

CJA eVoucher

Attorney User Manual

Release 6.8

September

2023



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Introduction

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

- Online authorization requests by attorneys for service provider funding.
- Online case budgeting
- Online voucher completion for service providers (if authorized), or by the attorney acting on behalf of service providers.
- Online voucher entry, review and submission for attorneys.
- Online voucher review by CJA unit, the District Court Judge, and the Circuit Court Judge.

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

Voucher and Authorization Request Submission

- Authorization requests by attorneys for service provider funding
- Budget authorization request for additional attorney and/or service provider funding on budgeted cases
- Requests by attorneys to exceed the statutory maximum and for interim payment
- Supporting documentation may be uploaded to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs and appointments/cases
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

Court Appointment

When an appointment is entered, the program automatically generates an email message to the appointed attorney to confirm the appointment and open the case in the CJA eVoucher program.

Please contact cja_evoucher@azd.uscourts.gov if you are missing an appointment or receive an appointment email in error (including duplicate emails for the same case).

Browser Compatibility

- Chrome, Edge, Firefox and Safari

Accessing the CJA eVoucher Program

You will access the eVoucher program for the District of Arizona at the following address:

https://evsdweb.ev.uscourts.gov/CJA_azx_prod/CJAeVoucher/Logon.aspx

It is suggested that you bookmark it for easier access.

Single Login Profile

Creating a Single Login Profile

Step 1

In the **Email Address** field, enter your email address, and click **Next**


Step 2

Enter your existing username and password for your current eVoucher account and click **Next**. If you have more than one court account that you use, choose one. You will be shown how to link multiple accounts in the **Linking Accounts to Single Login Profile** document.

Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** fields, if applicable, and confirm your email address. Note, the name you enter does not have to match exactly what is in your previous profile. The system will pull your information from your username. Click **Next**.


An official website of the United States government



CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0

Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts. If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

First name **Middle name** **Last name** **Suffix** 

Email address

Confirm email address

Step 4

Security questions are used to assist in future password entry failure and/or password resets. In the Security Questions section, select a question from each question drop-down list, and then enter your answer in the corresponding answer field. The following rules apply to security question answers:

- Three different questions must be selected, and an answer provided for each question.
- Answers must be unique and must contain 3 - 60 characters with no special characters.
- Answers containing all spaces are not allowed; must not contain leading or trailing spaces; and must not contain more than one consecutive space between words.

Security Questions
Select three security questions and enter your answers.

Question 1

Answer 1

Question 2

Answer 2

Question 3

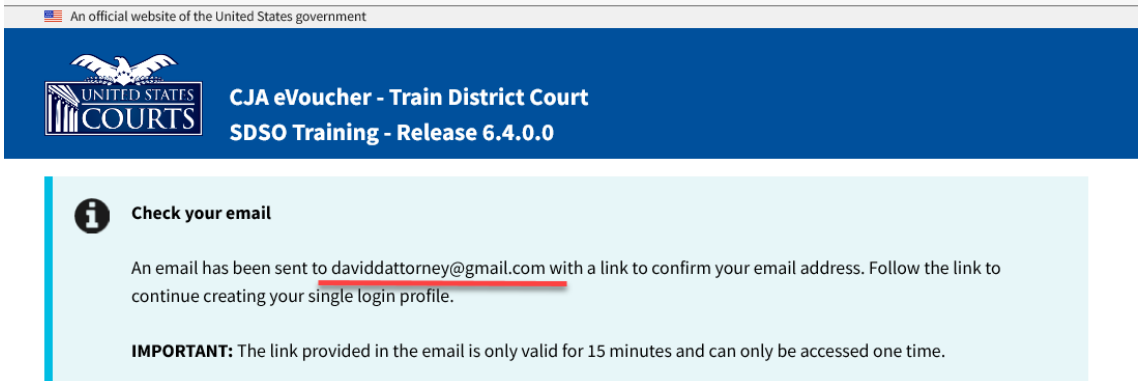
Answer 3

When you click Next, we will send an email with a link to confirm your email address.

Next

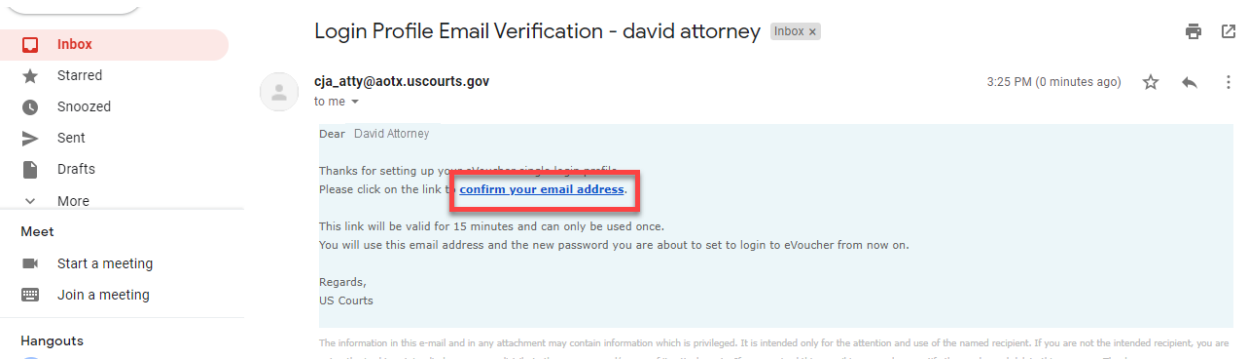
Once you have selected 3 questions and provided 3 answers, click **Next**.

A message generates requiring you to check your email. The email is sent to the email address you provided when creating your Single Login Profile (SLP). It contains a link that enables you to continue creating your Single Login Profile (SLP).



Step 5

Go to your email account. Note: The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.



Step 6

Enter a new password that you will use for your Single Login Profile (SLP). Password must meet the following password requirements.

- Must be at least 8 characters long
- Must be alpha-numeric
- Must contain at least one lowercase and one uppercase character
- Must contain at least one special character
- Cannot be a password used within the past 365 days

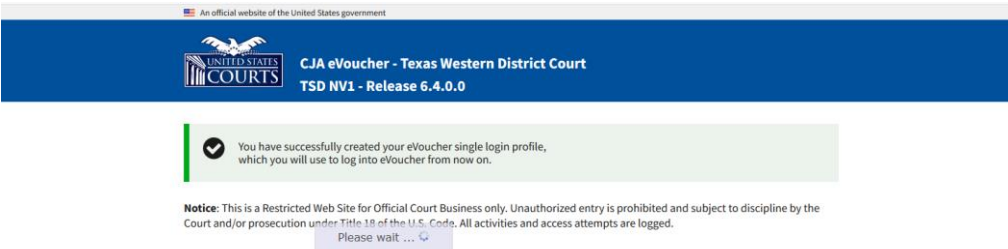


To view current password requirements, click the Password Requirements + icon. You are required to change your password every 180 days.

Verify the password and click **Next**.

Once you have created your new password, you will receive a success message and then be directed to the eVoucher home page. Your email address and new password are now your new login credentials.

You have now successfully created your Single Login Profile (SLP). You can now use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.



Linking Multiple eVoucher Accounts to a Single Login Profile

If you have more than one eVoucher account because you perform CJA-related services in more than one court, or if you have separate attorney and expert user logins in the same court, you must link those accounts to your Single Login Profile (SLP) to access them.

Once the accounts are linked, you can switch between accounts from within eVoucher using the Accounts menu. You are no longer required to log in and out of each account or keep track of separate usernames and passwords for each account. Note that one account must be selected as your default court. Each time you log in to eVoucher, you will be taken to the home page for your default court.

Step 1

Click the Help menu or the profile icon, and then click the **Single Login Profile** link.



Step 2

The Single Login Profile page displays. The Account Information section is automatically displayed. Click the +/- icon to expand the Linked eVoucher Accounts section.



Step 3

View accounts that are currently linked. If this is your first time in the system, your only linked account will be the one with the court you just logged into. This is your default account. Note that while you can change your default court from the Linked eVoucher Accounts section, you will always initially be logged in through your default account.


Linked eVoucher Accounts

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Texas Western (kreynoldswrap)	Attorney	<input checked="" type="radio"/>

Step 4

If you need to log in to other district or appellate courts, you must link to those accounts. Click the +/- icon to expand the Link your eVoucher Accounts to your Single Login Profile section.

Link your eVoucher Accounts to your Single Login Profile 

Step 5

Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select your court from the drop-down list and enter your username and password for that court. Then, click **Link Account**.

Enter the information for the eVoucher Account to link to your Single Login Profile


District Appellate

Court
Fifth Circuit Court of Appeals

Court login username
KReynoldswrap

Court login password
.....

A success message displays and your account(s) are now linked. You can repeat Steps 1-5 if you have additional accounts to link.

 **Link Success!**
You have successfully linked this Fifth Circuit account to your single login profile.

Note that if you receive an error message, you must contact the court to which you are trying to link and ensure that your username and password are correct and that your account is not locked or expired.

! **Link account failed.**
Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Step 6

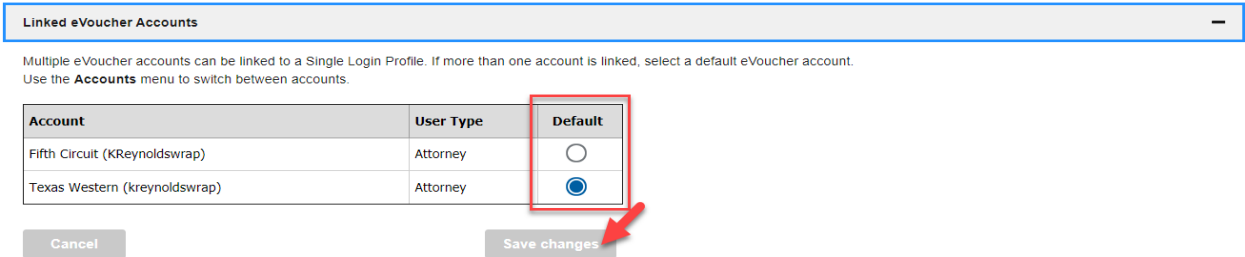
Once you have added all your accounts, click **Home** on the main menu bar. An **Accounts** menu now displays on the menu bar and you can access all of your linked accounts by selecting the court you want to work in from this menu.



Note that the court account you are working in displays in the top header.

Step 7

If you want to change the default eVoucher Account that you are automatically logged into, you can do so at any time. You should likely select as your default court, the court for which you do the most work. Access your Single Login Profile (see Steps 1 and 2) and click the +/- icon to expand the Linked eVoucher Accounts section. Select the court you want as the default court and click **Save changes**.

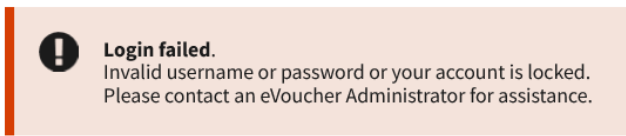


A success message displays. On your next log in to eVoucher the account you selected will display. Again, if you want to access your other accounts, you simply access them on the **Accounts** menu.

✓ You have changed your default eVoucher account. You will be directed to the home page of this account the next time you log into eVoucher.

Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message displays, stating that your password is expired, invalid, or locked.



Step 1

To reset your password, click the **Forgot your password?** link.

Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

Note: You should follow this same process if you have not reset your password in the last 180 days.

Step 2

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign into your account and that you must reset your password.

Note: If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact your court to unlock it.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.


Email
davidattorney@gmail.com

Question: In what city or town was your first job?

Answer

[Back to sign in](#)

Reset your password



A message displays directing you to check your email. Go to your email account and locate the email message containing a link to reset your password.

Note: The link expires after 30 minutes and can only be used once.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

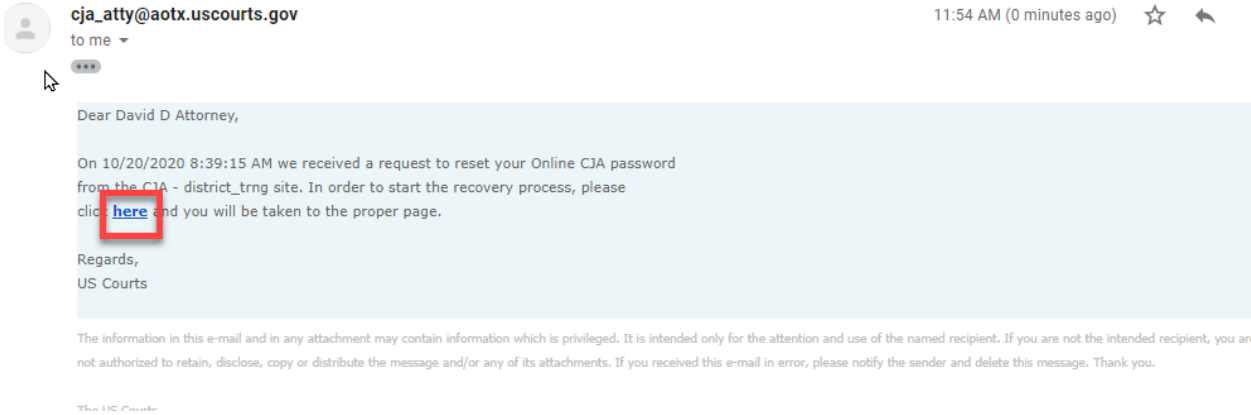
i **Check your email**

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

Step 3

In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).



Step 4

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click **Reset**.

i **IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

Reset your password

New Password

Confirm Password

Email

Reset

Password Requirements +

A message displays advising that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.



Password updated.
Your password was successfully updated.

Email Address

Next

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and you can no longer enter a correct password at this time. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.



Login failed.

Invalid username or password or your account is locked.
Please contact an eVoucher Administrator for assistance.

Note: If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creation attempts resets to zero after 30 minutes.

Modifying Single Login Profile

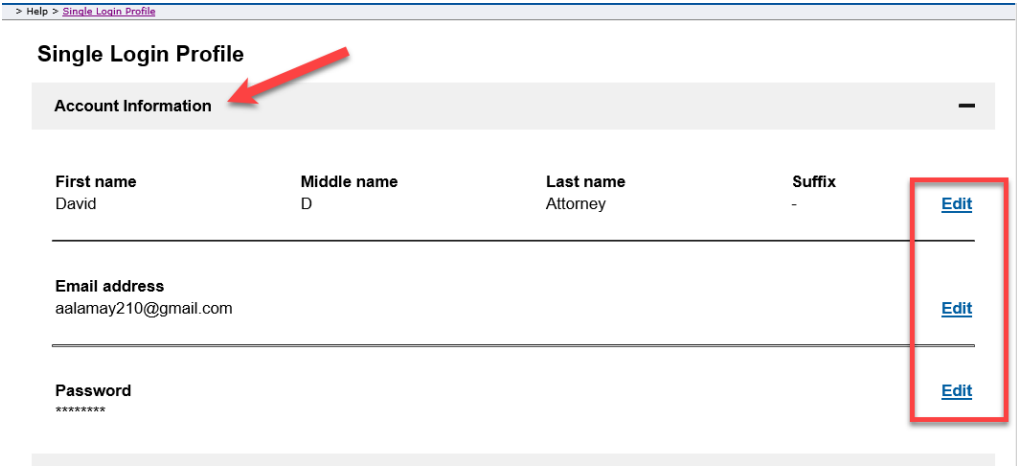
If you need to update information in your Single Login Profile (SLP) complete the following steps.

Step 1

Click the **Help** menu or the **profile icon**, and then click the **Single Login Profile** link to get to your Single Login Profile page. Modifications made to your Single Login Profile (SLP) do not change information in your court account profiles.



The Account Information section is automatically displayed. To modify any of these sections, click **Edit**. Make appropriate changes and click **Save changes**.



Step 2

To edit Security Questions section, click the +/- icon to expand the section. You can change your security questions and/or update your answers for each question. Click **Save changes**.

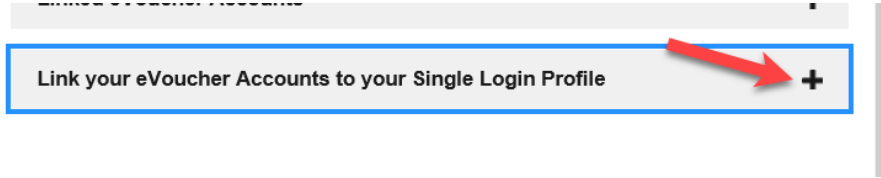
Step 3

To edit the Linked eVoucher Accounts section, click the +/- icon to expand the section and view any accounts that are currently linked. If this is your first time in the system, your only linked account will be the one with the court you just logged in to. This is your default account. Note that while you can change your default court from the Linked eVoucher Accounts section, you will always initially be logged in through your default account. If you change your default court, select the new court and click **Save changes**.

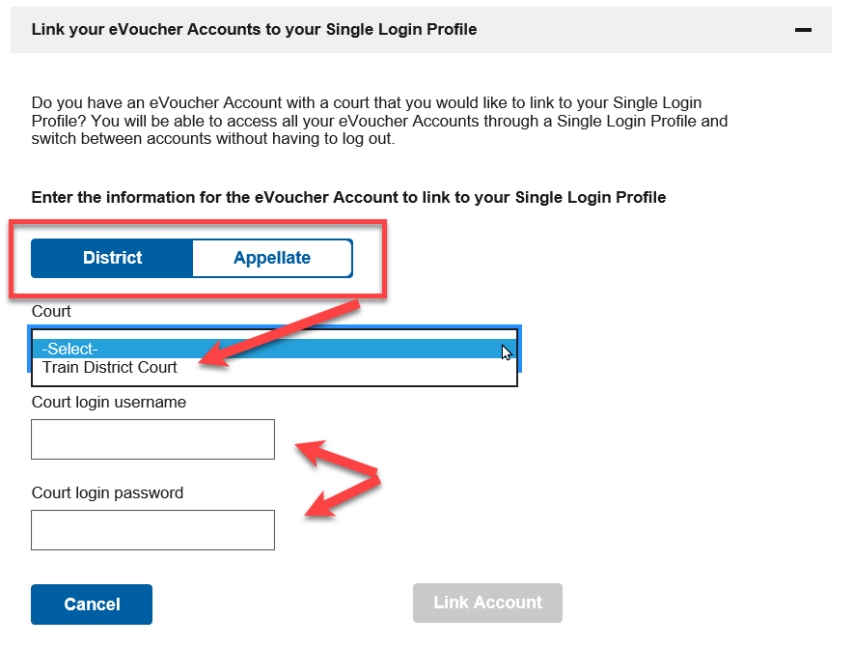
Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Step 4

You can add another account via the Link your eVoucher Accounts to your Single Login Profile section, click the +/- icon to expand the section.

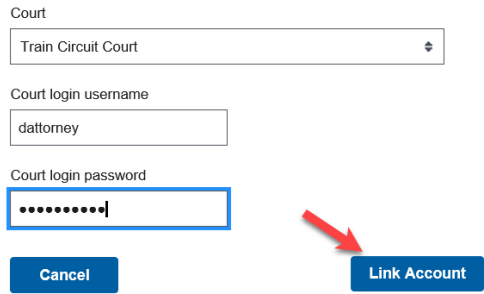


Select the type of court you want to link to by clicking the **District** or the **Appellate** tab. Select your court from the drop-down list.

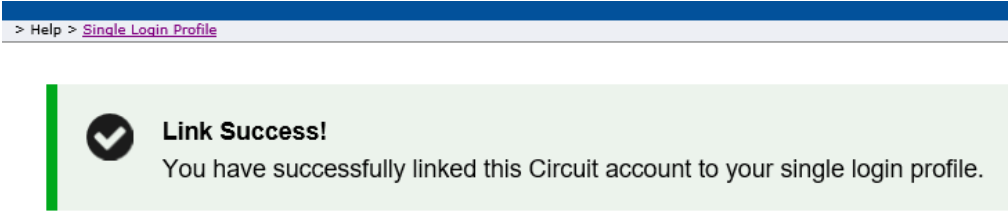


Step 5

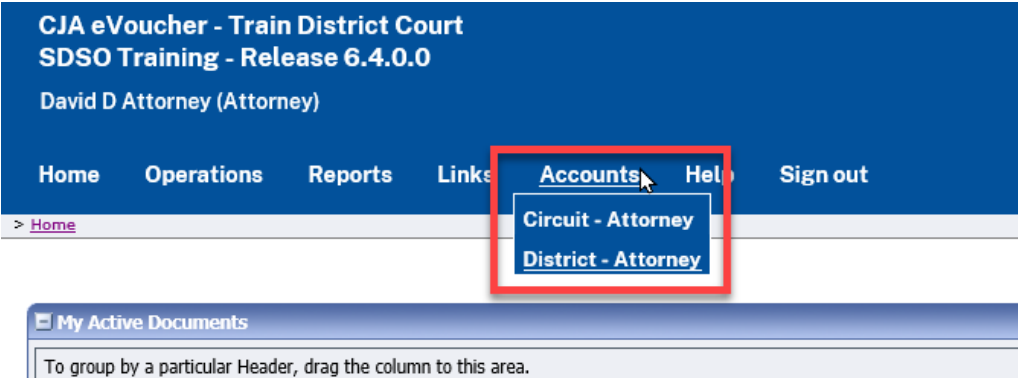
Enter your username and password for that court. Then, click **Link Account**.



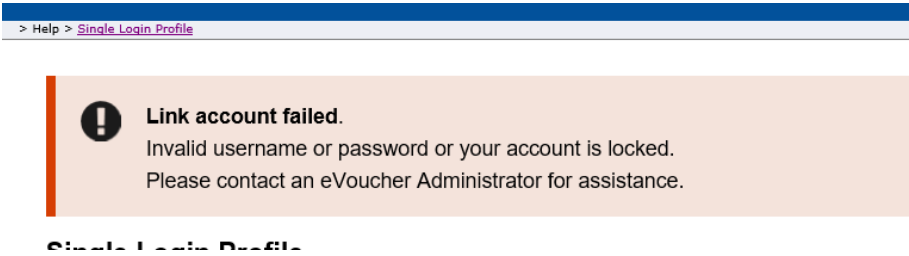
A success message displays advising that your account(s) are now linked.



Once you have multiple accounts linked to your Single Login Profile, an **Accounts** menu is created on the menu bar which gives you access to all of your linked accounts.



Note that if you receive an error message, you must contact the court to which you are trying to link and ensure that your username and password are correct or your account is not locked or expired.



Single Login Profile (SLP) vs. Court Profile

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

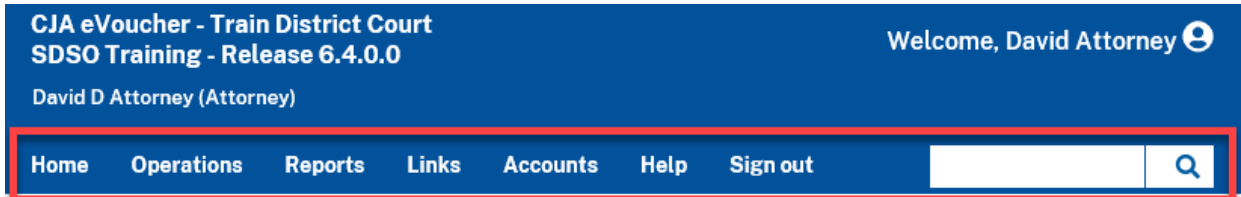
The screenshot shows the CJA eVoucher interface for Train District Court. The header includes the text "CJA eVoucher - Train District Court" and "SDSO Training - Release 6.4.0.0". Below this, the user's name and role are displayed: "David D Attorney (Attorney)". A navigation menu contains links for "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". On the right side, a welcome message says "Welcome, David Attorney" next to a profile icon. A dropdown menu is open, showing options for "Single Login Profile", "Court Profile", and "Sign out". The "Accounts" menu is expanded, showing a list of linked accounts: "Circuit - Attorney" and "District - Attorney".

Numbered callouts in the image point to the following elements:

- 1. Court account to which you are signed in (points to the "Accounts" menu)
- 2. Single Login Profile (SLP) username (points to the "Welcome, David Attorney" text)
- 3. Profile icon (points to the profile icon next to the welcome message)
- 4. Attorney/expert court account username (points to the "David D Attorney (Attorney)" text)
- 5. List of linked accounts to which you have access (points to the "Accounts" dropdown menu)

1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed into your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile or sign out from here. You can also access these areas from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all the court accounts to which you are linked.

Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments. All appointments remain available by clicking on My Appointments under the Operations menu.
Reports	Click to view selected reports you may run on your appointments.
Links	Click to access hyperlinks to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access different court accounts. This menu item only displays if you have multiple court accounts linked to your SLP.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to sign out of the eVoucher program.
Search field	Use this field to look up any of your cases.

Note: Saving in eVoucher

It is important to note that there is NOT AN AUTOSAVE function in this program. You must click Save periodically to save your work as you are making entries or changes.

Home Page

Your home page provides access to all your active appointments and vouchers. Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-... Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	12/11/2019
3:19-MJ-04562-... Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/28/2020

Page 1 of 3 (30 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	
No data	

Appointments' List

Appointments	Defendant
<p>Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria</p>	<p>Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:</p>
<p>Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria</p>	<p>Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:</p>

Page 1 of 1 (10 items)

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000389 FINAL PAYMENT	07/24/2019
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000391 FINAL PAYMENT	07/24/2019

Page 1 of 4 (34 items)

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019
3:19-MJ-04... Start: ... End: ...	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed 0101.0000387	07/23/2019

Page 1 of 2 (16 items)

Closed Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.25 Approved Amount: 4,234.25	CJA-20 Atty Longoria	Voucher Closed 0101.0000378 FINAL PAYMENT	06/07/2019
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019

Page 1 of 5 (48 items)

Folder Name	Contents
My Active Documents	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your open appointments.
My Proposed Assignments	Not used in District of Arizona.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> • Vouchers in progress by the experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or approved by the court. Closed documents display for approximately 60 days. Appointments remain accessible through Operations>My Appointments.

Customizing the Home Page

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

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

Moving Folders

Step
1

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

A **crosshair** icon  appears.


Step
2

Click and drag the folder to the new location.

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

Resizing of Column

Step
1

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

Step
2

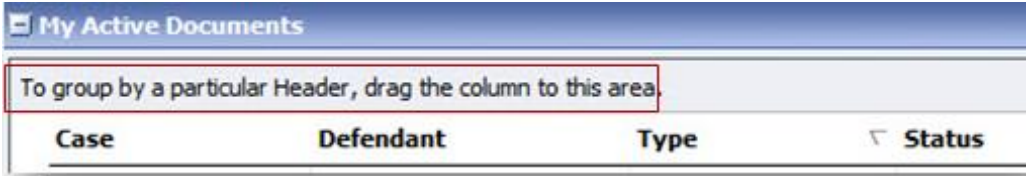
Drag the line in the desired direction to enlarge or reduce the column size.

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

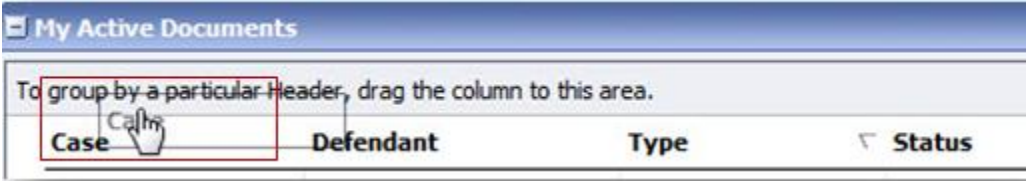
Customizing the Home Page (continued)

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

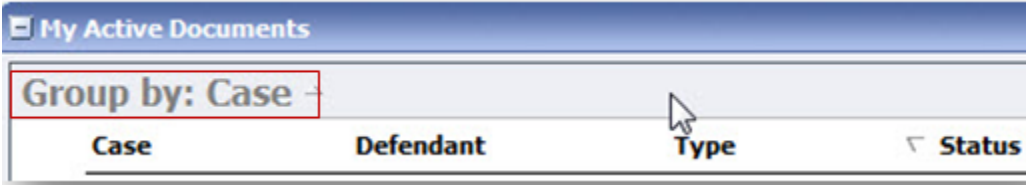
Step 1 Click the header for the column you wish to group.



Step 2 Click and drag the header to the group by particular header bar.



Step 3 All the information in that folder is now grouped and sorted by that selection.



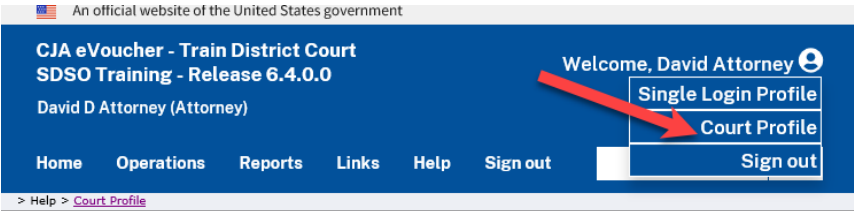
Note: Group settings return to the original setting when you navigate away from the page.

Court Profile

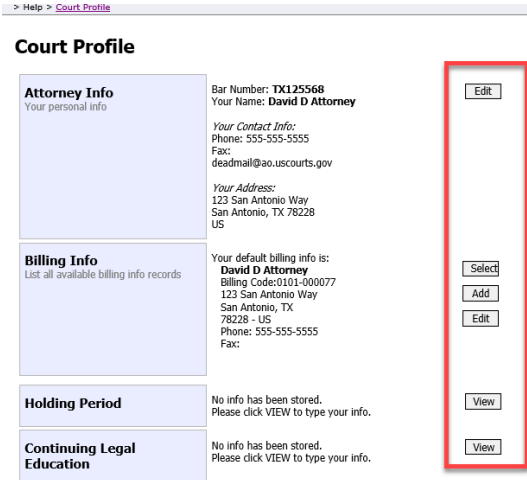
In the **Court Profile** section, the attorney can:

- Edit contact information, phone, email, and/or physical address (**Attorney Info** section). Any changes to the SSN must be made through the court.
- Update employee identification number (EIN), and any firm affiliation (**Billing Info** section). Copies of a W-9 must be provided to the court.
- Add a time period in which you will be out of the office (**Holding Period** section) (Not utilized in District of Arizona).
- Document any CLE attendance (**Continuing Legal Education** section).

To access the Court Profile page, from the menu bar, click **Help** and then click **Court Profile**, or click the person icon on the right of the menu bar and then click **Court Profile**.



Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.



Attorney Info

Step 1

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

Attorney Info

Your personal info

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

Your Contact Info:
Phone: 210-833-5623 | Cell Phone: 210-555-1234
Fax:
lisa_ornelas@aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov
deadmail@support.aobx.uscourts.gov

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

Edit

Step 2

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

Attorney Info

Your personal info

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

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

Payee Certification:
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

*** Required Fields**

Bar Number

Tax Identification Number: ***(If on Panel)** Foreign Vendor?
SSN:

Confirm:

First Name * Middle Last Name *

Main Email *

2nd Email

3rd Email

Phone * Cell Phone Fax

Address 1 * City *

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

Address 3 Country *

Save

cancel

IMPORTANT:

Changes made to the **Attorney Info** section of your court profile related to Address and Phone are applied to your other linked accounts. The following is noted when you click to edit the Attorney Info section of your court profile page:

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

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

Note:

- Each attorney (except associates) must enter his or her SSN into the user profile or they will not be paid, even if there is a firm EIN.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Edit** if you need to update billing information.

Billing Info
List all available billing info records

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

Select
Add
Edit

Note:

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

Step 2

Make necessary changes and click **Save**.

Billing Info
List all available billing info records

Billing Type:
 Self-Employed
 Firm
 Associate

Tax Identification Number:
 EIN/TIN:
 Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:
 Address 2:
 Address 3:

City: State: Zip Code:

Country: UNITED STATES

Save
cancel

IMPORTANT:

Changes made to the **Billing Info** section of your court profile will NOT be applied to any other linked accounts with the same SSN/EIN. The following is noted when you click to edit the Billing Info section of your court profile page:



Changes made to the Billing Info section of this court profile will NOT be applied to any other linked accounts with the same SSN/EIN.

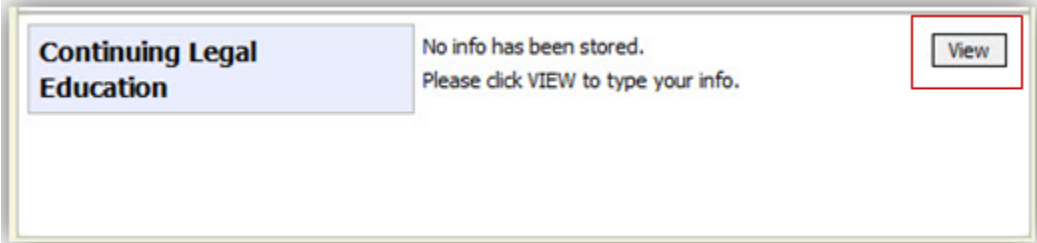
Use the Accounts menu to switch to other linked accounts and make changes to each court profile Billing Info section separately.

Holding Period (Not utilized in District of Arizona)

Continuing Legal Education

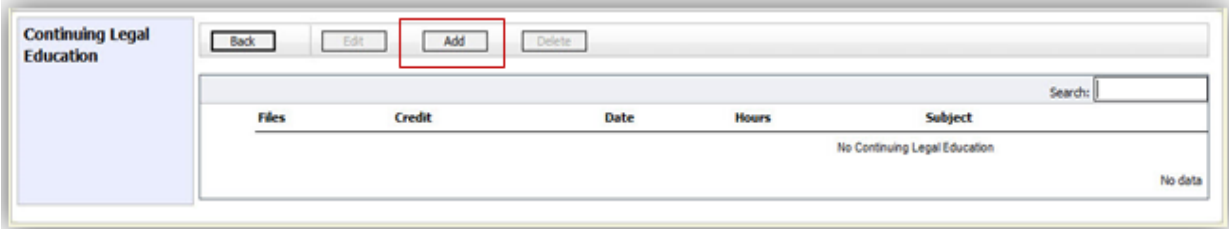
Step 1

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



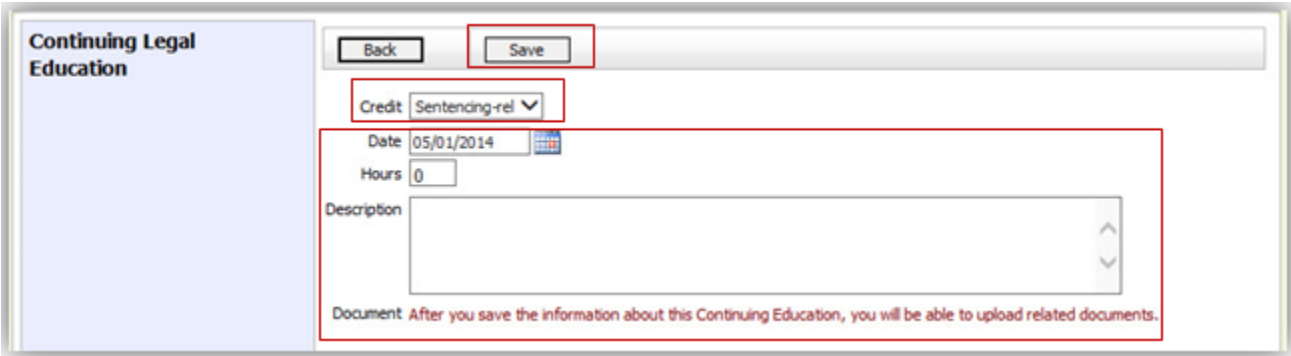
Step 2

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



Step 3

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



Step 4

In the corresponding fields, enter the **Date**, the number of **Hours**, and a **Description**.

Step 5

Click **Save**.

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

Continuing Legal Education (cont'd)

Step 6 Click **Browse** to upload and attach a PDF document.

The screenshot shows a form with the following fields and buttons:

- Buttons: Back, Save (highlighted in red)
- Credit: Sentencing-rel (dropdown menu)
- Date: 05/15/2014 (calendar icon)
- Hours: 0 (text input)
- Description: (empty text area)
- Document: (empty text area with a 'Browse...' button highlighted in red)

Step 7 Click **Save**.

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

The screenshot shows a grid with the following columns and data:

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

Buttons: Back, Edit (highlighted in red), Add, Delete

Search: []

Page 1 of 1 (1 items)

Appointments' List

This is your list of active appointments that have not had a final voucher paid. Locate the **Appointments** section under the **Appointments List** on your home page. You can use the search box to narrow by defendant name or partial case number.

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

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jedediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Appointment Info

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

[View Representation](#)

Create New Voucher

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

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

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

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

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

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

Reports

[Appointment Report](#)

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

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

[Attorney Time Report](#)

Appointment Info

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

Vouchers on File

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

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

Page 1 of 1 (7 items)

View Representation

The **View Representation** information displays:

- Excess fee limit (either statutory maximum or amount approved by Budget AUTH or CJA26)
- Presiding judge
- Magistrate judge
- Payment category
- Representation Type
- Offense(s) charged

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

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





Representation
 In this page you can view or delete the representation.

Reports
[Representation Report](#)

Representation Info

1. CIR./DIST./DIV.CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA		5. APPEALS. DKT/DEF NUMBER	
6. OTHER DKT/DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES	
EXCESS FEE LIMIT \$11,500.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
		DESIGNEE 1		DESIGNEE 2	

App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobx.uscourts.gov

CJA-20 Voucher Process Overview



Creating the CJA-20 Voucher (Attorney Voucher)

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

In the Appointment section, from the CJA-20 Voucher template, click the **Create** hyperlink.



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

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

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

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

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

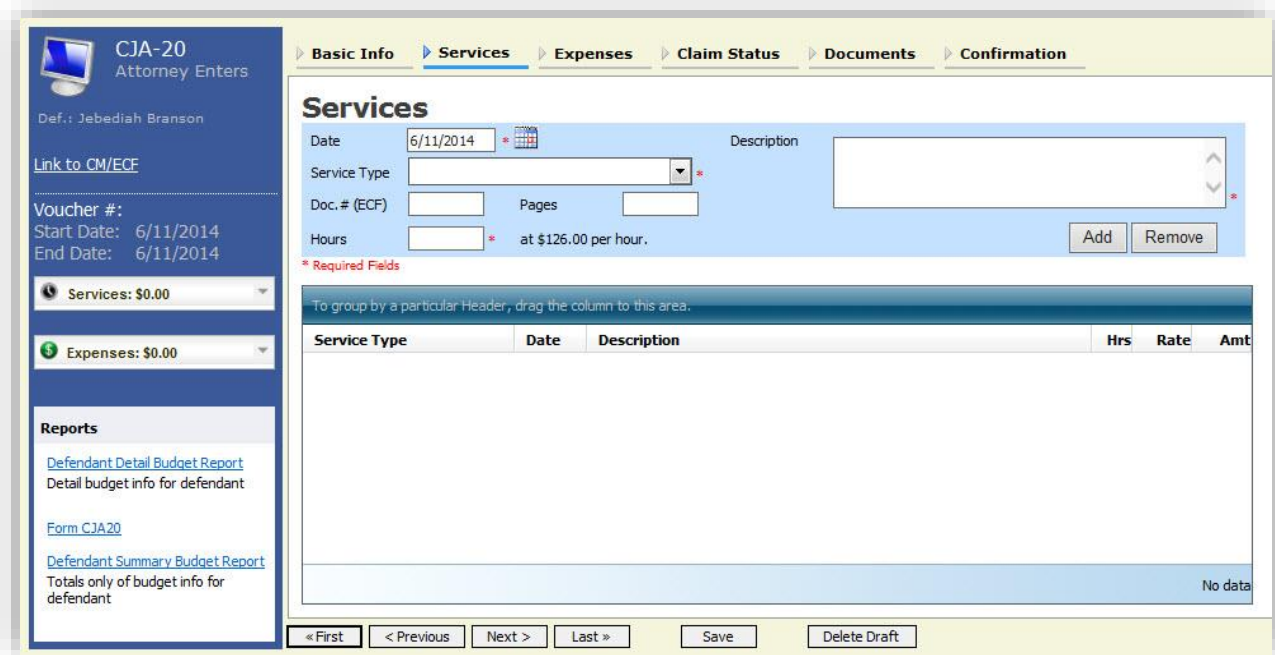
- To avoid data loss, **frequently save any entries** made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, use the tab headings or progress bar

Entering Services

Line-item time entries should be entered on the **Services** tab. Both in-court and out-of-court time should be recorded on this tab. **The expectation is that time is to be entered in eVoucher daily or close to daily.**

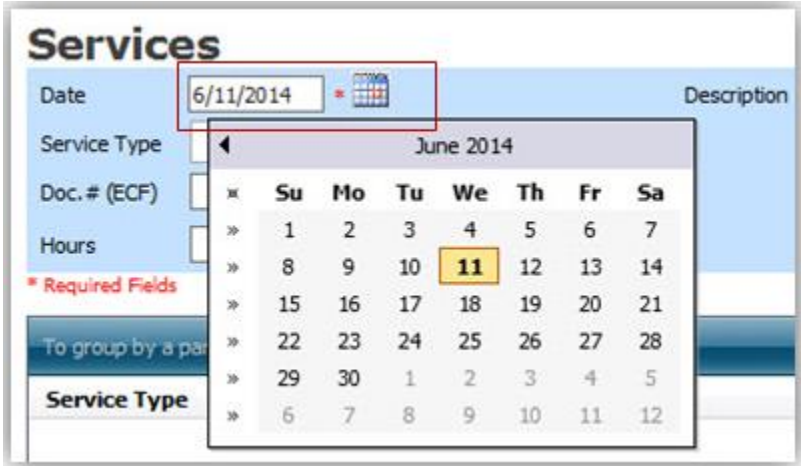
Step 1

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



Step 2

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



Entering Services (cont'd)

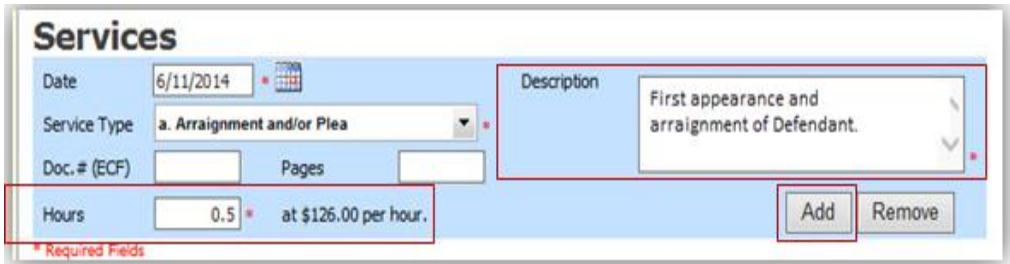
Step 3 Click the **Service Type** drop-down arrow and select the service type.



Note:

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

Step 4 Enter hours of service in tenths of an hour.



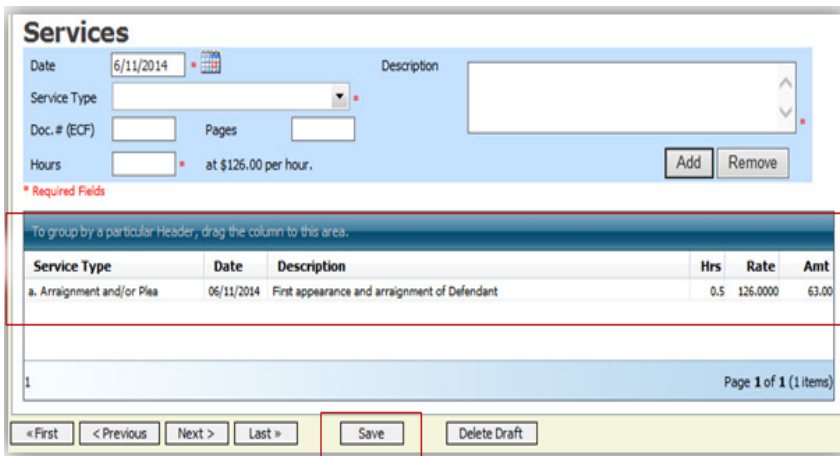
Step 5 Enter a detailed description.

Step 6 Click **Add**.

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

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

Step 7 Click **Save**.



Note: If you click the Date header, entries will be sorted by date.

Entering Expenses

Step 1

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

Expenses

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

* Required Fields

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

Step 2

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

Expenses

Date: 6/12/2014 *
Expense Type: *
Miles: *
Amount: *
Description: *

* Required Fields

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

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

<< First < Previous Next > Last >>

Entering Expenses (cont'd)

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

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

The screenshot shows the 'Expenses' form with the following details:

- Date:** 6/12/2014
- Expense Type:** Travel Miles
- Miles:** 20 (with note: at \$0.5600 per mile.)
- Description:** Travel to and from Court
- Buttons:** Add, Remove
- Table:**

Expense Type	Date	Description	Mile	Rate	Amt
No data					
- Navigation:** « First, < Previous, Next >, Last »
- Actions:** Save, Delete Draft

Step 5 Click **Add**.

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

The screenshot shows the 'Expenses' form with the entry added to the table:

- Date:** 6/12/2014
- Expense Type:** (empty)
- Miles:** (empty) (with note: at \$0.5600 per mile.)
- Description:** (empty)
- Buttons:** Add, Remove
- Table:**

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20
- Page Info:** Page 1 of 1 (1 items)
- Navigation:** « First, < Previous, Next >, Last »
- Actions:** Save, Delete Draft

Entering Expenses (cont'd)

Note:

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

Expenses

Date: 6/12/2014 *
Expense Type: [Dropdown]
Miles: [Input] at \$0.5600 per mile.
Amount: [Input] *
Description: [Text Area]

*** Required Fields**

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

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

1 Page 1 of 1 (2 items)

< First < Previous Next > Last > Save Delete Draft

Step 6 Click **Save**.

Note: If you click the Date header, entries will be sorted by date.

Claim Status

Step
1

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

Step
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** section, and click the **Date** header to sort showing the earliest date of service. The end date should be entered in the same manner.

The screenshot shows the 'Claim Status' form. At the top, there are two date fields: 'Start Date' with the value '6/11/2014' and 'End Date' with the value '6/12/2014'. Below these is a section titled 'Payment Claims' with four radio button options: 'Final Payment', 'Interim Payment' (selected), 'Supplemental Payment', and 'Withholding Return Payment'. The 'Interim Payment' option has a text input field containing the number '2' followed by '(payment #) *'. Below this section is a red reminder: '** Reminder: Please select the appropriate claim status.' Below the reminder are two survey questions, each with 'Yes' and 'No' radio button options. The first question is '1. Have you previously applied to the court for compensation and/or reimbursement for this case?' with 'Yes' selected. The second question is '2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?' with 'No' selected. At the bottom of the form, there is a row of buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Save' button is highlighted with a red box.

Step
3

In the **Payment Claims** section, select the payment claims type.

- **Final Payment** is requested after all services have been completed.
- **Interim Payment** allows for payment in segments as ordered by the court. If using this type of payment, indicate the number of this interim payment.
- After the final payment has been submitted and paid, **Supplemental Payment** may be requested due to a missed or forgotten receipt or for services that may have occurred after case closing.

Step
4

Answer all the questions regarding previous payments in this case. If further explanation is required, please add a note in the attorney/public notes section on the confirmation tab or add a PDF document to the documents tab, if needed.

Step
5

Click **Save**.

Documents

Attorneys may attach documents. Attach any documentation that supports the voucher, i.e., travel or other expense receipts, orders from the court, or letter of explanation for exceeding 45-day submission deadline.

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

Step 2 Enter a brief detailed description of the attachment. (i.e., Court Order signed 1/2/2017 (Doc. 25))

Step 3 Click **Upload**.

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

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there is a 'File' input field containing the path 'G:\AO\leVoucher\CJA eVou...' and a 'Browse...' button. A 'Description' text area contains the text 'Copies of receipts'. An 'Upload' button is located in the bottom right corner of the form area.

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

This screenshot shows the 'Supporting Documents' form after the document has been uploaded. The 'File' and 'Description' input fields are now empty. Below the form, a table lists the uploaded document:

Description	Delete	View
Copies of receipts	Delete	View

At the bottom of the page, there is a navigation bar with buttons for '< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.

Step 4 Click **Save**.

Signing and Submitting to Court

When you have added all voucher entries and reviewed each of the tabs for accuracy, you are ready to sign and submit your voucher to the court.

Step 1 Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** tab appears, which reflects all entries from the previous tabs.

Confirmation

1. CIR./DIST./DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA		5. APPEALS DKT./DEF. NUMBER	
6. OTHER DKT./DEF. NUMBER		7. IN CASE MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case			

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel
--	--

14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTowns DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
---	--

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals	0.5	\$63.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS Final Payment Interim Payment (9) Supplemental Payment

Have you Previously applied to the court for compensation and/or reimbursement for this? YES NO

If yes, were you paid? YES NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? YES NO If yes, please attach supporting documentation

I swear or affirm the truth or correctness of the above statements. Date Signed:

Signature of Attorney: _____

APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE

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

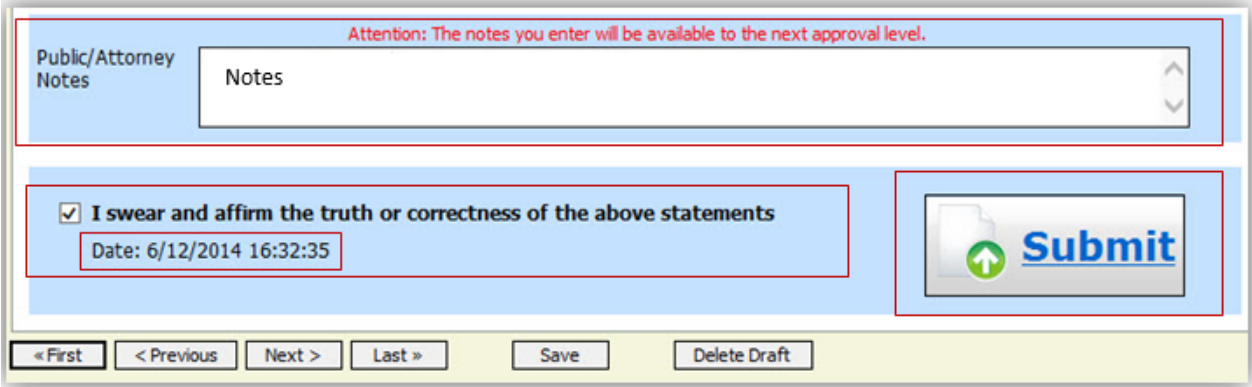
Public/Attorney Notes:

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

Date: _____ Submit

Signing and Submitting to Court (cont'd)

- Step 2** Verify the information is correct.
- Step 3** Scroll to the bottom of the page. You may include any information to the court in the **Public/Attorney Notes** field.
- Step 4** Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.



- Step 5** Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page appears, indicating the previous action was successful and the voucher has been submitted for payment.



Signing and Submitting to Court (cont'd)

Step
6

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

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

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

Page 1 of 1 (3 items)

Notes:

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

My Active Documents				
To group by a particular Header, drag the column to this area.				
Case	Defendant	Type	Status	Date Entered
2:19-CR-01000-GMS- Start: 05/16/2019 End: 06/25/2019	Sample Defendant (# 1) Claimed Amount: 958.80	CJA-20 - (RETURNED) Sample Attorney	Voucher Entry 0970.0837633 FINAL PAYMENT	08/14/2019

- An email message generated by the system will be sent explaining what corrections need to be made. The note will also appear in the Public/Attorney Notes section of the Confirmation tab.
- Make any necessary corrections and click submit to re-submit to the court.
- You will automatically receive an email after the voucher has been approved and submitted for payment.

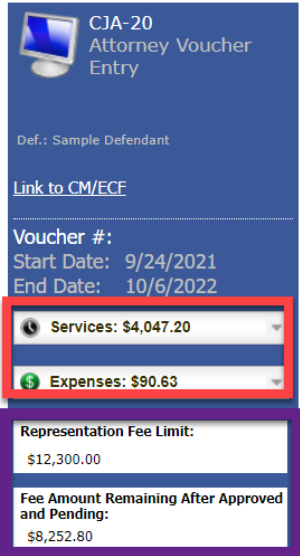
CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney should monitor the voucher totals using the quick review panel on the left side of the screen. This allows you to track your compensation and request additional funds when needed, in advance of exceeding the authorized funding.

The **Services** and **Expenses** fields tally as entries are entered the voucher.

The Representation Fee Limit (current funding limit) can be viewed on the left panel. Attorney can also view the funds remaining. These amounts are based on the services that has been entered into the voucher.

Note: if the **fee amount remaining after approved and pending** is **red**, you have exceeded the available funding and should immediately request additional funds via a CJA26 or Budget AUTH for a budgeted case.



You can expand the Services and Expenses fields by clicking the down arrow (▼) to reveal details per category.



Importing Service Entries in CJA-20 or CJA-30 Voucher

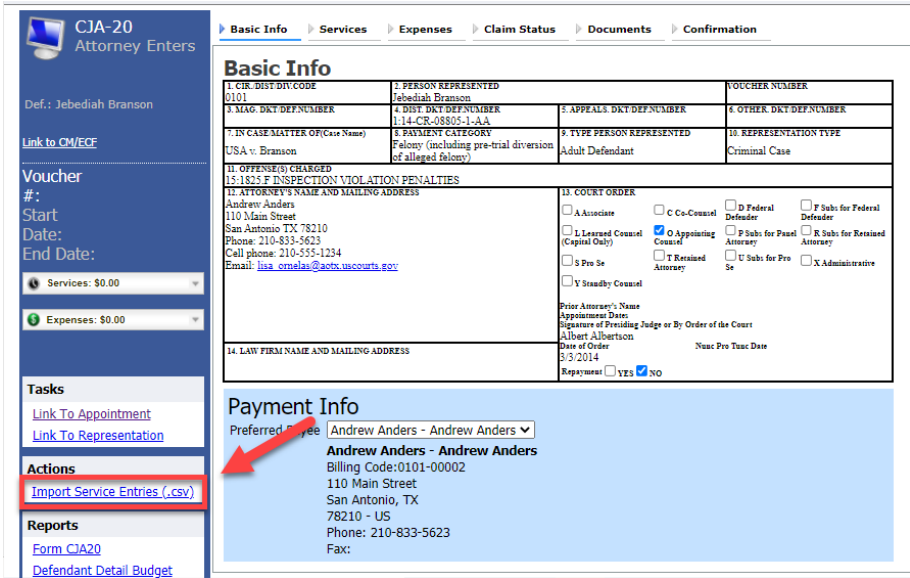
Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

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

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

Step 1

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



Step 2

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

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

Services

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

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

[- Additional Information](#)

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

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

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

- Doc#
- Pages

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

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

Date: * Description:

Service Type:

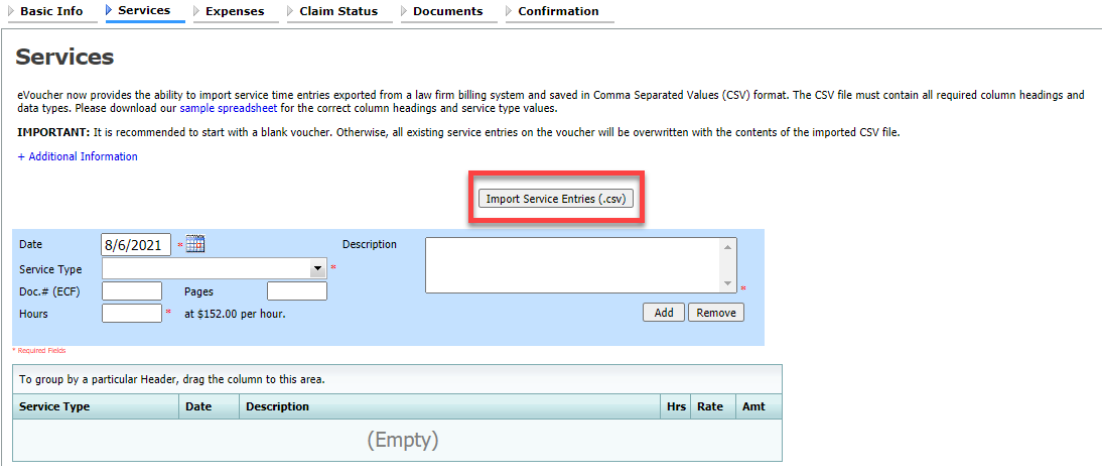
Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour.

* Required Fields

Step 3

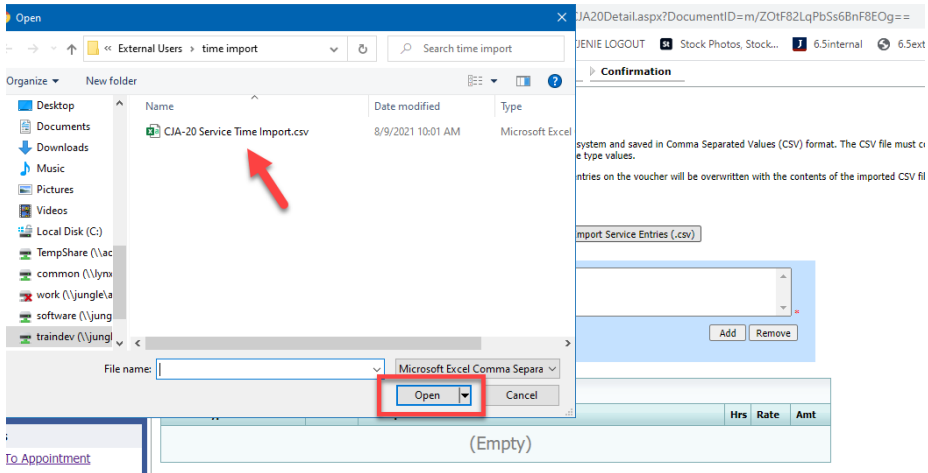
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.



Note: The column headings for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 4


Your file directory browser opens. Click the correct .csv file, and then click **Open**.



Step 5

A success message displays indicating the number of entries that were imported and saved to the services table.

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

 **Service entries have been updated!**
13 entries have been successfully added from *CJA-20 Service Time Import_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

Services

Date: 9/2/2021
Service Type: [dropdown]
Description: [text area]
Doc.# (ECF): [input] Pages: [input]
Hours: [input] at \$155.00 per hour. [Add] [Remove]

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtainino and Reviewino					

Step 6

Complete remaining voucher tabs to Enter Expenses, Claim Status information, and Documents as described in prior section of this manual.

Note: See Appendix A – C for additional information on importing and .csv files.

Creating a New Authorization (AUTH) for Expert Services

When you are initially requesting a service provider, a new AUTH request should be made in eVoucher (without filing a Motion and Order in CM/ECF). If you obtained an order prior to 7/23/18, you would also use this event for your order submission.

Step 1

Locate the **Appointments** section under the **Appointments' List** on your home page. Click the case number hyperlink to open the **Appointments** page.

Appointments' List

Appointments	Defendant
Case: 2:18-CR-01000-CKJ Defendant #: 1 Case Title: U.S. v. Sample-Defendant Attorney: Kerry Reynoldswrap	Defendant: Susie Sample-Defendant Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 02/01/18 Pres. Judge: Cindy K Jorgenson Adm./Mag Judge:
Case: 2:18-CR-01001-CKJ Defendant #: 1 Case Title: USA v Defendant-Sample Attorney: Kerry Reynoldswrap	Defendant: David Defendant-Sample Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 02/01/18 Pres. Judge: Cindy K Jorgenson Adm./Mag Judge:

Step 2

From the **Appointment Info** page, click **Create** next to AUTH.

Appointment Info

1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER
0970	Susie Sample-Defendant	
3. MAG. DKT. DEF NUMBER	4. DIST. DKT. DEF NUMBER	5. APPEALS DKT. DEF NUMBER
	2:18-CR-01000-1-CKJ	
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED
U.S. v. Sample-Defendant	Felony (including pre-trial diversion of alleged felony)	Adult Defendant
11. OFFENSE(S) CHARGED	12. ATTORNEY'S NAME AND MAILING ADDRESS	13. COURT ORDER
17A:102.F COPYRIGHT LAWS	Kerry Reynoldswrap 401 W Washington Ste 130 Phoenix AZ 85003 Phone: 602-322-7207	<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input checked="" type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Steadily Counsel
14. LAW FIRM NAME AND MAILING ADDRESS	15. COURT ORDER	
	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Budget \$ Trade Date of Order 2/1/2018 New Pro Test Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Create New Voucher

- AUTH** Authorization for Expert and other Services **Create**
- AUTH-24** Authorization for payment of transcript **Create**
- CJA-20** Appointment of and Authority to Pay Court-Appointed Counsel **Create**
- CJA-21** Authorization and Voucher for Expert and other Services **Create**
- CJA-26** Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court **Create**

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/07/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,250.00 Approved Amount: 2,250.00	AUTH Investigator	Voucher Closed 0970.0579026	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 3,000.00	AUTH Ballistics	Submitted to Court 0970.0579028	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,500.00	AUTH Investigator	Submitted to Court 0970.0579029	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End:	Susie Sample-Defendant (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	03/30/2018
2:18-CR-01000-CKJ Start: 03/02/2018 End: 04/05/2018	Susie Sample-Defendant (# 1) Claimed Amount: 454.25	CJA-20 Kerry Reynoldswrap	Submitted to Court 0970.0579030	05/10/2018
2:18-CR-01000-CKJ Start: 04/05/2018 End: 04/05/2018	Susie Sample-Defendant (# 1) Claimed Amount: 2,000.00 Approved Amount: 2,000.00	CJA-26	Voucher Closed 0970.0579132	04/05/2018

Page 1 of 1 (6 items)

The authorization opens to the **Basic Info** tab.

Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step
3

Next, click **Create New Authorization**.

Basic Info

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Mickey Mouse	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 2:17-CR-01000-1-FJM	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) US v. Mickey Mouse	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap - Bar Number: 42474 401 W Washington Phoenix AZ 85003 Phone: 602-322-7150		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Bridget S Bade Date of Order 1/1/2017 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Authorization Type Selection

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

Create New Authorization
Use this button to create a new authorization.

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

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

Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step
4

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

- **Estimated Amount** - amount requested or, if order previously obtained, total authorized in order
- **Basis of Estimate** - list rate and number of hours requested
- **Description** - include description of service to be provided
- **Service Type** - select type from drop-down list
- **Notes** - include provider name or company name* (this will make selection from list easier for future tasks)

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$ *

Authorized Amount \$ Deactivated

Basis of Estimate

Description

Service Type *

Notes

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

Note:

An initial AUTH is considered a “Master Authorization” (see above in purple).

*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Notes section.

Step
5

Click **Save**.

Step
6

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

Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step 7

On the Documents tab, you will add your court order, if you previously obtained one. If this is a new request without a previous order, fill out the document entitled [AUTH - AZD Supplemental Information in Support of Request to Enlist Service Provider](#) located on the court's website.

This is also where you add any other relevant documents (i.e., CV/Resume/DPS Investigator ID card) To add an attachment, click **Browse** to select your PDF file.

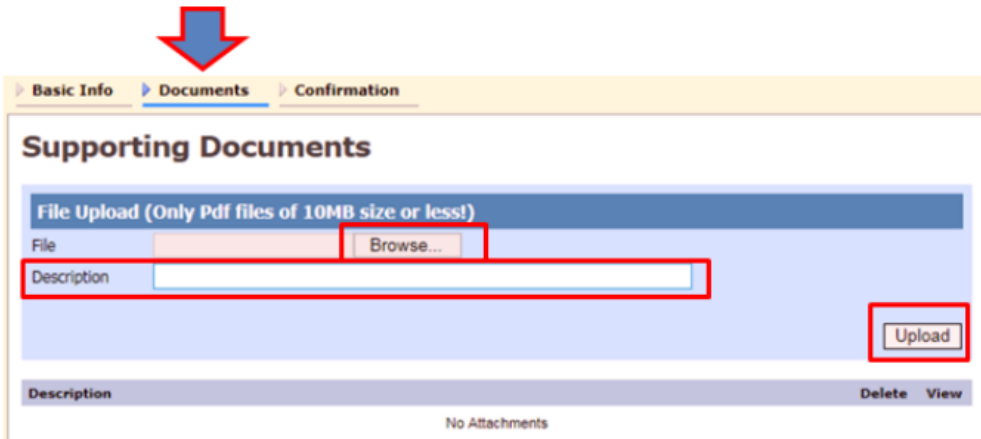
Step 8

In the **Description** field, add a meaningful description of the attachments. (i.e. AZD AUTH.Investigator.submitted 7.15.19; Investigator CV; Investigator DPS Photo ID)

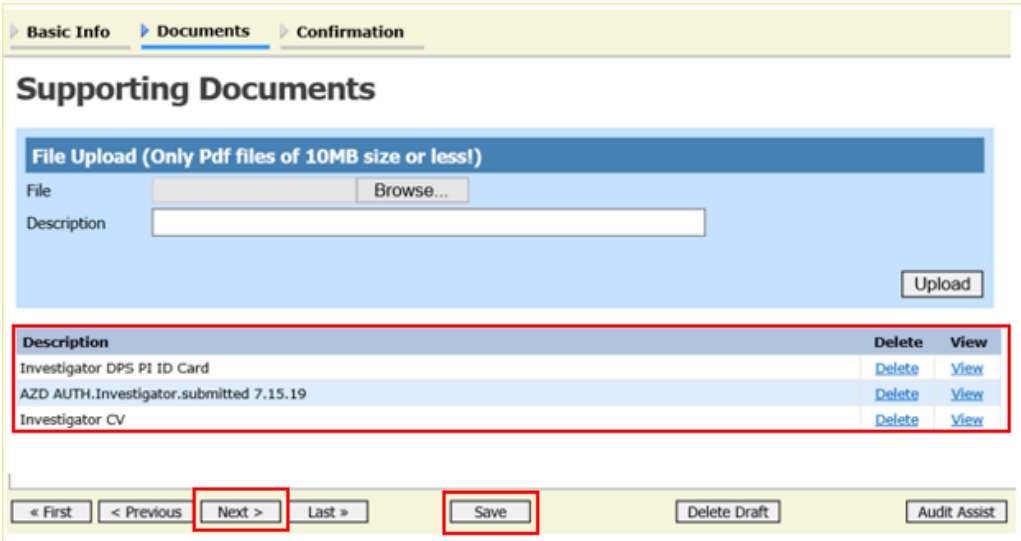
Step 9

Click **Upload**.

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



The attachment and description are added to the voucher and appear in the bottom of the **Description** section.



Creating a New Authorization (AUTH) for Expert Services (cont'd)

Step
10

Click **Save**.

Step
11

Click the **Confirmation** tab or click **Next**. The **Confirmation** tab will open. Review the information on the **Confirmation** tab for accuracy. Add attorney notes, if any.

Step
12

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

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

Public/Attorney Notes

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

Date: 6/5/2018 15:36:40

Submit

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

Step
13

Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page will appear indicating the previous action was successful and the Authorization Request has been submitted. Click **Appointment Page** if you wish to create an additional document for this appointment. Click **Home Page** to return to the home page.

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0579401

Back to:

[Home Page](#)

[Appointment Page](#)

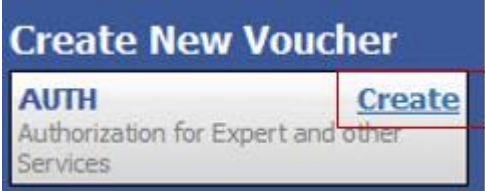
The Authorization Request will now appear in the **My Submitted Documents** section on the Attorney home page.

You will automatically receive an email when the authorization has been approved. You will then be able to create a CJA-21 voucher.

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds)

A supplemental authorization request should be made in eVoucher when you have a prior AUTH request for funds in eVoucher and you're requesting additional funds for a service provider.

Step 1 From the **Appointment Info** page, click **Create** next to AUTH.



The authorization opens to the **Basic Info** tab.

Step 2 Next, click **Request Additional Funds**.

Basic Info

1. CIR. DIST/DIV.CODE 0970	2. PERSON REPRESENTED Mickey Mouse	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF NUMBER 2:17-CR-01000-1-FJM	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) US v. Mickey Mouse	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap - Bar Number: 42474 401 W Washington Phoenix AZ 85003 Phone: 602-322-7150		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Bridget S Bade Date of Order: 1/1/2017 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

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

Create New Authorization
 Use this button to create a new authorization.

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

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

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 3

Next, select the original “master” authorization for the service provider that the additional funds are requested for so that it is highlighted. The selected AUTH will turn beige when selected.

Authorization Type Selection

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

Create New Authorization Use this button to create a new authorization.	Please Select the Authorization to request additional funds for:				
Request Additional Funds Use this button to select an approved authorization that you would like to request additional funds for.	<table border="1"><tr><td>ID Number: 497579 Order Date: 01/01/2017 Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00</td><td>Service Type: Investigator Estimated Amount: \$3,000.00 Notes: John Doe Investigator</td></tr><tr><td>ID Number: 497589 Order Date: 01/01/2017 Authorized Amount: \$5,000.00 Grand Total Amount: \$0.00</td><td>Service Type: Computer Forensics Expert Estimated Amount: \$5,000.00 Notes: Susie Forensic Expert</td></tr></table>	ID Number: 497579 Order Date: 01/01/2017 Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00	Service Type: Investigator Estimated Amount: \$3,000.00 Notes: John Doe Investigator	ID Number: 497589 Order Date: 01/01/2017 Authorized Amount: \$5,000.00 Grand Total Amount: \$0.00	Service Type: Computer Forensics Expert Estimated Amount: \$5,000.00 Notes: Susie Forensic Expert
ID Number: 497579 Order Date: 01/01/2017 Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00	Service Type: Investigator Estimated Amount: \$3,000.00 Notes: John Doe Investigator				
ID Number: 497589 Order Date: 01/01/2017 Authorized Amount: \$5,000.00 Grand Total Amount: \$0.00	Service Type: Computer Forensics Expert Estimated Amount: \$5,000.00 Notes: Susie Forensic Expert				

Step 4

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

- **Estimated Amount** - additional amount requested or, if order previously obtained, total additional funds authorized in order
- **Basis of Estimate** - list number of additional hours and rate
- **Description** - include description of service to be provided
- **Service Type** - this field is locked since its being attached to the prior AUTH selection
- **Notes** - include provider name or company name* (this will make selection from list easier for future tasks)

Request for Additional Funds on existing Authorization

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text" value="1125.00"/>
Authorized Amount	\$ <input type="text"/> <input type="checkbox"/> Deactivated
Basis of Estimate	<input type="text" value="\$75/hr for 15 hours"/>
Description	<input type="text" value="Investigative Services"/>
Service Type	<input type="text" value="Investigator"/>
Notes	<input type="text" value="John Doe Investigator"/>

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

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 5 Click **Create Authorization**.

Note:
*If you will be using more than one person (i.e. several different interpreters), do NOT list a name in the Notes section.

Step 6 When the Basic Info tab opens make sure that the page indicates that it is a “Request for Additional Funds on existing Authorization” with a number. This is the number of the original authorization to which this authorization will be linked. You may click the existing authorization number hyperlink to view the original authorization in a separate tab. You should remember to **close the newly opened tab** after viewing the AUTH, as having multiple tabs open in eVoucher can lead to unintended results.

Request for Additional Funds on existing Authorization 497579

Order Date	<input type="text"/>	
Nunc Pro Tunc Date	<input type="text"/>	
Repayment	<input type="checkbox"/>	
Estimated Amount	\$ <input type="text" value="1125.00"/>	*
Authorized Amount	\$ <input type="text"/>	<input type="checkbox"/> Deactivated
Total Authorized	\$ 3000.00	
Basis of Estimate	<input type="text" value="\$75/hr for 15 hours"/>	
Description	<input type="text" value="Investigative Services"/>	
Service Type	<input type="text" value="Investigator"/>	*
Notes	<input type="text" value="John Doe Investigator"/>	

Navigation: << First | < Previous | **Next >** | Last >> | **Save** | Delete Draft | Audit Assist

Step 7 Click **Save**.

Step 8 Click the **Documents** tab or click **Next**.

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step 9

On the Documents tab, you would add your court order, if you previously obtained one. If this is a new supplemental request without a previous order, fill out the document entitled [AUTH - AZD Supplemental Information in Support of Request to Enlist Service Provider](#) located on the court's website.

This is also where you add any other relevant documents (i.e., CV/Resume/DPS Investigator ID card) To add an attachment, click **Browse** to select your PDF file.

Step 10

In the **Description** field, add a meaningful description of the attachments. (i.e. AZD AUTH.Investigator.submitted 7.15.19; Investigator CV; Investigator DPS Photo ID)

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

Step 11

Click **Upload**.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there are navigation tabs: 'Basic Info', 'Documents' (selected), and 'Confirmation'. Below the tabs is the title 'Supporting Documents'. Underneath is a blue header 'File Upload (Only Pdf files of 10MB size or less!)'. There are two input fields: 'File' with a 'Browse...' button next to it, and 'Description'. A red box highlights the 'Browse...' button, another red box highlights the 'Description' text field, and a third red box highlights the 'Upload' button. Below the input fields is a table with columns 'Description', 'Delete', and 'View'. The table currently shows 'No Attachments'. A red arrow points to the 'Documents' tab in the navigation bar.

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

Step 12

Click **Save**.

The screenshot shows the 'Supporting Documents' section after the upload. The 'File Upload' section is still visible. Below it, the 'Description' section is populated with a table of three entries. The table has columns 'Description', 'Delete', and 'View'. The entries are: 'Investigator DPS PI ID Card', 'AZD AUTH.Investigator.submitted 7.15.19', and 'Investigator CV'. Below the table is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. Red boxes highlight the 'Next >' and 'Save' buttons.

Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds) (cont'd)

Step
13

Click the **Confirmation** tab or click **Next**. The **Confirmation** tab will open. Review the information on the **Confirmation** tab for accuracy.

Step
14

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

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/5/2018 15:36:40

Submit

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

Step
15

Click **Submit** to send to the court. Your individual login and password will serve as your electronic signature.

A confirmation page will appear indicating the previous action was successful and the Authorization Request has been submitted. Click **Appointment Page** if you wish to create an additional document for this appointment. Click **Home Page** to return to the home page.

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0579401

Back to:

[Home Page](#)

[Appointment Page](#)

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

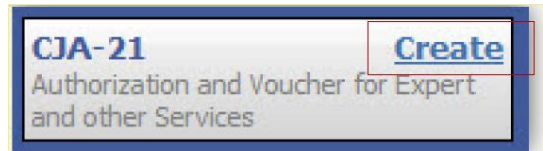
You will automatically receive an email when the AUTH has been approved. You will then be able to create a CJA-21 voucher.

Note:

- When increasing funds on an existing AUTH, the approved amount is added to the original “master” authorization to which it is linked, and a link is established between the documents.
- The “master” authorization is the one that holds the approved funds and is the only authorization that will display for selection when CJA21/31s are created.
- We recommend saving the AZD AUTH Supplemental Information form per case, so that you have the basic case information filled in and will just need to update any dates in Section II and then proceed with the details per each service provider.

Creating a CJA-21 Voucher (Service Provider Voucher)

Step 1 From the **Appointment** page, click **Create** next to CJA-21.



Step 2 When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

Associated Authorizations Available

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

Basic Info

1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEFNUMBER		4. DIST. DKT/DEFNUMBER 1:14-CR-08805-1-AA		5. APPEALS DKT/DEFNUMBER	
6. OTHER DKT/DEFNUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES	
EXCESS FEE LIMIT \$11,500.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
DESIGNEE 1		DESIGNEE 2			

Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

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

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

Creating a CJA-21 Voucher (cont'd)

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

Please Select the Associated Authorization	
ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

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

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

Associated Authorizations Unavailable

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

Basic Info			
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

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

Please Select the Associated Authorization

No Authorization Requests Found

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

Creating a CJA-21 Voucher (cont'd)

If you clicked to use an existing **Associated Authorization**, in Step 2:

Step
3

The service type automatically fills in based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow, and select the service type.

New Voucher Information

Service Type Chemist/Toxicologist

Description Toxicology report

Step
4

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

Step
5

From the **Expert** drop-down list, select the expert. (See ***Note** below) If the expert you select is not authorized to use eVoucher, the **Voucher Assignment** buttons remain locked, indicating the attorney will be responsible for filling the voucher claim part.

Service Provider

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

Expert Jennings, Julie

Expert Info
Details

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

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

Create Voucher

If the expert selected is authorized to enter expenses on their own voucher, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can then fill in their own services and expenses on the voucher.

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

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

*Note:

Only experts registered with the service type selected appear in the drop-down list. If you wish to submit a person for approval, steps on how to add an expert are outlined on the next page.

Step
7

Click **Create Voucher**.

Creating a CJA-21 Voucher (cont'd)

Notes:

- If all information is not entered, you cannot advance to the next screen.
- If the expert you selected is **not** authorized to use eVoucher, you must file the voucher on behalf of the expert. The voucher appears in the **My Active Documents** section as submitted to attorney. You will perform the second level of approval/submission by clicking the voucher, navigating to the **Confirmation** page, and approving the voucher. The voucher then moves to the **My Submitted Documents** section.
- If the expert you selected is authorized to use eVoucher and you selected "Expert" for the Voucher Assignment, you are done at this point and may click **Home** or **logout**.

Creating a CJA-21 Voucher (cont'd)

If the service provider's name does not appear in the drop-down list for the service type selected, you will need to request that they be added to eVoucher. To complete that process:

Step
1

Leave blank the box for **Expert** in the drop-down list

Step
2

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

Step
3

Click **Create Voucher**. See ***Note** below.

Service Type Interpreter/Translator *

Description

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

Expert

First Name **Middle Name** **Last Name ***

Email *

Phone * **Fax**

Address 1 * **City ***


Address 2 **State (U.S. Only*)** **Zip ***

Address 3 **Country *** UNITED STATES

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

*Note:

- Because the expert has not yet been approved by the court, you will see the following error on the created voucher:

 You cannot submit a voucher for an expert that has not been approved by the court.

- You will also see the following under Payment Info on the CJA21 voucher:

Payment Info

This is a Pending Service Provider

Current Information on File:
Susie Smith TIN: ###-##-####
401 W Washington
Phoenix AZ 85003 US
Phone: 602-322-7200

- When you type in provider information as shown above CJA staff are automatically notified of the request to add the provider. CJA staff will contact the provider for the necessary documents needed to set the provider up in eVoucher (i.e. W9, CV/Resume etc.). You will be notified by email when that process is complete so that you can proceed with completion of the CJA-21 Voucher.

Entering Services

After **Create Voucher** has been selected, proceed with similar steps mentioned on the CJA-20 Voucher adding services, expenses, claim status, and documents.

Note:
If you are submitting the voucher on behalf of the expert, you will need to approve the voucher **twice**. The first submission is on behalf of the expert to you as the attorney. After first submission, the voucher will appear in your "My Active Documents section as "Submitted to Attorney". Open and go to confirmation tab, this second submission adds the attorney approval of the services provided.

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

Step 2 In the corresponding fields, enter the date, units (hours), rate, and description. **Attorneys can summarize the attached invoice; it is not necessary to enter line-item entries for service providers.** (See below). The Date should be either be the first or last date of service from the invoice.

Step 3 Click **Add**.

The screenshot shows the 'Services' tab in a software interface. At the top, there is a navigation bar with tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the navigation bar, the 'Services' section is displayed. It contains a form with the following fields: Date (11/3/2017), Units, Rate, and Description. The 'Add' button is circled in red. Below the form, there is a table with the following data:

Date	Description	Units	Rate	Amt
10/30/2017	Investigative Services performed (20 hours at \$75/hr). See attached invoice.	20.0	\$75.00	\$1,500.0
10/30/2017	Travel performed (10 hours at \$37.50/hr). See attached invoice.	10.0	\$37.50	\$375.00

At the bottom of the interface, there is a navigation bar with buttons: << First, < Previous, Next >, Last >>, Save (circled in red), Delete Draft, and Audit Assist.

Step 4 Click **Save**.

Entering Expenses

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

Step 2 In the corresponding fields, enter the date, expense type, description, miles (if applicable) and amount. Attorneys can summarize the attached invoice; they do not need to enter line-item entries for service providers. (See below). The Date can either be the first or last date of expense from the invoice.

Step 3 Click **Add**.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 11/3/2017
- Expense Type: (empty dropdown)
- Miles: (empty input) at \$0.5350 per mile.
- Amount: (empty input)
- Description: (empty text area)
- Buttons: Add (circled in red), Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	11/03/2017	Travel Miles (200). See attached invoice.	200	\$0.535	\$107.00
Travel Misc.	11/03/2017	Hotel and Travel costs for 11/1/17 trip. See attached invoice and receipts.	0	\$0.000	\$234.56

Step 4 Click **Save**.

Note:
At any point, click **Audit Assist** and the system will search for any warnings or errors.

Claim Status

Step
1

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

Step
2

Enter the start and end dates, making sure to select the earliest date of service and/or expense as the start date and the last date of service and/or expense as the end date. Make sure the dates listed here match the attached invoice.

Step
3

Select an option in the **Payment Claims** section.
(See [Note](#) below)

Step
4

Click **Save**.

Note:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments. If using this type of payment, indicate the number of this request. Interim payments must be authorized in an AUTH or an order.
- After final payment has been submitted, a supplemental payment may be requested due to a missed or forgotten entry.

Documents

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

Step 2 Click **Browse** to select PDF files to attach.

Step 3 In the **Description** field, add a description of the attachment. (i.e. Invoice for Investigative Services from 8/1/17 to 10/31/17; Doc 75.Order Allowing Interim Payments for Investigator.filed 9/1/17; Investigator DPS PI Photo ID) (See below).

Step 4 Click **Upload**.

Note:

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

The screenshot shows the 'Supporting Documents' interface. At the top, there are navigation tabs: Basic Info, Services, Expenses, Claim Status, Documents (selected), and Confirmation. The main heading is 'Supporting Documents'. Below this is a 'File Upload (Only Pdf files of 10MB size or less!)' section. It contains a 'File' input field with a 'Browse...' button and a 'Description' text area. To the right of this section is an 'Upload' button. Below the upload section is a table with the following content:

Description	Delete	View
Doc 75.Order for Interim Payments for Investigator.filed 9/1/17	Delete	View
Investigator DPS PI Photo ID	Delete	View
Invoice for Investigative Services from 8/1/17-10/31/17	Delete	View

At the bottom of the interface, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' and 'Save' buttons are circled in red.

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

Step 5 Click **Save**.

Step 6 Click the **Confirmation** tab or click **Next**.

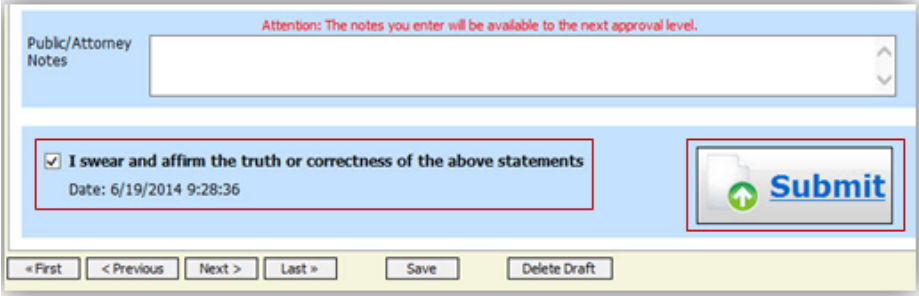
Signing and Submitting to Court

On the **Confirmation** tab:

Step 1 Verify all information is correct and that the Grand Total matches the attached invoice.

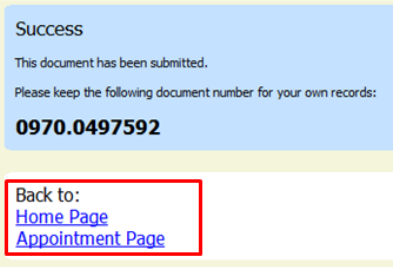
Step 2 Select the affirmation check box. This automatically time stamps the voucher.

Step 3 Click **Submit**.



A confirmation screen appears indicating the previous action was successful and the voucher has been submitted. **The voucher is submitted next to the attorney for approval.**

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



Note: If you are submitting the voucher on behalf of the expert, you will need to approve the voucher **twice**. The first submission is on behalf of the expert to you as the attorney. After first submission, the voucher will appear in your "My Active Documents section as "Submitted to Attorney". Open and go to confirmation tab, this second submission adds the attorney approval of the services provided.

The case file appears in the **My Active Documents** section as Submitted to Attorney.

Step 5 Select the voucher with the status of "Submitted to Attorney."

Case	Defendant	Type	Status	Date Entered
2:17-CR-01000-FJM- Start: 10/30/2017 End: 11/03/2017	Mickey Mouse (# 1) Claimed Amount: 2,216.56	CJA-21 Arizona Investiga... Investigator	Submitted to Attorney 0970.0497592 FINAL PAYMENT	11/03/2017

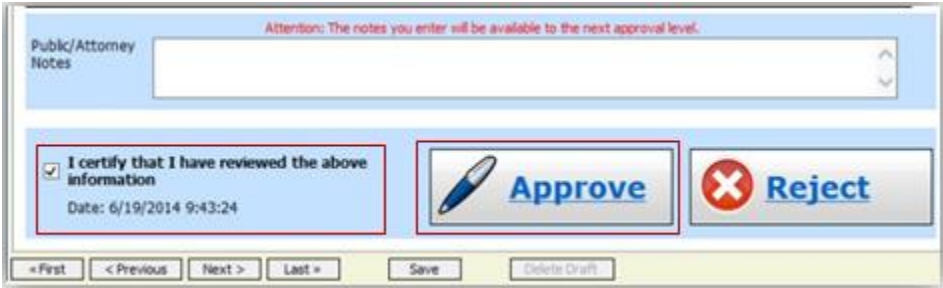
Signing and Submitting to Court (cont'd)

Step 6 Click on the **Confirmation** tab.

Step 7 Verify all information on page is correct.

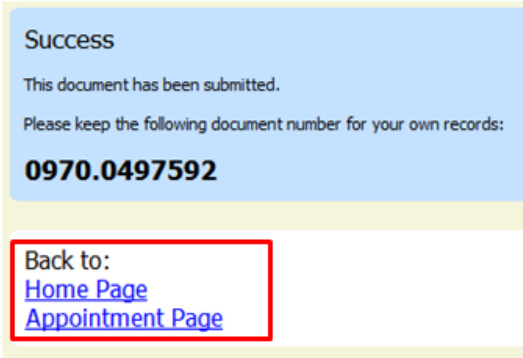
Step 8 Certify the information by selecting the certification check box. This automatically time stamps the voucher.

Step 9 Click **Approve**. Your individual login and password will serve as your electronic signature.



A confirmation screen appears indicating the previous action was successful and the voucher has been submitted to the court.

Step 10 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

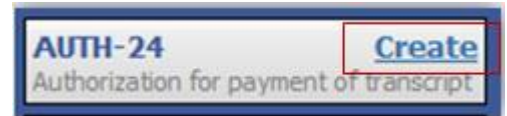


Creating an Authorization for Transcripts (AUTH-24, Transcript Request)

An Authorization 24 request in eVoucher should be made after you have submitted your transcript request (AO435 form) on CM/ECF.

Step
1

From the **Appointment** page, click **Create** next to AUTH-24.



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

 A screenshot of the "Basic Info" page in the eVoucher system. The page has a blue header with tabs for "Basic Info", "Documents", and "Confirmation". The main content area is divided into several sections:

- Basic Info**: A table with fields for Case Number, Defendant Name, Payment Category, and Court Order details.
- Proceeding in Which Transcript is to be Used**: A dropdown menu with "Trial Prep" selected.
- Proceeding To Be Transcribed**: A dropdown menu with "Detention Hearing held 10/4/22" selected.
- Appointed Cost (%)**: A dropdown menu with "None" selected.
- Special Transcript Handling**: A section with checkboxes for "Prosecution Opening Statement", "Prosecution Argument", "Prosecution Rebuttal", "Defense Opening Statement", "Defense Argument", "Jury Instructions", and "Voir Dire".
- Order Date** and **Nunc Pro Tunc Date**: Date pickers.

 At the bottom, there are navigation buttons: "First", "Previous", "Next", "Last", "Save", "Delete Draft", and "Audit Assist".

Step
2

Under **Proceeding in Which Transcript is to be Used**, enter the reason for the transcript request (i.e. Appeal; Motion for New Trial, etc.).

Step
3

Under **Proceeding To Be Transcribed**, enter the hearing type and date of hearing being requested (i.e. Change of Plea 6/1/21; Sentencing 9/1/21).

Step
4

Under **Special Transcript Handling**, if you are requesting transcript in other than standard 30 days, select appropriate turnaround time from drop down menu (Options are: 14-Day, Expedited (7-day), 3-Day, Daily, Hourly, Realtime Unedited.) If option is selected, you must attach justification letter to the Documents tab.

Step
5

Under **Transcripts**, if you are requesting opening statements, arguments, rebuttal, jury instructions, or voir dire, select appropriate box. If option is selected, you must attach justification letter to the Documents tab.

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

Step
6

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

Note:

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

Step
7

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

Step
8

Enter a detailed description (i.e. AO435 Form; Justification Letter for Daily Turnaround).

Step
9

Click **Upload**.

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
AO435 Form	Delete	View
Justification Letter	Delete	View

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

The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

Step
10

Click **Save**.

Step
11

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

A confirmation page will appear.

Step
12

Verify all information is correct.

Step
13

Select the affirmation check box.

Step
14

Click **Submit**. Your individual login and password will serve as your electronic signature.

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 6/19/2014 9:28:36

Submit

« First < Previous Next > Last » Save Delete Draft

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

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

Step
15

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

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0497596

Back to:

[Home Page](#)

[Appointment Page](#)

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.

Counsel will receive an email after the AUTH-24 is approved. The court reporter is then notified to prepare the transcript.

Creating a CJA-26 (Atty Request to Exceed Statutory Maximum)

This is a request and justification for attorney fees outside the statutory limits and should be made IN ADVANCE of exceeding the limit in non-budgeted cases. If this is a budgeted case, please use Budget AUTH document rather than CJA-26.

Step
1

Fill out the [Confidential Ex Parte Attachment to CJA 26](#) approved by the judges located on the court's website

Step
2

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



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

CJA-26 Attorney Enters
Def.: Jebedah Branson
[Link to OM/ECF](#)
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901
Reports: [Defendant Summary Budget Report](#) (Totals only of budget info for defendant), [Defendant Detail Budget Report](#) (Detail budget info for defendant), [Form CJA26](#)

Basic Info

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

Amount Requested: 0 * Amount Approved: 0
Pre Trial Hours: 0 Trial Hours: 0 Sentencing Hours: 0 Other In-Court Hours: 0 Out-Of-Court Hours: 0
Number of Counts: 0 Number of Co-Defendants: 0
Other Pending Cases:
Sentencing Guideline Range:
Mandatory Minimum Found:

< First < Previous Next > Last = Save Delete Draft

Step
3

Enter the information required on the **Basic Info** screen. Please note that the amount requested is the amount over the current statutory maximum or excess fee limit. (i.e. Statutory maximum is \$12,800 and you need an additional \$5,000 for a case total of \$17,800, then the amount requested is \$5,000.) Estimate your hours needed under Pre Trial, Trial, Sentencing, Other In-Court and Out-of-Court.

Creating a CJA-26 Request (cont'd)

Step 4 Click the **Justification** tab or click **Next**, located on the progress bar.

Step 5 You need not fill out the Justification tab other than to reflect “See attached document.” in Box 3.

The screenshot shows the 'Justification' tab of a CJA-26 request form. The form has four tabs: 'Basic Info', 'Justification', 'Documents', and 'Confirmation'. The 'Justification' tab is active. It contains nine numbered text boxes for providing details. Box 3 is highlighted with a red border and contains the text 'See attached document.' Below the text boxes is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', 'Delete Draft', and 'Audit Assist'.

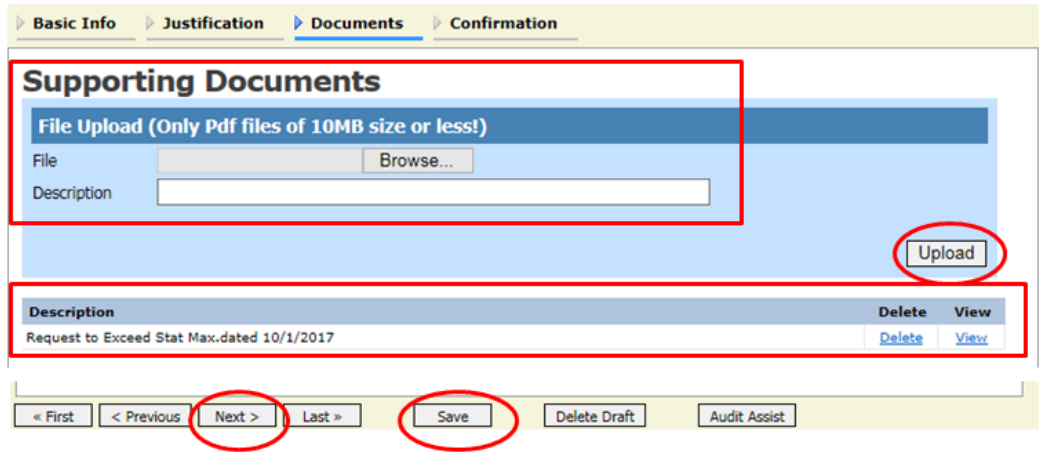
Step 6 Click **Document** tab or Click **Next**, located on the progress bar.

Creating a CJA-26 Request (cont'd)

Step 7 Click **Browse** to select a PDF file to attach. This is where you will attach the Confidential Ex Parte Attachment to CJA-26, completed at Step 1.

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

Step 8 Click **Upload**.



The attachment and description are added to the voucher and appear in the bottom of the **Description** section.

Note: If your representation has concluded and you are making a retroactive request for funding, you must attach a copy of the CJA20 draft voucher. To do this, open the CJA20 and click on the Form CJA20 (Printable version of CJA20) report in the blue report section on the left column. Save the PDF and attach to Documents tab.

Step 9 Click **Save**.

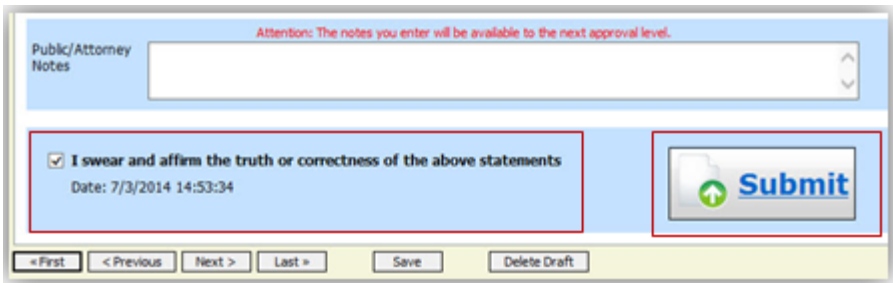
Step 10 Click **Confirmation** tab or Click **Next**, located on the progress bar.

The confirmation tab appears.

Step 11 Verify all information is correct.

Step 12 Select the affirmation check box.

Step 13 Click **Submit**. Your individual login and password will serve as your electronic signature.



Creating a CJA-26 Request (cont'd)

A confirmation screen appears indicating the previous action was successful and the CJA-26 request has been submitted.

Step
14

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

Success

This document has been submitted.

Please keep the following document number for your own records:

0970.0497600

Back to:

[Home Page](#)

[Appointment Page](#)

The CJA-26 now appears in the **My Submitted Documents** section.

You will automatically receive an email if/when the CJA-26 has been reviewed/approved. The email will indicate the amount of funding approved.

Creating a Budget AUTH

The Budget AUTH document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the Circuit's Case Budgeting Attorney and/or the Court's CJA Administrator.

Ninth Circuit Case Budgeting Attorney Suzanne Morris can be reached by telephone at (415) 355-8982 or via email smorris@ce9.uscourts.gov. For additional information on budgeting, please review: www.ca9.uscourts.gov/cja.



Click the hyperlink for the correct case to access the Appointment Info page.

The screenshot displays two sections of a web application. The top section, titled 'My Active Documents', features a search bar and a table with columns for Case, Defendant, Type, Status, and Date Entered. A single row is visible with the case number '8:18-AP-02493--' and a status of 'Voucher Entry'. The bottom section, titled 'Appointments' List', is a table with two columns: 'Appointments' and 'Defendant'. The first row is highlighted with a red box, showing 'Case: 8:14-AP-03599' and 'Defendant #: 1'. The second row shows 'Case: 8:17-AP-02189' and 'Defendant: Person123121'.

Case	Defendant	Type	Status	Date Entered
8:18-AP-02493-- Start: End:	Person170209 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	06/27/2019

Appointments	Defendant
Case: 8:14-AP-03599 Defendant #: 1 Case Title: United States vs. Person88885 Attorney: andrew anders	Defendant: Person88885 Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 11/17/14 Pres. Judge: Test 08C-j2 Adm./Mag Judge:
Case: 8:17-AP-02189 Defendant #: 1 Case Title: United States vs. Person123121 Attorney: andrew anders	Defendant: Person123121 Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 06/12/17 Pres. Judge: Test 08C-j16 Adm./Mag Judge:

Creating a Budget AUTH (cont'd)

Step
2

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

The screenshot shows a web application interface. At the top is a navigation bar with links: Home, Operations, Reports, Links, Help, and login. Below this is a main content area. On the left, there is a blue sidebar with the heading 'Appointment' and a summary paragraph. Below the sidebar is a 'View Representation' link with a small icon. The main content area on the right is titled 'Appointment' and contains a form with several fields: 1. CIR./DIST./DIV.CODE (08AC), 3. MAG. DKT/DEFNUM, 7. IN CASE/MATTER OF (United States vs. Pers), 10. OFFENSE(S) CHARG (12:1457.M PENALT), and 11. ATTORNEY'S NAME (andrew anders, 1 Attorney St, Pierre SD 57501, Phone: 111-111-1111). Below the sidebar, there is a 'Create New Voucher' section with three rows: AUTH (Authorization for Expert and other Services), AUTH-24 (Authorization for payment of transcript), and BUDGETAUTH (Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case). The 'Create' link next to BUDGETAUTH is highlighted with a red box.

Creating a Budget AUTH (cont'd)

Step 3

On the **Basic Info** tab of the Budget AUTH, you must enter information in the **Budget Phase/Stage** (i.e., Pretrial/Trial/Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields. Optionally, in the **Notes** field, you can add notes that you would like to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab). If no attorney fees are being requested in this request, you **MUST** enter **\$0** to submit the Budget AUTH.

BUDGETAUTH
Attorney Enter Authorization

Def.: Sample Defendant

[Link to CM/ECF](#)

Voucher #:
Request Date:
Decision Date:

Tasks

- [Link To Appointment](#)
- [Link To Representation](#)

Reports

- [Budget AUTH Form Report](#)
- [Budget AUTH Form Report](#)

Basic Info

1. CIR. DIST. DIV. CODE 0970	2. PERSON REPRESENTED Sample Defendant	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 2:19-CR-01000-1-GMS	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Sample Defendant	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 8:1324.F 8:1324(a)(1)(A)(ii) and (a)(1)(B)(i) - Transportation of an Illegal Alien for Profit			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney - Bar Number: 00000 401 W Sample Street Phoenix, AZ 85004 Phone: 602-555-1234 - Fax:		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Deborah M Fine Date of Order: 5/16/2019 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date:

Nunc Pro Tunc Date:

Budget Phase/Stage: *

Attorney Funding Information

Current Representation Limit	\$	11,500.00
Requested Additional Attorney Fees	\$	40,000.00 *
Authorized Additional Attorney Fees	\$	*
Grand Total Authorized Attorney Fees	\$	11,500.00

Notes:

« First < Previous Next > Last » Save Delete Draft

Creating a Budget AUTH (cont'd)

Step 4

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

The screenshot shows the 'Request For Service Providers' form. At the top, there are tabs for 'Basic Info', 'Authorization Request', 'Documents', and 'Confirmation'. The 'Service Provider Type' dropdown is set to 'Documents Examiner'. Below this, a section titled 'Previous Authorizations for this Provider Type' is expanded, showing a table with one entry: ID Number: 854057, Order Date: 07/18/2018, Authorized Amount: \$1,000.00, Grand Total Amount: \$1,000.00, Service Type: Documents Examiner, Estimated Amount: \$1,000.00, and Notes. Below the table, there are input fields for 'Previously Authorized Amount' (\$1,000.00), 'Additional Amount Requested' (10000.00), and 'Additional Amount Authorized'. A large text area for 'Description' is also present. At the bottom right, there is an 'Add' button and a 'Remove' button. A red box highlights the 'Add' button. A red arrow points to the 'Previous Authorizations' section, and another red arrow points to the 'Additional Amount Requested' field.

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

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

The screenshot shows the 'Request For Service Providers' form. At the top, there are tabs for 'Basic Info', 'Authorization Request', 'Documents', and 'Confirmation'. The 'Service Provider Type' dropdown is set to 'Accountant'. Below this, a section titled 'Previous Authorizations for this Provider Type' is expanded, showing 'No Previous Authorizations Found'. Below this, there are input fields for 'Previously Authorized Amount' (\$0.00), 'Additional Amount Requested' (1000.00), and 'Additional Amount Authorized'. A large text area for 'Description' is also present. At the bottom right, there is an 'Add' button and a 'Remove' button. A red box highlights the 'Add' button. A red arrow points to the 'Previous Authorizations' section, and another red arrow points to the 'Additional Amount Requested' field.

Creating a Budget AUTH (cont'd)

Step 5

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

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

Supporting Documents

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

File: No file selected.

Description:

Description Delete View

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

Step 6

On the **Confirmation** tab, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, you can include any additional information to the court. Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit**.

Attorney Funding Information			
Requested Additional Attorney Fees	\$100,000.00	Current Representation Limit	\$100,000.00
		Authorized Additional Attorney Fees	
		Grand Total Authorized Attorney Fees	\$100,000.00
NOTES:			
Requests For Service Providers			
Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized
Chemist/Toxicologist	\$0.00	\$500.00	
Ballistics	\$0.00	\$2,000.00	
Totals	\$0.00	\$2,500.00	
Order Date	Nunc Pro Tunc Date	Budget Phase/Stage initial	
Signature of Attorney andrew anders	Date Signed	Judge Code	Requested Amount \$102,500.00
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals/(or Delegate)	Date Signed	Judge Code	Approved Amount

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

Public/Attorney Notes:

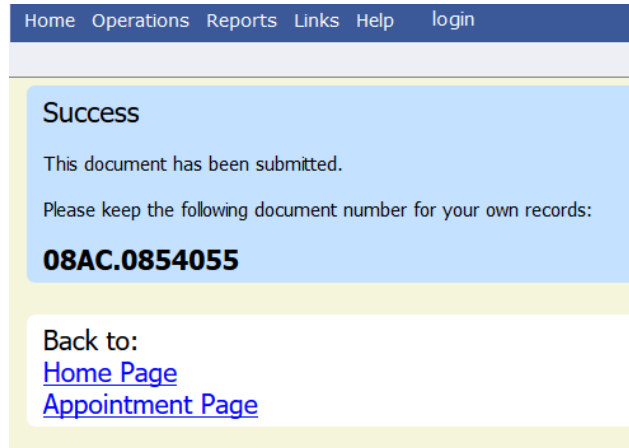
I swear and affirm the truth or correctness of the above statements
Date: 7/1/2019 14:59:3

« First | < Previous | Next > | Last » | |

Creating a Budget AUTH (cont'd)

Step
7

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



Creating a Travel AUTH

In the District of Arizona, attorneys are required to obtain advance authorization for any overnight or out of district travel. This also applies to service providers utilized by CJA attorneys.

Attorney should prepare in advance of submitting a Travel AUTH request by obtaining estimates for the travel expenses that may be incurred. Counsel may need to contact National Travel for an estimate for air travel (1-800-445-0668). To determine the maximum allowable per diem rate for the location of travel, counsel should review the [GSA travel website](#) to determine maximum allowable rates for hotel and meal expenses. CJA provides for reimbursement of expenses actually incurred for travel. Therefore, traveler will be required to submit detailed copies of all travel receipts detailing expenses for hotels, meals, fees, etc.

Step 1

Click the hyperlink for the correct case to access the Appointment Info page.

The image shows two screenshots from a web application. The top screenshot is titled 'My Active Documents' and contains a table with columns: Case, Defendant, Type, Status, and Date Entered. The bottom screenshot is titled 'Appointments' List' and shows a list of appointments with details for each, including case number, defendant name, and attorney. A red arrow points to the case link 'Case: 2:20-CR-00001-SJ' in the second row of the appointments list.

Case	Defendant	Type	Status	Date Entered
2:19-CR-01200-SJ Start: End:	Sample Defendant (# 1) Claimed Amount: 8,437.78	CJA-20 Sample Attorney	Voucher Entry Edit	08/22/2019
3:19-CR-08000-SJ Start: End:	Sample Defendant (# 2) Claimed Amount: 2,317.29	CJA-20 Sample Attorney	Voucher Entry Edit	08/22/2019

1 Page 1 of 1 (2 items)

Appointments	Defendant
Case: 3:19-CR-08000-SJ Defendant #: 2 Case Title: USA v. Defendant et al Attorney: Sample Attorney	Defendant: Sample Defendant Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 08/07/19 Pres. Judge: Sample Judge Adm./Mag Judge:
Case: 2:20-CR-00001-SJ Defendant #: 1 Case Title: USA v. Sample Defendant1 Attorney: Sample Attorney	Defendant: Sample Defendant1 Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/20 Pres. Judge: Sample Judge Adm./Mag Judge:
Case: 2:19-CR-01200-SJ Defendant #: 1 Case Title: USA v. Sample Defendant Attorney: Sample Attorney	Defendant: Sample Defendant Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 02/01/19 Pres. Judge: Sample Judge Adm./Mag Judge:

1 Page 1 of 1 (3 items)

Creating a Travel AUTH (cont'd)

Step 2

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

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

[View Representation](#)

Create New Voucher

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

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

BUDGETAUTH [Create](#)
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

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

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

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

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

Reports
[Defendant Detail Budget Report - Attorney](#)
Detailed budget info for defendant

Appointment Info

1. CIR./DIST/DIV. CODE 0970	2. PERSON REPRESENTED Sample Defendant1	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 2:20-CR-00001-1-SJ	5. A APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Sample Defendant1	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney - Bar Number: 00001 1 Street Name Phoenix AZ 85003 Phone: 111-222-3333 Cell phone: 111-555-1212		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Sample Judge Date of Order 1/2/2020 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
No rows have been recorded on the database				
No data				

Step 3

The document will open on the **Basic Info** tab, click the **Authorization Request** tab.

TRAVEL
Attorney Enters

Def: Sample Defendant1

[Link to CH/ECT](#)

Voucher #:
Request Date:
Decision Date:

Amount Claimed: \$0.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

[Basic Info](#) |
 [Authorization Request](#) |
 [Documents](#) |
 [Confirmation](#)

Basic Info

1. CIR./DIST/DIV. CODE 0970	2. PERSON REPRESENTED Sample Defendant1	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 2:20-CR-00001-1-SJ	5. A APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Sample Defendant1	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 10:2408.M DEFENSE CONTRACT RELATED FELONIES, CONTRACTORS			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney - Bar Number: 00001 1 Street Name Phoenix AZ 85003 Phone: 111-222-3333 Cell phone: 111-555-1212		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Sample Judge Date of Order 1/2/2020 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: National Travel Service (NTS)

National Travel Service (NTS)
707 Virginia Street East
Suite 100
Charleston, WV 25301
Phone: (800) 445-0668
Fax:
Email:

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

Creating a Travel AUTH (cont'd)

Step 4

On the **Authorization Request** tab, complete the following fields:

- Name and Title of Person Traveling
- Address of Person Traveling
- Travel From Location
- Travel to Location
- Estimated Dates of Travel
- Estimated Costs (Airline Tickets, Ground Transport, Subsistence (hotels & meals) and Other (if any)
- Purpose and Justification

The screenshot shows the 'Request For Travel*' form with several fields highlighted by red boxes to indicate they are required. The highlighted fields include: 'Name and Title of Person Traveling', 'Address of Person Traveling', 'Travel From Location', 'Travel To Location', 'Estimated Dates of Travel', 'Travel Requested' (with sub-fields for Airline Tickets, Ground Transportation, Subsistence, and Other), 'Estimated Cost' (with sub-fields for each of these categories), 'Total Estimated Cost', 'Total Authorized', 'Purpose and Justification', and 'Court Notes'. A text box on the right provides instructions for requesting amounts, stating that the 'Total Estimated Cost' is automatically calculated based on the estimated amounts entered in the Travel line items.

Step 5

Upon completion of each traveler’s information, click **Add**. You can request travel for multiple people in one request. Note that each request appears in the grid below.

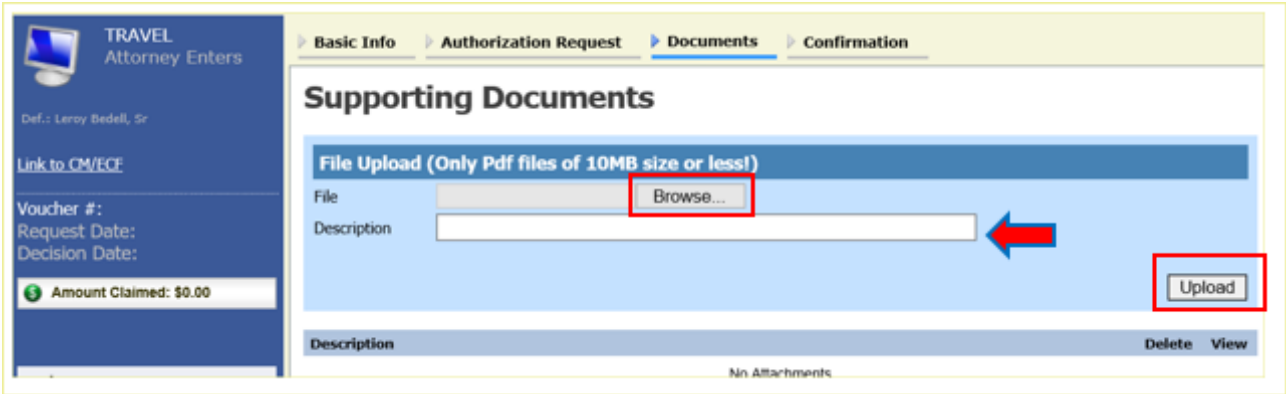
The screenshot shows the 'Add' button highlighted with a red box and a red arrow pointing to it from above. Below the button is a data grid with the following information:

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	1220.00		

Creating a Travel AUTH (cont'd)

Step 6

If you have any supporting documents to add, click **Documents** tab, and upload supporting documents. Note: Each document must be in PDF format and 10 MB or less in size.



Step 7

On the Confirmation tab, ensure that all travel requested in this document is properly reflected on the page. If needed, you can add any public/attorney notes. If the document is accurate, check the box affirming the accuracy of the information provided, then click **Submit**.

REQUESTS FOR TRAVEL							
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Molly Mitigation	Phoenix, AZ	Washington D.C.	11/1/19-11/4/19	Mitigation Interviews	\$1,400.00		
Ingrid Investigator	Phoenix, AZ	Orlando, FL	10/15/19-10/18/19	Locate and interview witnesses	\$1,220.00		
TOTALS:					\$2,620.00		

I SWEAR OR AFFIRM THE TRUTH OR CORRECTNESS OF THE ABOVE STATEMENTS.

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

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

Public/Attorney Notes

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

Date:

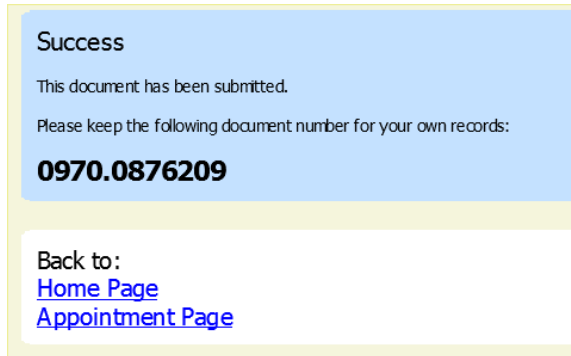
Submit

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

Creating a Travel AUTH (cont'd)

Step
8

A confirmation screen appears, indicating the previous action was successful and the TRAVEL authorization has been submitted to the court. Click the **Home Page** hyperlink to return to the home page or click the **Appointment Page** hyperlink to create an additional document for this appointment. The TRAVEL Authorization now appears in the **My Submitted Documents** section of your home page.



Step
9

You will automatically receive an email if/when the TRAVEL authorization has been approved.

For any questions related to the TRAVEL authorization document or travel in general, please contact the CJA department at 602-322-7150.

Reports and Case Management

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation. It is required that counsel submit a CJA26 Request to Exceed Statutory Case Maximum **IN ADVANCE** of exceeding the available funds. Retroactive requests are disfavored and may result in a voucher reduction or denial.

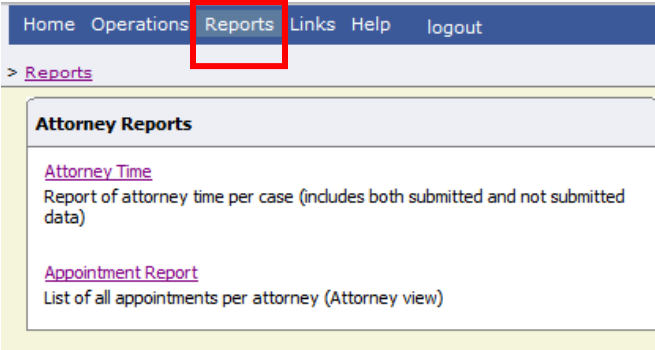
Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services, by reviewing the reports provided in the CJA eVoucher program. This is especially important where there has been prior CJA counsel appointed on a case. The case statutory maximum does NOT reset with each new appointment.

Items to remember:

- Viewable reports display on the left review panel when you are in a voucher.
- Each panel, depending upon which document you are viewing, will have different reports available. (See Appointment page and Representation page earlier in this manual for example)
- Below each report link is a short description of the information provided by that report.
- The main report is the Defendant Detail Budget Report.



You will find other accessible reports on the menu bar.



Defendant Detail Budget Report-Attorney

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

The report provides the information in two sections: attorney appointments and authorized experts and other services.

Current statutory maximum or amount of excess fee limit (after CJA26 or Budget AUTH approval)

CJA-26 and/or Budget AUTH Requests for Additional Funds (Requested/Approved)

3:17-CR-08000-1-JI												
Counsel Budget Defendant: John Doe												
Type of Representation:		Criminal Case				Document	Document Number	Amount Requested	Amount Approved			
Budget Amount Requested:		\$0.00				CJA-26	0970.0822711	\$5,612.40	\$4,209.30			
Budget Amount Approved:		\$15,709.30				Total:		\$5,612.40	\$4,209.30			
Voucher Dates	Voucher Number	Claimed			Approved			Voucher Info				
		Fees	Expenses		Total	Fees	Expenses		Claim Status	Circuit Approved		
Attorney: George Attorney (Appointing Counsel)											Inactive	
09/29/2017 to 05/31/2018	0970.0508332	\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04	Final		
Total Claimed/Approved:		\$4,583.60	\$143.63	\$13.15	\$4,740.38	\$4,344.40	\$141.49	\$13.15	\$4,499.04			
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00							
Attorney: David Attorney (Subs for Panel Attorney)											Active	
05/31/2018 to 04/17/2019	0970.0821314	\$11,362.00	\$518.27	\$210.63	\$12,090.90					Final		
Total Claimed/Approved:		\$11,362.00	\$518.27	\$210.63	\$12,090.90	\$0.00	\$0.00	\$0.00	\$0.00			
Pending Approval:		\$11,362.00	\$518.27	\$210.63	\$12,090.90							
Attorney Voucher Grand Totals												
		Claimed			Approved			Fee Amount Remaining				
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved and Pending		
			Travel	Other		Travel	Other					
Total Claimed/Approved:		\$15,945.60	\$661.90	\$223.78	\$16,831.28	\$4,344.40	\$141.49	\$13.15	\$4,499.04	\$11,364.90	\$2.90	
Pending Approval:		\$11,362.00	\$518.27	\$210.63	\$12,090.90							

Voucher Info for prior counsel

Voucher Info for current counsel

The amount claimed on the voucher remains visible even after a voucher is approved to allow attorney to see what was claimed on voucher submission.

Voucher Info displays if voucher is final or interim series with interim #. If voucher approved by circuit, date approved by circuit displays

Approved column displays amount approved by the court. If a voucher is not submitted the voucher row will be blank.

This shows the total available to counsel less any amount paid or pending payment for prior counsel. This amount is also less the amount billed on current counsel's pending voucher. *NOTE: Counsel may not display in order of appointment so current counsel should look at the total listed at the bottom of all counsel listed.

Defendant Detail Budget Report-Attorney (cont'd)

The service provider section has been similarly updated.

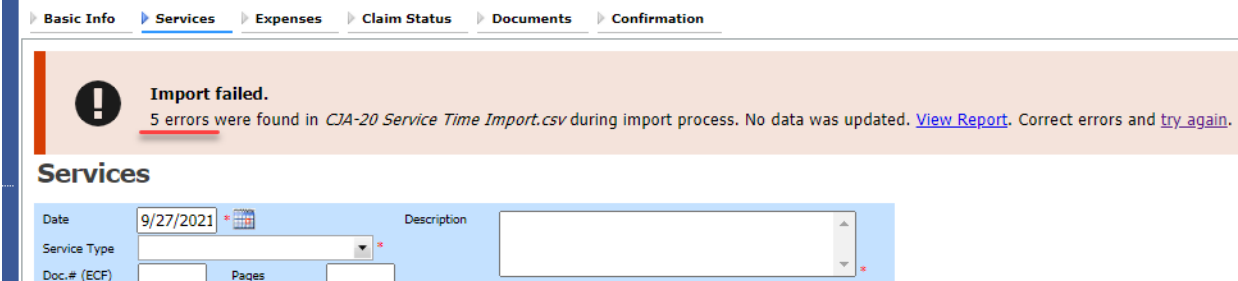
Expert and Other Services Budget - Requiring Authorization										Defendant: John Doe	
Voucher Dates	Voucher Number	Claimed				Approved				Voucher Info	
		Fees	Expenses		Total	Fees	Expenses		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
Authorization Number: 0970.0662475		Amount Requested: \$8,250.00				Amount Authorized: \$7,500.00				Attorney: David Attorney	
Specialty: Investigator											
Vendor: Susie Privateye (Investigator)											
07/02/2018 to 01/18/2019	0970.0672569	\$5,467.50	\$506.88	\$31.06	\$6,005.44	\$5,385.00	\$506.88	\$31.06	\$5,922.94	Interim 1	
02/10/2019 to 02/22/2019	0970.0799600	\$367.50	\$0.00	\$0.00	\$367.50	\$360.00	\$0.00	\$0.00	\$360.00	Interim 2	
03/04/2019 to 03/26/2019	0970.0809955	\$1,470.00	\$83.52	\$0.80	\$1,554.32	\$1,252.50	\$83.52	\$0.80	\$1,336.82	Interim 3	
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76		
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						
Authorization Number: 0970.0662475										Attorney: David Attorney	
Specialty: Investigator										Amount Requested: \$8,250.00	
										Amount Authorized: \$7,500.00	
		Claimed				Approved				Fee Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Pending and Approved
			Travel	Other			Travel	Other			
Total Claimed/Approved:		\$7,305.00	\$590.40	\$31.86	\$7,927.26	\$6,997.50	\$590.40	\$31.86	\$7,619.76	\$502.50	\$502.50
Pending Approval:		\$0.00	\$0.00	\$0.00	\$0.00						

Appendix A: Correcting Errors in Your .csv File

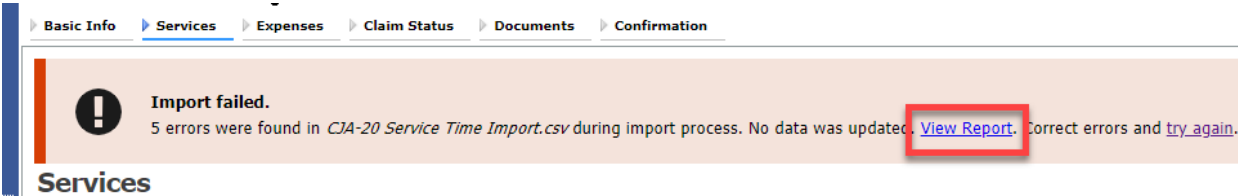
If your import fails, you must correct errors in the original .csv file before attempting another import.

Step 1

A message appears at the top of the page, indicating the number of errors found.



Click the **View Report** link to view errors.



Step 2

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

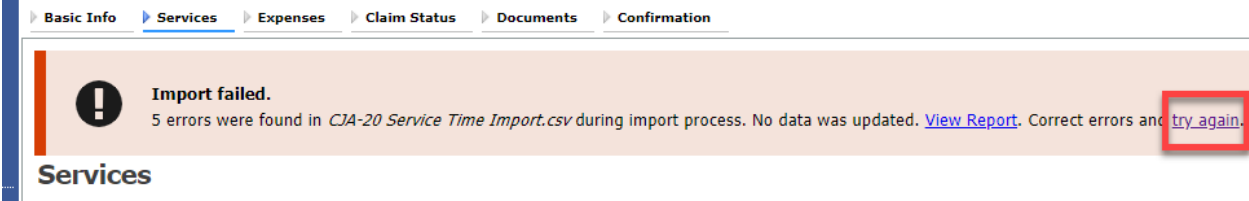
Errors Only Full Report

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	10/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	11/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	12/12/2021	0.9	Test	15c. Motion Hearings		~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	1/14/2021	1.1	Test<>	16a. Interviews and Conferences		

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

Step 3

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



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

Appendix B: Creating the Excel File for Import

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

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

Services

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

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

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

If the first row contains service entry information instead of headings, the data in row 1 will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-detayer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		1
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignment	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records		1
13						
14						

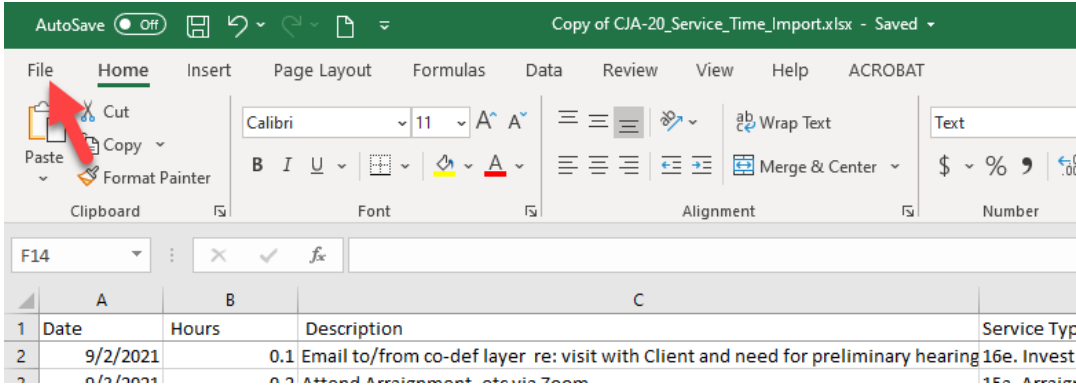
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

Appendix C: Converting the Excel File to .csv Format

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

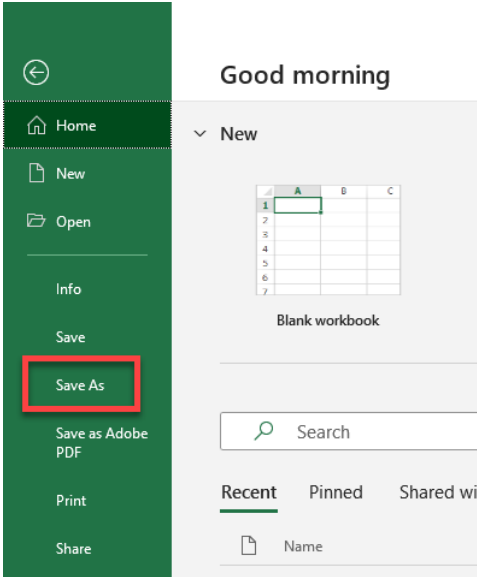
Step 1

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



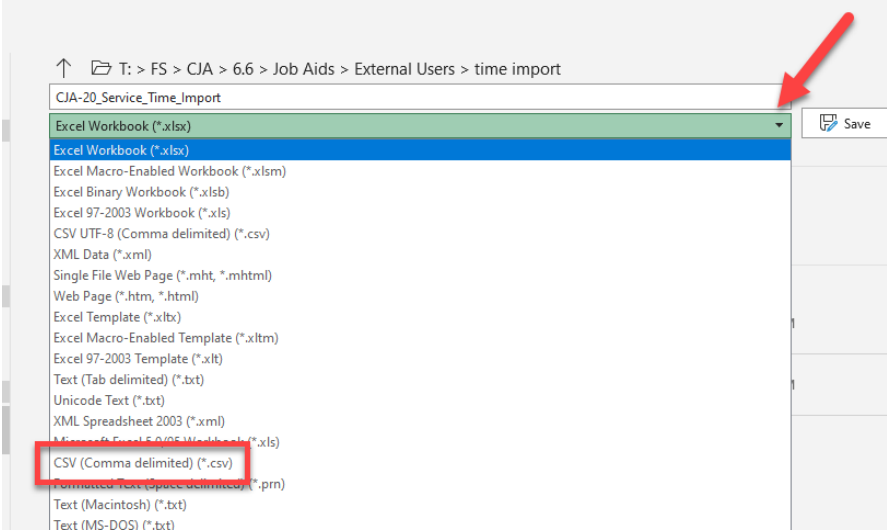
Step 2

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



Step 3

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



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

