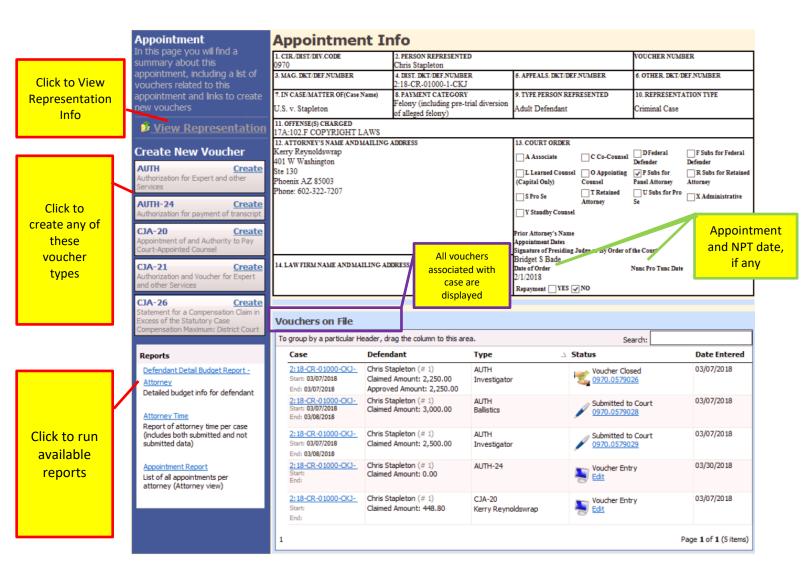
How to View Appointment Info/Representation Info/Budget Report

Appointment Info

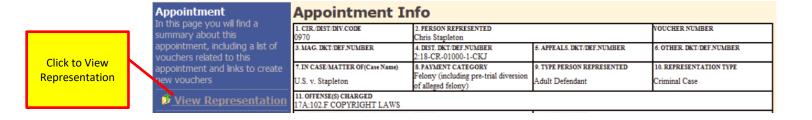
On your home page, locate the **Appointments' List** and click appropriate case number hyperlink to open the Appointment Info page.





Representation Info

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



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



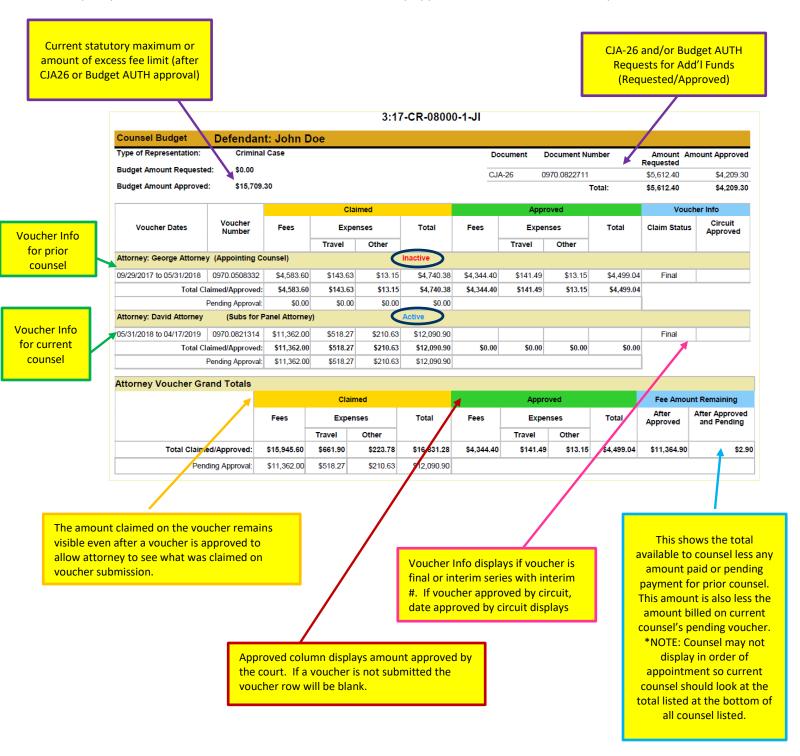
For specific information on Current and Historical Attorney Case Compensation Maximums, please see §230.23.20 and §230.23.30 of the Guide to Judiciary Policy, Vol 7 - Defender Services:

http://www.uscourts.gov/rules-policies/judiciary-policies/cja-guidelines/chapter-2-ss-230-compensation-and-expenses#a230 23

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.



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: 0970.06	Amount Requested: \$8,250.00 Amount			t Authorized: \$7,500.00			Attorney: David Attorney				
Specialty: Investigator											
Vendor: Susie Privateye (In	vestigator)										
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: 097	0.0662475	AUTHORIZATION TOTALS								Attorney: David Attorney	
Specialty: Investigator		Amount Requested: \$8,250.00 Amount Authorized: \$7,500.00								,,. <u></u>	,
		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	\$502.5
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.



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

