

CJA eVoucher

Attorney User Manual

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Contents

Introduction	4
Accessing the CJA eVoucher Program.....	4
Creating a Login.gov Account	5
Adding an Authentication Method in Login.gov	8
Identity Verification in Login.gov	11
Linking Your eVoucher SLP Account to Your Login.gov Account	20
Adding Additional Authentication Methods in Login.gov and/or Accessing Your Account on Login.gov	25
Using a Secondary Authentication Method for Signing in via Login.gov	26
Login.gov Help.....	27
Signing in to eVoucher	28
Single Login Profile (SLP)	30
Single Login Profile (SLP) vs. Court Profile	31
Editing Your Single Login Profile	32
Linked eVoucher Accounts.....	35
Accessing Multiple eVoucher Accounts	36
Navigating in the CJA eVoucher Program	37
Home Page	38
Customizing the Home Page	39
Court Profile	41
Attorney Info.....	42
Billing Info	44
Appointments' List.....	45
Appointment Info.....	45
View Representation.....	46
CJA-20 Voucher Process Overview.....	47
Creating the CJA-20 Voucher (Attorney Voucher)	47
Entering Services.....	48
Entering Expenses	50
Claim Status.....	52
Documents	53
Confirmation – Signing and Submitted to Court.....	54
CJA-20 Quick Review Panel	57
Importing Service Entries in CJA-20 or CJA-30 Voucher	58

Creating a New Authorization (AUTH) for Expert Services	62
Creating a Supplemental Authorization (AUTH) for Expert Services (Additional Funds)	67
Creating a CJA-21 Voucher (Service Provider Voucher).....	72
Entering Services.....	75
Entering Expenses	76
Claim Status.....	77
Documents	78
Confirmation - Signing and Submitting to Court.....	79
Creating an Authorization for Transcripts (AUTH-24, Transcript Request)	81
Creating a CJA-26 (Atty Request to Exceed Statutory Maximum)	84
Creating a Budget AUTH	88
Creating a Travel AUTH	94
Reports and Case Management.....	99
Defendant Detail Budget Report-Attorney	100
Other Available Attorney Reports.....	102
Appendix A: Correcting Errors in Your .csv File.....	103
Appendix B: Creating the Excel File for Import	105
Appendix C: Converting the Excel File to .csv Format	106

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, and the Circuit Court.

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 advise that the case has been opened in eVoucher.

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:

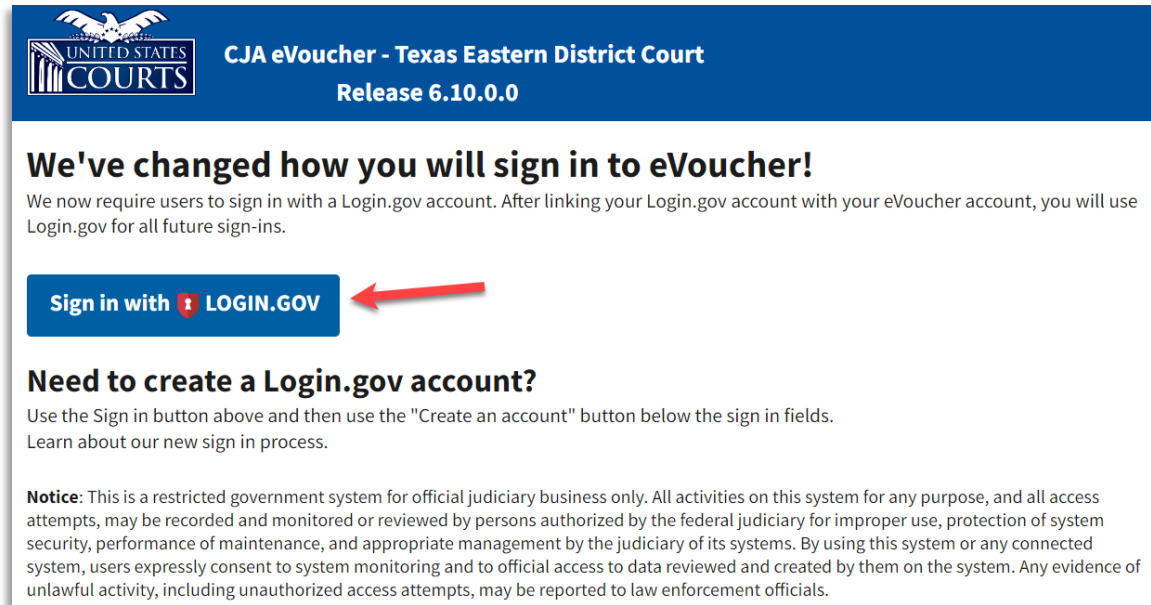
https://evsdweb.ev.uscourts.gov/CJA_azx_prod/CJAeVoucher/Logon.aspx

It is suggested that you bookmark it for easier access.

Creating a Login.gov Account

Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.



CJA eVoucher - Texas Eastern District Court
Release 6.10.0.0

We've changed how you will sign in to eVoucher!
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

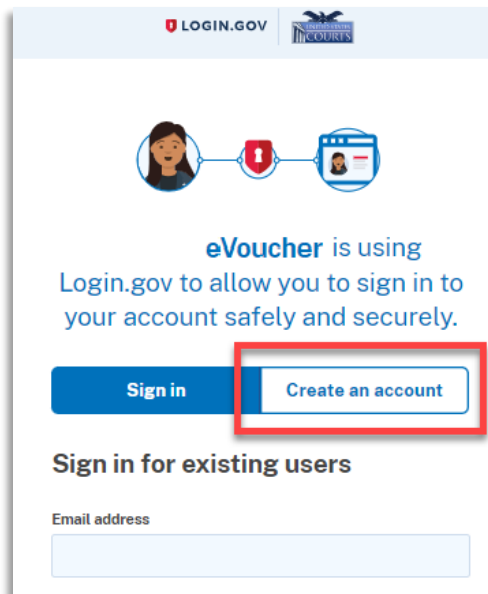
Sign in with LOGIN.GOV

Need to create a Login.gov account?
Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

On the Login.gov page, click **Create an account**.



LOGIN.GOV

eVoucher is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

Step
3

Enter your email address and select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

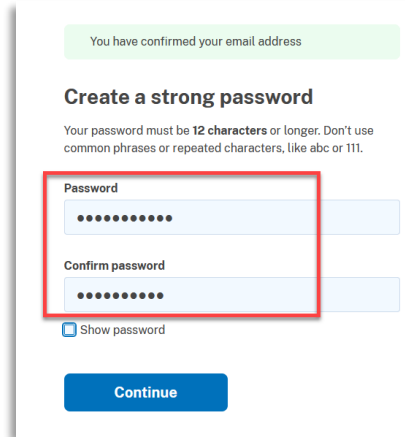
Note: The email address you use for Login.gov does not need to be the same as the eVoucher Single Login Profile (sign in) email. If you want to keep your “work” related Login.gov account separate from any “personal” related Login.gov account (i.e. for social security or TSA precheck for example), you can have more than one Login.gov account with different email addresses.

Step
4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address** link, and continue creating your account.

**Step
5**

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and click **Continue**.



The screenshot shows a web form titled "Create a strong password". At the top, a green message bar states "You have confirmed your email address". Below the title, instructions specify that the password must be 12 characters or longer and should not contain common phrases or repeated characters. The form features two input fields: "Password" and "Confirm password", both containing masked characters (dots). A red rectangular box highlights these two fields. Below the fields is a checkbox labeled "Show password" which is currently unchecked. At the bottom of the form is a blue button labeled "Continue".

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

Note: Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

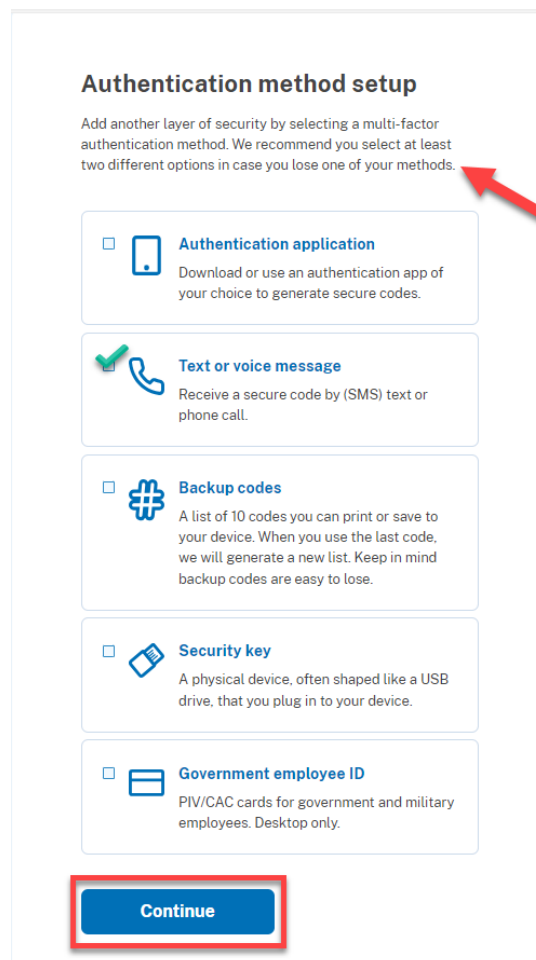
Adding an Authentication Method in Login.gov

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

Note: It is recommended that you separately set up the second authentication method by signing directly into Login.gov after you are linked to eVoucher because setting up a second method now will take you out of the connecting to eVoucher process.

Step 1

Select your first method of authentication, and click **Continue**. Authentication methods include security keys, authentication applications, text or voice messages, or backup codes.



Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Note: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access.

For these instructions, the **Text or voice message** option is selected.

For additional information on the available authentication methods, see [Login.gov/help/authentication methods](https://login.gov/help/authentication-methods)

Step
2

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and click **Send code**.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

210-555-5555

How you'll get your code

☒ Text message (SMS) ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

Step
3

In the **One-time code** field, enter the one-time code sent to your device, and click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5555.
This code will expire in 10 minutes.

One-time code
Example: 123456

555555

☐ Remember this browser

Submit

[Send another code](#)

Having trouble? Here's what you can do:

- [Choose another authentication method](#)
- [I didn't receive my one-time code](#)
- [Learn more about authentication options](#)

**Step
4**

Once the code has been successfully authenticated, you are prompted to add another authentication method, we recommend adding additional authentication methods later. Click **Skip for now**.

Note: It is recommended that you separately set up the second authentication method by signing directly into Login.gov after you are linked to eVoucher because setting up a second method now will take you out of the process to connect to eVoucher.

Note: It is recommended that you use a different device for the second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.

✓ A phone was added to your account.



You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

[Skip for now](#)



Identity Verification in Login.gov

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.


Note: This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

Step 1

If you're in the process of creating your new Login.gov account, this step automatically displays after you've established your multi-factor authentication method(s). Click **Continue**.

If you already had a Login.gov account, you will be asked to verify your identity after clicking on the **Sign in with LOGIN.GOV** on the [eVoucher sign-in page](#). After entering your Login.gov credentials, you may be asked to verify your identity.

Let's verify your identity for eVoucher Court Test

eVoucher Court Test needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#) 

You'll need to:

- 1 Have a driver's license or state ID**
Other forms of ID are not accepted. We'll check that you are the person on your ID.
- 2 Enter your Social Security number**
You will not need your physical SSN card.
- 3 Match to your phone number**
We match your phone number with your personal information and send a one-time code to your phone.
- 4 Re-enter your Login.gov password**
Your password saves and encrypts your personal information.



Continue

Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and click **Continue**

Step 3

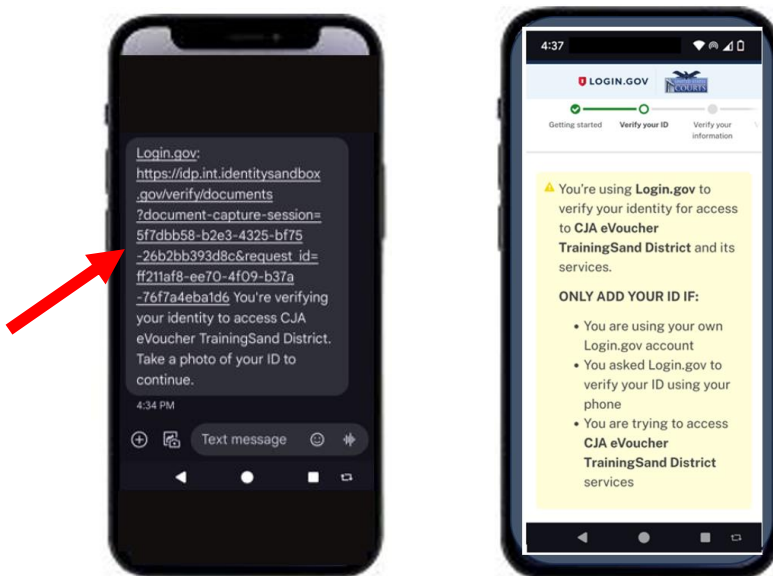
Choose an option for adding your identification information. **Option 1** is to upload photos of your ID from your phone, and **Option 2** is to upload them directly from your computer.

Option 1: Upload photos from phone (recommended)

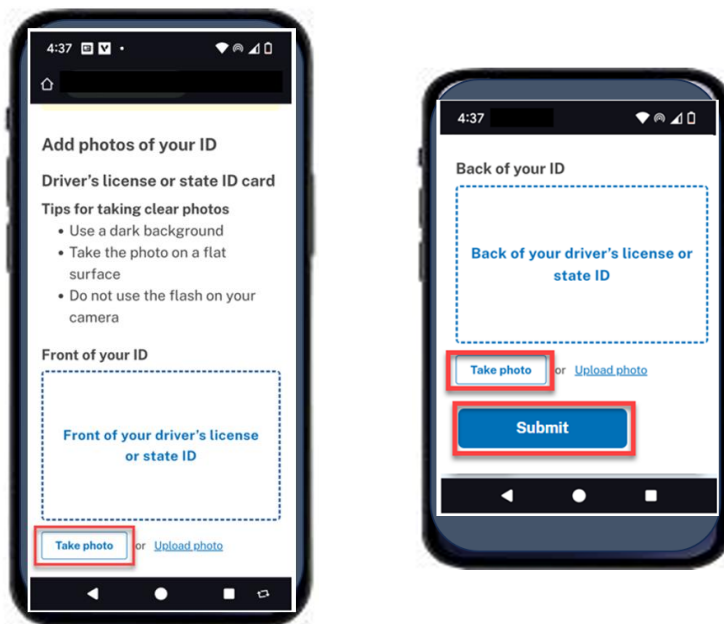
Option 1

1. Click **Send link**. A message displays, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

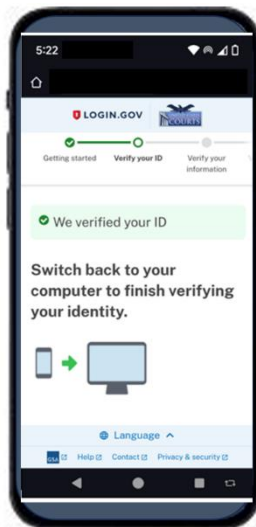
2. Tap the link in the text message. A message displays, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your state ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image displays in the appropriate box, and tap **Submit**.



4. Login.gov verifies your identity from your photos and prompts you to switch back to your computer to complete the process.

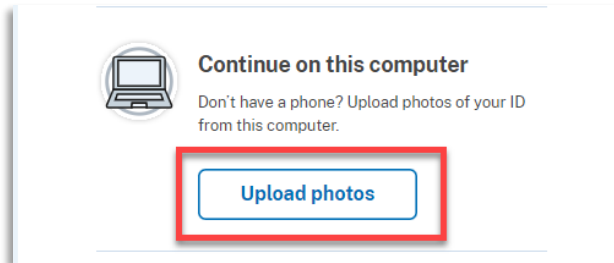


Continue to step 4 to complete the identity verification process.

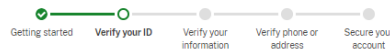
Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit

Note: You may see a processing screen as the upload completes and Login.gov verifies your identity.

Step
4

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and click **Continue**.

The screenshot shows the Login.gov verification interface. At the top, there's a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (active), 'Verify phone or address' (not started), and 'Secure your account' (not started). Below the progress bar, a green message box says 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, it says 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' explains that a SSN is required to finish verification and provides links to 'Exit Login.gov and return to CJA eVoucher User Acceptance Testing'. A red rectangle highlights the 'Social Security number' input field, which contains a masked SSN (123-45-6789) and a 'Show Social Security number' checkbox. A red arrow points to the 'Continue' button at the bottom.

LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We verified your ID

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Don't have a Social Security number?

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

Social Security number
Example: 123-45-6789

.....

☐ Show Social Security number

Continue

Step
5

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact [Login.gov](https://login.gov).

Note: The address information in Login.gov is not related to eVoucher address/billing information and need not be updated to match eVoucher. Nothing will be sent to this address related to eVoucher. Courtstaff cannot see this information and does not have access to your Login.gov information.

Step
6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

**Step
7**

In the **One-time code** field, enter the code sent to your device, and click **Submit**

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (current step, highlighted with a green circle), and 'Secure your account' (not started). Below the progress bar, the heading 'Enter your one-time code' is displayed. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' Below this, there is a text input field labeled 'One-time code' with an example 'Example: 123ABC'. The input field is highlighted with a red rectangle. Below the input field is a blue 'Submit' button, which is also highlighted with a red rectangle and a red arrow pointing to it.

**Step
8**

Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov, and click **Continue**.

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (checked), and 'Secure your account' (current step, highlighted with a green circle). Below the progress bar, a green message box states: 'We verified your phone number'. Below this, the heading 'Re-enter your Login.gov password' is displayed. A message states: 'Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.' Below this, there is a text input field labeled 'Password' with a masked password '.....'. The input field is highlighted with a red rectangle. Below the input field, there is a checkbox labeled 'Show password' and a link labeled 'Forgot password?'. Below the input field and links is a blue 'Continue' button, which is also highlighted with a red rectangle and a red arrow pointing to it.

Step
9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and click **Continue**.

Step
10

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.

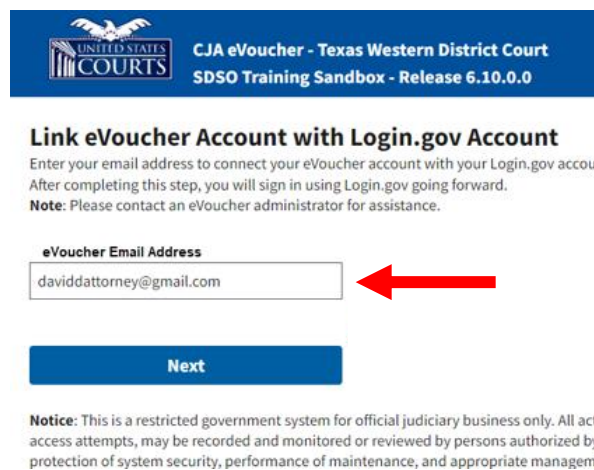
Note: It is recommended that you separately set up the second authentication method by signing directly into Login.gov after you are linked to eVoucher because setting up a second method now will take you out of the process to connect to eVoucher.

Linking Your eVoucher SLP Account to Your Login.gov Account

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field. This may not be the correct email address for your eVoucher SLP if you used a different email address for Login.gov.

Existing eVoucher Users go to [Option A](#).

New eVoucher Users go to [Option B](#).



Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

Note: Please contact an eVoucher administrator for assistance.

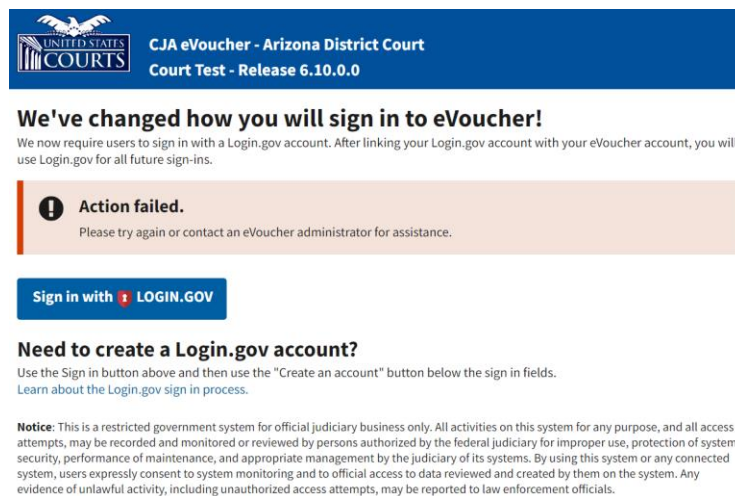
eVoucher Email Address

davidattorney@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

If you receive an error that the Action failed, click **Sign in with LOGIN.GOV** which should take you to the above linking page.



We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Action failed.
Please try again or contact an eVoucher administrator for assistance.

Sign in with LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
[Learn about the Login.gov sign in process.](#)

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Option A: Existing eVoucher Users

Option A

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

The eVoucher Email Address field is prepopulated with the Login.gov email address, if your eVoucher SLP (sign in) email is different, enter the **eVoucher SLP Email Address** and click **Next**.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address
davidattorney@firm.com

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account
Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Password

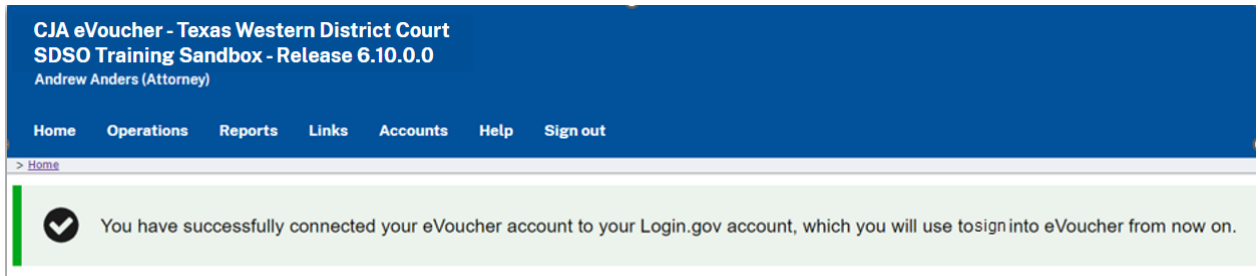
[Forgot your password?](#)

Connect Accounts

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

**Step
3**

If your Login.gov account is successfully linked to your eVoucher account, a success message displays at the top of your eVoucher home page. Continue to use eVoucher normally.



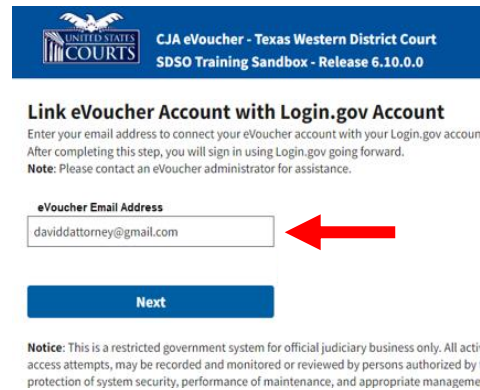
You have now linked your eVoucher account with your Login.gov account. For all future use, you will sign in using the Sign in with Login.gov link on the eVoucher sign in page.

Option B: New eVoucher Users

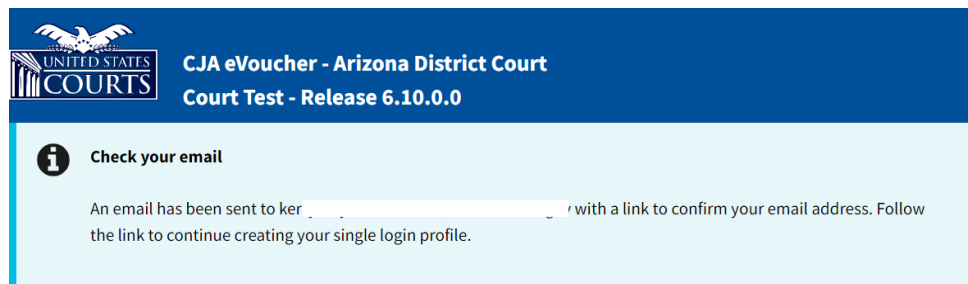
Option B

Step
1

On the linking page, the Login.gov email address is pre-populated in the **eVoucher Email Address** field. This may not be the correct email address for your eVoucher SLP if you used a different email address for Login.gov. Enter your **eVoucher SLP sign in email address**.



You will receive a notice to Check your email. The email is sent to the eVoucher SLP email address.


Step
2

Click on the link in the email to confirm the connection between Login.gov and eVoucher.

eVoucher Login Profile Email Verification - Kerry Atty-SLP



cja_evoucher@azd.uscourts.gov
To: ke

Thu 5/9/2024 3:37 PM

Dear Kerry Atty-SLP,

Arizona District Court sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

PLEASE NOTE:

If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact cja_evoucher@azd.uscourts.gov to reach the CJA eVoucher help desk.

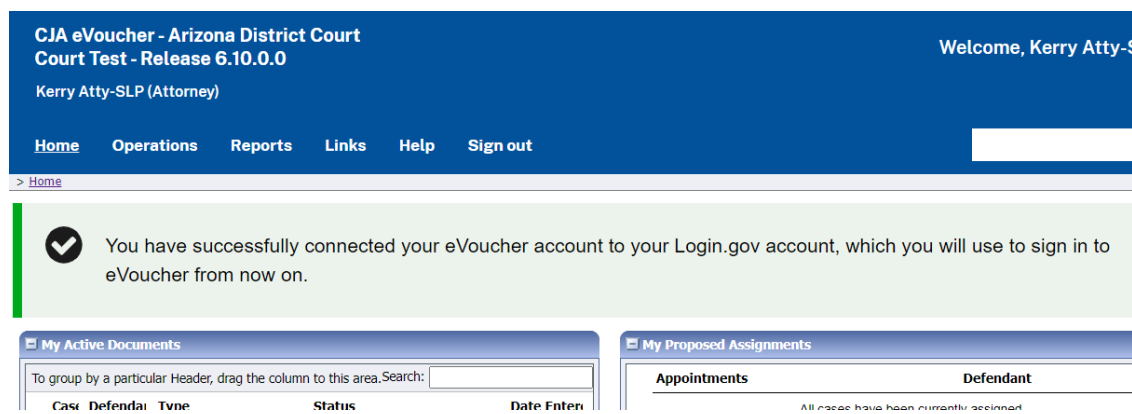
Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
Arizona District Court

The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the named recipient. If you are not the intended recipient, you are not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the sender and delete this message. Thank you.

The US Courts.

If your Login.gov account is successfully linked to your eVoucher account, a success message displays at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, you will sign in using the Sign in with LOGIN.GOV link on the [eVoucher sign in page](#).

Adding Additional Authentication Methods in Login.gov and/or Accessing Your Account on Login.gov

Login.gov recommends that you set up additional **authentication methods** using a different method so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

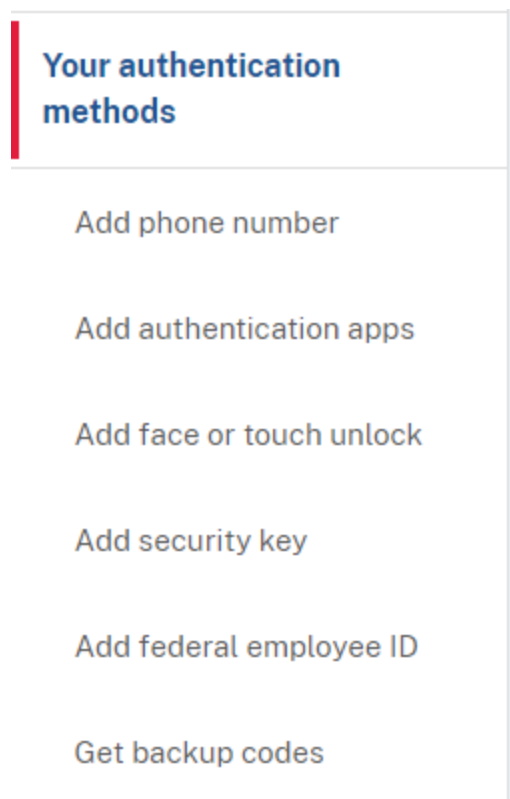
For additional information on the available authentication methods, see [Login.gov/help/authentication methods](https://login.gov/help/authentication-methods).

Step
1

Sign directly into [Login.gov](https://login.gov) using your email address and password. Enter your first authentication method.

Step
2

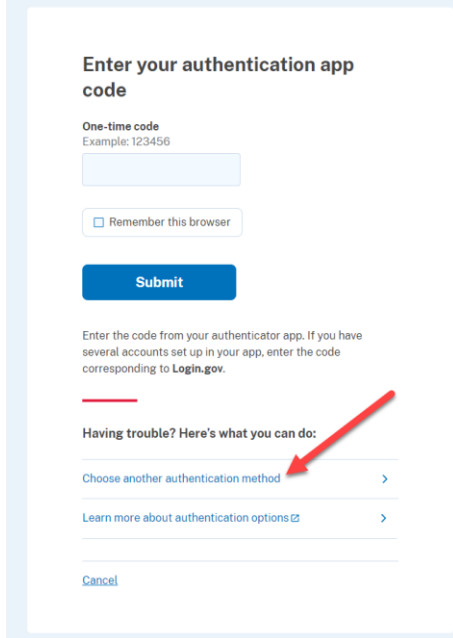
On the Your Account page, you will have access to add a second (or more) authentication method. Select the desired additional method and follow the step-by-step instructions.



Note: You can select which phone number is the default phone number for use to sign in on Your Account page.

Using a Secondary Authentication Method for Signing in via Login.gov

Upon set up of your Login.gov account you selected a primary authentication method. If you later need to use another method to sign in select, **Choose another authentication method** on the One-time code page:



Enter your authentication app code

One-time code
Example: 123456

☐ Remember this browser

Submit

Enter the code from your authenticator app. If you have several accounts set up in your app, enter the code corresponding to **Login.gov**.

Having trouble? Here's what you can do:

- [Choose another authentication method](#) >
- [Learn more about authentication options](#) >

[Cancel](#)

Select another method and click **Continue**:

Select your authentication method

You set these up when you created your account.

☒ **Text message**

Get one-time code via text message to (***)
***-7207.

☐ **Automated phone call**

Get one-time code via phone call to (***) ***-7207
(North America phone numbers only).

☐ **Text message**

Get one-time code via text message to (***)
***-0905.

☐ **Automated phone call**

Get one-time code via phone call to (***) ***-0905
(North America phone numbers only).

☐ **Authentication app**

Use your authentication application to get a security code.

Continue

Note: You should set up your needed and default authentication method options on Your Account page in [Login.gov](#).

Login.gov Help

Refer to the table below to locate the appropriate Login.gov help topic page for common questions. If further assistance with Login.gov or any issues not addressed in this document, see: [Help | Login.gov](#).

NOTE: The Login.gov support team is available to assist users with any questions or concerns that users may have regarding their Login.gov account. If a user needs to create support ticket with Login.gov, from the **Agency** dropdown menu, select **Administrative Office of the U.S. Courts**.

No	Issue	Login.gov Help Center Link
1	User Account Creation	Help Login.gov Overview
2	User Account Password Reset / User Account Deletion & Recreation	Help Login.gov Delete
3	User Account Password Change	Help Login.gov PasswordChange
4	User Account Update (e.g., email change, phone change)	Help Login.gov AccountUpdate
5	Add or change your Multifactor Authentication (MFA) method	Help Login.gov AuthenticationMethods Help Login.gov AddChangeAuthMethod
6	Issues with authentication methods	Help Login.gov AuthMethods
7	Identity Proofing (Verify your Identity)	Help Login.gov Identity
8	Forgot user personal key	Help Login.gov PersonalKey Help Login.gov ForgotPersonalKey
9	Issues with face or touch unlock	Help Login.gov Face&TouchId
10	User Account Re-linking	Help Login.gov Relink

Signing in to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed into the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

Step
1

To sign in to eVoucher, use [CJA eVoucher URL](#) to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**



We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with  LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step
2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and click **Sign in**.

 A screenshot of the Login.gov sign-in page. At the top, there are icons for a person, a shield, and a computer. Below them, text reads: "eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted with a red box) and "Create an account". Below these is the heading "Sign in for existing users". There are two input fields: "Email address" and "Password", both highlighted with red arrows. Below the "Password" field is a checkbox labeled "Show password". At the bottom, there is a "Sign in" button highlighted with a red box.

Step

3

Complete the action required by your chosen authentication method. In this example, you will authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and click **Submit**.

Enter your one-time code

We sent a text (SMS) with a one-time code to (***).
5555. This code will expire in 10 minutes.

One-time code
Example: 123ABC

XXXXXX

Submit

Send another code

Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David Attorney (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Active Documents

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

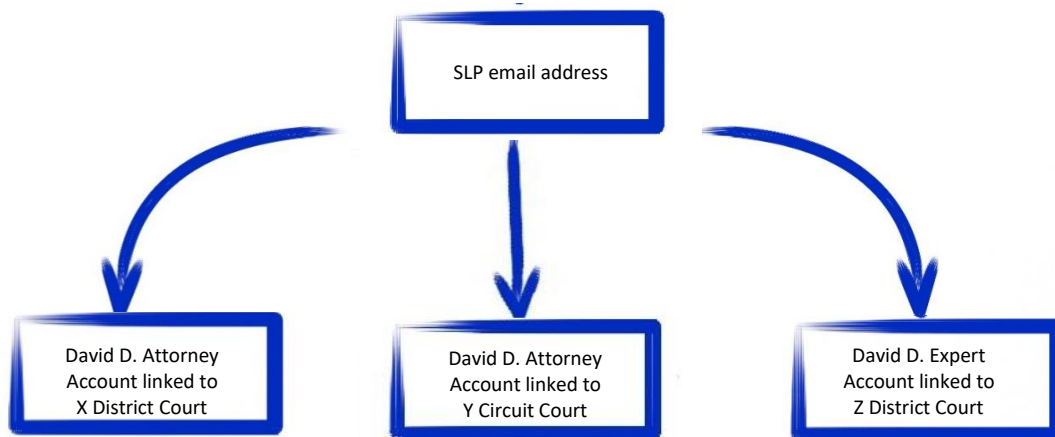
Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Barbara Chedwick (#1)	CJA 20		04/04/2014

Single Login Profile (SLP)

An SLP allows you to link multiple court accounts and switch from one account to another from within the eVoucher application without needing to sign out.

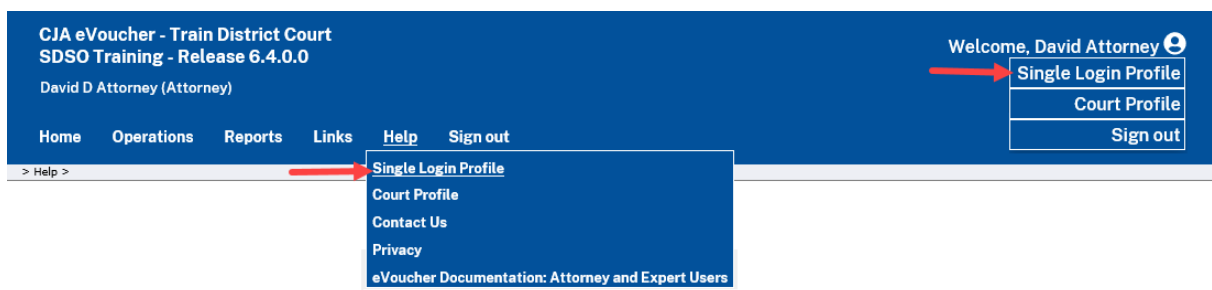
Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

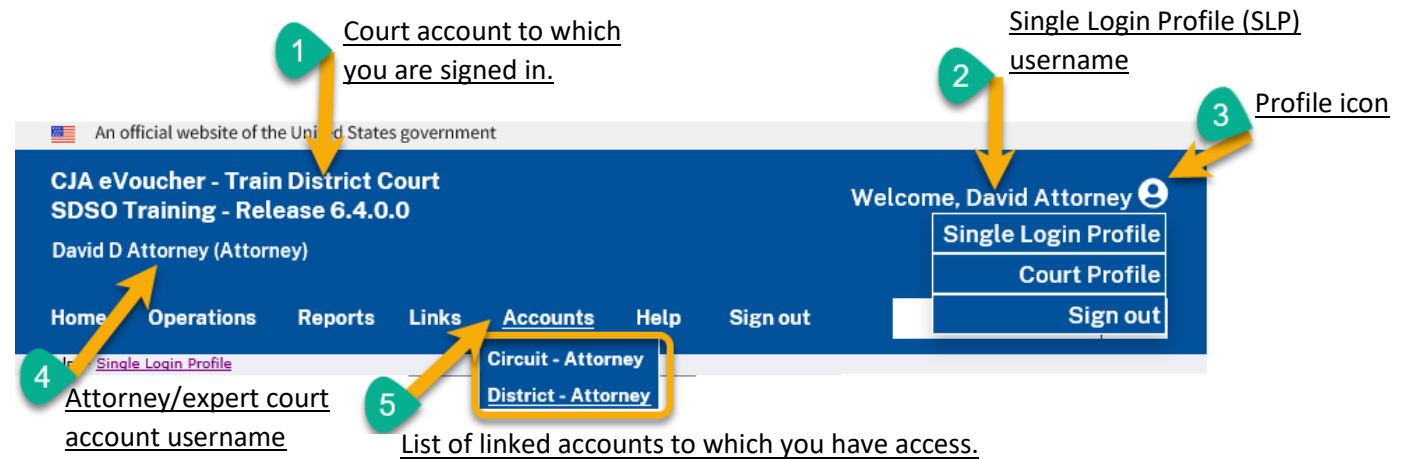
- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, from the menu bar, click **Help**, and click **Single Login Profile**, or point to the profile icon, and click **Single Login Profile**.



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.



- 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.

Editing Your Single Login Profile

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

Note: The Account Information section automatically displays when you access your SLP information.

HomeOperationsReportsLinksAccountsHelpSign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information

First nameAndrew

Middle name-

Last nameAnders

Suffix-

Email addressaandersattorney+10@gmail.com

Password

LOGIN.GOV

Linked eVoucher Accounts

Modifying Your Name

Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – Andrew Anders

Account Information

First nameAndrew

Middle name-

Last nameAnders

Suffix-

Edit

Step
2

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

Single Login Profile – Andrew Anders

Account Information

First name	Middle name	Last name	Suffix
Andrew		Anders	

Cancel

Save changes

Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

Updating Your SLP Email Address

Step
1

Click the **Edit** link to the right of your email address.

Email address
aandersattorney+10@gmail.com

Edit

Step
2

Enter your new email address, confirm it, and click **Save changes**.

Single Login Profile – Andrew Anders

Account Information



Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

Edit

Email address

aandersattorney+10@gmail.com

Confirm email address

aandersattorney@gmail.com

Cancel

Save changes

Note: It is important to remember that changing your SLP email address does not change the email address associated with your court profile or your Login.gov account.

Updating Your SLP Email Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > [Single Login Profile](#)

Back to List

Edit User

Assign Roles

Single Login Profile

Single Login Profile – Morales Attorney

Account Information

First name

Morales

Middle name

-

Last name

Attorney

Suffix

-


Edit

Email address

MoralesAttorney210@gmail.com

Edit

Password



Note: Login.gov is a separate application from eVoucher. For password assistance, visit their [Help center page](#). If Login.gov requests information about the application or agency, it is eVoucher and Administrative Office of the U.S. Courts. See also: [Login.gov help](#)

Linked eVoucher Accounts

You can link multiple court accounts and switch from one account to another from within the eVoucher application without needing to sign out.

Step
1

Click the plus sign (+) to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.

Single Login Profile – Andrew Anders

Account Information +

Linked eVoucher Accounts +

If this is your first time in the system, your only linked account is the one with the court you just logged in to. This is your default account. Users with more than one eVoucher account have one account designated as the default.

Step
2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and click **Save changes**.

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information +

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
District of Texas Western (Anders)	Attorney	<input type="radio"/>
Fifth Circuit Court (Anders)	Attorney	<input checked="" type="radio"/>

Cancel Save changes

Note: It will likely be most helpful to have the court to which you do the most eVoucher activity as your default court.

Accessing Multiple eVoucher Accounts

From the **Accounts** menu, select the court account in which you wish to work.

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
Andrew Anders (Attorney)


HomeOperationsReportsLinksAccountsHelpSign out

District of Texas Western - Attorney
Fifth Circuit Court - Attorney

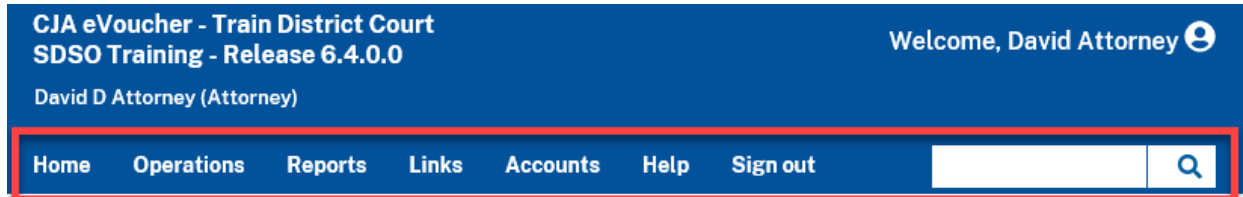
My Active Documents

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

Search:

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	 Voucher Entry Edit	04/14/2014

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 links 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. (i.e. enter case number as 24-123)

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-...	Mister Badman (# 4562)	TRAVEL	Voucher Entry	12/11/2019
3:19-MJ-04562-...	Mister Badman (# 4562)	TRAVEL	Voucher Entry	01/28/2020

Page 1 of 3 (30 items)

Appointments' List

Appointments	Defendant
Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	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:
Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	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:

Page 1 of 1 (10 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

No data

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...	Practice Voucher (# 98...	CJA-21	Submitted to Court	07/24/2019
1:19-MJ-963...	Practice Voucher (# 98...	CJA-21	Submitted to Court	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...	Mister Badman (# 4562)	CJA-21	Voucher Closed	06/07/2019
3:19-MJ-04...	Mister Badman (# 4562)	CJA-21	Voucher Closed	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...	Mister Badman (# 4562)	CJA-20	Voucher Closed	06/07/2019
3:19-MJ-04562...	Mister Badman (# 4562)	CJA-21	Voucher Closed	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 for approval by a 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 service provider. 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  displays.


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  displays.

Step
2

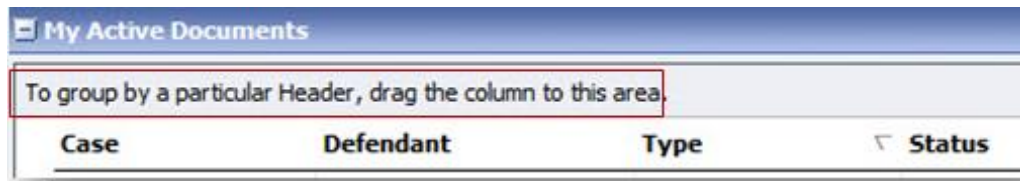
Drag the line in the desired direction to enlarge or reduce the column size.

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

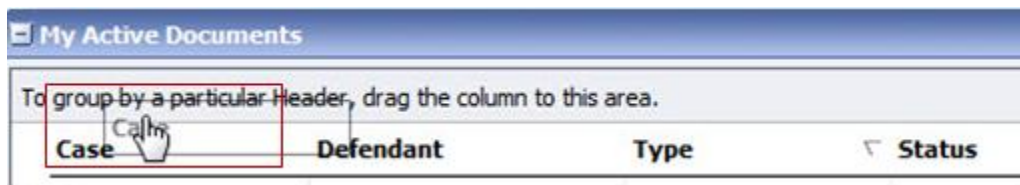
Group by column heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the group header bar may be sorted in this manner.

Step**1**

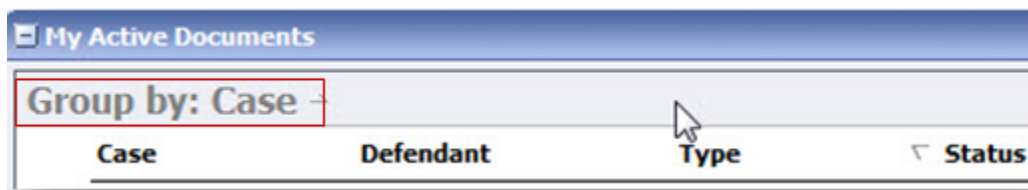
Click the header for the column you wish to group.

**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). (Not utilized in District of Arizona).

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

> Help > Court Profile

Court Profile

Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney Your Contact Info: Phone: 555-555-5555 Fax: deadmail@aoc.uscourts.gov Your Address: 123 San Antonio Way San Antonio, TX 78228 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: David D Attorney Billing Code: 0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Holding Period	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>

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@aotx.uscourts.gov

deadmail@support.aotx.uscourts.gov

deadmail@support.aotx.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 *****

Andrew Anders

Main Email *****

lisa_ornelas@aotx.uscourts.gov

2nd Email

deadmail@support.aotx.uscourts.gov

3rd Email

deadmail@support.aotx.uscourts.gov

Phone ***** Cell Phone Fax

210-833-5623 210-555-1234

Address 1 ***** City *****

110 Main Street San Antonio

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

TEXAS 78210

Address 3 Country *****

UNITED STATES

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 have his or her SSN in 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:

Buttons: 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

Buttons: 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.

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

Vouchers on File

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

Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.00000001 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 0101.00000002
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00 Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.00000026
1:14-CR-08805-AA- Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA- Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.00000149

Page 1 of 1 (7 items)

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

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**.



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

Attorney enters time/expenses and submits voucher.

Voucher audited by CJA Unit.

Voucher review and approval (or rejection) by Court

Voucher certified for payment by Court

Creating the CJA-20 Voucher (Attorney Voucher)

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

Select the case number from the Appointments List on the home page. On the Appointment Info page, in the Create New Voucher section, click **Create** next to CJA-20.



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

CJA-20 Attorney Enters
Def.: Jebediah Branson

Link to CM/ECF

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

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

Basic Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF. NUMBER	6. OTHER DKT./DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> 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			

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. You can click on the tab you want to go to.

A progress bar appears at the bottom of the screen. You can click on Next to go to Next tab or Last to go to confirmation tab.

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.

Services

Date: 4/17/2020 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$152.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate View items per page: [10](#) [25](#) [50](#) [100](#)

« First < Previous **Next >** Last »

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.

Services

Date: 04/17/2020 *

Service Type:

Doc.# (ECF):

Hours:

* Required Fields

To group by a part

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

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 service hours in tenths of an hour.

Step
5

Enter a detailed description. Include any related ECF document # and Number of pages, if appropriate.

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

Step
6

Click **Add**.

The entry will be added to the voucher and will display in the services grid below.

Step
7

Click **Save**.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

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

Entering Expenses

Step
1

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

Expenses

Date: 4/17/2020 *

Expense Type: *

Miles: at \$0.575 per mile.

Amount:

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Step
2

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

Expenses

Date: 4/17/2020 *

Expense Type: Travel Miles *

Miles: * at \$0.575 per mile.

Amount:

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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

Step
3

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

Step
4

Click **Add**.

The entry is added to the voucher and displays at in the Expenses grid below.

Expenses

Date *  Description

Expense Type

Miles at \$0.575 per mile.

Amount *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50
Photocopies	04/18/2020	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00


Page 1 of 1 (2 items) View items per page: [10](#) [25](#) [50](#) [100](#)

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

Step
5

Click **Save**.

Expenses

Date *  Description

Expense Type

Miles at \$0.5600 per mile.

Amount *

* Required Fields

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

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

1 Page 1 of 1 (2 items)

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 in the grid to edit.

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.

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., Late Letter; Receipt for Hotel on 2/24/24)
- Step 3

Click **Upload**.

Note:

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

Supporting Documents

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

File

G:\AO\evoucher\CJA eVo

Browse...

Description

Copies of receipts

Upload

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

Supporting Documents

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

File

Browse...

Description

Upload

Description	Delete	View
Copies of receipts	Delete	View

« First

< Previous

Next >

Last »

Save

Delete Draft

- Step 4

Click **Save**.


Confirmation – Signing and Submitted 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 displays, which reflects all entries from the previous tabs.

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

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.

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

Public/Attorney Notes

Notes

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

Date: 6/12/2014 16:32:35

Submit

« First < Previous Next > Last » Save Delete Draft

Step
5

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

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

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

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 displays 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.

CJA-20 Attorney Voucher Entry

Def.: Sample Defendant

[Link to CM/ECF](#)

Voucher #: [blank]
Start Date: 9/24/2021
End Date: 10/6/2022

Services: \$4,047.20

Expenses: \$90.63

Representation Fee Limit:
\$12,300.00

Fee Amount Remaining After Approved and Pending:
\$8,252.80

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

Services: \$4,047.20

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.3	\$46.50
Bail and Detention Hearing	0.9	\$139.50
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	1.2	\$186.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	5.1	\$796.20
Obtaining and Reviewing Records	4.9	\$760.70
Legal Research and Brief Writing	6.0	\$947.40
Travel Time	4.2	\$655.50
Investigative and Other Work	4.5	\$701.40
Totals	24.7	\$3,861.20

Expenses: \$90.63

Travel

Expense Type	Amount
Travel Miles	\$90.63
Travel Misc	\$0.00
Totals	\$90.63

Expenses

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

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.

CJA-20 Attorney Enters

Def.: Jebediah Branson

Link to CM/ECF

Voucher #:

Start Date:

End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Form CJA20](#)

[Defendant Detail Budget](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DKT DEF. NUMBER	4. OTHER DKT DEF. NUMBER
5. MAG. DKT DEF. NUMBER	6. DIST. DKT DEF. NUMBER 1:14-CR-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Branson			
10. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)			
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_cortez@actx.uscourts.gov			
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name: Appointment Date: Signature of Presiding Judge or By Order of the Court: Albert Albartson Date of Order: 5/3/2014 Nunc Pro Tunc Date: Employment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

Andrew Anders - Andrew Anders

Billing Code: 0101-00002

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Step 2

The Services page displays. 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,,

[Import Service Entries \(.csv\)](#)

Date *  Description

Service Type

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* Required Fields

Note: Existing time entries on your current voucher will be overwritten when you upload your .csv file. To include any existing entries, you must manually enter them in your .csv file.

Step
3

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

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](#)

Import Service Entries (.csv)

Date: 8/6/2021
 Service Type: [Dropdown]
 Doc.# (ECF): [Text]
 Pages: [Text]
 Hours: [Text] at \$152.00 per hour.

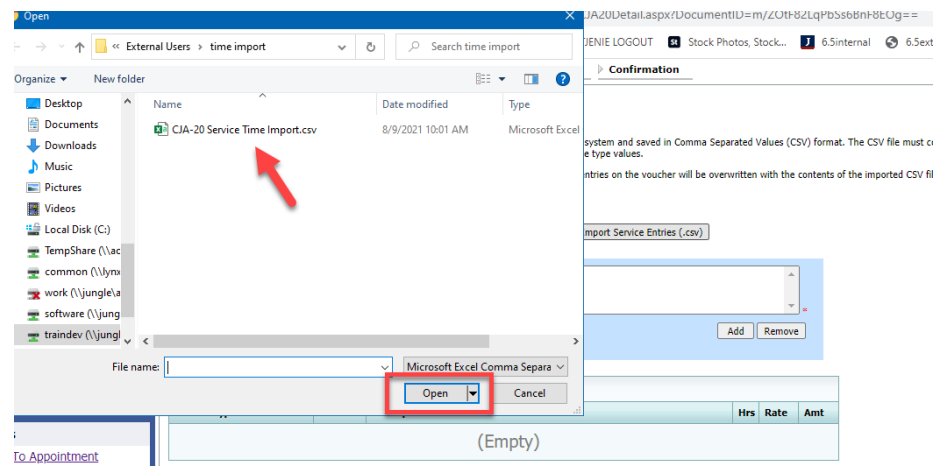
Table:

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

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 click **Open**.



Step
5

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

The screenshot shows the 'Services' tab in the CJA eVoucher system. At the top, a green success message states: '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.' Below this, the 'Services' form is visible with fields for Date (9/2/2021), Service Type, Doc.# (ECF), Pages, and Hours, along with an 'Add' button. A red arrow points to the success message. Below the form is a table of imported service entries.

Service Type	Date	Description	Hrs	Rate	Amt
a. 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. Obtaining and Reviewing					

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.

Step
1

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

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
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

Reports

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

[Attorney Time](#)
Report of attorney time per case (includes both submitted and not submitted data)

[Appointment Report](#)
List of all appointments per attorney (Attorney view)

Appointment Info

1. CIR. DIST. DKT. CODE 0070	2. PERSON REPRESENTED Susie Sample-Defendant	3. APPEALS DKT. DEF. NUMBER	4. VOUCHER NUMBER
5. MAG. DKT. DEF. NUMBER	6. DIST. DKT. DEF. NUMBER 2:18-CR-01000-1-CKJ	7. OTHER DKT. DEF. NUMBER	
8. IN CASE MATTER OF (Case Name) U.S. v. Sample-Defendant	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case
12. OFFENSE(S) CHARGED 17A:102 F COPYRIGHT LAWS			
13. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap 401 W Washington Ste 130 Phoenix AZ 85003 Phone: 602-322-7207		14. 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 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 Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Bridget S Blade Date of Order 2/1/2018 Reapportionment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. 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
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 0970.0579026	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 0970.0579026	03/07/2018
2:18-CR-01000-CKJ Start: 03/07/2018 End: 03/08/2018	Susie Sample-Defendant (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry 0970.0579026	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 0970.0579133	04/05/2018

Page 1 of 1 (6 items)

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

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 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

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.

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 7.15.23; 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 screenshot shows the 'Supporting Documents' section of a web form. At the top, there are three tabs: 'Basic Info', 'Documents' (which is selected), and 'Confirmation'. Below the tabs, the title 'Supporting Documents' is displayed. Underneath, there is a blue header bar that says 'File Upload (Only Pdf files of 10MB size or less!)'. Below this bar, there are two input fields: 'File' and 'Description'. The 'File' field has a 'Browse...' button next to it. The 'Description' field is a text box. To the right of the 'Description' field is an 'Upload' button. At the bottom of the form, there is a table with the following structure:

Description	Delete	View
No Attachments		

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

The screenshot shows the 'Supporting Documents' section of a web form, similar to the previous one. It has the same tabs and title. The 'File Upload' section is present. Below it, the 'Description' field is empty. The 'Upload' button is still there. At the bottom, the table now contains three rows of attachments:

Description	Delete	View
Investigator DPS PI ID Card	Delete	View
AZD AUTH.Investigator.submitted 7.15.19	Delete	View
Investigator CV	Delete	View

At the bottom of the form, there are several buttons: '« First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'.

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.

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.

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 be able to create a CJA-21 voucher linked to the AUTH.

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 approval 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 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

Step
3

Next, select the original authorization for the service provider so that the additional funds will be linked to the prior funding. The prior AUTH will change color 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.

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

Please Select the Authorization to request additional funds for:

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

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$

Authorized Amount \$ ☐ Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last »

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 to view the original authorization in a separate tab. You should remember to **close the newly opened tab** after

Step
7

Click **Save**.

Step
8

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

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 7.15.23; 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**.

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Investigator CV	Delete	View

No Attachments

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

Step 12 Click **Save**.

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Investigator DPS PI ID Card	Delete	View
AZD AUTH.Investigator.submitted 7.15.19	Delete	View
Investigator CV	Delete	View

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

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

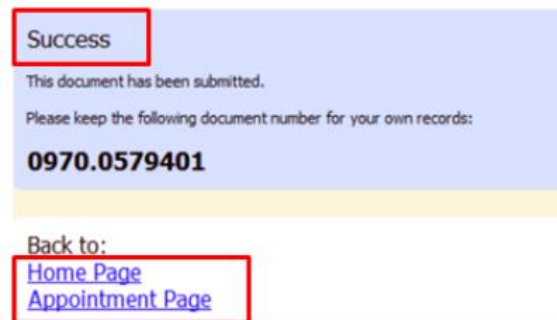
Submit

« 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.



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 be able to create a CJA-21 voucher.

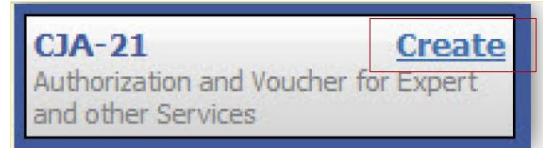
Note:

- When requesting additional 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 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/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

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 available authorization options.

If you are using an approved authorization, select the appropriate authorization which is 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
II. 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.
<div> Please Select the Associated Authorization No Authorization Requests Found </div> <div> No Authorization Required If your voucher compensation is under the statutory limit and does not require prior authorization. </div>

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 their own voucher, the **Voucher Assignment** buttons unlock, indicating the expert can be selected and can 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, you must contact the court to have the provider set up. The following documents are needed to accomplish this: W9 form and CV/resume. These documents can be sent to the court with a request to add the provider to eVoucher by email to: cja_evoucher@azd.uscourts.gov.

Step
6

Click **Create Voucher**.

Note:

- 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 displays 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 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**.

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**.

Step 4 Click **Save**.

The screenshot displays the 'Services' tab in the CJA eVoucher system. The top navigation bar includes tabs for Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. The 'Services' section 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, a table lists existing services:

Date	Description	Units	Rate	Amt
10/30/2017	Investigative Services performed (20 hours at \$75/hr). See attached invoice.	20.0	\$75.00	\$1,500.00
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, the 'Save' button is circled in red, along with other navigation buttons like '< Previous', 'Next >', 'Last >', 'Delete Draft', and 'Audit Assist'.

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**.

Expenses

Date: 11/3/2017 *

Expense Type:

Miles: at \$0.5350 per mile.

Amount: *

Description:

Add **Remove**

* Required Fields

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.

Note:

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

Step 3 In the **Description** field, add a description of the attachment. (i.e. Invoice for Investigative Services from 8/1/23 to 10/31/23; Doc 75.Order Allowing Interim Payments for Investigator.filed 9/1/23; Investigator DPS PI Photo ID) (See below).

Step 4 Click **Upload**.

Basic Info Services Expenses Claim Status Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

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

« 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 5 Click **Save**.

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

Confirmation - 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 displays 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 displays in the **My Active Documents** section as Submitted to Attorney.

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

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

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 displays indicating the previous action was successful and the voucher has been submitted to the court.

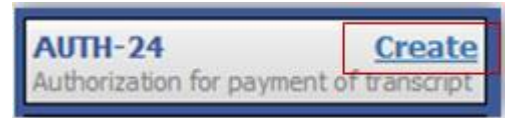
Step 10 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

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

An Authorization 24 request in eVoucher should be created 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 for an AUTH-24 authorization. The page has a header with tabs: "Basic Info", "Documents", and "Confirmation". The "Basic Info" tab is active. The form contains several sections:

- PERSON REPRESENTED:** Includes fields for NAME, DOB, and ADDRESS.
- APPEALS & OTHER:** Includes fields for APPEALS, OTHER, and REPRESENTATION TYPE.
- ATTORNEY'S NAME AND MAILING ADDRESS:** Includes fields for NAME, ADDRESS, PHONE, and EMAIL.
- COURT ORDER:** Includes checkboxes for various court orders (e.g., A. Verdict, B. Judgment, C. Order of Appellate, etc.).
- 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.
- SPECIAL TRANSCRIPT HANDLING:** A dropdown menu with "None" selected.
- TRANSCRIPTS:** Includes checkboxes for "Defence Opening Statement", "Prosecution Argument", "Prosecution Rebuttal", "Voor Dire", and "Jury Instructions".
- ORDER DATE:** A date field.
- BASIC PRO TUNE DATE:** A date field.

 At the bottom, there are buttons for "Previous", "Next", "Save", "Delete Draft", and "Audit Audit".

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 6/1/23; Sentencing 9/1/23).

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, 7-Day (Expedited), 3-Day, Next-Day (Daily), 2-Hour (Hourly), and Realtime Unedited.) If option is selected, you must attach justification letter to the Documents tab.

Note: Beginning in April 2024, CJA attorneys are no longer required to justify need for "trial portions" of transcripts (open/closing statements, argument, rebuttal, voir dire, jury instructions).

Step 5 Click the **Documents** tab or click **Next**, on the progress bar.

Step 6 Click **Browse** to select a PDF file to attach.

Step 7 Enter a detailed description (i.e. AO435 Form; Justification Letter for Daily Turnaround).

Step 8 Click **Upload**.

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

Step 9 Click **Save**.

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

A confirmation page will display.

Step 11 Verify all information is correct, particularly in boxes 12-14.

Step 12 Select the affirmation check box.

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

Note:

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

Basic Info | Documents | Confirmation

Supporting Documents

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

File: No file chosen

Description:

Description	Delete	View
Justification Letter	Delete	View
AO435 Form	Delete	View

« First < Previous Next > Last »

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

« First < Previous Next > Last »

A confirmation screen will appear indicating the previous action was successful and the Authorization 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:

0970.0497596

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 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.: Jebediah Branson
[Link to CM/ECF](#)
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901

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

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DCT. DEF. NUMBER	4. DIST. DCT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DCT. DEF. NUMBER	6. OTHER DCT. 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 Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested Amount Approved

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

Number of Counts Number of Co-Defendants

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 \$13,400 and you need an additional \$5,000 for a case total of \$18,400, the amount requested is \$5,000.) Estimate your hours needed under Pre Trial, Trial, Sentencing, Other In-Court and Out-of-Court.

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.

Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.
See attached document.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.

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

Step
6

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

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 screenshot shows the 'Supporting Documents' section with the 'Documents' tab active. A red box highlights the 'File Upload' area with a 'Browse...' button and a 'Description' text field. Another red box highlights the 'Upload' button. A third red box highlights the 'Description' section, which contains the text 'Request to Exceed Stat Max. dated 10/1/2017'. At the bottom, the 'Next >' and 'Save' buttons in the progress bar are circled in red.

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 displays.

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.

The screenshot shows the Confirmation tab. At the top, a red warning message states: 'Attention: The notes you enter will be available to the next approval level.' Below this is a text area for 'Public/Attorney Notes'. A red box highlights the affirmation section, which includes a checked checkbox 'I swear and affirm the truth or correctness of the above statements' and the date 'Date: 7/3/2014 14:53:34'. The 'Submit' button, featuring a green arrow icon, is circled in red. The progress bar at the bottom shows 'Next >' as the current step.

A confirmation screen displays 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 displays 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.

Step
1

Click the case number to access the Appointment Info page.

My Active Documents

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

Search:

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

1

Page 1 of 1 (1 items)

Appointments' List

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:


Step
2

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

HomeOperationsReportsLinksHelplogin

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

Appointment

1. CIR./DIST/DIV.CODE

08AC

3. MAG. DKT/DEF.NUM

7. IN CASE/MATTER OF

United States vs. Pers

10. OFFENSE(S) CHARG

12:1457.M PENALTY

11. ATTORNEY'S NAME

andrew anders

1 Attorney St

Pierre SD 57501

Phone: 111-111-1111

13. LAW FIRM NAME A

CJA eVoucher | Version 6.10 | District of Arizona | May 2024

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.

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 | Authorization Request | Documents | Confirmation

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 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

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 click **Add**. Note that the provider request displays in the grid below. Continue to add service providers and click the **Documents** tab when complete.

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

Request For Service Providers

Service Provider Type: Documents Examiner

[Previous Authorizations for this Provider Type:](#)

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
 Notes:

Previously Authorized Amount: \$1,000.00
 Additional Amount Requested: 10000.00
 Additional Amount Authorized: *
 Description:

* Required Fields

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

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.

Basic Info Authorization Request Documents Confirmation

Request For Service Providers

Service Provider Type Accountant

Previous Authorizations for this Provider Type:

No Previous Authorizations Found

Previously Authorized Amount \$0.00

Additional Amount Requested 1000.00

Additional Amount Authorized

Description

Step
5

On the **Documents** tab, upload any relevant documents, and 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	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
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	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

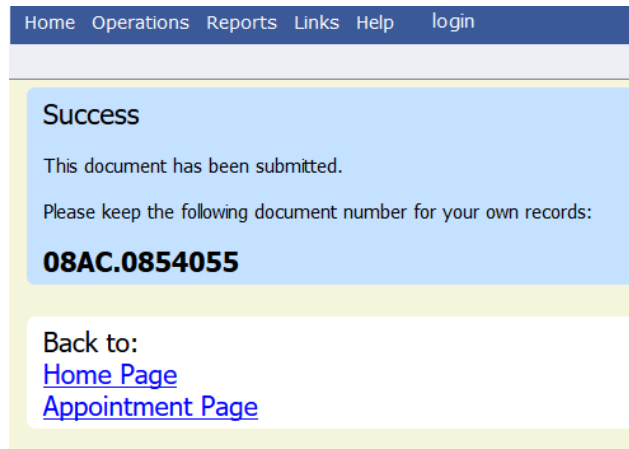
☒ I swear and affirm the truth or correctness of the above statements

Date: 7/1/2019 14:59:3

« First < Previous Next > Last »

**Step
7**

A confirmation screen displays, indicating the previous action was successful and the Budget AUTH has been submitted to the court. Click **Home Page** to return to the home page or click **Appointment Page** 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 (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. (not just credit card signature slip).

Step
1

Click the case number to access the Appointment Info page.

My Active Documents

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

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' List

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)

Step
2

On the Appointment Info page, in the Create New Voucher section, click **Create** 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 Defendant 1	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 2-20-CR-00001-1-SJ	5. 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 11 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 <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 checked="" 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 CM/ECF](#)

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. 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 11 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 <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 checked="" 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			

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

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

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

Request For Travel*

* Required Fields

Name and Title of Person Traveling:

Address of Person Traveling:

Travel From Location:

Travel To Location:

Estimated Dates of Travel:

Travel Requested: * Estimated Cost:

Airline Tickets via CJA Government Travel Agency:

Ground Transportation:

Subsistence (Hotels & meals):

Other:

Instructions for requesting amounts for the travel items:

Complete the estimated dollar amount for each applicable line.

The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Complete information for one traveler per form.

Total Estimated Cost:

Total Authorized: *

Purpose and Justification:

Court Notes:

Add Remove

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the M&IE rate.

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 displays in the grid below.

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the M&IE rate.

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

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		

Add Remove

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.

TRAVEL Attorney Enters
Def.: Leroy Bedell, Sr.
Link to CM/ECF:
Voucher #:
Request Date:
Decision Date:
Amount Claimed: \$0.00

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

Supporting Documents

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

File: **Browse...**

Description:

Upload

Description: **Delete View**

No Attachments

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, 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		

TSWEAR 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: _____

Public/Attorney Notes:

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

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

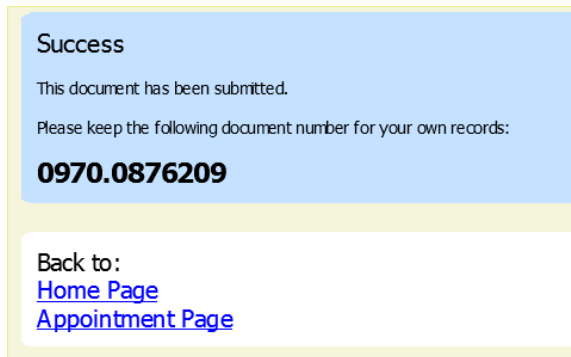
Date: _____

Submit

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

**Step
8**

A confirmation screen displays, indicating the previous action was successful and the TRAVEL authorization has been submitted to the court. Click **Home Page** to return to the home page or click **Appointment Page** to create an additional document for this appointment. The TRAVEL Authorization now displays 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 Add'l 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		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
Attorney: George Attorney (Appointing Counsel)											
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)											
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		Total	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.

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										AUTHORIZATION TOTALS		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								

Other Available Attorney Reports

The following additional reports are available for attorney use. The link for each report will take you to the instructions for how to run the report.

[How to Review Attorney Time by Date Report](#)

This report can be used to verify time billed across multiple cases on a given day or period of time. The attorney version of this report displays time for both submitted and unsubmitted vouchers.

[How to Verify Cases on Appointments' List](#)

On your home screen, in the section titled Appointments' List, is the list of cases for which you have not yet been paid. Cases come off this active list when a voucher has been certified for payment, when we have been asked to remove it by the attorney (typically when they do not intend to submit a voucher), or when more than 2 years has passed since the case closed and the CJA Department has administratively terminated.

[How to Review Appointments Report](#)

On your reports menu, you have access to an attorney report titled Appointment Report. This report contains a list of cases for which you have been appointed and the status of any vouchers.

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 displays at the top of the page, indicating the number of errors found.

Basic Info Services Expenses Claim Status Documents Confirmation

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

Date: 9/27/2021 *
Service Type: *
Doc# (ECF): *
Pages: *

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

Basic Info Services Expenses Claim Status Documents Confirmation

Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

Services

Step 2

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

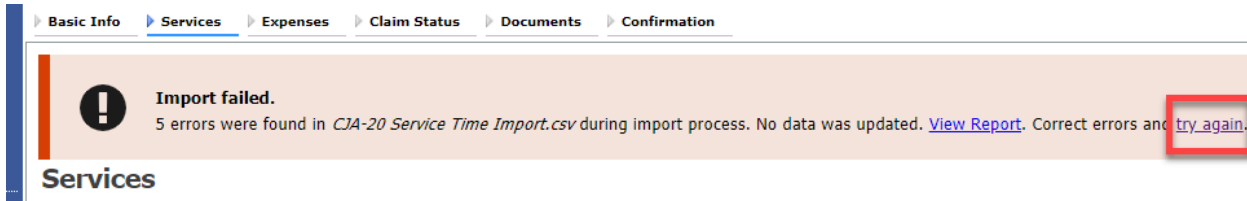
Errors Only Full Report

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

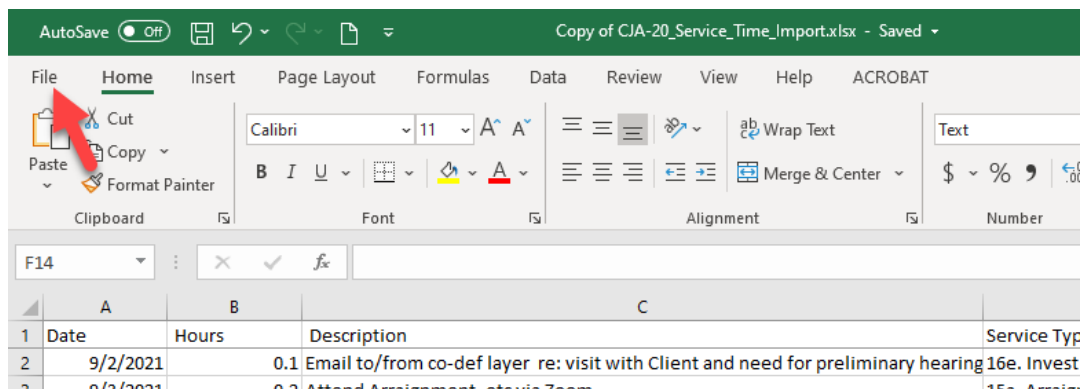
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1, and .75 is rounded up to .8.

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.

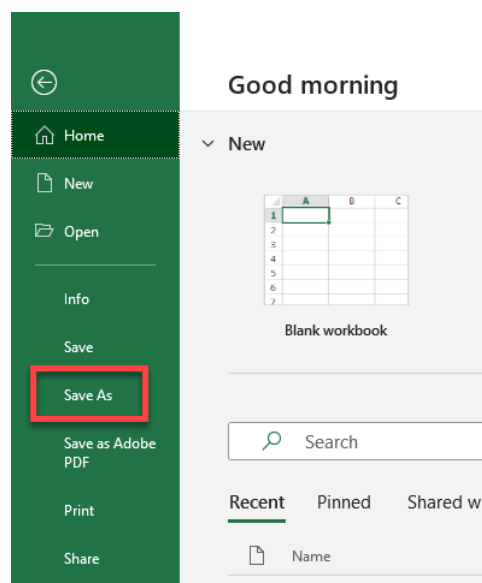
Step 1

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



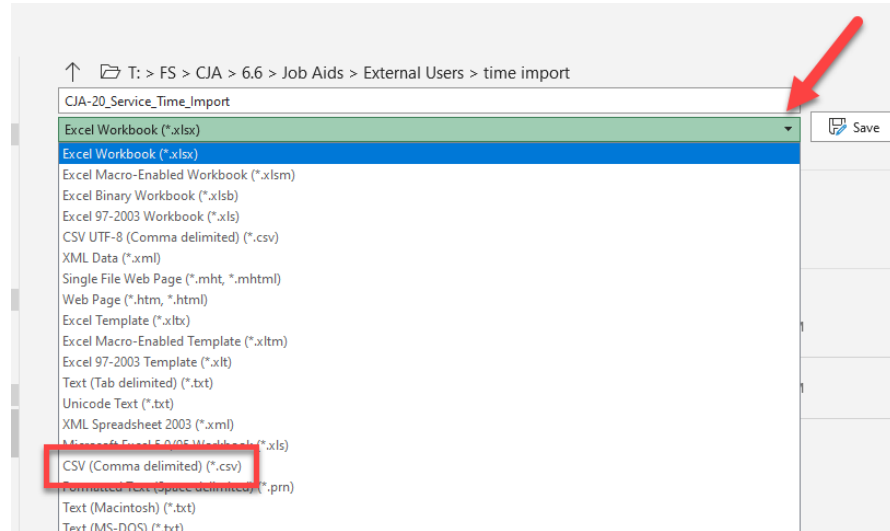
Step 2

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.

