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A. eVoucher Time Entry Cheat Sheet
B. Specificity in Timesheets
C. CJA Rate Sheet
D. Excess Funds Authorization Memorandum
E. Address for Chief Judge Lavenski R. Smith
F. Litigation Support Team

<table>
<thead>
<tr>
<th>FREQUENTLY USED TERMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJA</td>
<td>Criminal Justice Act</td>
</tr>
<tr>
<td>eVoucher</td>
<td>Electronic vouchering payment system used to pay CJA panel attorneys, expert and court reporters</td>
</tr>
<tr>
<td>SLP</td>
<td>Single Login Profile</td>
</tr>
<tr>
<td>AUTH</td>
<td>Authorization requesting funds to hire experts</td>
</tr>
<tr>
<td>AUTH-24</td>
<td>Authorization requesting approval to order transcript</td>
</tr>
<tr>
<td>CJA-20</td>
<td>Voucher used by panel attorneys to record their time and submit for payment in eVoucher</td>
</tr>
<tr>
<td>CJA-21</td>
<td>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)</td>
</tr>
<tr>
<td>CJA-24</td>
<td>Voucher used by court reporters for payment of transcripts</td>
</tr>
</tbody>
</table>
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

Windows: Chrome 62, Edge 16, Firefox 57, IE 10.1 with Compatibility Mode, IE 11
Apple MacIntosh: Safari 10.1

Court Appointment

When an appointment is made, an email will automatically be generated by the program and 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_m_smith@fd.org
(612) 664-5859 (direct)
Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and in to each individual court account in which you wanted to work. You had a separate user name and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to sign off.

**Note:** Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.

There is a link to the eVoucher program on the left-hand side of the Home Page on the District Court's website. www.mnd.uscourts.gov.

**Single Login Profile for David D. Attorney**

```
SLP email address
Password
```

*David D. Attorney Account linked to X District Court*
*David D. Attorney Account linked to Y Circuit Court*
*David D. Expert Account linked to Z District Court*

Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only needs to be done once or whenever you need to relink your account to your default court. To create your SLP, visit the eVoucher site for the district or circuit in which you already have an eVoucher account.
In the **Email Address** field, enter your email address and then click **Next**.

**Step 2**

If you use more than one court account, choose one, and then click **Next**.
On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable), and then enter and confirm your email address.

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list and then type your answer in the corresponding answer field. Click **Next**.
Step 5

A message will appear stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).

Check your email

An email has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

IMPORTANT: The link provided in the email is only valid for 15 minutes and can only be accessed one time.

Step 6

Go to your email account. Click the link in the email message to continue creating the profile.
Enter a new password to be used for your Single Login Profile (SLP). The new password must:

* Be at least eight characters
* Be alphanumeric
* Contain at least one lowercase and one uppercase character
* Contain at least one special character
* Not be a password used in the past 365 days

To view current password requirements, click the plus sign (+) icon and expand the Password Requirements section. You must change your password every 180 days. Verify the password, and then click Next.
A "success" message will appear and direct you to the eVoucher home page. **Your email address and new password are now your new login credentials.** You have now successfully created your Single Login Profile (SLP), and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.
Forgotten Password - Legacy

If you have forgotten your current court password, or entered it incorrectly, a login failed message appears. To recover your password, click **Forgot your password** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact Lisa Smith, Panel Administrator.

**Link CJA eVoucher account**

Enter the username and password for your existing CJA eVoucher account to continue.

- **Login failed.**
  - Invalid username or password or your account is locked.
  - Please contact an eVoucher Administrator for assistance.

**Username**

[attorney]

**Password**

Forgot your password?

[Next]
Click the **Forgot your password?** link.

**Username**

[Input field]

**Password**

[Input field]

**Forgot your password?**

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Use Court and/or prosecution under Title 18 of the U.S. Code. All activities

**Step 2**

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

**Forgot your Login?**

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

**Username**

[Input field]

**Email**

[Input field]

[Submit button]
In the email message, click the "here" link to create a new password.

Note: The password link expires after 30 minutes and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

You are taken to the Reset your password page where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, username, and email, and then click Reset.
Your password is now reset. A "success" message will appear and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.
Signing In to eVoucher with Single Login Profile (SLP)

**Step 1**

From the eVoucher webpage, enter the email address you used to create your SLP and then click **Next**. If you forget this email address, contact Lisa Smith, CJA Panel Administrator.

**Step 2**

Enter your password and then click **Sign In**. You have now successfully signed in to eVoucher.
Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message will appear stating that your password is expired, invalid, or locked.

To reset your password, click the **Forgot your password?** link.

**Note:** You should follow this same process if you have not reset your password in the last 180 days.

**Sign in to CJA eVoucher**

Please enter your password to continue.

Password

***********|

Forgot your password?

Sign In

**Step 2**

On the "**Reset your password**" page, the email address you entered for your Single Login Profile (SLP) is displayed. You are prompted to reset your password by answering one of the challenge questions you selected when creating your SLP. Enter the correct answer and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.
A message will appear telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

**Note:** The link expires after 30 minutes and can only be used once.

In the email message, click the **here** link to create a new password. You are taken to the "**Reset your password**" page where you must create a new password for your SLP.
Step 5

Enter your new password and then confirm it by entering it again. Enter the email associated with your Single Login Profile (SLP) and then click Reset.
A message will appear stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

**Locked Accounts**

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a **maximum of six times**. If you attempt a seventh time, and are unsuccessful, your account will lock and you can no longer enter a correct password. You must contact the CJA Panel Administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.

**Note:** If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creating attempts resets to zero after 30 minutes.
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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Court Account</td>
<td>This is the court account you selected from the Accounts menu, showing the account to which you are signed in.</td>
</tr>
<tr>
<td>(2) Single Login Profile (SLP)</td>
<td>This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).</td>
</tr>
<tr>
<td>(3) Profile Icon</td>
<td>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.</td>
</tr>
<tr>
<td>(4) Court Account User name</td>
<td>This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.</td>
</tr>
<tr>
<td>(5) Accounts Menu</td>
<td>From this menu, you can access all of the court accounts to which you are linked.</td>
</tr>
</tbody>
</table>
Home Page

Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.
<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Active Documents</td>
<td>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 take action.</td>
</tr>
<tr>
<td>Appointments List</td>
<td>This is a quick reference to all your open appointments.</td>
</tr>
<tr>
<td>My Submitted Documents</td>
<td>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.</td>
</tr>
<tr>
<td>My Service Providers Documents</td>
<td>This folder contains all the vouchers for your service providers. This includes:</td>
</tr>
<tr>
<td></td>
<td>• Vouchers in progress by the experts</td>
</tr>
<tr>
<td></td>
<td>• Vouchers submitted to the attorney for approval and submission to the court</td>
</tr>
<tr>
<td></td>
<td>• Vouchers signed off by the attorney and submitted to the court for payment</td>
</tr>
<tr>
<td>Note:</td>
<td>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.</td>
</tr>
<tr>
<td>Closed Documents</td>
<td>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 60-90 days after the appointment is terminated. They are still accessible through the appointment page.</td>
</tr>
</tbody>
</table>
## Navigating in the CJA eVoucher Program

<table>
<thead>
<tr>
<th>Menu Bar Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to access the eVoucher home page.</td>
</tr>
<tr>
<td>Operations</td>
<td>Click to search for specific appointments.</td>
</tr>
<tr>
<td>Reports</td>
<td>Click to view selected reports you may run on your appointments.</td>
</tr>
<tr>
<td>Links</td>
<td>Click to access links to CJA resources such as forms, guides, publications, etc.</td>
</tr>
<tr>
<td>Accounts</td>
<td>Click to access your different court accounts.</td>
</tr>
</tbody>
</table>
| 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 the folders. **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**
沿文件标题（例如，案件描述、类型等），指向两个列之间的线段，直到出现双箭头 ↔。

**Step 2**
拖动线段到所需的大小来放大或缩小列的大小。

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

**Group by Column Heading**

为了将文件夹中所有信息按列标题进行排序，您可以将文件按列标题进行分组。所有显示组标题栏的文件夹都可以按此方式进行排序。

**Step 1**
点击您要分组的列的标题。

![My Active Documents]

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

<table>
<thead>
<tr>
<th>Case</th>
<th>Defendant</th>
<th>Type</th>
<th>Status</th>
<th>Date Entered</th>
</tr>
</thead>
</table>

Search:
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.
Accessing Single Login Profile (SLP)

On the **Single Login Profile** page you can:

- Edit first, middle and last name
- Edit email address
- Edit Single Login Profile (SLP) password
- Edit security questions
- View your linked eVoucher accounts
- Link your eVoucher accounts to your Single Login Profile (SLP)

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**.

**Account Information**

In the **Account Information** section you can change your name, email address, and password.
Modifying Your Name

Step 1

To edit your name, click the **Edit** link to the right of your name.

### Single Login Profile

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>B</td>
<td>Attorney</td>
<td>-</td>
</tr>
</tbody>
</table>

Step 2

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

### Account Information

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>David</td>
<td>B</td>
<td>Attorney</td>
<td>-</td>
</tr>
</tbody>
</table>

Updating Your Email Address

Step 1

Click the **Edit** link to the right of your email address.
Enter your new email address, confirm it, and then click **Save changes.**

---

### Updating Your Password

#### Step 1

Click the **Edit** link to access your password.

---

#### Step 2

Make any necessary changes and then click **Save changes.**
Updating Your Security Questions

Step 1

To access your security questions, click the plus sign (+) icon to expand the Security Questions section.

Step 2

Make any necessary changes and then click Save changes.

Note: The answers to the security questions are hidden. To view your answers, click the Show my Answers link.
Linked eVoucher Accounts

Click the plus sign (+) icon 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.

---

**Note:** You can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

<table>
<thead>
<tr>
<th>Account Information</th>
<th>+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Questions</td>
<td>+</td>
</tr>
<tr>
<td>Linked eVoucher Accounts</td>
<td>+</td>
</tr>
<tr>
<td>Link your eVoucher Accounts to your Single Login Profile</td>
<td>+</td>
</tr>
</tbody>
</table>

**Linked eVoucher Accounts**

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the Accounts menu to switch between accounts.

<table>
<thead>
<tr>
<th>Account</th>
<th>User Type</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massachusetts (DODAttorney)</td>
<td>Attorney</td>
<td></td>
</tr>
</tbody>
</table>
Link Your eVoucher Accounts to Your Single Login Profile (SLP)

Step 1

If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the Link your eVoucher Accounts to your Single Login Profile section.

Step 2

Click District or Appellate for the type of court to which you want to link. From the Court dropdown list, select your court and then enter your user name and password for that court in the corresponding fields.
Click **Link Account**.

![Link Account Form]

A "success" message will appear stating that your account(s) is now linked.

![Success Message]

**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**.

![Court Profile Screen]
On the Court Profile page you can:

- Edit contact information, phone email, and/or physical address in the Attorney Info section.
- Update the Social Security Number (SSN) or employee identification number (EIN) and any firm affiliation in the Billing Info section. Copies of W-9 must be provided to the court and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any CLE attendance.

Changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.
Attorney Info

Step 1

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

<table>
<thead>
<tr>
<th>Attorney Info</th>
<th>Bar Number:</th>
<th>Andrew Anders</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Contact Info:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 210-833-5623</td>
<td>Cell Phone: 210-555-1234</td>
<td></td>
</tr>
<tr>
<td>Fax: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a></td>
<td><a href="mailto:deadmail@support.aotx.uscourts.gov">deadmail@support.aotx.uscourts.gov</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:deadmail@support.aotx.uscourts.gov">deadmail@support.aotx.uscourts.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

| Your Address: | 110 Main Street |
|--------------| San Antonio, TX 78210 |

Step 2

Make any necessary changes and then click **Save**.
Notes:
- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- 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

**Step 1**

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

Your default billing info is:

Andrew Anders  
Billing Code: 0101-00002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:
Step 2

Make any necessary changes and click **Save**. If applicable, add billing information for a firm by clicking the corresponding radio button.

**Note:** Attorneys with preexisting agreements must enter the firm's EIN and name. The Administrative Office (AO) has made provisions for reporting CJA income as firm income rather than personal income of the attorney. The financial relationship of the attorney with the firm dictates how the income should be reported. Your income will be reported to the IRS using your Social Security Number or the firm's tax ID number pursuant to the written form submitted by you at the time of the last panel revision. If your tax reporting status should change, contact the CJA Panel Administrator for instructions on updating your status.
**Holding Period**

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

**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

Step 1

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

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.
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 number link to open the Appointment Info page.
<table>
<thead>
<tr>
<th>Section Name</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Info</td>
<td>This section contains all information about the appointment</td>
</tr>
<tr>
<td>Vouchers on File</td>
<td>This section contains all vouchers for the appointment</td>
</tr>
<tr>
<td>View Representation</td>
<td>Click the View Representation link to view the Representation page.</td>
</tr>
<tr>
<td>Create New Voucher</td>
<td>Click the Create link next to the voucher to create a voucher for the appointment.</td>
</tr>
<tr>
<td>Reports</td>
<td>This section contains reports for the appointment.</td>
</tr>
</tbody>
</table>

**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.

---

**Representation Info**

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>PERSON REPRESENTED</th>
<th>COURT</th>
<th>COURT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>45-2005</td>
<td>John Doe</td>
<td>Judges</td>
<td>District</td>
</tr>
<tr>
<td>45-2006</td>
<td>Jane Smith</td>
<td>Judges</td>
<td>District</td>
</tr>
</tbody>
</table>

**App. ID** | Attorney | Order Type | Order Date | Email |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Andrew Smith</td>
<td>Appointing Counsel</td>
<td>01/01/2023</td>
<td><a href="mailto:as@email.com">as@email.com</a></td>
</tr>
</tbody>
</table>
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.

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.

**Step 1**

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

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.

You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.
Step 3

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

![Services Type Drop-Down Arrow]

Step 4

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

![Services Entry]

Step 5

The entry is added to the voucher, and appears at the bottom of the Service Type column. The **Date** header sorts by date. Be sure to click **Save**. Click an entry to edit.

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

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

Step 1

After you select the appropriate appointment and click the Create link for the CJA-20 voucher, the document opens. In the Actions menu on the left side of the page, click the Import Service Entries (.csv) link.
Step 2

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the Additional Information link to view instructions for importing time from a .csv file.
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**.
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 it is 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** menu on the left side of the page, click the **Import Service Entries (.csv)** link.
Step 3

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the Additional Information link to view instructions for importing time from a .csv file.
Step 4

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

![Image of Import Service Entries (.csv) dialog box](image)

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

Step 5

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

Click **Proceed** and continue by following steps 3-5 in the Importing Service Entries section above.
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 default Errors Only report opens, highlighting the errors in the file. Review the error report and correct the original .csv file.

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.
Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headings, as seen below. The header row contains four mandatory column headings (Date, Hours, Description, Service Type) and two optional column headings (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the first row contains service entry information instead of headings, the date in row 1 will be ignored and won’t be imported into your voucher. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1 and .75 is rounded up to .8.
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**.
On the Save As page, click the 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.
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.
If **Travel Miles** is selected, 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.
Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

**Notes:**
- Expense entries for photocopies or fax expenses, indicate the number of pages, and the rate charges 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.

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:

<table>
<thead>
<tr>
<th>Claim Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Payment</td>
<td>Request payment after all services have been completed</td>
</tr>
<tr>
<td>Interim Payment</td>
<td>Allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payment.</td>
</tr>
<tr>
<td>Supplemental Payment</td>
<td>Request payment due to a missed or forgotten receipt after the final payment has been submitted.</td>
</tr>
<tr>
<td>Withholding Return Payment</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

![Service and/or Expenses are out of the Voucher Start and End Dates.](image)

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 expenses, justification statements, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

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

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.
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.
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 as entries are entered in the voucher.
Expand the item by clicking the drop-down arrow to reveal specifics.

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

Once 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 reduced voucher.

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.

**Requests for Interim Payments**

Requests for interim payments are not processed in eVoucher. Please contact the Panel Administrator on procedures for requesting interim payments.
**Reports and Case Management**

At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

The 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 Summary Budget Report

The report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.
Submitting an Authorization Request for Expert Services

**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 appointment record.

<table>
<thead>
<tr>
<th>Appointments</th>
<th>Defendant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Case: 1:14-CR-08805-AA</strong></td>
<td><strong>Defendant: Jebediah Branson</strong></td>
</tr>
<tr>
<td>Defendant #: 1</td>
<td><strong>Representation Type:</strong> Criminal Case</td>
</tr>
<tr>
<td>Case Title: USA v. Branson</td>
<td><strong>Order Type:</strong> Appointing Counsel</td>
</tr>
<tr>
<td>Attorney: Andrew Anders</td>
<td><strong>Order Date:</strong> 03/03/14</td>
</tr>
<tr>
<td></td>
<td><strong>Pres. Judge:</strong> Albert Albertson</td>
</tr>
<tr>
<td></td>
<td><strong>Adm./Plag Judge:</strong></td>
</tr>
</tbody>
</table>

**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**.

**Authorization Type Selection**

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate Amount</td>
<td>Amount you are requesting for your expert (Current limit is $2700 - see Addenum C for current CJA Rates/Limits). If you are seeking additional funds, please enter the additional amount requested, not the total amount.</td>
</tr>
<tr>
<td>Basis of Estimate</td>
<td>Estimated number of hours and hourly rate (Spanish interpreters have set half-day and full-day rates).</td>
</tr>
<tr>
<td>Description of Services</td>
<td>Provide brief description of case, need for expert, and duties expert will perform. Include estimated number of hours and hourly rate. <strong>Note:</strong> 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)</td>
</tr>
<tr>
<td>Service Type</td>
<td>Drop-down list of expert types</td>
</tr>
<tr>
<td>Notes</td>
<td>Name of Expert</td>
</tr>
</tbody>
</table>

Click **Save**.
Step 5

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** 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.
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**.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>[First Name] [Last Name]</td>
</tr>
<tr>
<td>Address</td>
<td>[Address]</td>
</tr>
<tr>
<td>City</td>
<td>[City]</td>
</tr>
<tr>
<td>State</td>
<td>[State]</td>
</tr>
<tr>
<td>Zip</td>
<td>[Zip Code]</td>
</tr>
<tr>
<td>Phone</td>
<td>[Phone Number]</td>
</tr>
<tr>
<td>Email</td>
<td>[Email Address]</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>[Month] [Day] [Year]</td>
</tr>
<tr>
<td>Signature</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Date</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

Select the check box to swear and affirm to the accuracy of the authorization which is automatically time stamped. Click **Submit**.

A "success" 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.
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.

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 all attorneys seek advance authorization for any 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.
Select **No Authorization Required** option.

**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. If the service provider/expert has rights to enter their own expenses, the Voucher Assignment radio button become available, 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**.
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 file 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.

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. DO NOT complete the Service Provider Information. Only court staff are allowed to add expert service providers to the eVoucher system.
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**.

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**.
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**.
### CJA eVoucher for Attorneys

<table>
<thead>
<tr>
<th>Claim Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Payment</td>
<td>Request payment after all services have been completed</td>
</tr>
<tr>
<td>Interim Payment</td>
<td>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.</td>
</tr>
<tr>
<td>Supplemental Payment</td>
<td>Request payment due to a missed or forgotten receipt after the final payment has been submitted.</td>
</tr>
<tr>
<td>Withholding Return Payment</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Step 8**

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** 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 in the Description column. Click **Save**.

---

**Notes:** All documents must be submitted in PDF format and must be 10MB or less.
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.
A "success" screen will appear 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 a service provider/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 page, in the Create New Voucher section, click the Create link next to AUTH-24.

Step 2

The authorization opens to the Basic Info page. Click the No Authorization Required link.

Step 3

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

**1. CIVIL/MJT/CITATION CODE**

<table>
<thead>
<tr>
<th>1. Civil/Mjt/Citation Code</th>
<th>2. Initial Represented Defendant</th>
<th>5. Appeals Docket Number</th>
<th>6. Other Site/Ref Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Number</td>
<td>Intake/Representation Department</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2. Case Matter Number**

Case Number: 124-CR-1001-2012

**3. Proceeding Type**

- Type of Proceeding: Criminal Case

**4. Special Transaction Handling**

- Proceeding to be Transcribed
- Apportioned Cost (%)
- Apportioned Case and Defendant
- Special Transaction Handling

**5. Transcripts**

- Prosecution Opening Statement
- Prosecution Argument
- Prosecution Rebuttal
- Defense Opening Statement
- Defense Argument
- Jury Instructions
- Voir Dire

### 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.

**Apportioned Cost (%)**

Leave Blank

**Apportioned Case and Defendant**

Leave Blank

**Special Transcript Handling**

Select from drop-down menu.

**Transcripts**

If ordering trial transcript, please indicate if you would also like opening statements, closing arguments, rebuttal, jury instructions, or voir dire transcribed.
Step 4

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** 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.
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**.
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

On the Appointment page, in the Create New Voucher section, click the Create link next to TRAVEL.
The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Step 2

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**.
### Request For Travel

**Name and Title of Person Traveling:**
Andrea 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:**
02/21-02/28

**Estimated Cost:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Tickets via CJA Government Travel Agency</td>
<td>300.00</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>25.00</td>
</tr>
<tr>
<td>Subsistence (Hotels &amp; Meals)</td>
<td>100.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td><strong>425.00</strong></td>
</tr>
<tr>
<td><strong>Total Authorized</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Purpose and Justification:**
Travel to talk to witness.

**Court Notes:**

- 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 less day is up to the M&IE rate.

---

**To group by a particular header, drag the column to the top.**

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Travel From</th>
<th>Travel To</th>
<th>Travel Dates</th>
<th>Purpose and Justification</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Anders</td>
<td>San Antonio, TX</td>
<td>Los Angeles, CA</td>
<td>02/21-02/28</td>
<td>Travel to talk to witness.</td>
<td>425.00</td>
</tr>
</tbody>
</table>

---

**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. Justification for Request should read "Please see attached letter to Court."
Step 4

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** 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.
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**.
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.
### ADDENDUM A

<table>
<thead>
<tr>
<th>Time Category</th>
<th>Types of Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Court</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 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  
 | 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 . . .

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

Not this . . .

<table>
<thead>
<tr>
<th>Dated</th>
<th>Service</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/21</td>
<td>Interviews and Conferences</td>
<td>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)</td>
<td>6.3</td>
</tr>
</tbody>
</table>

**Detailed Task Descriptions**

Do this . . .

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

Not this . . .

<table>
<thead>
<tr>
<th>Dated</th>
<th>Service</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/21</td>
<td>Travel Time</td>
<td>Travel to jail</td>
<td>1.0</td>
</tr>
<tr>
<td>4/5/21</td>
<td>Interviews and Conferences</td>
<td>Met with client</td>
<td>1.0</td>
</tr>
<tr>
<td>4/8/21</td>
<td>Obtain/Review Rcds</td>
<td>Reviewed discovery</td>
<td>1.5</td>
</tr>
<tr>
<td>4/17/21</td>
<td>Legal Research</td>
<td>Legal research and writing</td>
<td>5.2</td>
</tr>
<tr>
<td>4/20/21</td>
<td>Obtain/Review Rcds</td>
<td>Reviewed discovery</td>
<td>2.0</td>
</tr>
</tbody>
</table>
## Aggregate Document Review and Other 0.1 Tasks

### Do this . . .

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

### Not this . . .

<table>
<thead>
<tr>
<th>Date</th>
<th>Service</th>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/21</td>
<td>Obtain/Review Rcds</td>
<td>ECF document review</td>
<td>.1</td>
</tr>
<tr>
<td>4/5/21</td>
<td>Obtain/Review Rcds</td>
<td>ECF document review</td>
<td>.1</td>
</tr>
<tr>
<td>4/5/21</td>
<td>Obtain/Review Rcds</td>
<td>ECF document review</td>
<td>.1</td>
</tr>
<tr>
<td>4/5/21</td>
<td>Obtain/Review Rcds</td>
<td>ECF document review</td>
<td>.1</td>
</tr>
<tr>
<td>4/6/21</td>
<td>Interviews and Conferences</td>
<td>Email AUSA re: discovery request</td>
<td>.1</td>
</tr>
<tr>
<td>4/6/21</td>
<td>Interviews and Conferences</td>
<td>Review AUSA email response re: discovery request</td>
<td>.1</td>
</tr>
<tr>
<td>4/6/21</td>
<td>Interviews and Conferences</td>
<td>Email AUSA re: discovery request follow-up</td>
<td>.1</td>
</tr>
<tr>
<td>4/6/21</td>
<td>Interviews and Conferences</td>
<td>Review AUSA email response re: discovery request follow-up</td>
<td>.1</td>
</tr>
</tbody>
</table>
## ADDENDUM C

### CJA Current Rates/Maximums

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>$158/hour - flat rate (in and out of court)</th>
<th>Effective 1/1/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Maximums</td>
<td>Effective on or after 1/1/21</td>
<td></td>
</tr>
<tr>
<td>Felony</td>
<td>$12,300</td>
<td></td>
</tr>
<tr>
<td>Appeal</td>
<td>$8,800</td>
<td></td>
</tr>
<tr>
<td>Misdemeanor</td>
<td>$3,500</td>
<td></td>
</tr>
<tr>
<td>Post-Conviction (2241, 2254, 2255)</td>
<td>$12,300</td>
<td></td>
</tr>
<tr>
<td>Other Cases</td>
<td>$2,600 Material Witness GJ Witness Supervised Release Compassionate Release Target Letter</td>
<td></td>
</tr>
</tbody>
</table>

### Interpreter Rates

<table>
<thead>
<tr>
<th>Spanish Certified</th>
<th>Rates effective 10/1/15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$418/full day</td>
</tr>
<tr>
<td></td>
<td>$226/half day</td>
</tr>
<tr>
<td></td>
<td>$59/hour overtime</td>
</tr>
<tr>
<td>Spanish Non-Certified</td>
<td>Rates effective 10/1/15</td>
</tr>
<tr>
<td></td>
<td>$202/full day</td>
</tr>
<tr>
<td></td>
<td>$111/half day</td>
</tr>
<tr>
<td></td>
<td>$35/hour overtime</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mileage Rate</th>
<th>Effective 1/1/22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.585/mile</td>
</tr>
</tbody>
</table>

### Statutory Maximum for Experts

<table>
<thead>
<tr>
<th>Statutory Maximum for Experts</th>
<th>Effective 1/1/21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2700</td>
</tr>
</tbody>
</table>
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 Lavenski R. Smith
   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 Lavenski R. Smith as:

Honorable Lavenski R. Smith
Chief Judge
United States Court of Appeals
Richard Sheppard Arnold
United States Courthouse
600 West Capitol Avenue, Room A502
Little Rock, AR 72201
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

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(510) 250-6310