



United States District Court
For the District of Vermont

CJA eVoucher

Attorney User Manual

Release 4.3.1

February 2017



Contents

Introduction	1
Panel Management.....	1
Voucher Request Submission.....	1
Browser Compatibility	1
Court Appointment	1
Accessing the CJA eVoucher Program.....	2
Home Page	3
Navigating in the CJA eVoucher Program	4
Customizing the Home Page	5
My Profile.....	7
Changing My Profile Username and/or Password	8
Attorney Info.....	9
Billing Info	10
Holding Period.....	12
Continuing Legal Education	13
Appointments' List.....	15
View Representation.....	16
CJA 20 Voucher Process Overview	17
Creating the CJA 20 Voucher	17
Entering Services.....	19
Entering Expenses	21
Claim Status	24
Documents	25
Print Voucher for Review	26
Signing and Submitting to Court	27
CJA-20 Quick Review Panel	30
Reports and Case Management.....	31
Defendant Detailed Budget Report	32
Defendant Summary Report.....	33
Creating a CJA-21 Voucher.....	34
Submitting an Authorization Request for Expert Services.....	40
Reminder:.....	40
Creating an Authorizations for Transcripts (AUTH-24)	44
Processing a CJA-24 Voucher	46
Creating a CJA-26 Voucher.....	48

Introduction

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

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

Attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Panel Management

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

Voucher Request Submission

- Requests by attorneys for interim payment
- Upload supporting documents to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

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

Court Appointment

When an appointment is made, an email will automatically be generated by the program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Your court will provide information on how to access eVoucher. It is suggested that you bookmark it for easier access. Log in using your **Username** and **Password** you were provided, and click **Log In**.



CJA eVoucher

Electronic Voucher Management System

USER LOGIN Vermont District Court Prod Release 4.3.1.3

Existing user? Please log in.

Username:

Password:

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords every 180 days.

If you forget your username or password, click the **Forgot your Login?** hyperlink. Enter your **Username** or **Email** address, and click **Recover Logon** to retrieve your information.

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

Username: and/or

Email:

Home Page

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

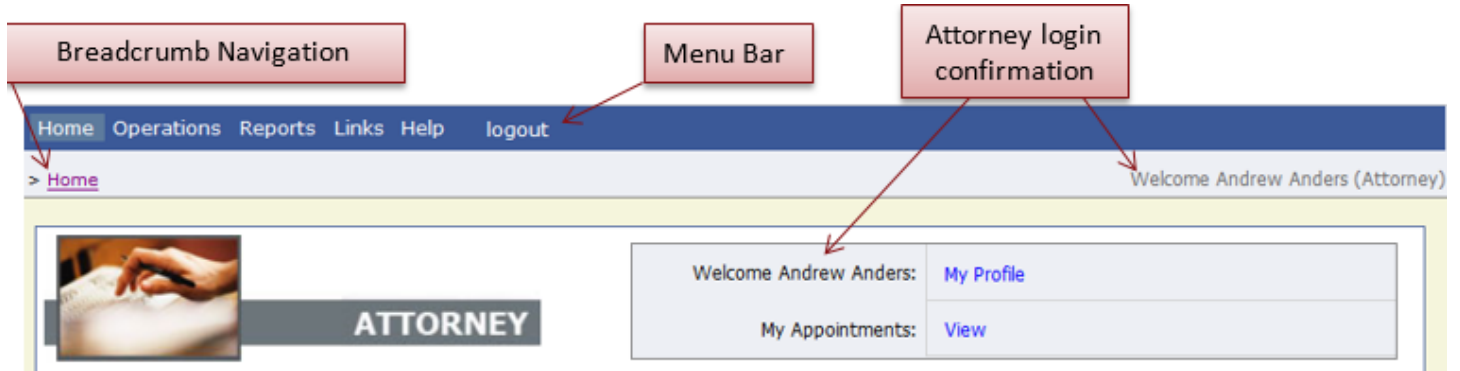
Security prohibits you from viewing information for any other attorney. Likewise, no one else will have access to your information.

The screenshot shows the attorney's home page with the following sections:

- My Active Documents:** Lists documents with columns for Case, Amount, and Status. Example: Case 2:13-cv-00001-AS, Amount \$100,000.00, Status: Voucher Entry.
- My Proposed Assignments:** Lists proposed assignments with columns for Case, Order Type, Order Date, and Attorney. Example: Case 2:13-cv-00001-AS, Order Type: Criminal Case, Order Date: 02/13/14, Attorney: Albert Albertson.
- Appointments' List:** Lists appointments with columns for Case, Defendant #, Case Title, and Attorney. Example: Case 2:13-cv-00001-AS, Defendant # 1, Case Title: USA v. Brandon, Attorney: Andrew Anders.
- My Submitted Documents:** Lists submitted documents with columns for Case, Amount, and Status. Example: Case 2:13-cv-00001-AS, Amount \$100,000.00, Status: Voucher Entry.
- My Service Provider's Documents:** Shows a message: "No records have been recorded on the database." No data.
- Closed Documents:** Shows a message: "No records have been recorded on the database." No data.

Folder Descriptions	
My Active Documents	Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	Quick reference to all your appointments
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment. Note: District of Vermont does not use this feature, so this box will be empty.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting interim payments will also appear in this folder.
My Service Provider's Documents	Contains all the vouchers for your service providers. Service experts are not assigned a login and do not have the ability to fill in the voucher claim part. The attorney is always responsible for filling in the voucher claim part. This will include: <ul style="list-style-type: none"> • Vouchers in progress for the experts • Vouchers submitted to the attorney for approval and submission to the court • Vouchers signed off by the attorney and submitted to the court for payment
Closed Documents	Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. Closed documents are displayed until they are archived and/or for 60-90 days after the appointment is terminated. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



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

Customizing the Home Page

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

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

Moving Folders

Step
1

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

A **crosshair** icon  will appear.


Step
2

Drag the folder to the new location and release the mouse.

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

Resizing of Column

Step
1

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

Step
2

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

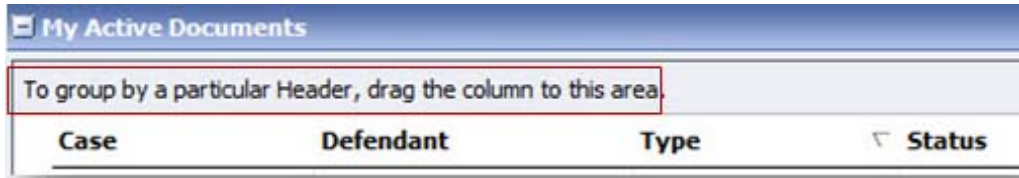
Note: The folder size does not increase; therefore, some columns may move off the screen.

Customizing the Home Page (continued)

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

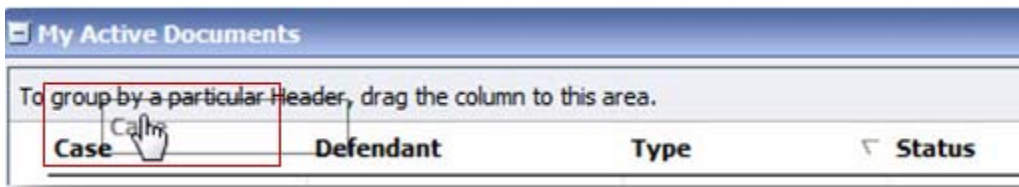
Step
1

Click the header for the column you wish to group.



Step
2

Hold the cursor and drag the header to the **Group by: Header** bar.



Step
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.

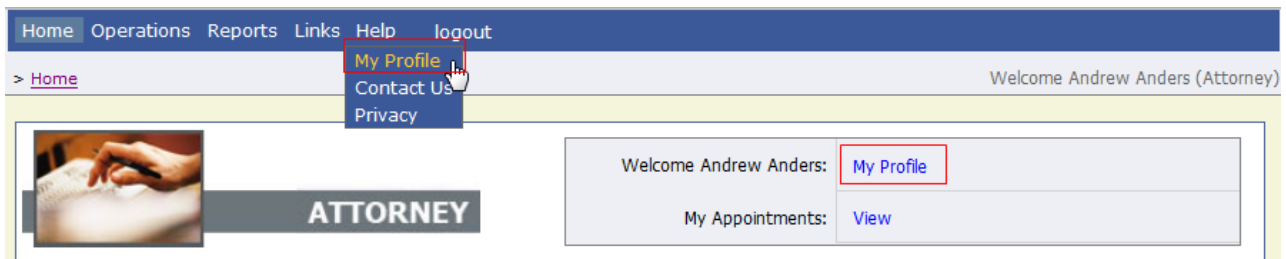


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section).
- Edit contact information, phone, e-mail, physical address (Attorney Info section).
- Update social security number (SSN) or employee identification numbers (EIN) and any firm affiliation (**Billing Info** section). Any changes in SSN after the first login, must be done through the court.
- Add a time period in which you will be out of office (Holding Period). The District of Vermont does not use this feature at this time.
- Document any CLE attendance (Continuing Legal Education section).

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



This screenshot shows the My Profile page for Andrew Anders. The page is divided into several sections, each with an 'Edit' or 'View' button. The sections are:

- Login Info:** Your Login information. Username: **Anders**. Edit button.
- Attorney Info:** Your personal info. Bar Number: [blank]. Your Name: **Andrew Anders**. Your Contact Info: Phone: 210-833-5623, Fax: [blank]. Your Address: 110 Main Street, San Antonio, TX 78210, US. Edit button.
- Billing Info:** List all available billing info records. Your default billing info is: **Andrew Anders**, Billing Code: 0101-000001, 110 Main Street, San Antonio, TX 78210 - US, Phone: 210-833-5623, Fax: [blank]. Buttons: Select, Add, Edit.
- Holding Period:** There is **1** period of time during which case cannot be taken. View button.
- Continuing Legal Education:** No info has been stored. Please click VIEW to type your info. View button.

Changing My Profile Username and/or Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName Anders Edit

Step
2

To change your Username, type the new Username and click [change](#). It will show "The Username has been changed."

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Step
3

To reset your password, click [reset](#).

Step
4

Type the new password and retype it in the **Confirm** field.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password ***** * Strength:Strong

Confirm *

Reset cancel

Step
5

Click **Reset** to save.

Step
6

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

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Attorney Info

Step 1

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

Attorney Info
Your personal info

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

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

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

[Edit](#)

Step 2

Make any necessary changes.

Attorney Info
Your personal info

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

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

Bar Number

Tax Identification Number:
SSN:
Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

[Save](#) [cancel](#)

Step 3

Click **Save**.

Note:

- Each attorney (except Associates) must enter his or her social security number into the user profile or they will not be paid.
- The **Country** field will automatically populate **UNITED STATES** unless otherwise indicated.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

Step 1

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

Billing Info
List all available billing info records

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

Select
Add
Edit

Step 2

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

Note:

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

Step 3

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

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Save
cancel

Step 4

If applicable, add **Billing Info** for a firm or an associate by clicking the corresponding radio button.

Billing Info
List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Tax Identification Number:

EIN/TIN:

Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Save

cancel

Billing Info
List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

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

Save

cancel

Note:

- Attorneys with a pre-existing agreement must enter the firm’s EIN and name (required).
- Associates do not need to enter a social security number, but they will need to enter the billing code of the attorney to be paid.

Holding Period

Holding periods can be used for medical leave, vacation, etc. In districts using eVoucher to solicit appointments, new assignments *would not be asked during this time*. Note: District of Vermont does not use this feature at this time.

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

The screenshot shows a light blue box on the left labeled "Holding Period". To its right, the text reads: "No info has been stored. Please click VIEW to type your info." A red box highlights a "View" button in the top right corner.

Step 2 Click **Add**.

The screenshot shows the "Holding Period" section with a table. Above the table are buttons for "Back", "Edit", "Add", and "Delete". The "Add" button is highlighted with a red box. The table has columns for "Starting", "Ending", and "Notes". A search bar is on the right. The table contains one row with "No Holding Period" and "No data" at the bottom right.

Step 3 Enter the **Starting Date** and **Ending Date**, along with any applicable **Notes**.

The screenshot shows the "Holding Period" section with a form. The "Save" button is highlighted with a red box. The form has fields for "Starting Date" (07/11/2014) and "Ending Date" (08/01/2014), both with calendar icons. Below these is a "Notes" text area containing "Vacation Cruise.".

Step 4 Click **Save**.

Continuing Legal Education

Step
1

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

The screenshot shows a section titled "Continuing Legal Education" with the text "No info has been stored. Please click VIEW to type your info." A red box highlights the "View" button in the top right corner.

Step
2

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

The screenshot shows the "Continuing Legal Education" section with a table. The table has columns for "Files", "Credit", "Date", "Hours", and "Subject". The text "No Continuing Legal Education" and "No data" is displayed below the table. A red box highlights the "Add" button in the top navigation bar.

Step
3

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

The screenshot shows the "Continuing Legal Education" section with a form. The form has fields for "Date" (05/01/2014), "Hours" (0), and "Description". A red box highlights the "Credit" drop-down menu, which is currently set to "Sentencing-rel". A "Save" button is also highlighted in a red box. Below the form, there is a note: "Document: After you save the information about this Continuing Education, you will be able to upload related documents."

Step
4

Enter the **Date**, the number of **Hours**, and a **Description**.

Step
5

Click **Save**.

Note: After information is saved, you'll be able to upload related PDF documents.

Continuing Legal Education (cont'd)

Step
6

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

Back Save

Credit: Sentencing-rel

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Step
7

Click **Save**.

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

Continuing Legal Education

Back Edit Add Delete

Search:

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

1 Page 1 of 1 (1 items)

Appointments' List

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

Step 1

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

Appointments' List

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

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

[View Representation](#)

Create New Voucher

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

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

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

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

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

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

Reports

[Appointment Report](#)

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

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

[Attorney Time Report](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

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

Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display:

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

Step
2

From the **Appointment** page, click **View Representation**.

Appointment

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

[View Representation](#)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [logout](#)

Representation

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

Reports

[Representation Report](#)

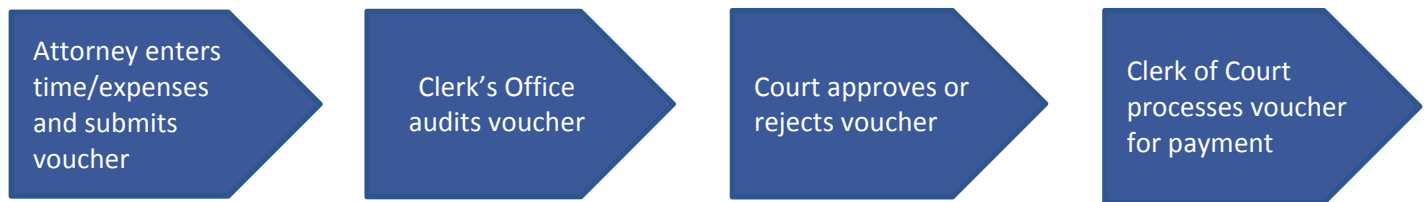
Representation Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER	
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES				
EXCESS FEE LIMIT \$9,900.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE	
App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aotx.uscourts.gov

Step
3

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

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

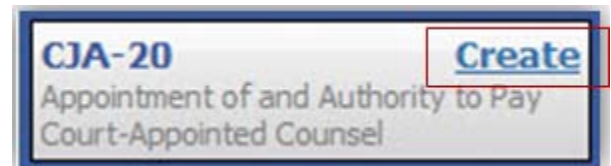
The court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page, click **Create** from the CJA-20 Voucher template.



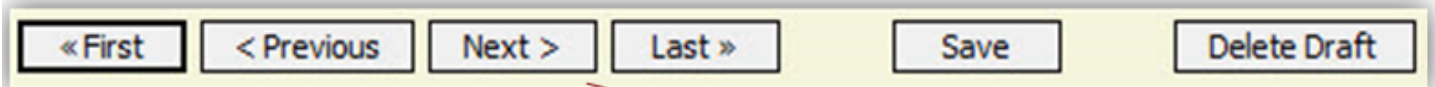
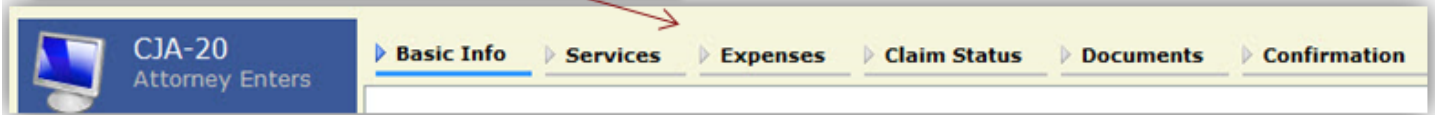
The voucher opens to the **Basic Info** page which displays the information in the paper voucher format.

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

Creating the CJA 20 Voucher (cont'd)

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Notes:

- The user should save any entries made to a voucher **often to avoid data loss**.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**. (be sure you wish to delete the voucher, as once it is deleted, it is gone forever)
- The user may navigate using the tab headings or progress bar.

Entering Services

Line-item time entries should be entered on the **Services** tab.
Both In-Court and Out-of-Court time should be recorded on this screen.

Step
2

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

Note:

There is **NO AUTOSAVE** function in this program. You must click **Save** periodically to save your work.

The screenshot shows the 'Services' tab in the CJA-20 Attorney Enters application. The sidebar on the left contains the user's name, 'Def.: Jebediah Branson', and links to 'CM/ECF', 'Voucher #', 'Start Date: 6/11/2014', 'End Date: 6/11/2014', and budget reports. The main content area is titled 'Services' and has a navigation bar with tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. The 'Services' form includes fields for Date (6/11/2014), Service Type, Doc. # (ECF), Pages, Hours, and Rate (\$126.00 per hour). 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, and Delete Draft.

Step
3

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

This close-up screenshot shows the 'Date' field in the 'Services' tab. The date '6/11/2014' is entered in the text box, and a calendar icon is visible to its right. A calendar pop-up is displayed, showing the month of June 2014. The calendar grid has columns for days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and rows for dates. The date '11' is highlighted in yellow, indicating it is the selected date.

Services (cont'd)

Step 4 From the **Service Type** drop-down menu, select the service type.

Note:

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

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

Step 6 Enter a description.

Step 7 Click **ADD**.

Note:

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

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

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

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

Step 9 Click **Save**.

Entering Expenses

Step
1

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

Expenses

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

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

Step
2

From the **Expense Type** drop-down menu, select the applicable expense.

Expenses

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

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

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

« First < Previous Next > Last »

Entering Expenses (cont'd)

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

Step 4 Enter a description in the **Description** field.

Expenses

Date: 6/12/2014 *

Expense Type: **Travel Miles** *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last »

Step 5 Click **Add**.

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

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: * at \$0.5600 per mile.

Amount:

Description: *

* Required Fields

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

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

1 Page 1 of 1 (1 items)

« First < Previous Next > Last »

Entering Expenses (cont'd)

Notes:

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

Expenses

Date: 6/12/2014 Description:

Expense Type:

Miles: at \$0.5600 per mile.

Amount:

* Required Fields

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

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

1 Page 1 of 1 (2 items)

Step
6


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

Step
7

Click **Save**.

Claim Status

Once you begin entering data on the Service and/or Expenses tab, you may receive what looks like an error message:

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

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

Step
1

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

Step
2

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

Step
3

Indicate payment type.

Note:

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment throughout the appointment. If using this type of payment, indicate the number of interim payment. i.e. start with 1, next is 2, etc.
- After the **Final Payment** has been submitted, **Supplemental Payment** may be requested due to a missed or forgotten receipt.

Step
4

Answer all the questions regarding previous payments in this case.

Step
5

Click **Save**.

Documents

Attorneys (as well as the court) may attach documents.

Attach any documentation that supports the voucher, i.e., travel or other expense receipts, orders from the court.

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

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Note:

All documents must be submitted in PDF format and must be 10 MB or less. If your CJA-20 exceeds the statutory case maximum, you must attach a CJA-26.

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

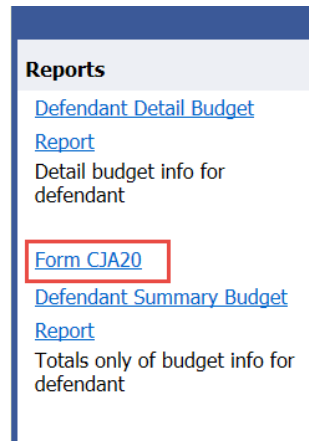
Step 4 Click **Save**.

Print Voucher for Review

Staff in an attorney's office may be entering the information into CJA eVoucher and would like to print the voucher for the attorney's review before submitting.

Step
1

Click on **Form CJA20** link in the lower right-hand corner. (or the link to the voucher type you are working with)



Step
2

A new tab in your browser opens up and a message appears at the bottom. Click on **Open** to open the document in Adobe.



Step
3

The document will open in Adobe. You can now **print** and/or **save** the document. The first page is the summary of what has been entered, followed by the voucher detail.

Voucher Services Detail								
Date	Type	Description	Pages	Rate	Hours	Adjusted Hours	Amount	Adjusted Amount
3/3/2014	ServicesOtherHours	Initial Appearance		\$126.00	0.60		\$75.60	\$0.00
3/3/2014	ServicesInterviewHours	Interview with defendant and Probation		\$126.00	1.00		\$126.00	\$0.00


Signing and Submitting to Court

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

Step
1

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

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

Confirmation					
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		3. MAG. DKT/DEF NUMBER		VOUCHER NUMBER
4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-A-A	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER			
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES					
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (9) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements					
Date:					
					
<input type="button" value="« First"/> <input type="button" value="< Previous"/> <input type="button" value="Next >"/> <input type="button" value="Last »"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>					

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note: You may include any information to the Court in the Public/Attorney Notes section. Also, if a submitted voucher has been rejected by the court upon audit review, there will be notes as to why in this box.

Step 5 Click **Submit** to send to the court.

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

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

Signing and Submitting to Court (cont'd)

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

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

1 Page 1 of 1 (3 items)

Notes:

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

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

- An email message generated by the system will be sent explaining what corrections need to be made. The message will also display in the Public/Attorney Notes section on the confirmation tab of the voucher.

CJA-20 Quick Review Panel

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

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

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00

Expenses: \$26.20

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

Services: \$63.00

In Court Services

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

Out of Court Services

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

Expenses: \$26.20

Travel

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

Expenses

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

Reports and Case Management

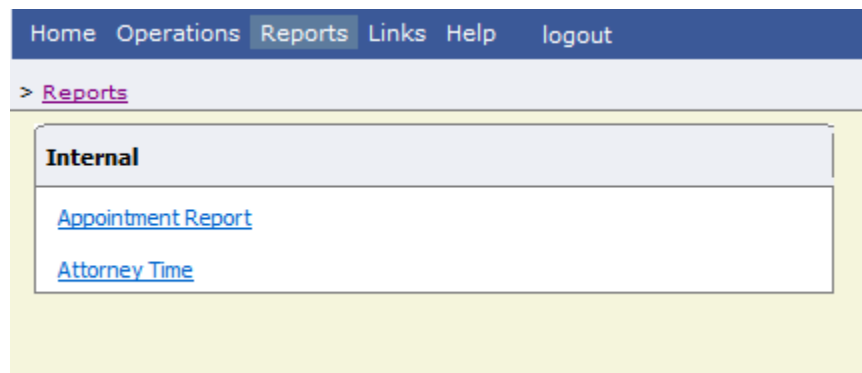
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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



Other accessible reports can be found on the menu bar.



Defendant Detailed Budget Report

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

The report will provide the information in two sections: Attorney appointment and authorized expert service.

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

Counsel Budget Defendant: Jebediah Branson

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

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

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Defendant Summary Report

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

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

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
 Budget Amount Requested: \$0.00
 Budget Amount Approved: \$3,900.00

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

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

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

Grand Totals for the Representation Defendant: Jebediah Branson

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

Creating a CJA-21 Voucher

Step
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.

CJA-21
Authorization and Voucher for Expert
and other Services **Create**

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

Note:

There is **NO AUTOSAVE** function in this program. You must click **Save** periodically to save your work.

Basic Info

1. CTR. DST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Wilson et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the **"No Authorization Required"** button if under the statutory limit.

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

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

Navigation: < First < Previous Next > Last > Delete Draft

Reports

- [Defendant Summary Budget Report](#)
Totals only of budget info for defendant
- [Defendant Detail Budget Report](#)
Detail budget info for defendant
- [Form CJA21](#)

When submitting a CJA-21 voucher, you'll have two options from which to choose under **Authorization Selection**.

Step
2

If this is not a death penalty case, click **No Authorization Required**. You must submit a motion in CMECF to obtain authorization from the court, in accordance with CJA Guidelines regarding Limitations per §310.20, before submitting a CJA-21 voucher.

If this is a death penalty case, click **Use Previous Authorization**.

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

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

Creating a CJA-21 Voucher (cont'd)

If you click **Use Previous Authorization** a list of **Existing Requests for Authorization** will appear.

Step
3

Select the authorization you wish to use. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step
4

The service type will roll over from the authorization selected. If no authorization is being used, use the **Service Type** drop-down list to select the service type.

Step
5

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

From the **Expert** drop-down list, select the expert.

Step
6

The **Voucher Assignment** field will remain locked indicating the attorney will be responsible for filling the voucher claim part as experts are not authorized to use eVoucher in the District of Vermont.

The screenshot displays the 'Existing Requests for Authorization' section with a highlighted entry for ID Number 155. Below it is the 'New Voucher Information' section, which includes a 'Service Type' dropdown menu set to 'Weapons Firearms Explosive Expert', a 'Description' text area, a 'Voucher Assignment' section with radio buttons for 'Attorney' (selected) and 'Expert', and a 'Service Provider' section with an 'Expert' dropdown menu set to 'Gabriel, Gina'. An 'Expert Info' box shows details for Gina Gabriel, including her address and phone number. A 'Create Voucher' button is located at the bottom of the form.

Existing Requests for Authorization	
ID Number: 155 Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms

New Voucher Information

Service Type

Description

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

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

Expert

Expert Info
Details

Gina Gabriel
110 Main Street
San Antonio TX 78210 USA
Phone: 210-593-3340

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

Note:

In the District of Vermont, service experts are not assigned logins and do not have the ability to fill in the voucher claim part. The attorney is always responsible for filling in the voucher claim part.

Creating a CJA-21 Voucher (cont'd)

Step
7

Click **Create Voucher**.

Notes:

- If all information is not entered you cannot advance to the next screen.
- Since experts are not authorized to enter data in eVoucher, the attorney will file the voucher on behalf of the expert. The voucher will appear in the “My Active Documents” section showing *Voucher Entry* status. Once approved on behalf of the expert, the attorney will perform the second level of approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher again. The voucher will then move to the “My Submitted Documents” section, if successful.

Click **Create Voucher**.

If you wish to submit a person as an expert, follow steps 3 through 5 on page 35.

Step
6

From the **Expert** drop-down list, select the empty (null) value. **Voucher Assignment** should be on the **Attorney** option.

Step
7

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

Step
8

Click on the **Create Voucher** button.

Note:

- The person you submitted will go through an approval process. A W-9 for the expert must be provided to Lisa Wright in the Clerk’s Office. Once that person has been approved, an email will be sent to you.
- You’ll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Existing Requests for Authorization

ID Number: 155	Service Type: Weapons Firearms
Order Date: 05/27/2014	Explosive Expert
Authorized Amount: 0	Estimated Amount: 1000
	Requested Provider: Robert Arms

New Voucher Information

Service Type Weapons Firearms Explosive Expert ▾

Description ▴ ▾

Voucher Assignment Attorney Expert

This indicates who will be responsible for filling the voucher claim part

Service Provider

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

Expert ▾

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone *	Fax	
<input type="text"/>	<input type="text"/>	
Address 1 *	City *	
<input type="text"/>	<input type="text"/>	
Address 2	State *	Zip *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 3	Country	
<input type="text"/>	<input type="text"/>	

Create Voucher

Creating a CJA-21 Voucher (cont'd)

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Step 1 Click the **Services** tab or click **Next** on the progress bar.

Step 2 Enter the **Date, Hours, Rate,** and **Description.**

Step 3 Click **Add.**

The item will appear at the bottom of the **Services** section.

Step 4 Click **Save.**

The screenshot shows the 'Services' section of the CJA-21 Voucher. The 'Services' tab is active. The form includes fields for Date (6/19/2014), Hours, Rate, and Description. An 'Add' button is highlighted. Below the form is a table with columns Date, Description, Hrs, Rate, and Amt. A 'Save' button is highlighted at the bottom.

Date	Description	Hrs	Rate	Amt

Step 1 Click the **Expenses** tab or click **Next** on the progress bar.

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

Step 3 Click **Add.**

The item will appear at the bottom of the **Expense Type** section.

Step 4 Click **Save.**

The screenshot shows the 'Expenses' section of the CJA-21 Voucher. The 'Expenses' tab is active. The form includes fields for Date (6/19/2014), Expense Type, Miles, and Description. An 'Add' button is highlighted. Below the form is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. A 'Save' button is highlighted at the bottom.

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

Creating a CJA-21 Voucher (cont'd)

Step
1

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

Step
2

Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step
3

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

Step
4

Click **Save**.

Note:

- Final Payment is requested after all services have been completed.
- Interim Payment allows for payment in segments. If using this type of payment indicate the number of this request payment.
- After Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step
1

Click the **Documents** tab or click **Next**. If this is for amounts over the pre-authorized limit (see CJA Guidelines regarding Limitations per §310.20), attach the court's order

Step
2

Click **Browse** to select a PDF file to attach. Fill in a description of the attachment. i.e. ferry receipt

Step
3

Click **Upload**.

Note:

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

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

Step
4

Click **Save**.

Creating a CJA-21 Voucher (cont'd)

A confirmation page will appear.

Step 1 Verify all information is correct.

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

Step 3 Click **Submit**.

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

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

The voucher will appear in the **My Active Documents** section.

Step 5 Select the file.

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

Navigate to the **Confirmation** tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by selecting the certification check box. This will automatically time stamp the voucher.

Step 8 Click **Approve**.

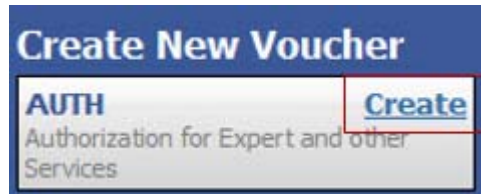
Submitting an Authorization Request for Expert Services

Step 1 Open the **Appointment** record.

Reminder:

Authorizations are only necessary in death penalty cases.

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



The **Basic Info** screen will open.

Note:

There is **NO AUTOSAVE** function in this program. You must click **Save** periodically to save your work.

Basic Info		
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER
6. OTHER DKT/DEF NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES		
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS		

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Requested Provider	<input type="text"/>

« First < Previous Next > Last » Save Delete Draft

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

Step
3

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

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

The screenshot shows a web form with a light blue background. The form contains several fields and buttons. The fields are: Order Date (text input), Nunc Pro Tunc Date (text input), Repayment (checkbox), Estimated Amount (text input with a dollar sign and a red asterisk, containing '8000.00'), Authorized Amount (text input with a dollar sign), Basis of Estimate (text input containing '100 hours at \$80/hour'), Description (text area with up and down arrows), Service Type (drop-down menu with 'Investigator' selected and a red asterisk), and Requested Provider (text input containing 'John Doe'). At the bottom of the form, there are six buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Next >' and 'Save' buttons are highlighted with red boxes.

Step
4

Click **Save**.

Step
5

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

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

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

Note:

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

Step 2 In the **Description** field, add a description of the attachment.
i.e. ferry receipt

Step 3 Click **Upload**.

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

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

Step 4 Click **Save**.

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

Step 5 Click **Next**.

The **Confirmation** screen will open.

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

Note:

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

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

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

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

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

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

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

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

Step 3 Click **Upload**.

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

Step 4 Click **Save**.

A confirmation page will appear.

Note:

If this is not to be transcribed by one of the 2 official court reporters, enter the transcriber's name in **Public/Attorney Notes**.

Step 5 Verify all information is correct.

Step 6 Select the affirmation check box.

Step 7 Click **Submit**.

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

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

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page. If this is to be transcribed by an official court reporter, a CJA-24 is created and the court reporter will complete their billing information. Once they have submitted the voucher, it will appear on the attorney's desktop for approval. For non-official court reporters and transcribers, a CJA-24 will be created shortly after an email indicating your AUTH-24 has been approved and will show in your pending documents folder. Entry for this is similar to that of a CJA-21 where the attorney will complete the voucher and approve it once as the transcriber and again as the attorney. Once approved, it will appear in the Submitted to Court folder.

Processing a CJA-24 Voucher

Note:

If **Expert** has been selected under the **Voucher Assignment**, the official court reporter will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court.

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

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

Note:

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

Step 3 Click **Add**.

The screenshot shows the 'Services' section of the CJA eVoucher form. The 'Services' tab is selected. The form includes fields for Date (7/1/2014), Service Type, No. of Pages, and Rate Per Page. A table below the form displays the following data:

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioner	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

The 'Add' button is highlighted with a red box.

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

Step 4 Click **Save**.

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

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

Step 3 Click **Add**.

The screenshot shows the 'Expenses' section of the CJA eVoucher form. The 'Expenses' tab is selected. The form includes fields for Date (7/1/2014), Expense Type, Miles, and Amount. A table below the form displays the following data:

Expense Type	Date	Description	Mile	Rate	Amt

The 'Add' button is highlighted with a red box.

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

Step 4 Click **Save**.

Creating a CJA-24 Voucher (cont'd)

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

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

Note:

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

Step 3 Click **Upload**.

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

Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

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

Step 3 Click **Submit**.

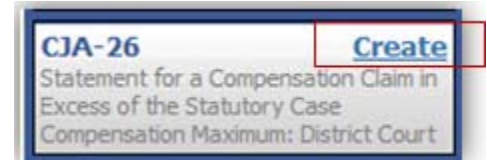
A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.

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

Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits. This is a required document to be attached to a CJA-20 that requests compensation beyond the statutory limits.

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



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

Note:

There is **NO AUTOSAVE** function in this program. You must click **Save** periodically to save your work.

CJA-26 Attorney Enters
Def.: Jebedah Branson
[Link to CM/ECF](#)

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

Reports
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA26](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebedah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> T Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/3/2014 Next Pro Term Date Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested = Amount Approved

Pre Trial Hours Trial Hours Sentencing Hours Other In-Court Hours Out-Of-Court Hours

Number of Courts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

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

Step 3 Click **Save**.

Creating a CJA-26 Voucher (cont'd)

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

Step 2 Fill out justification text fields.

Step 3 Click **Save**.

The screenshot shows the 'Justification' tab of a CJA-26 Voucher form. The form is divided into several sections, each with a numbered instruction and a corresponding text input field:

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

At the bottom of the form, there are navigation buttons: = First, < Previous, Next >, Last =, **Save** (highlighted with a red box), and Delete Draft.

Creating a CJA-26 Voucher (cont'd)

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

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

Step 3 Click **Upload**.

Note:

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

The document will appear at the bottom of the **Supporting Documents** section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 5 Verify all information is correct.

Step 6 **Do NOT submit.** The CJA26 should not be submitted electronically to the court. The Second Circuit Court of Appeals discontinued this form being submitted separately. However, the form can be created in eVoucher for the purpose of attaching to the CJA 20. Once completed, select **Form CJA26** in the Reports box (lower left corner). Saving the document will allow it to be uploaded to the CJA 20.

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

The CJA-26 will now appear in the **My Active Documents** section. It is recommended to leave it here until the CJA20 has been approved.