

# How to View Appointment Info/Representation Info/Budget Report

## Appointment Info

On your home page, locate the **Appointments' List** and click the appropriate case number hyperlink to open the **Appointment Info** page.

Appointments' List	
Appointments	Defendant
<a href="#">Case: 2:18-CR-01000-CKJ</a> Defendant #: 1 Case Title: U.S. v. Stapleton Attorney: Kerry Reynoldswrap	<b>Defendant: Chris Stapleton</b> Representation Type: Criminal Case Order Type: Subs for Panel Attorney Order Date: 02/01/18 Pres. Judge: Cindy K Jorgenson Adm./Mag Judge:
<a href="#">Case: 2:18-CR-01001-CKJ</a> Defendant #: 1 Case Title: USA v Timberlake Attorney: Kerry Reynoldswrap	<b>Defendant: Justin Timberlake</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 02/01/18 Pres. Judge: Cindy K Jorgenson Adm./Mag Judge:

**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./DIV. CODE 0970	2. PERSON REPRESENTED Chris Stapleton	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 2:18-CR-01000-1-CKJ	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) U.S. v. Stapleton	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 17A:102.F COPYRIGHT LAWS		13. COURT ORDER	
12. ATTORNEY'S NAME AND MAILING ADDRESS Kerry Reynoldswrap 401 W Washington Ste 130 Phoenix, AZ 85003 Phone: 602-322-7207		<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input checked="" type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Dates Signature of Presiding Judge by Order of the Court Bridget S Bade Date of Order 2/1/2018 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Click to View Representation Info

Click to create any of these voucher types

Click to run available reports

All vouchers associated with case are displayed

Appointment and NPT date, if any

**Vouchers on File**

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

Case	Defendant	Type	Status	Date Entered
<a href="#">2:18-CR-01000-CKJ-</a> Start: 03/07/2018 End: 03/07/2018	Chris Stapleton (# 1) Claimed Amount: 2,250.00 Approved Amount: 2,250.00	AUTH Investigator	Voucher Closed <a href="#">0970.0579026</a>	03/07/2018
<a href="#">2:18-CR-01000-CKJ-</a> Start: 03/07/2018 End: 03/08/2018	Chris Stapleton (# 1) Claimed Amount: 3,000.00	AUTH Ballistics	Submitted to Court <a href="#">0970.0579028</a>	03/07/2018
<a href="#">2:18-CR-01000-CKJ-</a> Start: 03/07/2018 End: 03/08/2018	Chris Stapleton (# 1) Claimed Amount: 2,500.00	AUTH Investigator	Submitted to Court <a href="#">0970.0579029</a>	03/07/2018
<a href="#">2:18-CR-01000-CKJ-</a> Start: End:	Chris Stapleton (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	03/30/2018
<a href="#">2:18-CR-01000-CKJ-</a> Start: End:	Chris Stapleton (# 1) Claimed Amount: 448.80	CJA-20 Kerry Reynoldswrap	Voucher Entry <a href="#">Edit</a>	03/07/2018

Page 1 of 1 (5 items)

## Representation Info

From the Appointment Info page, click on hyperlink to **View Representation**.

Click to View Representation

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

[View Representation](#)

**Appointment Info**

1. CIR./DIST./DIV.CODE 0970	2. PERSON REPRESENTED Chris Stapleton	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:18-CR-01000-1-CKJ	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) U.S. v. Stapleton	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 17A:102.F COPYRIGHT LAWS			

The **View Representation** information displays:

- Excess fee limit (either statutory maximum or amount approved by CJA26 or Budget AUTH)
- Payment category
- Representation Type (Criminal Case/Supervised Release/Other/etc.)
- Offense(s) charged

Click to run Defendant Detail Budget Report

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

**Reports**

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

**Representation Info**

1. CIR./DIST./DIV.CODE 0970	2. PERSON REPRESENTED Chris Stapleton	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 2:18-CR-01000-1-CKJ	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) U.S. v. Stapleton	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 17A:102.F COPYRIGHT LAWS			
EXCESS FEE LIMIT \$10,900.00	PRESIDING JUDGE Cindy K. Jorgenson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2
<b>App.ID</b>	<b>Attorney</b>	<b>Order Type</b>	<b>Order</b>
319....	Terry Reynoldwrap	Subs for Panel Attorney	02/01/18
			<b>Email</b> cja_evoucher@azd.uscourts.gov

Statutory maximum or current excess fee limit (if additional funds approved).

For specific information on Current and Historical Attorney Case Compensation Maximums, please see §230.23.20 and §230.23.30 of the Guide to Judiciary Policy, Vol 7 - Defender Services:

[http://www.uscourts.gov/rules-policies/judiciary-policies/cja-guidelines/chapter-2-ss-230-compensation-and-expenses#a230\\_23](http://www.uscourts.gov/rules-policies/judiciary-policies/cja-guidelines/chapter-2-ss-230-compensation-and-expenses#a230_23)

## 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		Claim Status	Circuit Approved	
			Travel	Other			Travel	Other			
Attorney: George Attorney (Appointing Counsel) <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Inactive</span>											
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) <span style="border: 1px solid blue; border-radius: 50%; padding: 2px;">Active</span>											
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										
	Fees	Claimed			Approved			Fee Amount Remaining		
		Expenses	Total	Fees	Expenses	Total	After Approved	After Approved and Pending		
									Travel	Other
Total Claimed/Approved:	\$15,945.60	\$661.90	\$223.78	\$16,831.28	\$4,344.40	\$141.49	\$13.15	\$4,499.04	\$11,364.90	\$2.90
Pending Approval:	\$11,362.00	\$518.27	\$210.63	\$12,090.90						

Voucher Info for prior counsel

Voucher Info for current counsel

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

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

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

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

## Defendant Detail Budget Report-Attorney (cont'd)

The service provider section displays like attorney section.

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

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

## 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.

The screenshot displays the 'CJA-20 Attorney Voucher Entry' interface. It includes the following information:

- Title:** CJA-20 Attorney Voucher Entry
- Defendant:** Sample Defendant
- Link:** Link to CM/ECF
- Voucher #:** [Redacted]
- 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		
<b>In Court Services</b>		
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
<b>Totals</b>	<b>1.2</b>	<b>\$186.00</b>
<b>Out of Court Services</b>		
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
<b>Totals</b>	<b>24.7</b>	<b>\$3,861.20</b>
🕒 Expenses: \$90.63		
<b>Travel</b>		
Expense Type	Amount	
Travel Miles	\$90.63	
Travel Misc	\$0.00	
<b>Totals</b>	<b>\$90.63</b>	
<b>Expenses</b>		
Expense Type	Amount	
Fax	\$0.00	
Long Distance Charges	\$0.00	
Photocopies	\$0.00	
Postage	\$0.00	
Other Expenses	\$0.00	
<b>Totals</b>	<b>\$0.00</b>	