U.S. District Court - District of Arizona

Electronic Case Filing

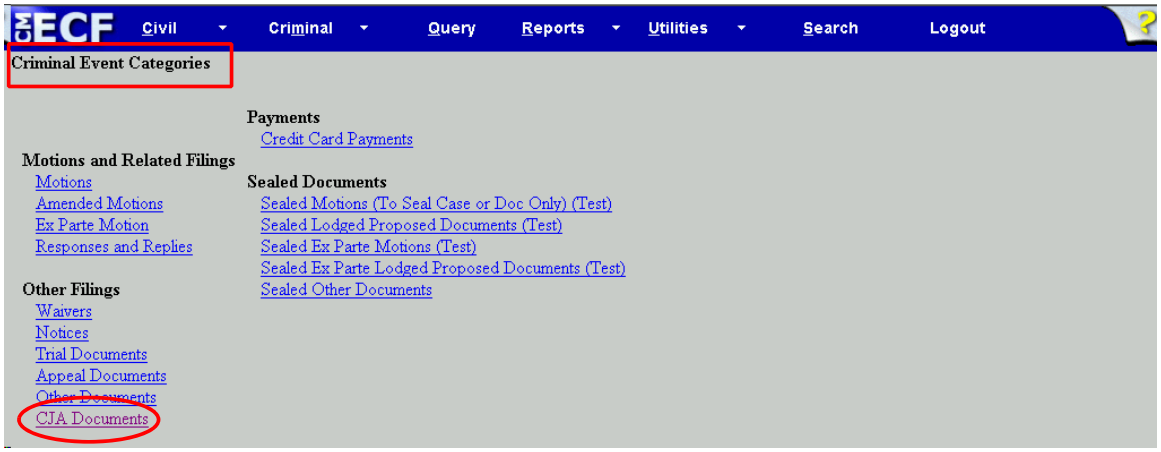
CM/ECF

Filing CJA Vouchers

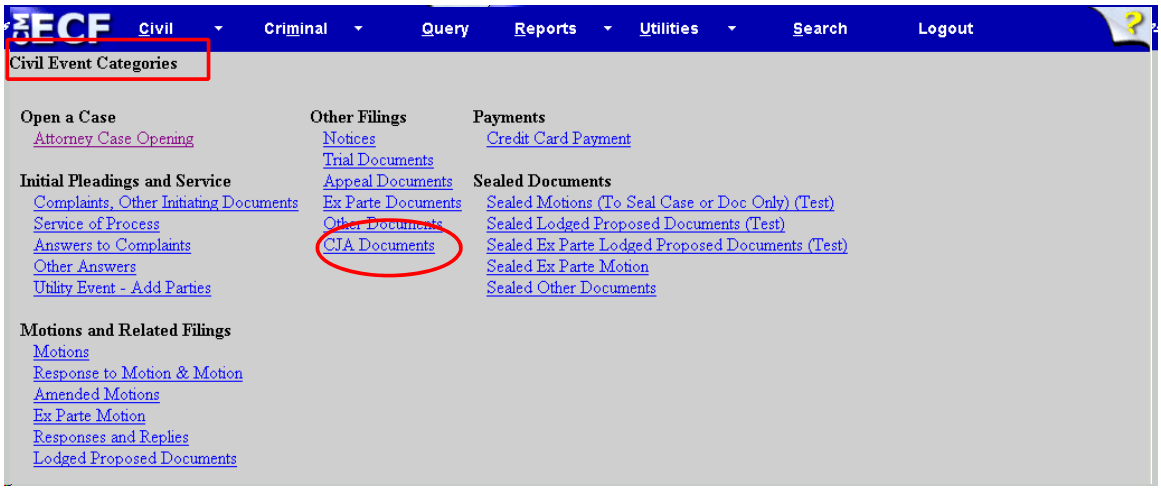
Filing CJA Vouchers

This help feature is intended to promote e-filing accuracy by allowing Electronic Case Filing (ECF) users in the District of Arizona to review the step-by-step behavior of an event prior to or during its use.

To e-file a CJA voucher, select the appropriate event accessible through the main "Events Categories" screen. Below you will see a screen shot of those events available under the Criminal Events category **Other Filings**, subcategory CJA Documents. This is for vouchers CJA-20, CJA-21, CJA 30 and CJA 31. When actually e-filing, these events will appear as a drop down menu.



Below you will see a screen shot of those events available under the Civil Events category **Other Filings**, subcategory CJA Documents. This is for vouchers CJA-30 and CJA-31. When actually e-filing, these events will appear as a drop down menu.



To view the instructions for a particular event, click on the appropriate hyperlink.

When you click on <CJA Documents>, these are your drop down menu options:

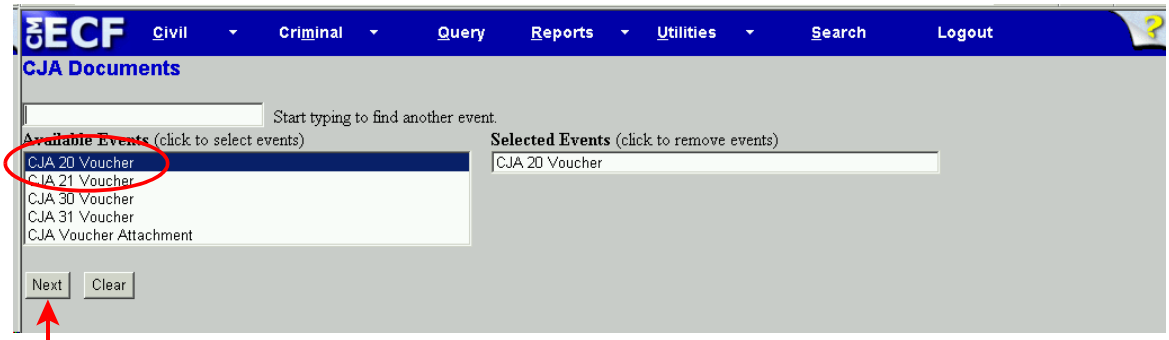
CJA 20 Voucher - Criminal Only . . . . . page 1
CJA 21 Voucher - Criminal Only . . . . . page 6
CJA 30 Voucher - Criminal . . . . . page 12
CJA 31 Voucher - Criminal . . . . . page 19
CJA Voucher Attachment - From Criminal Menu . . . . . page 26

CJA 30 Voucher - Civil . . . . . page 31
CJA 31 Voucher - Civil . . . . . page 38
CJA Voucher Attachment - From Civil Menu . . . . . page 45

Transcript Order Form - Civil . . . . . page 51
Transcript Order Form - Criminal . . . . . page 56

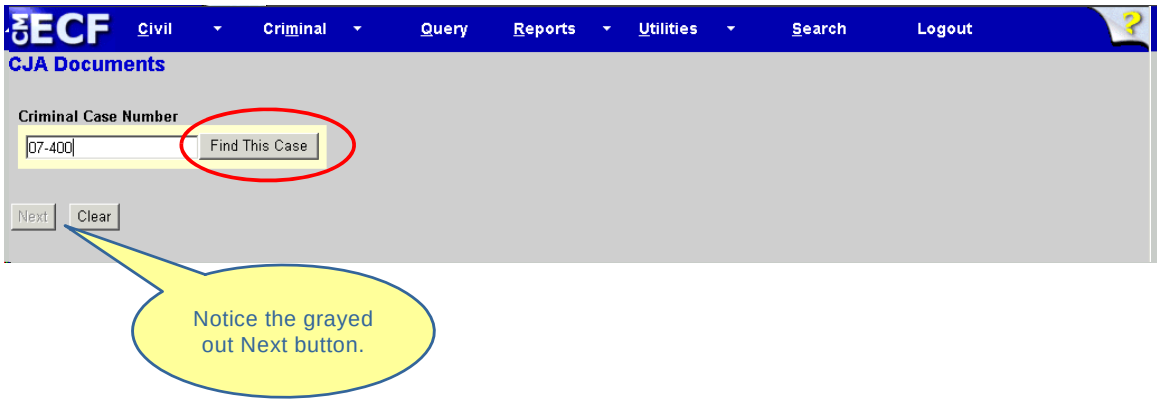
CJA 20 Voucher - Criminal Only

Step 1: From the Criminal Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.



Step 2: Click <Next>.

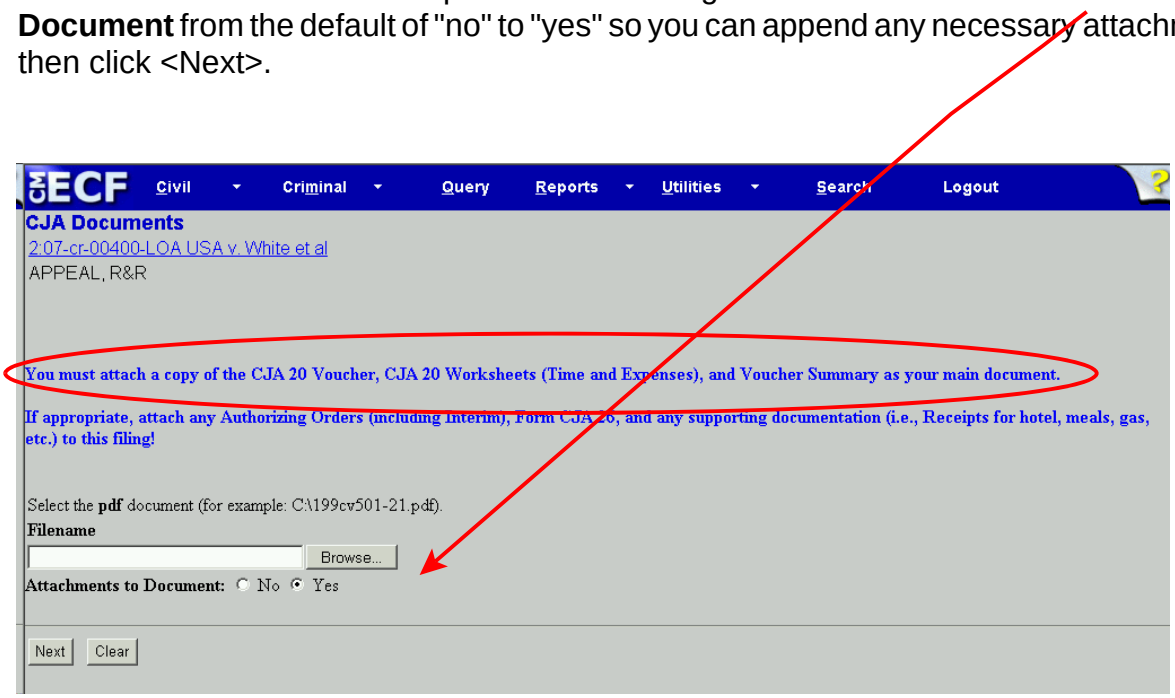
Step 3: Enter case number, then click <Find This Case>.



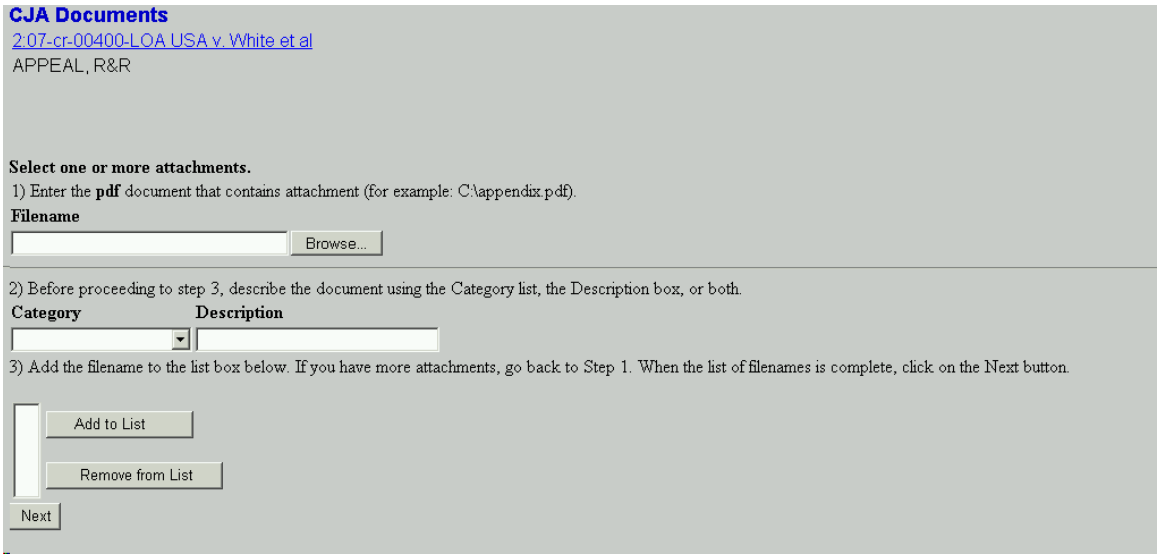
Step 4: Select the correct case and defendant, then click <Next>.

The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number and defendant (see Step 4).

Step 5: This screen is both a reminder screen of what documents you <u>must</u> attach to this filing (please read carefully) and where you will attach your main document. **Please note the CJA 20 Voucher, CJA Worksheets (Time and Expenses) AND Voucher Summary must be combined into one document and filed as your main document.** Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.



Step 6: Enter any necessary attachments and supporting documentation in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

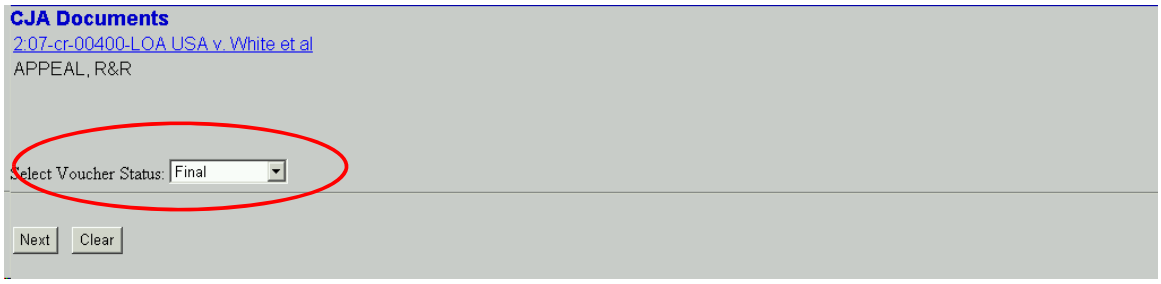
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

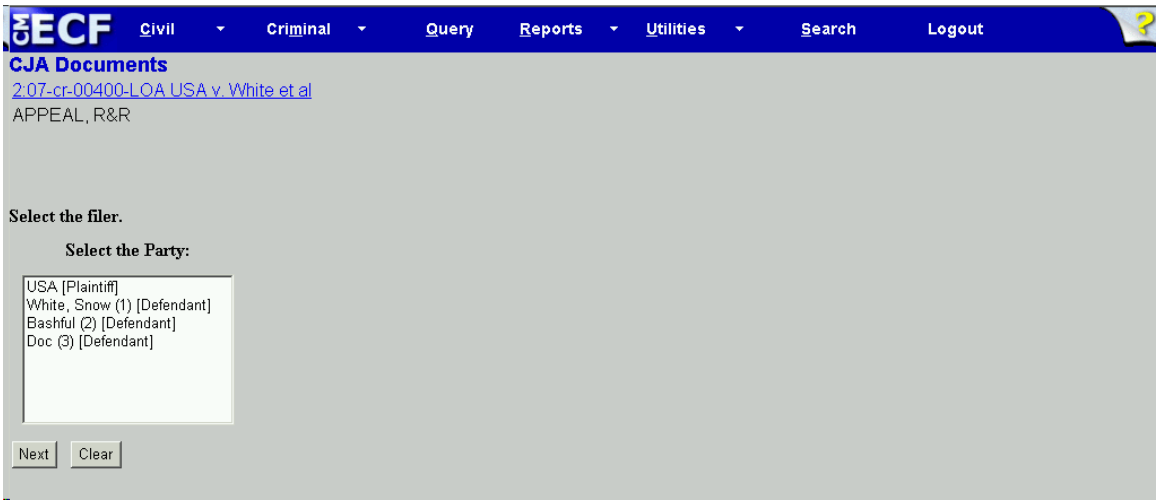
Step 7: Enter the total amount you are claiming on this voucher, then click <Next>. Enter dollars and cents (if applicable) with the decimal point, but without commas. Since there is already a "$" sign on the screen, you do not have to enter it again.

Step 8: From the drop down menu, select the voucher status, then click <Next>. Your options are:

Final
Interim
Supplemental



Step 9: Select your party (should be the same defendant you selected during Step 4), then click <Next>.



The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number and defendant (see Step 4).

At this screen, you will have no further opportunity to modify your docket text.

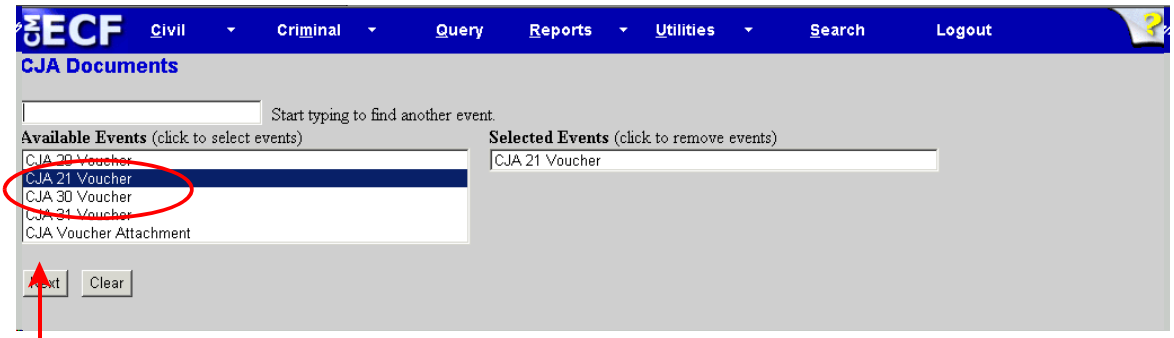
Step 10: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

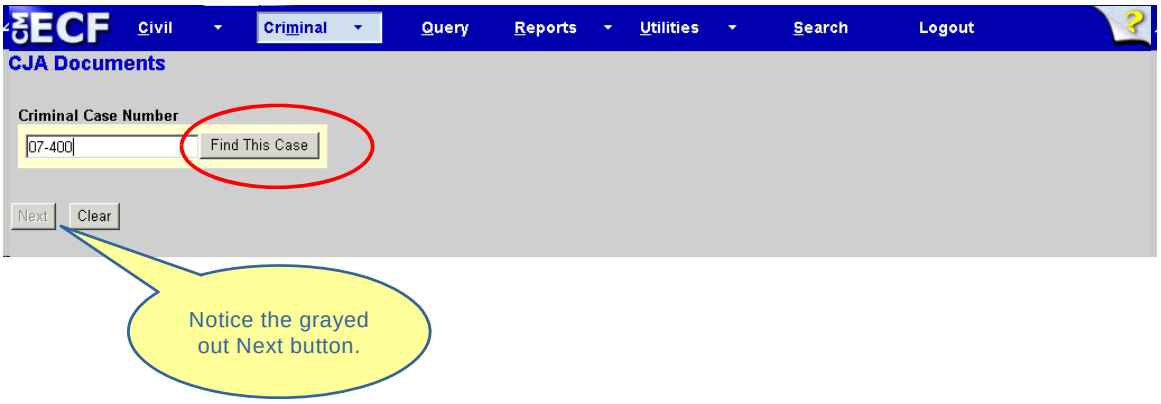
CJA 21 Voucher - Criminal Only

Step 1: From the Criminal Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.

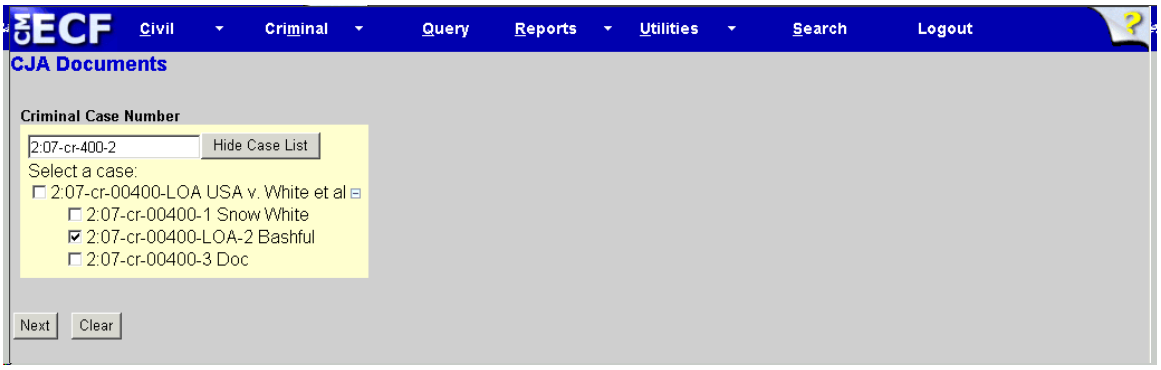


Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.



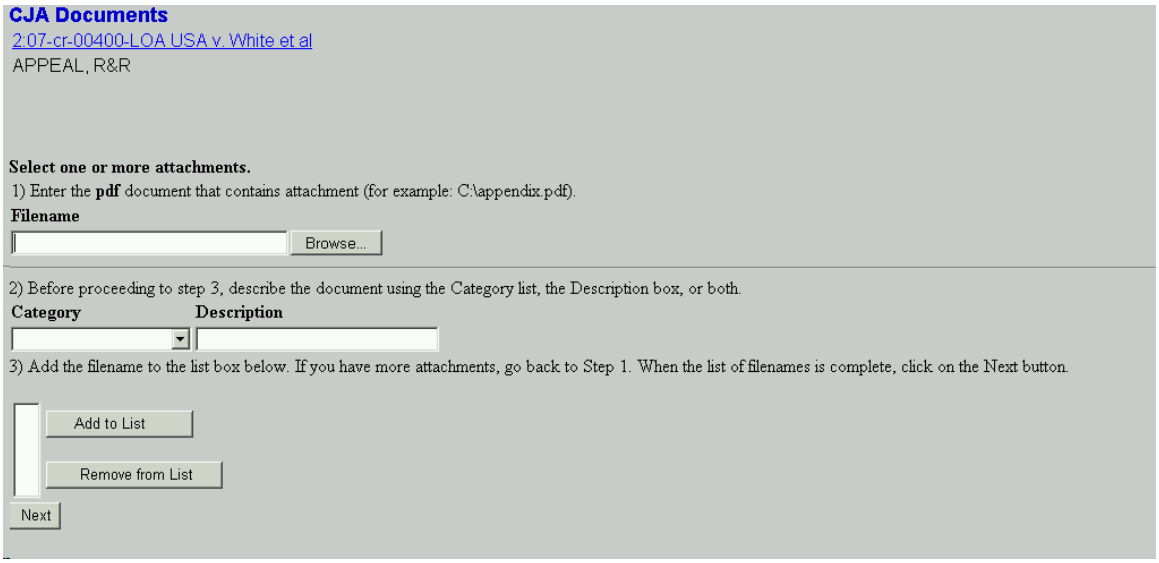
Step 4: Select the correct case and defendant, then click <Next>.



The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number and defendant (see Step 4).

Step 5: This screen is both a reminder screen of what documents you <u>must</u> attach to this filing (please read carefully) and where you will attach your main document. **Please note the CJA 21 Voucher AND Invoice must be combined into one document and filed as your main document.** Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.

Step 6: Enter any Authorizing Orders (including Interim), and any supporting documentation (i.e., receipts for hotel, meals, gas, etc.) in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

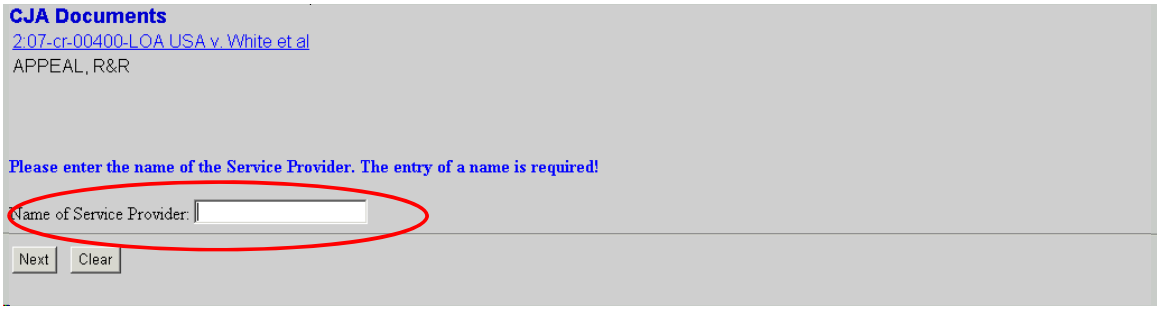
When you are finished adding all your attachments, click <Next>.

Step 7: Enter the total amount you are claiming on this voucher, then click <Next>. Enter dollars and cents (if applicable) with the decimal point, but without commas. Since there is already a "$" sign on the screen, you do not have to enter it again.

Step 8: From the drop down menu, select the type of service provider, then click <Next>. Your options are:

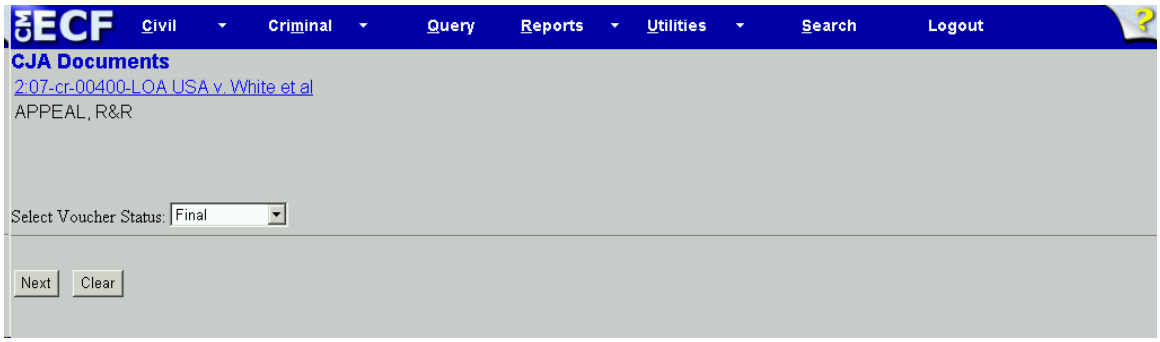
Accountant	Legal Analyst/Consultant
Ballistics	Mitigation Specialist
CALR (Westlaw/Lexis, etc.)	Other Medical
Chemist/Toxicologist	Other
Computer (Hardware/Software/Systems)	Paralegal Services
Document Examiner	Pathologist/Medical Examiner
Duplication Services	Polygraph
Fingerprint Analyst	Psychiatrist
Hair/Fiber Expert	Psychologist
Interpreter/Translator	Voice/Audio Analyst
Investigator	Weapons/Firearms/Explosive Expert
Jury Consultant	

Step 9: In the text box, enter the name of the service provider, then click <Next>.



Step 10: From the drop down menu, select the voucher status, then click <Next>. Your options are:

Interim
Supplemental
Final



Step 11: Select your party (should be the same defendant you selected during Step 4), then click <Next>.

The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number and defendant (see Step 4).

At this screen, you will have no further opportunity to modify your docket text.

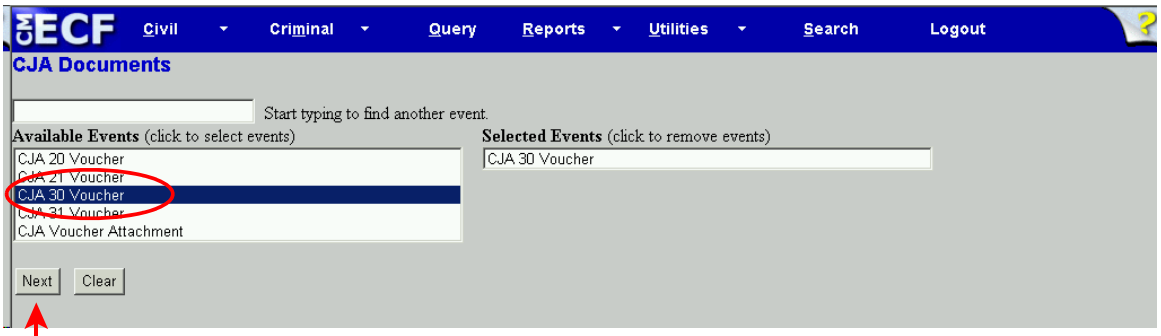
Step 12: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

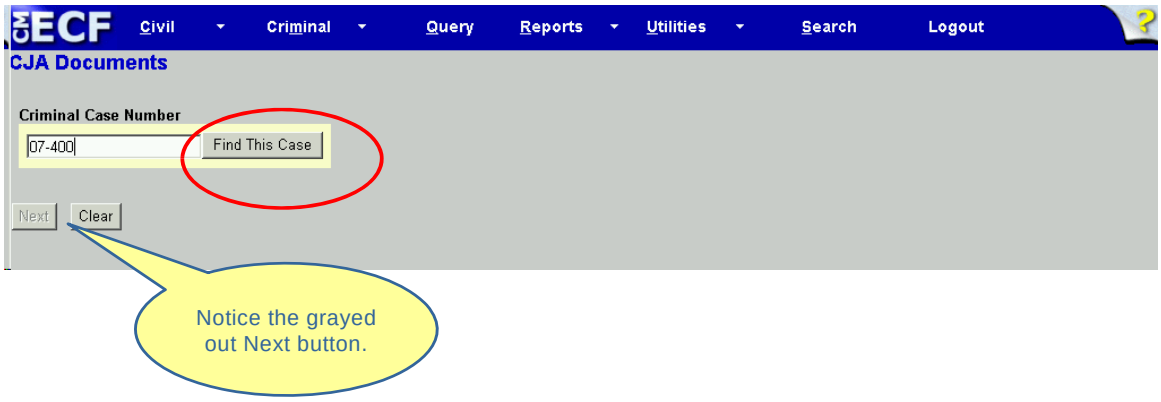
CJA 30 Voucher - Criminal

Step 1: From the Criminal Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.



Step 2: Click <Next>.

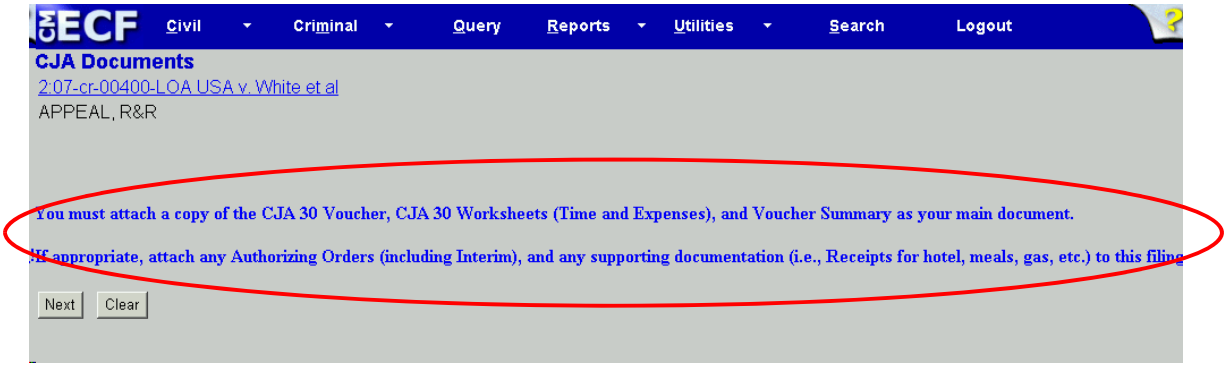
Step 3: Enter case number, then click <Find This Case>.



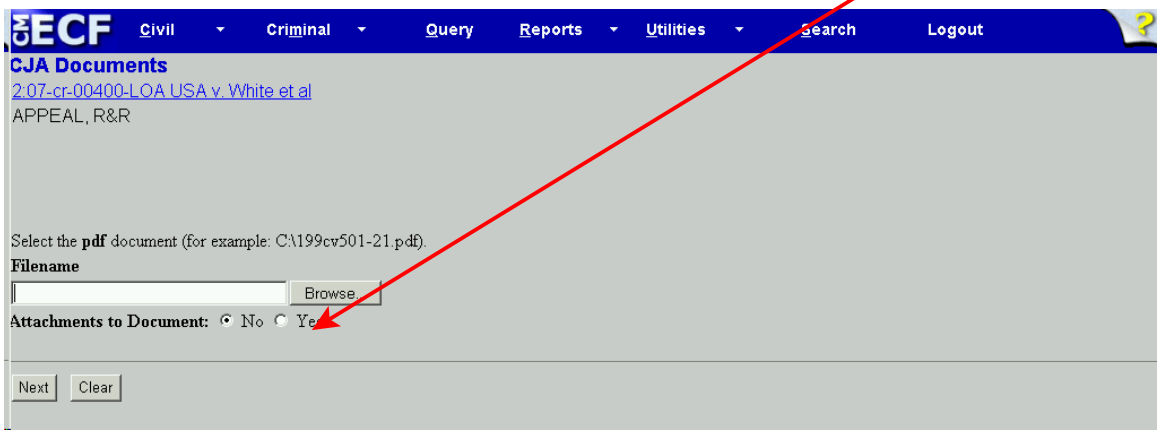
Step 4: Select the correct case and defendant, then click <Next>.

The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

This screen is a both reminder screen of what documents you must attach to this filing (please read carefully). **Please note the CJA 30 Voucher, CJA 30 Worksheets (Time and Expenses) AND Voucher Summary must be combined into one document and filed as your main document.**



Step 5: Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.



Step 6: Enter any necessary attachments and supporting documentation in .pdf format.

First: Click on **[Browse]** to search for and attach the document.

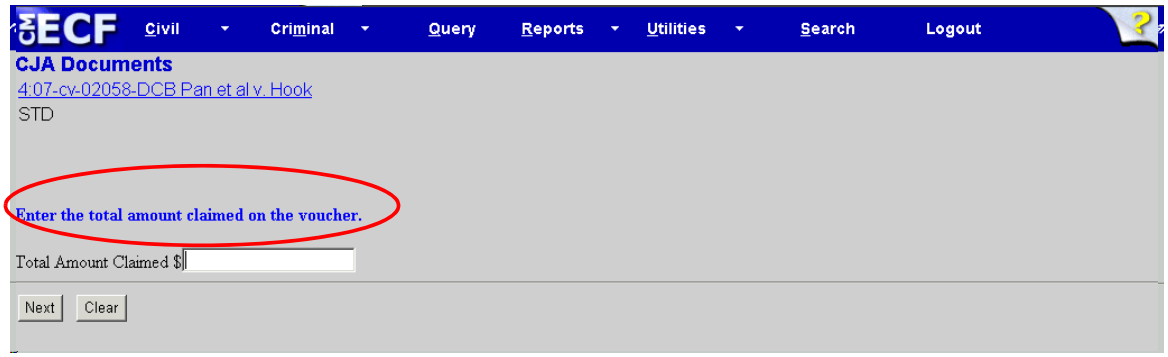
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

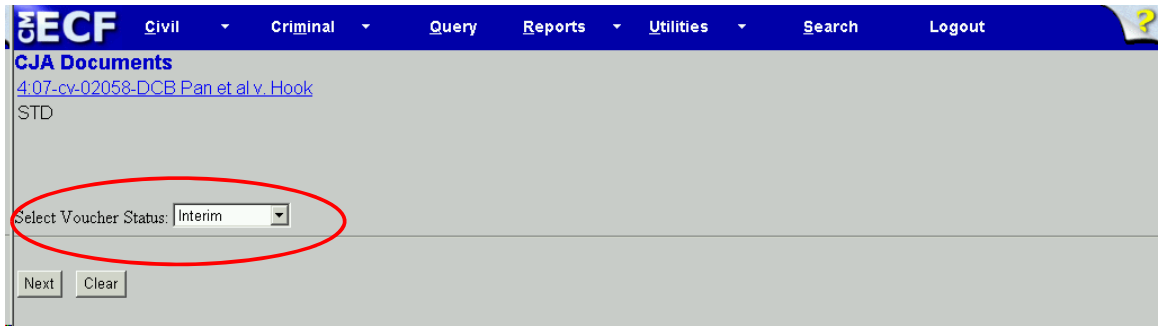
When you are finished adding all your attachments, click <Next>.

Step 7: Enter the total amount you are claiming on this voucher, then click <Next>. Enter dollars and cents (if applicable) with the decimal point, but without commas. Since there is already a "$" sign on the screen, you do not have to enter it again.

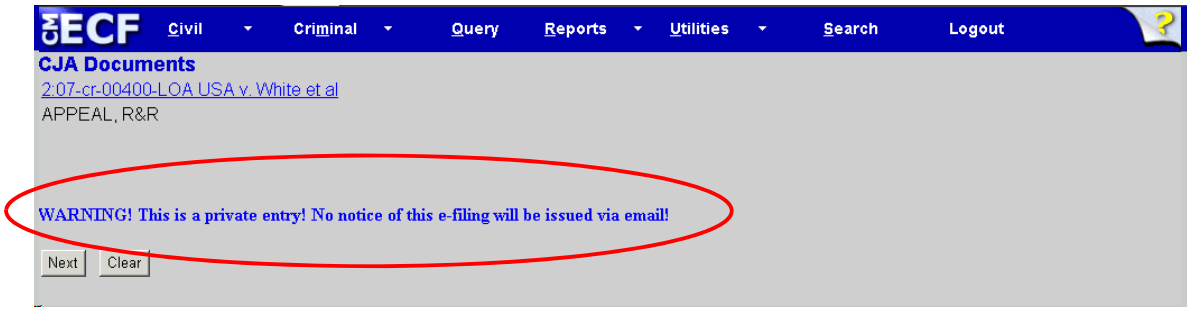


Step 8: From the drop down menu, select the voucher status, then click <Next>. Your options are:

Interim
Supplemental
Final



PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing <u>within</u> ECF; however, you will NOT receive an e-mail notification. Click <Next> to continue.

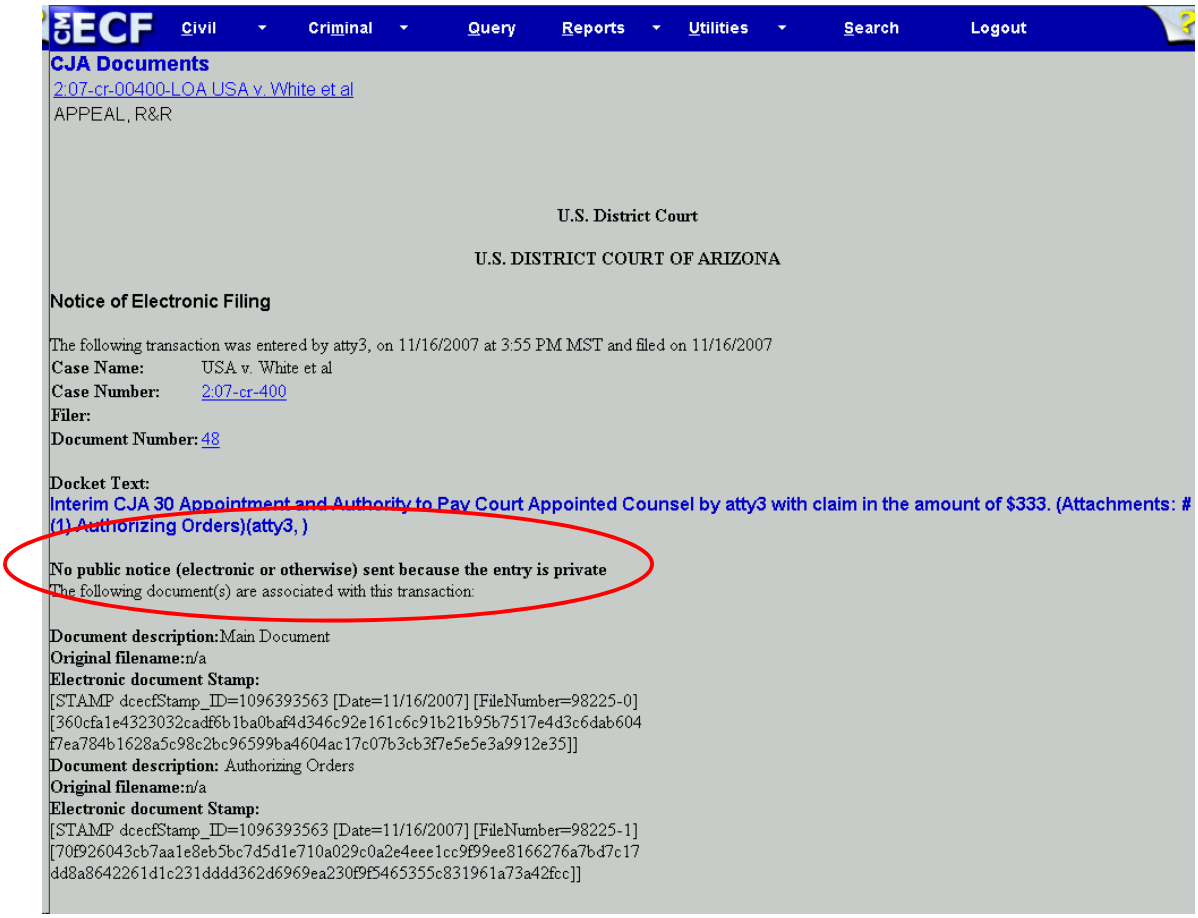


The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

At this screen, you will have no further opportunity to modify your docket text.

Step 9: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Notice of Electronic Filing (NEF)



ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents

2:07-cr-00400-LOA USA v. White et al

APPEAL, R&R

U.S. District Court

U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/16/2007 at 3:55 PM MST and filed on 11/16/2007

Case Name: USA v. White et al

Case Number: 2:07-cr-400

Filer:

Document Number: 48

Docket Text:

Interim CJA 30 Appointment and Authority to Pay Court Appointed Counsel by atty3 with claim in the amount of $333. (Attachments: # (1) Authorizing Orders)(atty3,)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/16/2007] [FileNumber=98225-0] [360cfa1e4323032cadf6b1ba0baf4d346c92e161c6c91b21b95b7517e4d3c6dab604 f7ea784b1628a5c98c2bc96599ba4604ac17c07b3cb3f7e5e5e3a9912e35]]

Document description: Authorizing Orders

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/16/2007] [FileNumber=98225-1] [70f926043cb7aa1e8eb5bc7d5d1e710a029c0a2e4eee1cc9f99ee8166276a7bd7c17 dd8a8642261d1c231dddd362d6969ea230f9f5465355c831961a73a42fcc]]

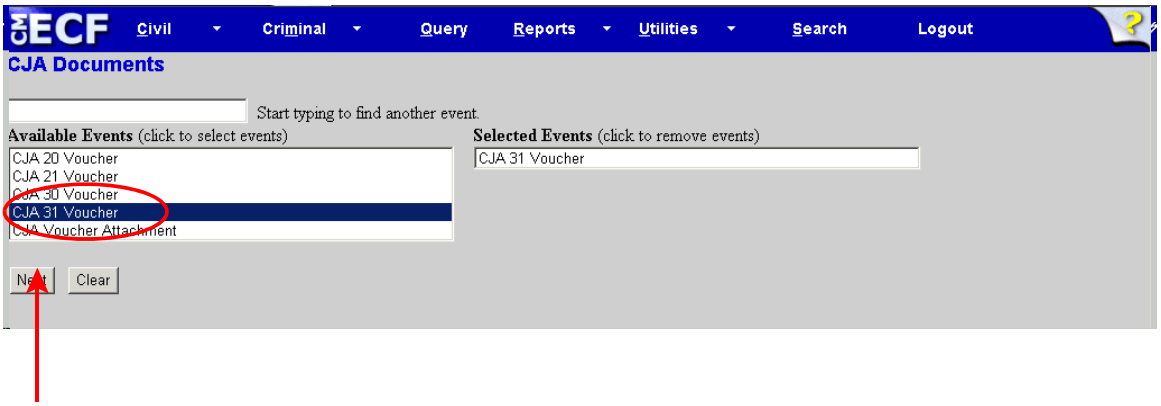
Note: Because this is a private entry, you will <u>not</u> receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

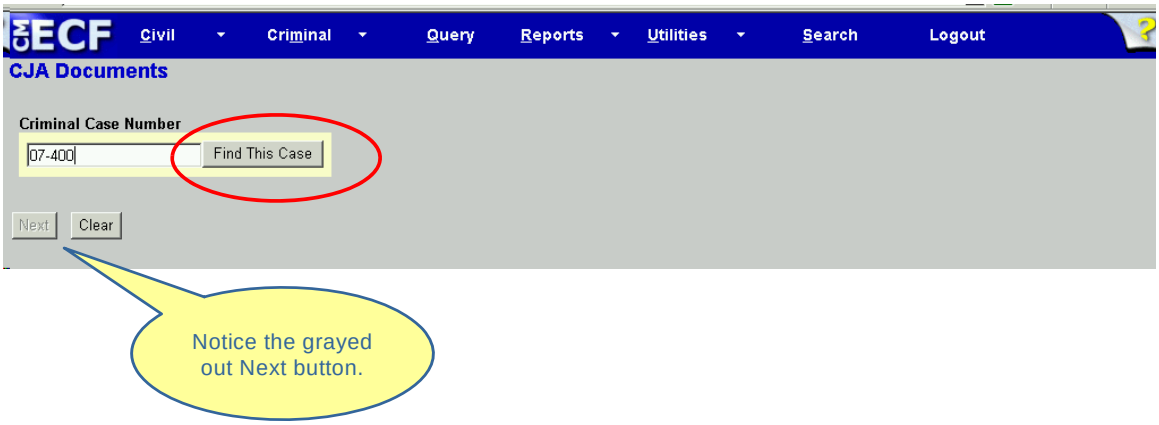
CJA 31 Voucher - Criminal

Step 1: From the Criminal Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.



Step 2: Click <Next>.

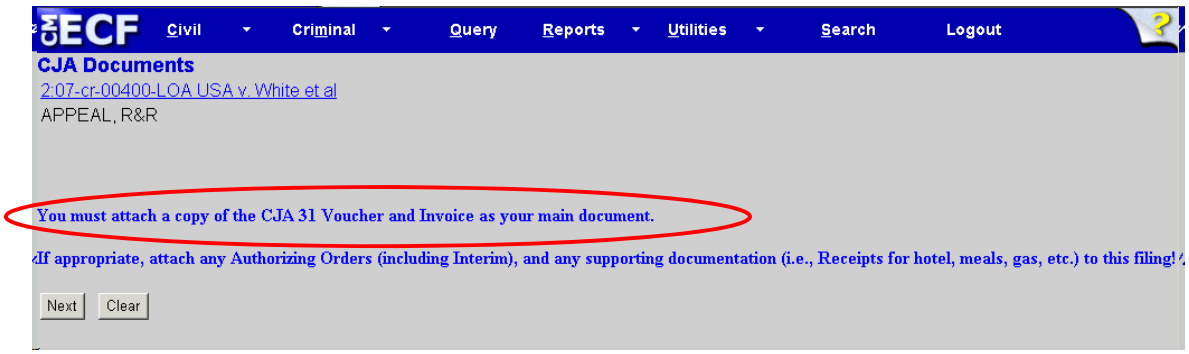
Step 3: Enter case number, then click <Find This Case>.



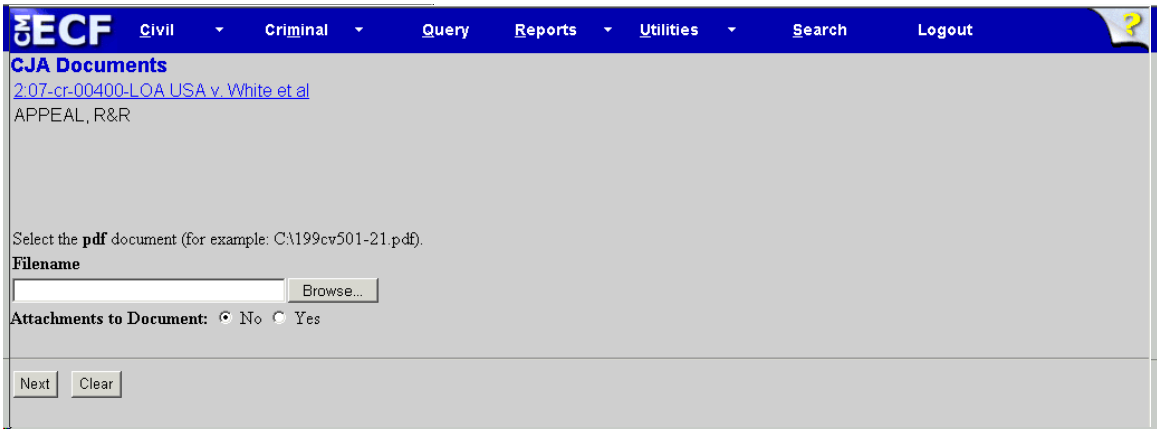
Step 4: Select the correct case and defendant, then click <Next>.

The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

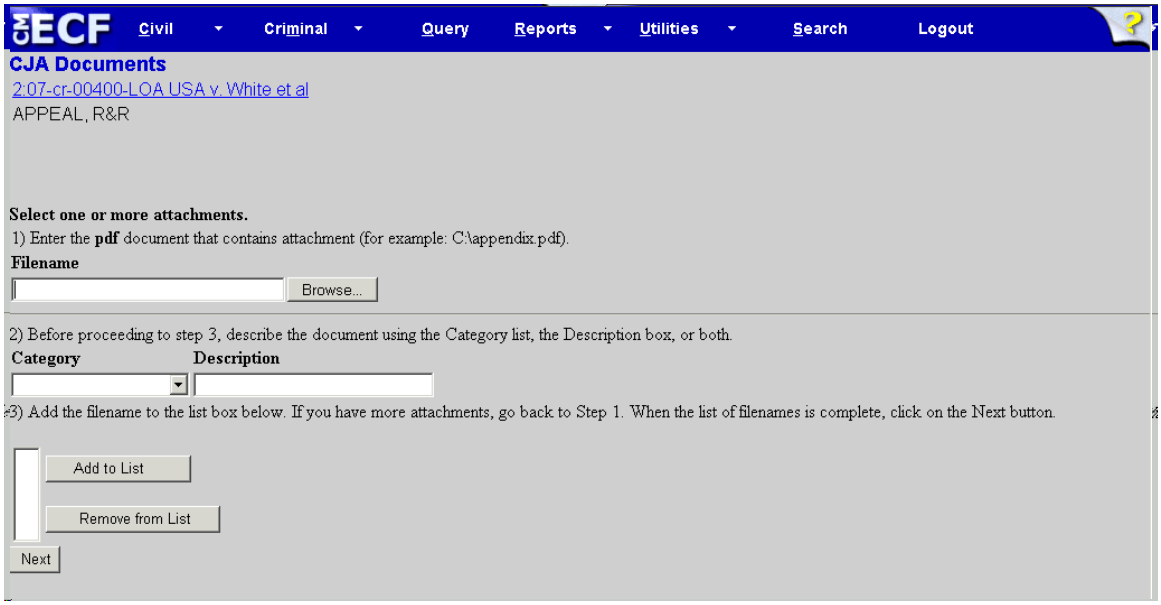
This screen is a reminder screen of what documents you must attach to this filing; please read carefully. **Please note the CJA 31 Voucher and Invoice must be combined into one document and filed as your main document.**



Step 5: Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.



Step 6: Enter any Authorizing Orders (including Interim), and any supporting documentation (i.e., receipts for hotel, meals, gas, etc.) in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

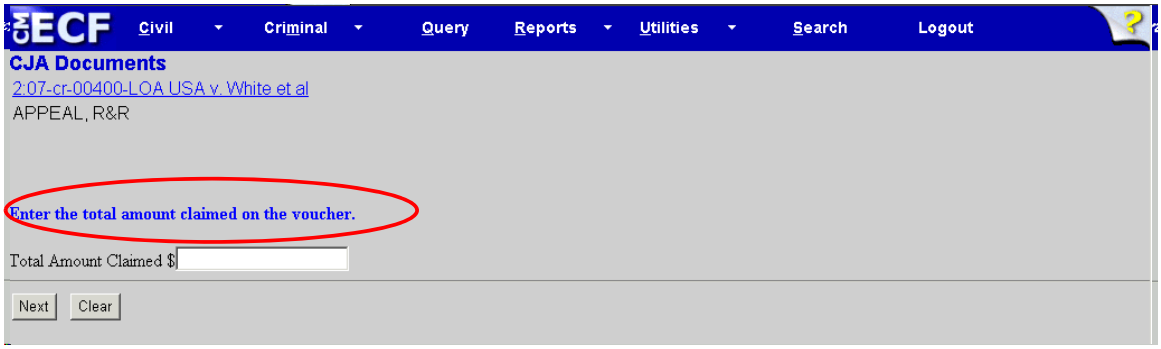
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

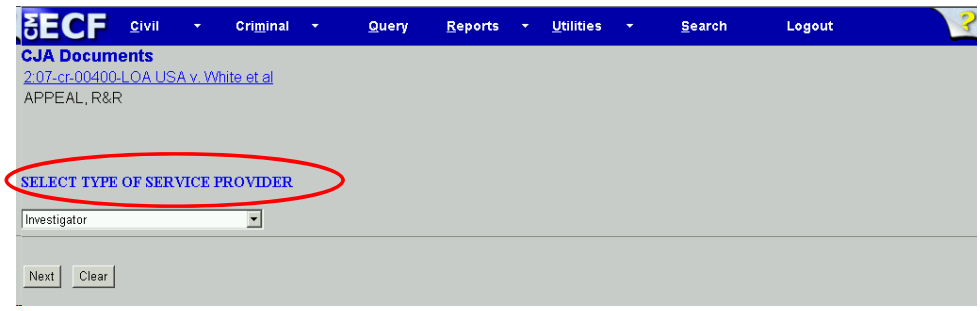
When you are finished adding all your attachments, click <Next>.

Step 7: Enter the total amount you are claiming on this voucher, then click <Next>. Enter dollars and cents (if applicable) with the decimal point, but without commas. Since there is already a "$" sign on the screen, you do not have to enter it again.



Step 8: From the drop down menu, select the type of service provider, then click <Next>. Your options are:

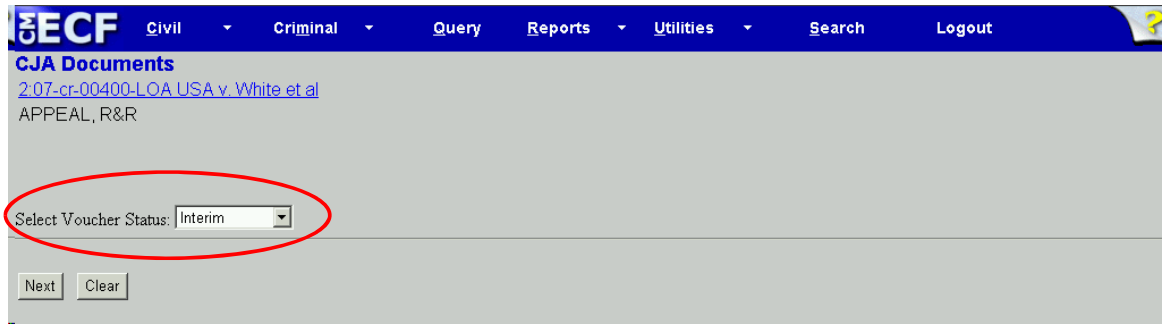
Accountant	Legal Analyst/Consultant
Ballistics	Mitigation Specialist
CALR (Westlaw/Lexis, etc.)	Other Medical
Chemist/Toxicologist	Other
Computer (Hardware/Software/Systems)	Paralegal Services
Document Examiner	Pathologist/Medical Examiner
Duplication Services	Polygraph
Fingerprint Analyst	Psychiatrist
Hair/Fiber Expert	Psychologist
Interpreter/Translator	Voice/Audio Analyst
Investigator	Weapons/Firearms/Explosive Expert
Jury Consultant	



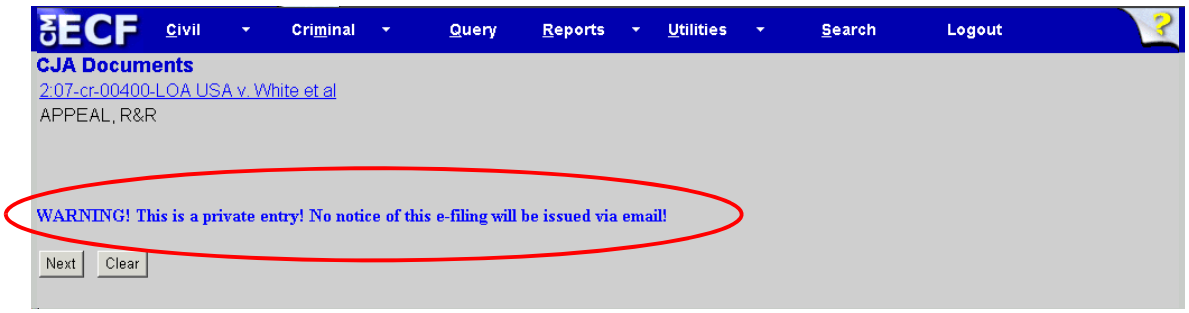
Step 9: In the text box, enter the name of the service provider, then click <Next>.

Step 10: From the drop down menu, select the voucher status, then click <Next>. Your options are:

Interim
Supplemental
Final



PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing <u>within</u> ECF; however, you will NOT receive an e-mail notification. Click <Next> to continue.

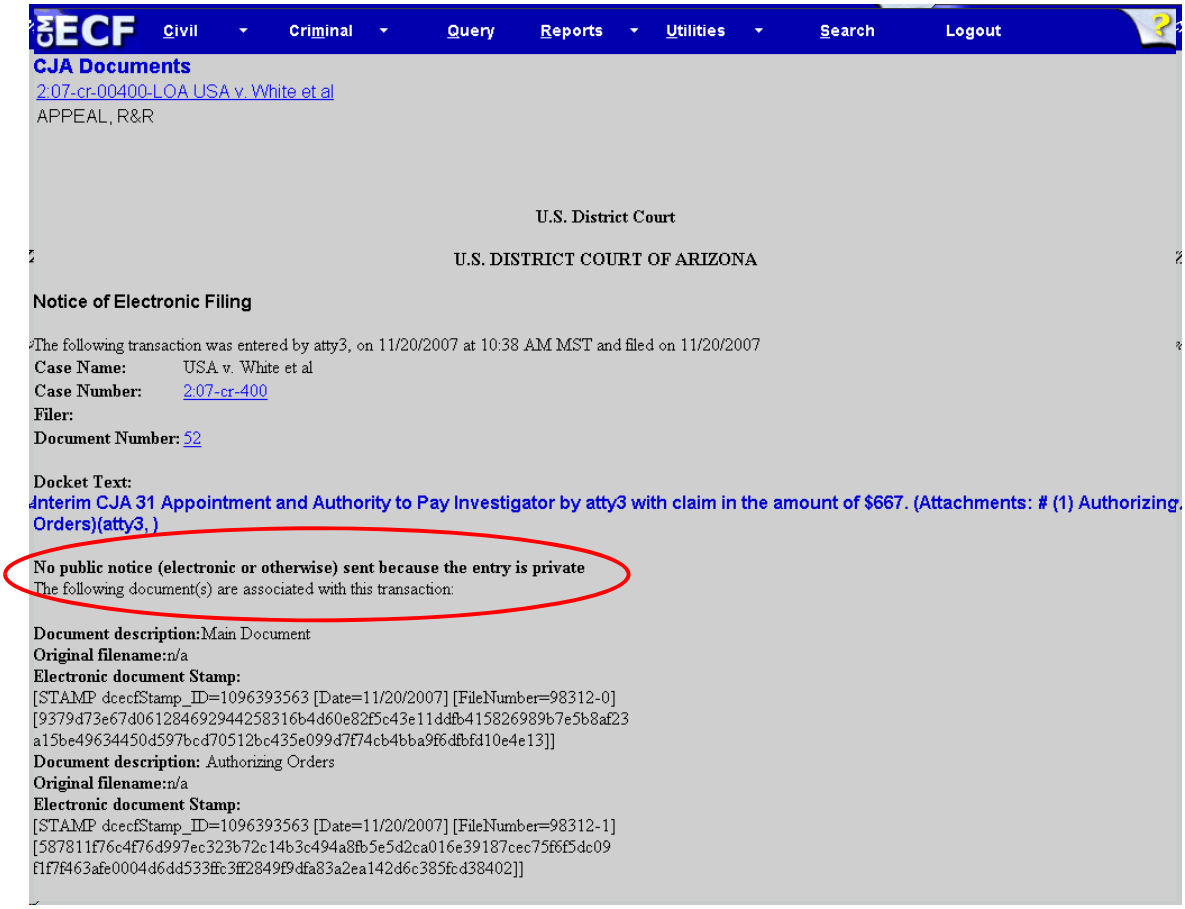


The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

At this screen, you will have no further opportunity to modify your docket text.

Step 11: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Notice of Electronic Filing (NEF)



ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents

2:07-cr-00400-LOA USA v. White et al

APPEAL, R&R

U.S. District Court

U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/20/2007 at 10:38 AM MST and filed on 11/20/2007

Case Name: USA v. White et al

Case Number: 2:07-cr-400

Filer:

Document Number: 52

Docket Text:

Interim CJA 31 Appointment and Authority to Pay Investigator by atty3 with claim in the amount of $667. (Attachments: # (1) Authorizing Orders)(atty3,)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98312-0] [9379d73e67d0612846929442583 16b4d60e82f5c43e11ddfb415826989b7e5b8af23 a15be49634450d597bcd70512bc435e099d7f74cb4bba9f6dfbfd10e4e13]]

Document description: Authorizing Orders

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98312-1] [587811f76c4f76d997ec323b72c14b3c494a8fb5e5d2ca016e39187cec75f6f5dc09 f1f7f463afe0004d6dd533ffc3ff2849f9dfa83a2ea142d6c385fcd38402]]

Note: Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Behind the scenes:

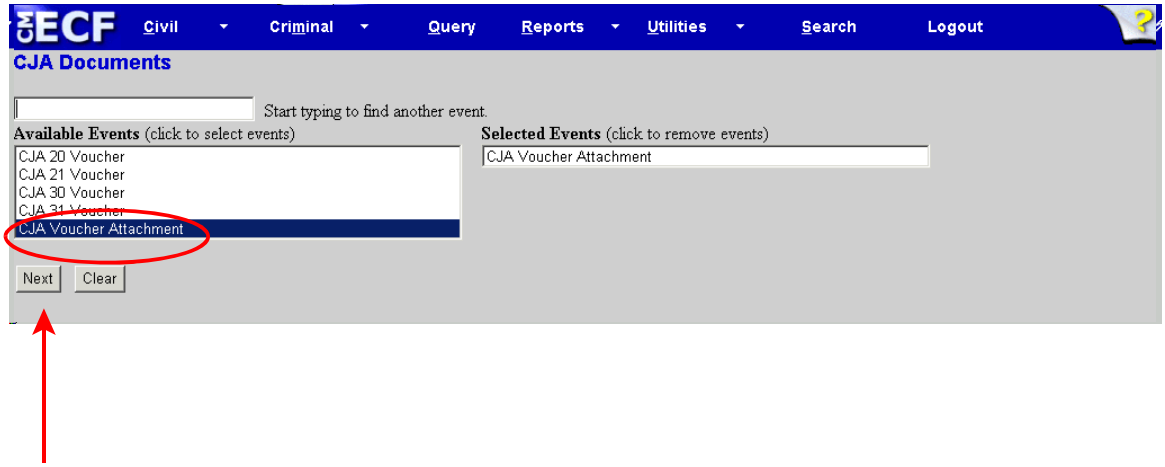
The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

CJA Voucher Attachment - From Criminal Menu

WARNING

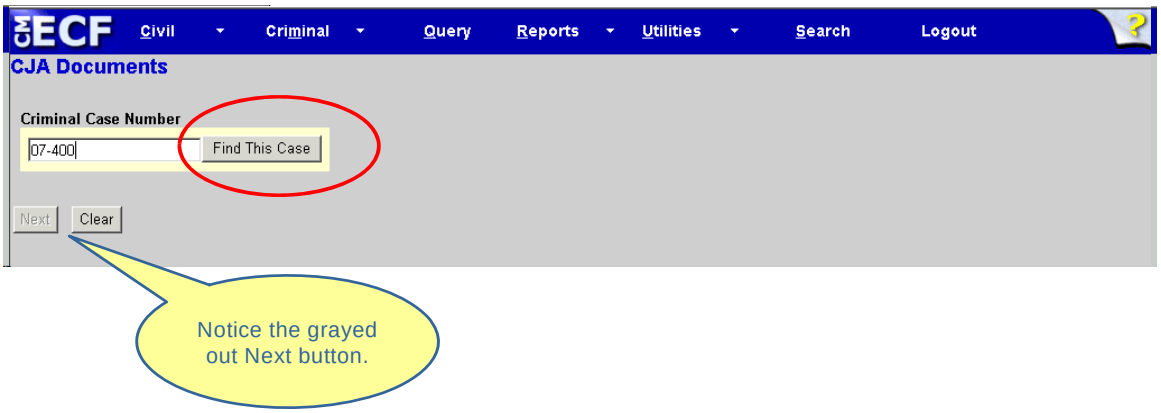
Use this event ONLY if you forgot to attach documents to your initial filing of your voucher.

Step 1: From the Criminal Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.

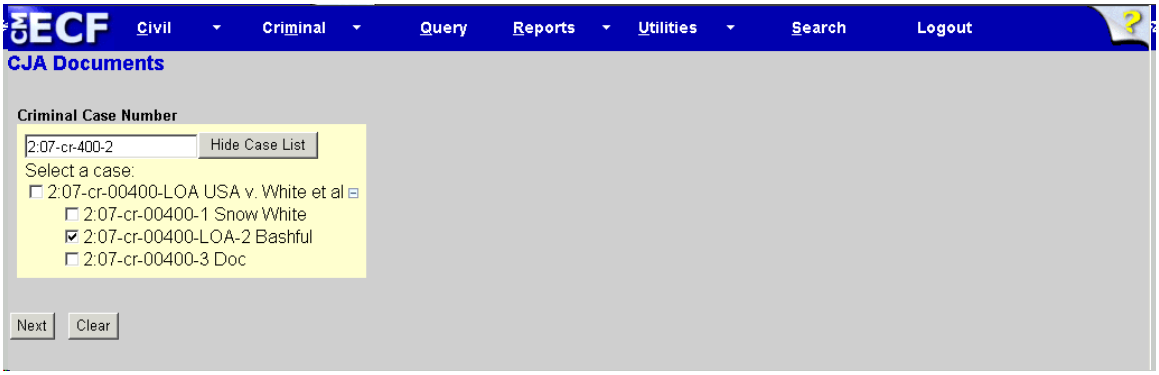


Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.

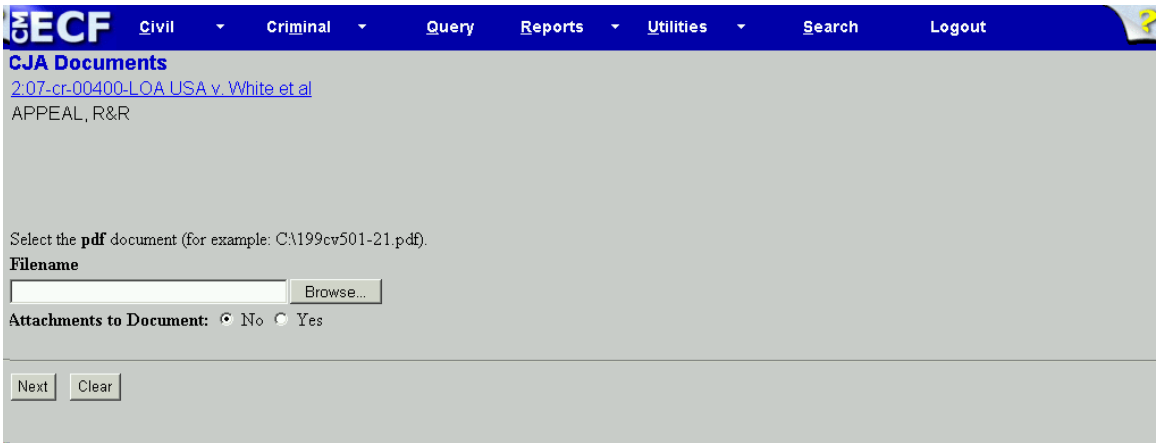


Step 4: Select the correct case and defendant, then click <Next>. (If there is only one case with that number, only that case number will appear.)

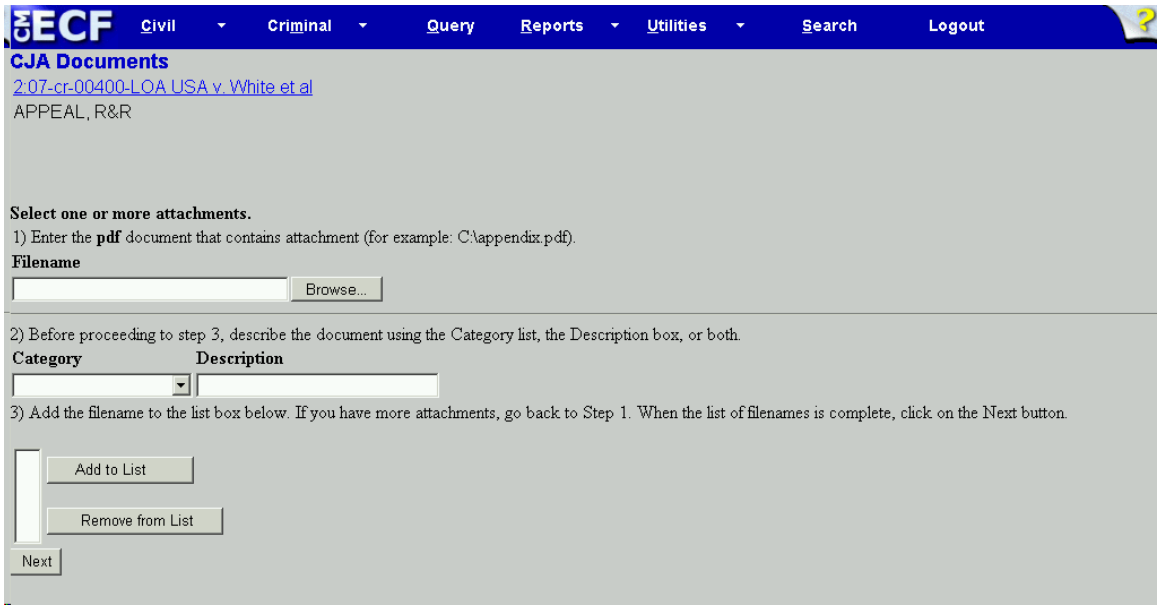


The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

Step 5: Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.



Step 6: Enter any necessary attachments and supporting documentation in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

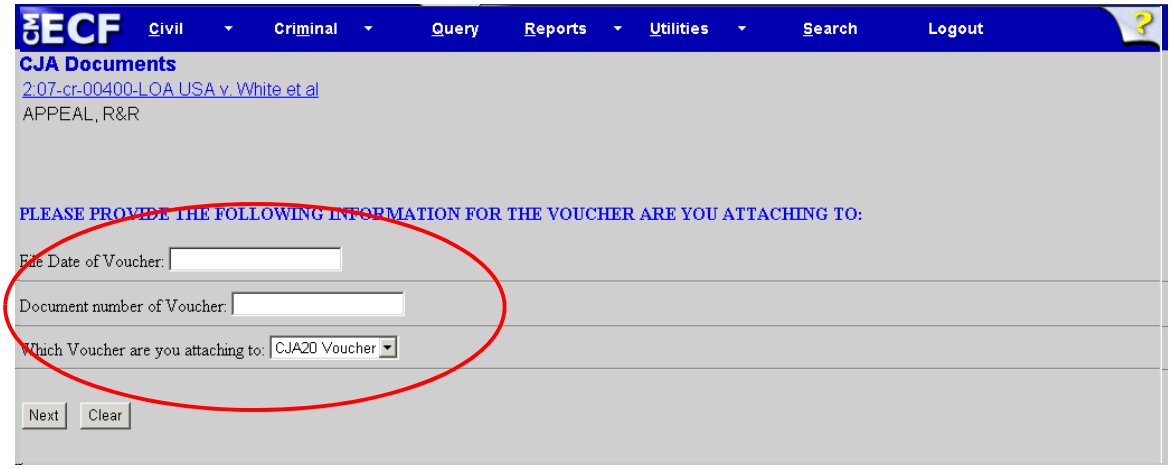
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

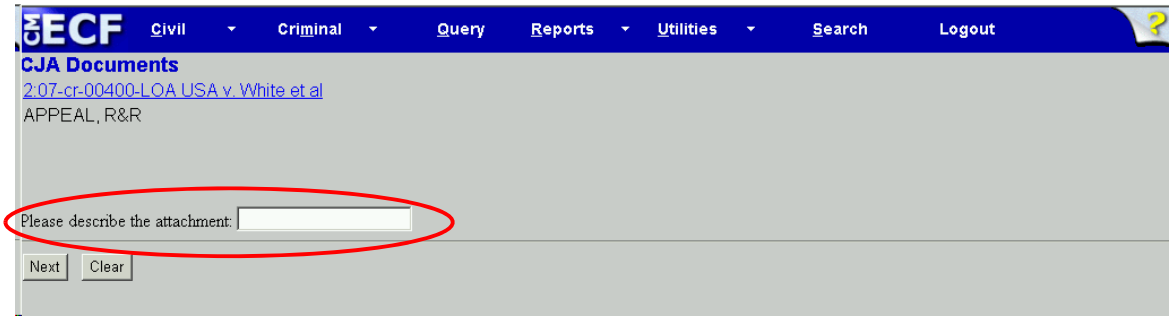
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 7: Complete the required information in the text boxes to the right of prompts. Click <Next> to continue.



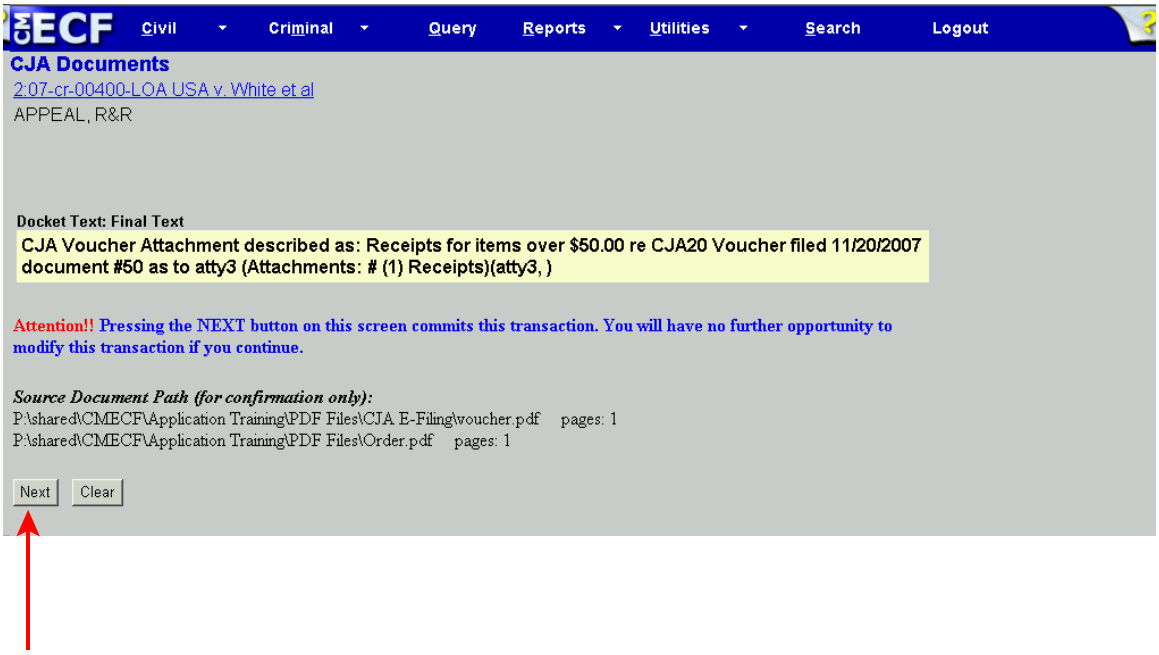
Step 8: In the text box, type in a description of the attachment, then click <Next> to continue.



Step 9: Select your party (should be the same defendant you selected during Step 4), then click <Next>.

The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

At this screen, you will have no further opportunity to modify your docket text.



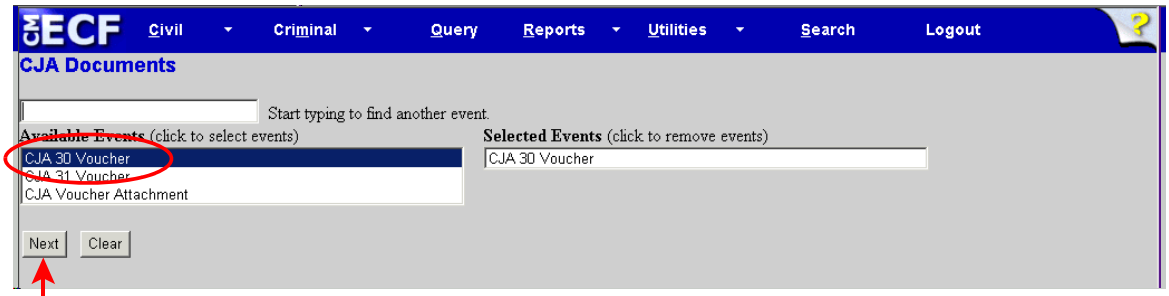
Step 10: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

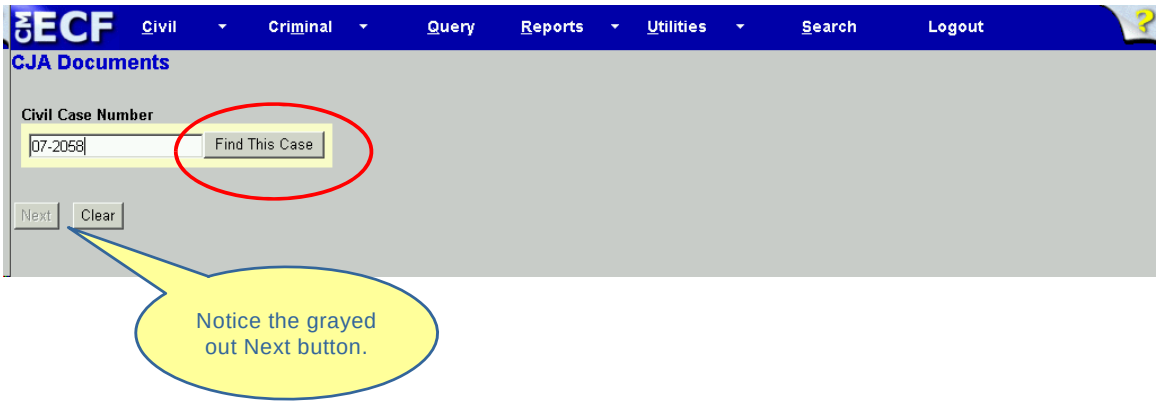
CJA 30 Voucher - Civil

Step 1: From the Civil Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.

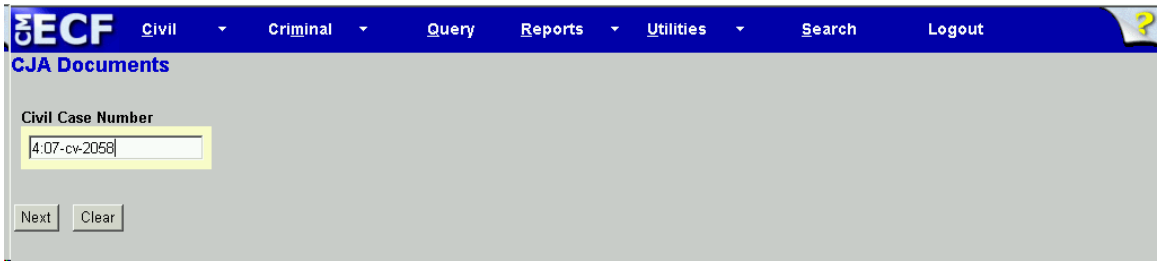


Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.



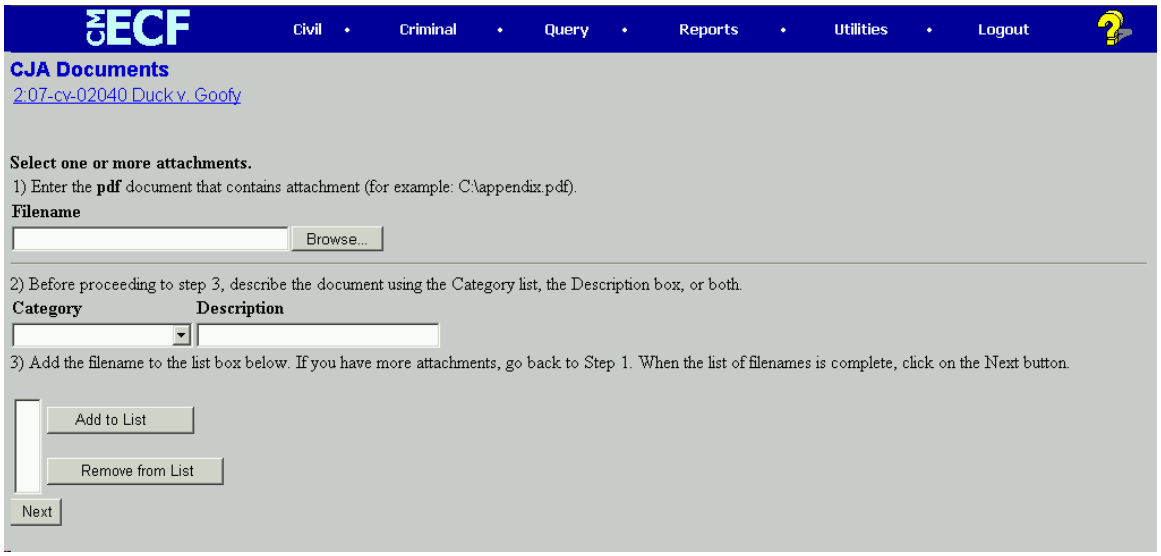
Step 4: If applicable, select the correct case, then click <Next>. (If there is only one case with that number, only that case number will appear.)



The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

Step 5: This screen is a both reminder screen of what documents you must attach to this filing (please read carefully) and where you will attach your main document. **Please note the CJA 30 Voucher, CJA 30 Worksheets (Time and Expenses) AND Voucher Summary must be combined into one document and filed as your main document.** Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.

Step 6: Enter any necessary attachments and supporting documentation in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

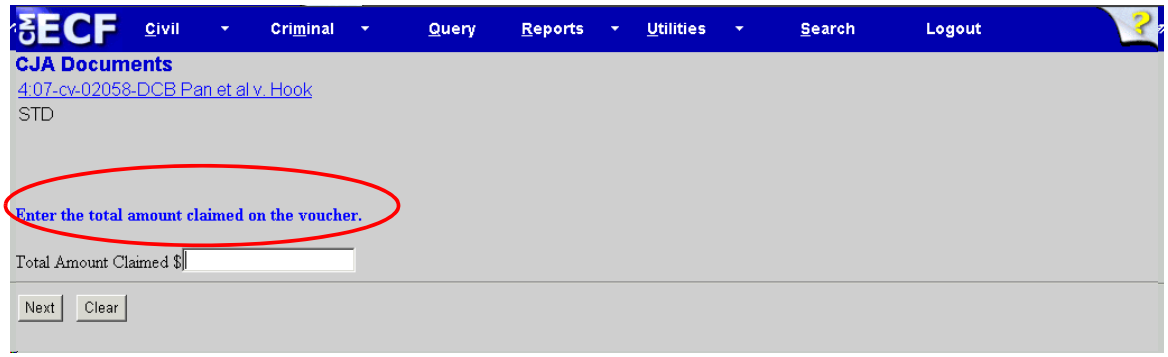
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

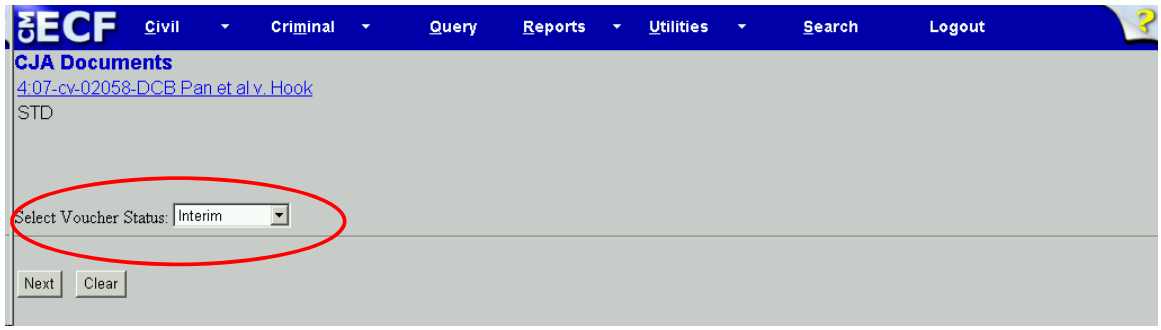
When you are finished adding all your attachments, click <Next>.

Step 7: Enter the total amount you are claiming on this voucher, then click <Next>. Enter dollars and cents (if applicable) with the decimal point, but without commas. Since there is already a "$" sign on the screen, you do not have to enter it again.

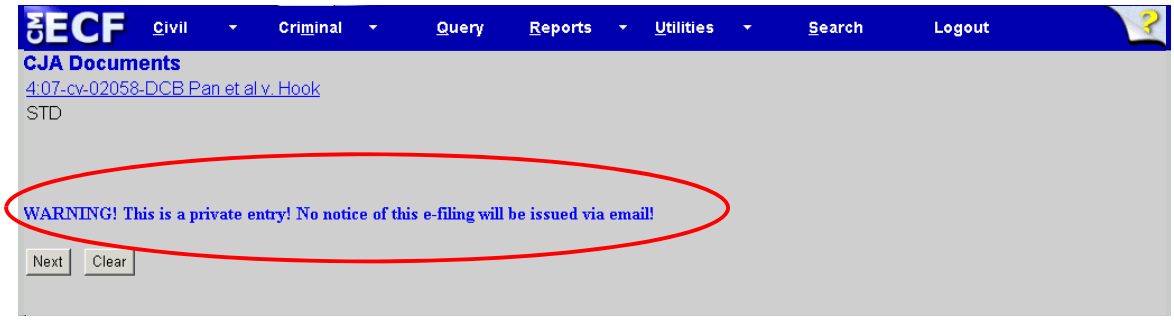


Step 8: From the drop down menu, select the voucher status, then click <Next>. Your options are:

Interim
Supplemental
Final



PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing <u>within</u> ECF; however, you will NOT receive an e-mail notification. Click <Next> to continue.



The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

At this screen, you will have no further opportunity to modify your docket text.

Step 9: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Notice of Electronic Filing (NEF)

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents

4:07-cv-02058-DCB Pan et al v. Hook

STD

U.S. District Court

U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/20/2007 at 11:08 AM MST and filed on 11/20/2007

Case Name: Pan et al v. Hook

Case Number: 4:07-cv-2058

Filer:

Document Number: 6

Docket Text:

Interim CJA 30 Appointment and Authority to Pay Court Appointed Counsel by atty3 with claim in the amount of $667. (Attachments: # (1) Authorizing Order)(atty3,)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98318-0] [a88d3d580c35d8710884b576d88de7a10735ca2af1e49953583956842c09c48221d4 7d244e8da7ac311039f9cf796a370f5c3b714523df2709ed18a3fc5a290c]]

Document description: Authorizing Order

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98318-1] [1a0a2bd1ae9fb10164e5e91261c7f3b80ba3a2d0fa0819fe971bd08ba8f33bddd7c1 78a2092a74ffb41548433b7a63f0116fa4075f335f5dcb1aa45250c7f789]]

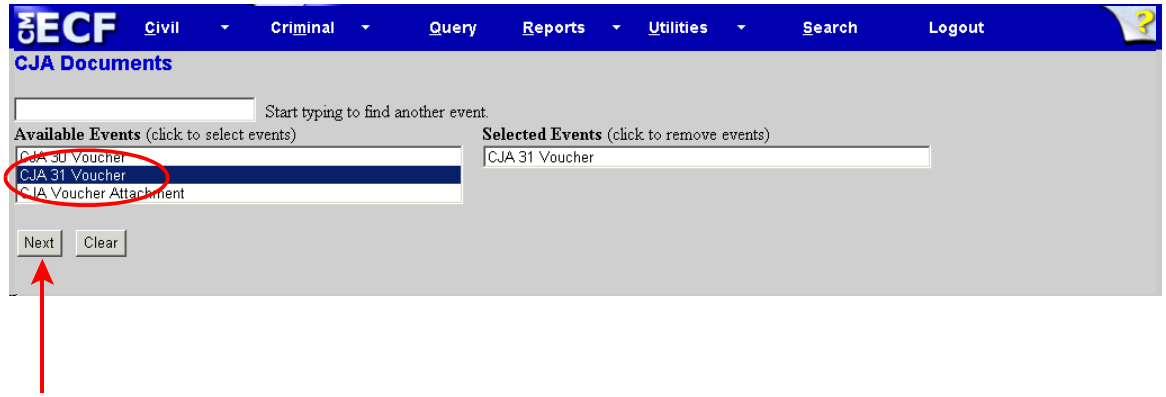
Note: Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

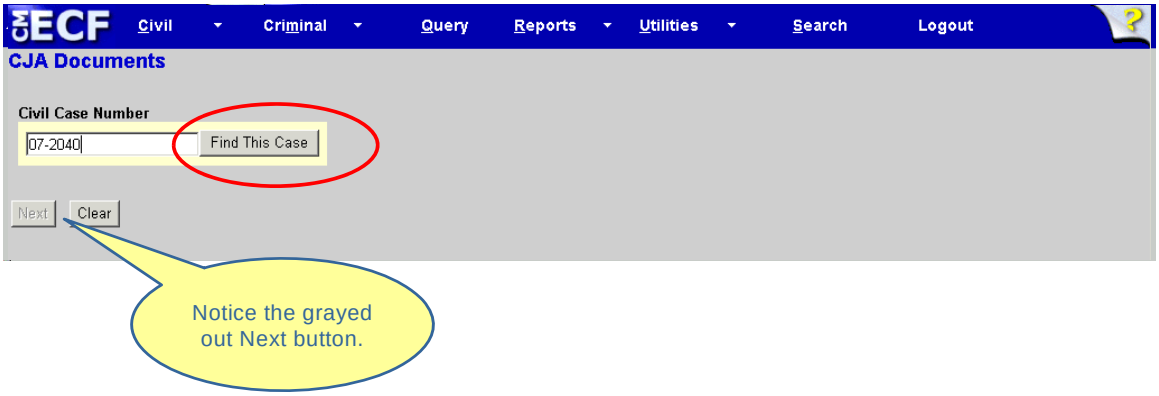
CJA 31 Voucher - Civil

Step 1: From the Civil Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.

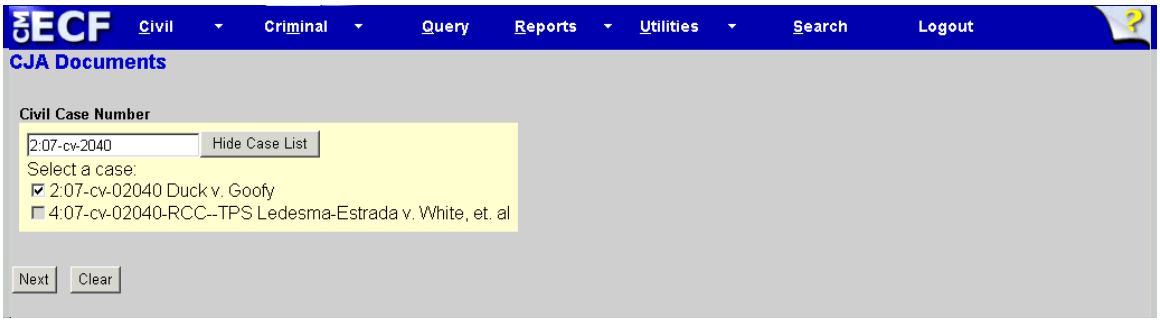


Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.

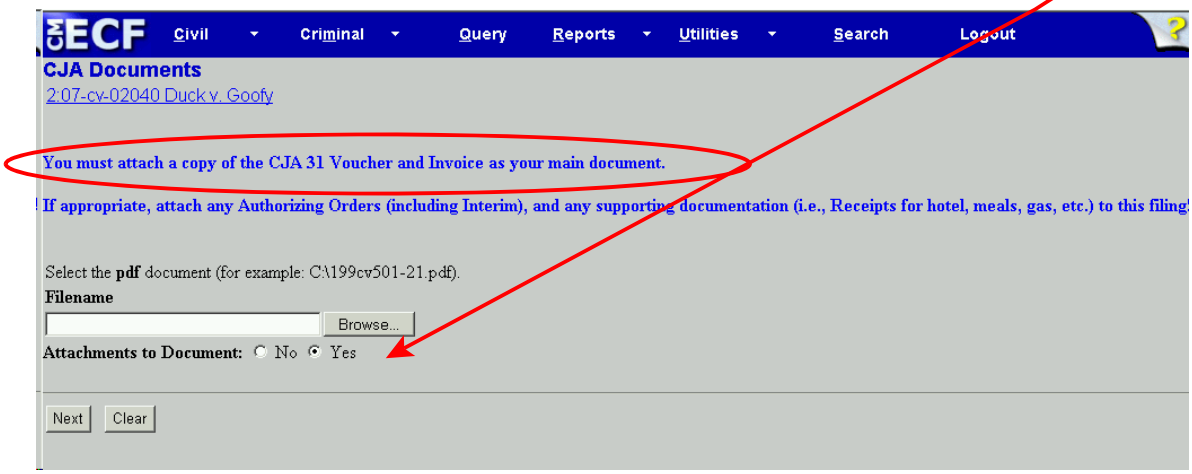


Step 4: Select the correct case, then click <Next>.

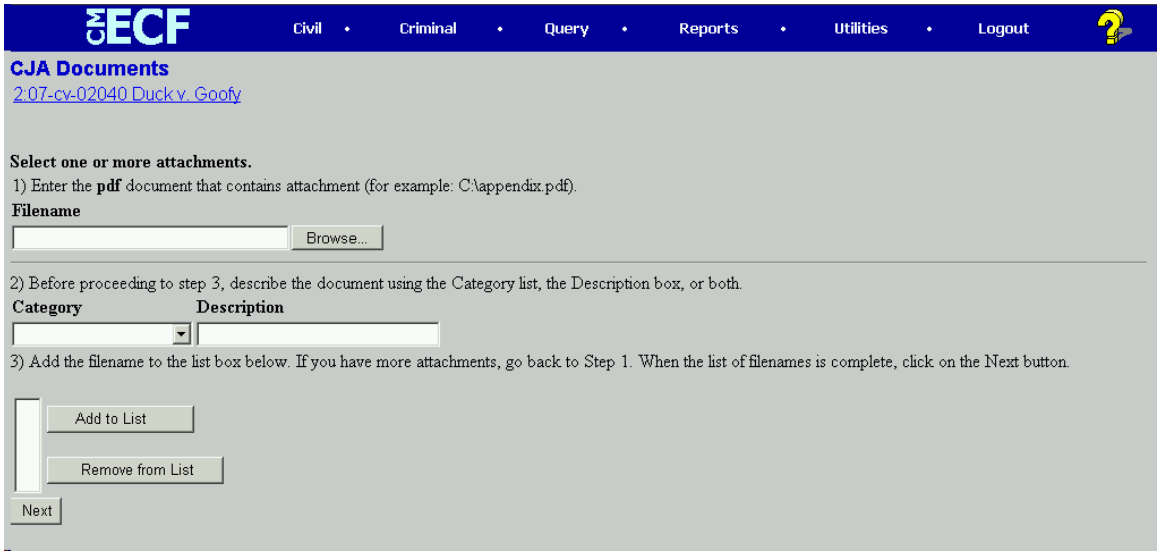


The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

Step 5: This screen is both a reminder screen of what documents you must attach to this filing (please read carefully) and where you will attach your main document. **Please note the CJA 31 Voucher and Invoice must be combined into one document and filed as your main document.** Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.



Step 6: Enter any Authorizing Orders (including Interim), and any supporting documentation (i.e., receipts for hotel, meals, gas, etc.) in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

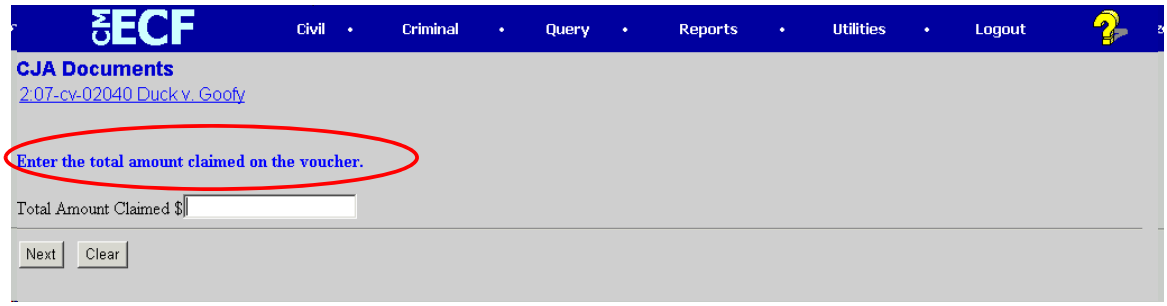
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 7: Enter the total amount you are claiming on this voucher, then click <Next>. Enter dollars and cents (if applicable) with the decimal point, but without commas. Since there is already a "$" sign on the screen, you do not have to enter it again.



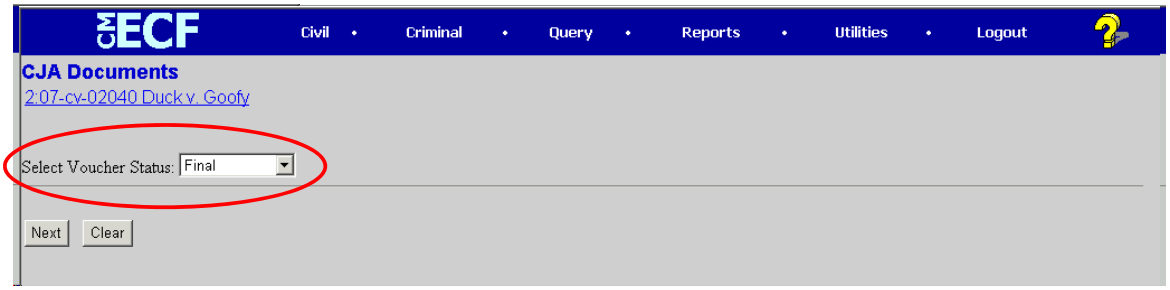
Step 8: From the drop down menu, select the type of service provider, then click <Next>. Your options are:

Accountant	Legal Analyst/Consultant
Ballistics	Mitigation Specialist
CALR (Westlaw/Lexis, etc.)	Other Medical
Chemist/Toxicologist	Other
Computer (Hardware/Software/Systems)	Paralegal Services
Document Examiner	Pathologist/Medical Examiner
Duplication Services	Polygraph
Fingerprint Analyst	Psychiatrist
Hair/Fiber Expert	Psychologist
Interpreter/Translator	Voice/Audio Analyst
Investigator	Weapons/Firearms/Explosive Expert
Jury Consultant	

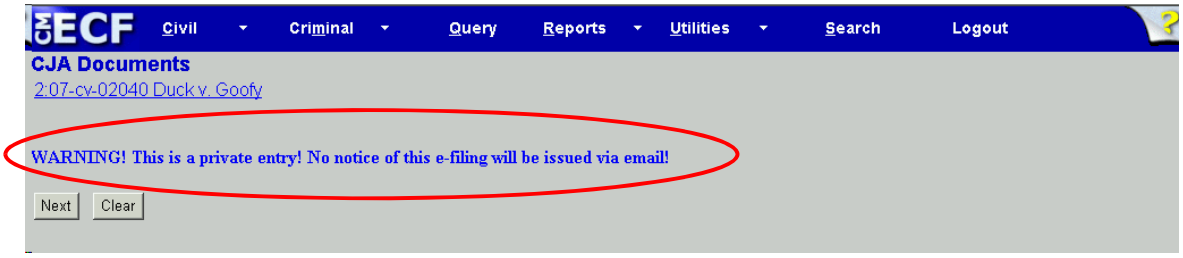
Step 9: In the text box, enter the name of the service provider, then click <Next>.

Step 10: From the drop down menu, select the voucher status, then click <Next>. Your options are:

Interim
Supplemental
Final

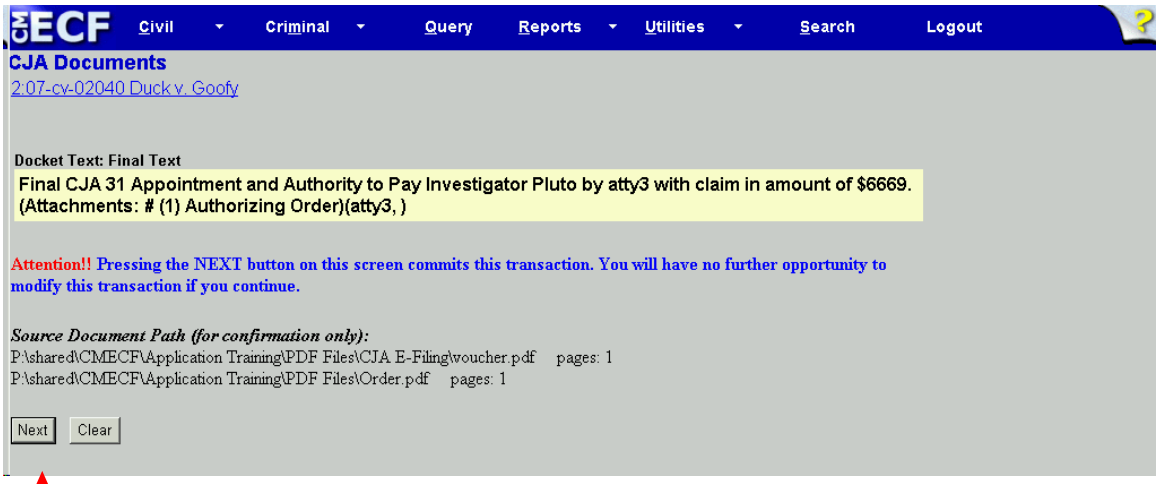


PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing <u>within</u> ECF; however, you will NOT receive an e-mail notification. Click <Next> to continue.



The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

At this screen, you will have no further opportunity to modify your docket text.



Step 11: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Notice of Electronic Filing (NEF)

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents

2:07-cv-02040 Duck v. Goofy

U.S. District Court

U.S. DISTRICT COURT OF ARIZONA

Notice of Electronic Filing

The following transaction was entered by atty3, on 11/20/2007 at 11:12 AM MST and filed on 11/20/2007

Case Name: Duck v. Goofy

Case Number: 2:07-cv-2040

Filer:

Document Number: 14

Docket Text:

Final CJA 31 Appointment and Authority to Pay Investigator Pluto by atty3 with claim in amount of $6669. (Attachments: # (1) Authorizing Order)(atty3,)

No public notice (electronic or otherwise) sent because the entry is private

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98321-0] [3e8f982dc86cdd1caf8be9bef9e0791576fd29d572579c2dd4fca3ad85fa457e183f 3395fa0e427e19e73303fe5f5c380c2891769dd94f287d4fe247d6f26674]]

Document description: Authorizing Order

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98321-1] [5cd172688e0093f74d46f39dfe42e06cce47eef0d525102946288dfca09cf84039db 706e0a98df88daf5349ffb6fad1dd3c2ea38a57490154110771f5ef44be8]]

Note: Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

Behind the scenes:

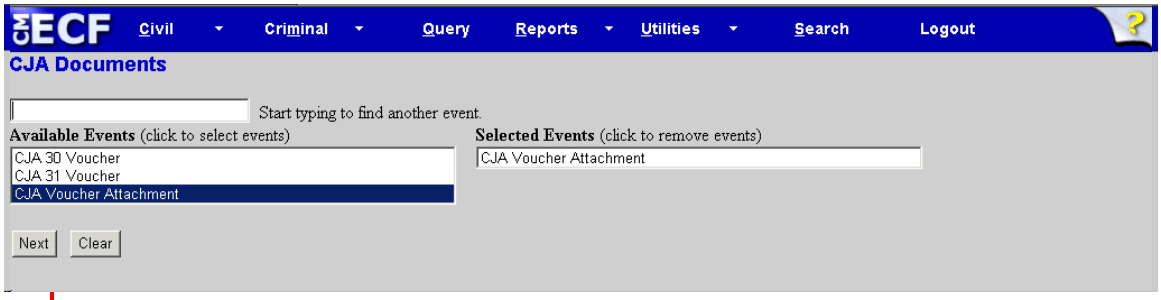
The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

CJA Voucher Attachment - From Civil Menu

WARNING

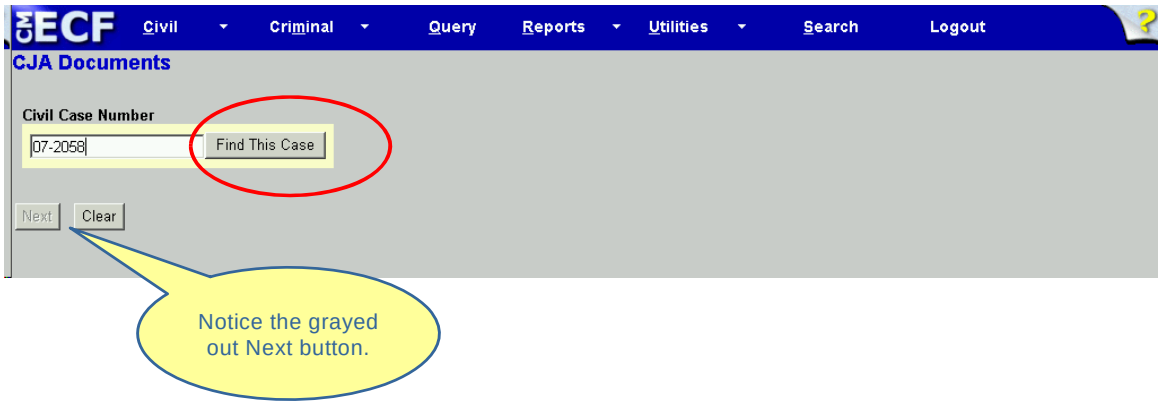
Use this event ONLY if you forgot to attach documents to your initial filing of your voucher.

Step 1: From the Civil Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu to select this event.

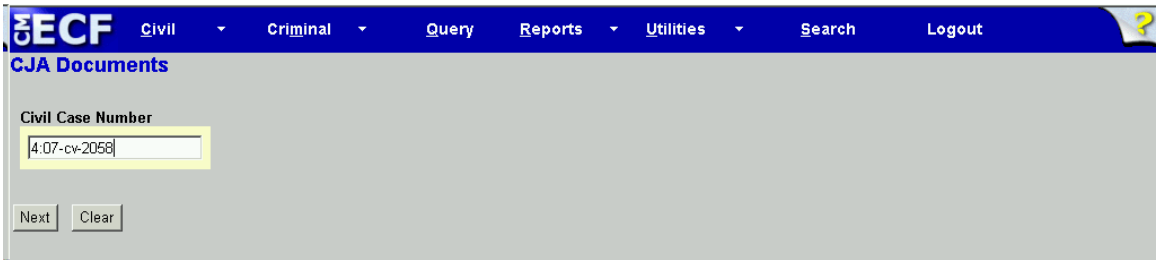


Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.

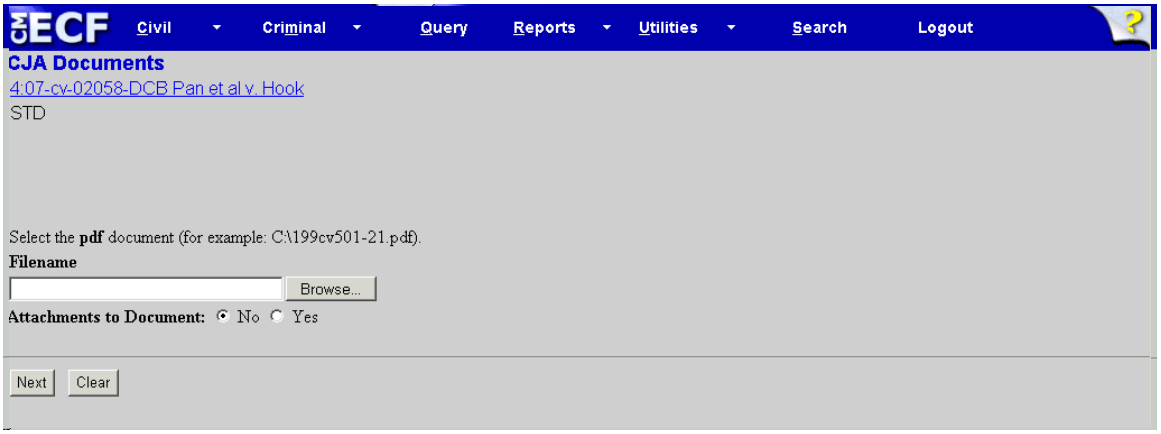


Step 4: If applicable, select the correct case, then click <Next>. (If there is only one case with that number, only that case number will appear.)

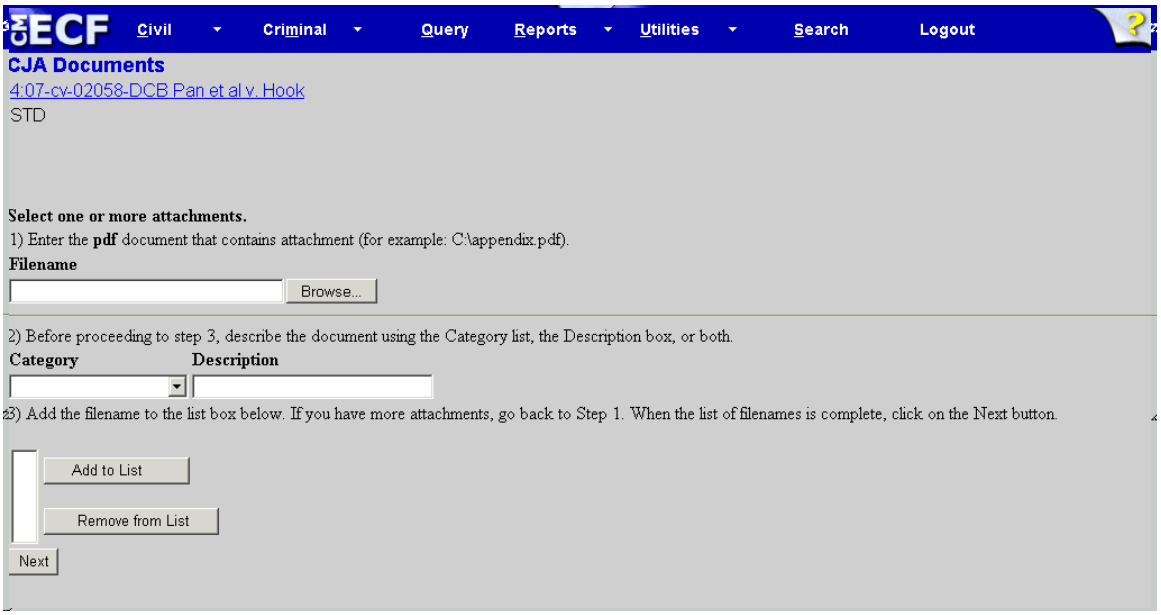


The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

Step 5: Enter the main document in .pdf format. Change the radio button at **Attachments to Document** from the default of "no" to "yes" so you can append any necessary attachments, then click <Next>.



Step 6: Enter any necessary attachments and supporting documentation in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

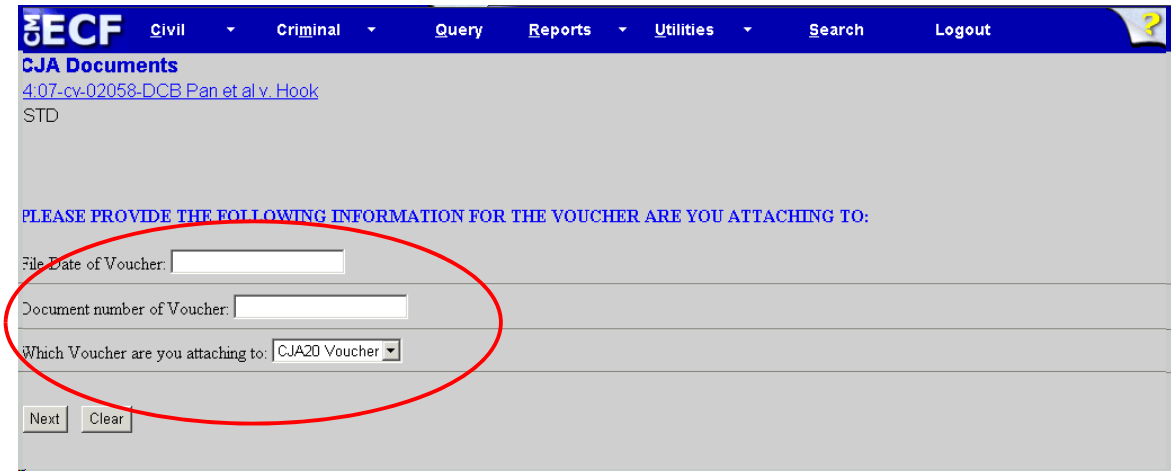
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in the description of your attachment(s) in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

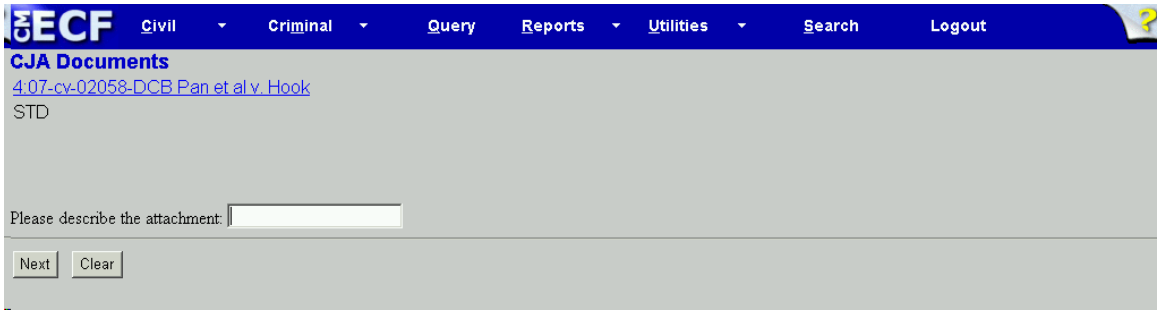
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

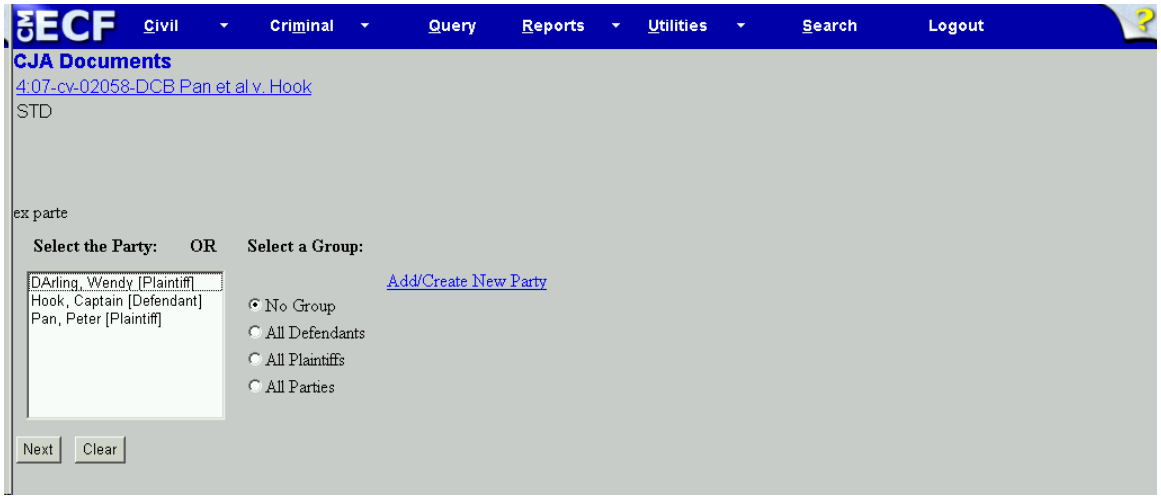
Step 7: Complete the required information in the text boxes to the right of prompts. Click <Next> to continue.



Step 8: In the text box, type in a description of the attachment, then click <Next> to continue.

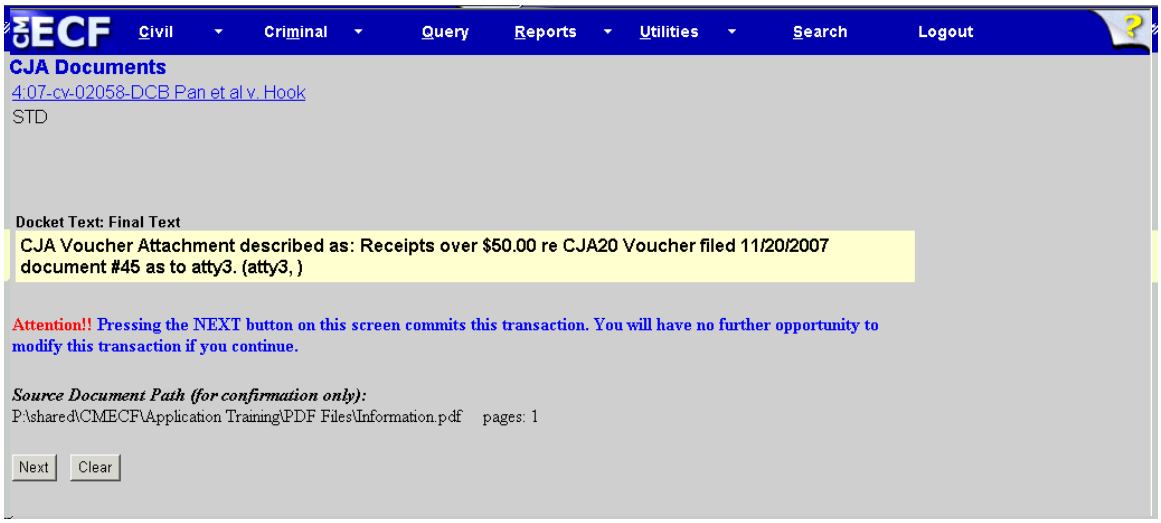


Step 9: Select your party, then click <Next>.



The next screen is a validation screen, with the full case number, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can enter the correct case number (see Step 3).

At this screen, you will have no further opportunity to modify your docket text.



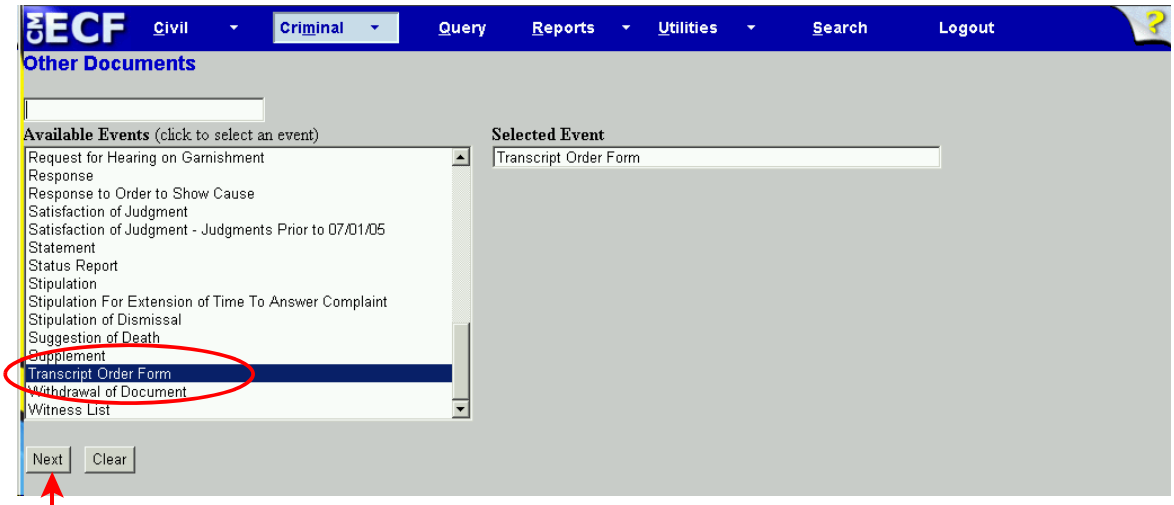
Step 10: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

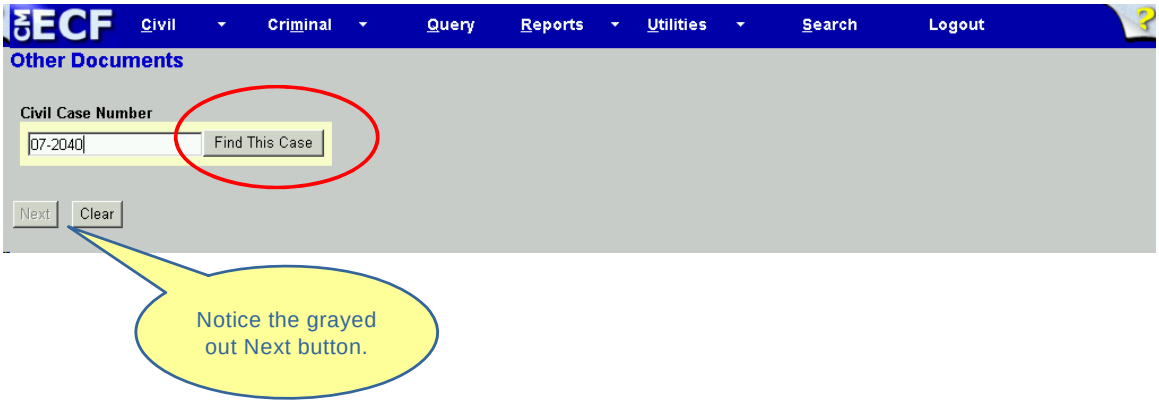
Transcript Order Form - Civil

Step 1: From the Civil Events Categories Menu, click on <Other Documents> under **Other Filings**. Use the drop down menu to select this event.

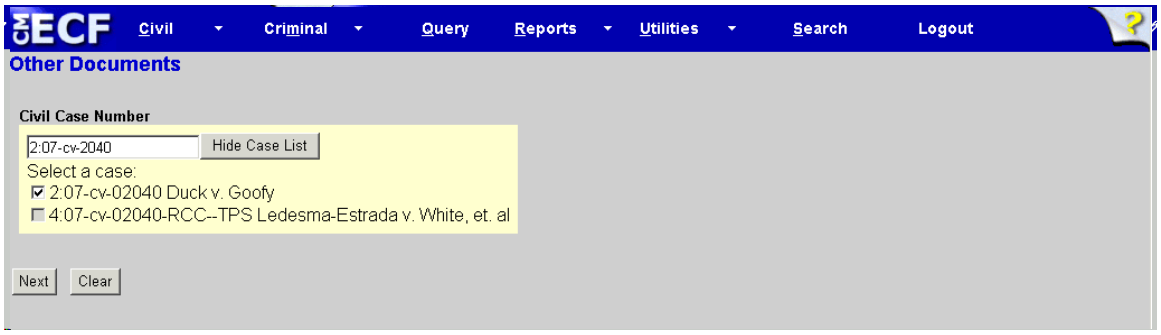


Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.

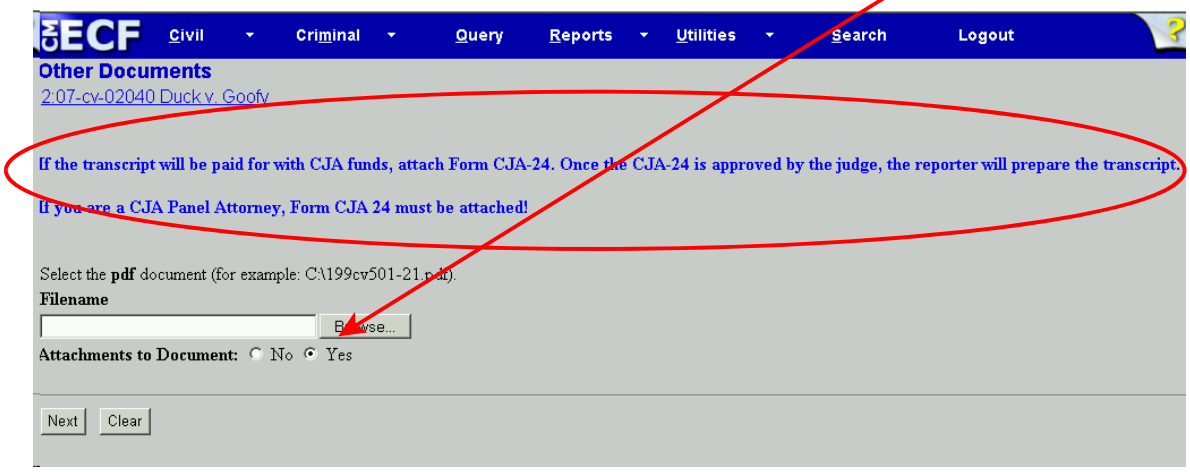


Step 4: Select the correct case, then click <Next>.

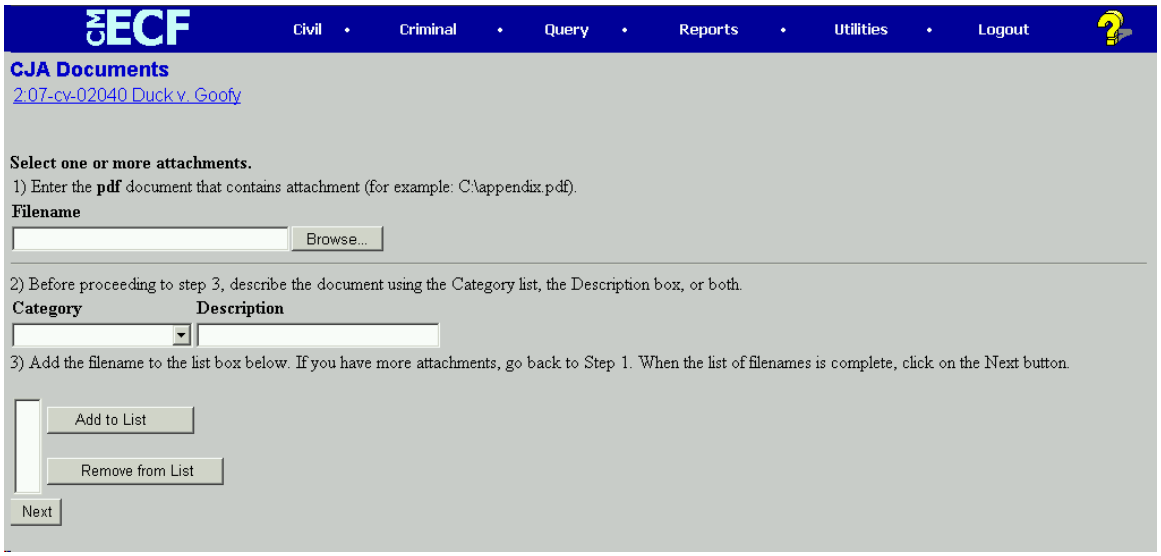


The next screen is a validation screen, with the full case number, so if correct click on <Next.> If incorrect, use your back button to return to the screen where you can enter the correct case number (Step 3).

Step 5: This screen is both a reminder screen of what documents you <u>must</u> attach to this filing (please read carefully) and where you will attach your main document. Enter the main document in .pdf format. Change the radio button at **Attachments to Documents** from the default of "no" to "yes" so you can append Form CJA 24, then click <Next>.



Step 6: Enter Form CJA 24 in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

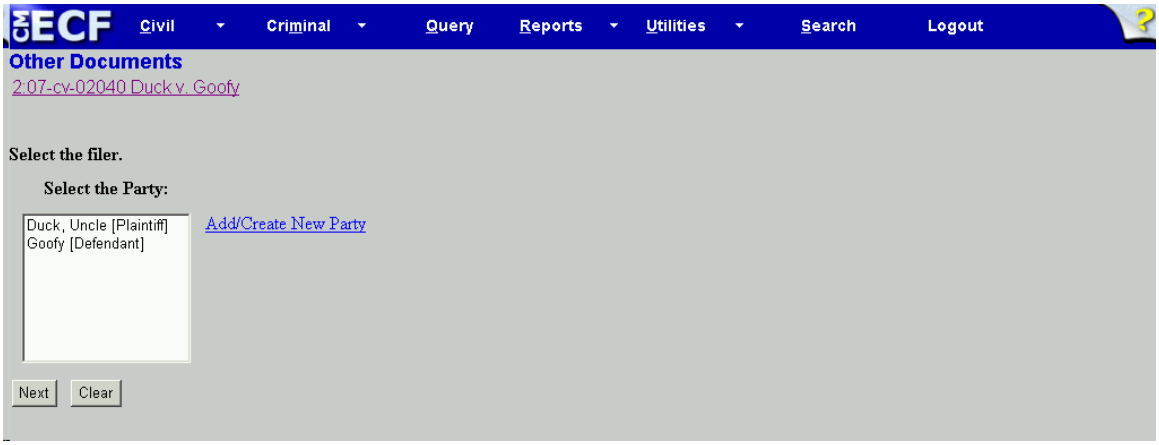
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in "Form CJA 24" in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

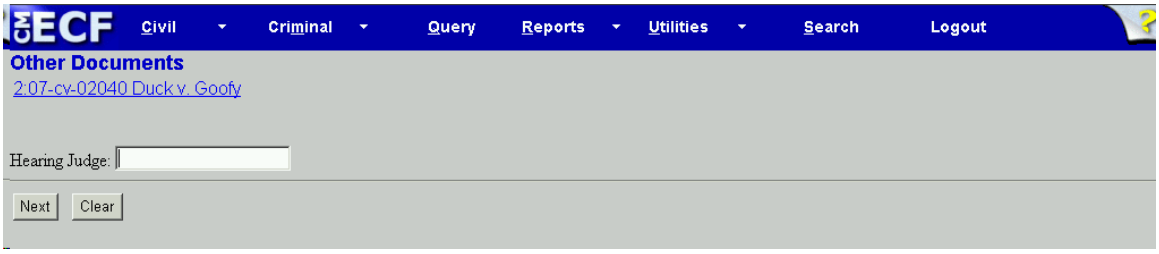
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

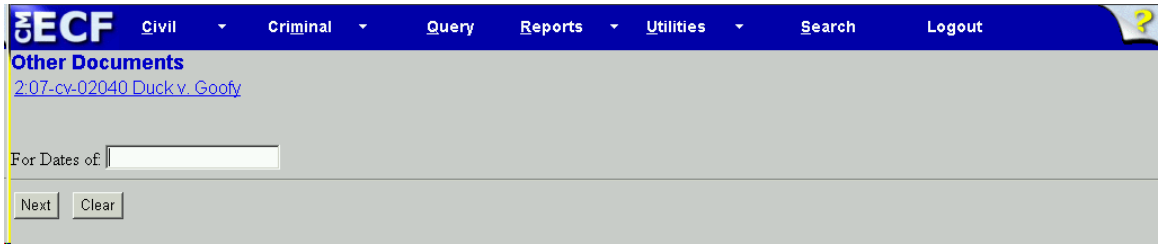
Step 7: Select your party, then click <Next>.



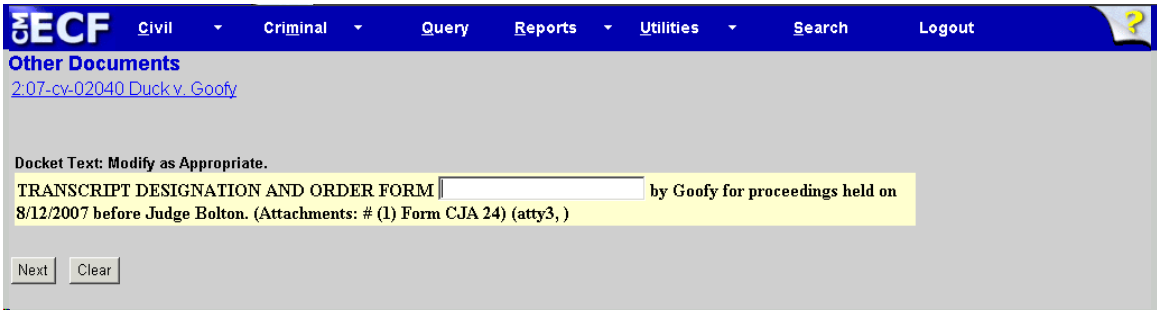
Step 8: In the text box, enter the Judge who held the hearing, then click <Next>.



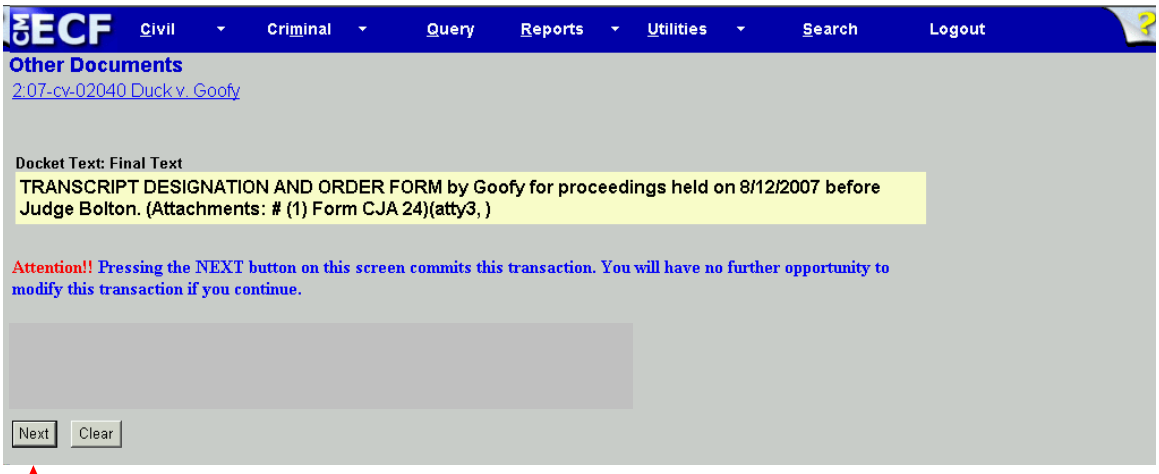
Step 9: In the text box, enter the date(s) the hearing was held, then click <Next>.



Step 10: Modify docket text, if appropriate, then click <Next>.



At this screen, you will have no further opportunity to modify your docket text.



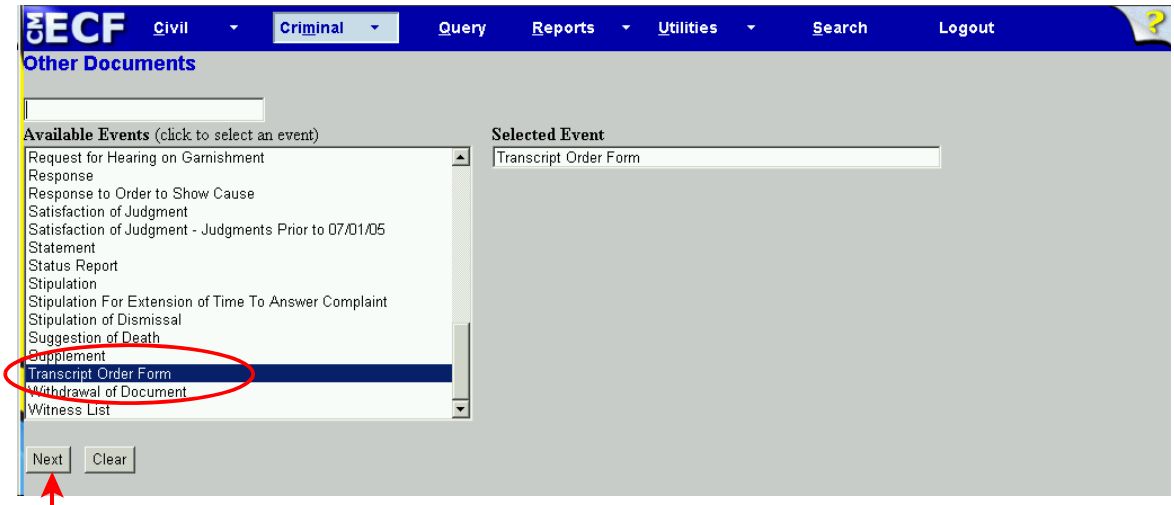
Step 11: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

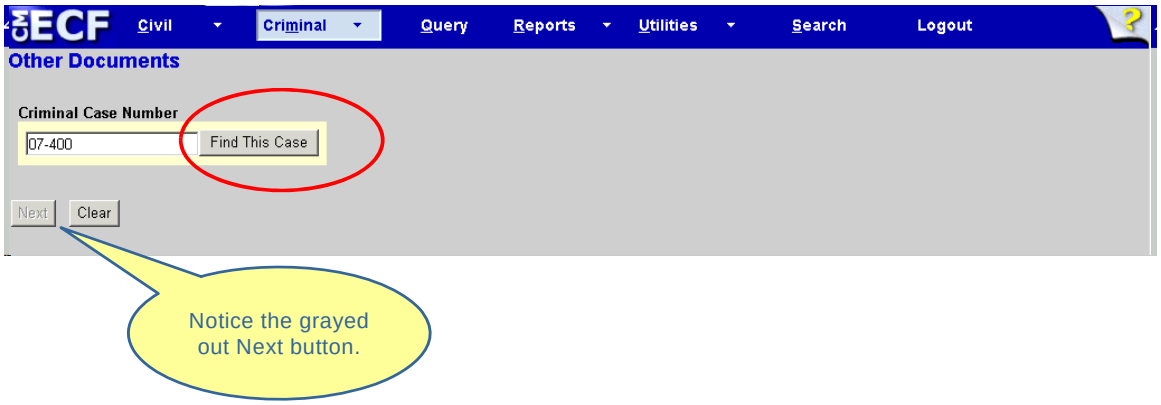
Transcript Order Form - Criminal

Step 1: From the Criminal Events Categories Menu, click on <Other Documents> under **Other Filings**. Use the drop down menu to select this event.



Step 2: Click <Next>.

Step 3: Enter case number, then click <Find This Case>.

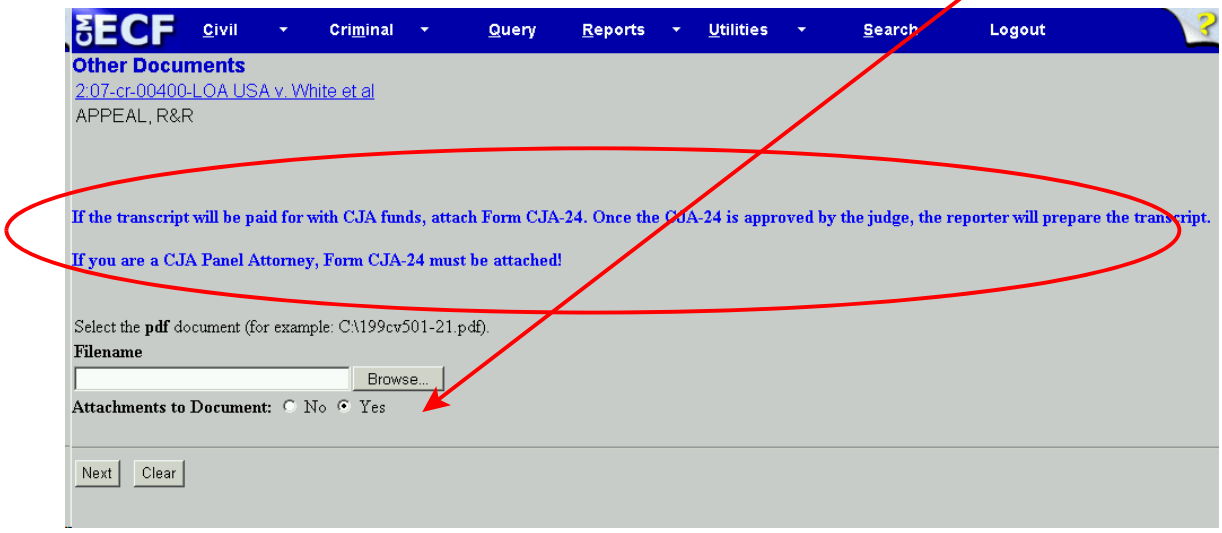


Step 4: Select the correct case and defendant, then click <Next>.

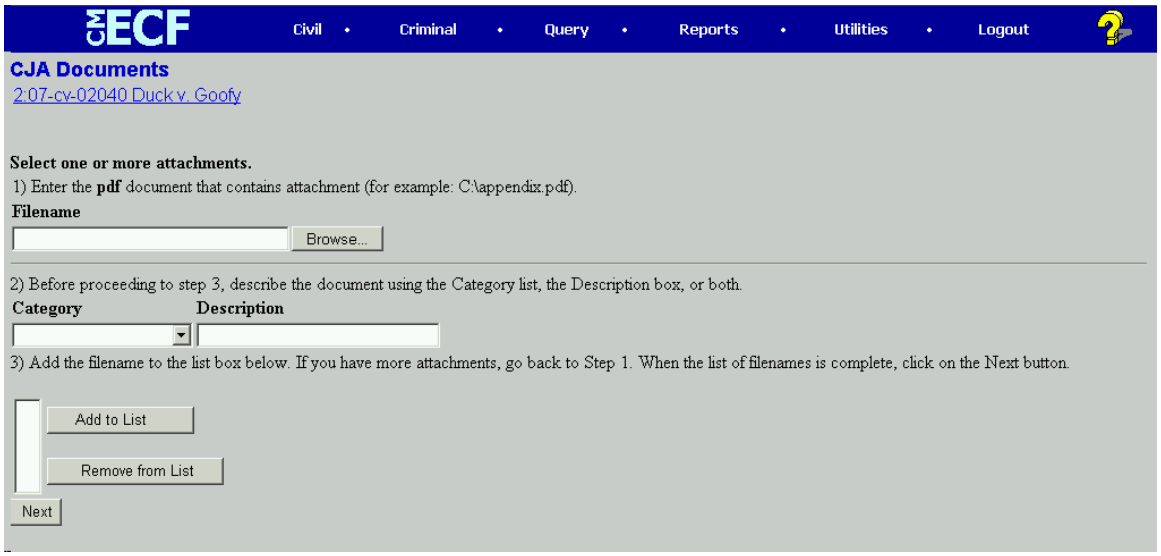
The next screen is a validation screen, with the full case number, so if correct click on <Next.> If incorrect, use your back button to return to the screen where you can enter the correct case number (Step 3).

Step 5: Select your party, then click <Next>.

Step 6: This screen is both a reminder screen of what documents you must attach to this filing (please read carefully) and where you will attach your main document. Enter the main document in .pdf format. Change the radio button at **Attachments to Documents** from the default of "no" to "yes" so you can append Form CJA 24, then click <Next>.



Step 7: Enter Form CJA 24 in .pdf format.



First: Click on **[Browse]** to search for and attach the document.

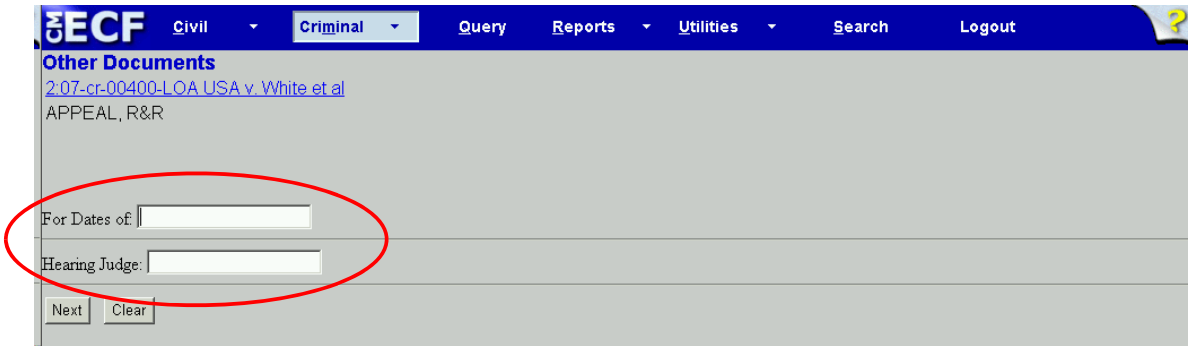
Second: The available document types in the drop down menu in the **Category** field are: Affidavit; Appeal Information; Appeal Notice; Appendix; Certificate of Record; Civil Cover Sheet; Errata; Exhibit; Summons; Supplement; Text of Proposed Order. Therefore, you will have to type in "Form CJA 24" in the text box under the word **Description**.

Third: Click on the **[Add to List]** button.

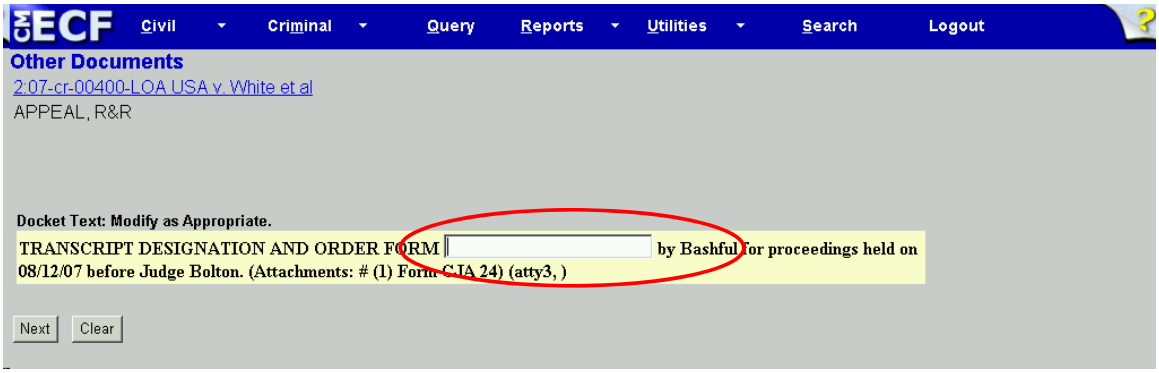
ECF adds the selected document as an attachment to the main document. The list box expands under section 3 to display the file name of the newly attached document.

When you are finished adding all your attachments, click <Next>.

Step 8: In the text box, enter the enter the date(s) the hearing was held and the Judge who held the hearing, then click <Next>.



Step 9: Modify docket text, if appropriate, then click <Next>.



At this screen, you will have no further opportunity to modify your docket text.

Step 10: Click <Next> to obtain your Notice of Electronic Filing (NEF).

Behind the scenes:

The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.