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)								
<u>Home</u>	Operat	tions	Reports	Links	Help	Sign out		
ome								
My Activ	e Docume	ents						
To group by	y a particul	ar Heade	r, drag the colum	n to this are	ea.		Search:	
Case		Defend	ant		Туре		Status	Date Entered
4:19-CR Start: End:	<u>-00001-</u>	Sample Claimed	Defendant (# 1) Amount: 158.00		CJA-20 Sample Att	orney	Voucher Entry Edit	10/25/2022
4:22-CR Start: End:	-01000-	Defenda Claimed	nt Sample-Name Amount: 237.00	(# 1)	CJA-20 Sample Att	orney	Voucher Entry Edit	10/25/2022
4:22-CR Start: End:	-01234-	John Do Claimed	e (# 3) Amount: 0.00		CJA-21 Test AZX-e: Interpreter	101 /Translator	Voucher Entry Edit	10/25/2022
1								Page 1 of 1 (3 items
Appointi	ments [.] Lis	τ					[
							Search:	
Case: 4 Defend Case Ti Attorne <u>Represe</u> Appoint	ant #: 1 title: United cy: Sample entation ID tment ID: 0	562 States v: Attorney : 581933 595170	s. Person5481757	7	Defe Repre Order Order Pres. Adm.	ndant: Person esentation Type: Type: Subs for Date: 09/05/22 Judge: Test AZX /Mag Judge: Test	5481757 Criminal Case Panel Attorney 2 (-]24 st AZX-J32	
Case: 421-CR-0220 Defendant #: 1 Case Title: United States vs. Person5597749 Attorney: Sample Attorney Representation ID: 597917 Annoithemet ID: 695169			Defe Repre Order Order Pres. Adm.	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				
Appointment ID: 695169 Case: 4:22-CR-00140 Defendant #: 1 Case Title: United States vs. Person5803921 Attorney: Sample Attorney Representation ID: 626713 Appointment ID: 695176		Defe Repre Order Order Pres. Adm.	Defendant: Person5803921 Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 09/20/22 Pres. Judge: Text 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: 659171			Defe Repre Order Order Pres. Adm.	Defendant: Person5826385 Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 07/05/22 Pres. Judge: Test AZX-124 Adm./Mag Judge: Test AZX-135				
Case: 4:19-CR-00001 Defendant #: 1 Case Title: US v. Sample Defendant Attorney: Sample Attorney Representation ID: 65/851 Appointment ID: 65/851			Defe Repre Order Order Pres. Adm.	Defendant: Sample Defendant Representation Type: Criminal Case Order Type: Subs for Federal Defender Order Date: 06/01/21 Pres. Judge: Test AZX-j1 Adm./Mao Judge:				
Appointment ID: 695168 Case: 4:22-CR-01000 Defendant #: 1 Case Title: US v Defendant Sample-Name Attorney: Sample Attorney <u>Bepresentation ID: 662522</u> Appointment ID: 662172				Defe Repre Order Order Pres. Adm.	ndant: Defend esentation Type: Type: Appointin Date: 10/12/22 Judge: Test AZX /Mag Judge:	ant Sample-Name Criminal Case ng Counsel 		

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.

Step 2

If there is no voucher listed, then no voucher has been created or submitted. Click "Create" next to CJA-20 to create voucher. See detailed instructions in the <u>Attorney Manual</u>.

Appointment	Appointment Info						
summary about this	1. CIR./DIST/DIV.CODE 0970	2. PERSON REPRESENTED Bad Guy			VOUCHER NUMBE	ER	
appointment, including a list of	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:18-CR-00999-1	5. APPEALS. DKT/DEF.NUM	MBER	6. OTHER. DKT/DI	EF.NUMBER	
appointment and links to create	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Other representation required or authorized by the CJA (including,	9. TYPE PERSON REPRESI	ENTED	10. REPRESENTAT	TION TYPE	
View Representation	US v Bad Guy	but not limited to probation, supervised release hearing, material witness, grand jury witness)	Adult Defendant		Supervised Rele	ase Hearing	
Create New Voucher	11. OFFENSE(S) CHARGED	·······, g······ /···/					
AUTH <u>Create</u> Authorization for Expert and other	12. ATTORNEY'S NAME AND MAILING A Sample Attorney 1 Attorney St Tucson AZ 85717	13. COURT ORDER	C Co-Counsel	D Federal Defender	☐ F Subs for Federal Defender		
Services	Phone: 111-111-1111 Email: deadmail@aotx.uscourts.gov	L Learned Counsel Councel (Capital Only)	O Appointing unsel I	P Subs for R Subs for Panel Attorney Retained Attorne	R Subs for Retained Attorney		
Authorization for payment of transcript			S Pro Se Att	TRetained torney S	U Subs for Pro Se	🗌 X Administrative	
BUDGETAUTH Create Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case			Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge (Test A.Z.X.i1	or By Order of the	e Court		
CJA-20 Create	14. LAW FIRM NAME AND MAILING ADI	DRESS	Date of Order 10/5/2022	Nune Pro	o Tunc Date		
Court-Appointed Counsel			Repayment 🗌 YES 🗹	NO			
CJA-21 Create	Vouchers on File						
and other Services	To group by a particular Header, d	rag the column to this area.		Search	:		
CJA-26 Create	Case Defendant	Туре	Status		Date Entere	d	
in Excess of the Statutory Case	No rows have been recorded on the database						
Court						No data	
TRAVEL Create Authorization for payment of Travel							

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	Appointme	nt Info					
summary about this	1. CIR./DIST/DIV.CODE 2. PERSON REPRESENTED 0970 Bad Guy					VOUCHER NUMBER	
appointment, including a list of	3. MAG. DKT/DEF.NUMBER 3. 18CR_00999.1			5. APPEALS. DKT/DEF.NUMBER		6. OTHER. DKT/DEF.NUMBER	
appointment and links to create	7. IN CASE/MATTER OF(Case	Name) 8. PAYMENT CATEG Other representati	ORY on required or CIA (including	9. TYPE PERSON REPR	ESENTED	10. REPRESENTA	TION TYPE
View Representation	US v Bad Guy	but not limited to supervised release	probation, hearing, material	Adult Defendant		Supervised Rel	ease Hearing
	11. OFFENSE(S) CHARGED	witness, grand jur	y witness)				
Create New Voucher	12. ATTORNEY'S NAME AND	MAILING ADDRESS		13. COURT ORDER			
AUTH <u>Create</u> Authorization for Expert and other	Sample Attorney 1 Attorney St Tueson AZ 85717			A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
Services	Phone: 111-111-1111 Email: deadmail@aotx.us	courts gov		L Learned Counsel (Capital Only)	O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney
Authorization for payment of transcript				S Pro Se	T Retained Attorney	U Subs for Pro	X Administrative
BUDGETAUTH Create Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case				V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Jud Test AZX-i1	dge or By Order of th	he Court	
CJA-20 Create Appointment of and Authority to Pay Court-Appointed Counsel	14. LAW FIRM NAME AND M	AILING ADDRESS		Date of Order 10/5/2022 Repayment VES	Nune Pr	ro Tunc Date	
CJA-21 <u>Create</u> Authorization and Voucher for Expert	Vouchers on File						
and other Services	To group by a particular	Header, drag the column to t	his area.		Searc	h:	
CJA-26 <u>Create</u>	Case	Defendant	Туре 🥌	Stat	us		Date Entered
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court	3:18-CR-00999- Start: 10/25/2022 End: 10/25/2022	Bad Guy (# 1) Claimed Amount: 1,896.00	CJA-20 Sample Attorn	ey 📝	Submitted to 0 0970.1408534 FINAL PAYMEN	Court <u>1</u> NT	10/25/2022
TRAVEL Create Authorization for payment of Travel Invel	1			L		P	age 1 of 1 (1 items)

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 F	ile			
To group by a particu	ular Header, drag the column to t	his area.	Search:	
Case	Defendant	Туре	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
<u>4:19-CR-00001-</u> Start: End:	Sample Defendant (# 1) Claimed Amount: 158.00	CJA-20 Sample Attorney	Voucher Entry Edit	10/25/2022
1				Page 1 of 1 (2 items)

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 <u>District of Arizona Billing Guide section II.C.</u> 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 (<u>cja evoucher@azd.uscourts.gov</u>) 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.

CJA eV TSD U/ Sample	CJA eVoucher - Arizona District Court TSD UAT - Release 6.8.0.0 Sample Attorney (Attorney)								
<u>Home</u>	Operations Reports Links	Help	Sign out						
> <u>Home</u>	My Appointments								
🗉 My Acti	_{ti} Search Appointments								
To group I	To group by a particular Header, drag the column to this area.								

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.

Home	Operations	Reports	Links	Help	Sign out	
> Operations Search:	> <u>My Appointments</u>					
Appointments						Defendant
Case: 2:14-CR-01011 Defendant #: 1 Case Title: United States vs. Person6697 Attorney: Sample Attorney Representation ID: 407						Defendant: Person6697 Representation Type: Supervised Release Hearing Order Type: Appointing Counsel Order Date: 05/03/16 Pres. Judge: Test AZX-j26