

# United States District Court



## District of Arizona

### FREQUENTLY ASKED QUESTIONS FOR THE AUTOMATED CJA-20 AND WORKSHEET

The Court highly recommends downloading the CJA-20 Hourly Spreadsheet Setup and Instruction Guide from the district website ([www.azd.uscourts.gov](http://www.azd.uscourts.gov)).

**Q** *Where is the WordPerfect version of the worksheet?*

**A** The WordPerfect version of the worksheet is no longer available for use. Use of the Court's Excel worksheet is strongly encouraged. The WordPerfect version may be accepted for any appointments prior to 4/2/07, however, use of the Court's Excel worksheet is mandatory after that date.

**Q** *Is a specific Excel program needed to use the CJA 20 Hourly Spreadsheet?*

**A** The Excel spreadsheet is compatible with many versions of Microsoft Excel. It is recommended that you use a version that is newer than version 5. The Open Office software provided by Sun Systems will not be supported by U.S. District Court.

**Q** *When attempting to open the document, I receive a message that my security settings are too high. Why?*

**A** Please download the CJA 20 Hourly Spreadsheet Setup and Instruction Guide and follow the steps for changing your security settings. The CJA-20 Hourly Spreadsheet has embedded macros that assist with print settings (i.e., it prevents the printing of empty lines and ensures that any line that has data will be included in the printed document) and sorting entries by date. (Note: Macros do not apply to MAC users, but security settings should be set to accept them, to enable the checkboxes on the **Voucher** tab). The instructions will provide step-by-step directions to ensure settings are correct on the PC being used for voucher preparation.

**Q** *Entries were added at the bottom of the worksheet and are out of sequence. Can I sort the worksheet so that all the entries are in date order?*

**A** Yes. Data sorting is possible with the CJA 20 Hourly Spreadsheet. There is a gray button ON the spreadsheet around cell A1 that reads **Sort by Date**. When this button is clicked, both the Services and Expenses entries will be sorted by date in ascending order (the **Sort by Date** button does not apply to MAC users).

**Q** *Time entered on the Services tab is not calculating properly on the Summary sheet. Why?*

A Because this is a **DATE** driven spreadsheet, entries for time spent on tasks must be input on the same line as the date. This problem commonly occurs when several lines are used to describe work performed. The date ends up on the first line and the time claimed ends up on the last line. Excel formulates dollar amounts based on the rate in effect on the date entered. Please check your work, and be sure the dates and times claimed are accurate and that every line has a date.

**Q** *Can rows be deleted from either the Services or the Expenses worksheets?*

A No. Deleting rows is a locked function. Information can be removed only by highlighting and clearing the contents of cells in a particular row to get rid of the information or it can be pasted into another range of cells within the worksheet. However, if you inserted an empty row by mistake and would like to delete it, you can UNDO the action as an option of deleting the inserted row.

**Q** *Is text wrap set for every field?*

A No. Text wrapping is set **only** for the description field on both the **Services** and the **Expenses** worksheets.

**Q** *Why is Spelling grayed out (under the Tools menu) when I try to spell check my work?*

A In order to protect the worksheet formulas, it was necessary to lock the CJA 20 Hourly Spreadsheet. Therefore, spell check is no longer an available option.

**Q** *Since the worksheets are automated, is it still necessary to submit a CJA-20 voucher?*

A Yes. All worksheets must accompany a completed CJA-20 voucher. The CJA 20 Hourly Spreadsheet has an included tab that is the ACTUAL CJA-20 voucher form and the information entered on the **Services**, **Expenses** and **VoucherRet2** tabs automatically transfers to the CJA-20 **Voucher** tab. The second tab (**VoucherRet2**) is used only for the older pay rates. The **Print / PDF Setup** macro then prepares each worksheet for print preview and printing (the **Print / PDF Setup** button does not apply to MAC users).

**Q** *I am trying to check the boxes on the voucher, but no matter how I click, I can't get a checkmark? What am I doing wrong?*

A Most likely, you have neglected to click on **Enable Macros** when launching the spreadsheet. Close the spreadsheet and re-open to get the message again and choose **Enable Macros**. If you do not get this message, refer to the CJA-20 Hourly Spreadsheet Setup and Instruction Guide. If you have **Excel 2007**, refer to the CJA-20 Hourly Spreadsheet Setup and Instruction Guide, **Addendum** (page 12).

**Q** *How do I know if I am using the most current version of the spreadsheets?*

**A** We encourage Panel Attorneys and staff to periodically visit the Court's website and retrieve the most current version of the automated spreadsheet. New versions are posted and named with the current date of their posting. The current version is **CJA-20 Hourly Spreadsheet 1-17-2008**. There is also a **MAC** version **CJA-20 Hourly Spreadsheet 1-29-2008 - MAC**. This version date is also found in the spreadsheet on the footer of the **Services** and **Expenses** tabs.

**Q** *When I create a PDF from Excel 2007, why are there pages in the PDF file that are blank?*

**A** There is a known PDF issue using Microsoft Excel 2007. Microsoft is aware of the issue and have published an add-in that may be [downloaded](#) from Microsoft's website. Once you have downloaded the add-in, go back into Microsoft Excel 2007 and open the CJA-20 Hourly Spreadsheet. Click on the **Print/PDF setup** button to set the formatting (the **Print / PDF Setup** button does not apply to MAC users), wait for the *Print* window to display and then click on **Cancel**. Click on the Office button and go down to **Save As...** (DO NOT CLICK). Save As options will display on the right panel, click on the **PDF or XPS** option. Next, a *Publish as PDF or XPS* window will display with the spreadsheet already named. Click the *Save in* down arrow to store the PDF file in the desired directory. Below the *Save as Type* box, there will be a checkbox labeled **Open file after publishing** (this enables the file to launch once it is saved for you to see it). Please make sure that box is checked (only needs to be checked once and then will stay checked). Next, click on the **Options** button. Under the *Publish what* section, click **Entire Workbook** (this needs to be done every time). Click **OK**. Click **Publish**. The PDF file will automatically launch for viewing.

**Q** *I have always published to PDF using WordPerfect (File>PDF)? How do I create a PDF in Excel? I do NOT have Excel 2007 (if Excel 2007, see above Q & A).*

**A** If you only have Adobe Reader and do not have Adobe Acrobat installed, you will not have the option to create a PDF file until you either purchase and install Adobe Acrobat or download a shareware PDF writer from the internet. The benefit to purchasing and using Adobe Acrobat software is the ability to manipulate the PDF file. Acrobat allows you to open the file and rotate, delete, re-order or add additional pages to the existing PDF. However, there are shareware options available, like [www.cutepdf.com](http://www.cutepdf.com), that will simply create a PDF file from the Excel spreadsheet and will allow the file to be viewed through Adobe Reader. For this option, click on the CutePDF hyperlink above. Once at the CutePDF website, install the CutePDF Writer (Freeware). Click **Free Download** and the *File Download - Security Warning* window will display. Please click on **Run** (NOT SAVE). Next, the *Internet Explorer - Security Warning* window will display, please click on **Run**. *Setup - CutePDF Writer* window displays, beginning the setup, click on **Next**. Click **I accept the agreement** on the *Setup - CutePDF Writer* window, then click **Next**. Click **Install**. When it is complete, you will get a *CutePDF Writer Setup* window prompting the install of a PS2PDF converter. Click **Yes** to allow the setup program to download and install this free converter. Once that is complete the setup will launch a Readme file. You can close that window and the Internet Explorer window. The download is complete. Launch Microsoft Excel and open the CJA 20 Hourly Spreadsheet. Click on the **Printing / PDF Setup** button to set the print formatting (the **Print / PDF Setup** button does not apply to MAC users). When the *Print* window displays, under the Printer section, instead of selecting a printer,

click on the down arrow and choose the new option CutePDF writer. Click **OK**. A *Save As* window will display with the PDF named the same as the CJA 20 Hourly Spreadsheet. Click the *Save in* down arrow to store the PDF file in the desired directory. Click on **Save**. The PDF file should be viewed/opened using Adobe Reader.

**Q** *I have a commercially procured program that calculates time. Can I still use my program to file my vouchers?*

**A** No. The CJA 20 Hourly Spreadsheet includes the CJA 20 voucher form and automatically enters data into the CJA-20 voucher as it is typed on the **Services** and **Expenses** tabs of the spreadsheet. Only the Court-developed Excel version of the **CJA 20 Hourly Spreadsheet** is acceptable.

**Q** *Do I submit the voucher via U.S. mail or can I e-file it using ECF?*

**A** As of January 1, 2008, it is **mandatory** for all vouchers and supporting documentation to be e-filed for payment processing.

**Q** *What do I do if I discover a problem with a spreadsheet that the FAQ's have not addressed and the Setup and Instruction Guide has not described?*

**A** Please call the CJA Voucher Staff in **Phoenix** at (602) 322-7151 or in **Tucson** at (520) 205-4280.