CJA eVoucher

Attorney User Manual

Release 6.11





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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 <u>cja_evoucher@azd.uscourts.gov</u> 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**.



Step 2

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

UDGIN.C	SOV		
eVoucher is using			
Login.gov to all	ow you to sign in to		
your account s	arely and securely.		
Sign in	Create an account		
Sign in for existing users			
Email address			



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**.

Sign in	Create an accoun
Croata an accour	t for now usor
oreate all accour	it for new users
Enter your email address	ail com
uaviduattorney210gm	alt.com
Select your email language pr	reference
Login.gov allows you to receive English, Spanish or French.	e your email communication
O English (default)	
O Español	
 Español Français 	
O Español O Français	

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.





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**.

Create a strong	password
Your password must be 12 ch common phrases or repeated	aracters or longer. Don't us I characters, like abc or 111.
Password	
•••••	
Confirm password	
•••••	
Show password	

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 <u>Login.gov</u> after you are linked to eVoucher because setting up a second method now will take you out of the connecting to eVoucher process.



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



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 <u>Login.gov/help/authentication</u> <u>methods</u>



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**.

We'll send you a one-time code	each time you sign in.
Message and data rates may ap VOIP) phone services or premi	pply. Do not use web-based um rate (toll) phone numbers
Phone number	
210-555-5555	
How you'll get your code O Text message (SMS)	O Phone call
How you'll get your code Text message (SMS) You can change this anytime. If select "Phone call."	O Phone call
How you'll get your code Text message (SMS) You can change this anytime. If select "Phone call." Send code	Phone call you use a landline number,



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

We sent a text (SMS) with a one-time code to (*** This code will expire in 10 minutes.) *** -55
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 🖪	

Enter your one-time code

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 could 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.



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.



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 may be asked to verify your identity after clicking on the **Sign in with LOGIN.GOV** on the <u>eVoucher sign-in page</u>. 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 [2]

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. <u>Option 1</u> is to upload photos of your ID from your phone, and <u>Option 2</u> is to upload them directly from your computer.

ULOGIN.GOV	COURTS
Getting started Verify your ID Verify your information	Verify phone or address account
How would you like t	to add your ID?
We'll collect information about you b state-issued ID.	by reading your
Recommended Use your phone	to take photos
You won't have to sign switch back to this co photos. Your mobile pl and a web browser.	n in again, and you'll mputer after you take hone must have a camera
Phone number	
•	
Send link	
Continue on this	s computer
Don't have a phone? U from this computer.	Ipload photos of your ID
Upload phot	os
Cancel	

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.



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.

Continue on this computer Don't have a phone? Upload photos of your ID from this computer.
Upload photos

 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**.

Getting started	O Verify your ID	Verify your	Verify phone or	Secure your
			000.000	oooon
Add	photos of	f your ID)	
Drive	's license o	r state ID	card	
Tips for • Us • Tal • Do • File	taking clear pho e a dark backgro ke the photo on a not use the flas e size should be	otos ound a flat surface h on your cam at least 2 MB	iera	
Front of Must be	your ID a JPG or PNG			
Fro	nt of your d sta	river's lic te ID	ense or	
Back of	your ID			
Must be	a JPG or PNG			
Bac	k of your d sta	river's lice te ID	ense or	
l	Drag file here or	choose from fold	ier	
·				
	Submit			

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



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**.

Getting started Verify your ID Verify your Verify phone or Secure your information address 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 [2]						
Don't have a Social Security number?						
You must have a Social Security number to finish verifying your identity. <u>Exit Login,gov and return to CJA eVoucher User</u> <u>Acceptance Testing</u>						
Social Security number Example: 123-45-6789						
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 <u>Login.gov.</u>



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 or account.

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**.

<u> </u>			o			
Getting started	venty your iD	information	address	account		
👁 We	e verified your inf	formation				
Veri	fy your pł	none nu	mber			
We'll ch code. Ti	eck this number his is to help veri	with records fy your identit	and send you a o :y.	ne-time		
Enter a	phone number t	hat is:				
• Ba • Yo	ased in the Uniter our primary numb	d States (inclu per (the one yo	iding U.S. territor ou use the most o	ries) Iften)		
<u>Learn n</u>	nore about what	phone numbe	r to use 🛛			
Phone	number					
How	How should we send a code?					
If you e below.	If you entered a landline above, please select "Phone call" below.					
O Te	xt message (SM	S) O	Phone call			
	Send code		5			

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





Step

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

Getting started	Verify your ID	Verify your information	Verify phone or address	Secure your account		
• We	verified your ph	one number				
Re-enter your Login.gov password Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to encour or charge it.						
Passwor	o access or cha d	nge It.				
L, snow	password Continue		FOLSOL PA	sswora <u>/</u>		



A personal key is generated. <u>You will need this key if you ever forget your password or lose your</u> <u>authentication method</u>. 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.**





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 <u>Login.gov</u> 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.



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



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.

	COURTS SDSO Training Sandbox - Release 6.10.0.0
Lir Ente After	nk eVoucher Account with Login.gov Account er your email address to connect your eVoucher account with your Login.gov account. r completing this step, you will sign in using Login.gov going forward.
da	viddattorney@firm.com
Noti	Next ice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all ass attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use.
prot syste offic	ection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this em or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by m on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement cials.



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.
Eorgot your password2 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 iduiciary 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



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**.

COURTS	SDSO Training Sandbox - Release 6.10.0.0
Link eVouche Enter your email addre After completing this s Note: Please contact a	er Account with Login.gov Account ess to connect your eVoucher account with your Login.gov accou step, you will sign in using Login.gov going forward. In eVoucher administrator for assistance.
daviddattorney@gm	ail.com

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.



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.

CJA eVo Court T Kerry Att	oucher - Arizo Test - Release ty-SLP (Attorney	na District 6.10.0.0	Court				Welcome, Kerry Atty-S
<u>Home</u>	Operations	Reports	Links	Help	Sign out		
> Home							
You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign in to eVoucher from now on.							
E My Activ	e Documents					My Proposed Assignment	s
To group by	a particular Header,	drag the columr	n to this area.	Search:		Appointments	Defendant
Case D	efendai Type		Status		Date Enter		All cases have been currently assigned

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 <u>Login.gov/help/authentication</u> <u>methods</u>.



Sign directly into <u>Login.gov</u> using your email address and password. Enter your first authentication method.



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.

Your authentication methods
Add phone number
Add authentication apps
Add face or touch unlock
Add security key
Add federal employee ID
Get backup codes

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:

Example: 123450	
Remember this browser	
Submit	
corresponding to Login.gov.	
Unvine trouble? Unvois what you are deal	
Having trouble? Here's what you can do:	
Having trouble? Here's what you can do:	;
Having trouble? Here's what you can do:	

Select another method and click **Continue**:

0	Text message Get one-time code via text message to (***) ***-7207.
0	Automated phone call
	Get one-time code via phone call to (***) ***-7207 (North America phone numbers only).
0	Text message
	Get one-time code via text message to (***) ***-0905.
0	Automated phone call
	Get one-time code via phone call to (***) ***-0905 (North America phone numbers only).
0	Authentication app
	Use your authentication application to get a security code

Select your authentication

method

Note: You should set up your needed and default authentication method options on Your Account page in <u>Login.gov</u>.

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: <u>Help | Login.gov</u>.

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.





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**.

eVoucher SDSO i	s using Login.gov
to allow you to account safely	sign in to your and securely.
Sign in	Create an account
Sign in for existin	g users
Password	
Show password	
Sig	n in



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.

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	

Enter your one-time code

Login.gov directs you to your eVoucher home page.



C14 30

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. It is set up by court staff when your court profile is initially created in eVoucher.



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- Access VMS to view and edit your payment account information.
- 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**.

CJA eV SDSO T David D /	oucher - Traiı Fraining - Rel Attorney (Attorr	n District C ease 6.4.0. ney)	ourt .0					_	Welcome, David Atto Single Login Court	orney Profile Profile
Home	Operations	Reports	Links	Help	Sign out		_		S	ign out
> Help >		•		Single Lo	<u>gin Profile</u>					
				Court Pro	file					
				Contact l	Js					
				Privacy						
				eVoucher	Documentati	ion: Attorney and Expert Users	5			

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.

Home Operations Re	eports Links Accounts Hel	o Sign out		Q
Single Login Profile	file – Andrew Anders			
Account Information	-			-
First name Andrew	Middle name -	Last name Anders	Suffix -	Edit
Email address aandersattorney+10@	igmail.com			Edit
Password				
UOGIN.GOV				
Linked eVoucher Acc	ounts			+
aandersattorney+10@ Password DLOGIN.GOV	igmail.com			

Modifying Your Name



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

Single Login Pro	file – Andrew Anders			
Account Information	L. C.			-
First name Andrew	Middle name -	Last name Anders	Suffix -	Edit

Step	Make any nec	essary chan	ges and clic	k Save changes.
2	Single Login Profile	e – Andrew Anders	5	
	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	Click the Edit li	nk to the right (of your email a	ddress.	
	Email address aandersattorney+10@gm	ail.com			Edit
Step 2	Enter your new Single Login Profile	email address	, confirm it, an	d click Save changes .	
	Account Information				-
	Note: This em	ail change does not change the	email associated with Login.g	νον	
	First name Andrew	Middle name -	Last name Anders	Suffix -	Edit
	Email address				
	aandersattorney+10@g	mail.com			
	Confirm email address	I com			
	Cancel	Save cha	inges		

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 Pro	file – Morales Attorney			
Account Information				-
First name Morales	Middle name -	Last name Attorney	Suffix	Edit
Email address MoralesAttorney210@ Password IOGIN.GOV	rgmail.com			Edit

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

Viewing Billing Information

Click the plus sign (+) to expand the **Billing Information** section.

Single Login Profile – David Attorney	
Account Information	+
Billing Information	+
Linked eVoucher Accounts	+

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

Single Login Profile – David Attorney	,
Account Information	+
Billing Information	-
Payme	nt accounts that are ready to use display below. To see all payment accounts, <u>go to Vendor Manager</u>
David Attorney TIN (SSN): ••••••00	
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: ••••••89	
Linked eVoucher Accounts	+

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.

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

Single Login Profile – David Attorney	
Account Information	+
Billing 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.

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**.

ngle Login Profile – David Attorney	1		
Account Information			
inked eVoucher Accounts			
Aultiple eVoucher accounts can be linked to a Single Jse the Accounts menu to switch between accounts Account	Login Profile. If more than or ;.	ne account is linke	ect a default eVoucher account.
	obel Type	Dendalt	
District of Texas Western (DavidAttorney)	Attorney	\bigcirc	

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. When you sign into eVoucher you will be on your selected default court, if you want to change your default court, go <u>here</u>.

CJA eVoucher - SDSO Training Andrew Anders (At	Texas Western Dist Sandbox - Release (torney)	rict Court 5.10.0.0		
Home Operati > <u>Home</u> My Active Documen	ons Reports Li	n (s <u>Accounts</u> District of Te Fifth Circuit	Help Sign out exas Western - Attorney Court - Attorney	
To group by a particular	Header, drag the column to t	his area.	Searc	ch:
Case	Defendant	Туре	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

CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0 David D Attorney (Attorney)			ourt O				Welcome, D	avid Attorney 😫
Home	Operations	Reports	Links	Accounts	Help	Sign out		Q

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: 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



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: 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.



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 \iff 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.



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 in the Attorney Info section.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Copies of a W-9 must be provided to the court, and any changes to the SSN or EIN must be completed in VMS.
- 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**.

💻 An o	fficial website of th	e United States	governmer	nt		
CJA eV SDSO ⁻	oucher - Traiı Training - Rel	n District C lease 6.10.(ourt).0		Wel	come, Andrew Anders 😦
Andrew	Anders (Attori	ney)				Court Profile
Home	Operations	Reports	Links	Help	Sign out	Sign out
> Help > <u>Cour</u>	t Profile					

Click **Edit** 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 > <u>Court Profile</u>		
Court Profile		
Attorney Info This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.	Bar Number: Name: Andrew Anders Contact Info: Phone: 210-555-1234 deadmall@support.aotx.uscourts.go Address: 110 Main Street San Antonio, TX 78210 US	Edit
Billing Info View Electronic Payment details on the SLP, Manage payment accounts at Vendor Manager. Editing is no longer available here.		View SLP Manage at Vendor Manager
Holding Period	No info has been stored. Please click VIEW to type your info.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

Save

cance

Attorney Info



In the **Attorney Info** section, click **Edit** to access your personal information.

Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders	Edit
	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	
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	



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.	* Required I Bar Number Tax Identif SSN: Confirm: First Name Andrew	ication Numb	er: * (If on •• •• Middle	Panel) Foreign Vende Last Name * Anders	lor?
Payee Certification:	Main Email lisa ornela	* Is@aotx.usco	urts.gov		
This message informs you that the Name and TIN entered are collected	2nd Email deadmail@support.aotx.uscourts.gov				
what information must be collected by the judiciary for payments made to	3rd Email	Support acts	uscourts	201/	
non-employees and other entities for	Phone *	sapportation	auscourts.	Cell Phone	Fax
services provided and for purposes of issuing a Form 1099-MISC. You have	210-833-5	623		210-555-1234	
provided this information under penalties of perjury and certify that:	Address 1			City *	
1 - The number entered as my SSN or	110 Main	Street		San Antonio	
EIN is my correct taxpayer	Address 2			State * (US only)	Zip * (US only)
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.).	Address 3			TEXAS Country * UNITED STATES	✓ [/8210 ✓

IMPORTANT:

Ð

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 <u>Attorney Info</u> or <u>Expert Info</u> 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:

- SSN/EIN information displays in the Attorney Info section for attorney accounts with this information that were added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.
- You may list as many as three email addresses. Notifications from eVoucher will be sent to all email addresses.

Billing Info

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

Note: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information displays in the Billing Info section if your account included billing information prior to the 6.11 release.

Click **View SLP** to access your SLP section in eVoucher.



V	iew SLP	

Manage at Vendor Manager

Payment account(s) you have set up in VMS display in the Billing Information section of your Single Login Profile. Click the **go to Vendor Manager** link to view and edit your payment information there.

Home	Operations	Reports	Links	Help	Sign out		Q
> Help > Sing	ile Login Profile	rofile –	Andre	w And	ers		
Acc	ount Informat	ion					+
							-
Billi	ng Informatio	n					-
-				Pa	ment accounts that are ready to use display below. To see all payment accounts,	<u>go to Vendor Mana</u>	<u>iger</u>
A	ndrew Ande	rs ••20					
Ele	ectronic paym	ents will be	e sent to:	:			
Ro Ac	uting Number count Numbe	: 12100024 r: •••••24	8, FAKE 4	BANK			
-							

Billing Info View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.	Step 2	e at Vendor Manager link to access VMS.
	Billing Info View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.	View SLP

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.

 🎫 An official website of the United States Government.
Vendor Manager Manage your personal profile, business, and payment information.
Receiving payments made easier.
Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS.
Sign in with 🛛 LOGIN.GOV

Note: Payment account information must be entered in VMS before any payments can be made.

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.

E Appointments' List	
	Search:
Appointments	Defendant
Case: 1:14-CR-08805-AA Detendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <u>Representation ID: 2</u> 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



Representation Info

The View Representation information displays:

- Case Information
- 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.

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

In this page

Reports

Representation

Representation Info

this page you can view or	•			
luis page you can view of	1. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
elete the representation.	0101 3 MAC DET/DEENIMBER	Jebedian Branson	5 APPEALS DET/DEE NIMBE	P 6 OTHER DET DET NIMBER
	S. MAG. DR INDEL MONBER	1:14-CR-08805-1-AA	S. AITEALS, DRI/DELIVORDE	ik 0. OTHER DRIDEL NOMBER
Reports	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENT	ED 10. REPRESENTATION TYPE
Representation Report	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
	11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLA	TION 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@aotx.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.

CJA-20	Create
Appointment of and Author	ority to Pay
Court-Appointed Counsel	S-

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

CJA-20 Attorney Enters	Basic Info	Expenses Claim Status	Documents	Confir	nation				
Voucher	Basic Info							Tabs appear	
	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NUMBI	ER			
Def.: Jebediah Branson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.	UMBER	6. OTHER. DKT/D	EF.NUMBER		at the top of	
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPR	ESENTED	10. REPRESENTAT	TION TYPE			
Vouchor #1	USA v. Branson	of alleged felony)	Adult Defendant		Criminal Case			the screen.	
Start Date:	11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBI	TED ACTIVITIES							
End Date:	12. ATTORNEY'S NAME AND MAILING A David Dd Attorney - Bar Number: 12	DDRESS 234123	13. COURT ORDER	_	D Federal	E Sube for Federal			
Services: \$0.00	2500 Main St San Antonio TX 78209		A Associate	C Co-Counsel	Defender	Defender			
•	Phone: 2105552500 - Fax: 210-265-	1185	U L Learned Counsel (Capital Only)	Counsel	P Subs for Panel Attorney	C R Subs for Retained Attorney			
🚯 Expenses: \$0.00 👻	Email: daviddattorney@gmail.com		S Pro Se	T Retained Attorney	U Subs for Pro Se	C X Administrative			
			Y Standby Counsel						
Representation Fee Limit:			Prior Attorney's Name						
\$10,300.00			Appointment Dates Signature of Presiding Juc Albert Albertson	lge or By Order of th	ie Court				
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING ADD	RESS	Date of Order	Nunc P	ro Tunc Date				
\$10,300.00			Repayment VES	NO					
Tasks	Payment Details		•						
Link To Appointment	Select the navment deta	ils Payment accounts that	are ready to u	se display l	helow To se	e all navment			
Link To Representation	accounts, go to Vendor I	Manager	are ready to a	se display i	0010111 10 30	ce un payment			
Actions	David D Attorney		4	÷					
Import Service Entries (ICSV)									
Reports	David D Attorney							A prograce ba	r
Defendant Summary Budget Report	TIN (SSN): •••-••00							A progress ba	
Totals only of budget info for defendant								annoars at th	~
	Electronic payments will	be sent to:						appears at th	C
Detail budget info for defendant	Routing Number: 12100	0248, FAKE BANK						hottom of the	۵
	Account Number:							bottom of the	L
CJA20 - Attorney							/	screen	
CIA20 - Rejected	« First < Previous Next >	Last » Save		Delete Dr	aft	Audit Assist		Juliun.	
CONZO - ITATISTET	Honey Honey	Sure		Delete Di		reader solor			

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

Payment Details

Beginning with eVoucher 6.11, attorneys must have set up a Payment Account in the Vendor Manager System (VMS). Upon creation of vouchers, attorneys should select the payment account to which they want their payment sent.



On the Basic Info tab, **select** the desired payment account.

1979	2. PERSON REPRESENTED Oregon Demo Person Represented			VOUCHER NUMBER
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:25-CR-99997-7	5. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/DEF.NUMBER
. IN CASE/MATTER OF(Case Name) Dregon Demo	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPR Adult Defendant	RESENTED	10. REPRESENTATION TYPE Criminal Case
1. OFFENSE(S) CHARGED 2:1818.F TERMINATION OF S'	TATUS AS INSURED BANK	•		•
2. ATTORYEY'S NAME AND MAILIN am Oregon Atty - Bar Number: 2 4020 filtwinness of a second hone: 503 555 5555 mail: <u>bd</u> 4. LAW FIRM NAME AND MAILING #	2.ADDRESS 587-61-9940 DDRESS	13. COURT ORDER A Associate Larred Counsel (Capital Only) S Pro Se Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Juc Test ORX-J: Date of Order 2/12/2025 Repayment _YES	C Co-Counsel O Appointing Counsel T Retained Attorney dge or By Order of th Nunc P 2/12/2 NO	D Federal Defender D Pederal Defender D Pederal D Subs for Panel Attorney U Subs for Pro Se Court To Tunc Date 2024
Payment Details Select the payment de	tails. Payment accounts that r Manager	: are ready to u	use iisplay	below. To see all payment
accounts, go to Vendo		4	23	

View selected payment account to ensure it is correct.

 Payment Details

 Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, go to Vendor Manager

 I am Oregon Attorney

 I am Oregon Attorney

 TIN (SSN): •••••••10

 Electronic payments will be sent to:

 CJA checking

 Routing Number: 123305378, UMPQUA BANK

 Account Number: •••••78

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	he Services tab or click Next , located on the progress bar.
	Basic Info Services Expenses Claim Status Documents Confirmation
	Services
	Date 07/01/2024 ************************************
	Service Type Date ▲ Description Hrs Rate Amt
	(Empty)
	No data to paginate < > Go to page: View items per page: <u>10 25 50 100</u>
	« First < Previous Next > Last » Delete Draft Audit Assist



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	07	7/01	/2024	*	1				De	scr
Service Type		•			Jul	y 2024			•]
Doc.# (ECF)	Ц	¤	Su	Мо	Tu	We	Th	Fr	Sa	1
Hours	Ц	»	30	1	2	3	4	5	6	
		»	7	8	9	10	11	12	13	
* Required Fields		»	14	15	16	17	18	19	20	
To every burn		»	21	22	23	24	25	26	27	
to group by a	part	»	28	29	30	31	1	2	3	
Service Type		*	4	5	6	7	8	9	10	



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

			Basic Info Services	Expense	ses Claim Status E	Documents Confirmation		
			Date 07/01/2024 Service Type Doc.# (ECF) Hours * Based Refs To provide a particular Haad	Pages * at \$152.00 p	Description		Add Remove	•
Step 7	Click Sa	ve.	Service Type a. Arraignment and/or Plea	Date	Description First appearance an arraignment of def	fendant.	Hrs Rate	Amt \$760.00
			Page 1 of 1 (1 items)	[1] >		Go to page: View items	s per page: <u>10</u> <u>25</u>	<u>50 100</u>
			<pre>« First] < Previous] Ne</pre>	t > Last ×	Save	Delete Draft	Audit Ass	st
	Note:	If you click the Date header at	any time, entrie	es will l	be sorted by c	late.		

Entering Expenses

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

Basic Info	Services	▶ Ex	cpen	ises Cla	im Status	Do	uments	Confirma	tion			
Expens	ses	-										
Date	07/01/2024	•			Descrip	tion						
Expense Type				-								
Miles	6	at \$0.545	5 per	mile.								•
Amount										Add	Remov	e
* Required Fields												
To group by a p	oarticular Header.	drag the	e colu	imn to this area.								
Expense Type	•	Date		Description						Mile	Rate	Amt
					(E	impty)						
No data to pa	ginate < >						Go to p	bage:	View items	per page	e: <u>10 25</u>	<u>50 100</u>
« First <	Previous Nex	t >	Las	st »	Save			Delete Dra	ft	[Audit As	sist

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

Expense	es	
Date	07/01/2024 *	_
Expense Type		*
Miles	Travel Miles	_
Amount	Travel Misc.	
	Fax	
* Required Fields	Long Distance Charges	
To group by a pa	Photocopies	area.
Expense Type	Postage	ion
	Other Expenses	
No data to pag		

1



Expens	es									
Date	07/01/2024	• 🎹			Description	Travel to and from court.				-
Expense Type	Travel Miles									
Miles	20 * a	at \$0.545 pe	er mile.							▼ _
Amount								Add	Remove	e
* Required Fields										
To group by a pa	articular Header,	drag the co	lumn to this are	a.						
Expense Type		Date 🔺	Description					Mile	Rate	Amt
					(Empty)					
No data to pag	ginate < >					Go to page:	View items pe	r page	e: <u>10 25</u>	<u>50 100</u>
« First <	Previous	xt >	Last »		Save	Delete Dr	aft	[Audit A	ssist

Step 4

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

Enter additional expense lines as needed.

Date 07/01/20)24 *	Description				•
Expense Type		•				
4iles	* at \$0.545 per	mile.				▼ *
Amount				Add	Remove	2
Required Fields						
o group by a particular H	eader, drag the col	umn to this area.				
Expense Type	Date 🔺	Description		Mile	Rate	Amt
Travel Miles	07/01/2024	Travel to and from court.		20	\$0.545	\$10.9
Page 1 of 1 (1 items)	Z [H] [N]		Co to page	per pag	a. 10.25	EQ 10
Page 1 of 1 (1 items)	< [1] →		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>
Page 1 of 1 (1 items)	< [1] →		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>
Page 1 of 1 (1 items)	< [1] >		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>
Page 1 of 1 (1 items)	< [1] >		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>
Page 1 of 1 (1 items)	< [1] >		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>
Page 1 of 1 (1 items)	< [1] >		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>
Page 1 of 1 (1 items)	< [1] >		Go to page: View items	per pag	e: <u>10 25</u>	<u>50 10</u>



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

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. Click **Add** after editing is complete.

Claim Status



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

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.

Claim Status	
Start Date 6/11/2014 * End Date 6/12/2014 *	1
Paryment Chime	
O Final Payment	
InterimPayment 2 (payment #) *	
O Supplemental Payment	
O Withholding Return Payment	
** Reminder: Please select the appropriate dam status.	
1. Have you previously applied to the court for compensation and/or reimbursement for this case?	Yes O No
If Yes, were you paid?	● Yes ◯ No
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?	🔾 Yes 💿 No
* Required Fields	
# First _ s Provisur _ Nexts _ Lasts	Accist
	ASSIST

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

5

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.

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.

Enter a brie attachment on 2/24/24	ef detailed description of the t. (i.e., Late Letter; Receipt for Hotel)	All documents must be submitted in PDF format and must be 10 MB or less.
Click Uploa	d.	
Click Uploa	^{d.} ting Documents	
Click Uploa Suppor File Upload	d. ting Documents 1 (Only Pdf files of 10MB size or less!)	
Click Uploa Suppor File Upload File	d. ting Documents I (Only Pdf files of 10MB size or less!) G:\AO\eVoucher\CJA eV or Browse	

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

	Browse	
Description		
Description		Delete
copies of receipts		<u>Delet</u>

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.



Click the **Confirmation** tab or click **Last** on the progress bar.

The **Confirmation** tab displays, which reflects all entries from the previous tabs.

Basic Info > Services >	Expenses	s_	laim	Status	_	Documer	nts	Confirmed Con	matio	n		
onfirmation												
CIR/DIST/DIV.CODE 2	PERSON RE	PRESENT	D Barren						vouc	HER NUME	ER	
MAG. DKT/DEF.NUMBER 4	. DIST. DKT/	DEF.NUMB	Repre	esenteu	5. AP	PEALS, DKT/E	EFNU	MBER	6. OT	HER. DKT/	EFNUMBER	
IN CASE/MATTER OF/Case Name) 8	25-CR-999	97-7	_		9. TV	PE PERSON R	EPRES	ENTED	10. RT	PRESENTA	TION TYPE	
egon Demo	elony (incl	ading pre-	trial	diversion	Adul	t Defendant			Crim	inal Case		
OFFENSE(S) CHARGED	f alleged fe	lony)										
1818.F TERMINATION OF STATU	JS AS INSU	JRED BA	NK									
am Oregon Atty - Bar Number: 587-6	1-9940					OCKI OKDEK				oloral	E Suba for J	Federal
4620 SE McLoughlin Blvd filwaukie OR 97267					о .	Amociate		C Co-Counsel	Defend	er	Defender	
ione: 503 555 5555					(Capi	ital Only)	- Ce	OAppointing	Attorn	ubs for Panc T	Attorney	Ketained
mail: bdobrinski+Oregonatty@ce9.us	courts.gov				s	Pre Sc		T Retained	⊡us Se	ubs for Pro	C X Administ	rative
					□ ¥	Standby Count	el					
					Print	Attorney's Nam						
					Appei	intment Dates ture of Presidin	r Judre	er By Order of	the Court			
					Test	ORX-j1		Numr I	re Tuer	Date		
					2/12/	/2025	_	2/12/	2024			
					Repay	yment 🗌 YES	NO				-	
CLAIMS FOR SERV	ICES AND	EXPEN:	SES	TOTAL			-	FOR CO	URT U	SE ONLY	ľ	
CATEGORIES		CLAIM	S ED	AMOUN	T D	HOURS	1	AMOUNT		R	EVIEW	
a. Arraignment and/or Plea			0.0	\$	0.00							
b. Bail and Detention Hearings			0.8	\$14	0.00		+					
d. Trial			0.0	S	0.00							
e. Sentencing Hearings			0.0	\$	0.00		Ŧ		_			
I. Revocation Hearings g. Appeals Court			0.0	S S	0.00		+					
h. Other			0.0	Š	0.00						-	
a Interviews and Conferences	Totals		0.8	\$14	0.00		F					_
 a. Interviews and Conferences b. Obtaining and Reviewing Reco 	rds		0.0	S	0.00		-					
c. Legal Research and Brief Writin	ng		0.0	\$	0.00							
d. Travel Time e. Investigative and Other Work			0.4	\$7	0.00		+					
c. International and other from	Totals		0.4	\$7	0.00							
Travel Expenses (lodging, parking	, meals,			5	0.00							
Other Expenses (other than expert)					0.00		-					
transcripts, etc.)			_	3	0.00		+					
CLAIMED AND ADJUSTED)				\$21	0.00							
CERTIFICATION OF ATTORNEY FOR TH	E PERIOD O	FSERVICE	20. CA	APPOINTM SE COMPL	ETIO?	TERMINATIO: N	N DATE	IF OTHER TH	AN 21. 0	CASE DISPO	SITION	
FROM: 03/12/2025 TO: 4. LAW FIRM NAME AND MAILING ADDRI	03/12/2025											
I am Oregon Attorn TIN (SSN):10 Electronic payments will CIA checking	iey l be sent	to:										
Routing Number: 12330	5378. UI	MPOU/	A BA	ANK								
Account Number:	•••78											
CLAIM STATUS		nim Payment	(E)		noleme	antal Payment	C	Withholding P	evment (-) (Tetal)		
			~		- Provide					(
Have you previously applied to the con f ves, were you paid?	urt for comp	pensation	and/o	r reimbur:	semer	nt for this ca	se?	U YES				
Other than from the Court, have you, o	or to your ki	nowledge	has a	nyone else	e, rec	eived payme	nt (co	mpensation o	or anyth	ing of val	ue) from	
ny other source in connection with th Swear or affirm the truth or correctness of the	is represent above stateme	ation?	U ·	YES	N	O If yes	, pleas	e attach supp	orting	document	ation	
ignature of Attorney:								Date S	igned:			
	AP	PROVEI	FO	R PAYMI	ENT	- COURT U	SE O	NLY				
IN COURT COMP. 24. OUT O	COURT CO	MP.	25. TR	CAVEL EXP	ENSES	26	OTHE	R EXPENSES		TT. TOTA	LAMI APPR/C	ERI.
SIGNATURE OF THE PRESIDING JUDGE						D	TE			28a. JUD	SE CODE	
IN COURT COMP. 30. OUT O	F COURT CO	MP.	31. TP	RAVEL EXPI	ENSES	5 32	OTHE	R EXPENSES		33. TOTA	LAMT. APPR./C	ERT.
SIGNATURE OF THE CHIEF JUDGE, COL	RT OF APPE	ALS (OR	DATE			34	a. JUDO	GE CODE		TOTAL	MT. CERTIFIEI	D FOR
LLEGATE) Payment approved in excess of t nount	ne statutory ti	ereskold								PAYMEN		
							_			_		
ublic/Attorney	Attention:	The note	s you	u enter wil	ll be a	available to r	the ne	xt approval I	evel.			
lotes												+
□ I swear and affirm the trut	h or corre	ctness o	of th	e above	stat	ements ar	nd the	e payment				
account selected is accurate	e.									1	<u>Sul</u>	om
Date:												
											_	
First < Previous Next >	Last »		[Save				Delete D	raft		Aud	it Assist
									-			

Review to ensure correctness including the selected payment details.





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.



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.

roup by a particular Header, drag	the column to this area.		Search:
Case	Defendant	Туре	Status
: <u>14-CR-08805-AA-</u> itar:: 06/12/2014 ind:: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court
<u>: 14-CR-08805-AA-</u> tart: 03/03/2014 nd: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
:14-CR-08805-AA- tart: 04/02/2014 nd: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court

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 Documen	ts	No. of Concession, Name	A G ROM COLUMN	
To group by a particular l	Header, drag the column to this area.	liv Aporto	Search:	
Case	Defendant	Туре	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.



You can expand the Services and Expenses fields by clicking the down arrow (**v**) 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	0.0	¢120.50
Hearing	0.5	\$135.30
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 Servic	es	
Service	Hours	Amt.
Interviews and	5.1	\$796.20
Conferences	0.1	<i>ψ/ 30.20</i>
Obtaining and Reviewing	4.9	\$760.70
Records		
Legal Research and Brief	6.0	\$947.40
writing Travel Time	4.2	ACCE ED
Travel Time	4.2	\$055.50
Work	4.5	\$701.40
Totals	24.7	\$3,861.20
Expenses: \$90.6	3	-
Travel		
Expense Type		Amount
Travel Miles		\$90.63
Iravel Misc		\$0.00
То	tals	\$90.63
Expenses		
Expense Type		Amount
Fax		\$0.00
Long Distance Charges		\$0.00
Photocopies		\$0.00
Postage		\$0.00
Other Expenses		\$0.00
То	tals	\$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	Basic Info Services	Expenses Claim Status	Document	s 🕑 Confir	mation	
Def.: Jebediah Branson <u>Link to CM/ECF</u>	Basic Into 1. CIR. DIST DIV.CODE 0101 3. MAG. DKT DEFNUMBER 7. IN CASE MATTER OF(Case Name) USA v. Branson	PERSON REPRESENTED Jebediah Branson 4. DIST. DKT DEFXVLMERR 1-14-CR-0805-1-AA 5. PAVIENT CATEGORY Felony (including pre-trial diversion of alleged felony)	5. APPEALS. DKT/DEF 9. TYPE PERSON REP Adult Defendant	'NUMBER RESENTED	VOUCHER NUMB 6. OTHER. DKT D 10. REPRESENTA Criminal Case	ER DEFNUMBER TION TYPE
Voucher #: Start Date: End Date: Services: \$0.00	15.153.57 EUSPECTION VIOLAT 17. NTORNY NAME AND MALING Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 10-833-5623 Cell phone: 210-555-1234 Email: <u>iss.ornelas@acks.uscourts</u> 14. LAW FIEM NAME AND MAILING AND	ION PENALTIES ADDRESS .EQY DDRESS	13. COURT ORDER A Attociate L Learned Counsil (Capital Oaky) S Pro Se Y Standby Counsel Prior Attocary, Name Apprintment Devinding Jn Separator of Providing Jn Milert Albertat Data of Order 3/3/2014 Repsymmet yrgs V	C Co-Counsel C Appeinting Counsid T Retained Attorney adge or By Order of Nume I	D Federal Defender P Subs for Panel Attorney U Subs for Pro Se the Court Pro Tunc Date	F Subs for Federal Defeader R Subs for Retained Attorney X Administrative
Tasks Link To Appointment Link To Representation Actions Import Service Entries (.csv) Reports Form CIA20 Defendant Detail Budget	Preferred To yee Andrew Preferred To yee Andrew Billing Co 110 Main San Anto 78210 - U Phone: 2 Fax:	Anders - Andrew Anders ➤ Anders - Andrew Anders de:0101-00002 Street nio, TX JS 10-833-5623				



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	
Service	s					
eVoucher now pro format. The CSV and service type	ovides the ability to file must contain all values.	import service tin required column	ne entries exported fr headings and data ty	om a law firm billing : pes. Please download	o <mark>r sample spreadsheet f</mark> r the correct column h	SV) eadings
IMPORTANT: It contents of the in	is recommended to nported CSV file.	start with a blan	k voucher. Otherwise	all existing service e	ntries on the voucher will be overwritten with the	
- Additional Inform	mation				1	
Each service lin	e entry must hav	e data in the fol	llowing columns:			
 Date Hours Description Service T 	on ype (EXAMPLES: "1	6b" or "16b. Obta	ining and Reviewing	Records")		
The following o	olumns do not rec	quire data, but s	should be included	in the header row:		
 Doc# Pages 						
- For additional info	ormation refer to the	e eVoucher Online	e Help.			
CSV file when o Date, Hours, Desi 1/4/2021,1.0,Met 1/4/2021,.5,Revie 1/5/2021,1.2,"He	opened in a text en cription, Service Typ : with client,16a. Int ewed Indictment,161 aring on Motion to I	ditor might lool e, Doc#, Pages erviews and Conf o,4,25 Dismiss, including	k like this: erences,, wait time",15c,,			
			Import Servi	ce Entries (.csv)		
Date	9/3/2021 *	1	Descriptio	n]
Service Type			*			
Doc.# (ECF)	Pag	jes			· · · · · · · · · · · · · · · · · · ·]*
Hours	* at :	\$155.00 per hour.			Add Remove	:
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.



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

Basic Info	Services	Expe	nses 👌 🕨 Claim	Status	Documents	Confirmation					
Service	S										
eVoucher now pr data types. Pleas	ovides the abilit e download our	y to import s sample spre	ervice time entries adsheet for the con	exported from a rect column head	law firm billing sy lings and service	vstem and saved in C type values.	omma Separa	ted Va	alues (C	SV) forma	at. The CSV file must contain all required column headings and
IMPORTANT: It	is recommende	ed to start wi	th a blank voucher.	Otherwise, all ex	kisting service en	tries on the voucher v	vill be overwri	tten v	vith the	contents	of the imported CSV file.
+ Additional Info	rmation										
					Im	port Service Entries (.csv)				
Date Service Type	8/6/2021	*		Description					<u></u>		
Doc.# (ECF)		Pages					_]*	
Hours	*	at \$152.00	per hour.				Ad	d	Remove	:	
* Required Fields											
To group by a pa	articular Header,	, drag the co	lumn to this area.								
Service Type		Date	Description				1	Hrs	Rate	Amt	
				(Emp	ty)						
											1

Note: The column headings for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.



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.



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.



The authorization opens to the Basic Info tab.

Step 3

Next, click Create New Authorization.

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 10. REPRESENTATION TYPE Criminal Case		
7. IN CASE/MATTER OF(Case Name) US v. Mickey Mouse	 PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) 	9. TYPE PERSON REP Adult Defendant	RESENTED			
11. OFFENSE(S) CHARGED 10:2408 M DEFENSE CONTRAC	T RELATED FELONIES CONTRACT	ORS				
12. ATTORNEY'S NAME AND MAILING	ADDRESS	13. COURT ORDER				
Kerry Reynoldswrap - Bar Numbe 401 W Washington	r: 42474	A Associate	C Co-Counsel	D Federal Defender	□ F Subs for Federal Defender	
Phoenix AZ 85003 Phone: 602-322-7150		□ L Learned Counsel (Capital Only)	B O Appointing Counsel	P Subs for Panel Attorney	□ R Subs for Retained Attorney	
		🗆 S Pro Se	T Retained Attorney	U Subs for Pro	X Administrative	
		□ Y Standby Counsel				
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju	dee or By Order of t	he Court		
14. LAW FIRM NAME AND MAILING A	DDRESS	Bridget S Bade Date of Order 1/1/2017		Nunc Pro Tunc Date	unc Pro Tunc Date	
		Repayment 🗆 YES 🖬	NO			
Authorization Type fou can click the Create New Autoria factor approved automatics Create New Authorization Use this button to create a new authorization.	e Selection thorization button to create a new aut and that you would like to request addition	horization request, o onal funds for.	r click the Requ	est Additional F	unds button to sele	



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	\$ 3000.00 *
Authorized Amount	\$ Deactivated
Basis of Estimate	\$75/hr for 40 hours
Description	Investigative Services
Service Type	Investigator 🗸 *
Notes	John Doe Investigator
« 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.



Click Save.



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

On the Documents tab, you will add your court order, if you previously obtained one. If this is a new request Step 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.



7

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.
Basic Info Documents Confirm Supporting Document File Upload (Only Pdf files of 10MB	ation S size or less!)
File Description	Browse
Description	No Attachments

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

Basic Info	Documents Confirmation		
Support	ing Documents		
File Upload	(Only Pdf files of 10MB size or less!)		
File	Browse		
Description			
		Up	load
			_
Description		Delete	View
Investigator DPS P	'I ID Card	Delete	View
AZD AUTH.Investig	gator.submitted 7.15.19	Delete	View
Investigator CV		Delete	View
« First 🛛 < Pre	vious Next > Last » Save Delete Draft	Au	dit Assist



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.

Success				
This document has	been submit	ted.		
Please keep the fo	lowing docum	nent number	for your own re	cords:
0970.0579	401			
Back to:				
Home Page	Dago	r		

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.

13

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.



From the **Appointment Info** page, click **Create** next to AUTH.



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



Next, click Request Additional Funds.

Basic Info

Basic Info

1. CIR/DIST/DIV.CODE 0970	2. PERSON REPRESENTED Mickey Mouse		VOUCHER NUMBER		
3. MAG. 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	 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 CONTRAC	T RELATED FELONIES, CONTRACT	TORS		100 - 1	
12. ATTORNEY'S NAME AND MAILING	ADDRESS	13. COURT ORDER			
Kerry Reynoldswrap - Bar Number: 42474 401 W Washington Phoenix A.Z \$5003 Phone: 602-322-7150		A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
		L Learned Counsel (Capital Only)	O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney
		🗆 S Pro Se	T Retained Attorney	U Subs for Pro	🗆 X Administrative
		Y Standby Counsel			
		Prior Attorney's Name Appointment Dates			
	PREFA	Signature of Presiding Ju	age or By Order of	the Court	
14. LAW FIRM NAME AND MAILING A	DDRESS	Date of Order 1/1/2017		Nunc Pro Tunc Date	
		Repayment D YES D	NO		

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.





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	Please Select the Authorization to	request additional funds for:	
Use this button to create a new authorization.	ID Number: 497579 Order Date: 01/01/2017	Service Type: Investigator	
Request Additional Funds Use this button to select an approved	Authorized Amount: \$3,000.00 Grand Total Amount: \$0.00	Estimated Amount: \$3,000.00 Notes: John Doe Investigator	
authorization that you would like to request additional funds for.	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)

Order Date		
Nunc Pro Tunc Date		
Repayment		
Estimated Amount	\$ 1125.00 =	
Authorized Amount	\$ Deactivated	
Basis of Estimate	\$75/hr for 15 hours	
Description	Investigative Services	
Service Type	Investigator V *	
Notes	John Doe Investigator	
Create Authorization		

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.
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

Request for Addition	onal Funds on existing Authorization 497579
Order Date	
Nunc Pro Tunc Date	
Repayment	
Estimated Amount	\$ 1125.00 *
Authorized Amount	\$ Deactivated
Total Authorized	\$ 3000.00
Basis of Estimate	\$75/hr for 15 hours
Description	Investigative Services
Service Type	Investigator V *
Notes	John Doe Investigator
« First < Previous	Next > Last » Save Delete Draft Audit Assist
ck Save.	
ck the Documents tab c	or click Next.
the Documents tab, yo pplemental request with ormation in Support of	u would add your court order, if you previously obtained one. If this is a new nout a previous order, fill out the document entitled <u>AUTH - AZD Supplement</u> Request to Enlist Service Provider located on the court's website.
is is also where you add add an attachment, clio	any other relevant documents (i.e., CV/Resume/DPS Investigator ID card) k Browse to select your PDF file.



Step

Step 8

Step

9

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 Elign Lange (only 1946 Elign of 1949 Signers lengt)	_
	File Browse Description	Upload Delete View

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

		Basic Info Documents Confirmation	
		Supporting Documents	
		File Upload (Only Pdf files of 10MB size or less!)	
		File Browse	
		Description	
			Upload
		Description	Delete View
		AZD AUTH Investigator DPS PLID Card	Delete View
		Investigator CV	Delete View
Step 12	Click Save .	« First < Previous Next > Last > Save Delete Draft	Audit Assist
Step 13	Click the Confirm ation o	ation tab or click Next. The Confirmation tab will open. Review n the Confirmation tab for accuracy.	
Step 14	Select the check b authorization will	box to swear and affirm to the accuracy of the authorization. The automatically be time stamped.	

Public/Attorney Notes	Attention: The notes you enter will be available to the n	ext approval level.
✓ I swear an Date: 6/5/2	d affirm the truth or correctness of the above statements 018 15:36:40	<u>Submit</u>
« First < Previ	us Next > Last > Save Delete Draft	Audit Assist

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.

Success	
This document has been submitt	ted.
Please keep the following docum	nent number for your own records:
0970.0579401	
Back to:	
Home Page Appointment 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)



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)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATIO	N 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.

. CIR/DIST/DIV.CODE 101	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)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Roberts et al	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. 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





If you clicked to use an existing Associated Authorization, in Step 2:



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 Inform	ation	
Service Type	Chemist/Toxicologist	*
Description	Toxicology report.	\sim

Step 4

Enter a brief description of the service to be provided in the **Description** field.



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.

Evenerat	Tufe	Julie Jennings
Details	Into	110 Main Street San Antonio TX 78210 US Phone: 210-452-5512
uchor A	ssianment *	
is indicato	s who will be resp	ponsible for filling the voucher claim part
is maicale:		
Create Vo	oucher	

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 O 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



Click Create Voucher.

Note:

- If the expert you selected is not authorized to enter their own vouchers in eVoucher, you must submit the voucher on behalf of the expert. When you submit the voucher, 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**.

Payment Details

Beginning with eVoucher 6.11, service providers must have set up a Payment Account in the Vendor Manager System (VMS). Upon creation of vouchers, attorneys should select the payment account for the service provider.

On the Basic Info tab, select the service provider's payment account.

Expert Contact Info I am Oregon Expert U S S03555555 b S S S S S S S S S S S S S S S S	/
Payment Details Select the payment details. Payment accounts that are read	dy to display below.
Law Office of Panel Attorney LLC	÷
Law Office of Panel Attorney LLC TIN (EIN):50	
Electronic payments will be sent to: CJA Checking two Routing Number: 08100032, BANK OF AMERICA, N.A. Account Number:	Authorized Agent: I am Oregon AA Two 1 N CENTER COURT ST PORTLAND, OR 97227-2102 b 5035555555

If there is no payment detail to be selected, the provider has not set up their payment account in VMS and they should be directed to do so.

	Expert Contact Info Test AZX-e101 101 Expert St Phoenix, AZ 85080 US 222-222-2222 deadmail@aotx.uscourts.gov
	Payment Details Select the payment details. Payment accounts that are ready to use display below. Image: Comparison of the payment details. Image: Comparison of the
Payment of Go to the Ba	letails not selected asic Info tab and select the payment account
Final Payment Interim Payment (#) CLAIMANT'S CERTIFICATION FOR PERIOD I hardy cartify that the above claim is for survices rander Signature of Claimant/Payee: Da	Supplemental Payment Withholding Payment () (Total) OF SERVICE: FROM TO of and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. te:

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 <u>twice</u>. 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 clic	k Next on the progress bar.			
Step 2	In the corresponding fields, <u>the attached invoice; it is na</u> Date should be either be th	enter the date, units (hours), rate, and description. <u>At</u> ot necessary to enter line-item entries for service provid e first or last date of service from the invoice.	<mark>torney:</mark> l <u>ers</u> . (S	<mark>s can s</mark> See be	<mark>summarize</mark> low). The
Step 3	Click Add .	Basic Info Services Expenses Claim Status Documents Confirmation Services Date 11/3/2017 Email Description Units Rate # Email Email		↓ ×	
Step 4	Click Save.	Required Fields To group by a particular Header, drag the column to this area. Date Description 10/30/2017 Investigative Services performed (20 hours at \$75/hr). See attached invoice. 10/30/2017 Travel performed (10 hours at \$37.50/hr). See attached invoice.	d Remov	e Amt 0 \$1,500.0 0 \$375.00	
		« First < Previous Next > Last » Save Delete Draft Audit Assist			

Entering Expenses

Step 1

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



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.



Click Add.

Expenses							_
Date 11/3/2017	• 🇰		Description			,	\sim
Expense Type		-					× •
Miles Amount * * Required Fields	at \$0.5350	per mile.		Add		emove	
To group by a particular Header,	drag the col	lumn to this area.					
Expense Type	Date	Description			Mile	Rate	Amt
Travel Miles	11/03/2017	Travel Miles (200). S	ee attached invoice.		200	\$0.535	\$107.00
Travel Misc.	11/03/2017	Hotel and Travel cos	ts for 11/1/17 trip. See	e attached invoice and receipts.	0	\$0.000	\$234.56



Click Save.

Note:

At any point, click **Audit Assist** and the system will search for any warnings or errors.

Claim Status



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



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.

art Date 6/12/2014 =		End Date	6/14/2014 -
Payment Claims	-		
Final Payment			
🔿 InterimPayment 🛛 🚺 (payment	#)		
Supplemental Payment			
Withholding Return Payment			

Select an option in the Payment Claims section. Step (See Note below)



3

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.
- After final payment has been submitted, a supplemental payment may be requested due to a missed or • forgotten entry.

Documents



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



Confirmation - Signing and Submitting to Court

On the **Confirmation** tab:



A confirmation screen displays indicating the previous action was successful and the voucher has been submitted. <u>The</u> <u>voucher is submitted next to the attorney for approval.</u>

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.

Success	
This document has been submitted	i.
Please keep the following documer	nt number for your own records:
0970.0497592	
Back to:	
Home Page	
Appointment Page	

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.



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

E	My Active Documents				
1	To group by a particular Header, drag) the column to this area.		Sea	ch:
	Case	Defendant	Туре	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



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



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 submitte	d.
Please keep the following docume	nt number for your own records:
0970.0497592	
Back to: <u>Home Page</u> <u>Appointment Page</u>	

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, AZ form) on CM/ECF.

Step 1 F

From the **Appointment** page, click **Create** next to AUTH-24.



The Authorization opens to the **Basic Info** page.

SUCCEEDING IN WHI	CH TRANSCRIPT IS TO	D BE USED (Describe	briefly)	
				▲ ▼ *
PROCEEDINGS TO BE prosecution opening s argument, prosecution	TRANSCRIBED (Desci statement, defense op n rebuttal, jury instru	ribe specifically). NO vening statement, wi ctions, and/or misce	TE: For trial transcripts, spe tness testimony, prosecution llaneous conferences.	cify, e.g., voir dire, n argument, defense
				^
pportioneu (%)				
Apportioned Case and Defendant				
Apportioned Case and Defendant Special Transcript Jandling	30-Day	•		
Apportioned Case and Defendant Special Transcript Handling Order Date	30-Day	*		

Under Proceeding in Which Transcript is to be Used , enter the reason for the transcript request (i.e. Appeal; Motion for New Trial, etc.).
Under Proceeding To Be Transcribed enter the hearing type and date of hearing being requeste

Under **Proceeding To Be Transcribed**, enter the hearing type and date of hearing being requested (i.e. Change of Plea 6/1/24; Sentencing 9/1/24). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.").



Step

Step

3

2

Under **Special Transcript Handling**, If other than standard delivery (30 days), select the requested delivery type from drop down menu (Options are: 14-Day, 7-Day (Expedited), 3-Day, Next-Day (Daily), 2-Hour (Hourly), and Realtime Unedited.) <u>If other than 30-day delivery selected, you must attach</u> justification letter to the Documents tab.

Upload

View

Audit Assist

Delete View

<u>Delete</u>

Delete View





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.

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 <u>IN ADVANCE</u> of exceeding the limit in <u>non-budgeted</u> cases. If this is a budgeted case, please use Budget AUTH document rather than CJA-26.

 Step 1
 Fill out the <u>Confidential Ex Parte Attachment to CJA 26</u> approved by the judges located on the court's website

 1
 Step 2

 Step 2
 From the **Appointment** page, click **Create** next to CJA-26.

 Image: Classical Compensation Claim in Excess of the Statutory Case Compensation Maximum District Court

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

Centr Jebedian Branson	1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
tk to OM/ECF	3. MAG. DKT DEF NUMBER	4 DEST. DKT. DEF.NUMBER 1:14-CR-08805-1-AA	6 APPEALS DKT-DEF NUMBER	6. OTHER DKT DEF NUMBER
oucher #: equest Date:1/1/1901	7: EN 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
ausion Dater1/1/1901	11. OFFENSE(5) CHARGED 15:1825 F INSPECTION VIOLAT	ION PENALTIES	69	18
Reports Defendant Summary Budget Report Totals only of budget info for defendant Defendant Detail Budget Report Detail budget info for defendant Eorm CIA25	12. ATTORNEY'S NAME ANDMAILING A Anders - Bar Number: 123 110 Main Street San Antonio TX 78210 Phone: 210-833-5623	DDRESS	13. COURT ORDER 14. Associate A Associate F Subs for Federal Defender @ A F Subs for Pasel Attorney Standby Counsel Frier Attorney's Name Appointment Dates Signature of Presiding Judge or By Orde Albertson Name Ray Texas Ray Texas	to-Council ppointing Council also for Retained Attorney er of the Count
	Amount Requested Pre Trial HoursO Trial Number of Counts Other Pending Cases Sentencing Guideline Range Mandatory Minimum Found	0 + Hours 0 Sentencing Ho 0 Number of Co-Defendants	Amount Approved Amount Approved Hours 0 Hours 0	0 Out-Of-Court Hours 0

Step 3 Enter the information required on the **Basic Info** screen. Please note that the amount requested is the amount <u>over</u> the current statutory maximum or excess fee limit. (i.e. Statutory maximum is \$13,600 and you need an additional \$5,000 for a case total of \$18,600, the amount requested is \$5,000.) Estimate your hours needed under Pre Trial, Trial, Sentencing, Other In-Court and Out-of-Court.

Step Click the Justification tab or click Next, located on the progress bar.

Step 5

4

You need not fill out the Justification tab other than to reflect "See attached document." in Box 3.

3. Describe discovery materials (nature and volume) and/or discovery practices which are a note	eworthy factor in the number of hours
claimed. See attached document.	
	1
4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or are a noteworthy factor in the number of hours claimed and which were drafted originally for th motions, etc., unless content was modified significantly).	regai research not resulting in such, wh is case (do not include standardized
	,
5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses inl organization) which are a noteworthy factor in the number of hours claimed.	terviewed, record collection, document
 Describe whether any of the following client considerations are a noteworthy factor in the nu communication with client/family. Januage difference, accessibility of client or other 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nui communication with client/family, language difference, accessibility of client, or other 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nui communication with client/family, language difference, accessibility of client, or other 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nui communication with client/family, language difference, accessibility of client, or other 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nui communication with client/family, language difference, accessibility of client, or other 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nu 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 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nu 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 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nur 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 	mber of hours claimed and explain each
 Describe whether any of the following client considerations are a noteworthy factor in the nur 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 	mber of hours claimed and explain each
7. Describe whether any of the following client considerations are a noteworthy factor in the nur 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 provid Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) comple Knowledge, skill efficiency, professionalism, and judgment required of and used by coursel; (e) nature o Realing from the representation; and (f) any extraordinary pressure of time or other factors under whic	mber of hours claimed and explain each mber of hours claimed and explain each ded to support this compensation request why or novelty of legal issues and factual nover in which duties were performed and f coursel's practice and hardship or injury th services were rendered.
2. Describe whether any of the following client considerations are a noteworthy factor in the nur 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 provi 9. Explain any other noteworthy circumstances regarding the case and the representation provi 9. Explain any other noteworthy circumstances regarding the case and the representation provi 9. Explain any other noteworthy circumstances regarding the case and the representation provi 9. Explain any other noteworthy circumstances regarding the case and the representation provi 9. Explain any other noteworthy circumstances the maintude and importance of the complexity; (b) comple 7. Explain any other noteworthy circumstances the maintude and importance of the case (d) na 8. Explain any other noteworthy circumstances of the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation provi 9. Explain any other noteworthy circumstances the case and the representation	mber of hours claimed and explain each mber of hours claimed and explain each ded to support this compensation request with or novelty of legal issues and factual nore in which duties were performed and f counsel's practice and hardship or injury th services were rendered.



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



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	Basic Info Justification Documents	
8 Click Upload .	Supporting Documents	
	File Upload (Only Pdf files of 10MB size or less!)	
	File Browse	
	Description	
		Upload
	Description	Delete View
	Request to Exceed Stat Max.dated 10/1/2017	Delete View
I	« 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.

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.



The confirmation tab displays.

Step 11 Verify all information is correct.	Attention: The notes you enter will be available to the next approval level. Public/Attorney Notes
Step Select the affirmation check box. 12	✓ I swear and affirm the truth or correctness of the above statements Date: 7/3/2014 14:53:34
Step 13 Click Submit . Your individual login and password will serve as your electronic signature.	

A confirmation screen displays indicating the previous action was successful and the CJA-26 request has been submitted.



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: <u>Home Page</u> <u>Appointment Page</u>				

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 <u>budgeted</u> 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 <u>smorris@ce9.uscourts.gov</u>. For additional information on budgeting, please review: <u>www.ca9.uscourts.gov/cja</u>.



Click the case number to access the Appointment Info page.

group by a particular H	eader, drag the column to this area.			Search:
Case	Defendant	Туре	Status	Date Entered
8:18-AP-02493 Start: End:	Person170209 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	06/27/2019
nnointmonte' Lict				Page 1 of 1 (1 it
		Defendant		
Case: 8:14-AP-03599		Defendant: Pe Representation	rson88885 Type: Appeal of a Trial Dispositior	1
Defendant #: 1 Case Tide: Uniced So Attorney: andrew and	ates vs. Person88885 ders	Order Type: Ap Order Date: 11/ Pres. Judge: Te Adm./Mag Judg	pointing Counsel /17/14 st 08C-j2 ie:	



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

Home Operations Reports Links He	elp login
Appointment	Appointn
In this page you will find a	1. CIR./DIST/DIV.CODE
summary about this	08AC
appointment, including a list or	5. MAG. DK1/DEF.NUM
appointment and links to create	7. IN CASE/MATTER OF
new vouchers	United States vs. Ders
	Cliffed States vs. Pers
View Representation	10. OFFENSE(S) CHARG
Create New Voucher	12:1457.M PENALT
	andrew anders
AUTH Create	1 Attorney St Pierre SD 57501
Services	Phone: 111-111-1111
AUTH-24 Create	
Authorization for payment of	
transcript	
BUDGETAUTH Create	
Authorization for Excess Attorney	
Services on Budgeted Case	

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.

BUDGETAUTH Attorney Enter	Basic Info	on Request	Documents	Confirmation			
Authorization	Basic Info						
Def - Sample Defendant	1. CIR/DIST/DIV.CODE	2. PERSON REPRE	SENTED			VOUCHER NUMB	ER
Cert Sample Ceremany	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.	NUMBER	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT/D	EF.NUMBER
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	2:19-CR-01000- 8. PAYMENT CAT	-1-GMS ECORY	9. TYPE PERSON REPR	RESENTED	10. REPRESENTA	TION TYPE
Norab He	USA v. Sample Defendant	Felony (includin of alleged felom	g pre-trial diversion	Adult Defendant		Criminal Case	
Voucner #: Request Date:	11. OFFENSE(S) CHARGED	and the second second					
Decision Date:	8:1324.F 8:1324(a)(1)(A)(ii) and (a) 12. ATTORNEY'S NAME AND MAILING A	(1)(B)(1) - Transp DDRESS	ortation of an Illegal	Alien for Profit 13. COURT ORDER			
	Sample Attorney - Bar Number: 000	00		A Associate	C Co-Counsel	D Federal	F Subs for Federal
	Phoenix AZ 85004			L Learned Counsel	☑ O Appointing	D P Subs for Pane	R Sub: for Retained
Tasks	Phone: 602-555-1234 - Fax:			(Capital Only)	Counsel	Attorney	Attorney
Link To Appointment				S Pro Se	Attorney	Se	X Administrative
Link to Representation				Y Standby Counsel			
				Prior Attorney's Name Appointment Dates			
Reports	14 LAW FIRM NAME AND MAILING AD	DRESS		Signature of Presiding Ju Deborah M Fine	dge or By Order of t	he Court	
Budget AUTH Form Report				Date of Order		Nune Pro Tune Da	de l
Budget AUTH Form Report				Repayment D YES B	NO		
	Order Date						
	Nunc Pro Tunc Date						
	Budget Phase/Stage	Pretrial		•			
	Attorney Funding Inform	ation					
	Current Representation Limit	\$	11,500.00				
	Requested Additional Attorney Fee	s \$	40,000.00 +				
	Authorized Additional Attorney Fee	s \$	•				
	Grand Total Authorized Attorney F	ees \$	11,500.00				
	Notes					/	N
							-
	« First < Previous Next >	Last »	Save			Delete D	Draft

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.

Service Provider Type	Documents Examiner	*		
	Previous Authorization	ons 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: Do Estimated Amou DO Notes:	ocuments Examiner nt: \$1,000.00	
Previouly Authorized Amour Additional Amount Requeste	nt \$1,000.00 ed 10000.00 *			
Required Fields			Add	emove
Required Fields To group by a particular Hea	I der, drag the column to this area.		Add	emove
Required Fields To group by a particular Hea Service Provider Type	der, drag the column to this area. Previously Authorized Amount	Additional Amount Requested	Add Re Description	emove
Required Fields To group by a particular Heat Service Provider Type Chemist/Toxicologist	der, drag the column to this area. Previously Authorized Amount \$0.00	Additional Amount Requested \$500.00	Add Re Description Chemist	emove

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.

Request For S	ervice Providers		
Service Provider Type	Accountant	× -	
	Previous Authorizations for t	this Provider Type:	
	No F	Previous Authorizations Hound]
Previouly Authorized Amount	\$0.00		
Additional Amount Requested	1000.00 *		
Addtonal Amount Authorized			
Additional Amount Authorized Description		×	



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**.

equested Additional Attorney F	ees	\$100,00	00.00 Current	Representation Limit		\$100,000.00	
		17.027.00	Authoria	ed Additional Attorney Fees			
			Grand T	otal Authorized Attorney Fees		\$100,000.00	
OTES: Requests For Service	Providers						
ervice Provider Type	Previouly Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description			
Themist/Toxicologist	\$0.00	\$500.00		Chemist			
Ballistics	\$0.00	\$2,000.00	8				
fotals	\$0.00	\$2,500.00					
lvder Date	N	anc Pro Tunc Date	Budget I initial	Phase Stage			
ignature of Attorney indrew anders			Date Sig	ned	Requested Amoun	\$102,500.00	
ignature of Presiding Judge	Da	ite Signed	Judge C	ode	Approved Amount		
ignature of Chief Judge, Court o	of Appeals(or Delegate) Da	ite Signed	Judge C	Judge Code		Approved Amount	
	Aug	The notes you en	ter wil be av	alable to the next approv	al level.	d	



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 <u>GSA travel website</u> 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).





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

Appointment	Appointment	Info				
summary about this	1. CIR/DIST/DIV.CODE 0970	2.PERSON REPRESENTED Sample Defendant 1			VOUCHER NUM	BER
appointment, including a list of vouchers related to this	3. MAG. DKT/DEF NUMBER	4.DIST.DKT/DEFNUMBER 2:20-CR-00001-1-SJ	5.A PPEALS.DKT/DEF	NUMBER	6. OTHER. DKT/I	DEFNUMBER
appointment and links to create	7. IN CASE/MATTER OF(Case Name) 8. PAYMENT CATEGORY 9. Felony (including nre-trial diversion)		9. TYPE PERSON REPRESENTED		10. REPRESENTATION TYPE	
	USA v. Sample Defendant1	of alleged felony)	Adult Defendant		Criminal Case	
View Representation	10:2408.M DEFENSE CONTRA	CT RELATED FELONIES, CONTRAC	TORS			
Create New Voucher	12. ATTORNEY'S NAME AND MAILI Sample Attorney - Bar Number: 1 Street Name	NG ADDRESS 00001	13.COURT ORDER	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
Authorization for Expert and other	Phoenix A Z 85003 Phone: 111-222-3333		L Learned Counsel (Capital Only)	✓ O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney
AUTH-24 Create	Cell phone: 111-555-1212		S Pro Se	T Retained Attorney	U Subs for Pro	XAdministrative
Authorization for payment of transcript			Y Standby Counsel			
BUDGETAUTH Create Authorization for Excess Attomey Fees and/or Expert and other Services on Budgeted Case			Prior Attorney's Name Appointment Dates Signature of Presiding -	Judge or By Order of	f the Court	
CJA-20 Create Appointment of and Authority to Pay Court-Appointed Counsel	14. LAW FIRM NAME AND MAILING	ADDRESS	Date of Order 1/2/2020 Repayment VES	NO	Nunc Pro Tunc Date	
CJA-21 Create	Vouchers on File					
and other Services	To group by a particular Header	r, drag the column to this area.		Se	arch:	
CJA-26 Create	Case Defendant	Туре	Status		Date Enter	ed
Excess of the Statutory Case Compensation Maximum: District Court		Norowshave been re	corded on the datab	ase		
TRAVEL <u>Create</u>						No data
Authorization for payment of Travel						
Reports						
Defendant Detail Budget Report -						
Attorney Detailed budget info for defendant						

Step 3 The document will open on the Basic Info tab, click the Authorization Request tab.

	Basic Info	tequest > Documents > Co	nfirmation			
Def.: Sample Defendant1	Basic Info					
Link to CM/FCF	1. CIR/DIST/DIV.CODE 0970	2. PERSON REPRESENTED Sample Defendant1			VOUCHER NUMBER	2
	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 2:20-CR-00001-1-SJ	8. APPEALS. DKT/DEF.NUT	MBER	6. OTHER. DKT/DEF	NUMBER.
Voucher #: Request Date: Decision Date:	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 REPRESS Adult Defendant	ENTED	10. REPRESENTATE Criminal Case	ON TYPE
Amount Claimed: \$0.00	11. OFFENSE(5) CHARGED 10:2408 M DEFENSE CONTRACT REI 12. ATTORNEY'S NAME AND MAILING ADDR Sample Attorney - Bar Number: 00001 1. Street Name	LATED FELONIES, CONTRACTORS ESS	13. COURT ORDER	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
Tasks	Phoenix AZ 85003 Phone: 111-222-3333 Cell phone: 111-555-1212		L Learned Counsel (Capital Only)	 O Appointing Counsel T Retained 	P Subs for Panel Attorney	R Subs for Retained Attorney
Link To Appointment	our protect and a set of the		S Pro Se Y Standby Counsel	Attorney	U Subs for Pro Se	□ X Administrative
			Prior Attorney's Name Appointment Dates Signature of Presiding Judge - Samula Ludge	or By Order of the C	ourt	
	14. LAW FIRM NAME AND MAILING ADDRES	3	Date of Order 1/2/2020 Repayment ::: YES ::: NO	,	Nunc Pro Tunc Date	
	Travel Agency to be Used:	National Travel Service (NTS)	~			
		National Travel Service (NT: 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email:	S)			
	<< First < Previous Next> L	ast>> Save	Delete D	Draft	Audi	it Assist

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

Name and Title of Person Traveling: Address of Person Traveling: Travel From Location:		¥
ravel To Location: Estimated Dates of Travel:		
ravel Requested: * irline Tickets via CJA Government Travel Agency: Ground Transportation: Gubsistence (Hotels & meals): Other: Total Estimated Cost: Total Authorized:	Estimated Cost:	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 base on the estimated amounts entered in the Travel line items. Complete information for one traveler per form.
Purpose and Justification:		
Court Notes		



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 ex for travel for one o	penses must be in day or last day is u	compliance with up to the MIE rate	government travel i	regulations. Actual cost of	hotel and meals	to the establish	Add Remove
To group by a pa	rticular Header, di	rag 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		

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.

Def.: Leroy Bedeli, Sr	Basic Info Authorization Request Documents Confirmation Supporting Documents	
Link to OW/ECF Voucher #: Request Date: Decision Date:	File Browse Description	
Amount Claimed: \$0.00	Description	Upload Delete View
	No Attachments	

Note: it is helpful to the reviewer if you attach a summary document indicating the details of how you got to the total amounts being requested for Estimated Costs (Airline Tickets, Ground Transport, Subsistence (hotels & meals) and Other (if any). If you have an estimate from National Travel, please attach it.

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 To Travel Dates		Purpose and Justification Estimated A		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				
Signature of Atto	n the troth or c	ORRECTNESS OF TH	E ABOVE STATEMEN	15.	Date Signed:				
Signature of Pres	iding Judge	Date Signed		Judge Code		Approved	Amount		
Signature of Chie Appeals (or Deleg	ef Judge, Court of (ate)	Date Signed		Judge Code		Approved	Amount		
Public/Attorney Notes		Attention	: The notes you en	ter will be available to the	e next approval le	vel.	^		
	_						*		
I swear Date:	and affirm the	truth or correc	tness of the ab	ove statements	-		Submit		
<< First < Prev	vious Next>	Last>>	Save	De	elete Draft		Audit Assist		



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.

Success
This document has been submitted.
Please keep the following document number for your own records:
0970.0876209
Back to: <u>Home Page</u> <u>Appointment Page</u>

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 Voucher Review Unit 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.



The service provider section has been similarly updated.

Expert and Other Services Budget - Requiring Authorization Defendant: John Doe Defendant: John Doe											
		Claimed				Approved				Voucher Info	
Voucher Dates	Voucher Number	Fees	Expenses		Total	Fees	Expenses		Total	Claim Status	Circuit Approved
			Travel	Other			Travel	Other			
Authorization Number: 0970.0	662475	Amount Requested: \$8,250.00 Amount			t Authorized:	Authorized: \$7,500.00			Attorney: David Attorney		
Specialty: Investigator											
Vendor: Susie Privateye (nvestigator)										
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: 09	Authorization Number: 0970.0662475				UTHORIZAT	ΓΙΟΝ ΤΟΤΑ	LS			Attorney: Dav	id Attorney
Specialty: Investigator		Amount Requested: \$8,250.00 Amount Authorized: \$7,500.00									
			Clai	imed			Аррі	roved		Fee Amoun	Remaining
		Fees Expenses		nses	Total	Fees	Expenses		Total	After Approved	After Pending and Approved
			Travel	Other			Travel	Other			
Total Cla	imed/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
P	ending 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 range of dates. 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 Voucher Review Unit 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.

Vouchers Paid Report

On your reports menu, you have access to an attorney report titled Vouchers Paid. This report contains a list of vouchers paid during selected range of dates. Payments will only show on this report once the payment system has communicated to eVoucher that the voucher has been paid.

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.



Click the View Report link to view errors.

Basic Info	Services Expenses Claim Status Documents Confirmation
Ð	Import failed. 5 errors were found in <i>CJA-20 Service Time Import.csv</i> during import process. No data was updated. View Report.
Servic	es

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								
Case Number: 1:14-CR-08805					Person Represented: Jebediah Branson)		
Rov	w	Errors	l ate	Hours	Description	Service Type	Doc#	Pages
Rov	w 3	Description is missing;	2/2021	0.2		15a. Arraignment and/or Plea		
Rov	w 9	Hours is missing;	/11/2021		Test	16c. Legal research and brief writing		
Rov	w 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	:/12/2021	0.9	Test	15c. Motion Hearings		~
Rov	w 11	Date is missing;		1	Test;	16d. Travel time		
Rov	w 12	Description has invalid character(s);	/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.


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.



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.

4	А	В	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	
з	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 arraignme	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 ICJ 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.



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

	AutoSave 💽 Off) 🛛 ५ - ९	⊻ ` →		Copy of CJA-20_Ser	vice_Time_Import.xlsx - Sav	ved -	
F	ile Home	Insert Pa	ge Layout Formulas	Da	ata Review	View Help ACRO	BAT	
ſ	Cut	Calibri	~ 11 ~ A	A	== *	^{ab} Wrap Text	Text	
Pa	aste ~ 🎸 Format I	Painter B I	U ~ II ~ <u> </u>	۹ <i>-</i>	≡≡≡	•= 🖶 Merge & Center	- \$ -	% 🤊 🔝
	Clipboard	L2	Font	٦	A	lignment	r <u>s</u>	Number
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Step 2

From the navigation menu on the left, click Save As.



On the Save As page, click the drop-down arrow and select CSV (Comma delimited) (*.csv)

Step

3



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.

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