

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.

Step 1

Go to the main menu bar, select Reports. On the reports page, select **Appointment Report**.



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

Home Operations **Reports** Links Help Sign out

> [Reports](#)

Attorney Reports

[Attorney Time](#)
 Report of attorney time per case (includes both submitted and not submitted data)

[Appointment Report](#)
 List of all appointments per attorney (Attorney view)

[Attorney Time by Date - Attorney](#)
 PARAMETERS: Court (0970)/Start-End Dates/Detail/Amnts/Fees-Expenses/Group by Date w/Subtotals/ Cases. RECOMMENDATION: Select Fees only; Group by Date=Yes; Select All Cases to see all hrs subm/day

Step 2

A new tab or window will open with selectable parameters.

The recommended parameters are:

Start Date and End Date. These dates are based on the appointment date. For the first time, it is best to leave these fields blank so that you capture all of your appointments and can verify all of your cases/vouchers. Once you have cleaned up any old vouchers, you may want to limit to appointments depending on the appointment dates that you want to verify such as 1/1/21 to today's date - OR- 1/1/22 to today's date.

Pending: All

Document Type: CJA20 and CJA-30 (select CJA-30 only if you have accepted cases for which you have submitted those voucher types)


Cases to Include: Select All (This option allows you to see all cases within the date parameters selected previously.)


(See next page for sample)


Example parameters:

Report Name: Appointment Report

[Run Report](#) 

Start Date: 

End Date: 

Pending Or All: * 

Document Type: *		You have selected 2 item(s).	
Select All	Name	Unselect All	Name
Select	AUTH	Remove	CJA-20
Select	AUTH-24	Remove	CJA-30
Select	BUDGET AUTH		
Select	CJA-21		
Select	CJA-24		
Select	CJA-26		
Select	CJA-27		
Select	CJA-31		
Select	TRAVEL		

Cases to Include: *		You have selected 0 item(s).	
Select All	Name	Please select from the entries on the left	
Select	Bad Guy (3:18-CR-00999)		
Select	Defendant 222 (4:22-CR-00222)		
Select	Defendant Sample-Name (4:22-CR-01000)		
Select	Defendant Three (3:22-CR-00333)		
Select	Good Guy (4:19-CR-00888)		
Select	John Doe (4:22-CR-01234)		
Select	Material Witness (4:21-CR-03000)		

After selecting the desired parameters, click "Run Report" at the top of the page.

A PDF report will be created.

Tips for reviewing this report:

If Document columns says "No Voucher" then no voucher has been created or submitted. (Example below.) You will need to create CJA-20. See detailed instructions in the Attorney Manual.

<https://www.azd.uscourts.gov/sites/default/files/cja/eVoucher%20Attorney%20Manual.pdf>

Appointment Report - Attorney
Sample Attorney

Appointments (All/Pending): All

Case: 4:22-CR-01234
Defendant #: 3
Case Title: US v. John Doe
Case Type: Criminal Case
Status: Active

Defendant: John Doe
Order Type: Appointing Counsel
Order Date: 10/13/2022
Presiding Judge: Test AZX-j1
Adm./Mag Judge:

Document	Service Provider Name / Provider Type	Voucher Number	Period of Service	Date Submitted	Date Approved	Voucher State	Fees Requested	Fees Approved
No Voucher						Voucher Submitted		
Authorization Total for Appointment:								\$0.00

If Document columns displays "CJA-20" and Voucher State column displays "Voucher Entry" then a voucher has been created and is pending in your My Active Documents section on your home page. The Fees Requested column displays the amount you have billed to date. (Example below.)

Appointment Report - Attorney
Sample Attorney

Appointments (All/Pending): All

Case: 4:22-CR-01000
Defendant #: 1
Case Title: US v Defendant Sample-Name
Case Type: Criminal Case
Status: Active

Defendant: Defendant Sample-Name
Order Type: Appointing Counsel
Order Date: 10/12/2022
Presiding Judge: Test AZX-j1
Adm./Mag Judge:

Document	Service Provider Name / Provider Type	Voucher Number	Period of Service	Date Submitted	Date Approved	Voucher State	Fees Requested	Fees Approved
CJA-20	Sample Attorney					Voucher Entry	\$237.00	
Voucher Total for Appointment:							\$237.00	\$0.00

If Document column displays "CJA-20", Voucher Number is present, Voucher State column displays "Voucher Submitted" then a voucher has been created and has been submitted to the court for review. The Fees Requested column displays the amount of fees on your submitted voucher. (Example below.)

Appointment Report - Attorney

Sample Attorney

Appointments (All/Pending): All

Case: 3:18-CR-00999

Defendant #: 1

Case Title: US v Bad Guy

Case Type: Supervised Release Hearing

Status: Active

Defendant: Bad Guy

Order Type: Appointing Counsel

Order Date: 10/5/2022

Presiding Judge: Test AZX-j1

Adm./Mag Judge:

Document	Service Provider Name / Provider Type	Voucher Number	Period of Service	Date Submitted	Date Approved	Voucher State	Fees Requested	Fees Approved
CJA-20	Sample Attorney	0970.1408534	10/25/2022 - 10/25/2022	10/25/2022		Voucher Submitted	\$1,896.00	
Voucher Total for Appointment:							\$1,896.00	\$0.00

If Document column displays "CJA-20", Voucher Number is present, Voucher State column displays "Voucher Closed" then a voucher has been created, submitted and paid. The Fees Requested column displays the amount of fees on the submitted voucher. The Fees Approved column displays the fees approved on the paid voucher. Inactive in the status row indicates that a termination date has been entered in eVoucher after payment of the voucher. Adding a termination date removes the case from the Appointments' List on the attorneys home page. (Example below.)

Appointment Report - Attorney

Sample Attorney

Appointments (All/Pending): All

Case: 2:18-CR-00647

Defendant #: 1

Case Title: United States vs. Person3737557

Case Type: Supervised Release Hearing

Status: Inactive

Defendant: Person3737557

Order Type: Appointing Counsel

Order Date: 2/26/2019

Presiding Judge: Test AZX-j30

Adm./Mag Judge: Test AZX-j14

Document	Service Provider Name / Provider Type	Voucher Number	Period of Service	Date Submitted	Date Approved	Voucher State	Fees Requested	Fees Approved
CJA-20	Sample Attorney	0970.0799320	2/26/2019 - 6/3/2019	6/4/2019	6/25/2019	Voucher Closed	\$399.60	\$399.60
Voucher Total for Appointment:							\$399.60	\$399.60

If Document columns says "**No Voucher**" then no voucher has been created or submitted. If the case also has "**Inactive**" in the status row a termination date has been added in eVoucher. This was either requested by the attorney (typically when an attorney does not intend to submit a voucher) so that the case is removed from their Appointments' List -or- more than 2 years has passed since the case closed and the CJA Department has administratively terminated. Adding a termination date removes the case from the Appointments' List on the attorneys home page. (Example below.)

Appointment Report - Attorney

Sample Attorney

Appointments (All/Pending): All

Case: 4:22-CR-00222

Defendant #: 2

Case Title: US v Defendant 222

Case Type: Criminal Case

Status: Inactive

Defendant: Defendant 222

Order Type: Appointing Counsel

Order Date: 10/24/2022

Presiding Judge: Test AZX-j1

Adm./Mag Judge:

Document	Service Provider Name / Provider Type	Voucher Number	Period of Service	Date Submitted	Date Approved	Voucher State	Fees Requested	Fees Approved
No Voucher						Voucher Submitted		
Authorization Total for Appointment:								\$0.00

If you have **multiple open CJA-20 vouchers** on a case, you should review the vouchers and delete the duplicate vouchers. To delete a voucher, open the voucher and click "Delete Draft" button on the bottom of the voucher. (Example below.)

Appointment Report - Attorney

Sample Attorney

Appointments (All/Pending): All

Case: 4:19-CR-00001

Defendant #: 1

Case Title: US v. Sample Defendant

Case Type: Criminal Case

Status: Active

Defendant: Sample Defendant

Order Type: Subs for Federal Defender

Order Date: 6/1/2021

Presiding Judge: Test AZX-j1

Adm./Mag Judge:

Document	Service Provider Name / Provider Type	Voucher Number	Period of Service	Date Submitted	Date Approved	Voucher State	Fees Requested	Fees Approved
CJA-20	Sample Attorney					Voucher Entry	\$158.00	
CJA-20	Sample Attorney					Voucher Entry	\$300.20	
Voucher Total for Appointment:							\$458.20	\$0.00

Please note that if the case has been closed for more than 1 year, you must obtain permission to submit the late voucher pursuant to [General Order 15-10](#). If you obtain an order, attach the order to the documents tab of the voucher before submission.

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