send another code](#)

Login.gov directs you to your eVoucher home page.

# CJA eVoucher - Texas Western District Court

## SDSO Training Sandbox - Release 6.10.0.0

David Attorney (Attorney)

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Help](#)
[Sign out](#)

> [Home](#)

☐ My Active Documents

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

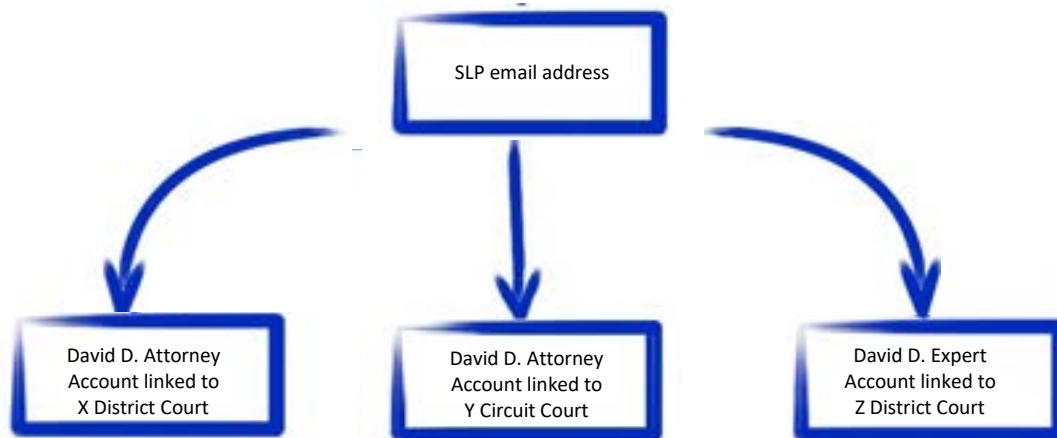
Case	Defendant	Type	Status	Date Entered
------	-----------	------	--------	--------------



## Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

### Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

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**.



## Editing Your SLP

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

**Note:** The Account Information section automatically displays when you access your SLP information.

Single Login Profile – Andrew Anders

Account Information –

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

Email address  
aanders@bottomey+10@gmail.com

Password  
LOGIN.GOV

Linked eVoucher Accounts +

## Modifying Your Name

### Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – Andrew Anders

Account Information –

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

[Edit](#)

**Step 2**

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

Single Login Profile – Andrew Anders

Account Information

First name	Middle name	Last name	Suffix
Andrew		Anders	

**Note:** It is important to remember that changing your SLP name does not change the name associated with your court profile.

## Updating Your SLP Email Address

### Step 1

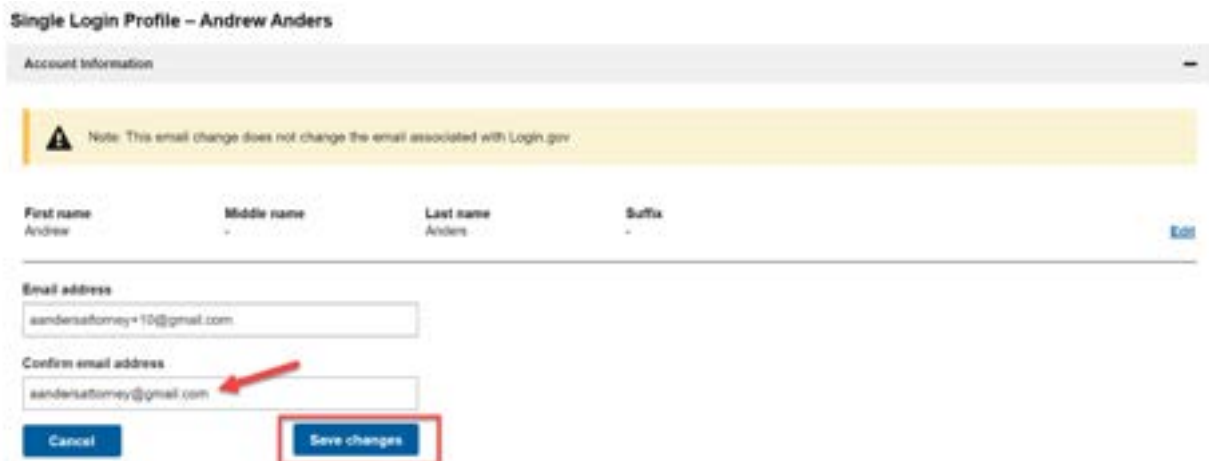
Click the **Edit** link to the right of your email address.



A screenshot of a user profile page showing the email address field. The email address is "aandersattorney+10@gmail.com". To the right of the email address is a small blue "Edit" link, which is highlighted with a red rectangular box.

### Step 2

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



A screenshot of the "Single Login Profile – Andrew Anders" page. The page shows the "Account Information" section. A yellow warning banner states: "Note: This email change does not change the email associated with Login.gov". Below the banner, there are fields for "First name" (Andrew), "Middle name", "Last name" (Anders), and "Suffix". Below these fields is the "Email address" field, which contains "aandersattorney+10@gmail.com". Below the email address field is the "Confirm email address" field, which contains "aandersattorney@gmail.com". A red arrow points to the "Confirm email address" field. At the bottom of the form are two buttons: "Cancel" and "Save changes". The "Save changes" button is highlighted with a red rectangular box.

**Note:** It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

## Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Single Login Profile – Morales Attorney

Account Information

First name	Middle name	Last name	Suffix
Morales	-	Attorney	-

Email address: moralesAttorney210@gmail.com

Password: LOGIN.GOV

**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help>.

## Linked eVoucher Accounts

### Step 1

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

Single Login Profile – Andrew Anders

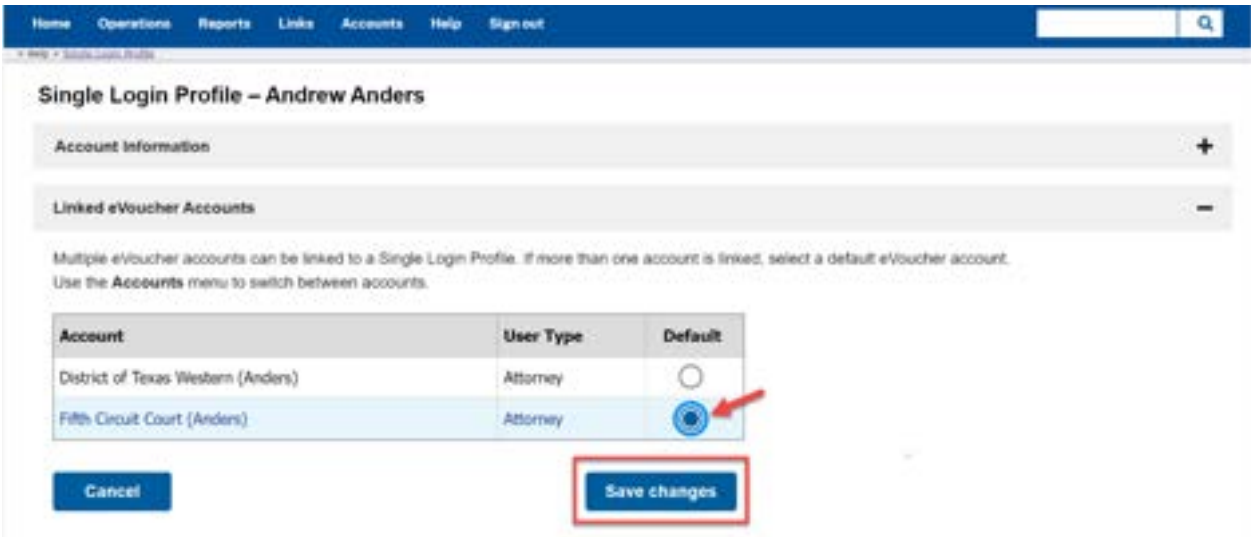
Account Information

Linked eVoucher Accounts

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. Users with more than one eVoucher account have one account designated as the default.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.



## Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.



## Single Login Profile (SLP) vs. Court Profile

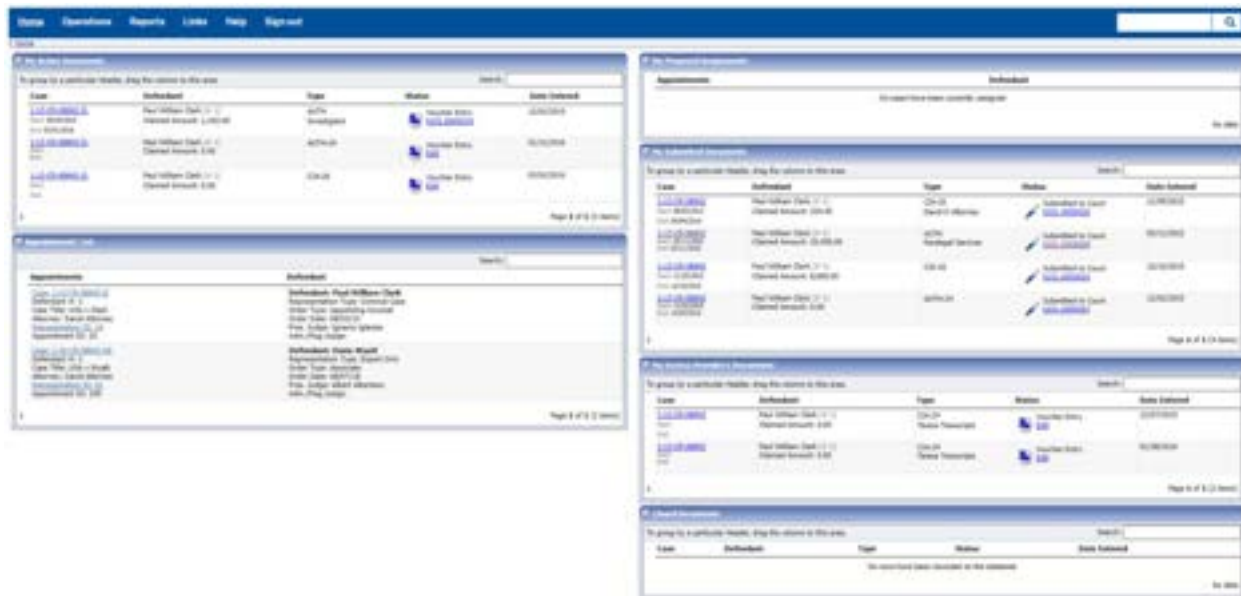
Here are some tips for viewing which court account you are in and who you are within that court.



1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
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.



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



## Navigating in the CJA eVoucher Program



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


## Customizing the Home Page

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

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

### Resize a Column

#### Step 1

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

#### Step 2

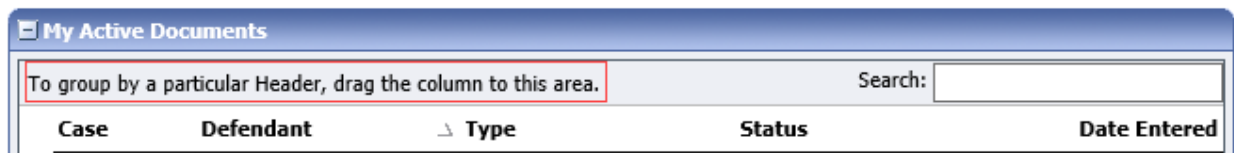
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

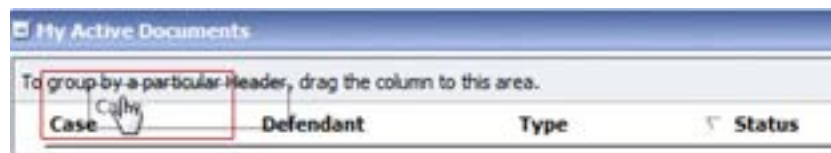
### Step 1

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

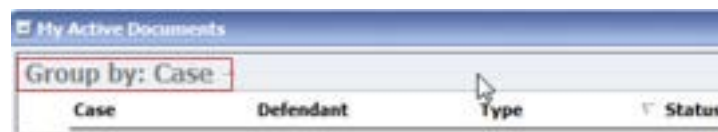


### Step 2

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



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



## Court Profile

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



On the Court Profile page you can:

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

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

The screenshot shows the 'Court Profile' page. It has a breadcrumb trail: 'Help > Court Profile'. The page is divided into four main sections on the left, each with a corresponding action button on the right:

- Attorney Info** (Your personal info): Includes fields for Bar Number (TX125568), Your Name (David D Attorney), Your Contact Info (Phone: 555-555-5555, Fax: davidm@uscourts.gov), and Your Address (123 San Antonio Way, San Antonio, TX 78228, US). The action button is **Edit**.
- Billing Info** (List all available billing info records): Includes Your default billing info to: David D Attorney, Billing Code: 0016-000077, 123 San Antonio Way, San Antonio, TX, 78228 - US, Phone: 555-555-5555, Fax: . The action buttons are **Select**, **Add**, and **Edit**.
- Holding Period**: No info has been stored. Please click VIEW to type your info. The action button is **View**.
- Continuing Legal Education**: No info has been stored. Please click VIEW to type your info. The action button is **View**.

# Attorney Info

Step 1

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

Attorney Info

Your personal info

Bar Number:

Your Name: **Andrew Anders**

Your Contact Info:

Phone: 210-833-5623 | Cell Phone: 210-555-1234

Fax:

lisa\_ornelas@aobx.uscourts.gov

deadmail@support.aobx.uscourts.gov

deadmail@support.aobx.uscourts.gov

Your Address:

110 Main Street

San Antonio, TX 78210

US

Edit

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

Court Profile

1

For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.

Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN

Step 2

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

Attorney Info

Your personal info

SSN Instructions:

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

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

Page Certification:

This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:

1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and

2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U.S.).

\* Required Fields

Bar Number

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

SSN: \*\*\*\*\*

Confirm: \*\*\*\*\*

First Name \* Middle Last Name \*

Andrew Anders

Main Email \*

lisa\_ornelas@aobx.uscourts.gov

2nd Email

deadmail@support.aobx.uscourts.gov

3rd Email

deadmail@support.aobx.uscourts.gov

Phone \* Cell Phone Fax

210-833-5623 210-555-1234

Address 1 \* City \*

110 Main Street San Antonio

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

TEXAS 78210

Address 3 Country \*

UNITED STATES

Save

Cancel

**Notes:**

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

## Billing Info

---

### Step 1

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

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

Your default billing info is:

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

Select

Add

Edit

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

#### Court Profile



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

Step 2

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

Billing Info

List all available billing info records

Billing Type:

☐ Self-Employed

☒ Firm

☐ Associate

Tax Identification Number:

EIN/TIN:

Confirm:

☒ Copy Address from Profile

Name:

Phone:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:

UNITED STATES

Save

Cancel

Billing Info

List all available billing info records

\* Required Fields

Billing Type:

☐ Self-Employed

☐ Firm

☒ Associate

Billing Code:

Verify

Notes:

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

## Holding Period

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

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

Court Profile

!

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

Step 1

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

Holding Period

There are 9 periods of time during which cases cannot be taken.

View

Step 2

Click **Add**.

Holding Period

BackEditAddDelete

Search

Starting	Ending	Notes
No Holding Period		
No data		

Step 3

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

Holding Period

BackSave

Starting Date

Ending Date

4/27/2020

5/1/2020

Notes

Vacation

Continuing Legal Education (CLE)

Step 1

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

Continuing Legal Education

No info has been stored.  
Please click VIEW to type your info.

View

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

Court Profile

!

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

Step 2

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

Continuing Legal Education

BackEditAddDelete

Search:

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				
No data				



### Step 3

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

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button is highlighted with a red box. The 'Credit' dropdown menu is also highlighted with a red box, showing 'Sentencing-rel' selected. Below the dropdown, the 'Date' field is set to '05/01/2014', the 'Hours' field is set to '0', and the 'Description' field is empty. A red box highlights the 'Date', 'Hours', and 'Description' fields. At the bottom, a red box highlights the 'Document' field with the text: 'After you save the information about this Continuing Education, you will be able to upload related documents.'

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

### Step 4

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

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button is highlighted with a red box. The 'Credit' dropdown menu is set to 'Sentencing-rel', the 'Date' field is set to '05/15/2014', the 'Hours' field is set to '0', and the 'Description' field is empty. The 'Document' field is highlighted with a red box, and the 'Browse...' button is also highlighted with a red box.

The screenshot shows the 'Continuing Legal Education' grid. The grid has columns for 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. There is one entry in the grid with '0' in the 'Files' column, 'Sentencing-rel' in the 'Credit' column, and '05/15/2014' in the 'Date' column. The 'Hours' and 'Subject' columns are empty. The grid is titled 'Continuing Legal Education' and has buttons for 'Back', 'Edit', 'Add', and 'Delete'. A search bar is located at the top right of the grid. The page number 'Page 1 of 1 (1 items)' is displayed at the bottom right.

Files	Credit	Date	Hours	Subject
0	Sentencing-rel	05/15/2014		

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

## Appointments' List

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

### Step 1

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

Appointments List

Search:

Appointments	Defendant
Case: 1:14-CR-00005-AA Defendant #0: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

[illegible]

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

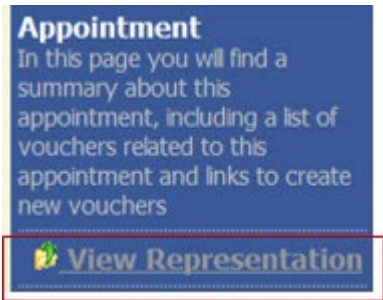
## View Representation

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

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

Step 1

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



The Representation Info page appears.

Representation

In this page you can view or delete the representation.

Reports

Representation Report

Representation Info

1. CCR DISTRICT CODE 0101		1. PERSON REPRESENTED Rebeldiah Brannon		7. VOUCHER NUMBER	
1. MAG. DISTRICT NUMBER		4. DIST. DISTRICT NUMBER 0 34.CP.08805.1.1.1.1	5. APPEALS DISTRICT NUMBER		6. OTHER DISTRICT NUMBER
7. IN CASE MATTER OF (Last Name) USA v. Brannon		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENDING CHARGES 23.8823.F INSPECTION VIOLATION PENALTIES					
12. EXCESS FEE LIMIT \$11,500.00		13. PRESIDING JUDGE Albert Albertson		14. MAGISTRATE JUDGE	
				15. RESCUE 1	
				16. RESCUE 2	

App-ID	Attorney	Order Type	Order	Email
1	Andrew Anders	Appointing Counsel	03/03/14	isa_arnelas@aoiv.uscourts.gov

## Creating a CJA-20 Voucher

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

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

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



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

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

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

## Entering Services

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

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

### Step 1

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

The screenshot shows the 'Services' tab selected in the top navigation bar. The main form area contains fields for Date (4/17/2020), Service Type, Doc.# (ECF), Pages, and Hours. A description field is also present. Below the form is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty. At the bottom, there are navigation buttons: First, Previous, Next, Last, Save, Delete Draft, and Audit Assist. The 'Next' button is highlighted with a red box.

### 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.

The screenshot shows the 'Services' tab selected. The 'Date' field is highlighted with a red box, and a pop-up calendar is open, showing the date 04/17/2020. The calendar is for April 2020, and the 17th is highlighted in yellow.

### Step 3

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

The screenshot shows a form titled "Services". It has fields for Date (04/17/2020), Service Type (a dropdown menu), Doc.# (ECF), and Hours. The Service Type dropdown menu is open, showing a list of options: a. Arraignment and/or Plea, b. Bail and Detention Hearings, c. Motion Hearings, d. Trial, and e. Sentencing Hearings. A red box highlights the dropdown arrow on the Service Type field.

**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 same "Services" form. The Hours field is now filled with "5.0" and the Description field is filled with "First appearance an arraignment of defendant.". A red box highlights the Hours field, and another red box highlights the Description field. The "Add" button is also highlighted with a red box. The "Remove" button is visible next to it.

Step 5

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

Services

Date04/17/2020

DescriptionFirst appearance an arraignment of defendant.

Service Typea. Arraignment and/or Plea

Doc.# (ECF)Pages

Hours5.0 at \$148.00 per hour

AddRemove

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

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

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist



## Importing Service Entries

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

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

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

### Step 1

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

The screenshot displays the CJA-20 Attorney Entry form. On the left sidebar, the 'Actions' menu is visible, with the 'Import Service Entries (.csv)' link highlighted by a red arrow. The main form area is divided into several sections: 'Basic Info' (containing fields for Case No., Case Name, Case Type, and Case Status), 'Payment Info' (containing fields for Attorney Name, Billing Code, and Address), and 'Service Entries' (containing a table for entering service entries). The 'Payment Info' section is currently expanded, showing the 'Preferred Attorney' dropdown set to 'Andrew Anders - Andrew Anders' and the 'Billing Code' set to '0188-00002'.



## Step 2

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

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

### Services

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

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

[- Additional Information](#)

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

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

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


- Doc#
- Pages

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

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

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

---

Date   Description

Service Type

Doc.# (ECF)  Pages

Hours  at \$155.00 per hour.

[Add](#) [Remove](#)

\* Required Fields

### Step 3

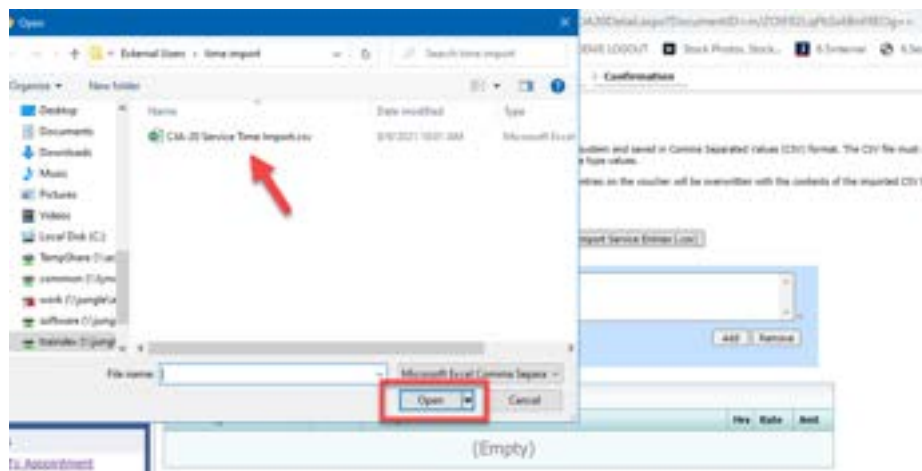
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' tab in the CJA eVoucher interface. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Services' tab is active. Below the tabs, there is a text box explaining that the system can import service time entries from a law firm billing system in CSV format. It includes an 'IMPORTANT!' note recommending a blank voucher for imports. A red box highlights the 'Import Service Entries (.csv)' button. Below this, there are input fields for 'Date' (8/3/2021), 'Service Type', 'Doc.# (BOR)', 'Pages', and 'Hours' (at \$235.00 per hour). There are 'Add' and 'Remove' buttons. At the bottom, there is a table header with columns 'Service Type', 'Date', 'Description', 'Hrs', 'Rate', and 'Amt'. The table is currently empty, showing '(Empty)' and 'No data to paginate'.

**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

Cases 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

8/2/2025

Service Type

Doc # (ID)

Page

Hours

at \$100.00 per hour

Add

Remove

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

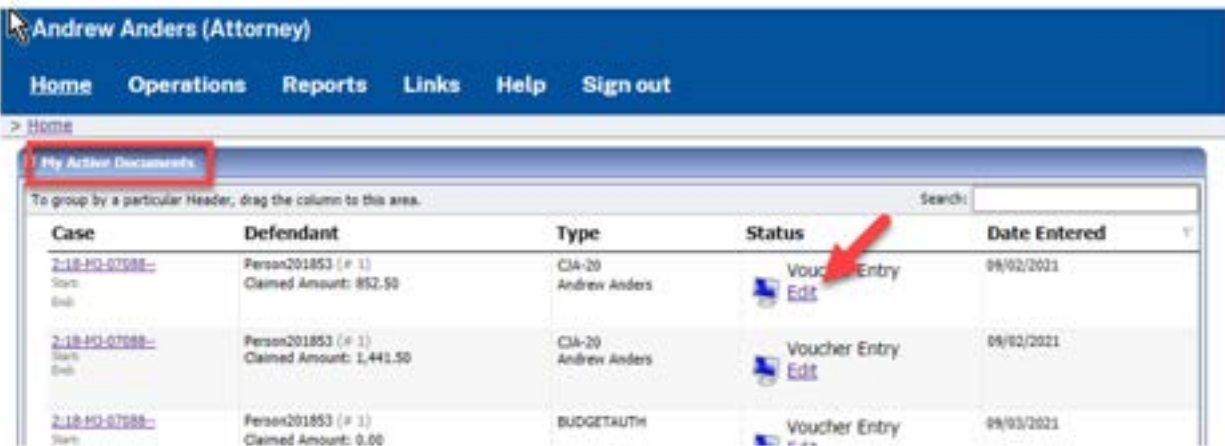
Service Type	Date	Description	Hrs	Rate	Amnt
4. Investigation or Other Work	8/1/2025	Test	0.5	\$100.00	\$50.00
4. Investigation and/or Res.	8/1/2025	Test	0.5	\$100.00	\$50.00
6. Travel Time	8/1/2025	Test	0.5	\$100.00	\$45.00
5. Observation and Research					

## 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.

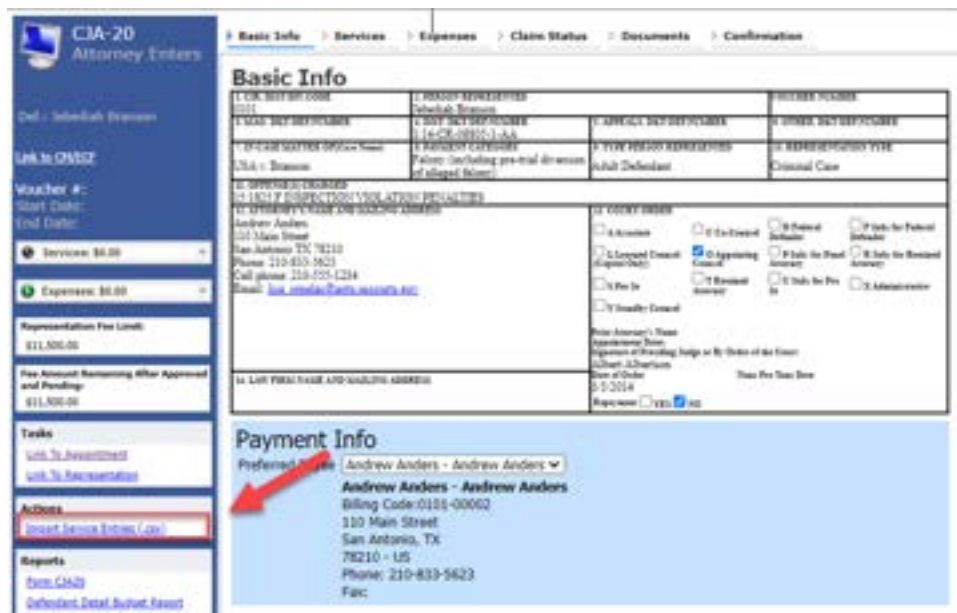
### Step 1

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.



### Step 3

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

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

## Services

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

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

[Additional Information](#)

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

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


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

- Doc#
- Pages

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

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

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

Date:  
 Description:

Service Type:

Doc. # (ECF): 
 Pages:

Hours:  at \$155.00 per hour.

\* Required Fields

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

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

### Step 4

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

**Services**

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

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

+ Additional Information

**Import Service Entries (.csv)**

Date: 9/3/2021  
 Service Type: [dropdown]  
 Dec. # (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.

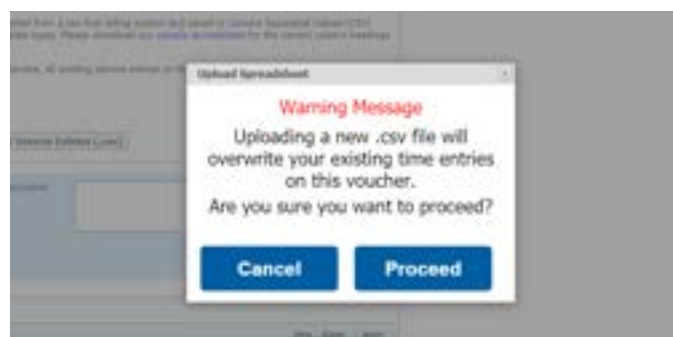
Service Type	Date	Description	Hrs	Rate	Amnt
a. Assignment and/or Fee	09/03/2021	Fee in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

### 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.

The screenshot shows the 'Expenses' tab selected in the top navigation bar. The main form area is titled 'Expenses' and contains several input fields: 'Date' (4/17/2020), 'Expense Type' (a dropdown menu), 'Miles', and 'Amount'. There is also a 'Description' field. Below these fields, there is a table with columns: 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. The table is currently empty. At the bottom of the form, there are several buttons: 'First', '< Previous', 'Next >', 'Last', 'Save', 'Delete Draft', and 'Audit Audit'. The 'Next >' button is highlighted with a red box.

### Step 2

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

The screenshot shows the 'Expenses' form with the 'Expense Type' dropdown menu open. The dropdown menu lists several options: 'Travel Miles', 'Travel Misc.', 'Fax', 'Long Distance Charges', 'Photocopies', 'Postage', and 'Other Expenses'. The 'Expense Type' field is highlighted with a red box.

### 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

Date4/17/2020

Expense TypeTravel Miles

Miles20 at \$0.575 per mile.

Amount

DescriptionTravel to and from court.

AddRemove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginateGo to page:View items per page:102550100

FirstPreviousNextLastSaveDelete DraftAudit Assist

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

### Expenses

Date4/17/2020

Expense Type

Miles at \$0.575 per mile.

Amount

Description

AddRemove

\* Required Fields

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

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

Page 1 of 1 (1 items)Go to page:View items per page:102550100

FirstPreviousNextLastSaveDelete DraftAudit Assist



### Step 4

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

**Expenses**

Date: 4/16/2020 Description:

Expense Type:

Miles:  at \$0.575 per mile.

Amount:

\* Required Fields

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

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

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

### Notes:

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

## Claim Status

### Step 1

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

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

**Claim Status**

Start Date:  End Date:

Payment Claims \*

☐ Final Payment

☐ Interim Payment (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

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

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

If Yes, were you paid? ☐ Yes ☐ No

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

\* Required Fields

## Step 2

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

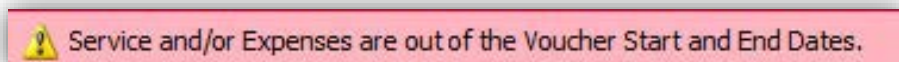
The screenshot shows the 'Claim Status' section of the CJA eVoucher system. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status' (which is active), 'Documents', and 'Confirmation'. Below the tabs, the 'Claim Status' section is displayed. It includes 'Start Date' and 'End Date' fields with calendar icons. A 'Payment Claims' section contains four radio buttons: 'Final Payment', 'Interim Payment' (with a 'Payment #' field), 'Supplemental Payment', and 'Withholding Return Payment'. A red-bordered box highlights the 'Interim Payment' option and its associated field. Below this, there are two questions with 'Yes'/'No' radio buttons: '1. Have you previously applied to the court for compensation and/or reimbursement for this case?' and '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?'. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist' (which is highlighted with a red box).

### Notes:

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

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

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



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

## Documents

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

Step 1

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

### Supporting Documents

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

File

C:\Users\JaimeLongoria\ Browse...

Description

Document

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

Step 2

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

### Supporting Documents

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

File

C:\Users\JaimeLongoria\ Browse...

Description

Document

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

## Signing and Submitting to Court

**Step 1**

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

## Confirmation

1 CASE HISTORY CODE  
0100

2 CASE HISTORY NUMBER  
1

3 IF CASE HISTORY ORIGIN FROM  
USA v. Brandon

4 PERSON REPRESENTED  
Sheldah Brandon

5 DATE BIRTH NUMBER  
9-14-99-00000-5-55

6 PATIENT'S CATEGORIES  
Fetory (including pre-natal diagnosis of alleged felony)

7 OFFENSE NUMBER  
15-0621 F INSPECTION VIOLATION PENAL TIES

8 ALLEGED VIOLATION AND MAILING ADDRESS  
Andrew Anders  
310 Main Street  
San Antonio TX 78210  
Phone: 210-813-3429  
Cell phone: 210-555-1234  
Email: [and\\_ers@san.antonio.tx.gov](mailto:and_ers@san.antonio.tx.gov)

9 APPEAL HISTORY NUMBER  
1

10 OTHER HISTORY NUMBER  
1

11 COURT ORDER  

☐ A Accused
☐ B Federal Defendant
☐ C Co-Defendant
☐ D Federal Defendant
☐ E Felts for Fel Defendant

☐ F Labeled Counsel (Appointed)
☐ G Appointed Counsel
☐ H Felts for Fel Defendant
☐ I Felts for Fel Defendant
☐ J Administrative

☐ K Felts for Fel Defendant
☐ L Felts for Fel Defendant
☐ M Felts for Fel Defendant
☐ N Felts for Fel Defendant
☐ O Felts for Fel Defendant

12 COURT ORDER  

☐ A Accused
☐ B Federal Defendant
☐ C Co-Defendant
☐ D Federal Defendant
☐ E Felts for Fel Defendant

☐ F Labeled Counsel (Appointed)
☐ G Appointed Counsel
☐ H Felts for Fel Defendant
☐ I Felts for Fel Defendant
☐ J Administrative

☐ K Felts for Fel Defendant
☐ L Felts for Fel Defendant
☐ M Felts for Fel Defendant
☐ N Felts for Fel Defendant
☐ O Felts for Fel Defendant

13 COURT ORDER  

☐ A Accused
☐ B Federal Defendant
☐ C Co-Defendant
☐ D Federal Defendant
☐ E Felts for Fel Defendant

☐ F Labeled Counsel (Appointed)
☐ G Appointed Counsel
☐ H Felts for Fel Defendant
☐ I Felts for Fel Defendant
☐ J Administrative

☐ K Felts for Fel Defendant
☐ L Felts for Fel Defendant
☐ M Felts for Fel Defendant
☐ N Felts for Fel Defendant
☐ O Felts for Fel Defendant

14 LAW FIRM NAME AND MAILING ADDRESS  
Andrew Anders TSN: XX-XXXXXXX  
310 Main Street  
San Antonio TX 78210 US  
Phone: 210-813-3429

15 COURT ORDER  

☐ A Accused
☐ B Federal Defendant
☐ C Co-Defendant
☐ D Federal Defendant
☐ E Felts for Fel Defendant

☐ F Labeled Counsel (Appointed)
☐ G Appointed Counsel
☐ H Felts for Fel Defendant
☐ I Felts for Fel Defendant
☐ J Administrative

☐ K Felts for Fel Defendant
☐ L Felts for Fel Defendant
☐ M Felts for Fel Defendant
☐ N Felts for Fel Defendant
☐ O Felts for Fel Defendant

CLAIMS FOR SERVICES AND EXPENSES

FOR COURT USE ONLY

CATEGORIES	BUDGET CLAIMED	TOTAL ADJUSTED CLAIMED	ADJUSTED BUDGET	ADJUSTED AMOUNT	REMARKS
11	1. Arrangement and or Post	1.0	\$15.00		
	2. Bail and Detention Hearings	1.0	\$15.00		
	3. Motion Hearings	1.0	\$25.00		
	4. Trial	4.0	\$600.00		
	5. Sentencing Hearings	1.0	\$45.00		
	6. Revocation Hearings	0.0	\$0.00		
	7. Appellate Court	0.0	\$0.00		
	8. Other	7.0	\$1,100.00		
	<b>Total</b>	20.0	\$1,180.00		
12	1. Interviews and Conferences	8.0	\$1,284.00		
	2. Obtaining and Reviewing Records	7.0	\$1,104.00		
	3. Legal Research and Brief Writing	8.0	\$1,284.00		
	4. Travel Time	8.0	\$948.00		
	5. Investigation and Other Work	1.0	\$204.00		
	<b>Total</b>	32.0	\$4,784.00		
13	Travel Expenses (including parking, meals, mileage, etc.)		\$24.50		
14	Other Expenses (other than expert, investigation, etc.)		\$4.00		
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>			\$7,974.50		

15 CLAIMS WORKS OF AGREEMENT FOR THE PERIOD OF SERVICE  
FROM 10-01-2024 TO 10-01-2024

16 APPROVED/REASONABLE DATE OF OTHER TRAIL CASE RESOLUTION  
CASE COMPLETION

17 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

18 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

19 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

20 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

21 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

22 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

23 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

24 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

25 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

26 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

27 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

28 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

29 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

30 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

31 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

32 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

33 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

34 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

35 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

36 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

37 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

38 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

39 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

40 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

41 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

42 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

43 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

44 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

45 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

46 CLAIMS STATUS  
☒ Paid Received
☐ Invoice Received
☐ Incomplete Payment
☐ Outstanding Payment

47 CLAIMS STATUS  
☒

### Step 2

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

A screenshot of a web form titled "Public/Attorney Notes". At the top, a red banner reads "Attention: The notes you enter will be available to the next approval level." Below this is a text area for "Notes". A checkbox labeled "I swear and affirm the truth or correctness of the above statements" is checked. To its right is a timestamp "Date: 4/12/2014 16:32:35". A large green "Submit" button is on the right. At the bottom are navigation buttons: "First", "Previous", "Next", "Last", "Save", and "Delete Draft".

### Step 3

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

A screenshot of a "Success" confirmation screen. It states: "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." Below this is the voucher number "0101.0000150". At the bottom are two links: "Back to Home Page" and "Appointment Page".

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

A screenshot of a table titled "My Submitted Documents". The table has columns for Case, Defendant, Type, and Status. It contains three rows of data.

Case	Defendant	Type	Status
014-CR-00001-AA- Start: 06/12/2014 End: 06/12/2014	Jacobiah Branson (F) (C) Claimed Amount: 99.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
014-CR-00001-AA- Start: 06/03/2014 End: 06/03/2014	Jacobiah Branson (F) (C) Claimed Amount: 776.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 04/09/2014 Payment
014-CR-00001-AA- Start: 04/02/2014 End: 01/01/1900	Jacobiah Branson (F) (C) Claimed Amount: 1,000.00	AUTH Cherrell, 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.

A screenshot of a table titled "My Documents". It shows a single row with a gold background, indicating a rejected voucher. The row contains the case number "014-CR-00001-AA-".

Case
014-CR-00001-AA- Start: 06/12/2014 End: 06/12/2014

## CJA-20 Quick Review Panel

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



CJA-20

Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)


.....

Voucher #:

Start Date:

End Date:

 Services: \$9,400.00

 Expenses: \$215.42



Representation Fee Limit:

\$11,500.00

Fee Amount Remaining After Approved and Pending:



\$2,100.00

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


**Services: \$9,400.00**


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


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


**Expenses: \$215.42**


<b>Travel</b>	
Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
<b>Totals</b>	<b>\$90.42</b>

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

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



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

⌚ Services: \$9,400.00


💰 Expenses: \$215.42

Representation Fee Limit:

\$11,500.00

Fee Amount Remaining After Approved and Pending:

\$2,100.00



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

⌚ Services: \$12,600.00

💰 Expenses: \$215.42

Representation Fee Limit:

\$11,500.00

Fee Amount Remaining After Approved and Pending:

(\$1,100.00)



## Reports and Case Management

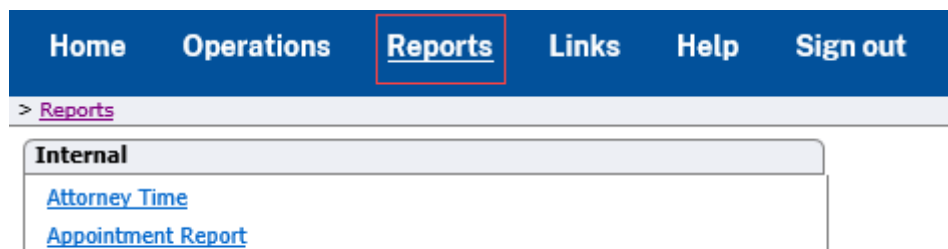
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



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



## Defendant Detailed Budget Report

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

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

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

Counsel Budget Defendant: Jebediah Branson											
Type of Representation:		Criminal Case									
Budget Amount Requested:		\$0.00									
Budget Amount Approved:		\$3,500.00									
Time Period For Voucher	Voucher Number	Pending			Total	Approved			Amount Remaining		
		Fees	Expenses			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	0101.00000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$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	
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	
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson											
Time Period For Voucher	Voucher Number	Pending			Total	Approved			Amount Remaining		
		Fees	Expenses			Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: S161.00000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			
Specialty: Chemist, Toxicologist											

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

## Defendant Summary Budget Report

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

Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA											
Counsel Budget Defendant: Jebediah Branson											
Type of Representation:		Criminal Case									
Budget Amount Requested:		\$0.00									
Budget Amount Approved:		\$5,500.00									
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel)		Active									
		Total Pending			\$0.00	Total Approved:			\$6,350.00	\$3,850.00	\$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: 0181.0000002 Specialty: Criminal, Testologist		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	\$6,550.00

## Creating a CJA-21 Voucher

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

Step 1

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



Step 2

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

Associated Authorizations Available

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

Basic Info

1. CASE DET. BY CODE 0101	1. PERSON REPRESENTED Deborah Strawn	3. APPEAL DET. BY NUMBER	4. VOUCHER NUMBER
1. MAG. DET. BY NUMBER	2. DET. BY NUMBER 2014-CR-08805-1-AA	5. OTHER DET. BY NUMBER	
1. IN CASE MATTER OFFICE NAME USA v. Strawn	2. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felon)	3. TYPE PERSON REPRESENTED Adult Defendant	4. REPRESENTATION TYPE Criminal Case
3. OFFENSE CHARGES 15.1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE CLAIM \$11,500.00	PREMIUM JUDGE Albert Albertson	MAJESTY JUDGE	DESIGNEE 1  DESIGNEE 2

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917  
Order Date: 12/14/2021  
Authorized Amount: \$1,000.00  
Grand Total Amount: \$2,200.00

Service Type: Chemist/Toxicologist  
Estimated Amount: \$1,000.00  
Notes:

ID Number: 920  
Order Date: 12/14/2021  
Authorized Amount: \$10,000.00  
Grand Total Amount: \$10,000.00

Service Type: Psychologist  
Estimated Amount: \$10,000.00  
Notes:

ID Number: 955  
Order Date: 11/25/2022  
Authorized Amount: \$900.00  
Grand Total Amount: \$1,300.00

Service Type: Chemist/Toxicologist  
Estimated Amount: \$900.00  
Notes:

No Authorization Required

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

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

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

Please Select the Associated Authorization	
<b>ID Number: 4</b> 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 Asfley
<b>ID Number: 186</b> Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

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

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

### Associated Authorizations Unavailable

If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.

Basic Info			
I. CH. DUTY DUTY CODE 0101	I. PERSON REPRESENTED Catherine Brown		VOUCHER NUMBER
I. MAG. DUTY DUTY NUMBER C-14-347-07020-2-BB	I. DUTY DUTY DUTY NUMBER	I. APPEAL DUTY DUTY NUMBER	I. OTHER DUTY DUTY NUMBER
II. CASE MATTER OR Case Name USA v. Roberts et al	I. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felon)	I. TYPE PERSON REPRESENTED Adult Defendant	III. REPRESENTATION TYPE Criminal Case
II. OFFENSE(S) CHARGED C.R.P. 18-13-1400 F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PROSECUTING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE I  DESIGNEE II

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

**Please Select the Associated Authorization**

No Authorization Requests Found

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

### Step 3

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

**New Voucher Information**

**Service Type** Chemist/Toxicologist \*

**Description** Toxicology report.

### Step 4

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

**Service Provider**

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

**Expert** Jennings, Julie

**Expert Info**  
Details

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

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

**Create Voucher**

#### Notes:

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



### Step 5

If the expert does not have an eVoucher account and profile, you must contact an eVoucher administrator to add a new provider.

**New Voucher Information**

Service Type: Chemist/Toxicologist

Description:

**Service Provider**  
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

Expert: ▼

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

Create Voucher

« First < Previous Next > Last » Delete Draft

### Step 6

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

**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 7

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.
- When you select the expert from the **Expert** drop-down list, 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 again after it appears in the My Active Documents section.

## Step 8

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

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

### Services

Date: 4/17/2020 Description:

Service Type:

Doc.# (ECF):  Pages:

Hours:  at \$152.00 per hour.

Add Remove

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate

Go to page:  View items per page: 10 25 50 100

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



### Step 9

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

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

### Expenses

Date: 4/17/2020 Expense Type: Description: Miles: at \$0.575 per mile. Amount: Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate Go to page: View items per page: 10 25 50 100

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

### Step 10

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

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

### Claim Status

Start Date: End Date:

Payment Claims

☐ Final Payment

☐ Interim Payment (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

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

\* Required Fields

« First < Previous **Next >** Last » 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 11**

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then enter 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 displays the 'Supporting Documents' interface. At the top, a progress bar includes tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents' (selected), and 'Confirmation'. The main section is titled 'Supporting Documents'. It features a 'File Upload (Only PDF files of 10MB size or less)' area with a 'File' input field containing 'C:\Users\JalmeL\ngoria\...' and a 'Browse...' button. Below this is a 'Description' input field with the text 'Document'. An 'Upload' button is located to the right of the description field. Underneath, a table lists the uploaded document with columns for 'Description', 'Delete', and 'View'. The 'Description' column contains 'Document', while 'Delete' and 'View' are links. At the bottom of the form, a navigation bar includes buttons for '< First', '< Previous', 'Next >' (highlighted), 'Last >', 'Save' (highlighted), 'Delete Draft', and 'Audit Assist'.

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

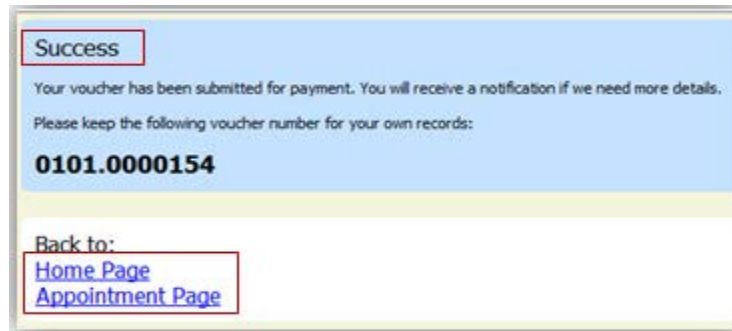
## Step 12

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

[illegible]

**Step 13**

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



## Submitting an Authorization Request for Expert Services

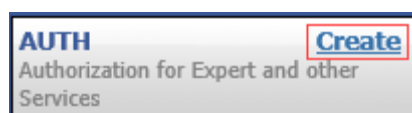
**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

**Step 1**

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

**Step 2**

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



**Step 3**

Click **Create New Authorization**.

**Authorization Type Selection**

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

**Create New Authorization**

Use this button to create a new authorization.

**Request Additional Funds**

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

**Step 4**

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

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

Click **Save**.

Basic Info Documents Confirmation

### Basic Info

1. CASE INFO 1.1 CASE NUMBER 1.2 CASE MATTER (Name/Case) 1.3 CASE MATTER (Description)	2. PERSON REPRESENTED 2.1 PERSON REPRESENTED 2.2 PERSON REPRESENTED (Name/Case) 2.3 PERSON REPRESENTED (Description)	3. APPEAL INFO 3.1 APPEAL NUMBER 3.2 APPEAL MATTER (Name/Case) 3.3 APPEAL MATTER (Description)	4. OTHER INFO 4.1 OTHER NUMBER 4.2 OTHER MATTER (Name/Case) 4.3 OTHER MATTER (Description)
---	---	---	---

14. ATTORNEY'S NAME AND MAILING ADDRESS  
15. COURT ORDER  
16. LAW FIRM NAME AND MAILING ADDRESS

Master Authorization Information

Order Date: [Date]  
 Request Date: [Date]  
 Requested Amount: \$ 8,000.00  
 Authorized Amount: \$ [Amount]  
 Basis of Estimate: [Text]  
 Description: [Text]  
 Service Type: [Dropdown]  
 Notes: [Text]

[First] [Previous] [Next] [Last] [Save] [Delete Draft] [Print/Export]

### Step 5

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

The screenshot shows the 'Supporting Documents' section of the CJA eVoucher system. The 'Documents' tab is selected. A file upload box is present with a file name 'C:\Users\JaimeLongo\...' and a description 'Document'. An 'Upload' button is located to the right of the description field. Below the upload box is a table with one row containing 'Document' and 'Delete' and 'View' buttons. At the bottom, a progress bar shows 'Next >' as the active step, along with 'Save', 'Delete Draft', and 'Audit Assist' buttons.

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

### Step 6

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

The screenshot shows the 'Confirmation' section of the CJA eVoucher system. The 'Confirmation' tab is selected. The section contains a large text area for 'Public/Attorney Notes' and a 'Submit' button. Below the text area is a checkbox labeled 'I swear and affirm the truth or correctness of the above statements'. The progress bar at the bottom shows 'Next >' as the active step.

**Step 7**

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

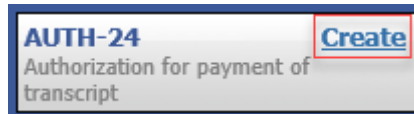


## Creating an Authorization for Transcripts (AUTH-24)

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

### Step 1

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



### Step 2

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

Basic Info Documents Confirmation

### Basic Info

1. CDR DISTRICT CODE 0000	2. PERSON REPRESENTED Sebediah Branson	3. VOUCHER NUMBER
3. MAG DISTRICT NUMBER	4. DISTRICT DEFENSE NUMBER 014-CR-08905-1-AA	5. APPEALS DISTRICT DEFENSE NUMBER
6. IN CASE MATTER OF (Case Name) USA v. Branson	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant
9. OFFENSES/CHARGES 03.1825 F INSPECTION VIOLATION PENALTIES	10. REPRESENTATION TYPE Criminal Case	
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-3623 Cell phone: 210-555-1234 Email: <a href="mailto:andrew.anders@sanantonio.tx.us">andrew.anders@sanantonio.tx.us</a>		
12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P 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 A. Bertram Date of Order: 1/3/2014    Date Pro Test Date: _____ Reprimand: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS		

Proceeding in Which Transcript is to be Used: \_\_\_\_\_

Proceeding To Be Transcribed: \_\_\_\_\_

Apportioned Cost (%): \_\_\_\_\_

Apportioned Case and Defendant: \_\_\_\_\_

Special Transcript Handling: None

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



Step 3

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

Basic Info

Documents

Confirmation

Supporting Documents

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

File

Browse...

Description

Upload

Description

Proposed Order.pdf

Delete

View

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

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

### Step 4

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

The screenshot shows the 'Confirmation' tab of the CJA eVoucher system. The form includes sections for Case Information, Attorney Information, and a 'Public/Attorney Notes' field. A 'Submit' button is located at the bottom right. The form also contains a section for 'I swear and affirm the truth or correctness of the above statements' with a date stamp.

### Step 5

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

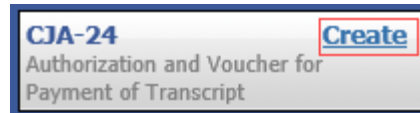
The screenshot shows a 'Success' confirmation screen. It displays a message: "This document has been submitted. Please keep the following document number for your own records: 0101.0000626". Below this, there are links for "Back to: Home Page" and "Appointment Page".

## Creating a CJA-24 Voucher

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

## Step 1

On the Appointment page, from the CJA-24 voucher template, click the **Create** link. The Basic Info page appears.



## Step 2

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

### Associated Authorizations Available

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

**Basic Info**

1. ILM NOTIFICATION (0/1)	1. PERSON REPRESENTATIVE Lastname, Firstname	1. PERSON NUMBER	
2. CASE NOTIFICATION (0/1)	2. ILM NOTIFICATION 1-4-4 (0/1)	3. SPECIAL NOTIFICATION	4. OTHER NOTIFICATION
3. ILM NOTIFICATION Case ID# + Source	4. PERSON CATEGORY Police (including patrol division of alleged victim)	5. ILM NOTIFICATION AA# Delivered	6. NOTIFICATION FROM Control Case

**1. ILM NOTIFICATION  
1-4-4 ILM NOTIFICATION PENALTIES**

1. ILM NOTIFICATION 1-4-4 ILM NOTIFICATION	2. ILM NOTIFICATION Subject Address	3. ILM NOTIFICATION Subject Address	4. ILM NOTIFICATION Subject Address
---	--	--	--

**Authorization Selection**

Select the Associated Authorization, or click no authorization required.

**Please Select the Associated Authorization**

**ID Number: 117**  
(Order Date: 01/23/2022)

Service Type: Court Reporter / Transcrip  
Special Handling: 0

Processing Transcribed: processing

☐ Prosecution Opening ☐ Prosecution Argument ☐ Prosecution Rebuttal

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

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

**ID Number: 736**  
(Order Date: 01/23/2022)

Service Type: Court Reporter / Transcrip  
Special Handling: 0

Processing Transcribed: not

☐ Prosecution Opening ☐ Prosecution Argument ☐ Prosecution Rebuttal

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

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

**No Existing Authorization is eVoucher**

If you do not have an existing authorization or  
authorization, you may proceed to create one.

**Note:** The **No Existing Authorization in eVoucher** link is located below the authorization choices.

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

**Please Select the Associated Authorization**

**ID Number: 513** Service Type: Court Reporter / Transcript  
Order Date: 01/23/2020 Special Handling: 0  
Proceeding Transcribed: proceeding

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

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

**ID Number: 736** Service Type: Court Reporter / Transcript  
Order Date: 02/24/2021 Special Handling: 0  
Proceeding Transcribed: xyz

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

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

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link.

**[No Existing Authorization in eVoucher](#)**

If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

### Associated Authorizations Unavailable

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

**Basic Info**

<b>1. CASE NO. CODE</b> 0101	<b>1. PERSON REPRESENTED</b> Robert Horvath	<b>1. VOUCHER NUMBER</b>
<b>1. MAC NO. DEF. NUMBER</b>	<b>1. DEF. NO. DEF. NUMBER</b> 1-12-CP-00612-98-AA	<b>1. OTHER NO. DEF. NUMBER</b>
<b>1. BY CASE MATTER OF/Case Name</b> Horvath vs USA	<b>1. FUGITIVE CATEGORY</b> Fugitive (including pre-trial diversion or alleged felon)	<b>1. TYPE PERSON REPRESENTED</b> Adult Defendant
<b>1. OFFENSES/CHARGES</b> 1-1 F. ANTITRUST VIOLATIONS	<b>1. JUDICIAL JUDGE</b> Albert A. Betton	<b>1. REPRESENTATION TYPE</b> Criminal Case
<b>EXCESS FEE LIMIT</b> \$11,300.00	<b>1. JUDICIAL JUDGE</b>	<b>DESIGNEE 1</b>
		<b>DESIGNEE 2</b>

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

**Please Select the Associated Authorization**

No Authorization Requests Found

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

### Step 3

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

**New Voucher Information**

Description

**Court Reporter/Transcriber Status**

☒ Official ☐ Contract ☐ Transcriber ☐ Other

**Service Provider**

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

**Expert**

**Expert Info**

Details

**LeVar Expert**

AO-CH50  
Washington DC 20544 US  
Phone: 202-502-2965

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

**Create Voucher**

### Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.
- Click the **Attorney** or **Expert** radio button to indicate whether you or the expert (in this case, the court reporter) will complete the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert completes the required expense information and submits the form. The attorney then approves and submits to the court.

### Step 4

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

**Services**

Date: 4/20/2020  
 Service Type:   
 Include Page Numbers:   
 No. of Pages:   
 Rate Per Page:   
 Less Amount Appointed:   
 Less Amount Adjusted:   
 Add Delete Item

To group by a particular number, drag the column to the grid.

Service Type	Date	Description	No. of Pages	Rate Per Page	Appointed	Adjusted	Total	Audit Notes	Amt
Original	04/20/2020	Transcription	15	10.00			150.00		

Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

First Previous Next Last Save Delete Draft Audit Assist

### Step 5

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

**Expenses**

Date: 4/20/2020  
 Expense Type:   
 Description:   
 Miles:   
 Amount:   
 Add Remove

To group by a particular number, drag the column to the grid.

Expense Type	Date	Description	Mile	Rate	Amt	Audit Notes	Audit Miles	Audit Amt
Travel Miles	04/20/20	Travel to court	20	6.575	13.15			

Page 1 of 1 (1 items) Go to page: View items per page: 10 25 50 100

First Previous Next Last Save Delete Draft Audit Assist

**Step 6**

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

Basic Info Services Expenses **Documents** Confirmation

### Supporting Documents

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

File: C:\Users\james\mpg\pic1 Browse

Description: Document

Upload

Description	Delete	View
Document	Delete	View

First Previous Next Last Save Delete Draft Print Asset

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

## Step 7

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

Basic Info Services Expenses Documents **Confirmation**

### Confirmation

1. CASE NUMBER 0101		2. PERSON REPRESENTED Shedrick Thomas		3. VOUCHER NUMBER	
4. CASE MATTER OFFICE NAME CJA v. Thomas		5. FEE REQUEST CATEGORY Felony (including pre-trial diversion of alleged felonies)		6. TYPE PERSON REPRESENTED Adult Defendant	
7. OFFENSE CHARGES 15-1821.F INSPECTION VIOLATION PENALTIES		8. REQUEST AND AUTHORIZATION FOR TRANSCRIPT		9. REPRESENTATION TYPE Criminal Case	

10. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED  
Transcript

11. SPECIAL AUTHORIZATIONS

A. Apportioned Cost % of transcript with

B. ☐ 14 Day ☐ Expedited ☐ 3-Day ☐ Daily ☐ Hourly ☐ Fee/Rate Unlimited

C. ☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal  
☐ Defense Opening Statement ☐ Defense Argument ☐ Voir Dire ☐ 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.

12. AFFIRMATION

As the attorney for the person represented who is named 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

13. COURT REPORTER TRANSCRIBER STATUS

☐ Official ☐ Contract ☐ Transcriber ☐ Other

14. FEE/TYPE NAME AND ADDRESS

LeVier Expert, Inc.  
A/O-CLERK  
Washington DC 20544 US  
Phone: 202-502-2945

15. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF FEE/TYPE  
TIN: XX-XXXXXXX

IS	TRANSCRIPT	INCL. PAGE NUMBER	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPLICABLE	TOTAL
	Original	see detail		see detail	\$1.00	see detail	\$1.00
	Copy	see detail		see detail	\$1.00	see detail	\$1.00
	Expedited Service						\$0.00
TOTAL AMOUNT CHARGED							\$2.00

16. CLAIMANT CERTIFICATION OF SERVICE PROVIDED

I hereby certify that the above stated is the service rendered and is correct, and that I have not sought or received payment or anything of value from any other source for these services.

Signature of Claimant Payor Date

17. ATTORNEY CERTIFICATION

18. 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

19. APPROVED FOR PAYMENT

Signature of Judge or Clerk of Court Date

20. AMOUNT APPROVED \$0.00

Public/Attorney Notes

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

Date: 4/20/2020 22:12:05

**Submit**

First Previous **Next** Last Save Delete Draft Audit Audit



**Step 8**

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.



## Creating a Budget Auth

The Budget AUTH document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit's case budgeting attorney and/or the court's CJA administrator.

## Step 1

On the Appointment Info page, click the link for the case from which you want to create the budget auth.

Appointments List	
Search: <input type="text"/>	
Appointments	Defendant
<a href="#">Case: 1:17-CR-01111-AA</a> Defendant #: 1 Case Title: USA vs Hall Attorney: David Attorney <a href="#">Representation IDs: 108</a> Appointment ID: 88	<b>Defendant: Jennifer Hall</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/31/17 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:15-CR-01555-LBJ</a> Defendant #: 35002 Case Title: USA VS Bob Smith Attorney: David Attorney <a href="#">Representation IDs: 120</a> Appointment ID: 116	<b>Defendant: Bob Smith</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/09/18 Pres. Judge: LeVar Judge Adm./Mag Judge:

Page 1 of 1 (2 items)

## Step 2

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

[illegible]

### Step 3

On the **Basic Info** tab of the budget auth, the **Budget Phase/Stage** (e.g., Pretrial/Trial/Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields are required. Optionally, in the **Notes** field, you can add notes to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab).

**Note:** If no attorney fees are being requested in this request, you **MUST** enter **\$0** to submit the budget auth.

[illegible]

### Step 4

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you are requesting, if any. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. The provider request appears in the grid below. Continue to add service providers.

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

### Request For Service Providers

Service Provider Type: Interpreter/Translator

**Previous Authorizations for this Provider Type:**

ID Number	Order Date	Authorized Amount	Grand Total Amount
186	03/01/2017	\$100.00	\$100.00

Previously Authorized Service: \$100.00

**Additional Amount Requested:** 1000.00

Additional Amount Authorized: \$0.00

Description:

Notes:

Court Notes:

**Add** Remove

### Step 5

If there is no prior auth for the provider type being requested, you only need to enter an amount requested in the **Additional Amount Requested** field.

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

### Request For Service Providers

Service Provider Type: Documents Examiner

**Previous Authorizations for this Provider Type:**

No Previous Authorizations Found

Previously Authorized Service: \$0.00

**Additional Amount Requested:** 1000.00

Additional Amount Authorized: \$0.00

Description:

Notes:

Court Notes:

**Add** Remove

Step 6

On the **Documents** tab, upload any relevant documents, and then click the **Confirmation** tab.

Basic Info

Authorization Request

Documents

Confirmation

Supporting Documents

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

File

Choose File

No file chosen

Description

Upload

Description

Delete

View

No Attachments

## Step 7

On the **Confirmation** tab, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, include any additional information to the court.

Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit**.

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

### Confirmation

1. CASE NUMBER 0001	1. PERSON REPRESENTED Isabel Rodriguez	1. CASE NUMBER 1:14-CR-00005-D-JA	1. CASE NUMBER 1:14-CR-00005-D-JA
1. IN CASEMASTER SYSTEM NAME CJA: Rodriguez	1. COURT CATEGORY Felony (including pre-trial diversion of alleged felony)	1. TYPE PERSON REPRESENTED Adult Defendant	1. REPRESENTATION TYPE Criminal Case

12. OFFENSE CHARGES  
13. INSPECTION VIOLATION PENALTIES

14. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-555-1234  
Cell phone: 210-555-1234  
Email: [jus\\_cms@usdoj.uscourts.gov](mailto:jus_cms@usdoj.uscourts.gov)

15. COURT ORDER  
☐ a. Accused  
☐ b. Co-Defendant  
☒ c. Appointed Counsel  
☐ d. Pre-trial  
☐ e. Summary Counsel  
☐ f. Federal Defender  
☐ g. Public Defender  
☐ h. Public Defender  
☐ i. Public Defender  
☐ j. Public Defender  
☐ k. Public Defender  
☐ l. Public Defender  
☐ m. Public Defender  
☐ n. Public Defender  
☐ o. Public Defender  
☐ p. Public Defender  
☐ q. Public Defender  
☐ r. Public Defender  
☐ s. Public Defender  
☐ t. Public Defender  
☐ u. Public Defender  
☐ v. Public Defender  
☐ w. Public Defender  
☐ x. Public Defender  
☐ y. Public Defender  
☐ z. Public Defender  
☐ aa. Public Defender  
☐ ab. Public Defender  
☐ ac. Public Defender  
☐ ad. Public Defender  
☐ ae. Public Defender  
☐ af. Public Defender  
☐ ag. Public Defender  
☐ ah. Public Defender  
☐ ai. Public Defender  
☐ aj. Public Defender  
☐ ak. Public Defender  
☐ al. Public Defender  
☐ am. Public Defender  
☐ an. Public Defender  
☐ ao. Public Defender  
☐ ap. Public Defender  
☐ aq. Public Defender  
☐ ar. Public Defender  
☐ as. Public Defender  
☐ at. Public Defender  
☐ au. Public Defender  
☐ av. Public Defender  
☐ aw. Public Defender  
☐ ax. Public Defender  
☐ ay. Public Defender  
☐ az. Public Defender  
☐ ba. Public Defender  
☐ bb. Public Defender  
☐ bc. Public Defender  
☐ bd. Public Defender  
☐ be. Public Defender  
☐ bf. Public Defender  
☐ bg. Public Defender  
☐ bh. Public Defender  
☐ bi. Public Defender  
☐ bj. Public Defender  
☐ bk. Public Defender  
☐ bl. Public Defender  
☐ bm. Public Defender  
☐ bn. Public Defender  
☐ bo. Public Defender  
☐ bp. Public Defender  
☐ bq. Public Defender  
☐ br. Public Defender  
☐ bs. Public Defender  
☐ bt. Public Defender  
☐ bu. Public Defender  
☐ bv. Public Defender  
☐ bw. Public Defender  
☐ bx. Public Defender  
☐ by. Public Defender  
☐ bz. Public Defender  
☐ ca. Public Defender  
☐ cb. Public Defender  
☐ cc. Public Defender  
☐ cd. Public Defender  
☐ ce. Public Defender  
☐ cf. Public Defender  
☐ cg. Public Defender  
☐ ch. Public Defender  
☐ ci. Public Defender  
☐ cj. Public Defender  
☐ ck. Public Defender  
☐ cl. Public Defender  
☐ cm. Public Defender  
☐ cn. Public Defender  
☐ co. Public Defender  
☐ cp. Public Defender  
☐ cq. Public Defender  
☐ cr. Public Defender  
☐ cs. Public Defender  
☐ ct. Public Defender  
☐ cu. Public Defender  
☐ cv. Public Defender  
☐ cw. Public Defender  
☐ cx. Public Defender  
☐ cy. Public Defender  
☐ cz. Public Defender  
☐ da. Public Defender  
☐ db. Public Defender  
☐ dc. Public Defender  
☐ dd. Public Defender  
☐ de. Public Defender  
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16. LAW FIRM NAME AND MAILING ADDRESS

Attorney Funding Information

Requested Additional Attorney Fees	Representative's Last Known Submission	\$11,500.00
Subsequent Additional Attorney Fees	Subsequent Additional Attorney Fees	\$11,500.00
Grand Total Additional Attorney Fees	Grand Total Additional Attorney Fees	\$11,500.00

Request For Service Providers

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Chartered/Retainer	\$11,500.00	\$5,000.00		
Discretionary Retainer	\$0.00	\$20,000.00		
<b>Total</b>	<b>\$11,500.00</b>	<b>\$25,000.00</b>		

Order Date: \_\_\_\_\_ New Pre-Trial Date: \_\_\_\_\_ Budget Phase/Type: \_\_\_\_\_

Signature of Attorney: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Requested Amount: \$11,500.00

Signature of Presiding Judge: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Budget Phase/Type: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

Signature of Court Judge, Court of Appeals Judge: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Budget Phase/Type: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

Public/Attorney Notes

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

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

Date: \_\_\_\_\_

**Submit**

< First < Previous Next > Last > Save Delete Draft

**Step 8**

A confirmation screen appears, indicating the previous action was successful and the budget auth has been submitted to the court. Click the **Home Page** link to return to the home page, or click the **Appointment Page** link to create an additional document for this appointment.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0101.0001122**

Back to:

[Home Page](#)

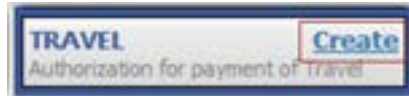
[Appointment Page](#)

## Creating a Travel Voucher

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

**Step 1**

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



**Step 2**

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

[illegible]

### 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®

**Requester Name:**

Name and Title of Person Traveling: Andrew Anders

Address of Person Traveling: 123 Main  
San Antonio, TX 78229

Travel From Location: San Antonio, TX

Travel To Location: Los Angeles, CA

Estimated Dates of Travel: 5/29-6/28

**Travel Requested:**

Airfare Tickets via CJA Government Travel Agency: 200.00

Ground Transportation: 25.00

Subsistence (Meals & Lodging): 100.00

Other:

**Estimated Cost:**

425.00

**Instructions for requesting amounts for the travel items:**

Complete the estimated dollar amount for each applicable line.

The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Complete information for your traveler per item.

**Total Estimated Cost:** 425.00

**Total Authorized:**

**Purpose and Justification:** Travel to talk to witnesses

**Caution Notes:**

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

**Approved by a certifying officer. Sign the bottom of this area.**

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Caution Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/29-6/28	Travel to talk to witnesses	425.00		

Page 1 of 1 (3 items)

#### 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	<input type="button" value="Delete"/>	<input type="button" value="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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Services Expenses Documents **Confirmation**

### Confirmation

1. CJA DET BY CODE 0101	1. PERSON REPRESENTED Federal Prison	1. APPEAL DET BY NUMBER	1. VOUCHER NUMBER
2. CJA DET BY NUMBER	2. CJA DET BY NUMBER 14-CR-00105-1-AA	2. OTHER DET BY NUMBER	
3. IS CASE MATTER OF CASE NAME USA v. Brinson	3. PAYMENT CATEGORY Prison (including pre-trial diversion of alleged felon)	4. TYPE PERSON REPRESENTED Adult Defendant	4. REPRESENTATION TYPE Criminal Case

11. OFFENSE CHARGED  
11-1823 F INSPECTION VIOLATION PENALTIES

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED  
Transcript

13. PROCEEDING TO BE TRANSCRIBED (Source govt/fed): NOTE: The trial transcripts are not to include prosecution opening Transcription

14. SPECIAL AUTHORIZATIONS

A. Apportioned Cost % of transcript with

B. ☐ 14 Day ☐ Expedited ☐ 3-Day ☐ Daily ☐ Hourly ☐ Realtime Unlimited

C. ☐ Prosecution Opening Statement ☐ Prosecution Argument ☐ Prosecution Rebuttal  
☐ Defense Opening Statement ☐ Defense Argument ☐ Voir Dire ☐ 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. AFFIRMATION STATEMENT  
As the attorney for the person represented who is named 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.

Signature of Attorney: Andrew Anders /s/ Date: 1/21/2018 14:48:16

Printed Name: Andrew Anders

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.

Signature of Presiding Judge or By Order of the Court: 01/21/2018

Date of Order: None Pro Time Date

17. CLAIMS FOR SERVICES

17.1 COURT REPORTER TRANSCRIBER STATUS  
☐ Official ☐ Contract ☐ Transcriber ☐ Other

17.2 FIFTEEN HOUR AND ADDRESS  
Le'Ve Expert, Inc.  
AO-CMSO  
Washington DC 20544 US  
Phone: 202-502-2965

18. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF FIFTEEN  
TEN: XX-XXXXXXX

19. TRANSCRIPT	20. DISCOUNT PERCENT	21. NO. OF PAGES	22. RATE PER PAGE	23. SUB TOTAL	24. LATE AMOUNT APPLICABLE	25. TOTAL
Original	see item 20	1	see item 22	\$1.00	see item 24	\$1.00
Copy	see item 20	1	see item 22	\$1.00	see item 24	\$1.00
Signature Review						
TOTAL AMOUNT CLAIMED						\$2.00

26. 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 Person: Date:

27. ATTORNEY CERTIFICATION  
I hereby certify that the services were rendered and that the transcript was received.

Signature of Attorney or Clerk: Date:

28. APPROVED FOR PAYMENT - COURT USE ONLY

Signature of Judge or Clerk of Court: Date: Approved Amount:

Public/Attorney Notes

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

☒ I swear and affirm the truth or correctness of the above statements  
Date: 4/26/2020 22:12:16

**Submit**

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

### Step 6

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.

A screenshot of a 'Success' message on the NHS.uk website. The word 'Success' is in a red box. The text says: 'Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records: 0101.0000162'. At the bottom, there are links for 'Home Page' and 'Appointment Page' in blue text, with 'Back to:' in red text above them. The 'Appointment Page' link is in a red box.

## Creating a CJA-26 Voucher

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-26.

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

## Step 2

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

[illegible]

### Step 3

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

Basic Info **Justification** Documents Confirmation

## Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher).

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) 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.

Basic Info

Justification

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\ Browse...

Description

Document x

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

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

## Step 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**.

Basic Info   Justification   Documents   **Confirmation**

### Confirmation

SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT

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 GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT, VOLUME IV, GUIDE TO JUDICIARY POLICIES AND PROCEDURES, 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) OF THOSE GUIDELINES, 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: Andrew Aulien

CASE NAME: USA v. Benson

DOCKET NUMBER: 13-CE-0000-00   DEFENDANT NUMBER: 1   VOUCHER NUMBER:

1. PERIOD OF APPOINTMENT (DATES): 8/1/2014

TOTAL NUMBER OF IN-COURT HOURS: 0  
 PRETRIAL HEARINGS: 0   TRIAL: 0   SENTENCING HEARINGS: 0   ALL OTHER IN-COURT: 0  
 TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2. OFFENSES CHARGED: 15.121 F. INSPECTION VIOLATION PENALTIES

NUMBER OF COUNTS CHARGED: 0   NUMBER OF CO-DEFENDANTS: 0

OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:  
 IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:  
 WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? ☐ YES ☐ NO

3. DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED.

4. LIST AND DESCRIBE MOTIONS, LEGAL MEMORANDA, JURY INSTRUCTIONS, AND SENTENCING DOCUMENTS, OR LEGAL RESEARCH NOT RESULTING IN SUCH, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND WHICH WERE DRAFTED ORIGINALLY FOR THIS CASE (DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY).

5. SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED.

6. EXPLAIN, IF NOTEWORTHY, IMPACT ON THE NUMBER OF HOURS CLAIMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CJA 26 VOUCHER).

7. CHECK WHETHER ANY OF THE FOLLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND EXPLAIN EACH: COMMUNICATION WITH CLIENT FAMILY, LANGUAGE DIFFERENCE, ACCESSIBILITY OF CLIENT, OTHER.

8. EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 26 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) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL, EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR DUTY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.

Signature of Attorney Andrew Aulien	Date Signed:	Expected Amount
Signature of Presiding Judge	Date Signed:	Judge Code Approved Amount
Signature of Court Judge, Court of Appeals (or Delegate)	Date Signed:	Judge Code Approved Amount

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

Public/Attorney Notes

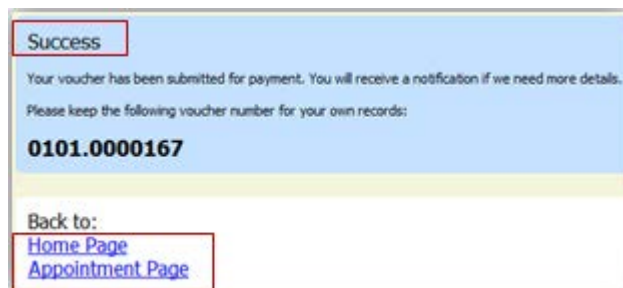
☒ I swear and affirm the truth or correctness of the above statements.  
 Date: 4/28/2020 22:27:34



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

**Step 6**

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.





## Appendix A: Correcting Errors in Your .csv File

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

### Step 1

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



### Step 2

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

Errors Only ☒ Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing.	2/2021	0.3		15a. Arrangement and/or Plan		
Row 9	Hours is missing.	3/1/2021		Test	16b. Legal research and brief writing		
Row 10	Doc# (DOC) must be numeric value only. Pages must be numeric value only.	3/1/2021	0.8	Test	15c. Motion Hearings		--
Row 11	Date is missing.		1	Test	16d. Travel time		
Row 12	Description has invalid character(s).	2/4/2021	1.1	Test<>	15a. Interview and Conferences		

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

### Step 3

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



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



## Appendix B: Creating the Excel File for Import

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



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

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

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-set layer re: visit with Client and need for preliminary hearing	16c. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	13a. 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	8	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	16c. Investigative and other work		
8	9/8/2021	0.7	Reviewed 1:20-mj-46, 1:20-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 ICI 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	18a. Interviews and Conferences		
12	9/14/2021	1.1	Begin to review discovery from initial disclosure; No exports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

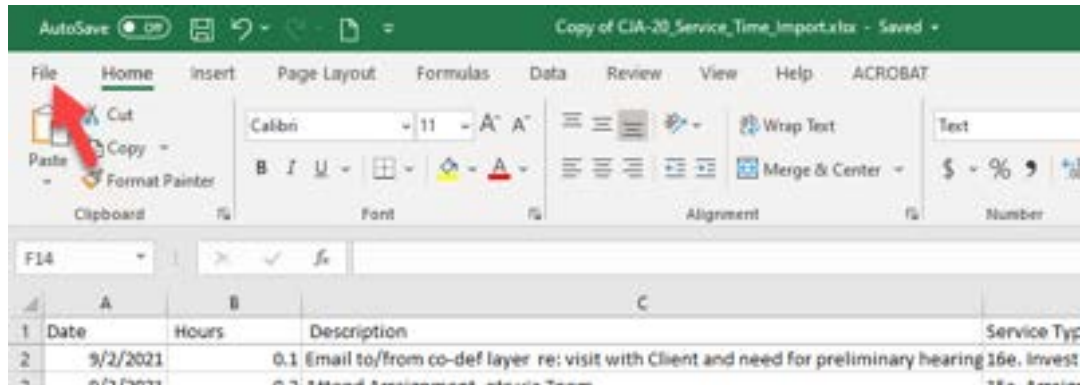
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

## Appendix C: Converting the Excel File to .csv Format

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

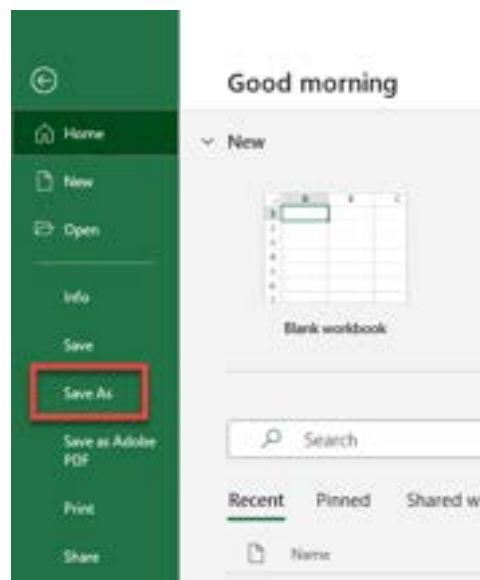
### Step 1

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

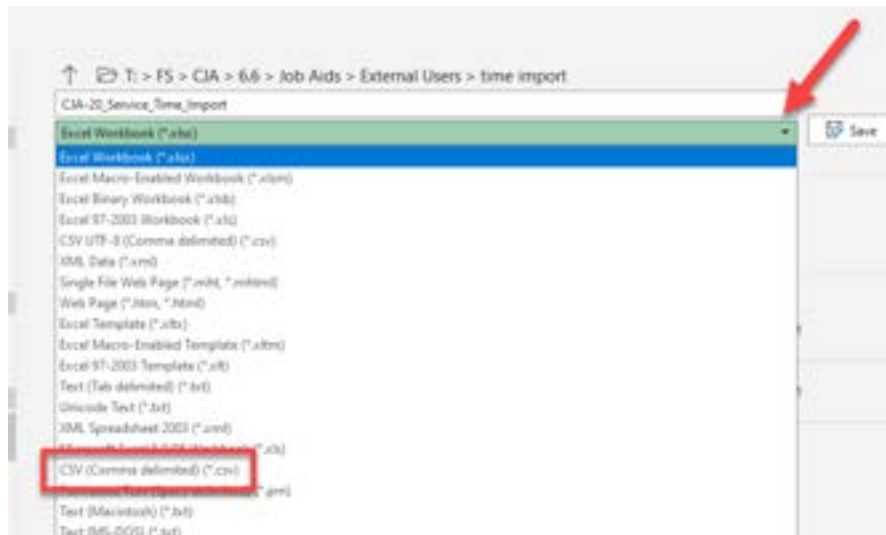


### Step 2

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



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



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

