District of Minnesota
CJA eVoucher

ATTORNEY USER MANUAL VERSION 6.11

Lisa Smith, CJA Panel Administrator

RELEASE 6.11 FDO - Minnesota

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FREQUENTLY USED TERMS	
CJA	Criminal Justice Act
eVoucher	Electronic vouchering payment system used to pay CJA panel attorneys, expert, and court reporters.
VMS	Vendor Management System
SLP	Single Login Profile.
AUTH	Authorization requesting funds to hire experts.
AUTH-24	Authorization requesting approval to order transcript.
CJA-20	Voucher used by panel attorneys to record their time and submit for payment in eVoucher.
CJA-21	Voucher used by experts to record their time and submit for payment in eVoucher (some experts do not have rights to enter their own time).
CJA-24	Voucher used by court reporters for payment of transcripts.

Introduction

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of all Criminal Justice (CJA) functions. The eVoucher program allows for:

- Online authorization requests by attorneys for services providers.
- Online voucher completion by the service provider or by the acting attorney for the service provider.
- Online voucher review and submission by the attorney.
- Online submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits.
- Allows submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

Chrome 62 Edge 16 Firefox 57 Safari 10.1

Court Appointment

When an appointment is made, an email will automatically generate from the program and is sent to the appointed attorney. The email confirms and provides a link to the CJA eVoucher program.

Contact for Assistance with eVoucher

CJA Panel Administrator - Lisa Smith
lisa_smith@fd.org
(612) 664-5859 (direct)

Accessing the CJA eVoucher Program

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

Note: Login.gov is a separate application from eVoucher. If you run into issues, you must contact Login.gov support via their Help center page at: https://www.login.gov/contact.

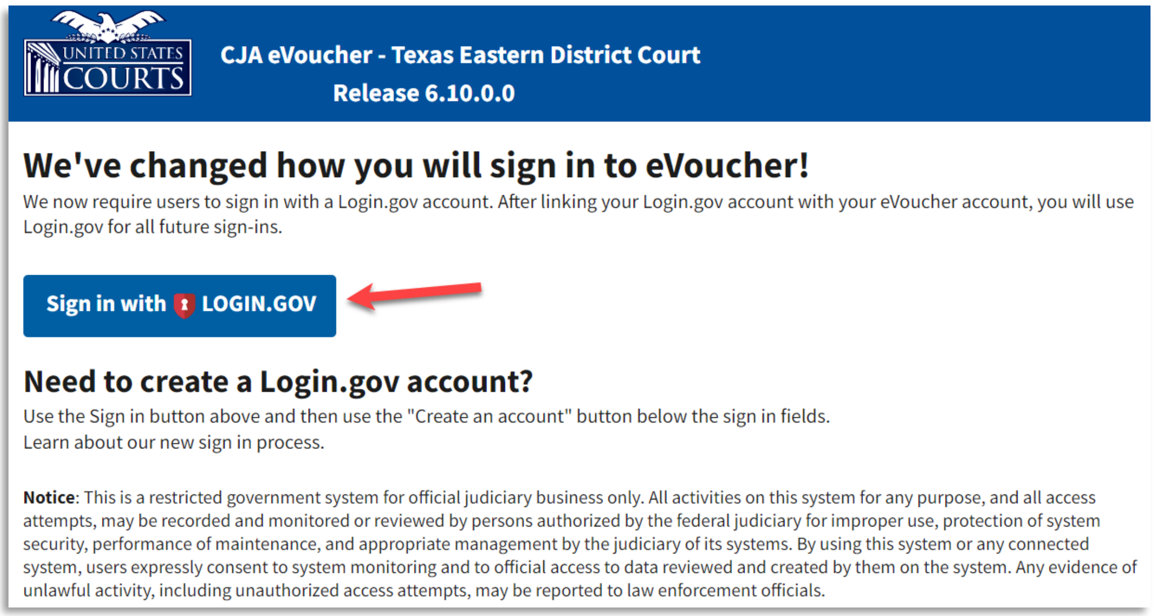
Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips creating your account.

https://login.gov/what-is-login/
https://login.gov/create-an-account/

Creating a Login.gov Account

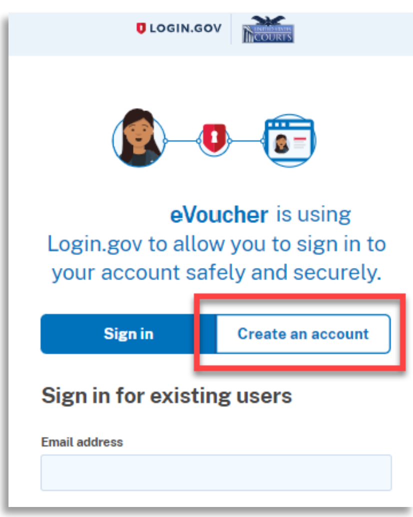
Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV.**



Step 2

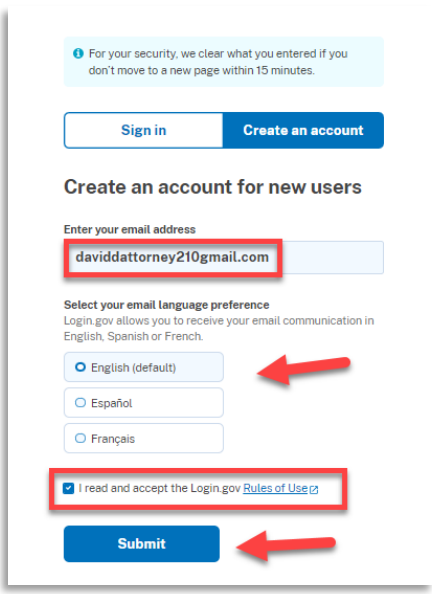
On the Login.gov page, click **Create an account.**



Step 3

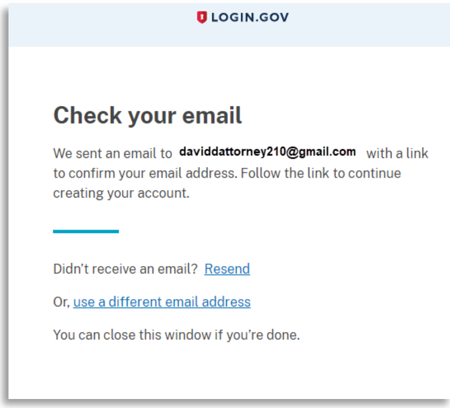
Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit.**

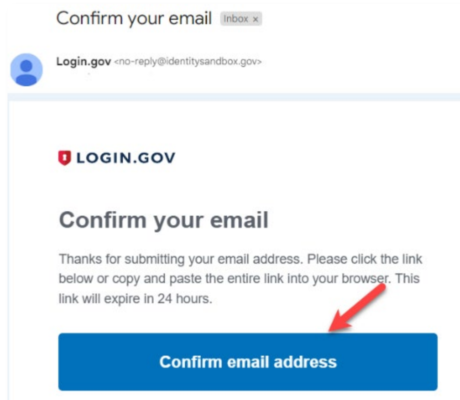
Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.



Step 4

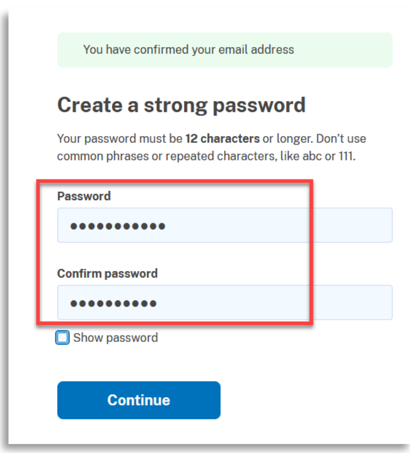
You will receive an email message at the email address you entered in Step 3. In the email message, click **Confirm email address**, and then continue creating your account.





Step 5

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 then click **Continue.**



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.

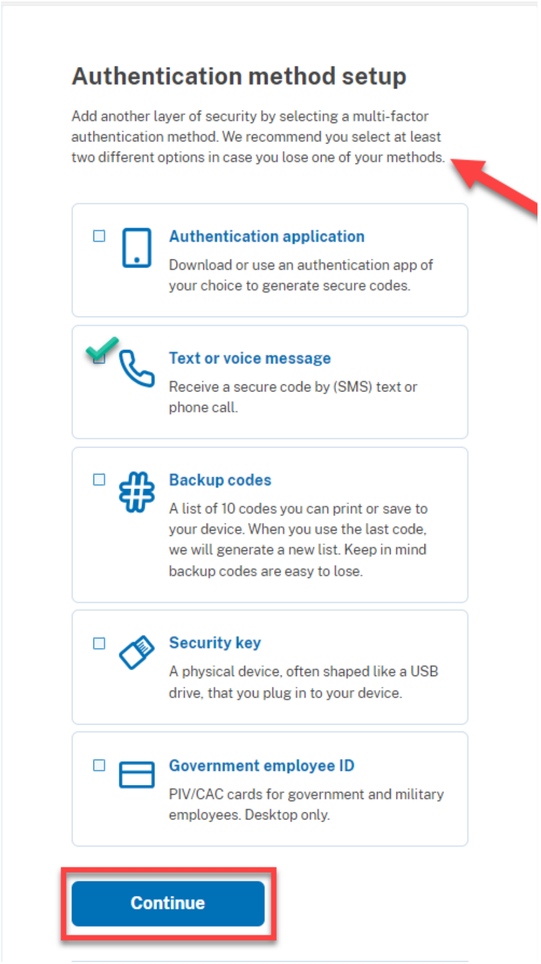
Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method

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.

Step 1

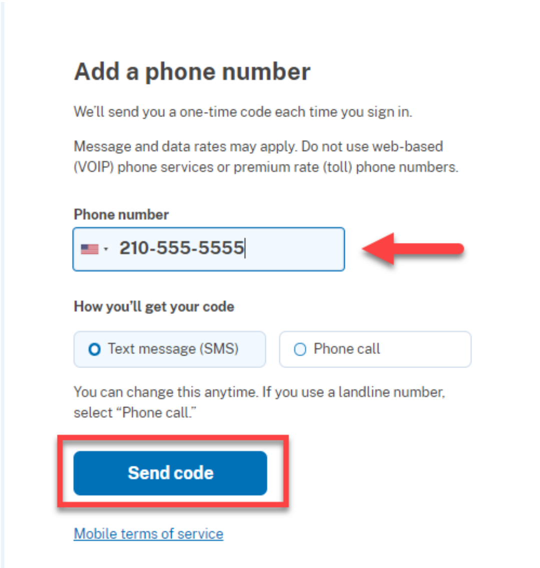
Select your first method of authentication, and then click **Continue.** Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.



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.

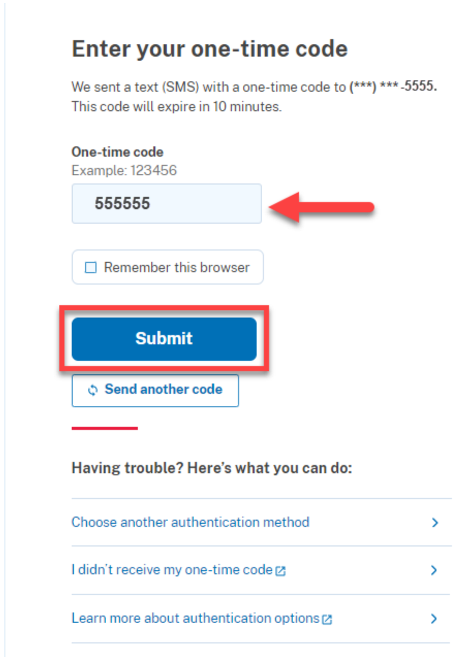
Step 2

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 then click **Send code.**



Step 3

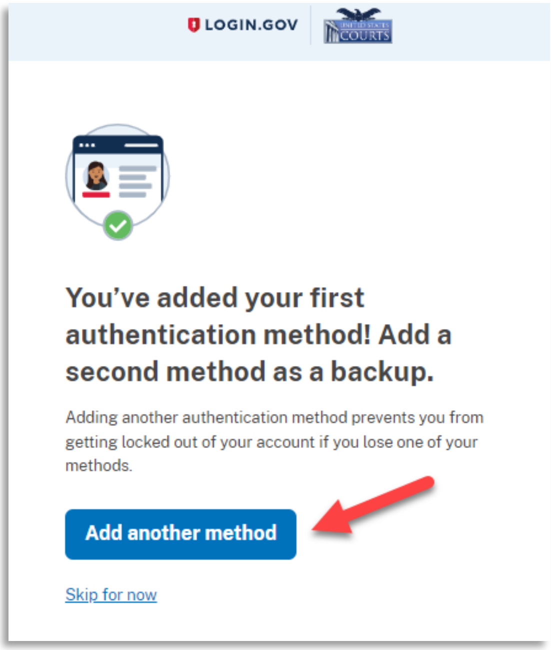
In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit.**



Step 4

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

Note: It is recommended that you use a different device for your 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, if you have a different phone number.



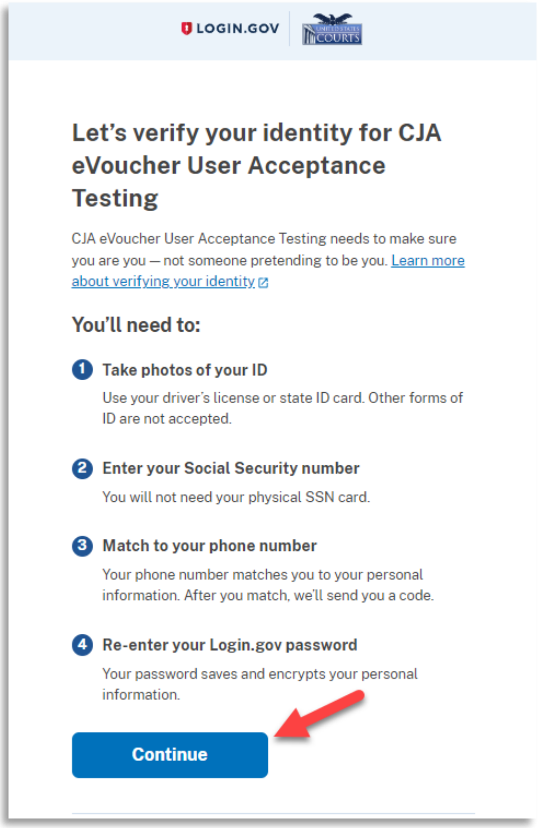
Identity Verification

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.

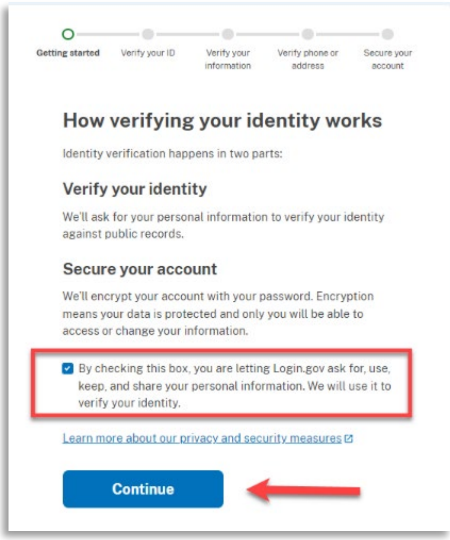
Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue.**



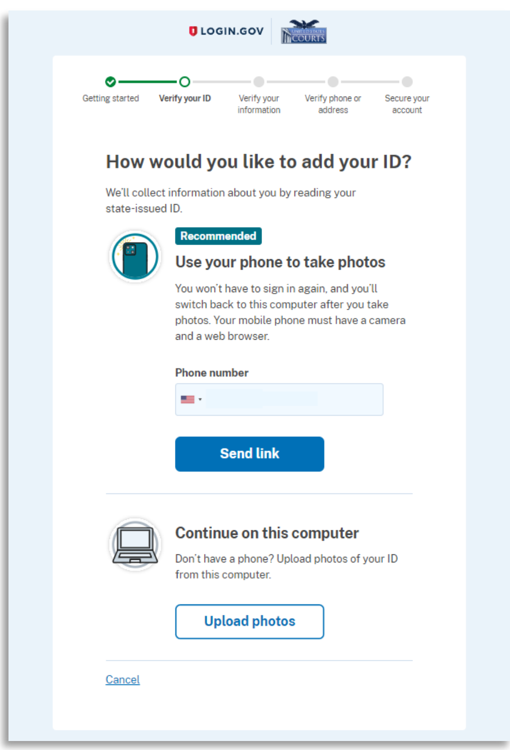
Step 2

Select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue.**



Step 3

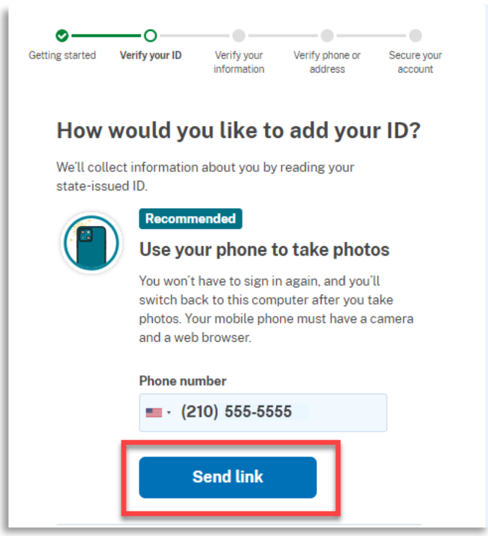
Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

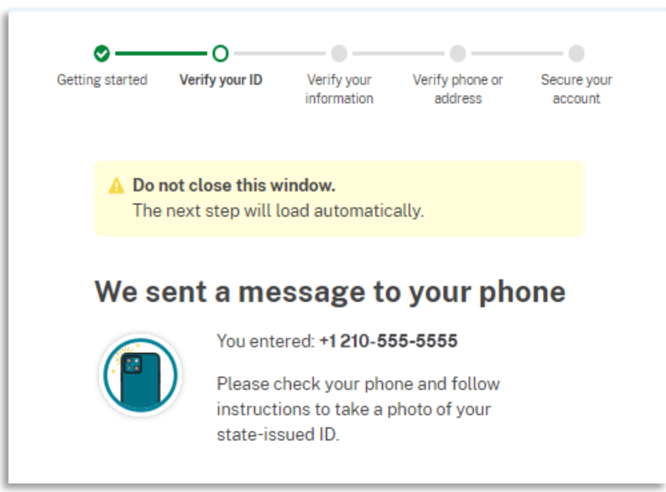


Option 1: Upload photos from phone (recommended)

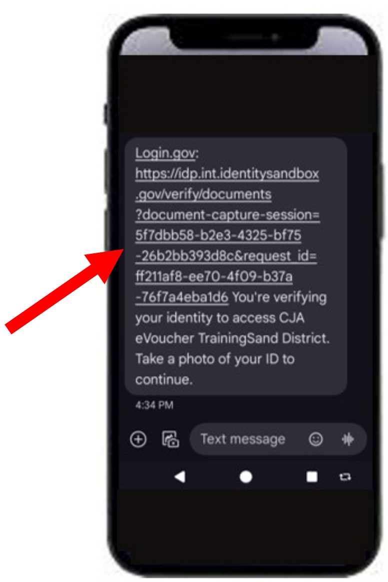
Option 1

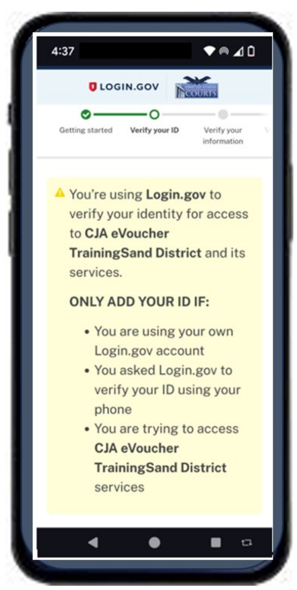
1. Click **Send link.** A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.



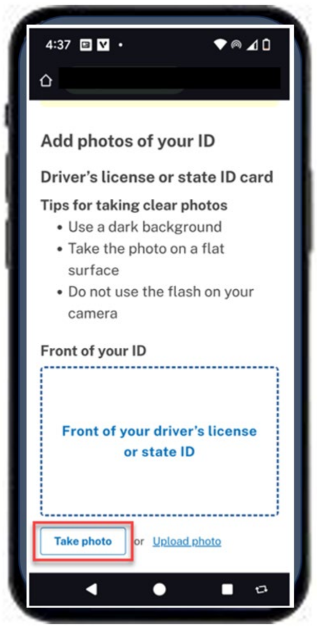


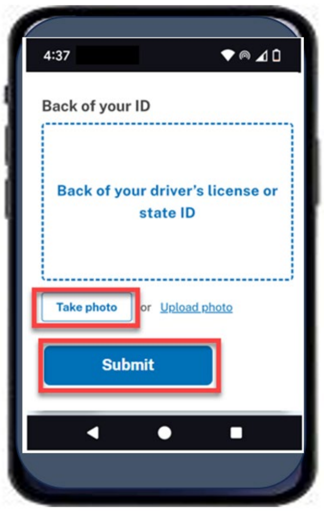
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



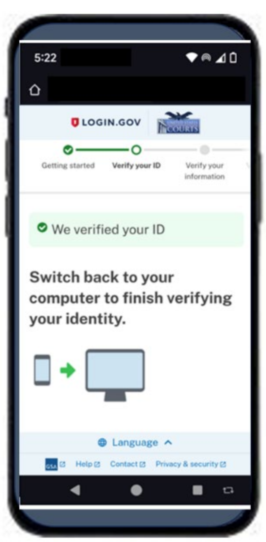


3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID care. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit.**





4. Login.gov verifies your identity from your photos and prompts you to switch back to your computer to complete the process.

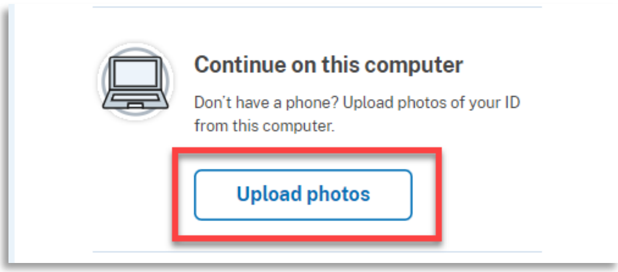


Continue to step 4 to complete the identity verification process.

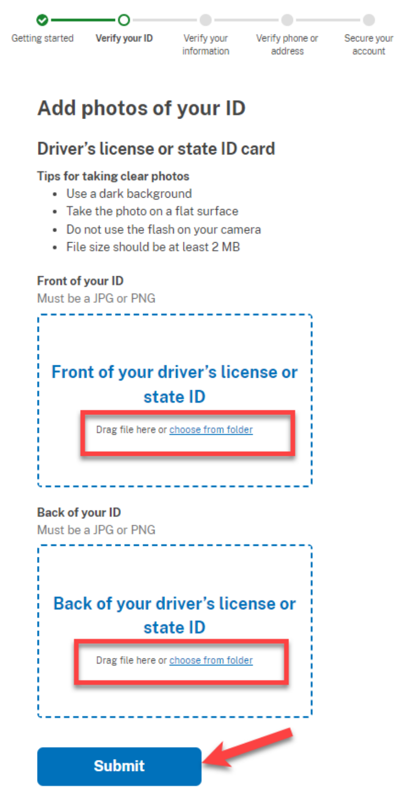
Option 2: Upload photos from your computer

Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



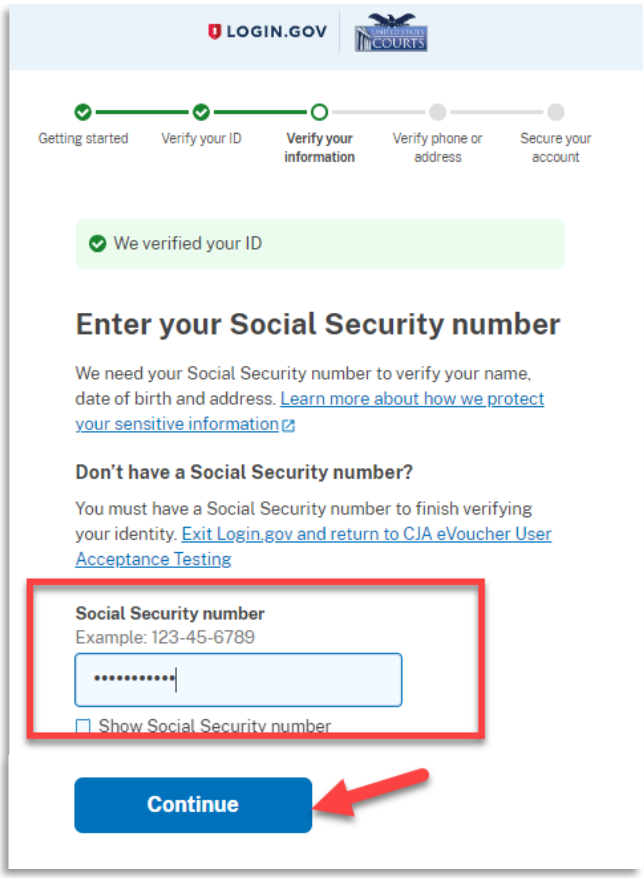
2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit.**



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

Step 4

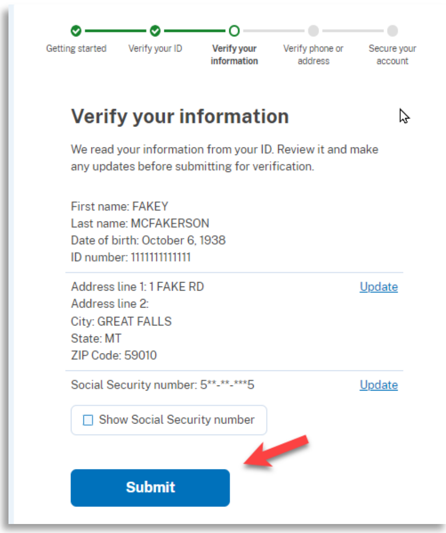
Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue.**



Step 5

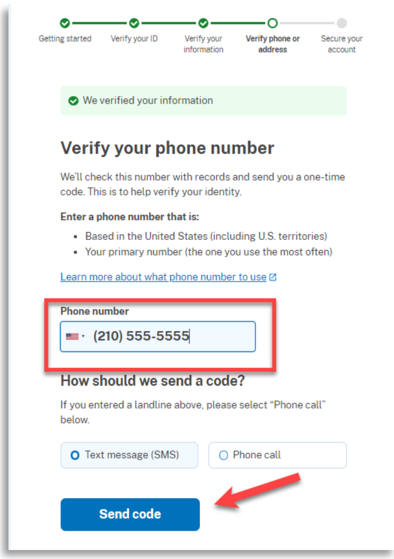
Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

Note: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.



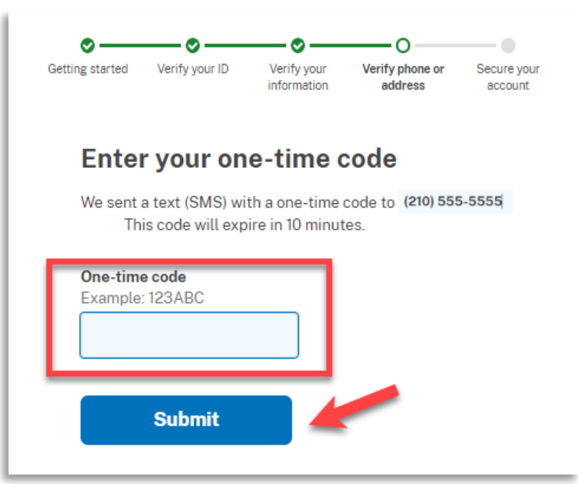
Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code.**



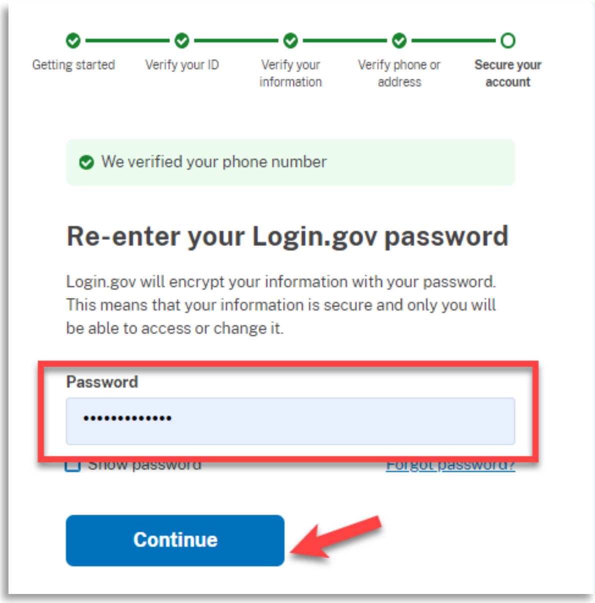
Step 7

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



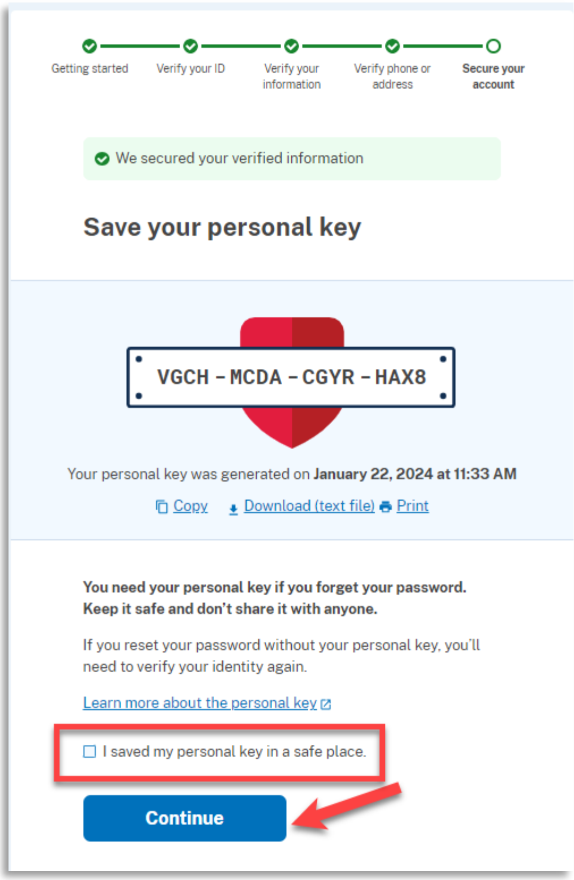
Step 8

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



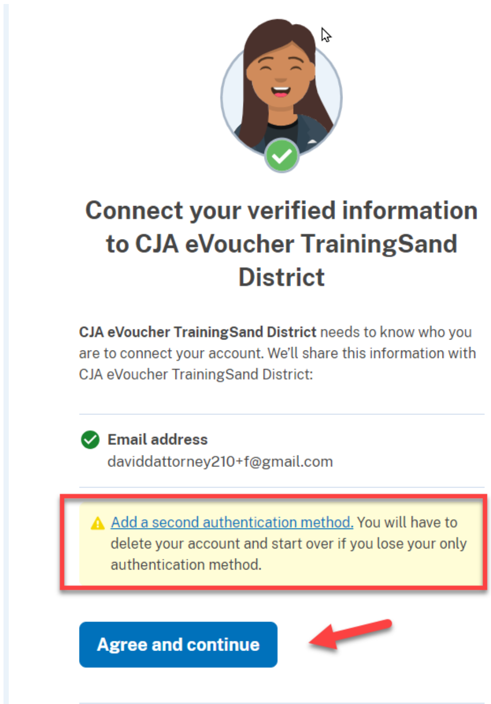
Step 9

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. 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 then click **Continue.**



Step 10

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: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Linking Your Accounts Using Your SLP Email Address and Password

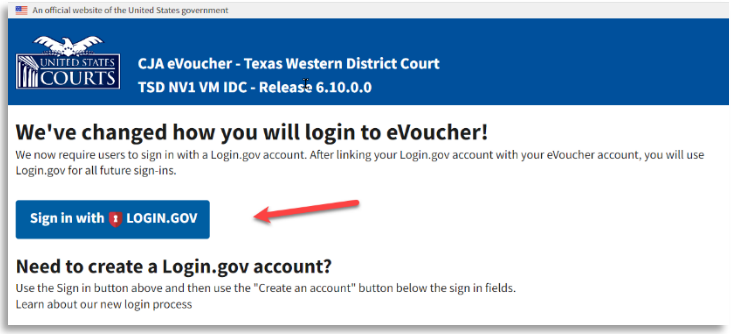
For NEW Login.gov accounts:

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.

For EXISTING Login.gov accounts:

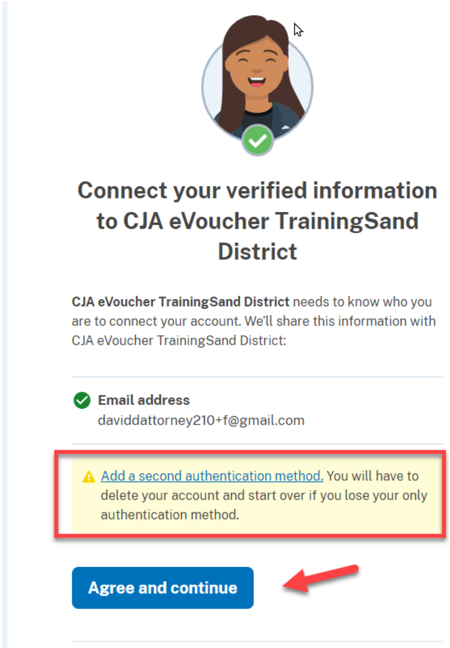
Step 1

From your court's eVoucher sign in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



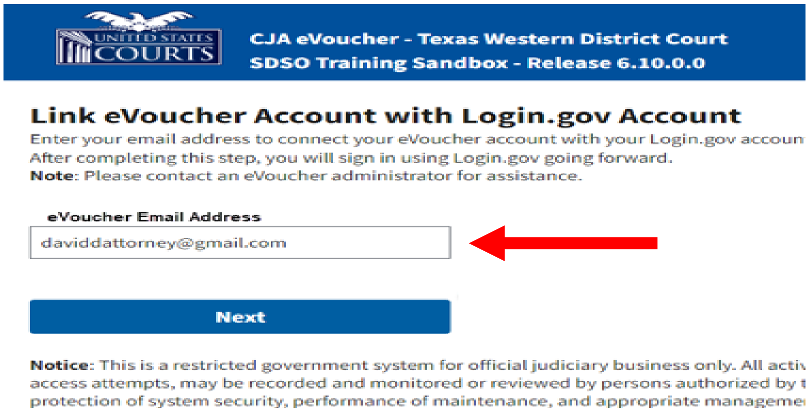
Step 2

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue.**



Note: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.

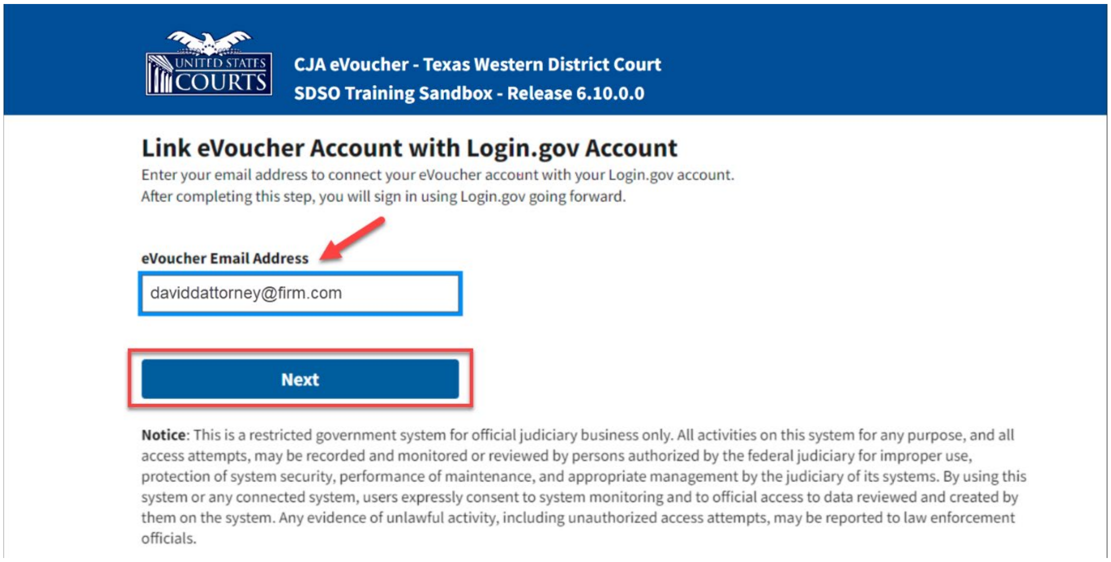


Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

Step 1

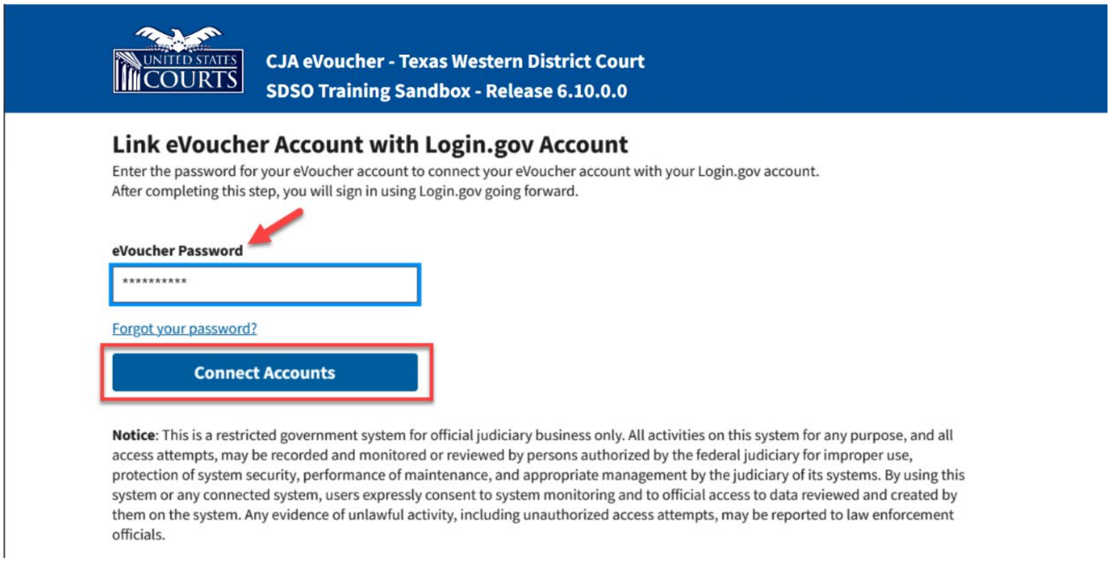
In the **eVoucher Email Address** field, enter your eVoucher SLP email address, and then click **Next.**



Note: This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

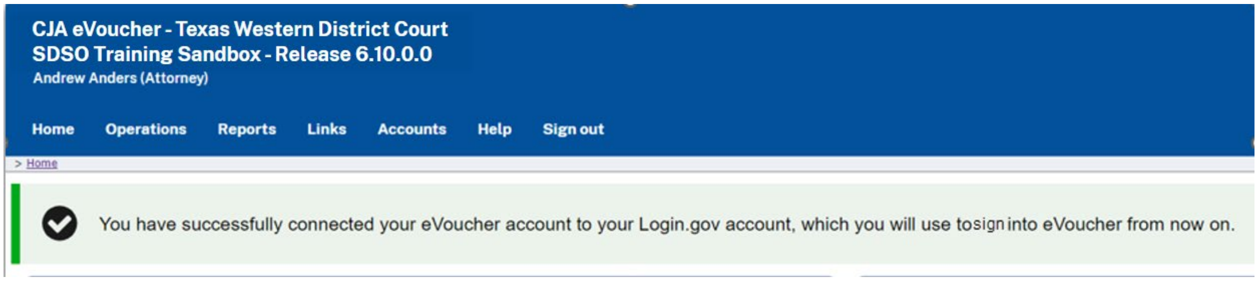
Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then 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.



Step 3

If your Login.gov account successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher as you normally would.



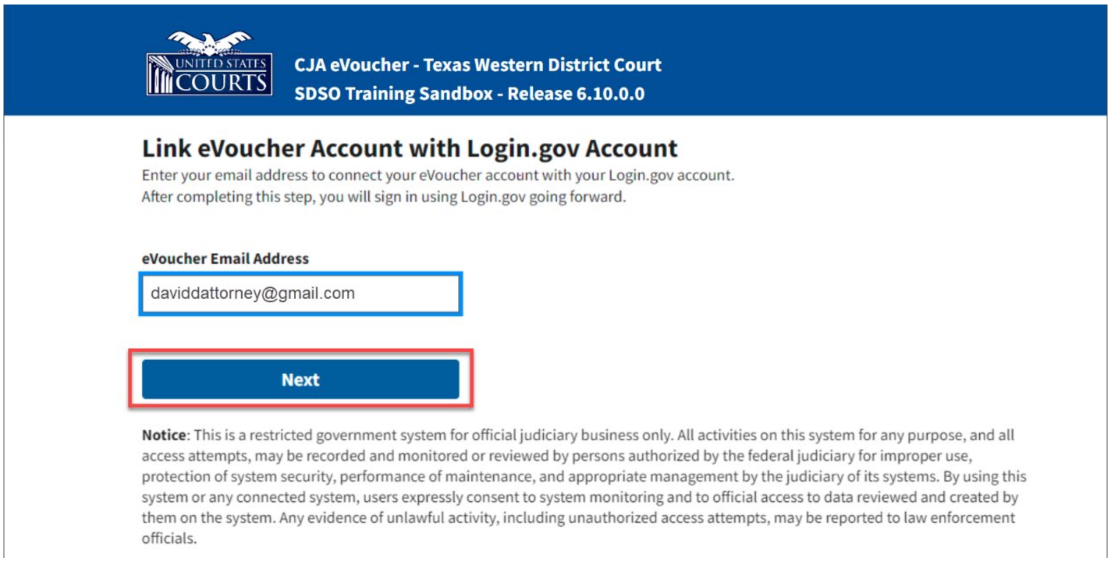
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next.**

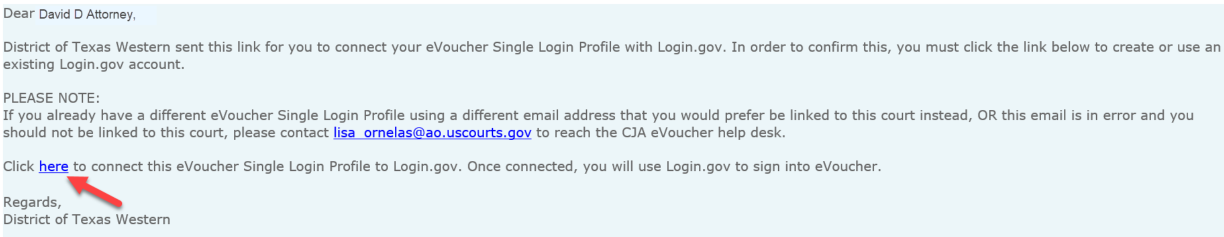


Step 2

A message appears, prompting you check your email and confirm that you entered the correct email address.

Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.



Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

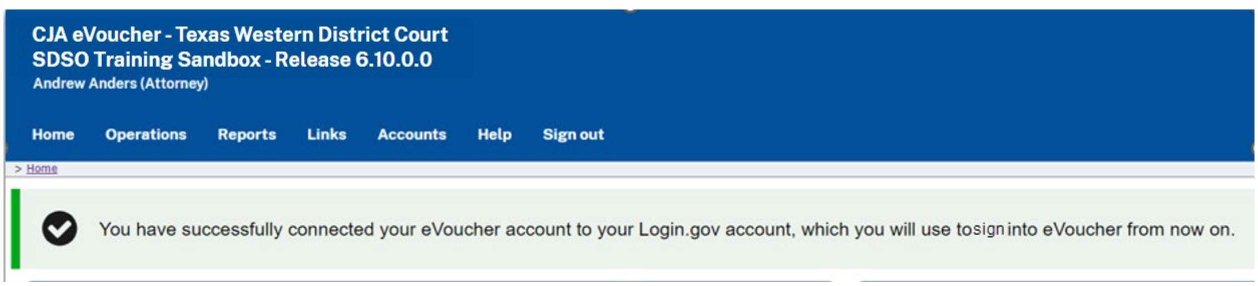
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.

Click here to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,
District of Texas Western

Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



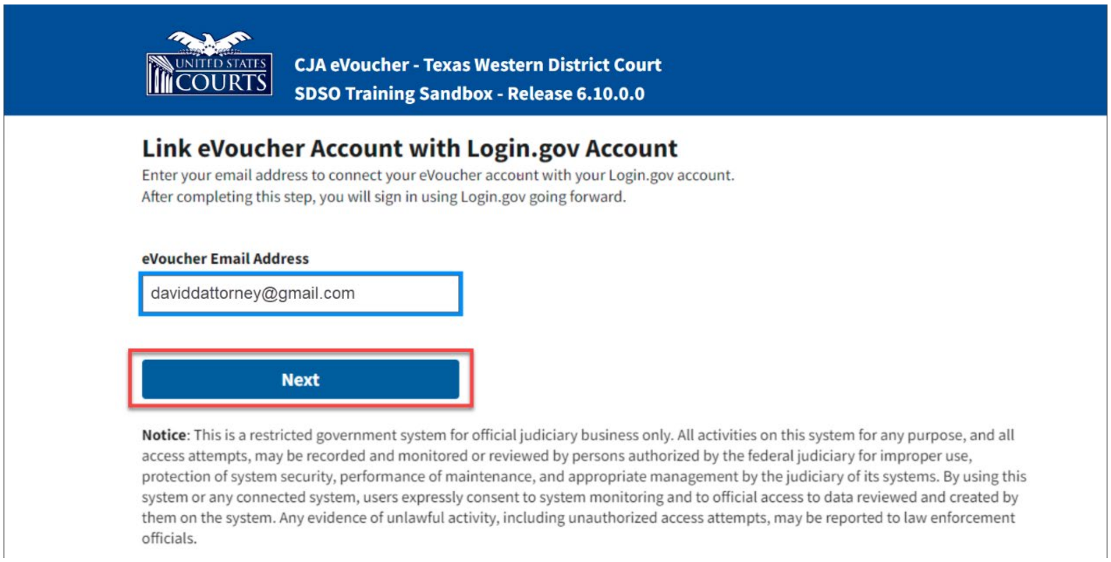
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

Step 1

Do not change the Login.gov email address that is pre-populated in the **eVoucher Email Address** field. Click **Next.**

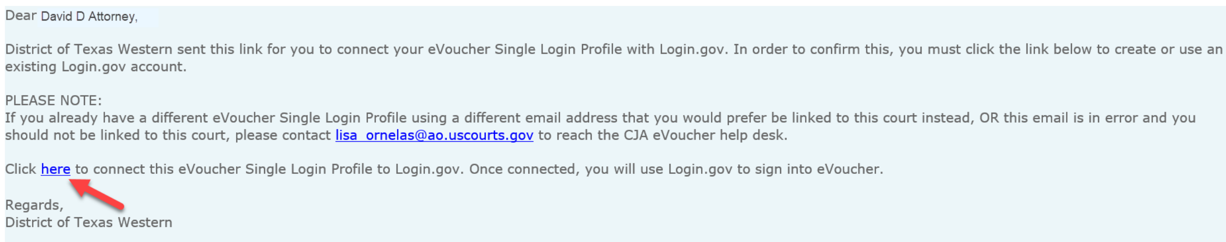


Step 2

A message appears, prompting you to check your email and confirm that you entered the correct email address.

Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.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Click here to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,
District of Texas Western

Step 4

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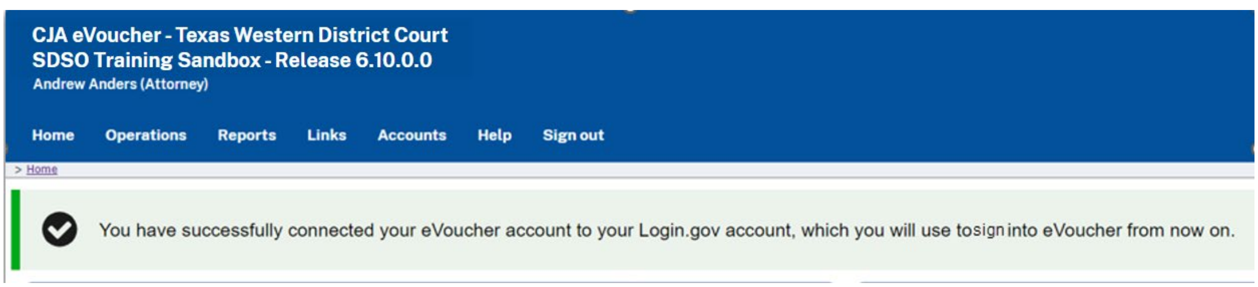


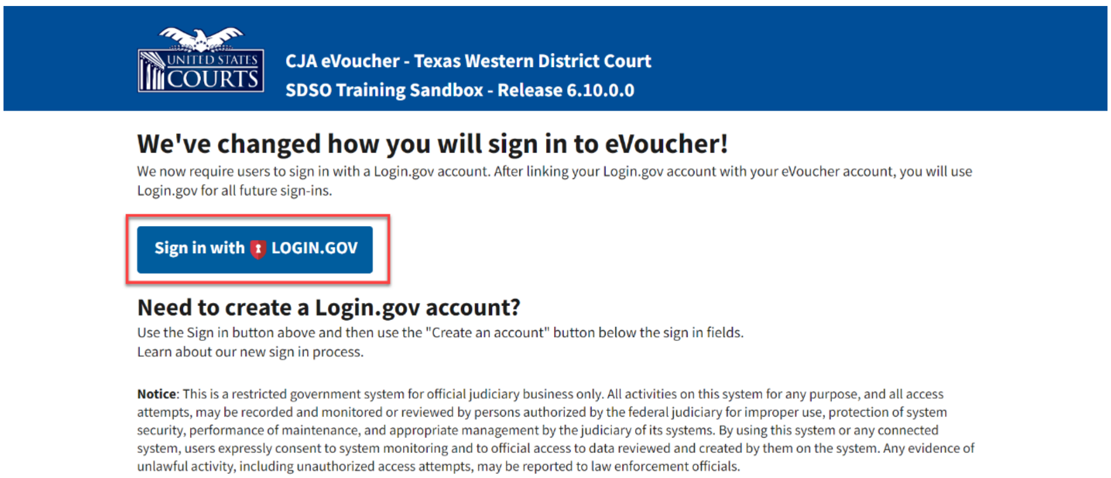
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

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.

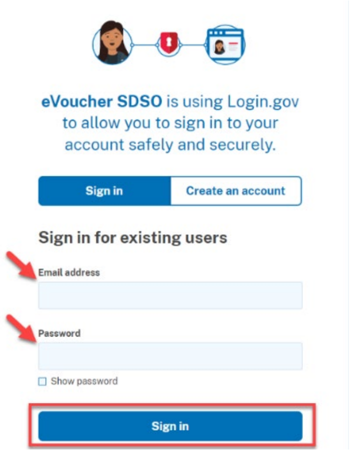
Step 1

To sign into eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV.**



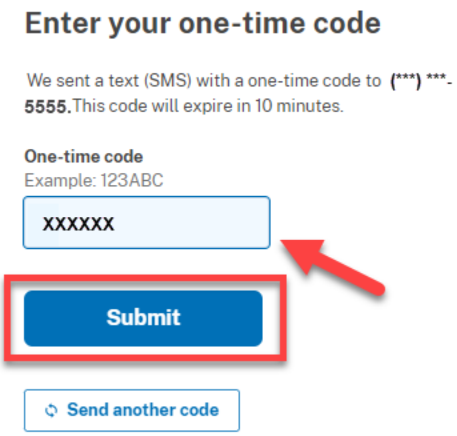
Step 2

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 then click **Sign in**.



Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit.**



Login.gov directs you to your eVoucher home page.

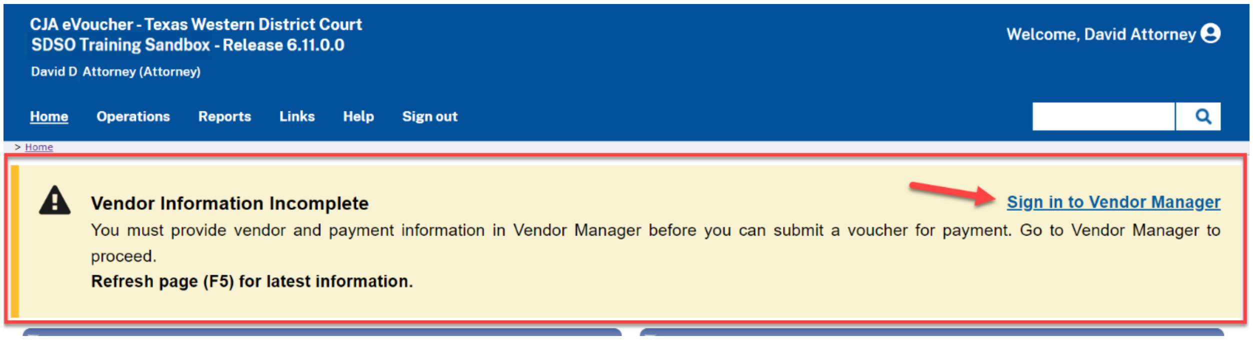

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
David Attorney (Attorney)
Home
Operations
Reports
Links
Help
Sign out
> Home
My Active Documents
To group by a particular Header, drag the column to this area.
Search:
Case
Defendant
Type
Status
Date Entered

Vendor Management System (VMS)

Beginning with release 6.11, you must create an account in the Vendor Management System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

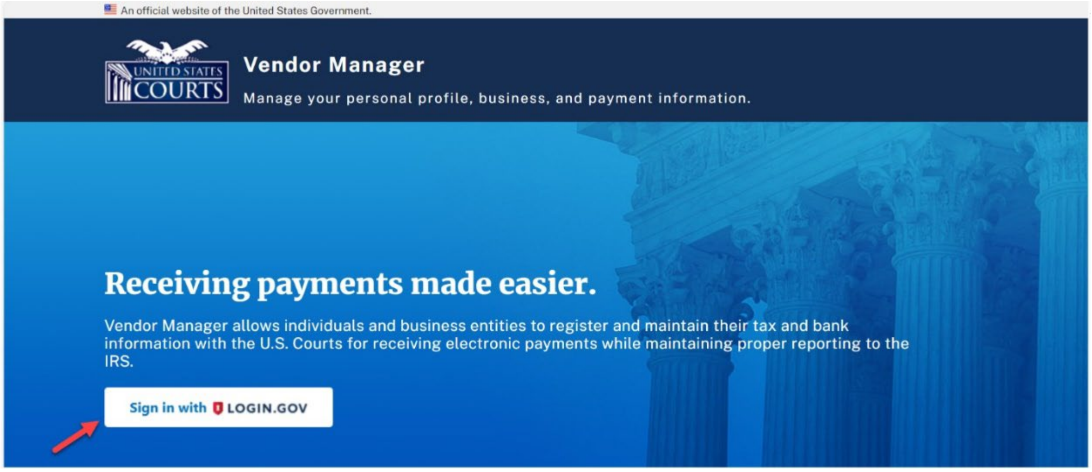
Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Check the **sign in to Vendor Manager** link to access VMS.



Step 2

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.



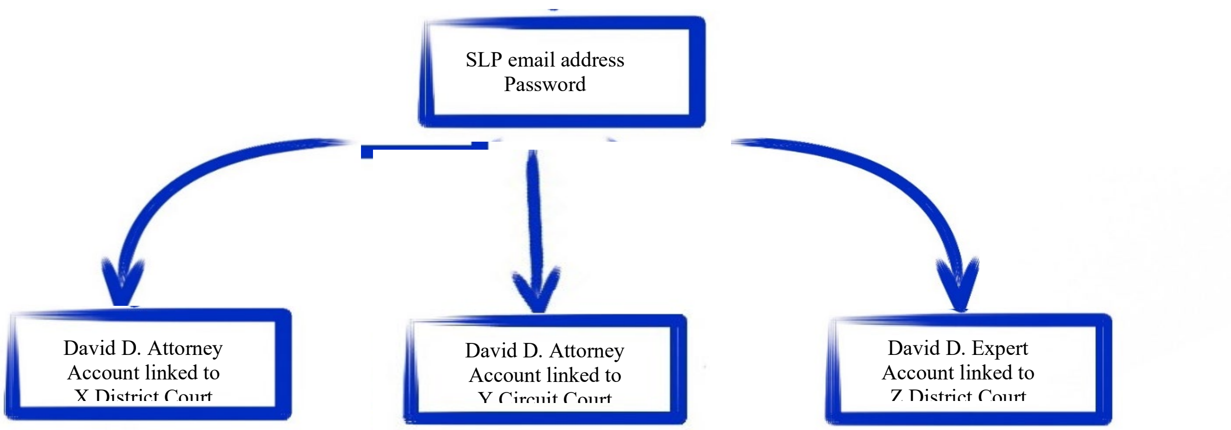
Step 3

Review the VMS job aids for all the information necessary to create your VMS account.

Single Login Profile (SLP)

An SLP allows you to link your other 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.

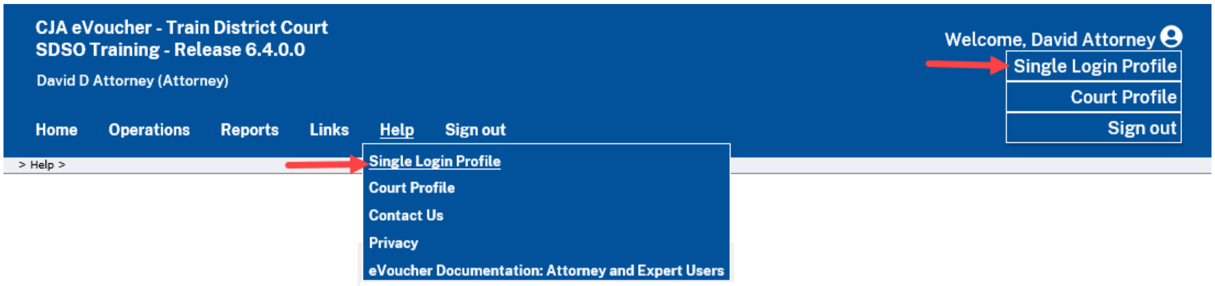
Single Login Profile for David D. Attorney



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.

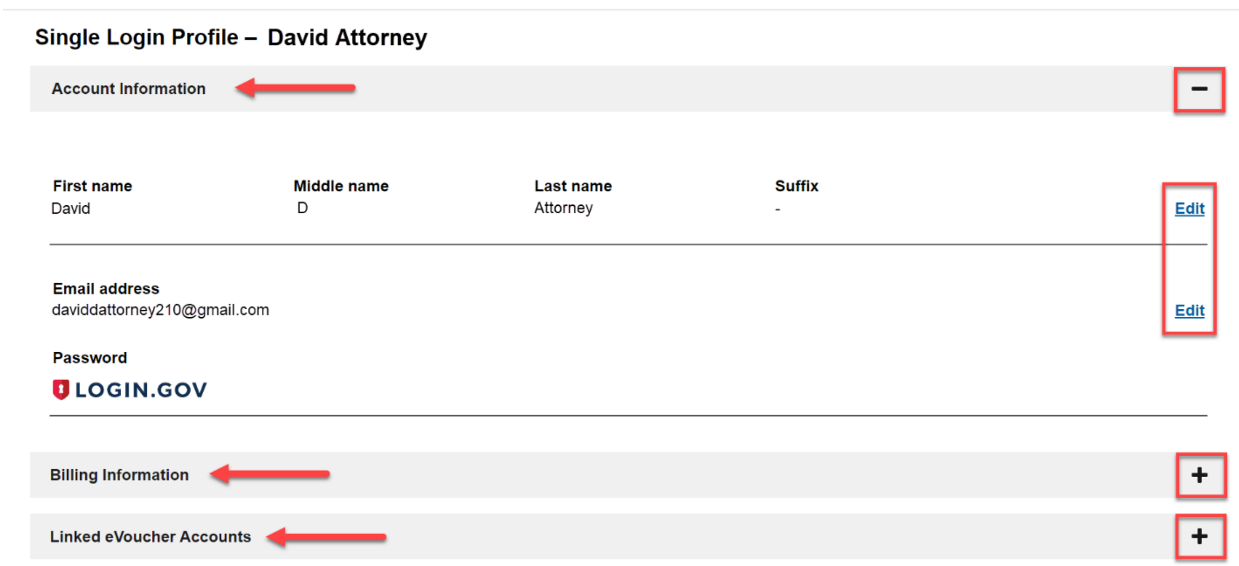
To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



Editing Your SLP

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus **(+)** or minus **(-)** signs to expand and collapse each section.

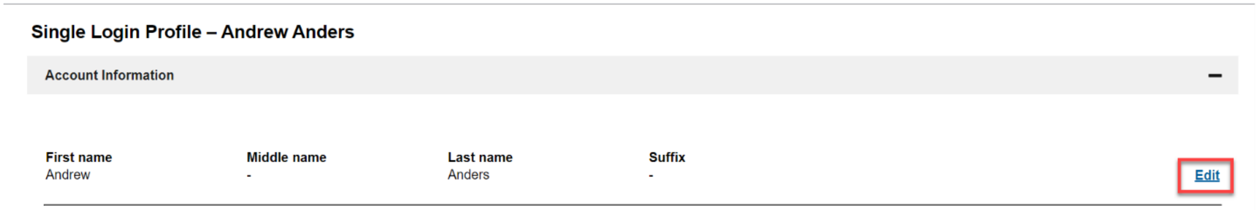
Note: The Account Information section automatically displays when you access your SLP information.



Modifying Your Name

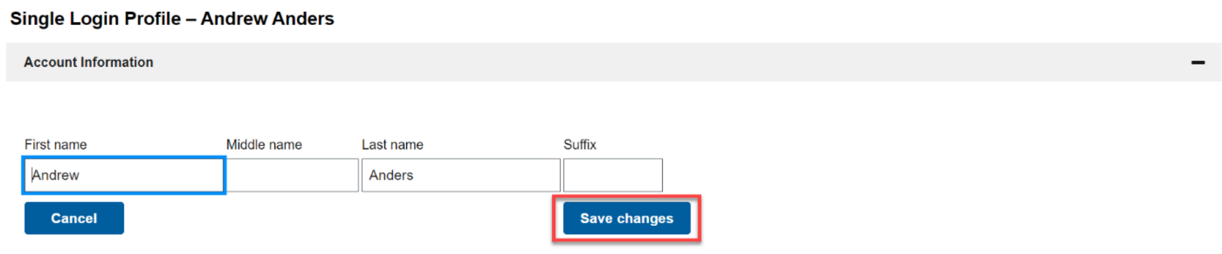
Step 1

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



Step 2

Make any necessary changes, and then click **Save changes.**



Note: It is important to remember that changing your SLP name does not change the name associated with your court profile.

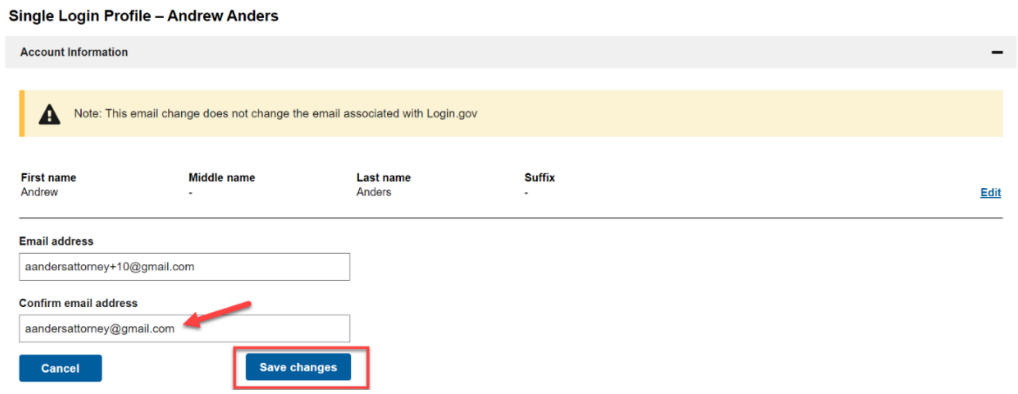
Updating Your SLP Email Address

Step 1

Click the **Edit** link to the right of your email address.

Step 2

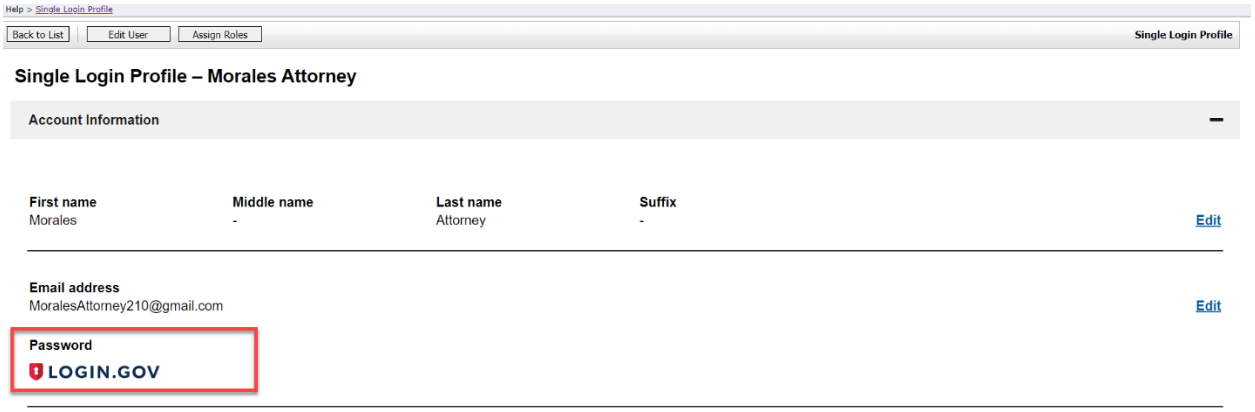
Enter your new email address, confirm it, and then click **Save changes.**



Note: It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

Updating Your SLP 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 also visible in the Password section of your SLP account information; you do not have the option to edit your password from here.



Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at https://www.login.gov.help or call their 24-hour help line at (844) 875-6446.

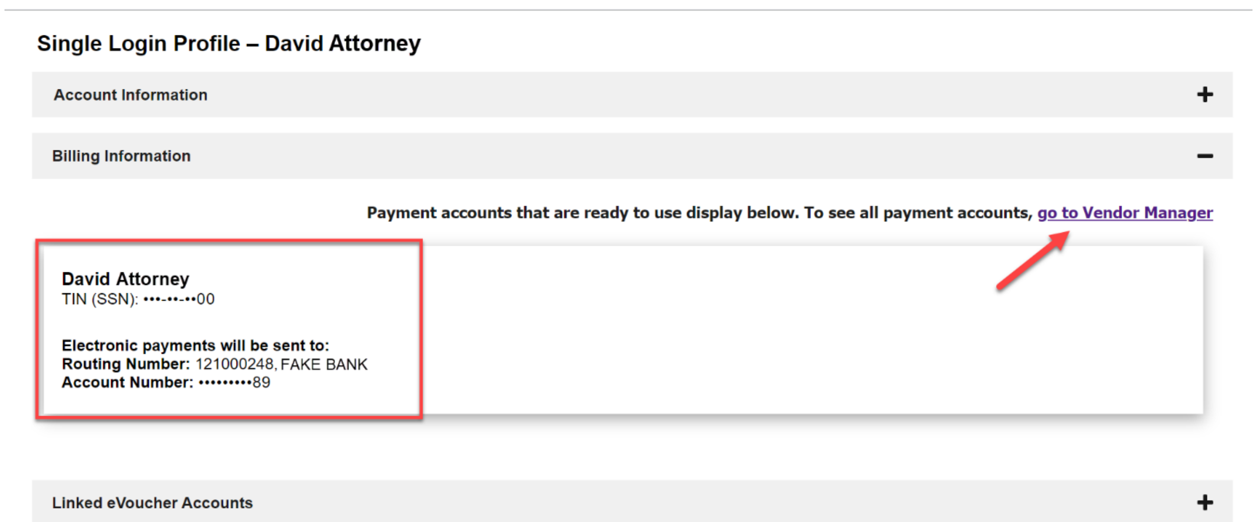
Viewing Billing Information

Step 1

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

Step 2

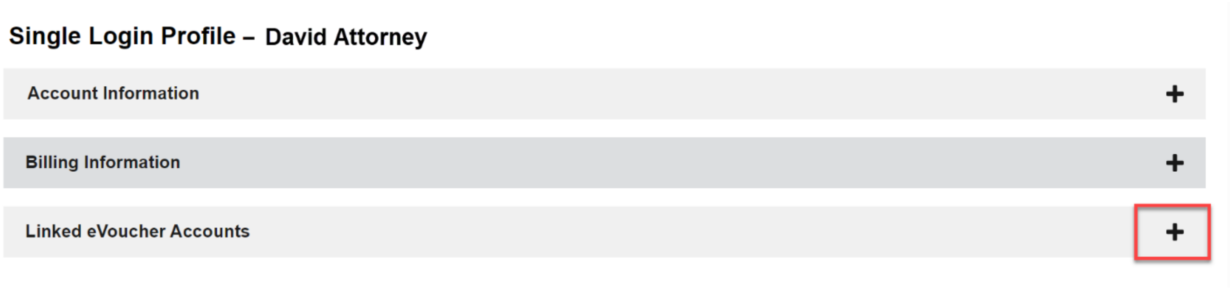
View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.



Viewing Linked eVoucher Accounts

Step 1

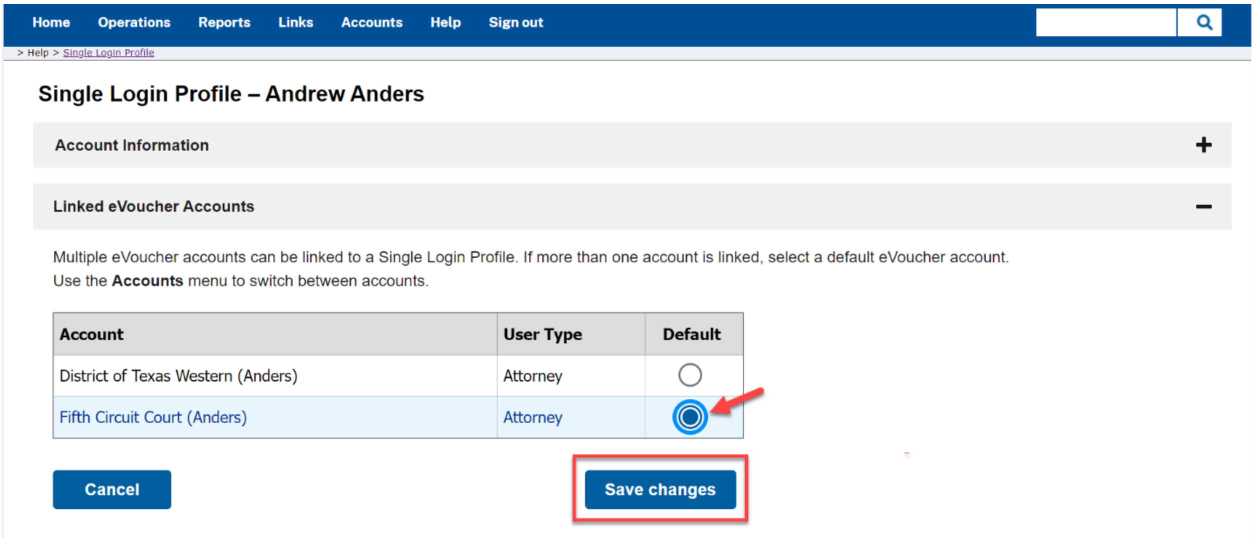
Click the plus sign **(+)** to expand the Linked eVoucher Accounts section and view any accounts that are currently linked.



If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

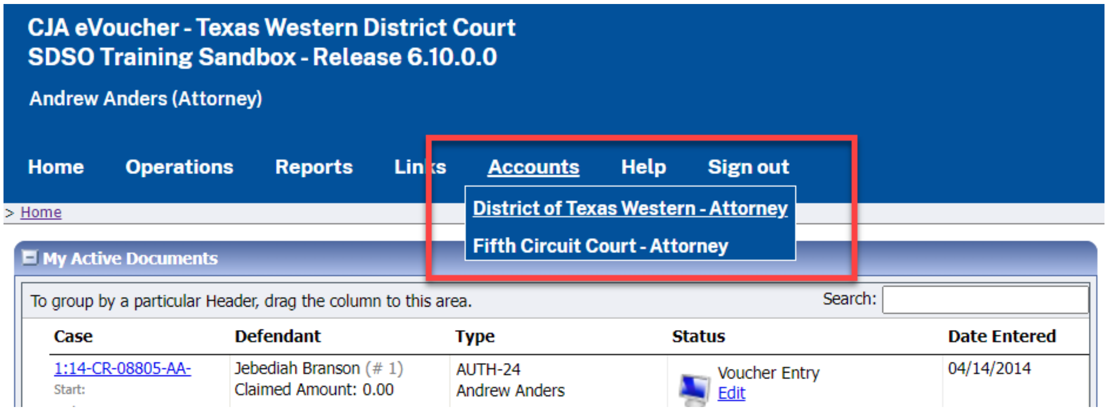
Step 2

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 then click **Save changes.**



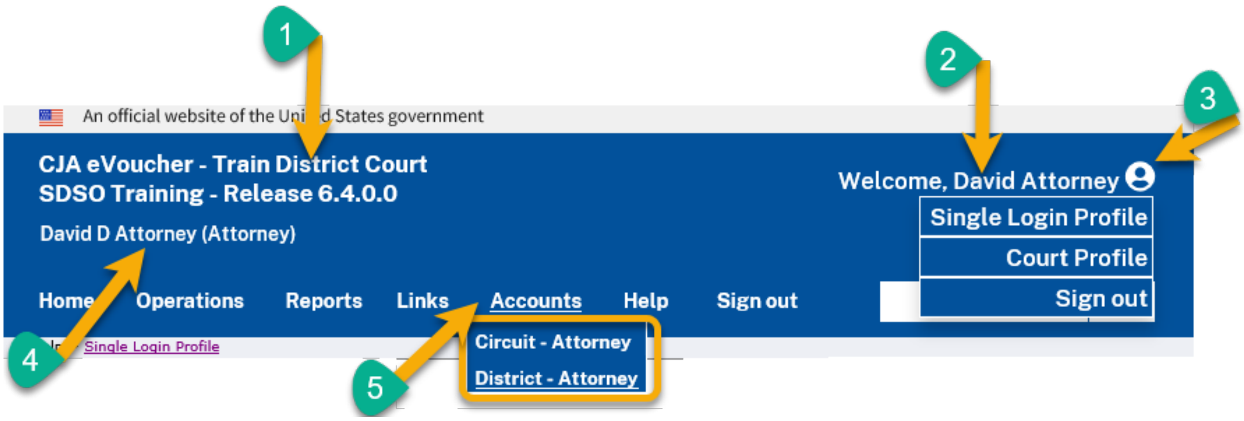
Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.



Single Login Profile (SLP) vs. Court Profile

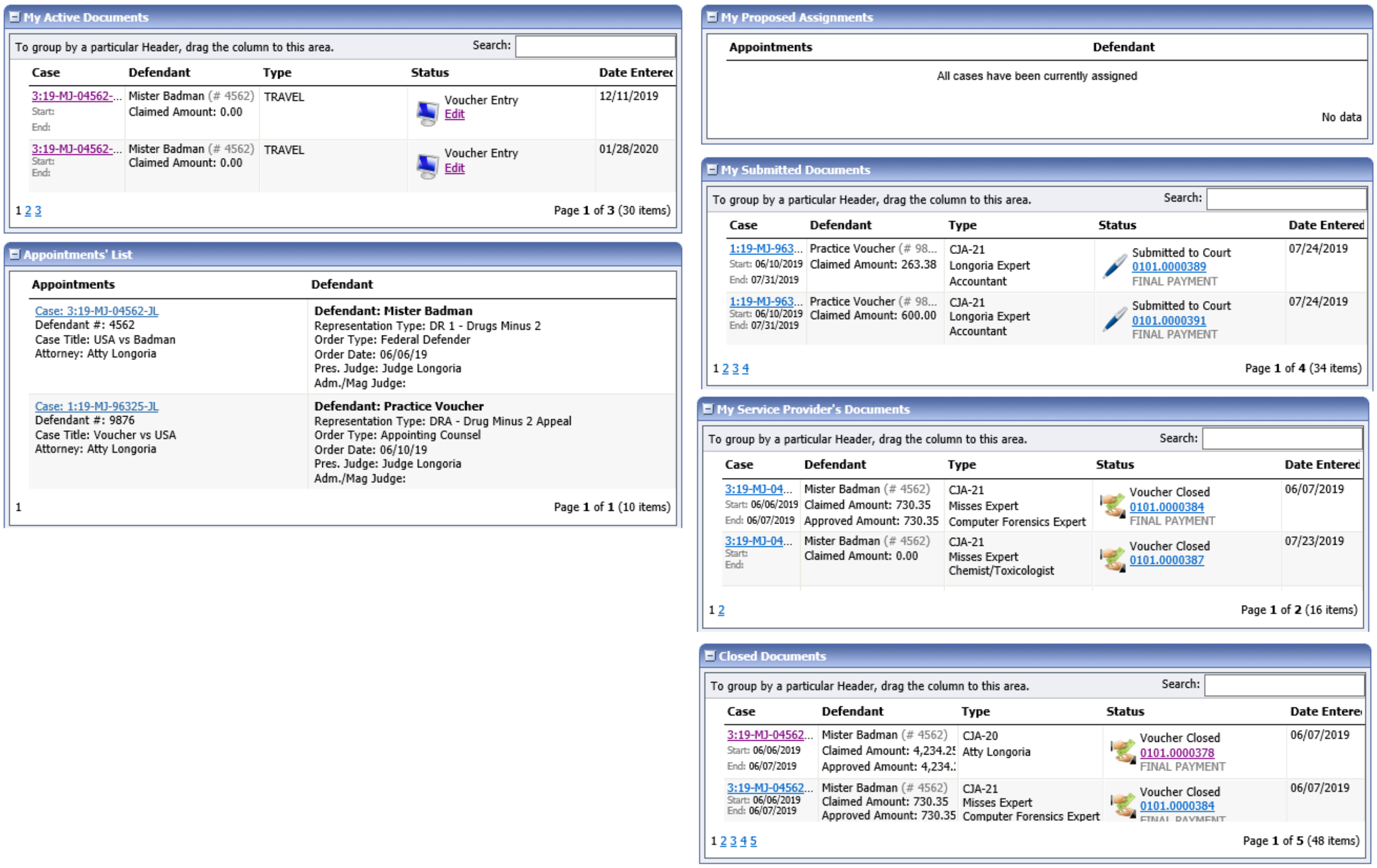
Here are some tips for viewing which court account you are in and who you are within that court.



(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.

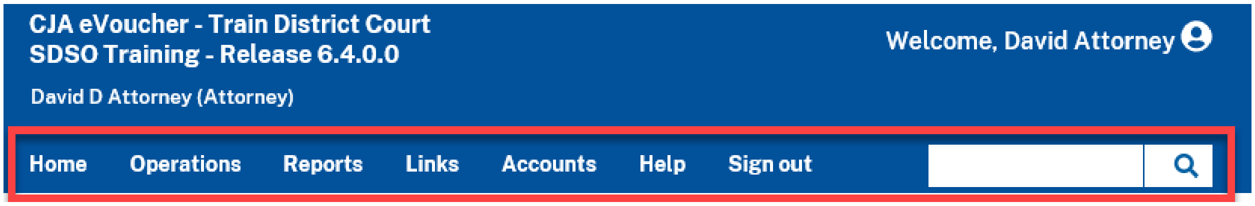
Home Page

Your home page provides access to all your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.



Section Name	Contents
My Active Documents	This folder contains documents that you are currently working on or have been submitted to you by an expert services provider or court reporter. These documents are waiting for you to act.
Appointments List	This is a quick reference to all your open appointments.
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 also appear in this folder.
My Service Providers Documents	This folder contains all the vouchers for your service providers. This includes: • Vouchers in progress by the experts • 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. **Note:** If the service provider is entering their own voucher, they will not have access to any other information except their own voucher. Attorneys will have access to all their service provider vouchers.
Closed Documents	This folder contains documents that have been paid or have been approved by the court. Closed documents are only displayed for open cases. Closed documents are displayed until they are archived and/or for 60 days after the appointment is terminated. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
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 your different court accounts.
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.

Customizing the Home Page

You can customize your home page to change the way your information displays in each section.

Expand/Collapse a Folder: Click the plus sign **(+)** icon to expand a folder. Click the minus sign **(-)** to collapse a folder.

Resize a Column

Step 1

Along the folder headings (e.g., Case Description, Type, etc.), point to the line between the columns until a double arrow ↔ appears.

Step 2

Click and drag the line in the desired direction to enlarge or reduce the column size.

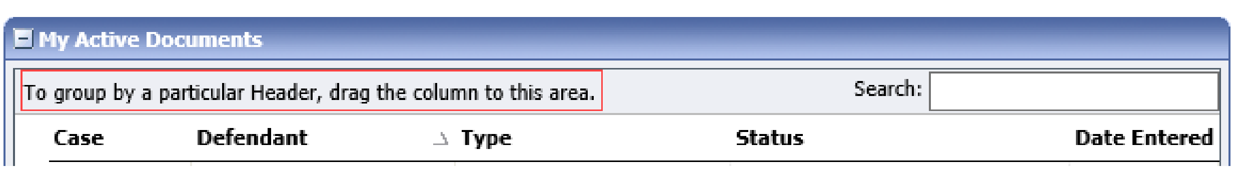
Note: The section size does not increase; therefore, some columns may move off the screen.

Group by Column Header

To sort all the information within a section, you can group documents by column header. All sections displaying the group header bar can be sorted in this manner.

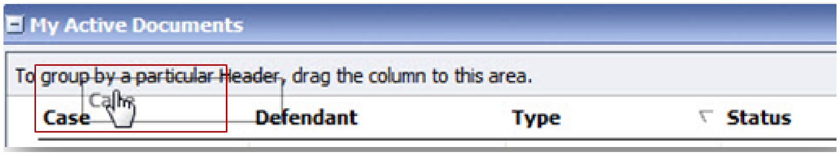
Step 1

Click in the header for the column you wish to group.

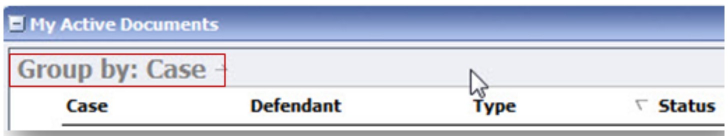


Step 2

Click and drag the header to the **group by** header bar.

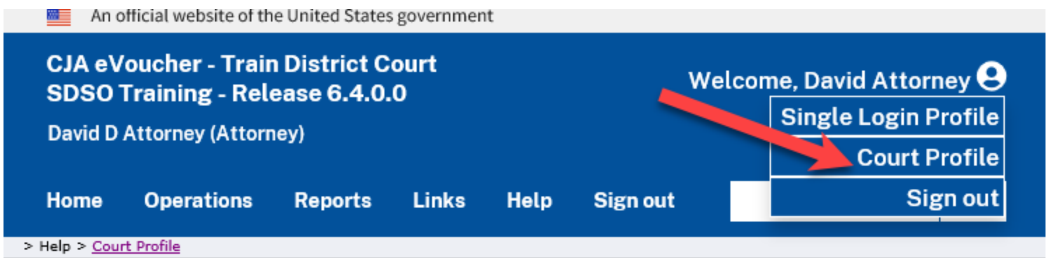


All the information in that folder is now grouped and sorted by that selection.



Court Profile

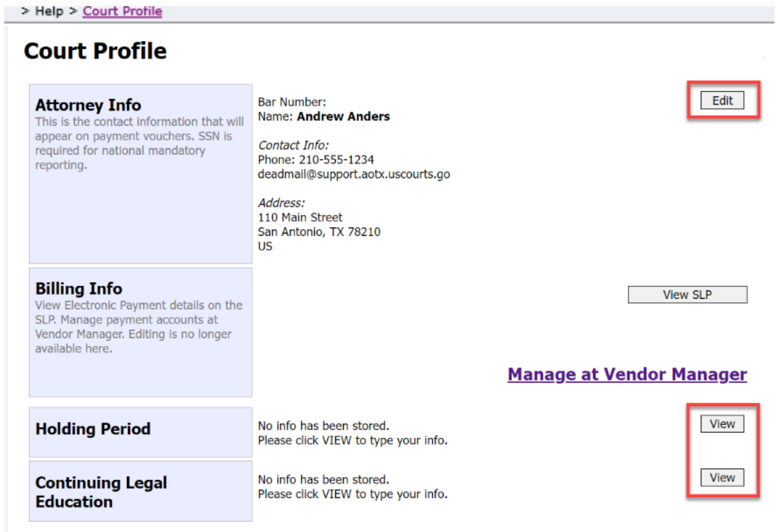
If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon and then click **Court Profile**.



On the Court Profile page you 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 the attorney will be out of the office in the Holding Period section.
- Document any continuing legal education (CLE) attendance.

Click **Edit** or **View** to the right of the Attorney Info, Holding Period, Continuing Legal Education sections to expand these sections and edit any information. Review your court profile and, if applicable, add any missing information as needed.



Attorney Info

Step 1

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

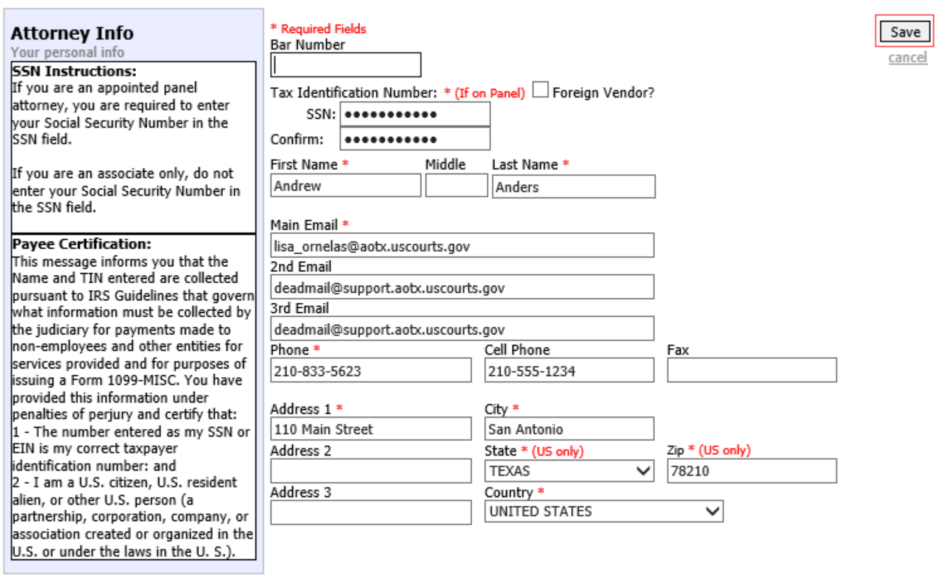
If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile are applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile Page and details the sections that are affected across any of your other linked accounts:

Court Profile

For Attorney Info or Expert Info 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.

Step 2

Make any necessary changes and then click **Save**.



Notes:

- 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.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select **Foreign Vendor?** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

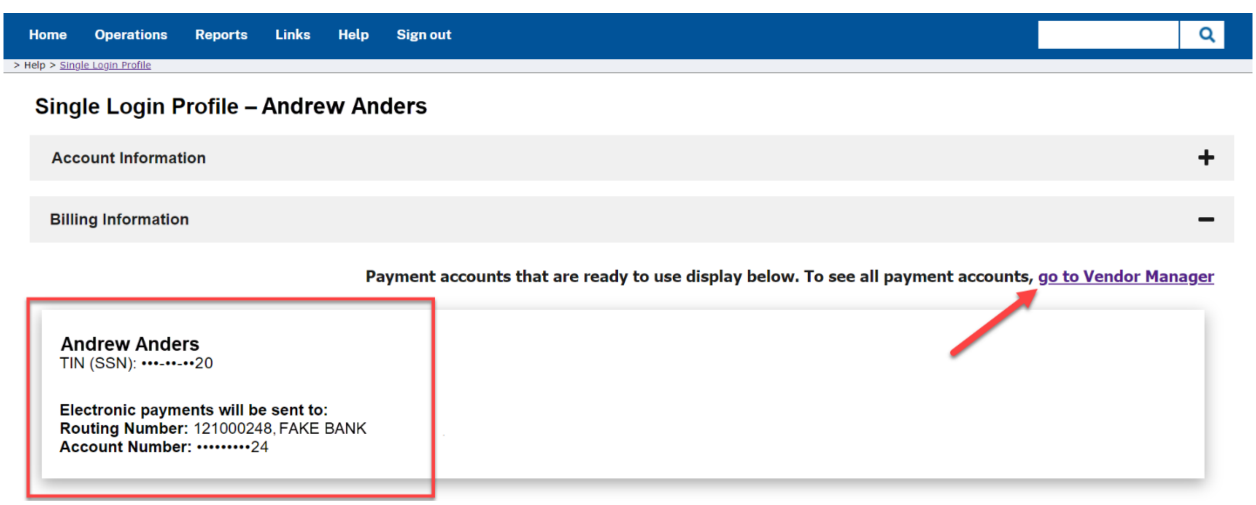
In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

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.

Step 1

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

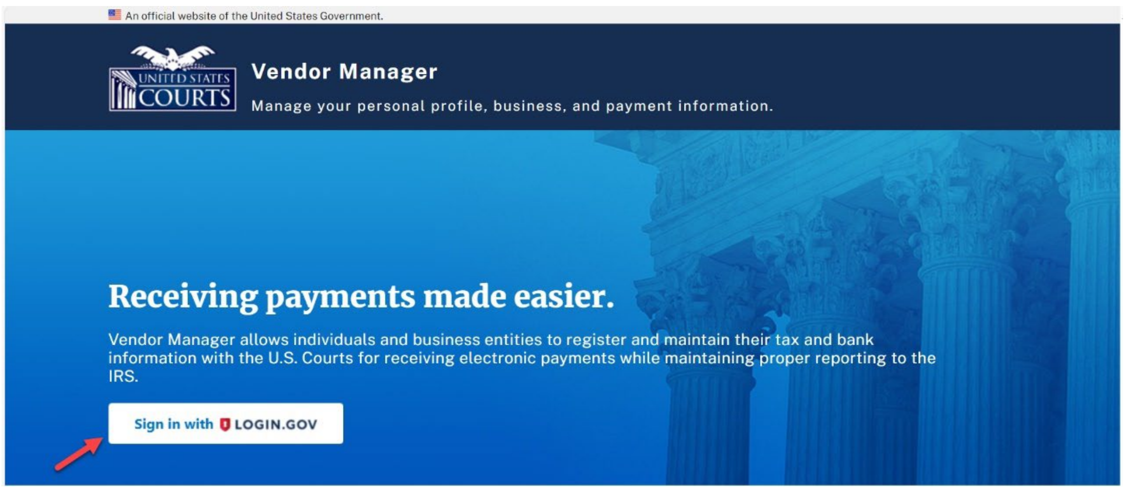
Payment account(s) you have set up in VMS display in the BillingInformation section. Click the **go to Vendor Manager** link to view and edit your payment information here.



Step 2

Click the **Manage at Vendor Manager** link to access VMS.

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

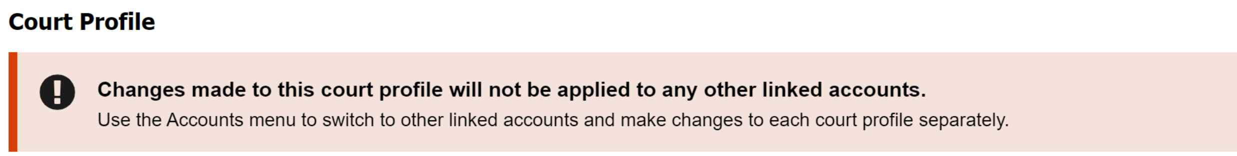


Note: Payment account information must be entered in VMS before any payments can be made.

Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, attorneys are not given a new assignment.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the tope of your Court Profile page.

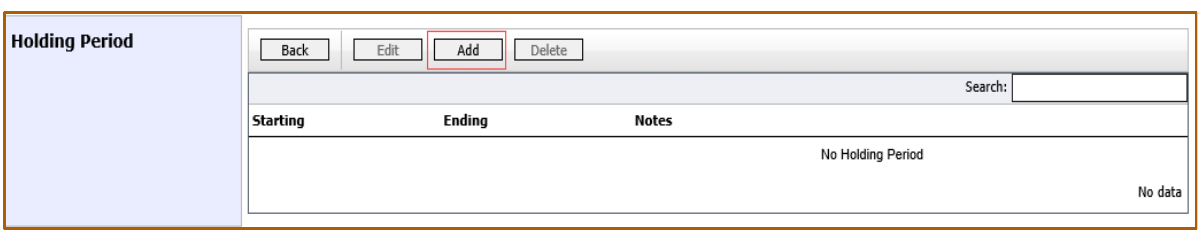


Step 1

In the Holding Period section, click **View**.

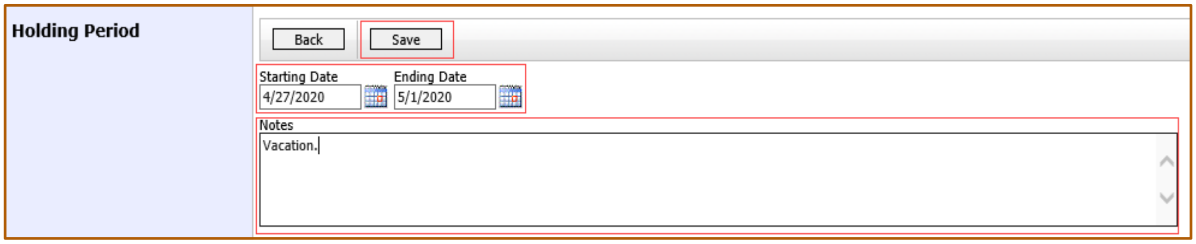
Step 2

Click **Add**.



Step 3

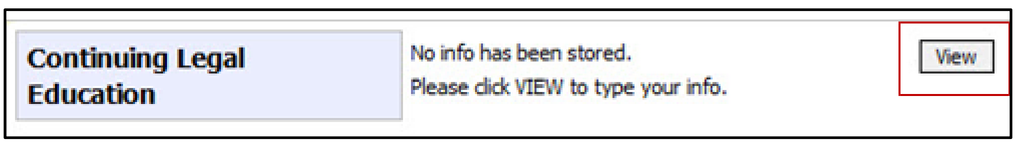
In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.



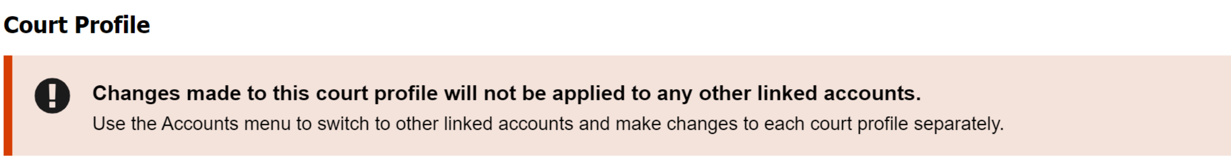
Continuing Legal Education (CLE)

Step 1

In the Continuing Legal Education section, click **View** to access the CLE information.



Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

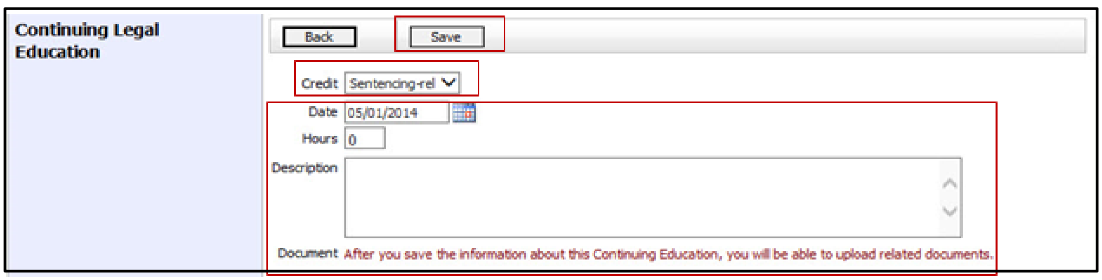


Step 2

To add CLE information, click **Add**.

Step 3

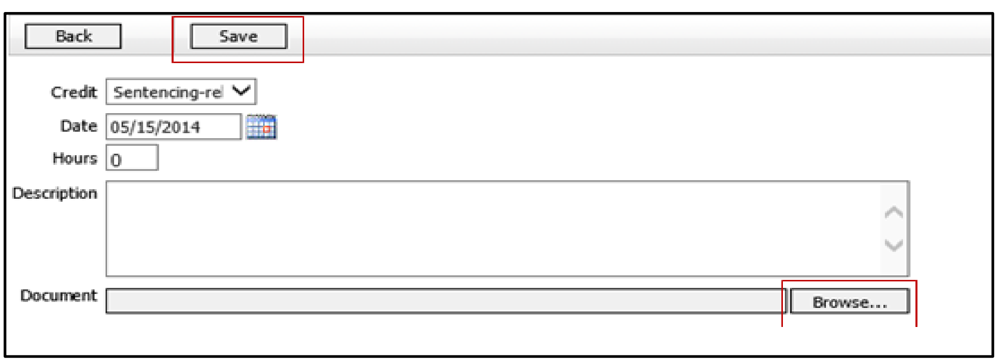
Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

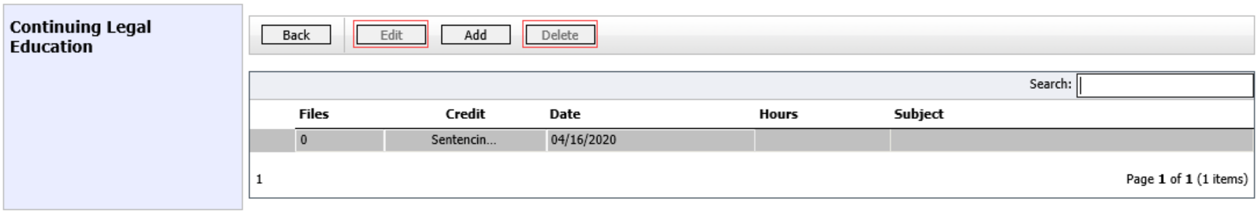


Note: After you save information, you can upload related PDF documents.

Step 4

Click **Browse** to upload and attach a PDF document. Then click **Save**.





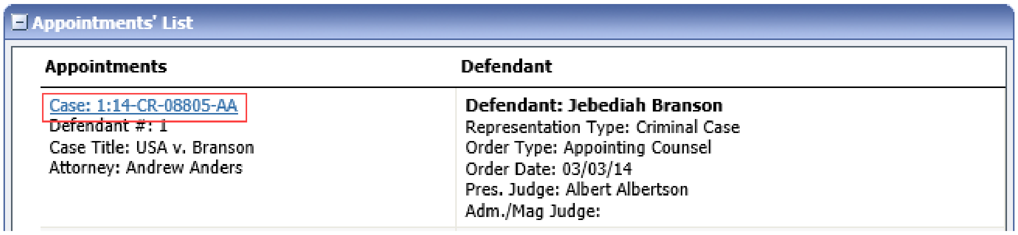
Note: All entries appear in the grid and can be accessed, edited, or deleted either by clicking the entry or clicking the **Edit** or **Delete** buttons.

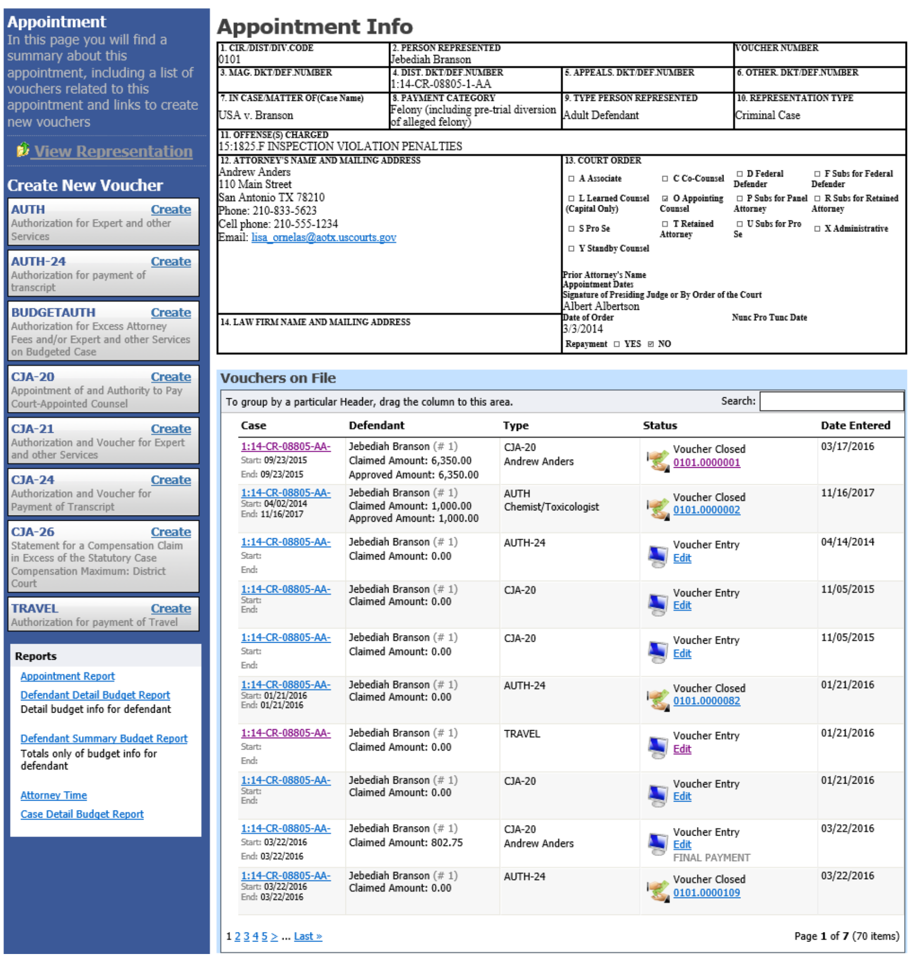
Appointments' List

On your home page, in the Appointments' List section, locate the desired case.

Step 1

Click the case nubmer link to open the Appointment Info page.





Section Name	Contents
Appointment Info	This section contains all information about the appointment.
Vouchers on File	This section contains all vouchers for the appointment.
Appointment	This section describes the information found on the page. Click the **View Representation** link to open the Representation Info page.
Create New Voucher	Click the **Create** link next to the voucher to create a voucher for the appointment.
Reports	This section contains reports for the appointment.

View Representation

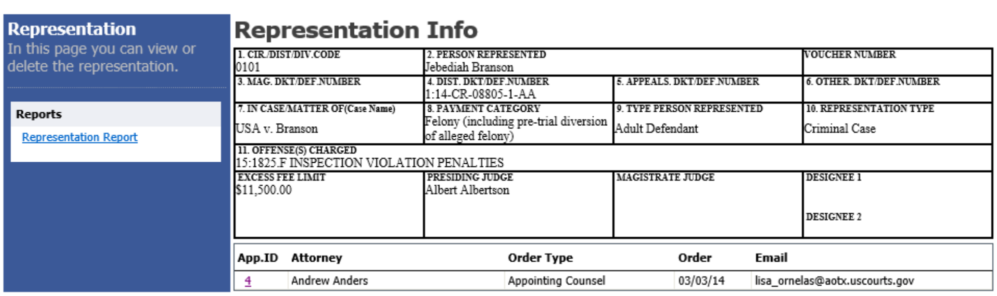
Clicking the **View Representation** link displays the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel (if any)
- Previous counsel (if any)

Step 1

In the Appointment section, click the **View Representation** link.

The Representation Info page will appear.



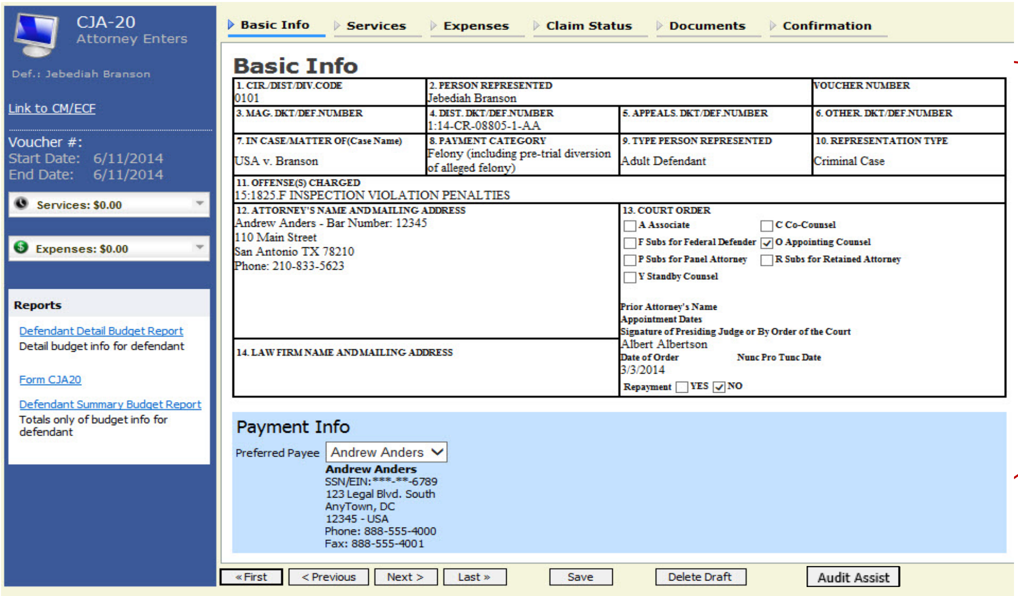
Creating a CJA 20 Voucher

The court creates the appointment. The attorney initiates the CJA 20 voucher.

Note: All voucher types and documents function in primarily the same way.

In the Create New Voucher section, from the CJA 20 voucher template, click the **Create** link.

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



Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

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 this document, click **Audit Assist** at any time.
To navigate, click the tab headings or the navigation buttons in the progress bar.

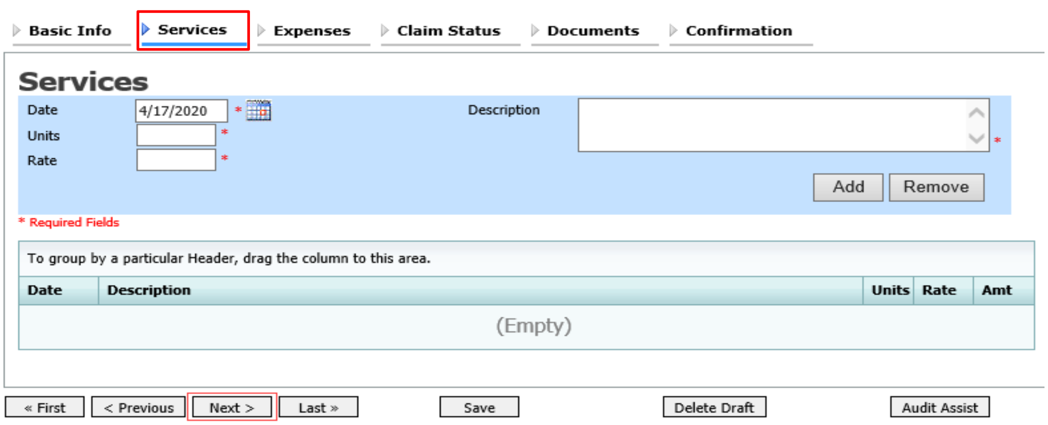
Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

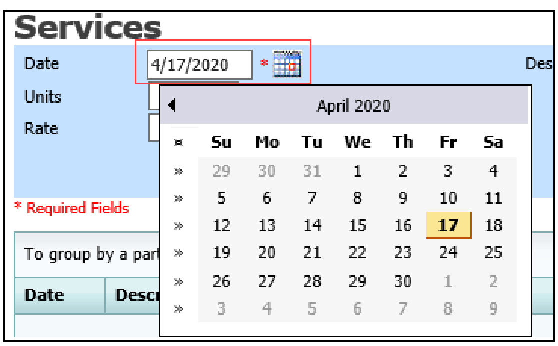
Step1

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



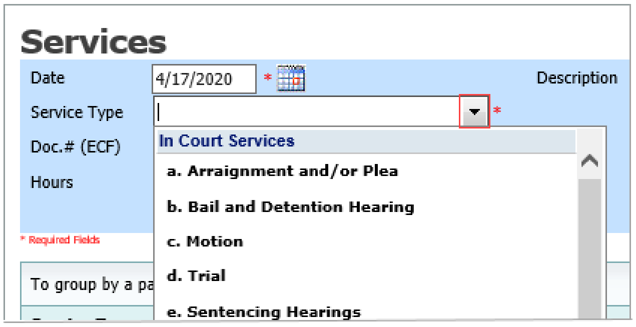
Step 2

Enter the date of the service. The default date is always the current date. You can either type the date, or click the calendar icon and select a date from the pop-up calendar.



Step 3

Click the **Services Type** drop-down arrow and select the service type.

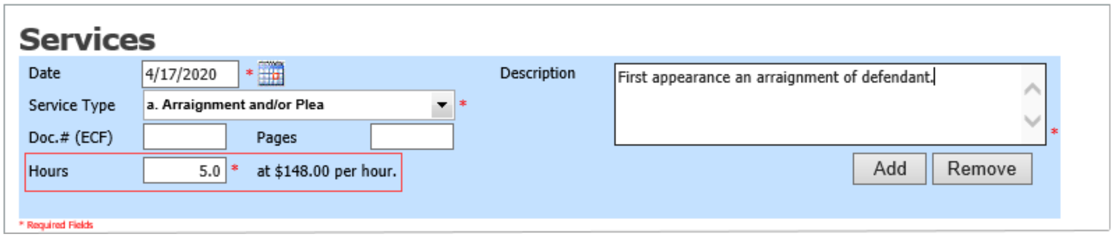


NOTE: You can add dates in any order; they will automatically sort in chronological order, oldest to newst, as they are entered.

For help in determining what time entries apply to the proper In/Out Court services, see the **Time Entry Cheat Sheet – Addendum A.**

Step 4

Enter your hours of service in tenths of an hour, enter a description, and then click **Add**.



Step 5

The entry is added to the voucher, and appears at the bottom of the Service Type column. The default sor for services is chonological by date, oldest to newest. Click an entry to edit and then click **Save** to save your changes.

Please see **Addendum B** for examples of Specificity in Timesheets.

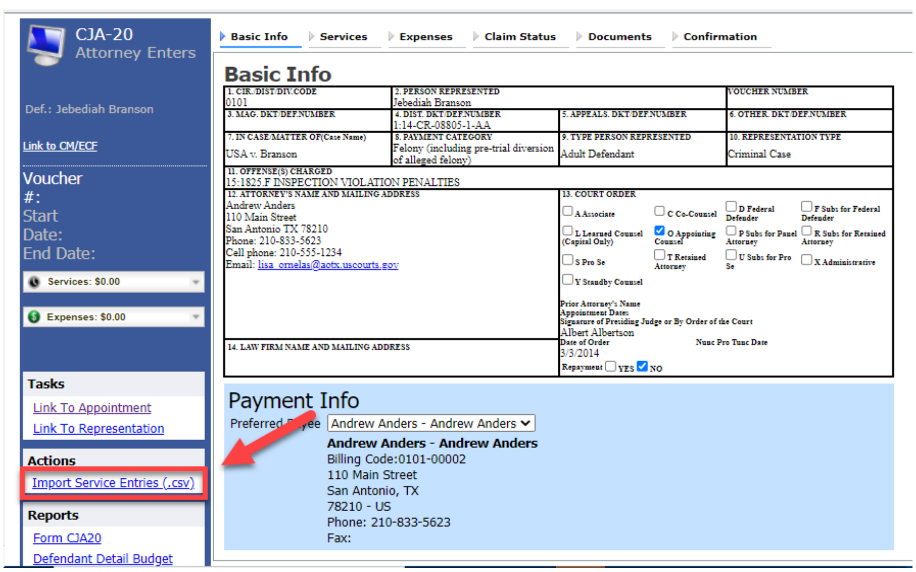
Importing Service Entries

Attorneys using commerically 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.

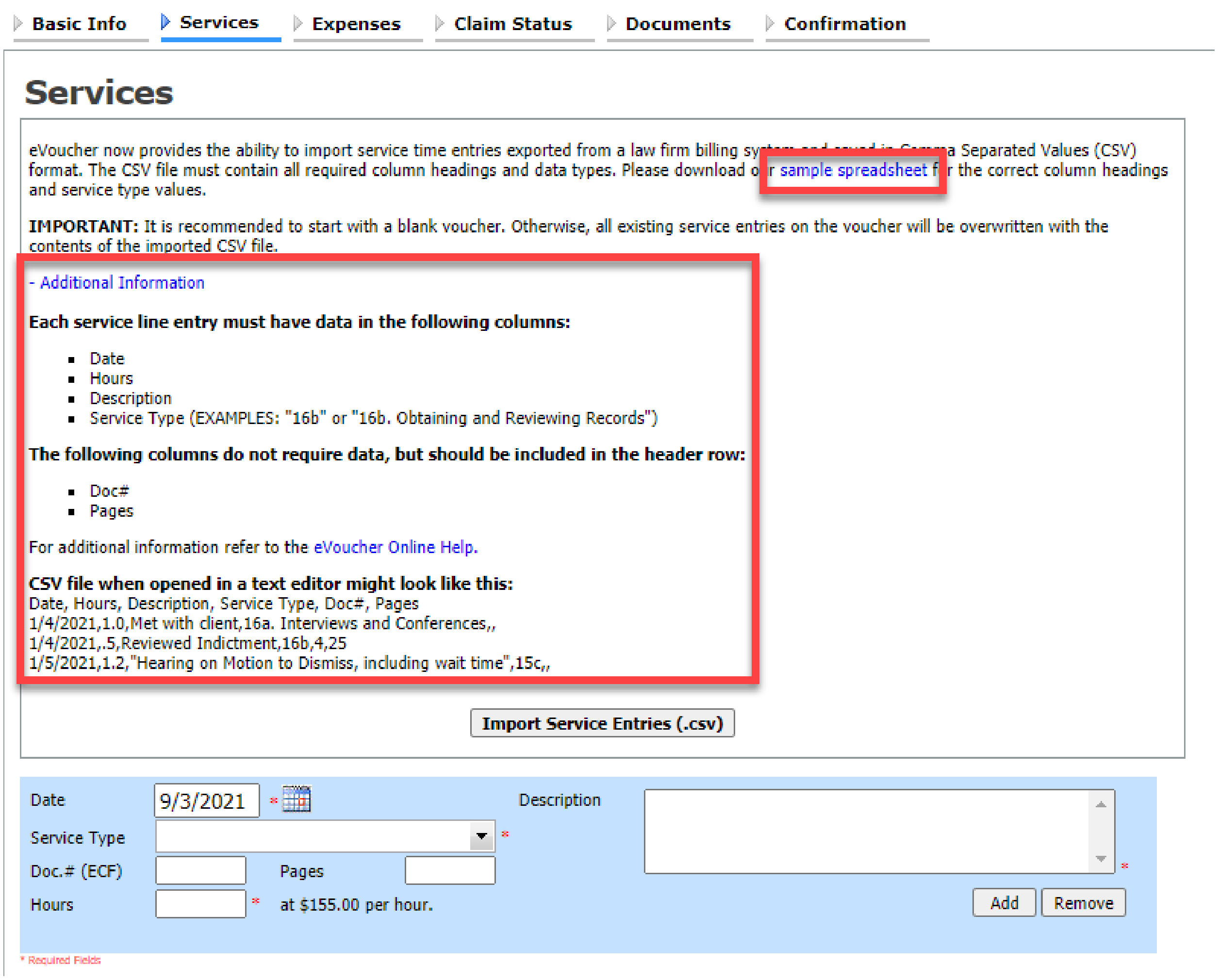
Step 1

Select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.



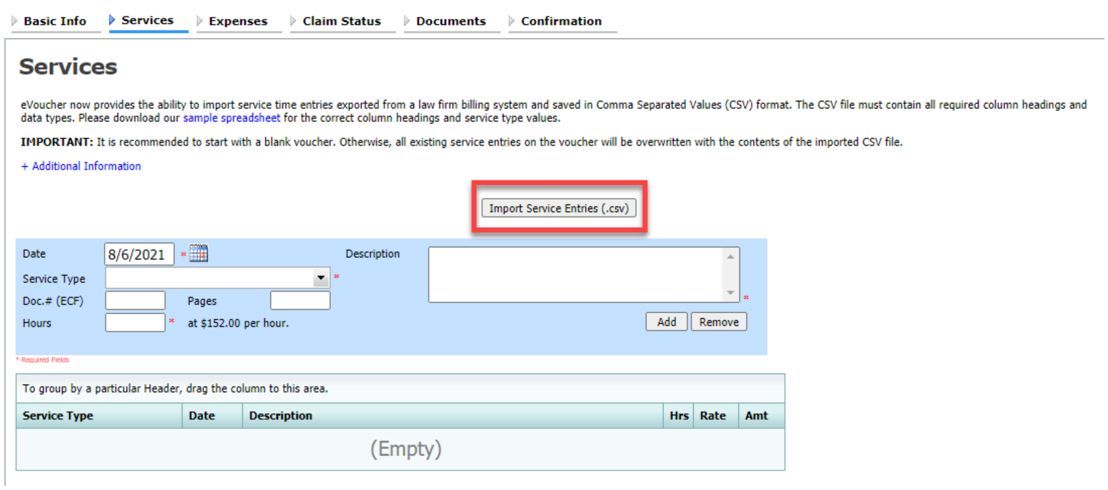
Step 2

The Services page appears. To download and view a sample .csv file, click the **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.



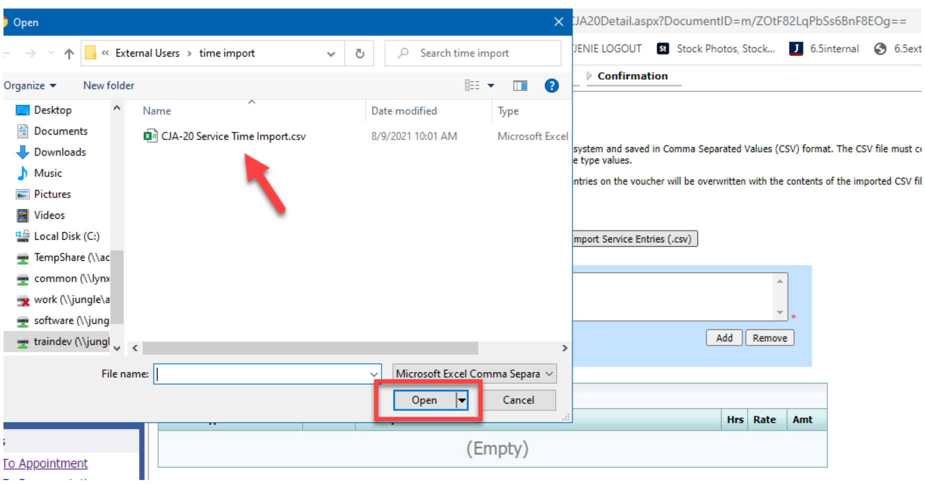
Step 3

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



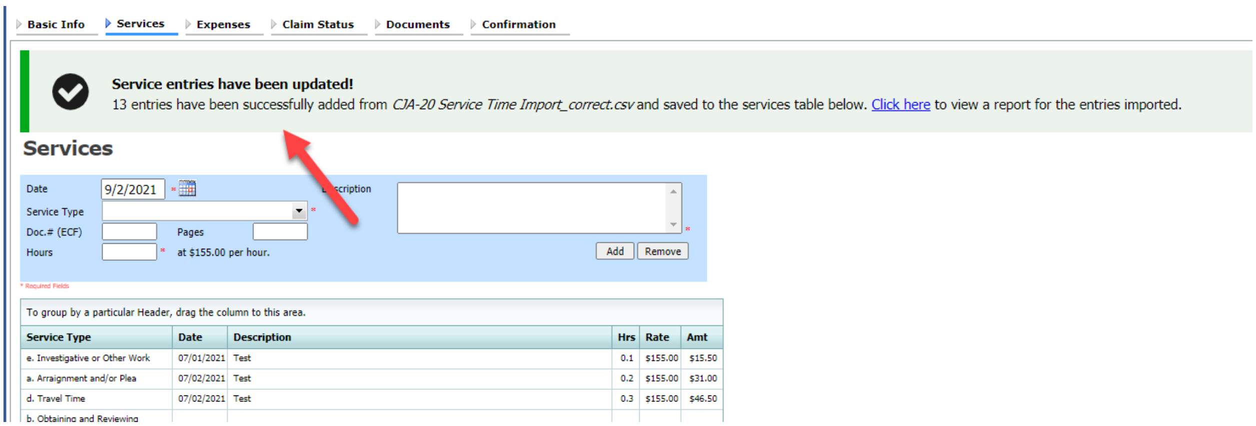
Step 4

Your file directory browser opens. Click the correct .csv file, and then click **Open.**



Step 5

A success message appears, indicating the number of entries that were imported and saved to the services table.

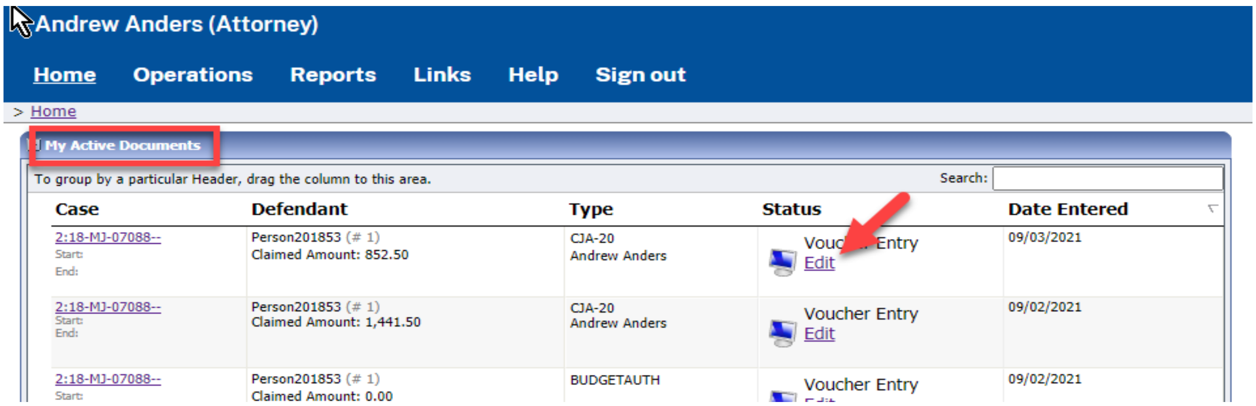


Importing Service Entries on Previously Created CJA-20s

While is it recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

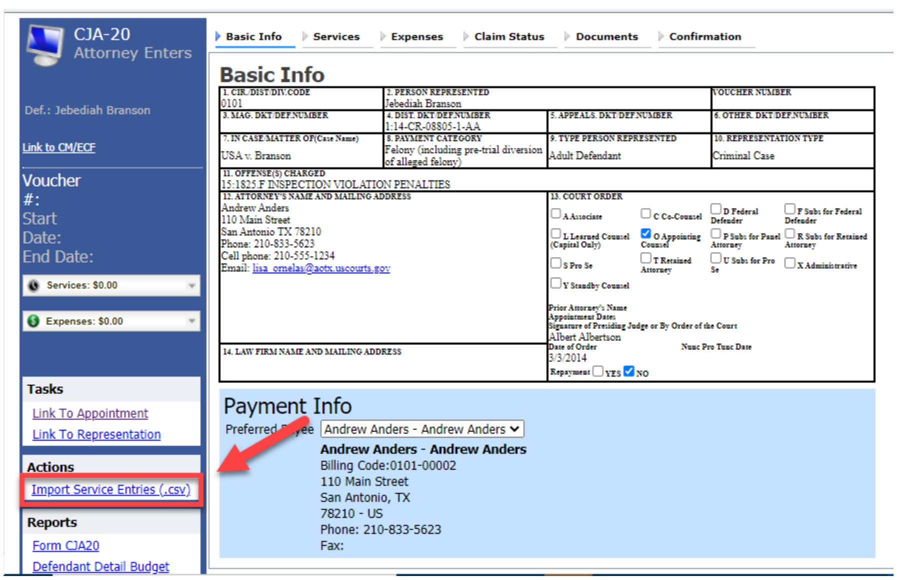
Step 1

On the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.



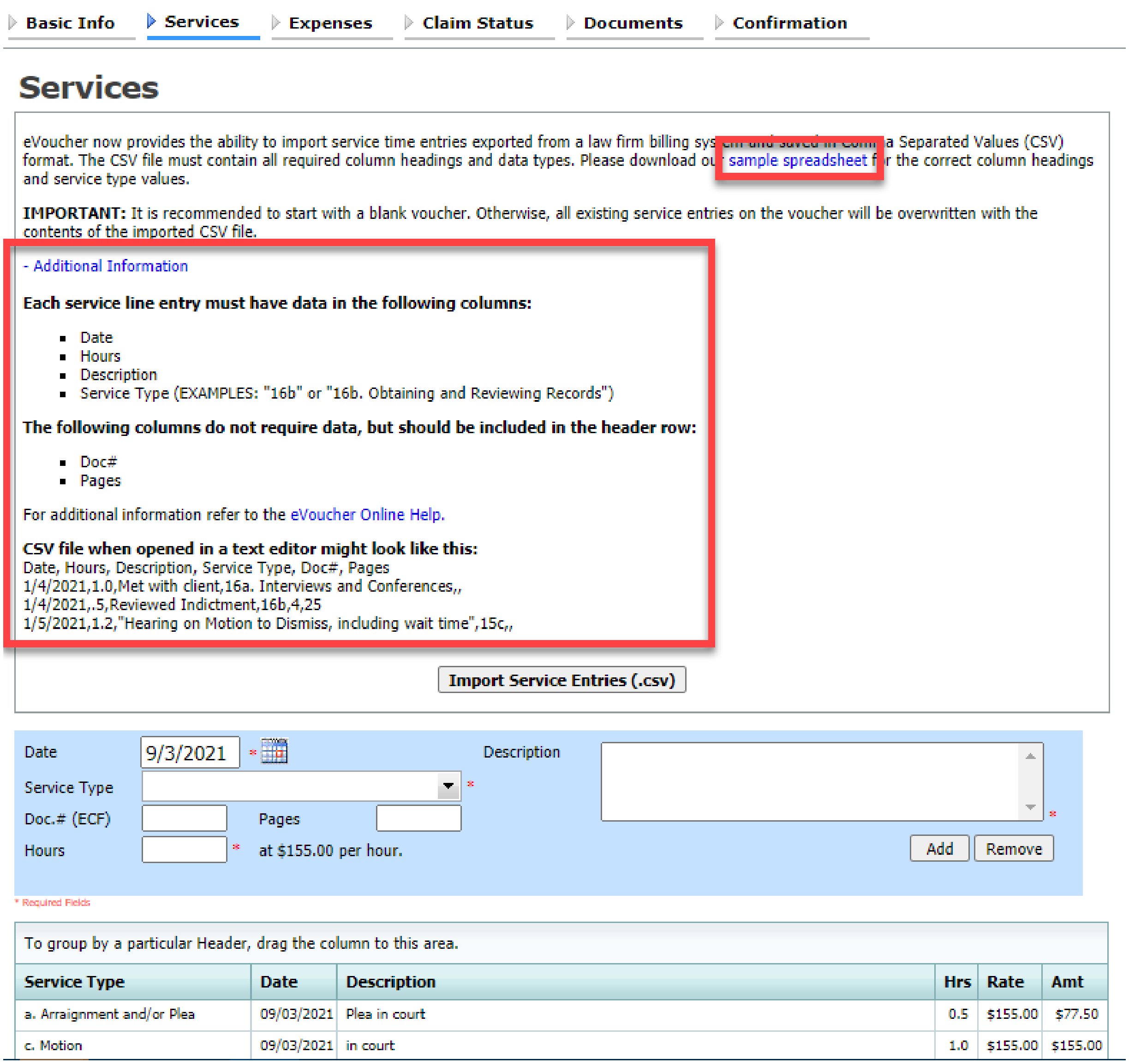
Step 2

When the document opens, in the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.



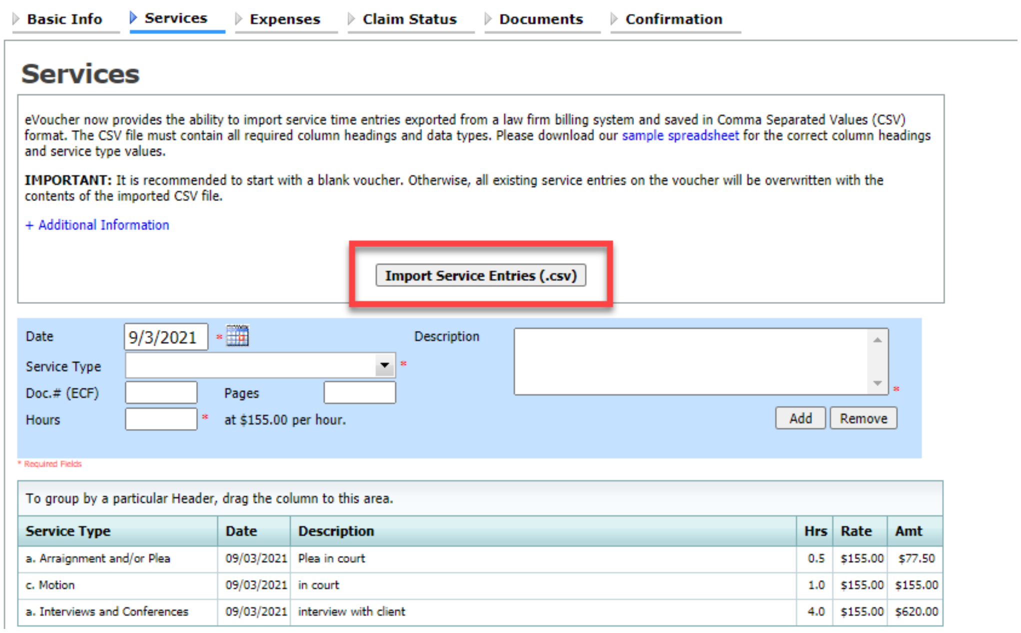
Step 3

The Services page appears. To download and view a sample .csv file, click the **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.



Step 4

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

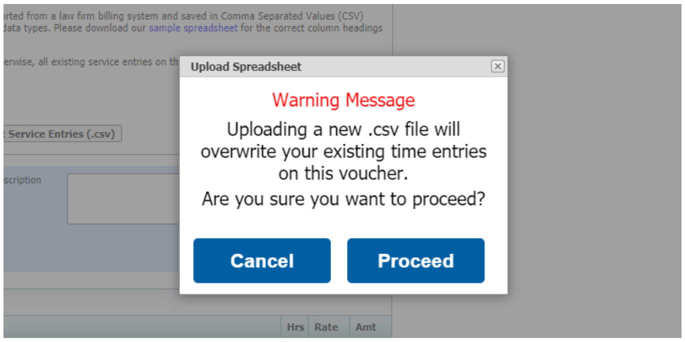


Step 5

A diaglog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

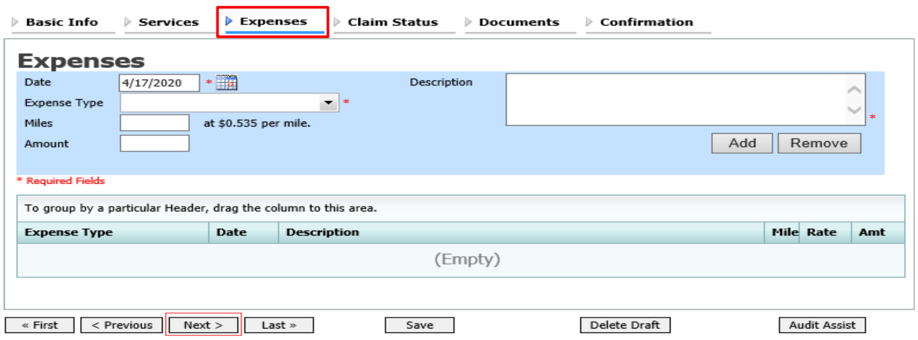
Click **Proceed** and continue by following steps 3-5 in the Importing Service Entries section above.



Entering Expenses

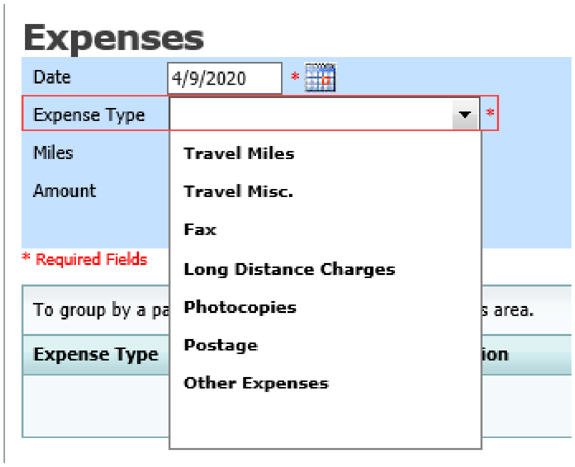
Step 1

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



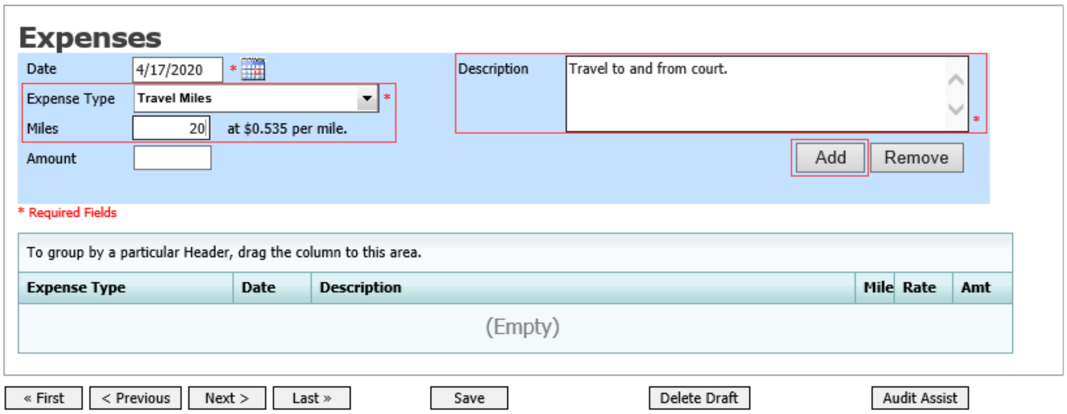
Step 2

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

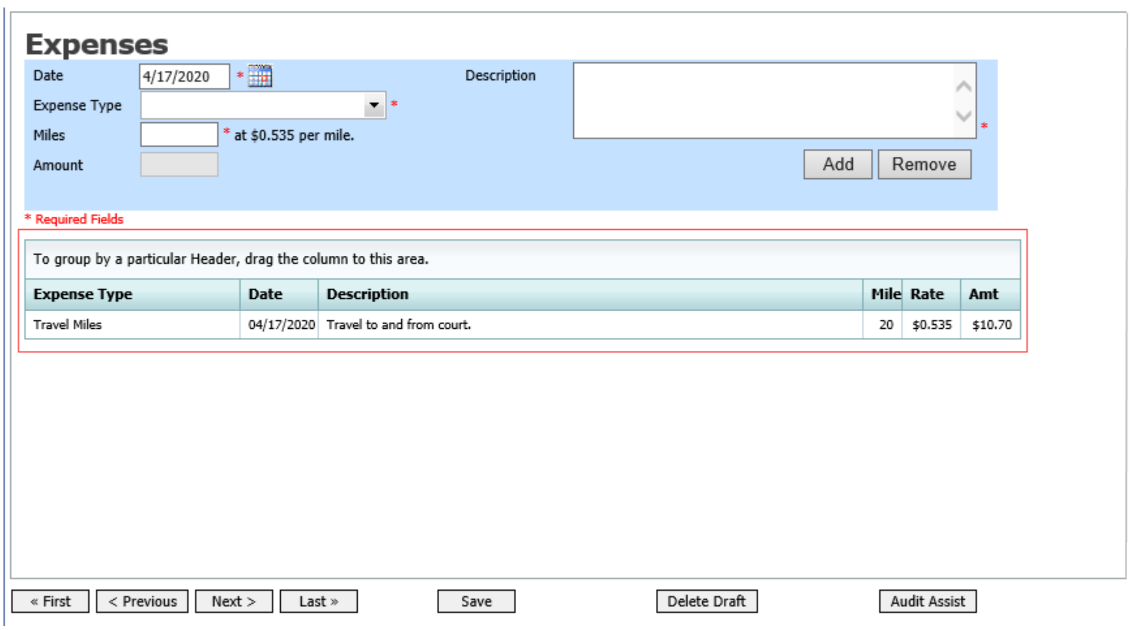


Step 3

If **Travel Miles** is selected, in the **Miles** field, enter the round-trip mileage and then click in the **Description** field to enter a description. Click **Add**.

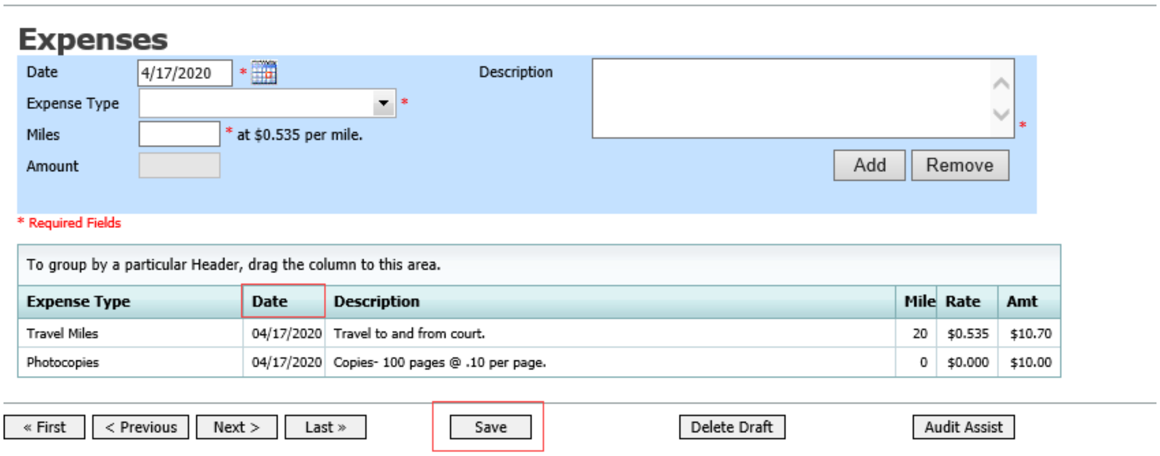


The entry is added to the voucher and appears at the bottom of the Expense Type column.



Step 4

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.



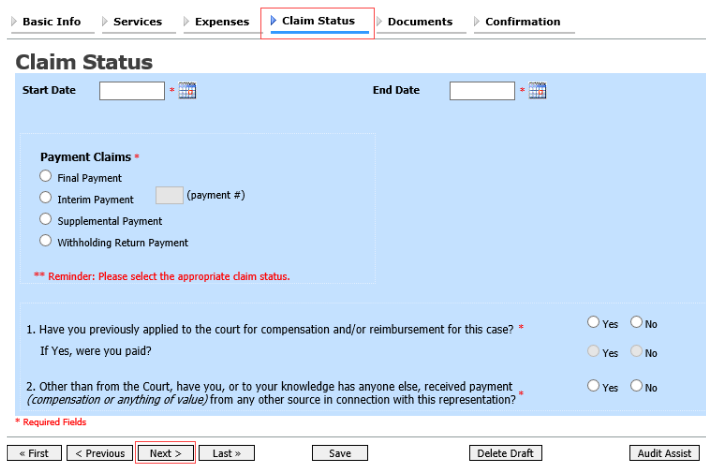
Notes:

- Expense entries for photocopies or fax expenses, please indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.
- Any single expense (not including mileage) over $50 **must** have a receipt attached.
- **All** hotel receipts must be attached.
- Meal receipts (alcohol is not reimbursable) **must** be attached (actual receipt, not credit card slip).
- Any legal research expenses (Westlaw, Lexis) **must** have the printout attached.

Claim Status

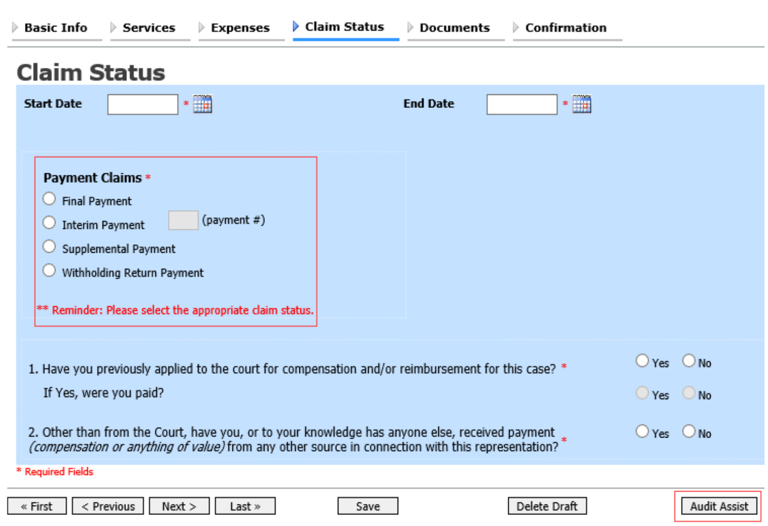
Step 1

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



Step 2

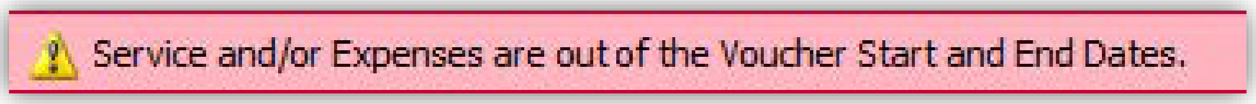
In the **Start Date** field, enter the start date from the services or expenses entries, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date or services. Answer all the questions regarding previous payments in this case and then click **Save.** Click **Audit Assist** at any time to view any errors or warnings regarding your document.



The Payment Claims section features the following payment claims type radio buttons:

Claim Type	Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, in the **(payment #)** field, indicate the number of interim payment.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses entered) CJA 20/21 at the end of the case.

If you try to submit with errors, you may receive the following pink error message:



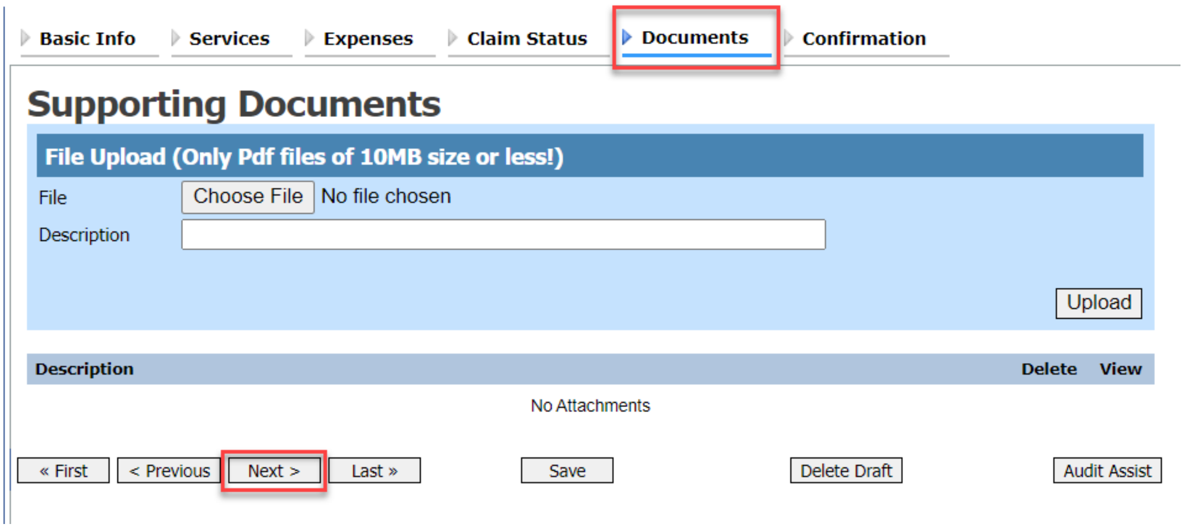
The message will be removed when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher; e.g., travel or other expense receipts, justification statements (Addendum J), or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

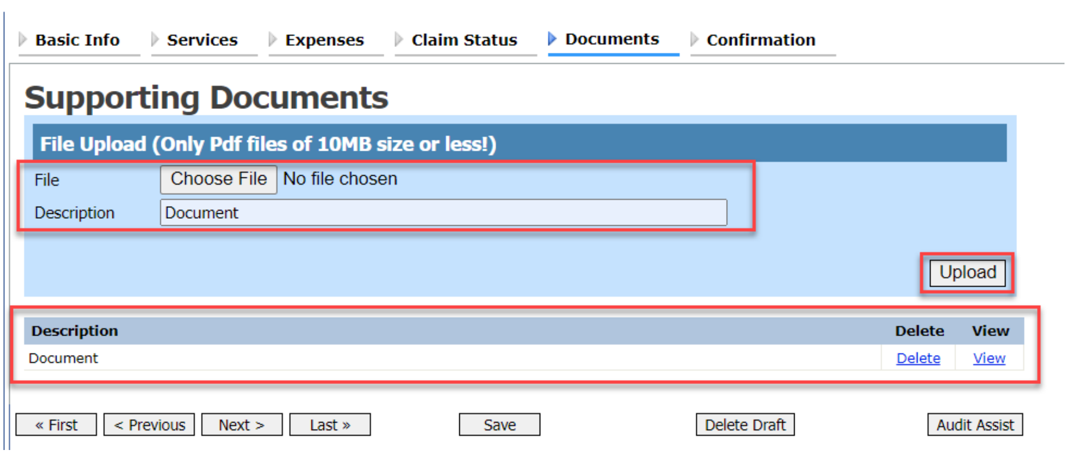
Step 1

Click the **Document** tab or click **Next** on the progress bar.



Step 2

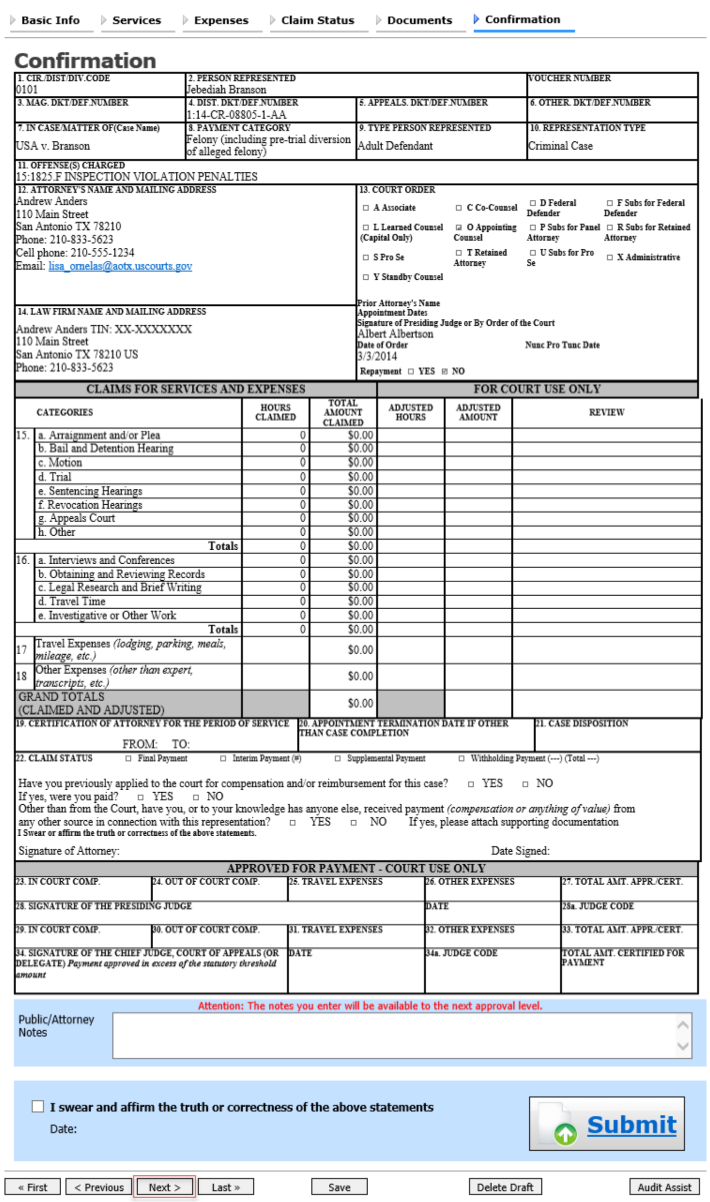
To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description is added to the voucher and appears at the bottom of the Description column.



Signing and Submitting to Court

Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.


Basic Info | Services | Expenses | Claim Status | Documents | Confirmation

Confirmation

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) 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

11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@aotx.uscourts.gov

13. COURT ORDER
☐ 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 Se ☐ X Administrative
☐ Y Standby Counsel

14. LAW FIRM NAME AND MAILING ADDRESS
Andrew Anders TIN: XX-XXXXXXX
110 Main Street
San Antonio TX 78210 US
Phone: 210-833-5623

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order 3/3/2014
Nunc Pro Tunc Date
Repayment ☐ YES ☒ NO

CLAIMS FOR SERVICES AND EXPENSES / FOR COURT USE ONLY

	CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15.	a. Arraignment and/or Plea	0	$0.00			
	b. Bail and Detention Hearing	0	$0.00			
	c. Motion	0	$0.00			
	d. Trial	0	$0.00			
	e. Sentencing Hearings	0	$0.00			
	f. Revocation Hearings	0	$0.00			
	g. Appeals Court	0	$0.00			
	h. Other	0	$0.00			
	Totals	0	$0.00			
16.	a. Interviews and Conferences	0	$0.00			
	b. Obtaining and Reviewing Records	0	$0.00			
	c. Legal Research and Brief Writing	0	$0.00			
	d. Travel Time	0	$0.00			
	e. Investigative or Other Work	0	$0.00			
	Totals	0	$0.00			
17	Travel Expenses *(lodging, parking, meals, mileage, etc.)*		$0.00			
18	Other Expenses *(other than expert, transcripts, etc.)*		$0.00			
	GRAND TOTALS (CLAIMED AND ADJUSTED)		$0.00			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:
20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION
21. CASE DISPOSITION

22. CLAIM STATUS ☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---)

Have you previously applied to the court for compensation and/or reimbursement for this case? ☐ YES ☐ 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 If yes, please attach supporting documentation
I Swear or affirm the truth or correctness of the above statements.
Signature of Attorney: Date Signed:

APPROVED FOR PAYMENT - COURT USE ONLY

23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR./CERT.
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR./CERT.
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) *Payment approved in excess of the statutory threshold amount*		DATE	34a. JUDGE CODE	TOTAL AMT. CERTIFIED FOR PAYMENT

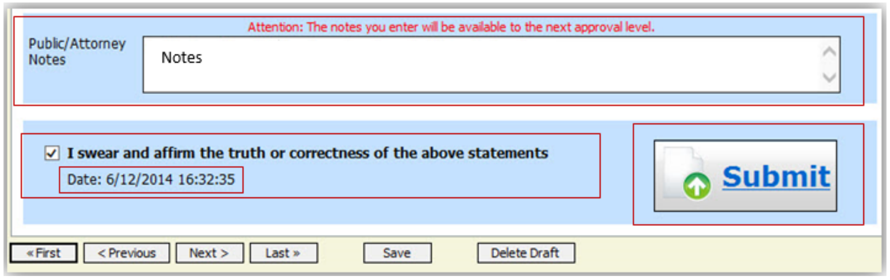
Attention: The notes you enter will be available to the next approval level.
Public/Attorney Notes

☐ I swear and affirm the truth or correctness of the above statements
Date:
Submit

« First | < Previous | Next > | Last » | Save | Delete Draft | Audit Assist

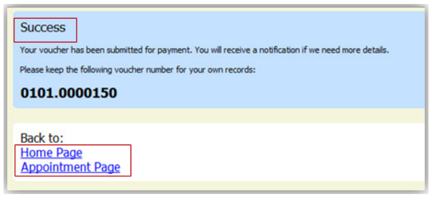
Step 2

In the **Public/Attorney Notes** field you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.

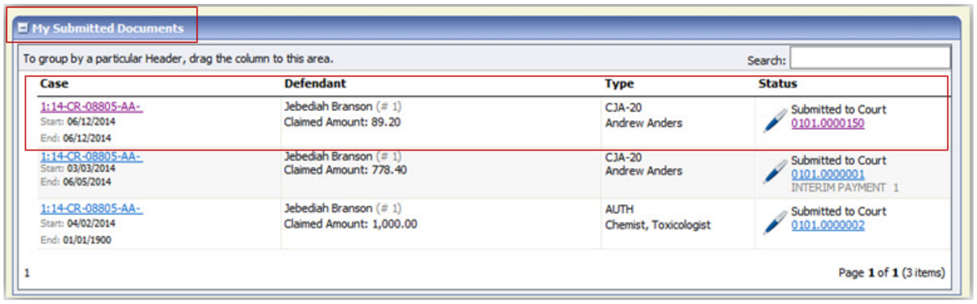


Step 3

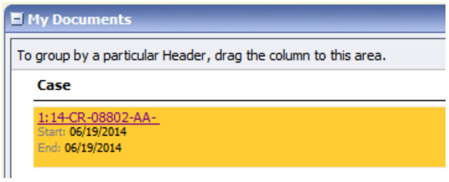
A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



The active voucher will be removed from the My Active Documents section and will now appear in the My Submitted Documents section.

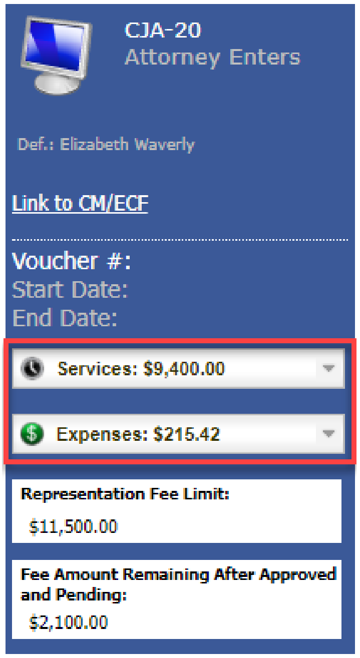


Note: If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

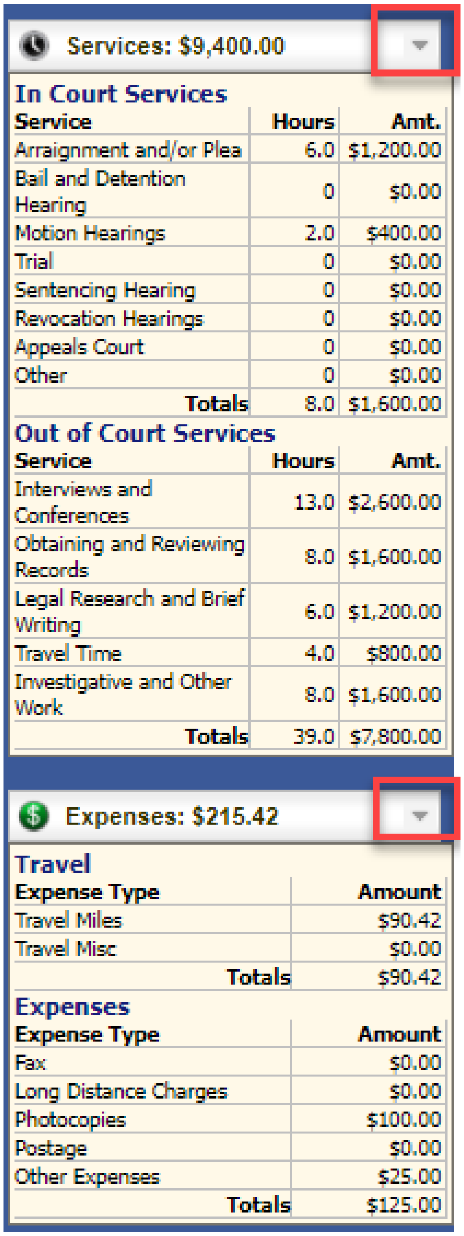


CJA-20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney can monitor the voucher totals using the quick review panel on the left side of the screen.



The **Services** and **Expenses** fields tally services as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or expenses.



Services: $9,400.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	6.0	$1,200.00
Bail and Detention Hearing	0	$0.00
Motion Hearings	2.0	$400.00
Trial	0	$0.00
Sentencing Hearing	0	$0.00
Revocation Hearings	0	$0.00
Appeals Court	0	$0.00
Other	0	$0.00
Totals	8.0	$1,600.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	13.0	$2,600.00
Obtaining and Reviewing Records	8.0	$1,600.00
Legal Research and Brief Writing	6.0	$1,200.00
Travel Time	4.0	$800.00
Investigative and Other Work	8.0	$1,600.00
Totals	39.0	$7,800.00

Expenses: $215.42

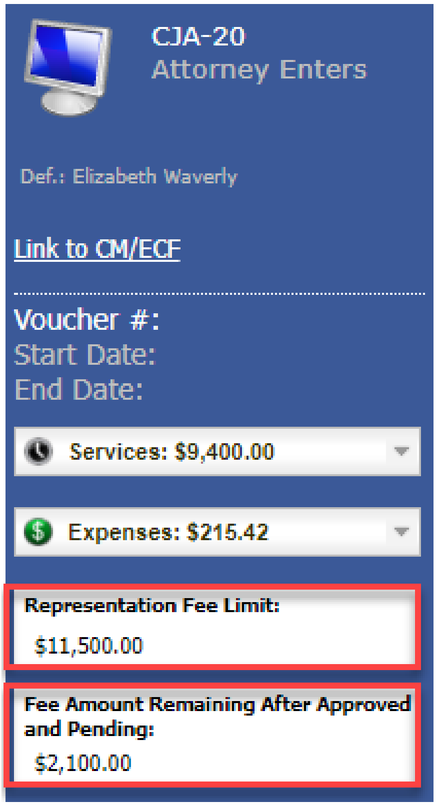
Travel

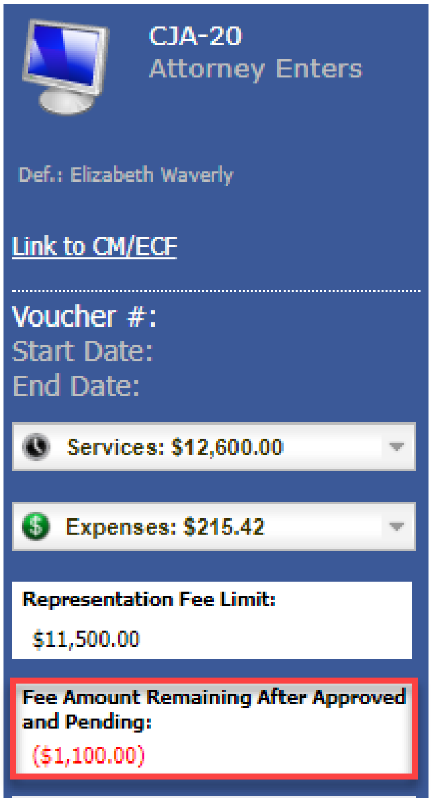
Expense Type	Amount
Travel Miles	$90.42
Travel Misc	$0.00
Totals	$90.42

Expenses

Expense Type	Amount
Fax	$0.00
Long Distance Charges	$0.00
Photocopies	$100.00
Postage	$0.00
Other Expenses	$25.00
Totals	$125.00

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.



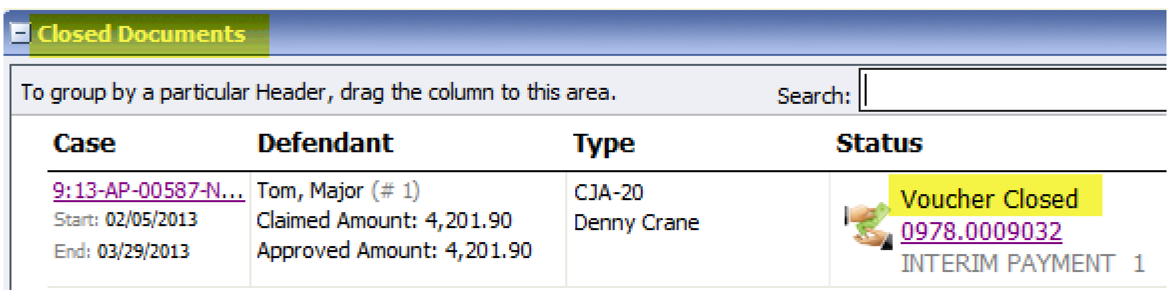


Closed Documents

Once submitted, the document will go through the court review process:

- Initial review by Panel Administrator.
- Review by Federal Defender for reasonableness.
- Review by Magistrate Judge (for AUTH and 24-AUTH only).
- Review by District Court Judge.
- Review by Chief Circuit Judge (if the statutory maximum has been exceeded).
- Return to Panel Administrator for final certification of payment.
- Forwarded to Clerk's Office for final certification of payment.

After the document goes through this procedure, it will move from the My Submitted Documents section to the Closed Documents section.



The system will automatically send an email to the address(es) in the attorney profile section to alert you that the voucher has been approved for payment.

For any vouchers that have been reduced the Federal Defender's office will contact you regarding the voucher reduction.

You can still view this document, but it will be in Read Only format.

Note: The closed vouchers are automatically archived after 60 days by the eVoucher system. When a document is archived, it will be removed from the Closed Documents section. However, you can still access the voucher by clicking on the case in the Appointments' List section (on the Home Page) or using the search feature.

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 potentital to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert sevices by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear in the left review panel.
- Each panel, depending on the documents you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.

You can find other accessible reports by clicking **Reports** on the menu bar.

Defendant Detailed Budget Report

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 appointment, and authorized expert service.

Defendant Detail Budget Report - Attorney

1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: $0.00

Budget Amount Approved: $9,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Attorney: Andrew Anders	(Appointing Counsel)				Active						
09/23/2015 to 09/23/2015	0101.0000001	$0.00	$0.00	$0.00	$0.00	$6,350.00	$0.00	$0.00	$6,350.00	$3,550.00	$3,550.00
01/01/1901 to 01/01/1901		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,550.00	$3,550.00
01/01/1901 to 01/01/1901		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,550.00	$3,550.00
			Total Pending:		$0.00		Total Approved:		$6,350.00	$3,550.00	$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: $1,000.00				Amount Authorized: $0.00					Attorney: Andrew Anders

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending				Approved				Combined Total	
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
	$0.00	$0.00	$0.00	$0.00	$6,350.00	$0.00	$0.00	$6,350.00	$6,350.00	$6,350.00

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Defendant Summary Budget Report

The report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

Defendant Summary Budget Report - Attorney
1:14-CR-08805-1-AA

Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case
Budget Amount Requested: $0.00
Budget Amount Approved: $9,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Attorney: Andrew Anders	(Appointing Counsel)			Active							
			Total Pending:		$0.00		Total Approved:		$6,350.00	$3,550.00	$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: $1,000.00				Amount Authorized: $0.00				Attorney: Andrew Anders	

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending				Approved				Combined Total	
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
	$0.00	$0.00	$0.00	$0.00	$6,350.00	$0.00	$0.00	$6,350.00	$6,350.00	$6,350.00

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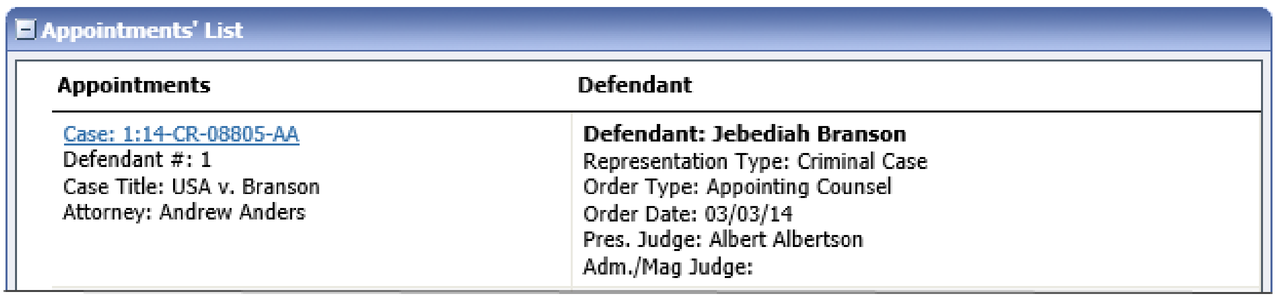
Submitting an Authorization Request for Expert Services (AUTH)

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

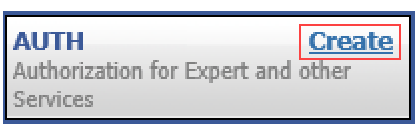
Step 1

In the Appointments List section, open the appoinment record.



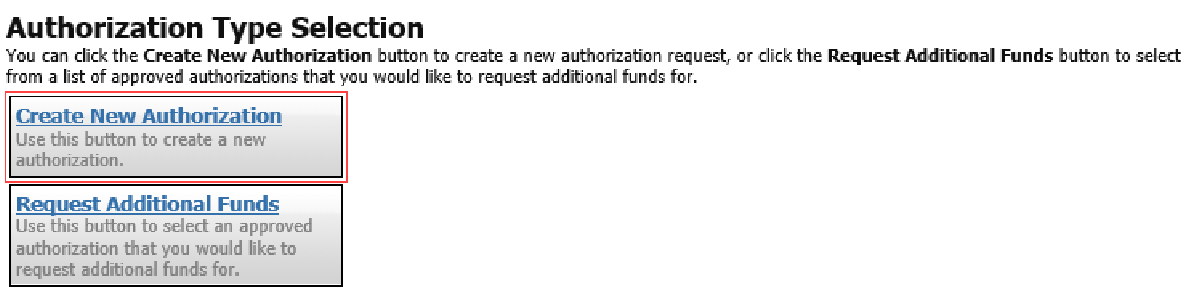
Step 2

On the Appointment page, in the Create New Voucher section, click the **Create** link next to **AUTH**.



Step 3

Click **Create New Authorization**.

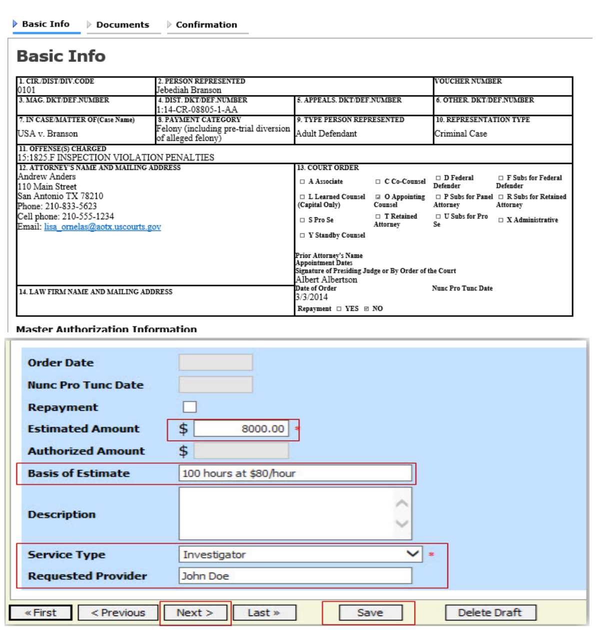


Step 4

The Basic Info page will appear. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

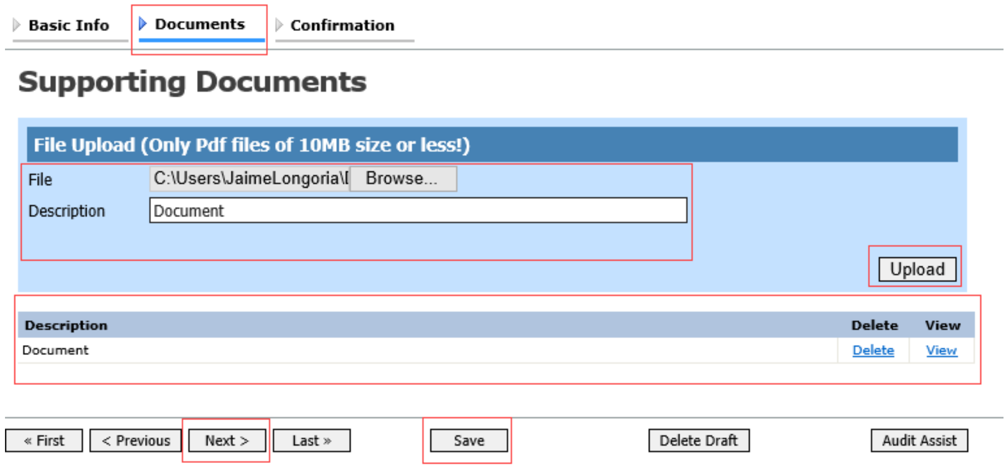
Field	Description
Estimate Amount	Amount you are requesting for your expert (Current limit is $3000 - see Addenum C for current CJA Rates/Limits). If you are a seeking additional funds, please enter the additional amount requested, not the total amount.
Basis of Estimate	Estimated number of hours and hourly rate (Spanish interpreters have set half-day and full-day rates).
Description of Services	Provide brief description of case, need for expert, and duties expert will perform. Include estimated number of hours and hourly rate. **Note:** if your description is lengthy, please attach note or memorandum with your description of services. If you are requesting funds that exceed the current statutory limit, a memorandum is required to be attached. (Form Memorandum attached as Addendum D).
Service Type	Drop-down list of expert types.
Notes	Name of expert.

In the corresponding fields, enter the estimated amount and basis of estimate, select the service type, enter any notes (name of expert), and then click **Save.**



Step 5

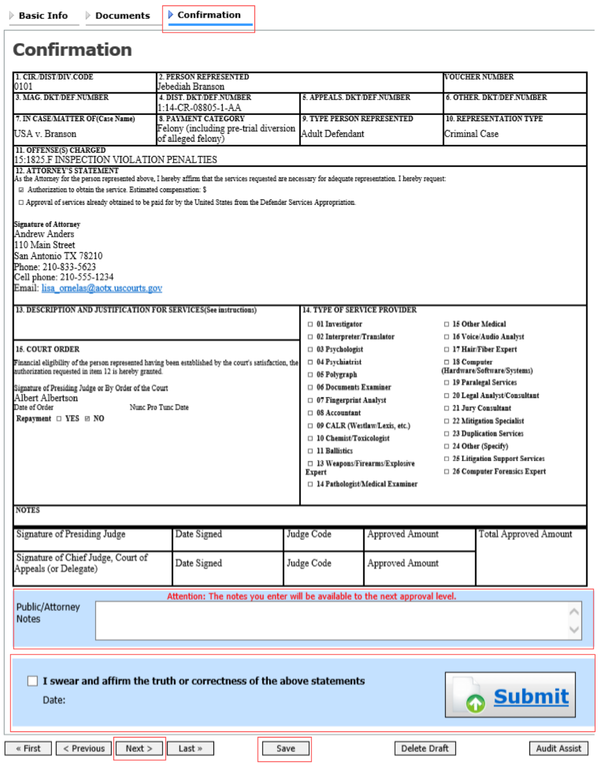
Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Choose File** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description is added to the voucher and appears at the bottom of the Description column.



Note: All documents must be submitted in PDF format and must be under 10MB.

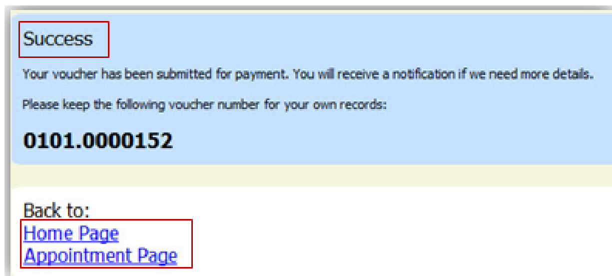
Step 6

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.



Step 7

A confirmation screen will appear indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

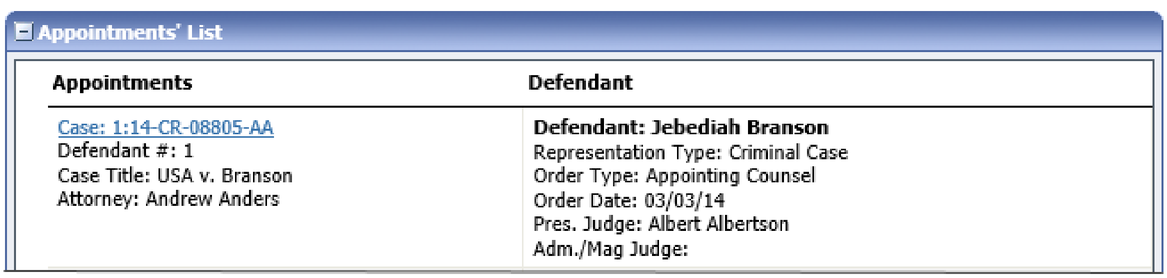


Requesting Additional Funds

You can increase the amount approved on an existing authorization as new amounts are requested.

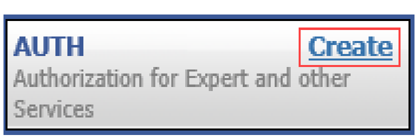
Step 1

In the Appointments' List section, open the appointment record.



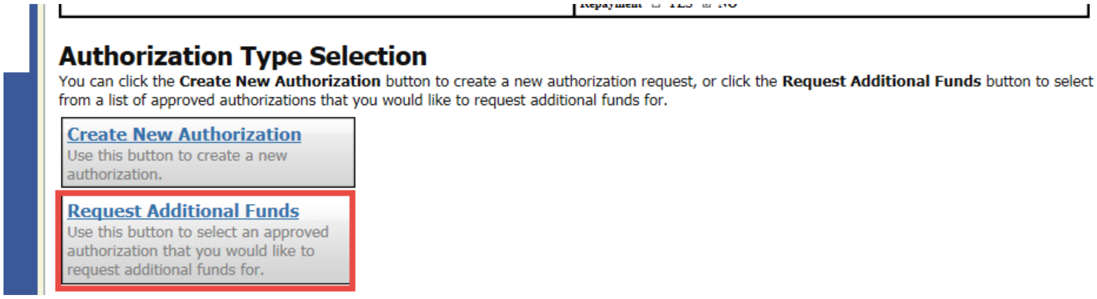
Step 2

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH.



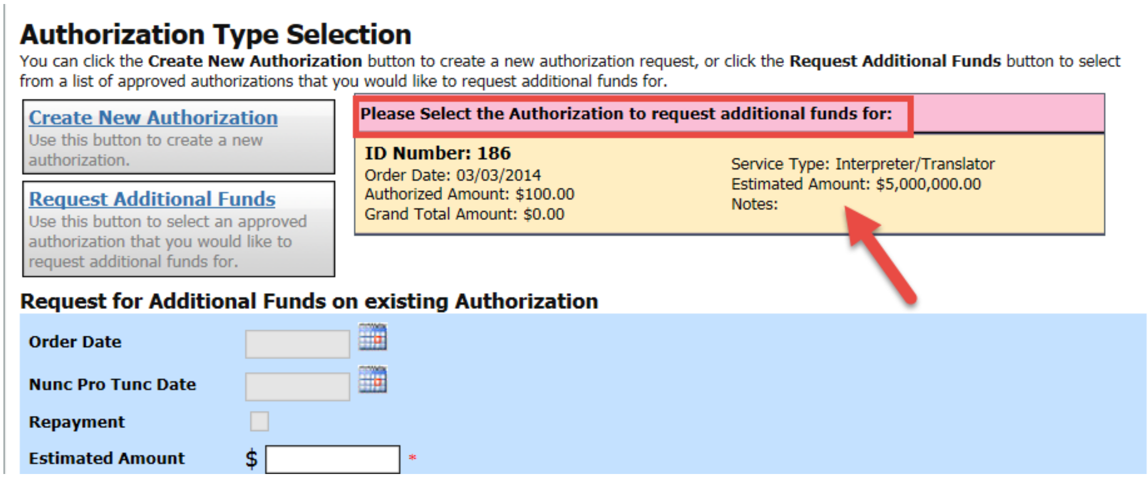
Step 3

Click **Request Additional Funds**.



Step 4

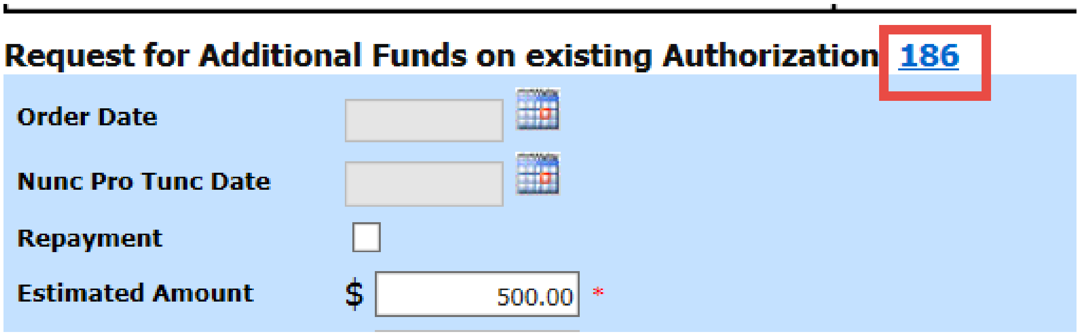
A list of all closed authorizations will appear for this representation and appointment. Select the authorization that needs to be increased.



Then create the authorization as described in the previous instructions for creating an AUTH.

Step 5

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization; as having multiple tabs open in CJA eVoucher can lead to unintended results.



Notes:
When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached. A link is established between the two documents.

The original authorization holds the approved funds and is the only authorization presented when CJA 21 vouchers are generated. These authorizations are also used for the various calculations regarding authorization amounts.

You will need to attach the Memorandum under the Documents tab outlining the reasons for additional funds. (Attached as Addendum D).

Creating a CJA 21 Voucher without an Authorization

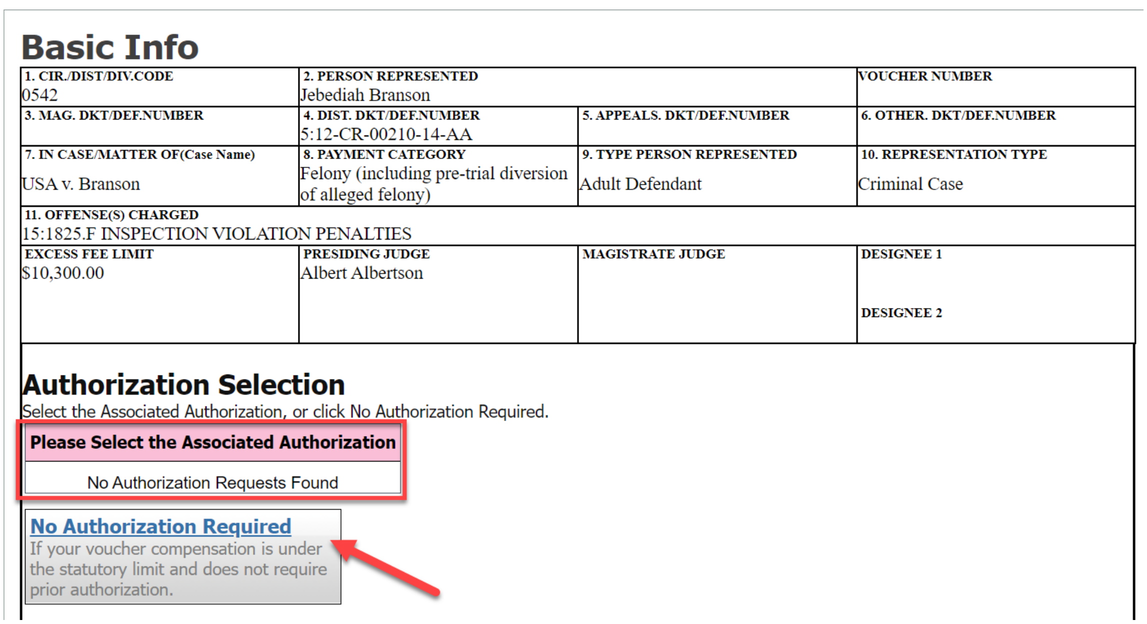
Note: It is **HIGHLY** recommended that attorneys seek advance authorization for all experts used in CJA cases.

Step 1

On the Appointment page click **Create** from the CJA 21 voucher template. The voucher opens the Basic Info page.

Step 2

If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.



Basic Info

1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN 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
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT $10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection

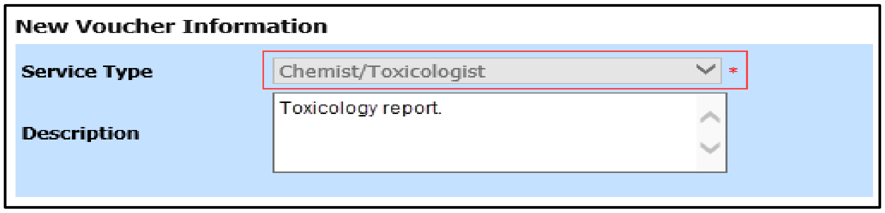
Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization
No Authorization Requests Found

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

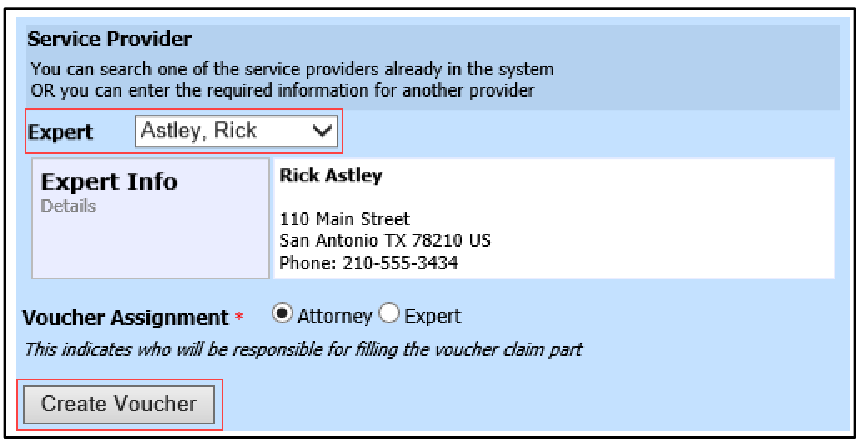
Step 3

Click the **Service Type** drop-down arrow and select the service type. In the **Description** field enter a description of the service to be provided.



Step 4

From the **Expert** drop-down list, select the expert. The Voucher Assignment radio button become available next to "expert", and you can choose whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.



Notes:
Only experts registered with the service type selected appear in the drop-down list. If the name of the service provider/expert is not listed, contact the Panel Administrator immediately.

All information must be entered to advance to the next screen.

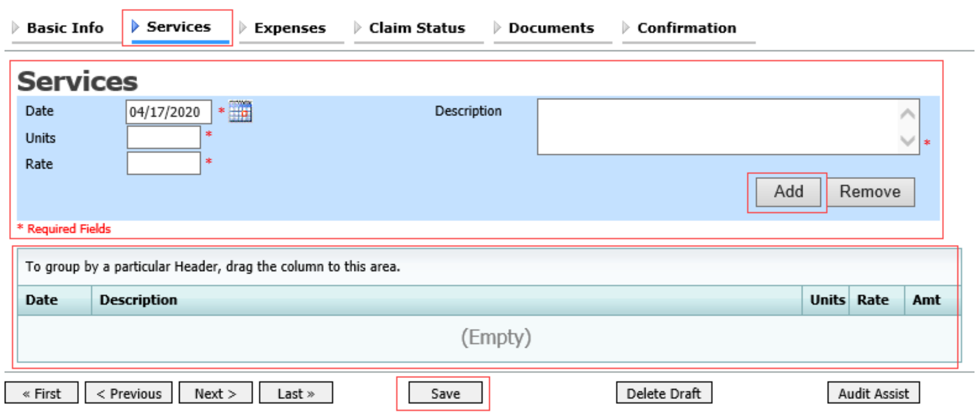
If the expert selected is authorized to use eVoucher, and you have selected voucher assignment to the expert, you are done at this point and can click **Home** or **Sign out**.

If the expert selected is not authorized to use eVoucher, the attorney must complete the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

Note: All experts have been given authorization to enter their own time in eVoucher.

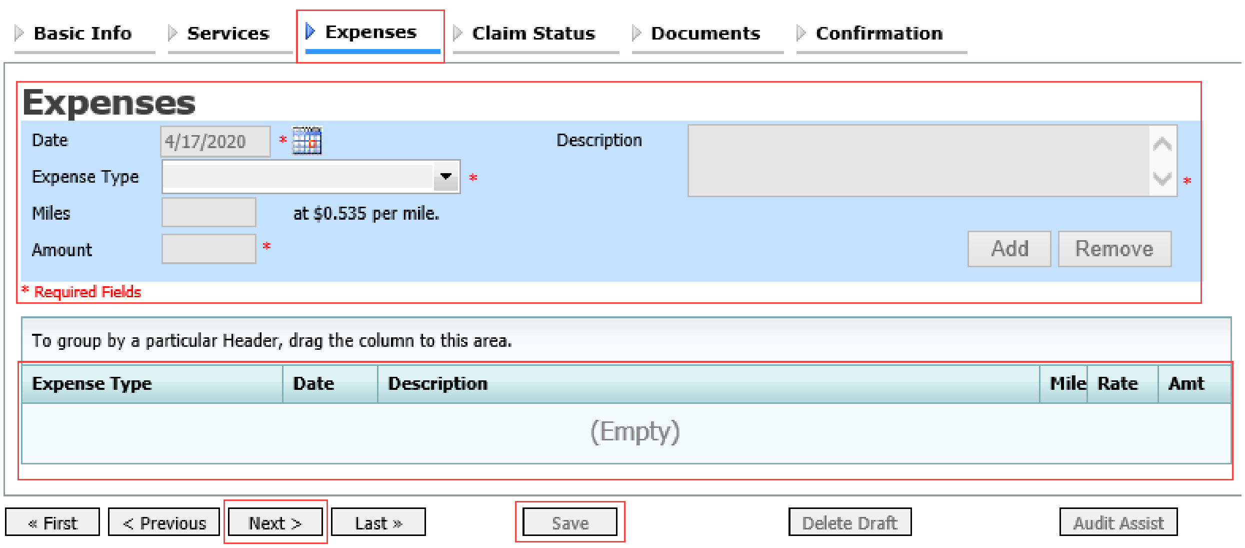
Step 5

Click the **Services** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, units (hours), rate, and description. Click **Add**. The item appears at the bottom of the Services Section. Click **Save**.



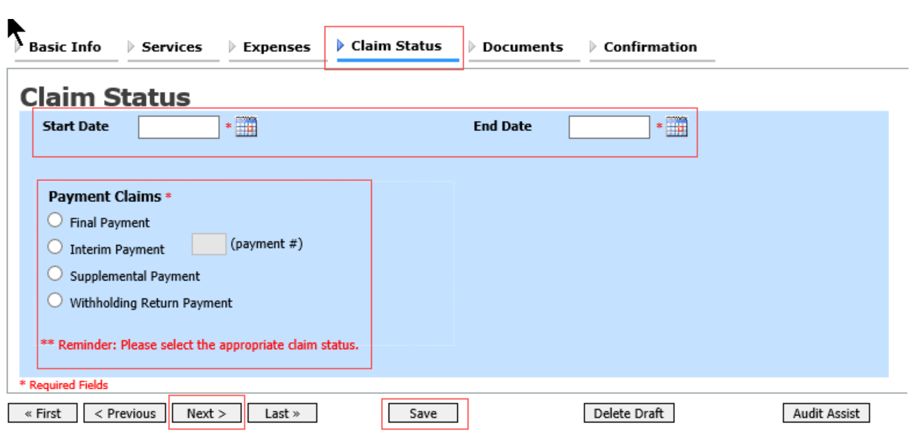
Step 6

Click the **Expenses** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles (if entering mileage). Click **Add**. The item appears in the Expense Type column. Click **Save**.



Step 7

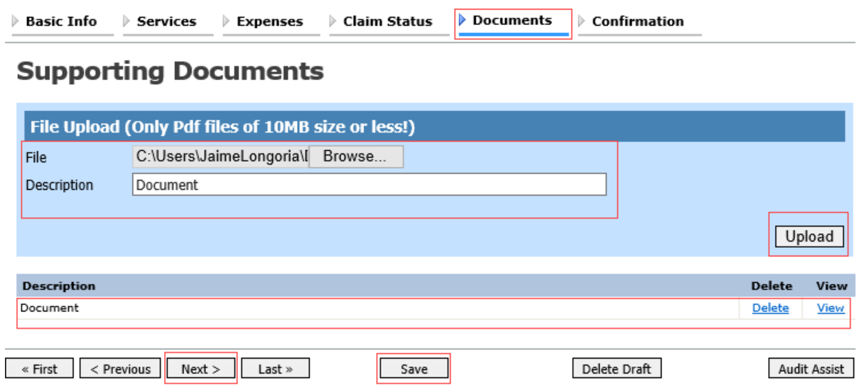
Click the **Claim Status** tab or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the Payment Claims section, click the appropriate radio button, and then click **Save**.



Claim Type	Description
Final Payment	Request payment after all services have been completed.
Interim Payment	Allow for payment throughout the appointment (note that each court's practice may differ). If using this type of payment, indicate the number of interim payment.
Supplemental Payment	Request payment due to a missed or forgotten receipt after the final payment has been submitted.
Withholding Return Payment	Request return payment of withheld funds. The attorney can submit a blank (no services or expenses entered) CJA 20/21 at the end of the case.

Step 8

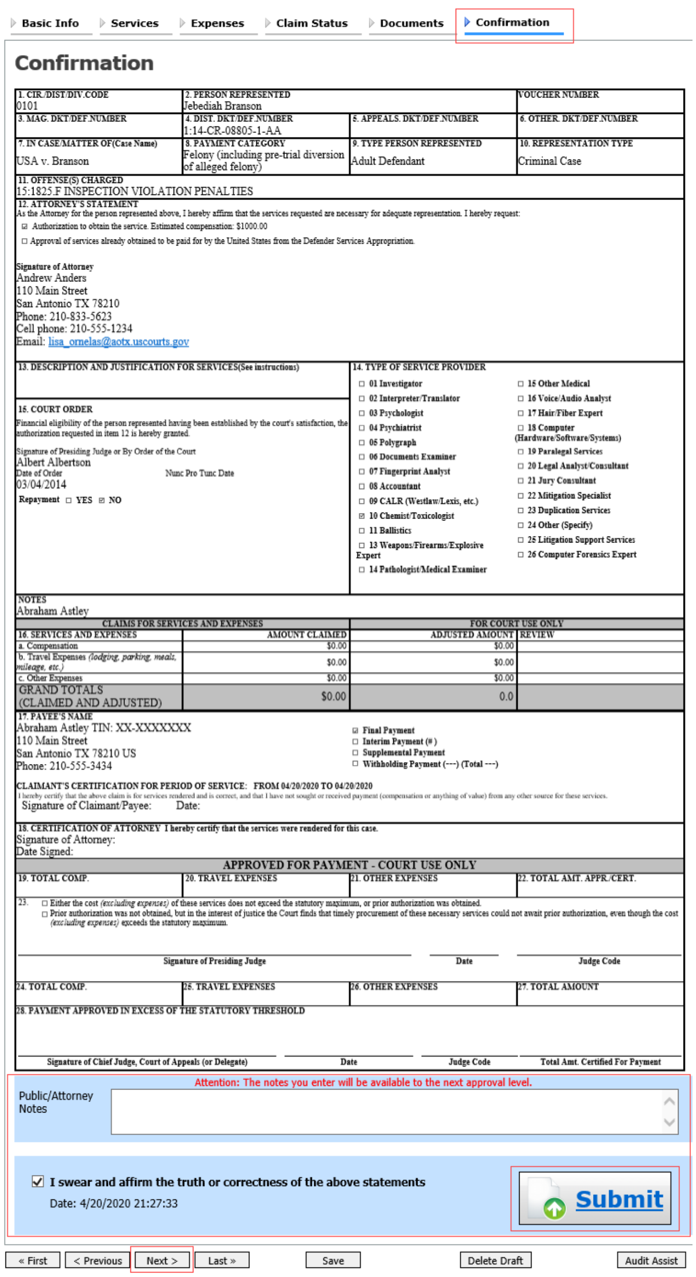
Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Choose File** to locate your file and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appears in the Description column. Click **Save**.



Notes: All documents must be submitted in PDF format and must be 10MB or less.

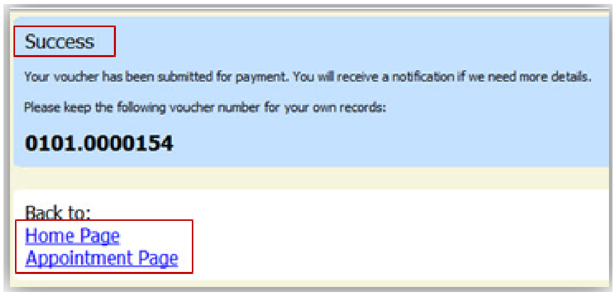
Step 9

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.



Step 10

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

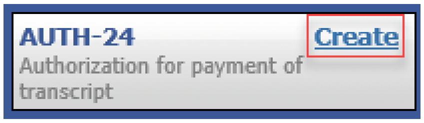


NOTE: Service providers (including court reporters) **SHOULD NOT** be paid directly by counsel. The eVoucher system does not provide for counsel being reimbursed for any payment made directly to an expert service provider or court reporter. If counsel pays a service provider/court reporter directly, they will need to seek reimbursement from the service provider once the service provider is paid from CJA via eVoucher. **Attorneys paying for service providers/court reporters do so at the risk of not being reimbursed.**

Creating an Authorization for Transcripts (AUTH-24)

Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to AUTH-24.



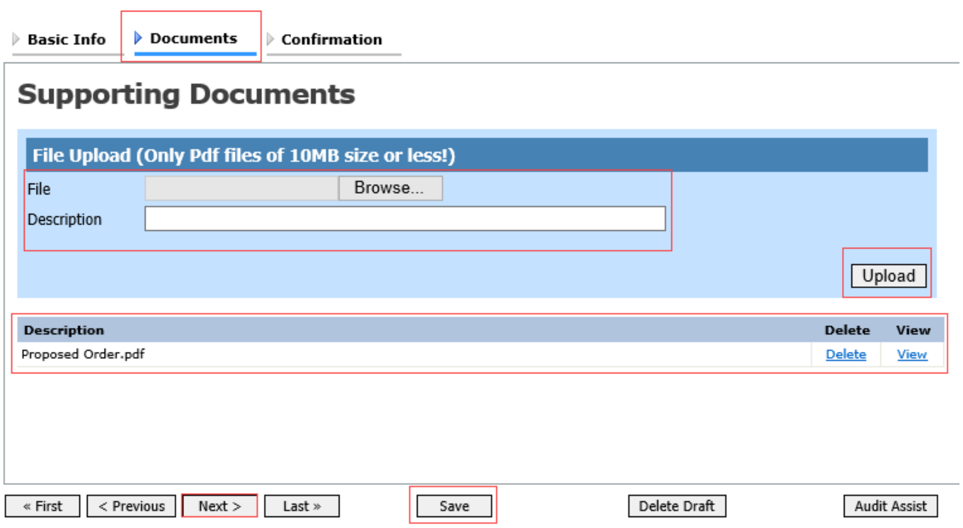
Step 2

On the Basic Info page, enter the details for the required transcript. Click **Save**.

Proceedings Transcripts to be Used	List what the transcript is to be used for (e.g., sentencing, trial, appeal, etc.).
Proceeding to be Transcribed	Enter the following information: Type of Hearing. Date of hearing. Mag. Judge/Judge. Name of Court reporter/recorded hearing. If requesting a transcript for a different case, please include the case name and number. **Note:** If you are ordering a trial transcript, please indicate if you would also like opening statements, closing arguments, rebuttal, jury instructions, and voir dire. If you do not specifically state you would like these as part of the trial transcript, it will not be transcribed.
Apportioned Cost (%)	Leave Blank.
Apportioned Case and Defendant	Leave Blank.
Special Transcript Handling	Select from drop-down menu.

Step 3

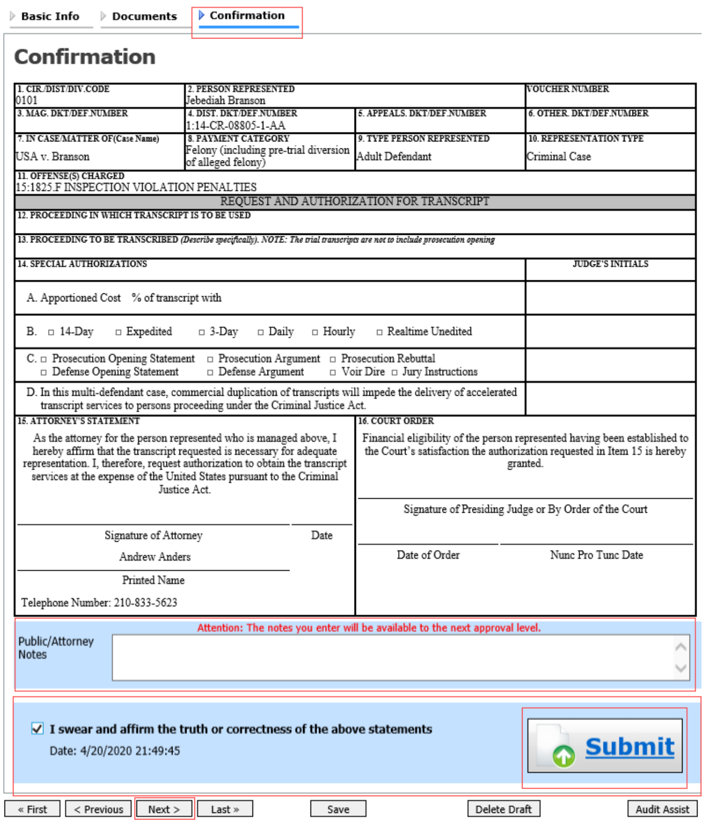
Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Choose File** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.



Note: All documents must be submitted in PDF format and must be 10MB or less.

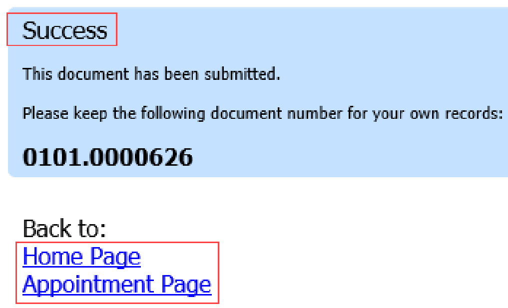
Step 4

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.



Step 5

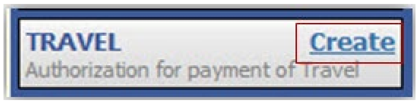
A confirmation screen will appear indicating that the previous action was successful, and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



Creating a Travel Authorization

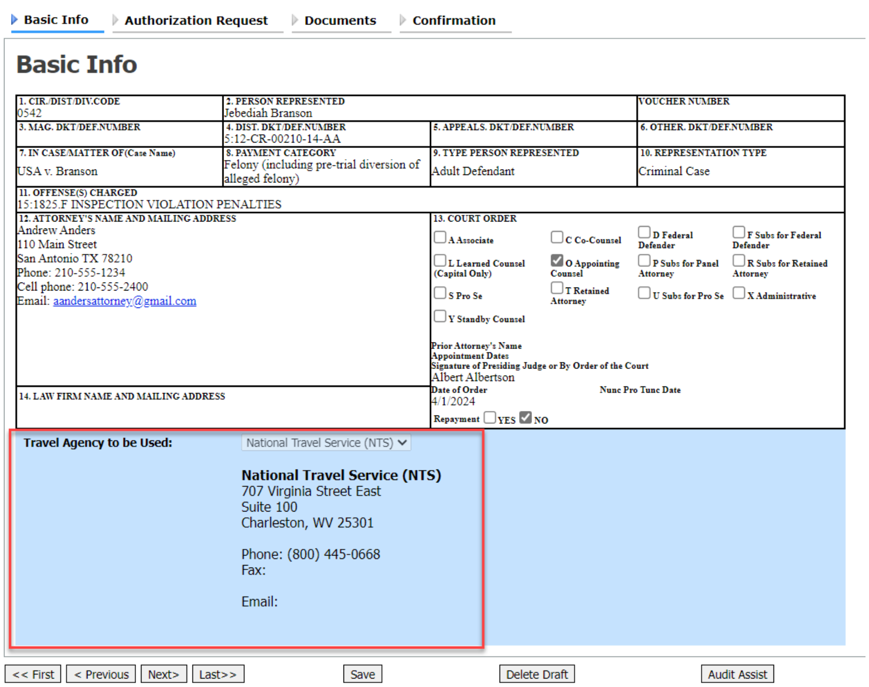
Step 1

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



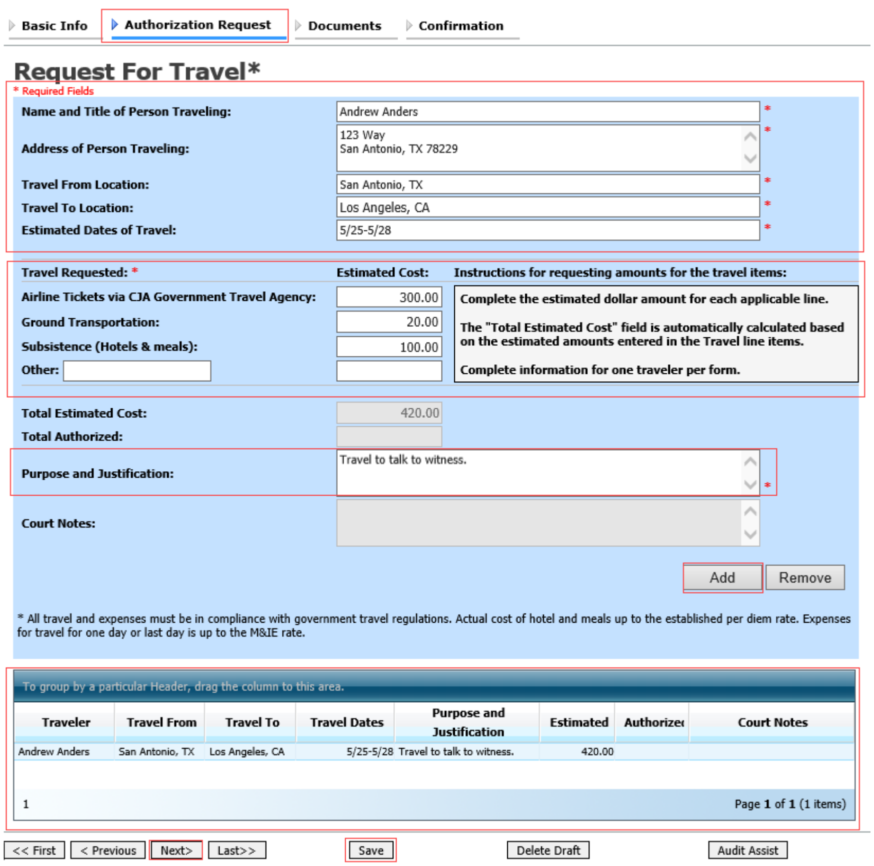
Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.



Step 3

Click the **Authorization Request** tab or click **Next** on the progress bar. Complete all required fields marked with red asterisks and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.


Basic Info | Authorization Request | Documents | Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: Andrew Anders *

Address of Person Traveling: 123 Way San Antonio, TX 78229 *

Travel From Location: San Antonio, TX *

Travel To Location: Los Angeles, CA *

Estimated Dates of Travel: 5/25-5/28 *

Travel Requested: *	Estimated Cost:
Airline Tickets via CJA Government Travel Agency:	300.00
Ground Transportation:	20.00
Subsistence (Hotels & meals):	100.00
Other:	

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 based on the estimated amounts entered in the Travel line items.

Complete information for one traveler per form.

Total Estimated Cost: 420.00

Total Authorized:

Purpose and Justification: Travel to talk to witness. *

Court Notes:

Add Remove

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the M&IE rate.

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

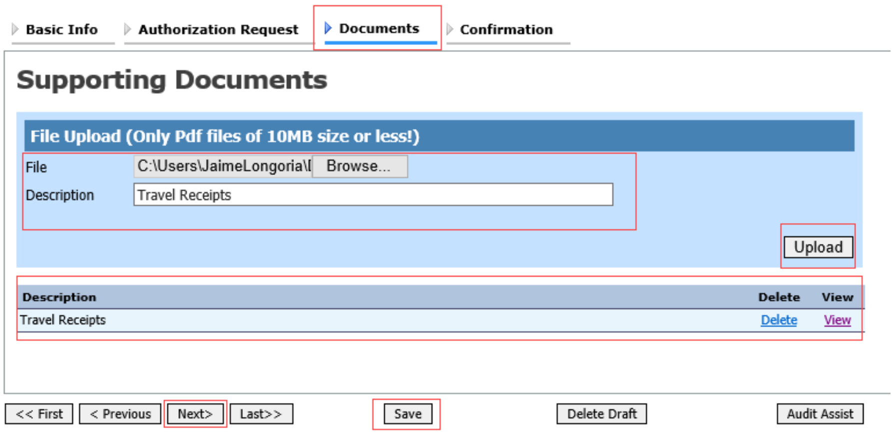
1 Page 1 of 1 (1 items)

<< First | < Previous | Next> | Last>> | Save | Delete Draft | Audit Assist

Note: Enter in the Estimated Cost of the Airline Ticket. **Do not enter in the amounts for Ground Transportation or Per Diem.** These costs are entered on the CJA 20 (attorney) or CJA 21 (expert) voucher. Purpose and Justification for Request should read "**Please see attached letter to Court**." The letter to the Court should outline the need for travel, dates of travel and location from/to travel. Proceed to the Documents tab to upload your letter to the Court.

Step 4

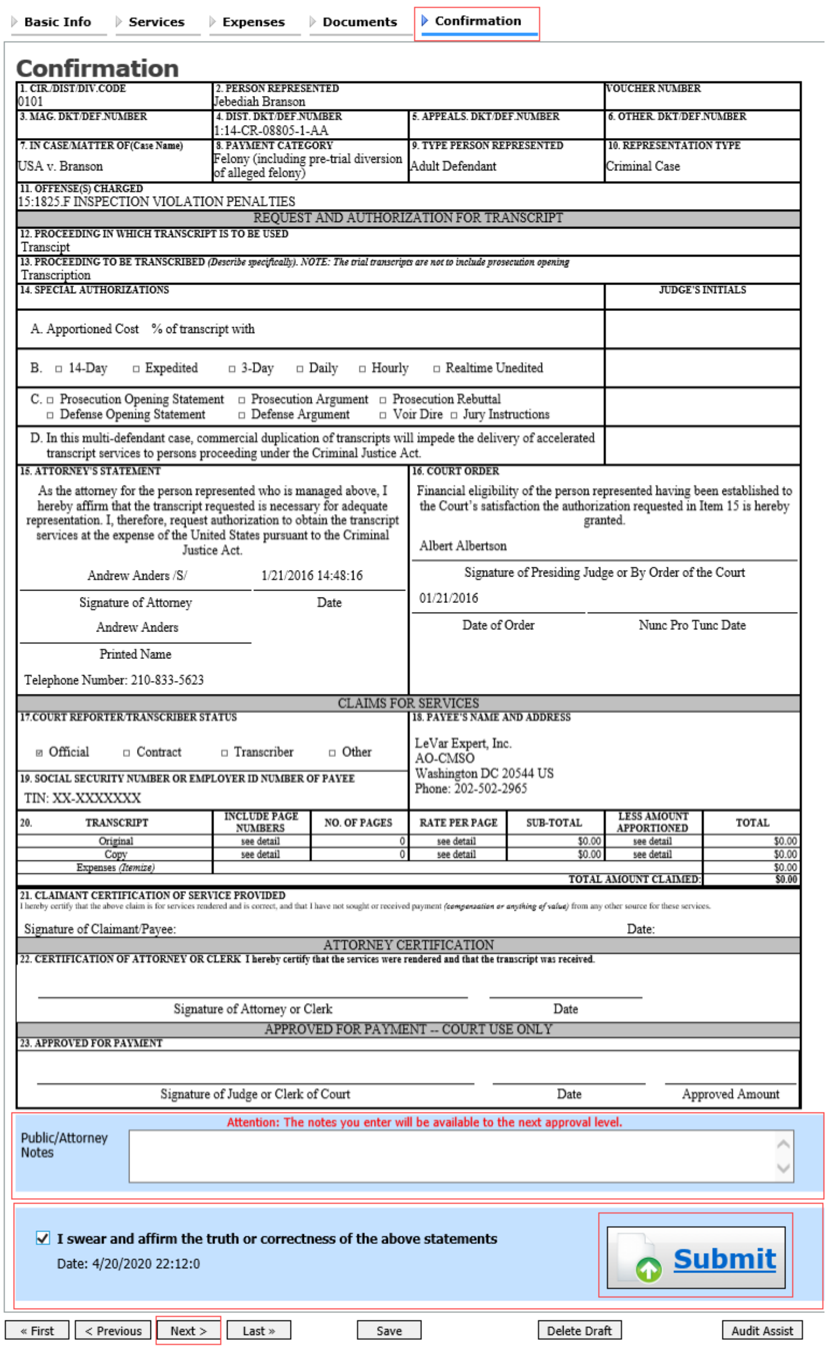
Click the **Documents** tab or click **Next** on the progress bar. Click **Choose File** to locate your file and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.



Note: All documents must be submitted in PDF format and must be 10MB or less.

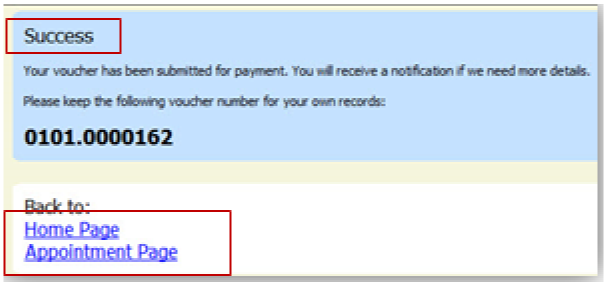
Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.



Step 6

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



Creating a Budget Authorization

The Budget AUTH document type allows you to request additional attorney funds and/or request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit's case budgeting attorney and/or the Federal Defender's Office.

Step 1

On the Appointments' List page, click the link for the case from which you want to create the budget auth.

Step 2

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

Step 3

On the Basic Info tab of the budget auth, the **Budget Phase/Stage** (e.g., Pretrial/Trial/Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields are required. Optionally, in the **Notes** field, you can add notes to be viewed with the requested amounts (you will have an opportunity to include notes on the **Confirmation** tab).

Note: If no attorney fees are being requested in this request, you MUST enter **$0** before submitting the budget auth.

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

1. CIR./DIST/DIV.CODE 0864	2. PERSON REPRESENTED Fozzy Bear		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 0:21-CR-00444-5-BB-OG	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) US v. Fozzy Bear	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 26:7201.F ATTEMPT TO EVADE OR DEFEAT TAX			
12. ATTORNEY'S NAME AND MAILING ADDRESS James Panel Attorney - Bar Number: 123456 1234 Main Street Minneapolis MN 55415 Phone: 612-555-1212 Email: james.panelattorney@gmail.com		13. COURT ORDER ☐ 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 Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Oscar Grouch Date of Order 3/1/2021 Nunc Pro Tunc Date Repayment ☐ YES ☑ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

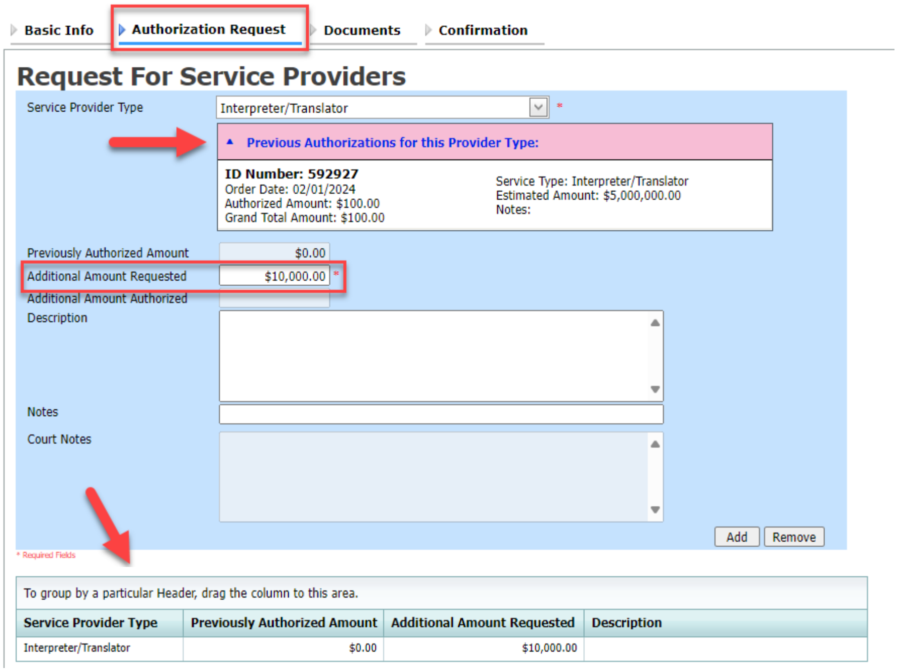
Order Date
Nunc Pro Tunc Date
Budget Phase/Stage *

Attorney Funding Information

Representation Limit Upon Submission $ 12,800.00
Requested Additional Attorney Fees $ *
Authorized Additional Attorney Fees $
Grand Total Authorized Attorney Fees $ 12,800.00
Notes

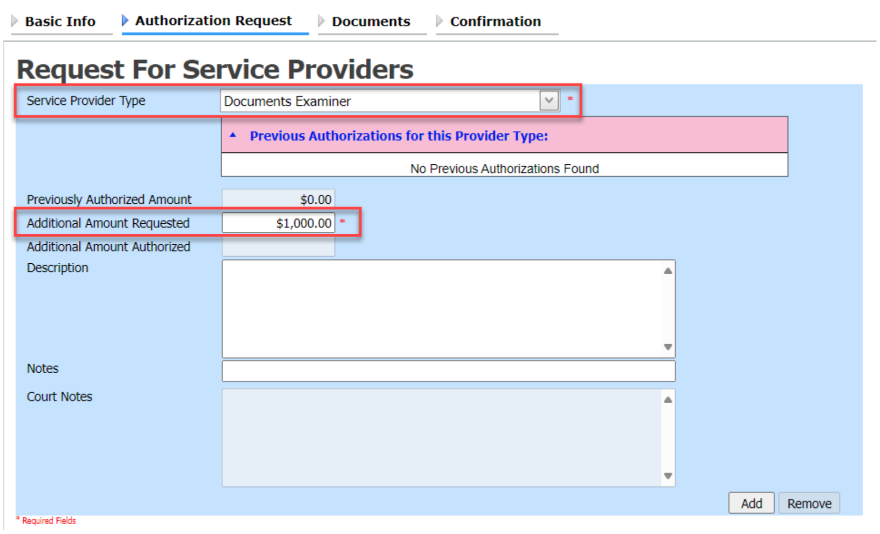
Step 4

Click the **Authorization Request** tab. On the Request For Service Providers page, 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 then click **Add**. The provider request appears in the grid below. Continue to add service providers.



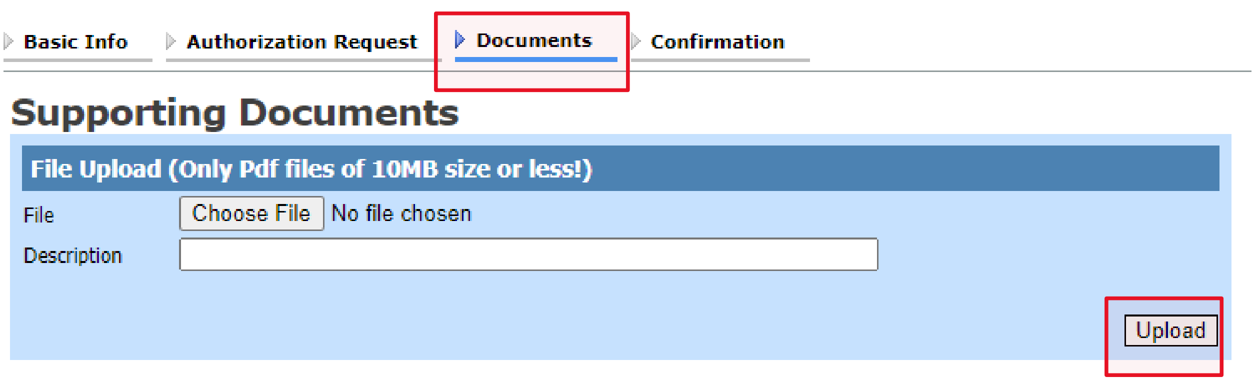
Step 5

If there is no prior auth for the provider type being requested, you only need to enter amount requested in the **Additional Amount Requested** field.



Step 6

On the **Documents** tab, upload any relevant documents, and then click the **Confirmation** tab.



Step 7

On the **Confirmation** tab, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, include any additional information to the court. Select the check box to swear and affirm the accuracy of the voucher, which automatically time stamps it. Click **Submit.**

Basic Info | Authorization Request | Documents | **Confirmation**

Confirmation

1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
0542	Bob Smith		
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
	1:55-CR-05555-101-AA		
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Bob Smith	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case

11. OFFENSE(S) CHARGED
12:1818.F TERMINATION OF STATUS AS INSURED BANK

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-555-1234
Cell phone: 210-555-2400
Email: aandersattorney@gmail.com

13. COURT ORDER
☐ 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 Se ☐ X Administrative
☐ Y Standby Counsel

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
Albert Albertson
Date of Order Nunc Pro Tunc Date
10/9/2023
Repayment ☐ YES ☑ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Attorney Funding Information

Requested Additional Attorney Fees	$50,000.00	Representation Limit Upon Submission	$10,300.00
		Authorized Additional Attorney Fees	
		Grand Total Authorized Attorney Fees	$10,300.00

NOTES:
Optional Notes

Requests For Service Providers

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Interpreter/Translator	$0.00	$10,000.00		
Documents Examiner	$0.00	$1,000.00		
Totals	**$0.00**	**$11,000.00**		

Order Date	Nunc Pro Tunc Date	Budget Phase/Stage Pretrial	
Signature of Attorney		Date Signed	Requested Amount $61,000.00
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals(or Delegate)	Date Signed	Judge Code	Approved Amount

Attention: The notes you enter will be available to the next approval level.

Public/Attorney Notes

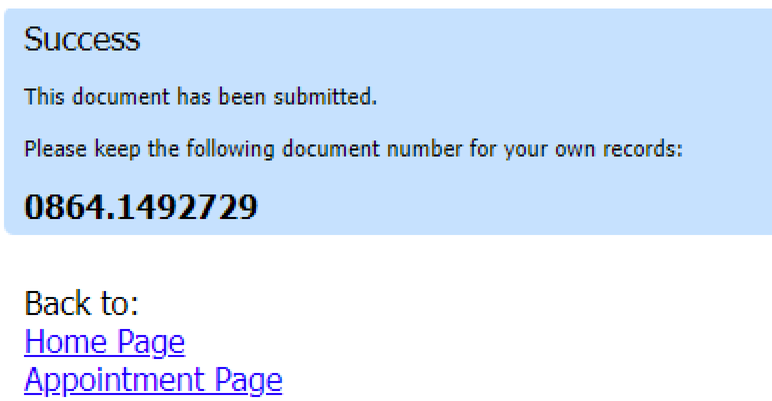
☑ I swear and affirm the truth or correctness of the above statements
Date: 8/15/2024 16:32:43

Submit

« First | < Previous | Next > | Last » | Save | Delete Draft

Step 8

A confirmation screen appears, indicating the previous action was successful and the budget auth has been submitted to the court. Click the **Home Page** link to return to the home page or click the **Appointment Page** link to create an additional document for this appointment.



ADDENDUM A

eVoucher CJA 20 Time Entry Cheat Sheet	
Time Category	**Types of Entries**
In Court	
Arraignment and/or Plea	Arraignment hearings. Change of Plea hearings.
Bail and Detention Hearing	Detention hearings. Bond hearings. Preliminary/detention hearings.
Motion	Pretrial motion hearings. Pretrial conferences. Any type of hearing on a motion.
Trial	Trial (Bench or Jury). Testimony given by a client during a trial.
Sentencing Hearing	Sentencing hearing
Revocation Hearing	Supervised release final revocation hearing. Bond revocation hearing.
Appeals Court	**Not used at District Court level**
Other	Status conferences. GJ Witness testimony. Removal hearings.
Out of Court	
Interviews and Conferences	Meetings/telephone calls with clients. PSR interviews. Meetings/telephone calls with AUSA, USPO. Meetings/telephone calls with co-counsel. Correspondence to client, AUSA, USPO.
Obtaining and Reviewing Records	Reviewing discovery. Reviewing ECF entries. Reviewing Court orders. Reviewing pleadings. Reviewing case file. Preparing for hearings.
Legal Research and Brief Writing	Legal Research. Drafting any type of pleading or correspondence to Court. Filing any type of pleading in ECF.
Travel Time	Travel to/from Court. Travel to/from visiting client. Travel time related to case.
Investigative or Other Work	Completing AUTHs, AUTH 24s in eVoucher. Communicating with experts. Completing CJA 21, 24 vouchers.

ADDENDUM B
Specificity in Timesheets

Counsel should strive to provide sufficient information in their billing to demonstrate both reasonableness and compensability.

Proper Classification of Services (No Full-Day Bundling)

Do this . . .

Date	Service	Description	Time
4/5/21	Interviews and Conferences	Met with AUSA (.4); phone call with client (.4); met with client at jail (.8)	1.6
4/5/21	Obtain/Review Rcds	Reviewed 302s re: Count 1 (Bates Nos. 001-225)	3.2
4/5/21	Legal Research	Legal research for motion to suppress	1.5

Not this . . .

Dated	Service	Description	Time
4/5/21	Interviews and Conferences	Met with AUSA (.4); phone call with client (.4); met with client at jail (.8); Reviewed 302s re: Count 1 (Bates Nos. 001-225) (3.2); Legal research for motion to suppress (1.5)	6.3

Detailed Task Descriptions

Do this . . .

Date	Service	Description	Time
4/5/21	Travel time	Travel by to Sherburne County jail from office to meet with client to review discovery. Travel back to office after meeting.	1.5
4/5/21	Interviews and Conferences	Met with client to review discovery provided by AUSA	1.0
4/8/21	Obtain/Review Rcds	Reviewed additional discovery provided by AUSA	1.5
4/17/21	Legal Research	Researched whether the search of client's car without a warrant was unlawful; drafted motion to suppress (Doc. 112)	5.2
4/20/21	Obtain/Review Rcds	Reviewed cell site data, take notes, and draft timeline. Approx. 150 pages of cell site discovery (no bate numbers)	2.0

Not this . . .

Dated	Service	Description	Time
4/5/21	Travel Time	Travel to jail	1.0
4/5/21	Interviews and Conferences	Met with client	1.0
4/8/21	Obtain/Review Rcds	Reviewed discovery	1.5
4/17/21	Legal Research	Legal research and writing	5.2
4/20/21	Obtain/Review Rcds	Reviewed discovery	2.0

Aggregate Document Review and Other 0.1 Tasks

Do this . . .

Date	Services	Description	Time
4/5/21	Obtain/Review Rcds	Reviewed multiple ECF filings (Doc 2-9)	.3
4/6/21	Interviews and Conferences	Review and respond to multiple emails from AUSA re: discovery	.2

Not this . . .

Date	Service	Description	Time
4/5/21	Obtain/Review Rcds	ECF document review	.1
4/5/21	Obtain/Review Rcds	ECF document review	.1
4/5/21	Obtain/Review Rcds	ECF document review	.1
4/5/21	Obtain/Review Rcds	ECF document review	.1
4/5/21	Obtain/Review Rcds	ECF document review	.1
4/6/21	Interviews and Conferences	Email AUSA re: discovery request	.1
4/6/21	Interviews and Conferences	Review AUSA email response re: discovery request	.1
4/6/21	Interviews and Conferences	Email AUSA re: discovery request follow-up	.1
4/6/21	Interviews and Conferences	Review AUSA email response re: discovery request follow-up	.1

ADDENDUM C

CJA Current Rates/Maximums	
Hourly Rate	$1756/hour - flat rate (in and out of court) Effective 1/1/25
Case Maximums	Effective on or after 1/1/25
Felony	$13,600
Appeal	$9,700
Misdemeanor	$3,900
Post-Conviction (2241, 2254, 2255)	$13,600
Other Cases	$2,900 Material Witness GJ Witness Supervised Release Compassionate Release Target Letter
Interpreter Rates	
Spanish Certified	Rates effective 1/1/23 $566/full day $320/half day $80/hour overtime
Professionally Qualified Interpreters	Rates effective 1/1/23 $495/full day $280/half day $70/hour overtime
Spanish Non-Certified	Rates effective 1/1/23 $350/full day $190/half day $44/hour overtime
Mileage Rate	Effective 1/1/25 $0.70/mile
Statutory Maximum for Experts	Effective 1/1/24 $3000

ADDENDUM D

You may use this form when requesting authorization of funds in excess of the statutory maximum for experts and service providers.

MEMORANDUM

To: Honorable Steven M. Colloton
Chief Circuit Judge

From:

Date:

Subject: Advance Authorization for Investigative, Expert, or Other Services

It is requested that advance authorization be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e)(3) of the Criminal Justice Act, 18 U.S.C. § 3006A, as follows:

Case Name & Designation: United States v.
Criminal No.

Name of Expert or Investigator:

Address:

Type of Expert:

Reasons for Application:

Estimated Compensation/Fee: $
Rate: $

ADDENDUM E

Justification statements may be prepared in a variety of ways. It is left to the preference of the attorney. Some forms used for justification statements include letters, memoranda, or pleadings. If you submit your justification statement in letter format, please address the letter to Chief Judge Steven M. Colloton as:

Honorable Steven M. Colloton
Chief Judge
Eighth Circuit Court of Appeals
United States Courthouse Annex
110 East Court Avenue, Suite 461
Des Moines, IA 50309-2044

ADDENDUM F

For cases involving large volumes of data in a variety of media and/or file formats produced as part of the discovery, contact the National Litigation Support team.

Defender Services Office, Training Division
Office of the Federal Public Defender
Northern District of California
1301 Clay Street, Suite 1350N
Oakland, CA 94612
(510) 637-3500

Sean Broderick
sean_broderick@fd.org
(510) 637-1950

Kelly Scribner
Kelly_scribner@fd.org
(510) 637-1952

Alex Roberts
alex_robers@fd.org
(510) 637-1955

Kalei Achiu
kalei_achiu@fd.org
(510) 250-6310

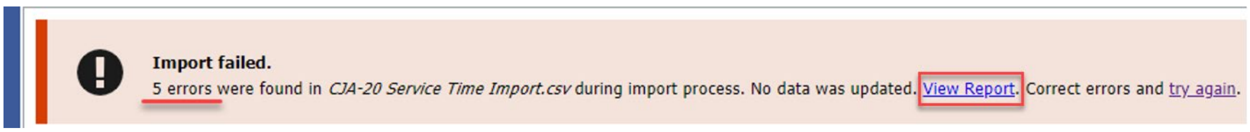
ADDENDUM G

Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

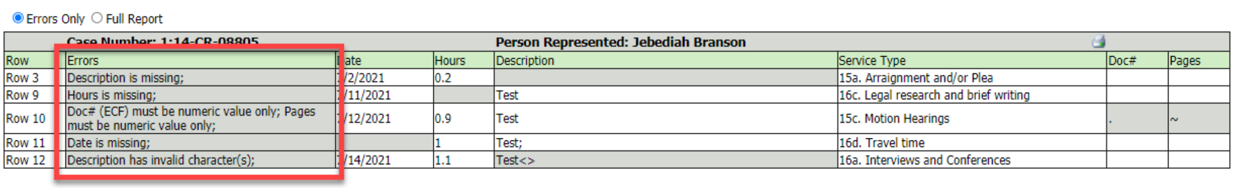
Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



Step 2

The Errors Only report opens by default, with the errors in the file highlights. Review the error report and correct the original .csv file.



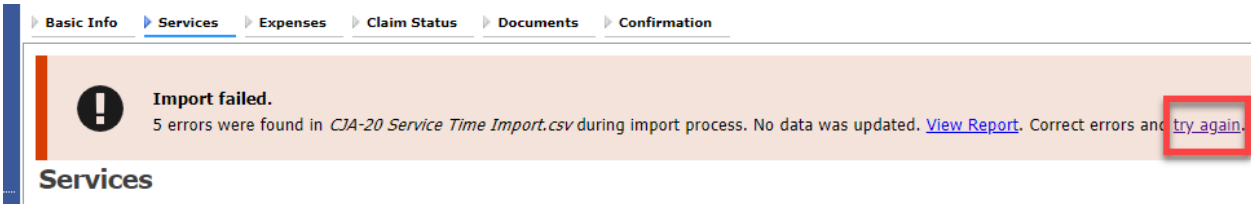
Errors Only Full Report

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

Step 3

Return to the Services page, click the **try again** link, and then follow steps 4-5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.

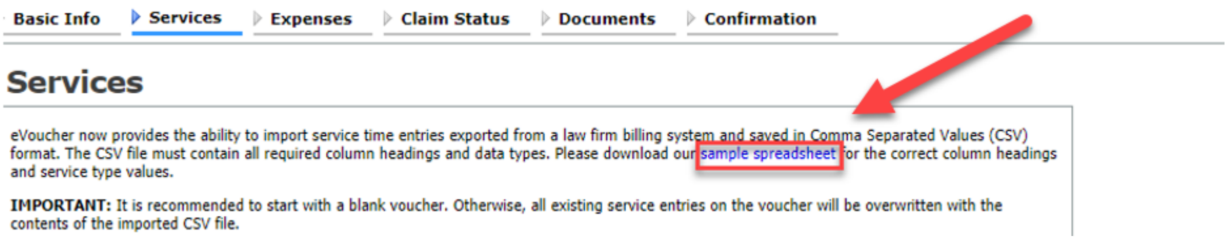


Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 voucher, please see instructions for those documents.

ADDENDUM H

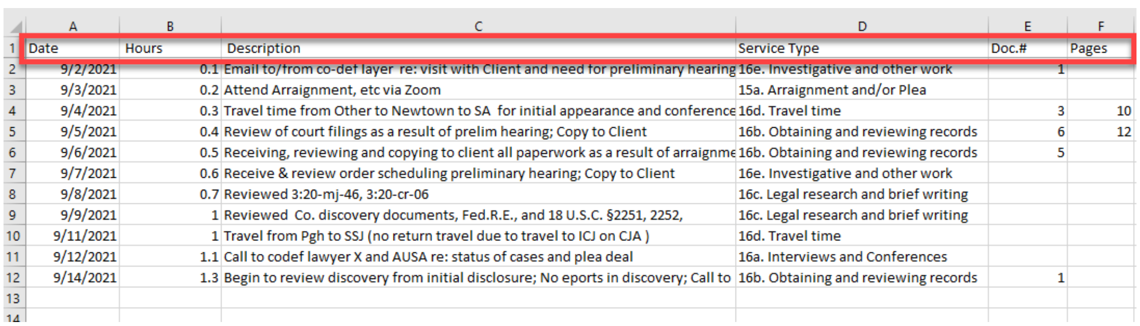
Creating the Excel File for Import

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 header row contains service entry information instead of headers, the date in that row 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.



	A	B	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	
3	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, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

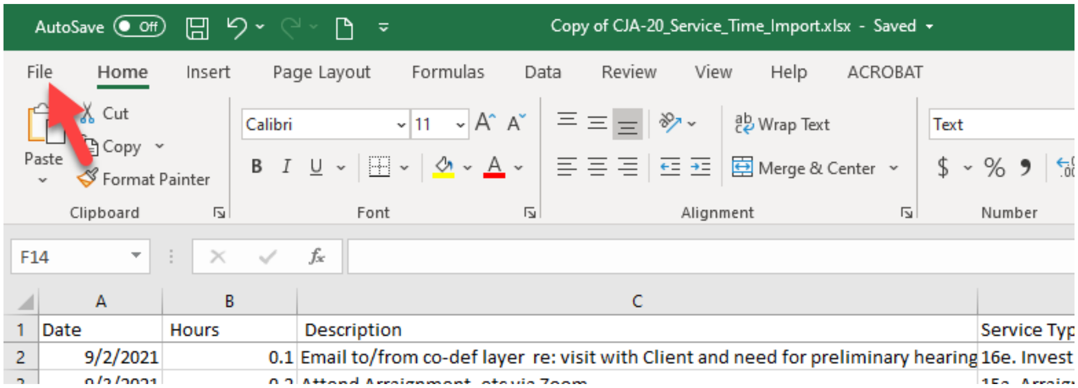
ADDENDUM I

Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow a user to save in .csv format. For a file save in Excel format, follow these steps to create your .csv import file.

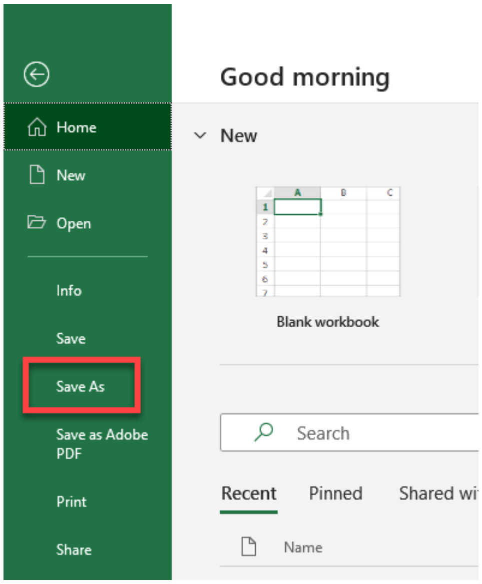
Step 1

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



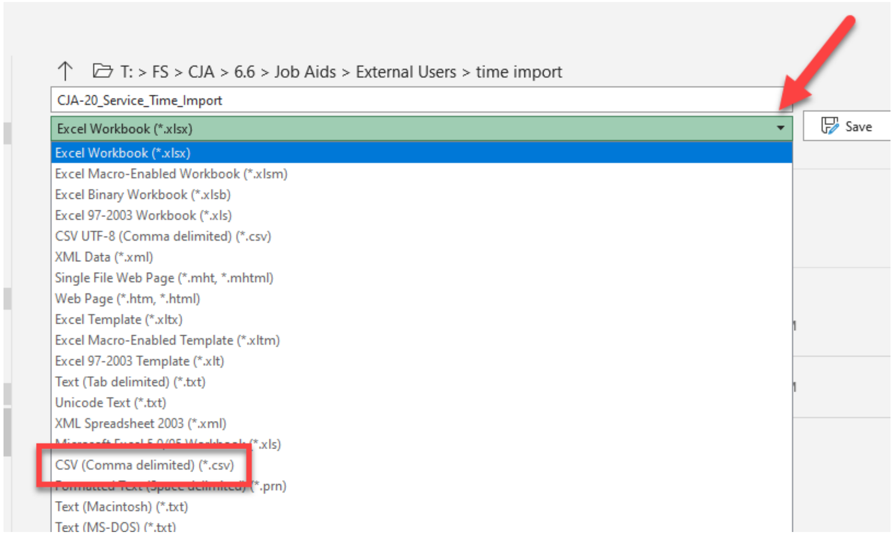
Step 2

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

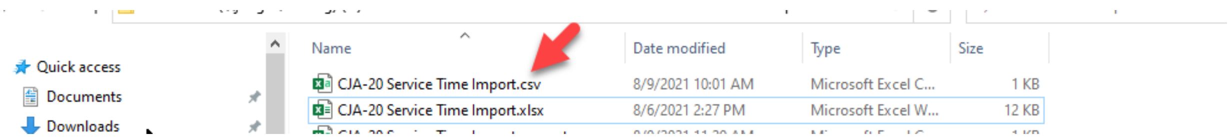


Step 3

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



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.



ADDENDUM J

UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA

UNITED STATES OF AMERICA,
Plaintiff

v. Criminal File No. 00-00-0

Mr. B.,
Defendant.

CJA JUSTIFICATION STATEMENT

1. In the above-entitled matter, I represented Mr. B. That representation was pursuant to a CJA appointment, dated January 30, 2023 (ECF 14).

2. This statement is submitted because the total payment requested in the final submission for the appointment and representation of Mr. B in this case exceeds the statutory maximum amount provided in 18 U.S.C. § 3006A(d).

3. I believe that a payment in excess of the statutory maximum amount is justified in this matter. The discovery in this case was voluminous and needed to be properly dissected to develop legal strategies. I had to spend a great deal of time reviewing the evidence and, in turn, conferencing with my client to help him understand the evidence and how it impacted his case. Mr. B was, appropriately, very invested in his case and had numerous legal theories he wanted to pursue. In order to represent Mr. B properly, it was necessary to spend a lot of time listening to him, trying to understand the legal theories he wanted the defense to pursue, learning the facts of the case in great detail, and conducting

legal research to help him understand that some of the legal avenues he wanted the defense to take were inappropriate and, in many instances, not relevant to the facts of his case. Although some of the things listed above can be found in almost every case, Mr. B presented some unique challenges in this regard and was not a typical client given his significant mental health challenges. Attempting to develop a rapport with Mr. B and addressing his many concerns, I believe, was essential to the successful resolution of the case, resulted in my client having less severe consequences than if the case had gone to trial and resulted in the case resolving without hearings or a trial. On a couple of occasions, Mr. B presented me with a series of legal theories on his case that required me to respond with researching the law. I then needed to walk him through the case law for him to understand how his positions were not supported by the law and the facts. It is my belief that the time spent on this case was absolutely necessary to the outcome.

4. I first did work on this case on January 30, 2023, when I reviewed the initial file materials I received and performed legal research. The last work I did on the case was on November 2, 2023, when I spoke to my client, drafted a letter to my client, finalize a Notice of Appeal, and emailed with the Court.

5. This case was extended for the following reasons:

   a. The duration of the representation that encompassed over nine (9) months.

   b. The case involved voluminous readable and video discovery which needed to be reviewed in detail to adequately represent Mr. B.

c. The case required extensive client-attorney consultations by video and in person with Mr. B to make sure he understood the charges he was facing, the consequences of charges faced, and his likelihood of success at trial.

d. Additional time was required to discuss in detail and provide case law to Mr. B regarding the many legal issues in the case and why many positions he wanted the defense to take were simply not applicable in his case.

e. Mr. B's personal characteristics and significant mental health issues required additional time and attention, above and beyond what is typical for criminal defense/CJA clients.

f. In preparation for the Presentence Investigation Report (PSI Report) and drafting defendant's sentencing pleadings, it was necessary for counsel to spend a considerable amount of time speaking with Mr. B and his family to get a good understanding of sentencing factors, which, pursuant to 18 U.S.C. § 3553, need to be brought to the attention of the Court.

6. Accordingly, the undersigned submits that all the time and expenses outlined in the CJA voucher are appropriate under the circumstances considering the extended nature of the litigation, the personal history of the client, and the nature of the case.

7. If additional information is needed, I am willing to supplement this Justification Statement with additional written information.