

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.

Step 1

Go to the Appointments' List. You can sort by case number order by clicking the column header "Appointments" or you can search by Defendant Name in alphabetic order by clicking the column header "Defendant". You can also search by case number or defendant name using the search box.

CJA eVoucher - Arizona District Court
TSD UA1 - Release 6.8.0.0
Sample Attorney (Attorney)

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My Active Documents

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

Case	Defendant	Type	Status	Date Entered
4:19-CR-00001 Start: End:	Sample Defendant (# 1) Claimed Amount: 158.00	CJA-20 Sample Attorney	Voucher Entry Edit	10/25/2022
4:22-CR-01000 Start: End:	Defendant Sample-Name (# 1) Claimed Amount: 237.00	CJA-20 Sample Attorney	Voucher Entry Edit	10/25/2022
4:22-CR-01234 Start: End:	John Doe (# 3) Claimed Amount: 0.00	CJA-21 Test AZX-e101 Interpreter/Translator	Voucher Entry Edit	10/25/2022

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Appointments' List

Search:

Appointments	Defendant
Case: 4:21-CR-00662 Defendant #: 1 Case Title: United States vs. Person5481757 Attorney: Sample Attorney Representation ID: 581933 Appointment ID: 695170	Defendant: Person5481757 Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 09/05/22 Pres. Judge: Test AZX-j24 Adm./Mag Judge: Test AZX-j32
Case: 4:21-CR-02220 Defendant #: 1 Case Title: United States vs. Person5597749 Attorney: Sample Attorney Representation ID: 597917 Appointment ID: 695169	Defendant: Person5597749 Representation Type: Criminal Case Order Type: Subs for Retained Attorney Order Date: 10/03/22 Pres. Judge: Test AZX-j30 Adm./Mag Judge: Test AZX-j15
Case: 4:22-CR-00140 Defendant #: 1 Case Title: United States vs. Person5803921 Attorney: Sample Attorney Representation ID: 626743 Appointment ID: 695176	Defendant: Person5803921 Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 09/20/22 Pres. Judge: Test AZX-j3 Adm./Mag Judge:
Case: 4:21-CR-03205 Defendant #: 1 Case Title: United States vs. Person5826385 Attorney: Sample Attorney Representation ID: 628864 Appointment ID: 695171	Defendant: Person5826385 Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 07/05/22 Pres. Judge: Test AZX-j24 Adm./Mag Judge: Test AZX-j15
Case: 4:19-CR-00001 Defendant #: 1 Case Title: US v. Sample Defendant Attorney: Sample Attorney Representation ID: 667851 Appointment ID: 695168	Defendant: Sample Defendant Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Date: 06/01/21 Pres. Judge: Test AZX-j1 Adm./Mag Judge:
Case: 4:22-CR-01000 Defendant #: 1 Case Title: US v Defendant Sample-Name Attorney: Sample Attorney Representation ID: 667852 Appointment ID: 695172	Defendant: Defendant Sample-Name Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/12/22 Pres. Judge: Test AZX-j1 Adm./Mag Judge:

Select the case you want to review by clicking on the case number. You are taken to the Appointment Info page which displays the Vouchers on File.

If there are vouchers listed, verify the current status of voucher. If you have many vouchers you can sort by clicking on the "Type" header for that column which will sort vouchers alphabetically by type. You can also use the search box and search by "CJA-20" to bring only CJA-20 vouchers to the page.

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

Appointment Info

1. CIR./DIST./DIV.CODE 0970	2. PERSON REPRESENTED Bad Guy	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:18-CR-00999-1	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) US v Bad Guy	8. PAYMENT CATEGORY Other representation required or authorized by the CJA (including, but not limited to probation, supervised release hearing, material witness, grand jury witness)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Supervised Release Hearing
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Sample Attorney 1 Attorney St Tucson AZ 85717 Phone: 111-111-1111 Email: deadmail@aotx.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 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 Test AZX-j1 Date of Order: 10/5/2022 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
3:18-CR-00999- Start: 10/25/2022 End: 10/25/2022	Bad Guy (# 1) Claimed Amount: 1,896.00	CJA-20 Sample Attorney	Submitted to Court 0970.1408534 FINAL PAYMENT	10/25/2022

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Status Definition	
Submitted to Court	Voucher is process of review/payment with the court
Voucher Entry	Voucher has NOT been submitted to court. Click on Edit to go to voucher and complete.
Voucher Closed	Voucher has been paid and closed.

If you have multiple open CJA-20 vouchers in your "Vouchers on File" section, you should review the vouchers and delete the duplicate vouchers. To delete a voucher, open the voucher and click "Delete Draft" button on the bottom of the voucher.

Vouchers on File

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

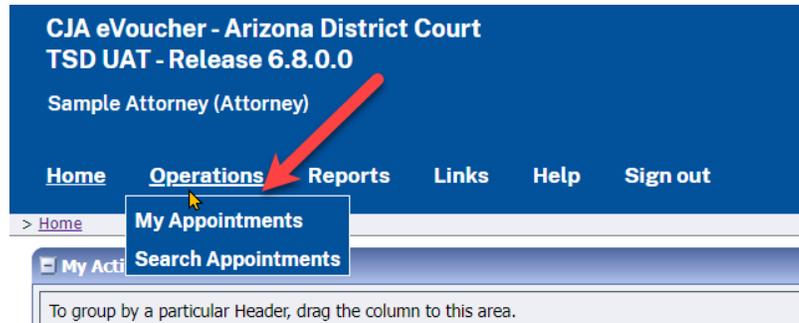
Case	Defendant	Type	Status	Date Entered
4:19-CR-00001- Start: End:	Sample Defendant (# 1) Claimed Amount: 300.20	CJA-20 Sample Attorney	Voucher Entry Edit	10/25/2022
4:19-CR-00001- Start: End:	Sample Defendant (# 1) Claimed Amount: 158.00	CJA-20 Sample Attorney	Voucher Entry Edit	10/25/2022

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Please note that if the case has been closed for more than 1 year, you must obtain permission to submit the late voucher pursuant to the [District of Arizona Billing Guide section II.C.](#) If you obtain an order, attach the order to the documents tab of the voucher before submission.

If you have a case that appears in the Appointments' List for which you do not intend to submit a voucher, please send an email to the CJA Department (cja_evoucher@azd.uscourts.gov) with the case number and ask us to add a termination date which will remove the case from your Appointments' List.

If you have a case that is not in your Appointments' List that you want to verify the status of a voucher, go to the top blue menu bar and click Operations>My Appointments and search for the case.



Click on the case number. You will be taken to the Appointment Info page. See instructions at Step 2 once you are on the Appointment Info page.

