



INSTRUCTIONS FOR E-FILING CJA VOUCHERS

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

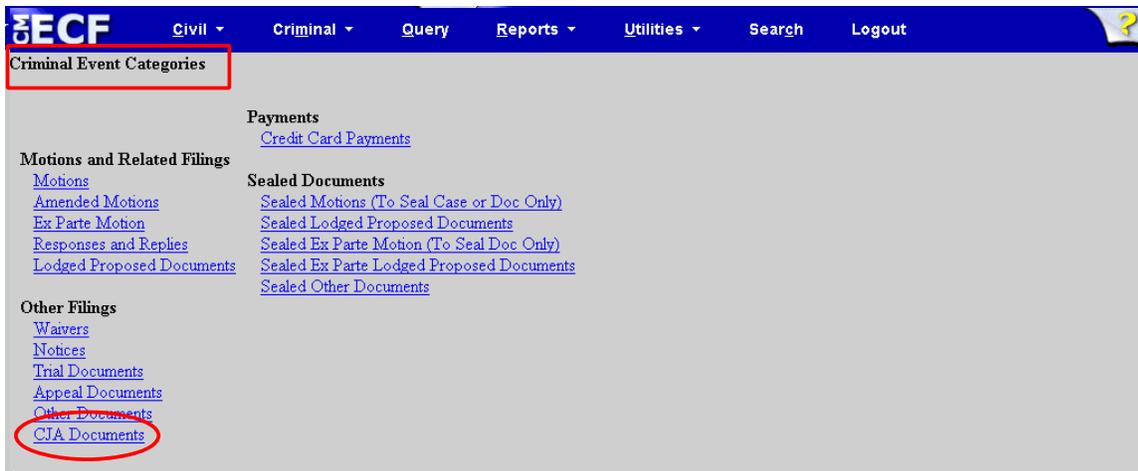
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Phoenix, Arizona 85003
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E-Filing CJA Vouchers

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:

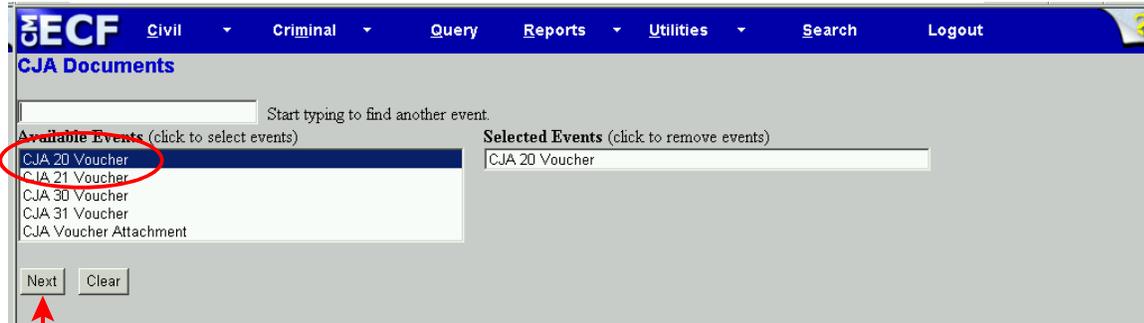
CJA 20 Voucher - Criminal Only	page 1
CJA 21 Voucher - Criminal Only	page 8
CJA 30 Voucher - Criminal	page 17
CJA 31 Voucher - Criminal	page 25
CJA Voucher Attachment - From Criminal Menu	page 34
CJA 30 Voucher - Civil	page 40
CJA 31 Voucher - Civil	page 47
CJA Voucher Attachment - From Civil Menu	page 54

When you click on [Other Documents](#) in either the Criminal Event Categories or the Civil Event Categories, these are your drop down menu options:

Transcript Order Form - Criminal	page 60
Transcript Order Form - Civil	page 67

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 and click on this event.



The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the 'CJA Documents' section is active. A search box contains the text 'Start typing to find another event.' Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes 'CJA 20 Voucher', 'CJA 21 Voucher', 'CJA 30 Voucher', 'CJA 31 Voucher', and 'CJA Voucher Attachment'. The 'Selected Events' list contains 'CJA 20 Voucher'. At the bottom left, there are 'Next' and 'Clear' buttons. A red circle highlights the 'CJA 20 Voucher' option in the 'Available Events' list, and a red arrow points to the 'Next' button.

Step 2: Click <Next> to continue.

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



The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the 'CJA Documents' section is active. A search box contains the text 'Criminal Case Number' and the value '07-400'. To the right of the search box is a 'Find This Case' button. Below the search box, there are 'Next' and 'Clear' buttons. A red circle highlights the 'Find This Case' button. A yellow callout bubble points to the 'Next' button.

Notice the grayed out Next button.

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

If there is more than one defendant in a case, there will be a + sign after the “et al” in the case name. For example, these cases have more than one defendant:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Click on the + sign and this appears:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 2:07-cr-00400-JRI-1 Snow White
 2:07-cr-00400-MEA-2 Bashful
 2:07-cr-00400-3 Doc
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Select the correct defendant and the <Next> button allows you to proceed:

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents". The main content area is titled "Criminal Case Number" and contains a text input field with the value "2:07-cr-400-2" and a "Hide Case List" button. Below the input field, there is a section titled "Select a case:" with a list of cases and checkboxes. The cases listed are: "2:07-cr-00400-JRI USA v. White et al", "2:07-cr-00400-JRI 1 Show White", "2:07-cr-00400-MEA-2 Bashful" (which is checked and circled in red), and "2:07-cr-00400-3 Doc". At the bottom of the selection area, there are "Next" and "Clear" buttons.

This is a reminder screen to ensure you have selected the correct defendant on the previous screen. Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents". The main content area contains a red warning message: "IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT FOR WHOM THE VOUCHER IS BEING FILED ON THE PREVIOUS SCREEN." At the bottom of the warning area, there are "Next" and "Clear" buttons.

The next screen is a validation screen, with the full case banner, 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 must 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>.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cr-00400-JRI USA v. White et al

You must attach a copy of the CJA 20 Voucher, CJA 20 Worksheets (Time and Expenses), and Voucher Summary as your main document.

If appropriate, attach any Authorizing Orders (including interim), Form CJA 26, and any supporting documentation (i.e., Receipts for hotel, meals, gas, etc.) to this filing!

Select the pdf document (for example: CA199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Next Clear

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

The screenshot shows the ECF (Electronic Case Filing) interface for CJA Documents. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "CJA Documents" with a sub-link "2:07-cr-00400-JRI USA v. White et al".

Instructions for Step 6:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Form fields and buttons:

- Filename:** A text input field with a "Browse..." button.
- Category:** A dropdown menu.
- Description:** A text input field.
- Buttons:** "Add to List", "Remove from List", and "Next".

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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.



The screenshot shows the ECF CJA Documents interface. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The page title is 'CJA Documents' with a sub-link '2:07-cr-00400-JRI USA v. White et al'. A red oval highlights the instruction 'Enter the total amount claimed on the voucher.' Below this is a text input field labeled 'Total Amount Claimed \$' with a dollar sign and a cursor. At the bottom are 'Next' and 'Clear' buttons.

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

- Final
- Interim
- Supplemental



The screenshot shows the ECF CJA Documents interface. The top navigation bar is the same as in Step 7. The page title is 'CJA Documents' with a sub-link '2:07-cr-00400-JRI USA v. White et al'. A red oval highlights the 'Select Voucher Status:' dropdown menu, which currently shows 'Final'. Below the dropdown are 'Next' and 'Clear' buttons.

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



The screenshot shows the ECF CJA Documents interface. The top navigation bar is the same as in Step 7. The page title is 'CJA Documents' with a sub-link '2:07-cr-00400-JRI USA v. White et al'. A dropdown menu titled 'Select the Party:' is open, showing a list of parties: 'USA [Plaintiff]', 'White, Snow (1) [Defendant]', 'Bashful (2) [Defendant]', and 'Doc (3) [Defendant]'. Below the dropdown are 'Next' and 'Clear' buttons.

The next screen is a validation screen, with the full case banner, 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.

ECF Civil Criminal Query Reports Utilities Search Logout

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

Docket Text: Final Text
Final CJA 20 Appointment and Authority to Pay Court Appointed Counsel by Larry Lawyer with claim in the amount of \$222. (Attachments: # (1) Receipts, # (2) Authorizing Orders)(Lawyer, Larry)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
P:\shared\CMECF\Application Training\PDF Files\Voucher.pdf pages: 1
P:\shared\CMECF\Application Training\PDF Files\Receipts.pdf pages: 1
P:\shared\CMECF\Application Training\PDF Files\Order.pdf pages: 1

Next Clear

Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.

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 click on this event.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents

Start typing to find another event.

Available Events (click to select events)

- CJA 20 Voucher
- CJA 21 Voucher
- CJA 30 Voucher
- CJA 31 Voucher
- CJA Voucher Attachment

Selected Events (click to remove events)

- CJA 21 Voucher

Next Clear

Step 2: Click **<Next>** to continue.

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

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents

Criminal Case Number

07-400 Find This Case

Next Clear

Notice the grayed out Next button.

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

If there is more than one defendant in a case, there will be a + sign after the “et al” in the case name. For example, these cases have more than one defendant:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al
 3:07-cr-00400-MEA USA v. White et al
Next Clear

Notice the grayed out Next button.

Click on the + sign and this appears:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al
 2:07-cr-00400-JRI-1 Snow White
 2:07-cr-00400-MEA-2 Bashful
 2:07-cr-00400-3 Doc
 3:07-cr-00400-MEA USA v. White et al
Next Clear

Notice the grayed out Next button.

Select the correct defendant and the <Next> button allows you to proceed:

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents". The main content area is titled "Criminal Case Number" and contains a text input field with the value "2:07-cr-400-2" and a "Hide Case List" button. Below the input field, there is a section titled "Select a case:" with a list of cases and checkboxes. The cases listed are: "2:07-cr-00400-JRI USA v. White et al", "2:07-cr-00400-JRI 1 Show White", "2:07-cr-00400-MEA-2 Bashful" (which is checked and circled in red), and "2:07-cr-00400-3 Doc". At the bottom of the selection area, there are "Next" and "Clear" buttons.

This is a reminder screen to ensure you have selected the correct defendant on the previous screen. Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents". The main content area contains a reminder message in blue and red text: "IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT FOR WHOM THE VOUCHER IS BEING FILED ON THE PREVIOUS SCREEN." At the bottom of the screen, there are "Next" and "Clear" buttons.

The next screen is a validation screen, with the full case banner, 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 must 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>.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
[2:07-cr-00400-JRLUSA v. White et al](#)

You must attach a copy of the CJA 21 Voucher and Invoice as your main document.

If services for this type of expert exceed \$500.00 in this case, attach Authorizing Orders.

If appropriate, attach any Authorizing Orders (including Interim) and any supporting documentation (i.e., Receipts for hotel, meals, gas, etc.) to this filing!

Select the pdf document (for example: C:\199cv501-21.pdf)

Filename

Attachments to Document: No Yes

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

The screenshot shows a web interface for adding attachments. At the top, it says "CJA Documents" and provides a link to "2:07-cr-00400-LOA USA v. White et al" with the category "APPEAL, R&R". Below this, it instructs the user to "Select one or more attachments." and provides step 1: "Enter the pdf document that contains attachment (for example: C:\appendix.pdf)". There is a "Filename" label and a text input field with a "Browse..." button. Step 2 instructs the user to describe the document using the "Category" list, the "Description" box, or both. There is a "Category" dropdown menu and a "Description" text input field. Step 3 instructs the user to add the filename to the list box below. There is a list box (currently empty) with "Add to List" and "Remove from List" buttons. At the bottom, there is a "Next" button.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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: In the text box, 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.

CJA Documents
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

Enter the total amount claimed on the voucher.

Total Amount Claimed \$||

Next Clear

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 | |

CJA Documents
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

SELECT TYPE OF SERVICE PROVIDER

Investigator

Next Clear

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

CJA Documents
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Please enter the name of the Service Provider. The entry of a name is required!

Name of Service Provider:

Next Clear

Step 10: In the text box, enter the service date(s). Click <Next> to continue.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cr-00400-JRI USA v. White et al

Please enter the Service Date(s).

Service Date(s):

Next Clear

Step 11: From the drop down menu, select the voucher status, then click <Next>. Your options are:

- Interim
- Supplemental
- Final

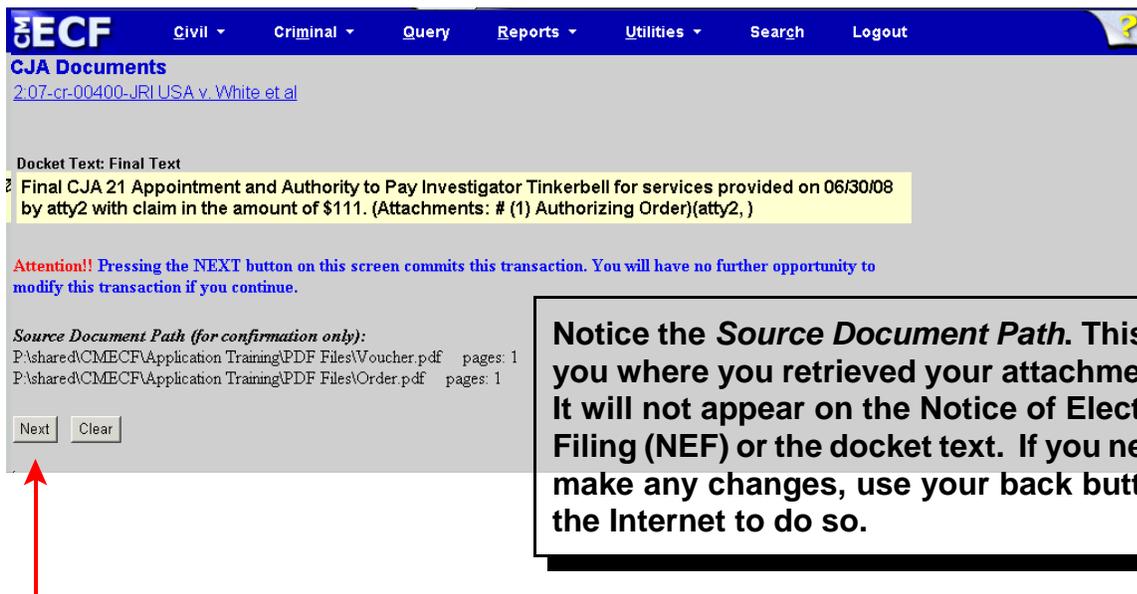


Step 12: Select your party (should be the same defendant you selected during Step 4), then click <Next>.



The next screen is a validation screen, with the full case banner, 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.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents" and the URL is "2:07-cr-00400-JRI USA v. White et al". The main content area displays "Docket Text: Final Text" followed by a highlighted entry: "Final CJA 21 Appointment and Authority to Pay Investigator Tinkerbell for services provided on 06/30/08 by atty2 with claim in the amount of \$111. (Attachments: # (1) Authorizing Order)(atty2,)". Below this, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath the warning, the "Source Document Path (for confirmation only):" is listed with two entries: "P:\shared\CMECF\Application Training\PDF Files\Voucher.pdf pages: 1" and "P:\shared\CMECF\Application Training\PDF Files\Order.pdf pages: 1". At the bottom left of the form, there are two buttons: "Next" and "Clear". A red arrow points to the "Next" button. A black-bordered box on the right side of the screenshot contains the following text: "Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so."

Step 13: 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 and click on this event.

Start typing to find another event.

Available Events (click to select events)

- CJA 20 Voucher
- CJA 21 Voucher
- CJA 30 Voucher**
- CJA 31 Voucher
- CJA Voucher Attachment

Selected Events (click to remove events)

- CJA 30 Voucher

Next Clear

Step 2: Click <Next> to continue.

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

Criminal Case Number

07-400 Find This Case

Next Clear

Notice the grayed out Next button.

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

If there is more than one defendant in a case, there will be a + sign after the “et al” in the case name. For example, these cases have more than one defendant:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Click on the + sign and this appears:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 2:07-cr-00400-JRI-1 Snow White
 2:07-cr-00400-MEA-2 Bashful
 2:07-cr-00400-3 Doc
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Select the correct defendant and the <Next> button allows you to proceed:

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. The main content area is titled 'Criminal Case Number' and contains a text input field with '2:07-cr-400-2' and a 'Hide Case List' button. Below this, it says 'Select a case:' followed by a list of cases with checkboxes: 2:07-cr-00400-JRI USA v. White et al, 2:07-cr-00400-JRI-1 Snow White, 2:07-cr-00400-MEA-2 Bashful, and 2:07-cr-00400-3 Doc. At the bottom of the form are 'Next' and 'Clear' buttons.

This is a reminder screen to ensure you have selected the correct defendant on the previous screen. Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. The navigation bar is the same as in the previous screenshot. Below the navigation bar, the page title is 'CJA Documents'. A red message is displayed: 'IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT FOR WHOM THE VOUCHER IS BEING FILED ON THE PREVIOUS SCREEN.' Below the message are 'Next' and 'Clear' buttons.

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

This screen is a 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.** Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. The navigation bar is the same as in the previous screenshots. Below the navigation bar, the page title is 'CJA Documents'. The case banner displays the case number '2:07-cr-00400-LOA USA v. White et al' and the case name 'APPEAL, R&R'. A red message is displayed: 'You must attach a copy of the CJA 30 Voucher, CJA 30 Worksheets (Time and Expenses), and Voucher Summary as your main document.' Below the message, it says 'If appropriate, attach any Authorizing Orders (including Interim), and any supporting documentation (i.e., Receipts for hotel, meals, gas, etc.) to this filing'. At the bottom of the form are 'Next' and 'Clear' buttons. A red oval highlights the red message and the text below it.

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>.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Select the **pdf** document (for example: C:\199cv501-21.pdf)

Filename
[Input Field] Browse...

Attachments to Document: No Yes

Next Clear

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

The screenshot shows the ECF (Electronic Case Filing) interface for CJA Documents. The page title is "CJA Documents" and the case number is "2:07-cr-00400-LOA USA v. White et al". The document type is "APPEAL, R&R". The main heading is "Select one or more attachments." Below this, there are three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. The form includes a "Filename" field with a "Browse..." button, a "Category" dropdown menu, a "Description" text box, and a list box with "Add to List" and "Remove from List" buttons. A "Next" button is at the bottom.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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.



ECF Civil Criminal Query Reports Utilities Search Logout

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

Enter the total amount claimed on the voucher.

Total Amount Claimed \$

Next Clear

Step 8: Select your party (should be the same defendant you selected during Step 4), then click <Next>.

Step 9: From the drop down menu, select the voucher status, then click <Next>. Your options are:

- Interim
- Supplemental
- Final



ECF Civil Criminal Query Reports Utilities Search Logout

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

Select Voucher Status: Interim

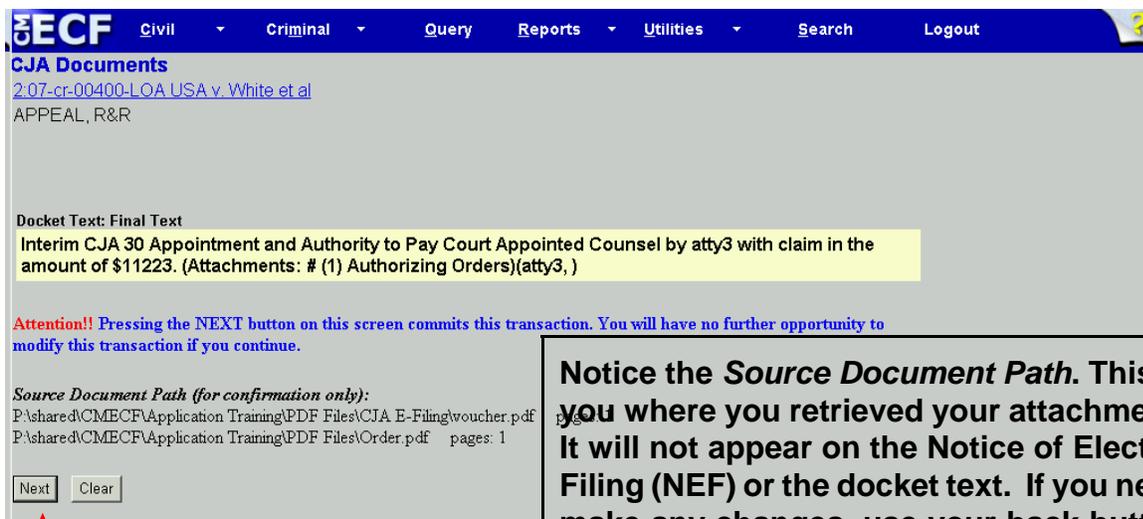
Next Clear

PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing within 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 banner, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (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).

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]
[360cfa1e4323032cadf6b1ba0ba4d346c92e161c6c91b21b95b7517e4d3c6dab604
f7ea784b1628a5c98c2bc96599ba4604ac17c07b3cb3f7e5e5e3a9912e35]]
Document description: Authorizing Orders
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/16/2007] [FileNumber=98225-1]
[70f926043cb7aa1e8eb5bc7d5d1e710a029c0a2e4eee1cc9f99ee8166276a7bd7c17
dd3a8642261d1c231d44d362d6969ea230f9f5465355c831961a73a42fcc]]

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 - Criminal

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



Step 2: Click <Next> to continue.

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



Notice the grayed out Next button.

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

If there is more than one defendant in a case, there will be a + sign after the “et al” in the case name. For example, these cases have more than one defendant:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents
Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Click on the + sign and this appears:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents
Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 2:07-cr-00400-JRI-1 Snow White
 2:07-cr-00400-MEA-2 Bashful
 2:07-cr-00400-3 Doc
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Select the correct defendant and the <Next> button allows you to proceed:

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. Underneath, there is a section titled 'Criminal Case Number' with a text input field containing '2:07-cr-400-2' and a 'Hide Case List' button. Below this, it says 'Select a case:' followed by a list of cases with checkboxes:
- 2:07-cr-00400-JRI USA v. White et al
- 2:07-cr-00400-JRI 1 Snow White
- 2:07-cr-00400-MEA-2 Bashful
- 2:07-cr-00400-3 Doc
The '2:07-cr-00400-MEA-2 Bashful' option is circled in red. At the bottom of the selection area, there are 'Next' and 'Clear' buttons.

This is a reminder screen to ensure you have selected the correct defendant on the previous screen. Click <Next> to continue.

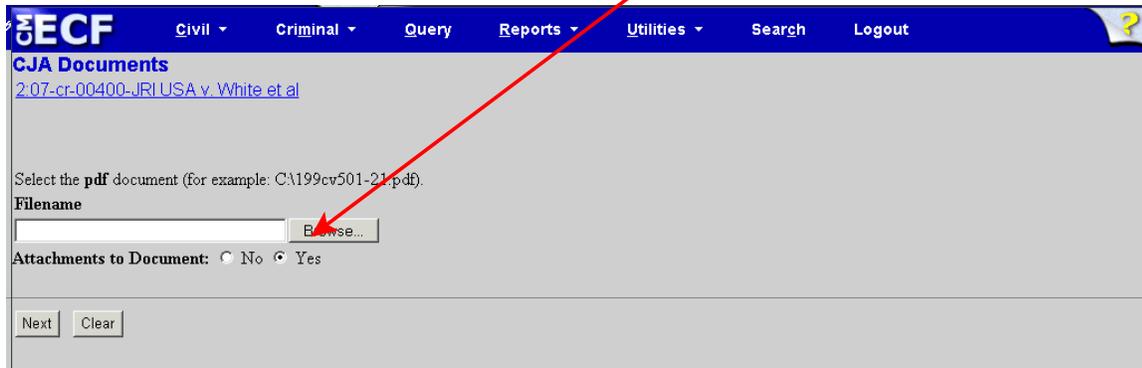
The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. Below the title, there is a red text reminder: 'IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT FOR WHOM THE VOUCHER IS BEING FILED ON THE PREVIOUS SCREEN.' At the bottom of the screen, there are 'Next' and 'Clear' buttons.

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

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.** Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. Below the title, there is a case banner: '2:07-cr-00400-LOA USA v. White et al' and 'APPEAL, R&R'. Below the banner, there is a red text reminder: 'You must attach a copy of the CJA 31 Voucher and Invoice as your main document.' Below this, there is a blue text reminder: 'If appropriate, attach any Authorizing Orders (including Interim), and any supporting documentation (i.e., Receipts for hotel, meals, gas, etc.) to this filing!'. At the bottom of the screen, there are 'Next' and 'Clear' buttons.

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>.



The screenshot shows the ECF (Electronic Case Filing) interface for CJA Documents. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "CJA Documents" with a link to "2:07-cr-00400-JRI USA v. White et al". The main content area contains the following text and form elements:

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

A red arrow points from the top right of the page towards the "Browse..." button in the filename field.

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

The screenshot shows the ECF (Electronic Case Filing) interface for CJA Documents. The header includes the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "CJA Documents" and shows a case reference: "2:07-cr-00400-LOA USA v. White et al" and "APPEAL, R&R".

Instructions for adding attachments:

- Select one or more attachments.**
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Form fields for Step 1:

- Filename:** A text input field with a "Browse..." button.

Instructions for Step 2:

- 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Form fields for Step 2:

- Category:** A dropdown menu.
- Description:** A text input field.

Instructions for Step 3:

- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Form fields for Step 3:

- A list box (initially empty).
- "Add to List" button.
- "Remove from List" button.
- "Next" button.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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>.

The screenshot shows the ECF CJA Documents interface. The header includes the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays the case name "2:07-cr-00400-LOA USA v. White et al" and the document type "APPEAL, R&R". A red oval highlights a blue error message: "Please enter the name of the Service Provider. The entry of a name is required!". Below the message is a text input field labeled "Name of Service Provider:" with "Next" and "Clear" buttons.

Step 10: Select your party (should be the same defendant you selected during Step 4), then click <Next>.

Step 11: From the drop down menu, select the voucher status, then click <Next>. Your options are:

- Interim
- Supplemental
- Final

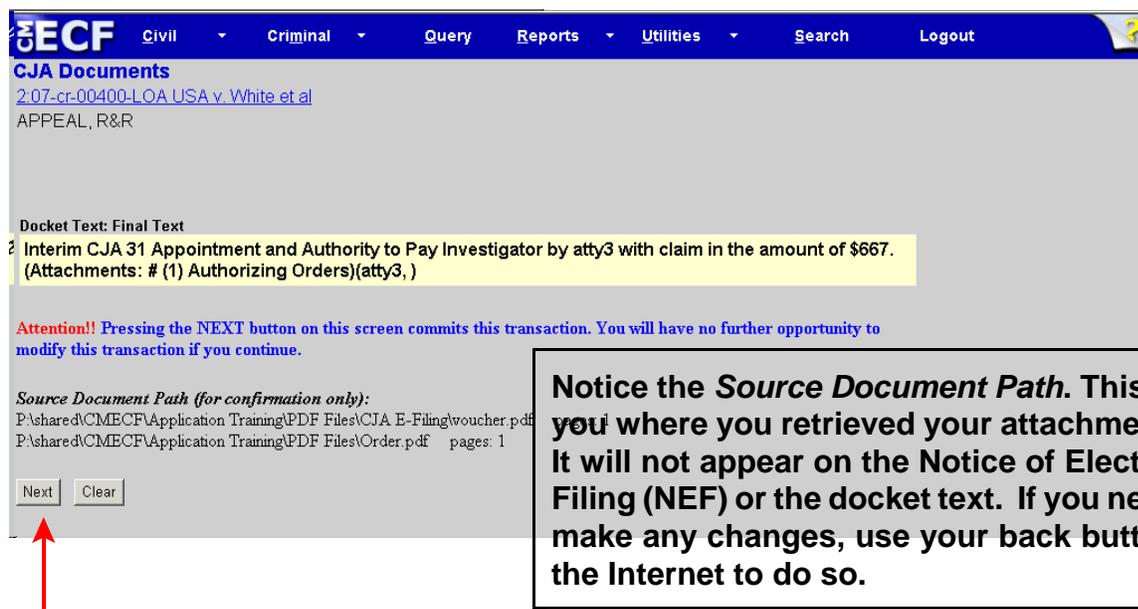
The screenshot shows the ECF CJA Documents interface. The header includes the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays the case name "2:07-cr-00400-LOA USA v. White et al" and the document type "APPEAL, R&R". A red oval highlights a dropdown menu labeled "Select Voucher Status:" with "Interim" selected. Below the dropdown menu are "Next" and "Clear" buttons.

PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing within 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 banner, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (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).

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]
[9379d73e67d061284692944258316b4d60e82f5c43e11ddf415826989b7e5b8af23
a15be49634450d597bcd70512bc435e099d7f74cb4bba9f6dfbd10e4e13]]
Document description: Authorizing Orders
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98312-1]
[587811f76c4f76d997ec323b72c14b3c494a8b5e5d2ca016e39187cec75f6f5dc09
f1f7f463afe0004d6dd533fc3ff2849f9dfa83a2ea142d6c385fc438402]]

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:

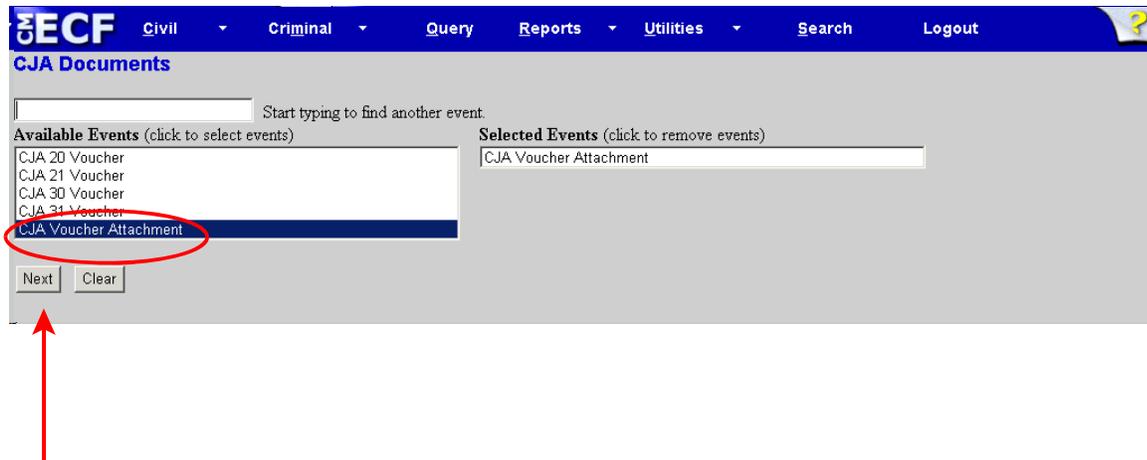
The voucher and supporting attachments will be available for viewing by court staff **only**. After Judge approval, the filer of the voucher will receive a Notice of Electronic Filing (NEF) notifying him/her that the voucher has been processed for payment.

CJA Voucher Attachment - From Criminal Menu

WARNING

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

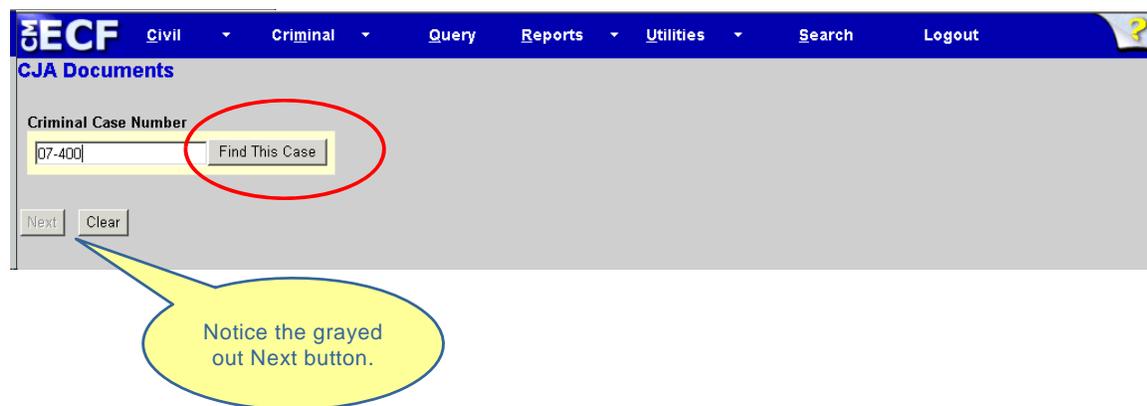
Step 1: From the Criminal Events Categories menu, click on <CJA Documents> under **Other Filings**. Use the drop down menu and click on this event.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the page title is 'CJA Documents'. There is a search box with the text 'Start typing to find another event.' Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes 'CJA 20 Voucher', 'CJA 21 Voucher', 'CJA 30 Voucher', 'CJA 31 Voucher', and 'CJA Voucher Attachment'. The 'CJA Voucher Attachment' item is circled in red. Below the list, there are 'Next' and 'Clear' buttons. A red arrow points to the 'Next' button.

Step 2: Click <Next> to continue.

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



The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the page title is 'CJA Documents'. There is a search box with the text 'Start typing to find another event.' Below the search box, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes 'CJA 20 Voucher', 'CJA 21 Voucher', 'CJA 30 Voucher', 'CJA 31 Voucher', and 'CJA Voucher Attachment'. The 'CJA Voucher Attachment' item is circled in red. Below the list, there are 'Next' and 'Clear' buttons. A red arrow points to the 'Next' button.

Notice the grayed out Next button.

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

If there is more than one defendant in a case, there will be a + sign after the “et al” in the case name. For example, these cases have more than one defendant:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Click on the + sign and this appears:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 2:07-cr-00400-JRI-1 Snow White
 2:07-cr-00400-MEA-2 Bashful
 2:07-cr-00400-3 Doc
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Select the correct defendant and the <Next> button allows you to proceed:

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. A section titled 'Criminal Case Number' contains a text input field with '2:07-cr-400-2' and a 'Hide Case List' button. Below this, a 'Select a case:' section lists four cases with checkboxes: '2:07-cr-00400-JRI USA v. White et al', '2:07-cr-00400-JRI-1 Onw White', '2:07-cr-00400-MEA-2 Bashful' (which is checked and circled in red), and '2:07-cr-00400-3.Doc'. At the bottom of this section are 'Next' and 'Clear' buttons.

This is a reminder screen to ensure you have selected the correct defendant on the previous screen. Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. A red message reads: 'IF THIS IS A MULTI-DEFENDANT CASE, BE SURE YOU SELECTED ONLY THE DEFENDANT FOR WHOM THE VOUCHER IS BEING FILED ON THE PREVIOUS SCREEN.' At the bottom of this section are 'Next' and 'Clear' buttons.

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

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>.

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. The case banner shows '2:07-cr-00400-LOA USA v. White et al' and 'APPEAL, R&R'. Below the banner, there is a section for selecting a PDF document. It includes a text input field for the filename and a 'Browse...' button. Below this, there is a radio button selection for 'Attachments to Document', with 'No' selected and 'Yes' unselected. A red arrow points from the top right towards the 'Yes' radio button. At the bottom of this section are 'Next' and 'Clear' buttons.

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

The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents" and the case information is "2:07-cr-00400-LOA, USA v. White et al" and "APPEAL, R&R".

The main content area contains the following instructions and form fields:

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

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; Appendix; 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.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE VOUCHER ARE YOU ATTACHING TO:

File Date of Voucher:

Document number of Voucher:

Which Voucher are you attaching to: CJA20 Voucher

Next Clear

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

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Please describe the attachment:

Next Clear

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

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Select the Party: OR Select a Group:

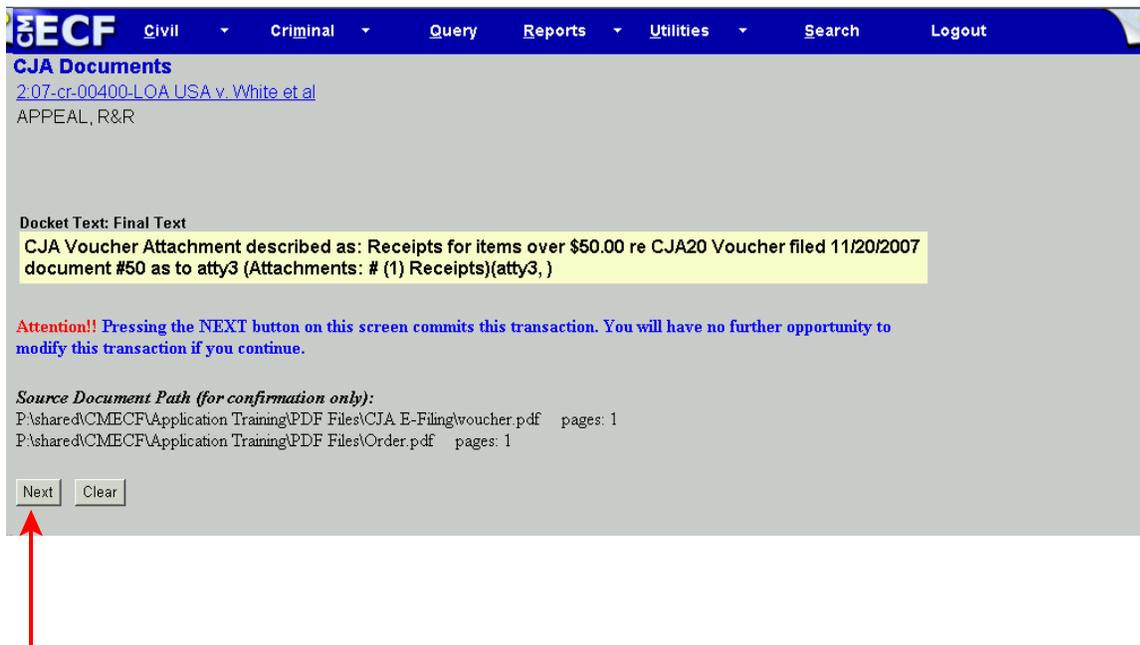
USA [Plaintiff]
White, Snow (1) [Defendant]
Bashful (2) [Defendant]
Doc (3) [Defendant]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

The next screen is a validation screen, with the full case banner, 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 4).

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



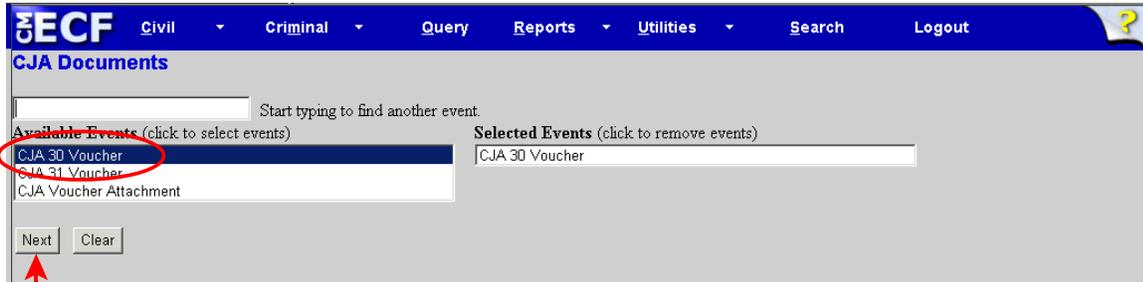
Step 10: Click <Next> to obtain your Notice of Electronic Filing (NEF).

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.

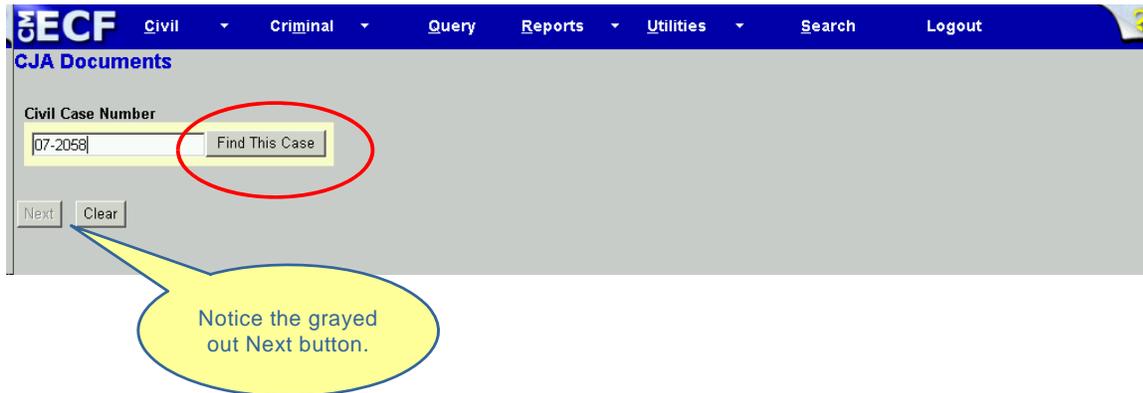
CJA 30 Voucher - Civil

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



Step 2: Click <Next> to continue.

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



Step 4: Select the correct case, then click <Next>. (**Note:** 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 banner, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

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 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>.

ECF Civil Criminal Query Reports Utilities Search Logout

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

You must attach a copy of the CJA 30 Voucher, CJA 30 Worksheets (Time and Expenses), and Voucher Summary as your main document.

If appropriate, attach any Authorizing Orders (including Interim), and any supporting documentation (i.e., Receipts for hotel, meals, gas, etc.) to this filing!

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
[] Browse...

Attachments to Document: No Yes

Next Clear

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

The screenshot shows the ECF (Electronic Case Filing) interface for CJA Documents. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is "CJA Documents" with a sub-link "2:07-cv-02040 Duck v. Goofy".

Instructions: "Select one or more attachments." followed by "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)."

Form fields: "Filename" with a text input and a "Browse..." button.

Instructions: "2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both."

Form fields: "Category" (a dropdown menu) and "Description" (a text input).

Instructions: "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button."

Form fields: A list box (empty) with "Add to List" and "Remove from List" buttons, and a "Next" button.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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.



ECF Civil Criminal Query Reports Utilities Search Logout

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

Enter the total amount claimed on the voucher.

Total Amount Claimed \$|

Next Clear

Step 8: Select your party, then click <Next>.

Step 9: From the drop down menu, select the voucher status, then click <Next>. Your options are:

- Interim
- Supplemental
- Final



ECF Civil Criminal Query Reports Utilities Search Logout

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

Select Voucher Status: Interim

Next Clear

PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing within 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 banner, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

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

CMECF Civil Criminal Query Reports Utilities Search Logout

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

Docket Text: Final 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,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
P:\shared\CMECF\Application Training\PDF Files\CJA E-Filing\voucher.pdf pages: 1
P:\shared\CMECF\Application Training\PDF Files\Order.pdf pages: 1

Next Clear

Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.

Step 10: 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]
[a88d3d580c35d8710884b576d88de7a10735ca2af1e49953583956842e09c48221d4
7d244e8da7ac311039f9cf796a370f5c3b714523df2709ed18a3fc5a290c]]
Document description: Authorizing Order
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1096393563 [Date=11/20/2007] [FileNumber=98318-1]
[1a0a2bd1ae9fb10164e5e91261c7f3b80ba3a2d0fa0819fe971bd08ba8f3bddd7c1
78a2092a74fb41548433b7a63f0116fa4075f335f5dcb1aa45250c7f789]]

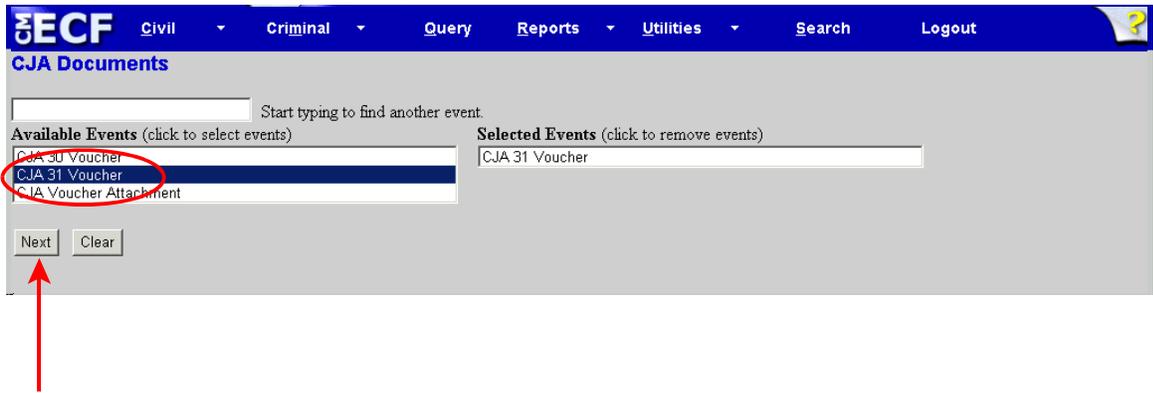
Note: Because this is a private entry, you will not receive the Notice of Electronic Filing (NEF) via email. Therefore, you may either print or save (or both) this NEF from this screen in ECF.

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.

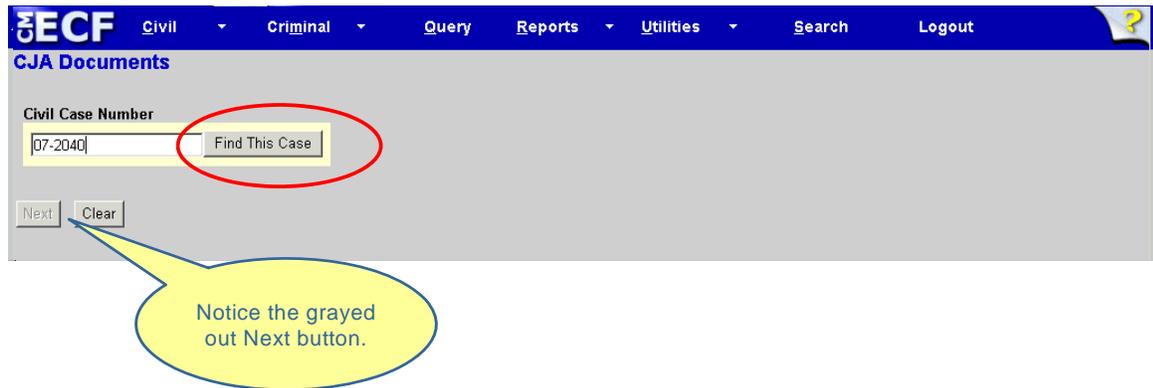
CJA 31 Voucher - Civil

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



Step 2: Click <Next> to continue.

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



Step 4: Select the correct case, then click <Next>. (**Note:** 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 banner, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

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>.

ECF Civil Criminal Query Reports Utilities Search Logout

CJA Documents
2:07-cv-02040 Duck v. Goofy

You must attach a copy of the CJA 31 Voucher and Invoice as your main document.

If appropriate, attach any Authorizing Orders (including Interim), and any supporting documentation (i.e., Receipts for hotel, meals, gas, etc.) to this filing.

Select the pdf document (for example: CA199cv501-21.pdf).

Filename Browse...

Attachments to Document: No Yes

Next Clear

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

The screenshot shows the ECF (Electronic Case Filing) interface for adding attachments. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "CJA Documents" and the case number "2:07-cv-02040 Duck v. Goofy" is displayed. The main content area contains instructions for adding attachments. It starts with "Select one or more attachments." followed by "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." Below this is a "Filename" field with a "Browse..." button. The next instruction is "2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both." This is followed by a "Category" dropdown menu and a "Description" text box. The final instruction is "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." Below the instructions is a list box with "Add to List" and "Remove from List" buttons, and a "Next" button at the bottom.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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.

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'CJA Documents' and the case number is '2:07-cv-02040 Duck v. Goofy'. The main content area contains a red oval around the text 'Enter the total amount claimed on the voucher.' Below this text is a text input field with a dollar sign and a decimal point. At the bottom of the form are 'Next' and 'Clear' buttons.

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 | |

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'CJA Documents' and the case number is '2:07-cv-02040 Duck v. Goofy'. The main content area contains the text 'SELECT TYPE OF SERVICE PROVIDER' above a dropdown menu. The dropdown menu is currently set to 'Investigator' and is circled in red. At the bottom of the form are 'Next' and 'Clear' buttons.

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

The screenshot shows the ECF CJA Documents interface. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the header, the page title is "CJA Documents" and the case number is "2:07-cv-02040 Duck v. Goofy". A red circle highlights the "Name of Service Provider:" text label and the adjacent empty text input field. Below the input field are "Next" and "Clear" buttons. A red error message above the input field reads: "Please enter the name of the Service Provider. The entry of a name is required!"

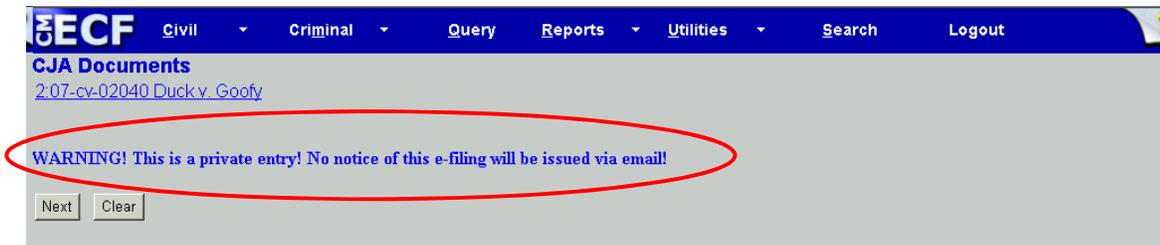
Step 10: Select your party, then click <Next>.

Step 11: From the drop down menu, select the voucher status, then click <Next>. Your options are:

- Interim
- Supplemental
- Final

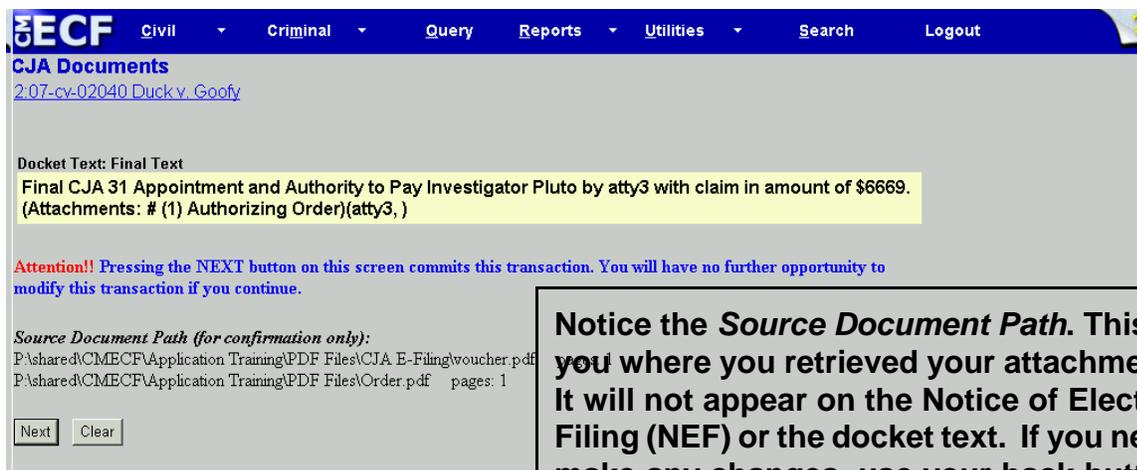
The screenshot shows the ECF CJA Documents interface. The header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the header, the page title is "CJA Documents" and the case number is "2:07-cv-02040 Duck v. Goofy". A red circle highlights the "Select Voucher Status:" text label and the adjacent dropdown menu, which currently displays "Final". Below the dropdown menu are "Next" and "Clear" buttons.

PLEASE read this screen carefully! Since this is a private entry, you will receive your Notice of Electronic Filing within 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 banner, so if correct, click <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

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



Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.

Step 12: 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: Man 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
706e0a98df88daf5349fb6fad1dd3c2ea38a57490154110771f5ef44be8]]

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 and click on this event.

The screenshot shows the ECF CJA Documents interface. At the top, there are navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the tabs, the page title is 'CJA Documents'. There is a search bar with the placeholder text 'Start typing to find another event'. Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list contains three items: 'CJA 30 Voucher', 'CJA 31 Voucher', and 'CJA Voucher Attachment'. The 'Selected Events' list contains one item: 'CJA Voucher Attachment'. At the bottom left, there are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button.

Step 2: Click <Next> to continue.

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

The screenshot shows the ECF CJA Documents interface. At the top, there are navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the tabs, the page title is 'CJA Documents'. There is a search bar with the placeholder text 'Start typing to find another event'. Below the search bar, there is a 'Civil Case Number' field with the text '07-2058' entered. To the right of the field is a button labeled 'Find This Case'. Below the field and button, there are two buttons: 'Next' and 'Clear'. A red circle highlights the 'Find This Case' button. A yellow callout bubble points to the 'Next' button, containing the text 'Notice the grayed out Next button.'

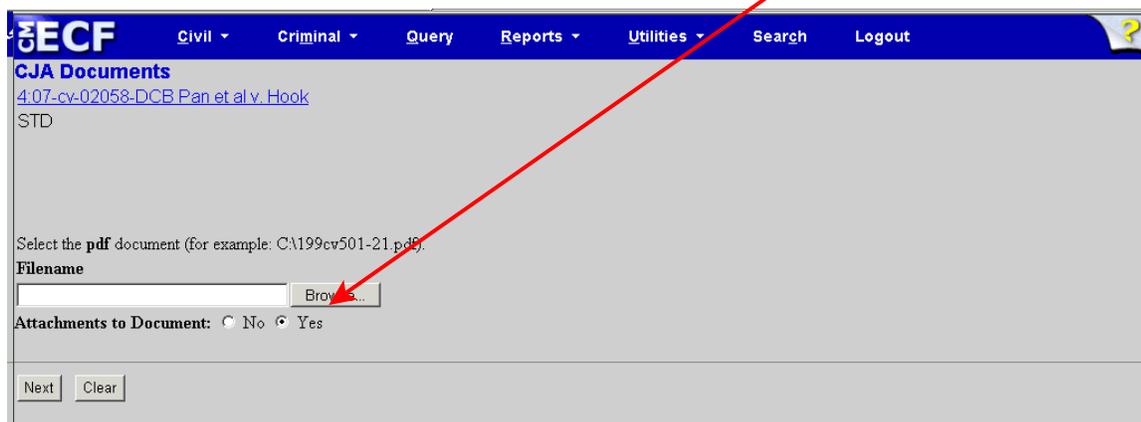
Step 4: Select the correct case, then click <Next>. (**Note:** If there is only one case with that number, only that case number will appear.)



The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. A form section titled 'Civil Case Number' contains a text input field with the value '4:07-cv-2058'. Below the input field are two buttons: 'Next' and 'Clear'.

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

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>.



The screenshot shows the ECF CJA Documents interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents'. The case banner displays the case number '4:07-cv-02058-DCB Pan et al v. Hook' and the document type 'STD'. Below the banner, there is a text prompt: 'Select the pdf document (for example: CM199cv501-21.pdf)'. A form section titled 'Filename' contains an empty text input field and a 'Browse...' button. Below the input field and button are two radio buttons: 'Attachments to Document: No Yes', with the 'Yes' radio button selected. At the bottom of the form are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Browse...' button.

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

The screenshot shows the ECF (Electronic Case Filing) interface for adding attachments. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents" and the case information is "4:07-cv-02058-DCB Pan et al v. Hook". The main content area contains the following instructions and form fields:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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 the prompts. Click <Next> to continue.

The screenshot shows the ECF CJA Documents interface. The top navigation bar includes 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'CJA Documents' and the case information is '4:07-cv-02058-DCB Pan et al v. Hook' and 'STD'. The main content area contains the prompt: 'PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE VOUCHER ARE YOU ATTACHING TO:'. Below this prompt are three input fields: 'File Date of Voucher:', 'Document number of Voucher:', and 'Which Voucher are you attaching to:'. The 'Which Voucher are you attaching to:' field has a dropdown menu with 'CJA20 Voucher' selected. At the bottom of the form are 'Next' and 'Clear' buttons. A red oval highlights the three input fields.

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

The screenshot shows the ECF CJA Documents interface. The top navigation bar includes 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'CJA Documents' and the case information is '4:07-cv-02058-DCB Pan et al v. Hook' and 'STD'. The main content area contains the prompt: 'Please describe the attachment:'. Below this prompt is a text input field. At the bottom of the form are 'Next' and 'Clear' buttons. A red oval highlights the text input field.

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

The screenshot shows the ECF CJA Documents interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "CJA Documents" and the case number is "4:07-cv-02058-DCB Pan et al v. Hook". The document type is "STD".

The main content area has two sections: "Select the Party:" and "Select a Group:". Under "Select the Party:", there is a list box containing three items: "DArling, Wendy [Plaintiff]", "Hook, Captain [Defendant]", and "Pan, Peter [Plaintiff]". To the right of the list box is a link "Add/Create New Party". Under "Select a Group:", there are four radio button options: "No Group" (selected), "All Defendants", "All Plaintiffs", and "All Parties".

At the bottom of the form, there are two buttons: "Next" and "Clear".

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

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

The screenshot shows the CMECF web application interface. At the top, there is a navigation bar with the CMECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'CJA Documents' and the case number is '4:07-cv-02058 Pan et al v. Hook'. The docket text is 'Final Text'. A highlighted entry reads: 'CJA Voucher Attachment described as: receipts re CJA20 Voucher filed 11/20/2007 document #45 as to Larry Lawyer.(Lawyer, Larry)'. Below this, there is an attention message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' The 'Source Document Path' is displayed as 'P:\shared\CMECF\Application Training\PDF Files\Receipts.pdf pages: 1'. At the bottom, there are two buttons: 'Next' and 'Clear'. A red arrow points to the 'Next' button. A callout box on the right contains the following text: 'Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.'

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 - Criminal

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

The screenshot shows the ECF Criminal Events Categories Menu. The 'Other Documents' section is active. A list of available events is shown, with 'Transcript Order Form' highlighted and circled in red. The 'Selected Event' field also contains 'Transcript Order Form'. A red arrow points to the 'Next' button.

Step 2: Click <Next> to continue.

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

The screenshot shows the ECF Criminal Case Number entry screen. The 'Criminal Case Number' field contains '07-400' and the 'Find This Case' button is circled in red. A yellow callout bubble points to the 'Next' button, which is grayed out, with the text 'Notice the grayed out Next button.'

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

If there is more than one defendant in a case, there will be a + sign after the “et al” in the case name. For example, these cases have more than one defendant:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Click on the + sign and this appears:

ECF
Civil Criminal Query Reports Utilities Search Logout
CJA Documents

Criminal Case Number
07-400 Hide Case List
Select a case:
 2:07-cr-00400-JRI USA v. White et al +
 2:07-cr-00400-JRI-1 Snow White
 2:07-cr-00400-MEA-2 Bashful
 2:07-cr-00400-3 Doc
 3:07-cr-00400-MEA USA v. White et al +
Next Clear

Notice the grayed out Next button.

Select the correct defendant and the <Next> button allows you to proceed:

The screenshot shows the ECF Criminal Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'CJA Documents'. The main content area is titled 'Criminal Case Number' and contains a text input field with '2:07-cr-400-2' and a 'Hide Case List' button. Below this, it says 'Select a case:' followed by a list of cases with checkboxes: '2:07-cr-00400-JRI USA v. White et al', '2:07-cr-00400-JRI-1 Snow White', '2:07-cr-00400-MEA-2 Bashful' (which is checked), and '2:07-cr-00400-3 Doc'. At the bottom of the form are 'Next' and 'Clear' buttons.

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

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

The screenshot shows the ECF Other Documents interface. At the top, there is a navigation bar with 'ECF' logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Other Documents'. The main content area displays the case number '2:07-cr-00400-LOA USA v. White et al' and the document type 'APPEAL, R&R'. Below this, it says 'Select the filer.' followed by 'Select the Party:' and a list of parties with checkboxes: 'USA [Plaintiff]', 'White, Snow (1) [Defendant]', 'Bashful (2) [Defendant]', and 'Doc (3) [Defendant]'. At the bottom of the form are 'Next' and 'Clear' buttons.

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>.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
[2:07-cr-00400-LOA USA v. White et al](#)
APPEAL, R&R

If the transcript will be paid for with CJA funds, attach Form CJA-24. Once the CJA-24 is approved by the judge, the reporter will prepare the transcript.
If you are a CJA Panel Attorney, Form CJA-24 must be attached!

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: No Yes

Next Clear

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

The screenshot shows the ECF (Electronic Case Filing) interface for uploading documents. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "CJA Documents" and the case number is "2:07-cv-02040 Duck v. Goofy".

The main content area contains the following instructions and form fields:

- Select one or more attachments.**
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- Filename**: A text input field followed by a "Browse..." button.
- 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
- Category**: A dropdown menu.
- Description**: A text input field.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

At the bottom of the form, there is a list box (currently empty) and three buttons: "Add to List", "Remove from List", and "Next".

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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 date(s) the hearing was held and the Judge who held the hearing, then click <Next>.

The screenshot shows the ECF (Electronic Case Filing) interface for a Criminal case. The top navigation bar includes the ECF logo, dropdown menus for 'Civil' and 'Criminal', and links for 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar, the page title is 'Other Documents' and the case information is '2:07-cr-00400-LOA USA v. White et al' and 'APPEAL, R&R'. The main content area contains two input fields: 'For Dates of:' and 'Hearing Judge:'. Both of these input fields are circled in red. At the bottom of the form, there are 'Next' and 'Clear' buttons.

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

MECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
2:07-cr-00400-LOA USA v. White et al
APPEAL, R&R

Docket Text: Modify as Appropriate.
TRANSCRIPT DESIGNATION AND ORDER FORM by Bashful for proceedings held on 08/12/07 before Judge Bolton. (Attachments: # (1) Form CJA 24) (atty3,)

Next Clear

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

MECF Civil Criminal Query Reports Utilities Search Logout

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

Docket Text: Final Text
TRANSCRIPT DESIGNATION AND ORDER FORM by Bashful for proceedings held on 07/08/08 before Judge Anderson. (Attachments: # (1) Form CJA 24)(Lawyer, Larry)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
P:\shared\CM\ECF\Application Training\PDF Files\Order.pdf pages: 1
P:\shared\CM\ECF\Application Training\PDF Files\CJA 24.pdf pages: 1

Next Clear

Notice the **Source Document Path**. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.

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 and click on this event.

The screenshot shows the ECF website interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is the 'Other Documents' section. On the left, under 'Available Events (click to select an event)', a list of events is shown. 'Transcript Order Form' is highlighted in blue and circled in red. On the right, under 'Selected Event', 'Transcript Order Form' is displayed in a text box. At the bottom left, there are 'Next' and 'Clear' buttons. A red arrow points to the 'Next' button.

Step 2: Click <Next> to continue.

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

The screenshot shows the ECF website interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this is the 'Other Documents' section. In the center, there is a 'Civil Case Number' input field with '08-80' entered. To the right of the input field is a 'Find This Case' button. Below the input field, there are 'Next' and 'Clear' buttons. The 'Next' button is grayed out.

Notice the grayed out Next button.

Step 4: Select the correct case, then click <Next>. (**Note:** 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 banner, so if correct click on <Next>. If incorrect, use your back button to return to the screen where you can select the correct case number (see Step 4).

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. 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>.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents
2:08-cv-00080 Bambi et al v. The Hunter
APPEAL, STD

If the transcript will be paid for with CJA funds, attach Form CJA-24. Once the CJA-24 is approved by the judge, the reporter will prepare the transcript.
If you are a CJA Panel Attorney, Form CJA 24 must be attached!

Select the pdf document (for example: C:\199cv501-21.pdf).
Filename
Browse...

Attachments to Document: No Yes

Next Clear

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

Other Documents
2:08-cv-00080 Bambi et al v. The Hunter
APPEAL, STD

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.
Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

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; Appendix; Civil Cover Sheet; Errata; Exhibit; 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>.

Other Documents
[2:08-cv-00080 Bambi et al v. The Hunter](#)
APPEAL, STD

Select the filer.

Select the Party:

Bambi [Plaintiff] [Add/Create New Party](#)
Faline [Intervenor]
Flower [Amicus]
The Hunter [Defendant]
Thumper [Plaintiff]

Next Clear

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

Other Documents
[2:08-cv-00080 Bambi et al v. The Hunter](#)
APPEAL, STD

For Dates of:

Hearing Judge:

Next Clear

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

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Other Documents' and the case information is '2:08-cv-00080 Bambi et al v. The Hunter' and 'APPEAL, STD'. The main content area shows 'Docket Text: Modify as Appropriate.' followed by the text 'TRANSCRIPT DESIGNATION AND ORDER FORM' which is circled in red. Below this text, it says 'by The Hunter for proceedings held on 08/28/08 before Judge Bolton. (Attachments: # (1) Form CJA 24) (Lawyer, Larry)'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

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

The screenshot shows the ECF system interface. At the top, there is a navigation bar with 'ECF' logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is 'Other Documents' and the case information is '2:08-cv-00080 Bambi et al v. The Hunter' and 'APPEAL, STD'. The main content area shows 'Docket Text: Final Text' followed by the text 'TRANSCRIPT DESIGNATION AND ORDER FORM by The Hunter for proceedings held on 08/28/08 before Judge Bolton. (Attachments: # (1) Form CJA 24)(Lawyer, Larry)'. Below this text, there is an 'Attention!!' warning: 'Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning, there is a 'Source Document Path (for confirmation only):' section with two paths: 'P:\shared\CMECF\Application Training\PDF Files\Order.pdf pages: 1' and 'P:\shared\CMECF\Application Training\PDF Files\CJA 24.pdf pages: 1'. At the bottom of the form, there are 'Next' and 'Clear' buttons. A red arrow points to the 'Next' button. A callout box contains the text: 'Notice the *Source Document Path*. This tells you where you retrieved your attachment(s). It will not appear on the Notice of Electronic Filing (NEF) or the docket text. If you need to make any changes, use your back button in the Internet to do so.'

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.