

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	
<b>CJA</b>	Criminal Justice Act
<b>eVoucher</b>	Electronic vouchering payment system used to pay CJA panel attorneys, expert, and court reporters.
<b>VMS</b>	Vendor Management System
<b>SLP</b>	Single Login Profile.
<b>AUTH</b>	Authorization requesting funds to hire experts.
<b>AUTH-24</b>	Authorization requesting approval to order transcript.
<b>CJA-20</b>	Voucher used by panel attorneys to record their time and submit for payment in eVoucher.
<b>CJA-21</b>	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).
<b>CJA-24</b>	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>.

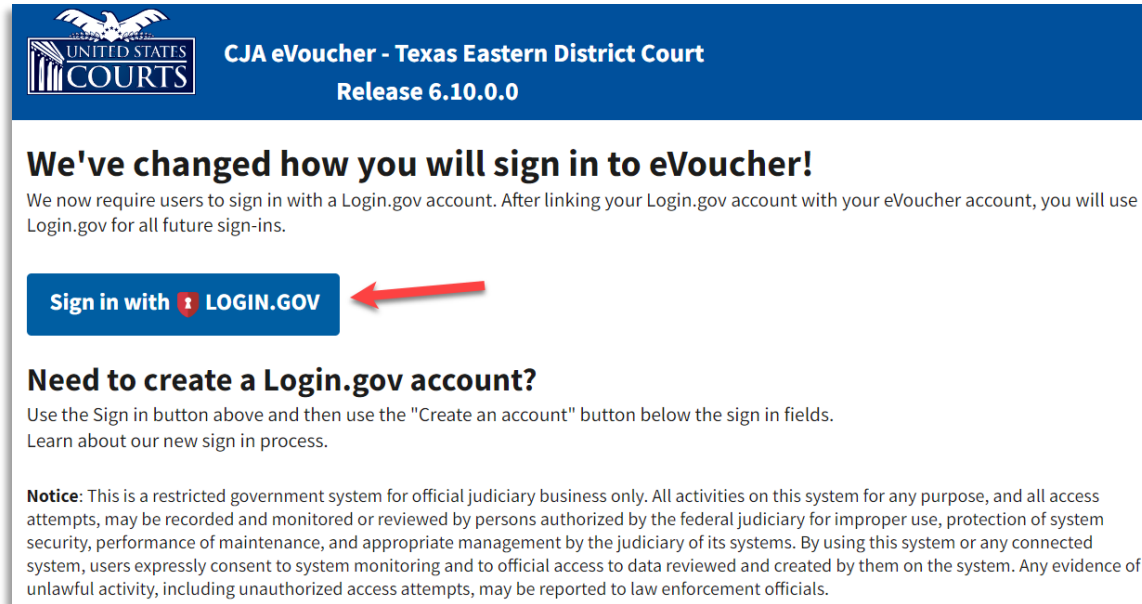
Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips creating your account.

<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**.



**UNITED STATES COURTS** CJA eVoucher - Texas Eastern District Court  
Release 6.10.0.0

**We've changed how you will sign in to eVoucher!**  
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

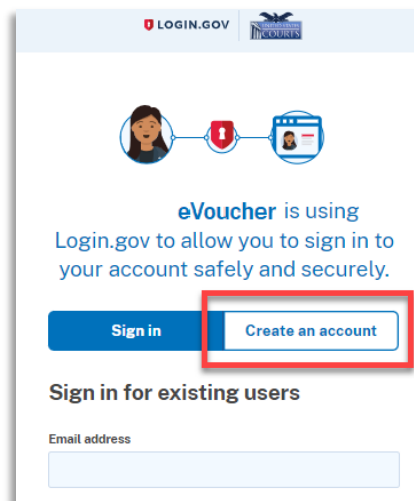
**Sign in with LOGIN.GOV**

**Need to create a Login.gov account?**  
Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
Learn about our new sign in process.

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

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



**LOGIN.GOV** **UNITED STATES COURTS**

**eVoucher is using Login.gov to allow you to sign in to your account safely and securely.**

**Sign in** **Create an account**

**Sign in for existing users**

Email address

### 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.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

[Sign in](#) [Create an account](#)

**Create an account for new users**

Enter your email address

davidattorney210gmail.com

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default) ☐ Español ☐ Français

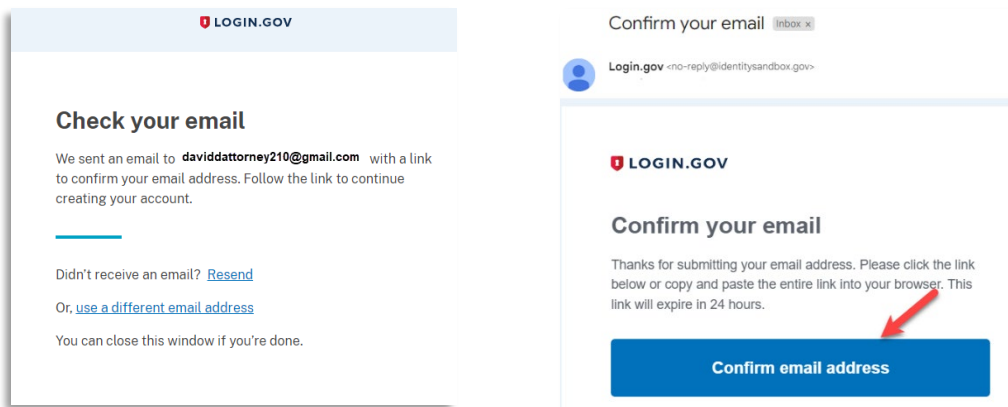
☒ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

### 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**.

The image shows a screenshot of the 'Create a strong password' page on Login.gov. At the top, a green message box says 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is followed by instructions: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two input fields: 'Password' and 'Confirm password', both containing masked characters (dots). A red rectangular box highlights these two fields. Below the fields is a checkbox labeled 'Show password'. At the bottom of the form is a blue 'Continue' button.

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.

**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

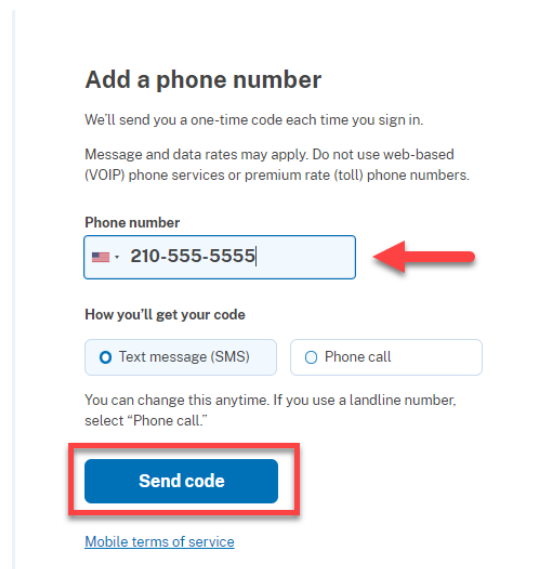
- ☐ **Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

**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**.



The screenshot shows a web form titled "Add a phone number". Below the title, it states: "We'll send you a one-time code each time you sign in." and "Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers." There is a "Phone number" field with a dropdown menu showing a US flag and the number "210-555-5555". A red arrow points to this field. Below the number field, there is a section "How you'll get your code" with two radio buttons: "Text message (SMS)" (which is selected) and "Phone call". Below these options, it says: "You can change this anytime. If you use a landline number, select 'Phone call.'" At the bottom of the form is a blue button labeled "Send code", which is highlighted with a red rectangular box. Below the button is a link for "Mobile terms of service".

**Add a phone number**

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

210-555-5555

How you'll get your code

☒ Text message (SMS) ☐ Phone call

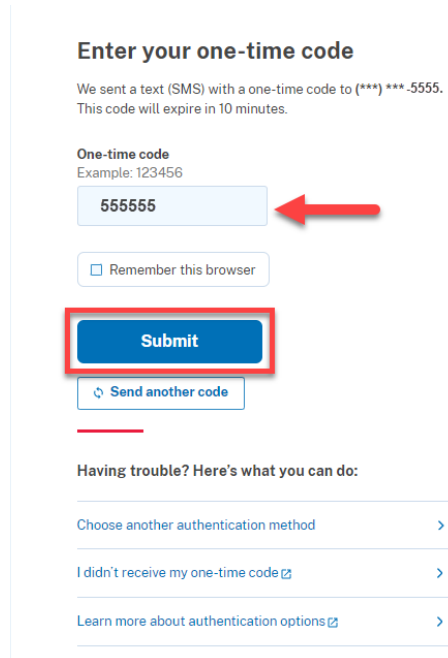
You can change this anytime. If you use a landline number, select "Phone call."

**Send code**

[Mobile terms of service](#)

**Step 3**

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



The screenshot shows a web form titled "Enter your one-time code". Below the title, it states: "We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555. This code will expire in 10 minutes." The form includes a label "One-time code" with an example "Example: 123456". A text input field contains the code "555555", with a red arrow pointing to it from the right. Below the input field is a checkbox labeled "Remember this browser". A blue "Submit" button is highlighted with a red rectangle. Below the button is a link "Send another code" with a refresh icon. At the bottom, there is a section titled "Having trouble? Here's what you can do:" with three links: "Choose another authentication method", "I didn't receive my one-time code", and "Learn more about authentication options", each with a right-pointing arrow.

**Enter your one-time code**

We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555.  
This code will expire in 10 minutes.

**One-time code**  
Example: 123456

555555

☐ Remember this browser

**Submit**

[Send another code](#)

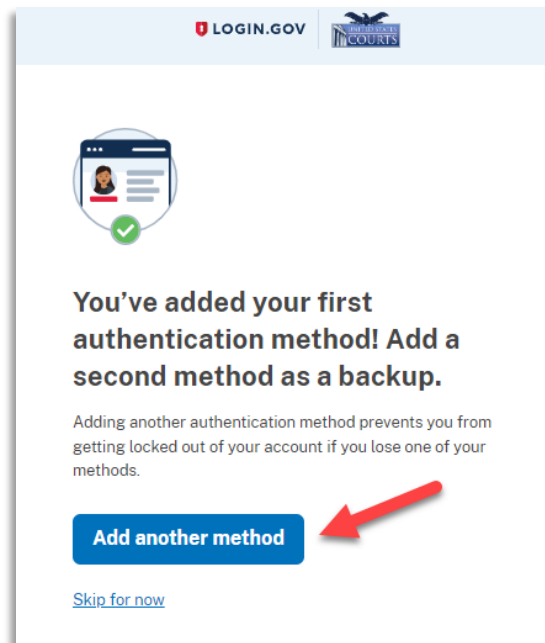
**Having trouble? Here's what you can do:**

- [Choose another authentication method](#)
- [I didn't receive my one-time code](#)
- [Learn more about authentication options](#)

## 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.



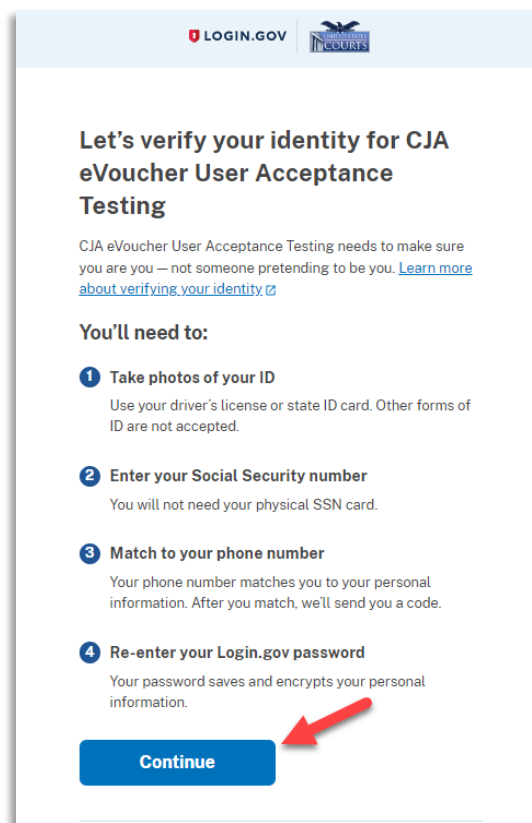
## Identity Verification

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**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and the U.S. DISTRICT COURT for the District of Columbia. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose of the testing and includes a link to "Learn more about verifying your identity". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's licenses or state ID cards are accepted), 2. Enter your Social Security number (with a note that a physical SSN card is not needed), 3. Match to your phone number (with a note about matching personal information and receiving a code), and 4. Re-enter your Login.gov password (with a note about password security). At the bottom, there is a blue "Continue" button, which is highlighted by a red arrow.

LOGIN.GOV U.S. DISTRICT COURT for the District of Columbia

### Let's verify your identity for CJA eVoucher User Acceptance Testing

CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)

**You'll need to:**

- 1 Take photos of your ID**  
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number**  
You will not need your physical SSN card.
- 3 Match to your phone number**  
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password**  
Your password saves and encrypts your personal information.

**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**.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

### How verifying your identity works

Identity verification happens in two parts:

#### Verify your identity

We'll ask for your personal information to verify your identity against public records.

#### Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

☒ By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

**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.

LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

**Recommended**

**Use your phone to take photos**

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

**Send link**

**Continue on this computer**

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

**Upload photos**

[Cancel](#)

## Option 1: Upload photos from phone (recommended)

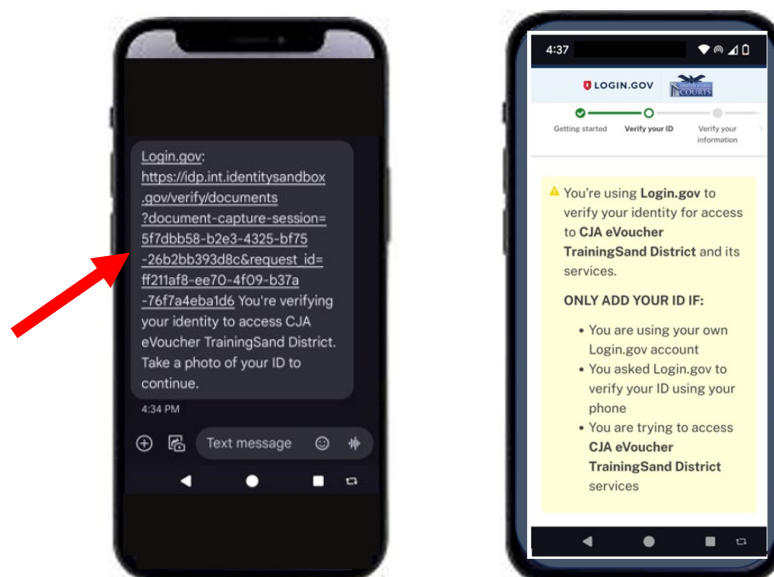
### Option 1

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.

The left screenshot shows a progress bar with five steps: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. The 'Verify your ID' step is active. Below the progress bar, the text reads: 'How would you like to add your ID? We'll collect information about you by reading your state-issued ID.' There are two options: 'Recommended' (Use your phone to take photos) and 'Use your phone to take photos'. The 'Recommended' option is selected. Below this, there is a text input field for the phone number, which contains '(210) 555-5555'. A red box highlights the 'Send link' button at the bottom.

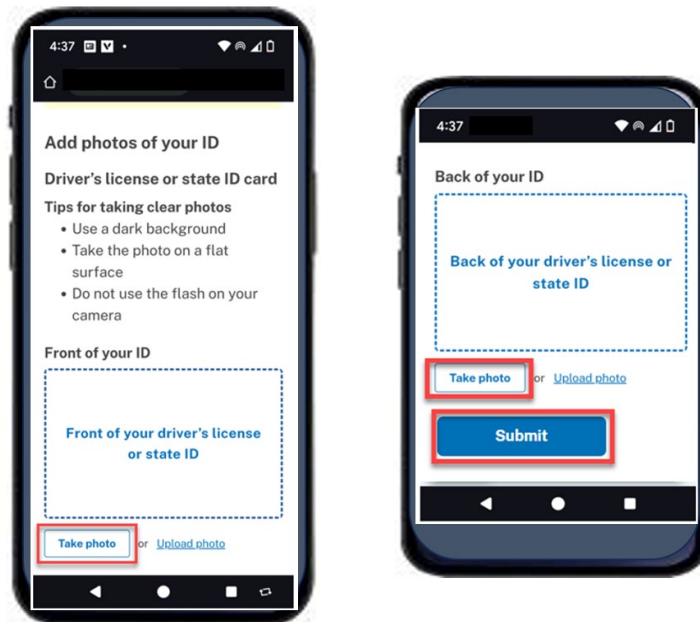
The right screenshot shows the same progress bar. Below it, a yellow warning box says: 'Do not close this window. The next step will load automatically.' Below the warning box, the text reads: 'We sent a message to your phone'. There is a phone icon and the text: 'You entered: +1 210-555-5555. Please check your phone and follow instructions to take a photo of your state-issued ID.'

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.

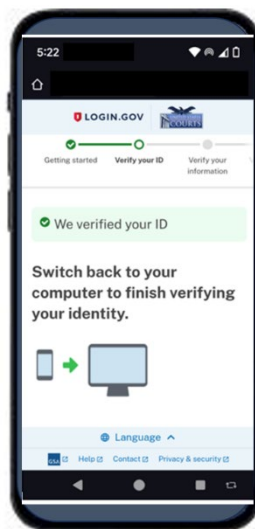




3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



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

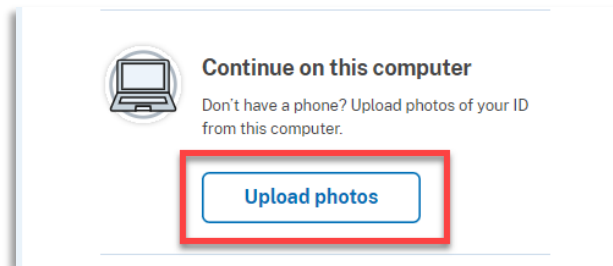


Continue to step 4 to complete the identity verification process.

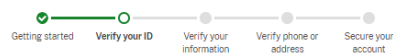
## Option 2: Upload photos from your computer

### 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**.



### Add photos of your ID

#### Driver's license or state ID card

##### Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

##### Front of your ID

Must be a JPG or PNG

#### Front of your driver's license or state ID

Drag file here or [choose from folder](#)

##### Back of your ID

Must be a JPG or PNG

#### Back of your driver's license or state ID

Drag file here or [choose from folder](#)

**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**.

The screenshot shows the Login.gov verification process. At the top, there's a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). Below the progress bar, a green message box says 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, it says 'We need your Social Security number to verify your name, date of birth and address.' followed by a link 'Learn more about how we protect your sensitive information'. Then, it asks 'Don't have a Social Security number?' and provides instructions to exit Login.gov and return to CJA eVoucher User Acceptance Testing. A red rectangle highlights the 'Social Security number' input field, which contains a masked SSN (.....). Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

LOGIN.GOV

U.S. DISTRICT COURTS

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

**Social Security number**  
Example: 123-45-6789

.....

☐ Show Social Security number

**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.

Getting started   Verify your ID   **Verify your information**   Verify phone or address   Secure your account

### Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY  
Last name: MCFAKERSON  
Date of birth: October 6, 1938  
ID number: 1111111111111111

Address line 1: 1 FAKE RD [Update](#)  
Address line 2:  
City: GREAT FALLS  
State: MT  
ZIP Code: 59010

Social Security number: 5\*\*-\*\*-\*\*\*5 [Update](#)  
☐ Show Social Security number

**Submit**

## 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**.

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (current step, highlighted with a green circle), and 'Secure your account' (greyed out). Below the progress bar, a green banner states 'We verified your information'. The main heading is 'Verify your phone number'. A sub-heading explains: 'We'll check this number with records and send you a one-time code. This is to help verify your identity.' Below this, it says 'Enter a phone number that is:' followed by two bullet points: 'Based in the United States (including U.S. territories)' and 'Your primary number (the one you use the most often)'. A link 'Learn more about what phone number to use' is provided. The 'Phone number' field is highlighted with a red box and contains the text '(210) 555-5555'. Below the field, the question 'How should we send a code?' is asked, with a note: 'If you entered a landline above, please select "Phone call" below.' There are two radio buttons: 'Text message (SMS)' (selected) and 'Phone call'. At the bottom, a blue 'Send code' button is highlighted with a red arrow pointing to it.

## Step 7

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

The screenshot shows the same progress bar as Step 6, but the current step is 'Verify phone or address' (highlighted with a green circle). The main heading is 'Enter your one-time code'. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' Below this, the 'One-time code' field is highlighted with a red box and contains the text 'Example: 123ABC'. At the bottom, a blue 'Submit' button is highlighted with a red arrow pointing to it.

## 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**.

The screenshot shows the 'Secure your account' step of the Login.gov verification process. At the top, a progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, while the fifth is an empty circle. Below the progress bar, a green message box states 'We verified your phone number'. The main heading is 'Re-enter your Login.gov password'. Below this, a paragraph explains: 'Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.' A red rectangle highlights the 'Password' input field, which contains a series of dots. Below the input field are two links: 'Show password' and 'Forgot password?'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

Getting started   Verify your ID   Verify your information   Verify phone or address   Secure your account

✓ We verified your phone number

### Re-enter your Login.gov password

Login.gov will encrypt your information with your password.  
This means that your information is secure and only you will be able to access or change it.

**Password**

.....

[Show password](#)   [Forgot password?](#)

**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**.

The screenshot shows the 'Secure your account' step of a five-step process. The steps are: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. A green progress bar indicates that the first four steps are complete. Below the progress bar, a green box with a checkmark states 'We secured your verified information'. The main heading is 'Save your personal key'. Below this, a red shield icon is shown with a white box containing the text 'VGCH - MCDA - CGYR - HAX8'. Below the shield, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM'. There are links for 'Copy', 'Download (text file)', and 'Print'. Below this, a warning message states: 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone. If you reset your password without your personal key, you'll need to verify your identity again.' There is a link 'Learn more about the personal key'. Below this, a checkbox is labeled 'I saved my personal key in a safe place.' and is currently unchecked. A red arrow points to the 'Continue' button at the bottom.

Getting started   Verify your ID   Verify your information   Verify phone or address   **Secure your account**

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

[Copy](#)   [Download \(text file\)](#)   [Print](#)

You need your personal key if you forget your password.  
Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.


[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

**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.



**Connect your verified information  
to CJA eVoucher TrainingSand  
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**  
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

**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.



## 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.

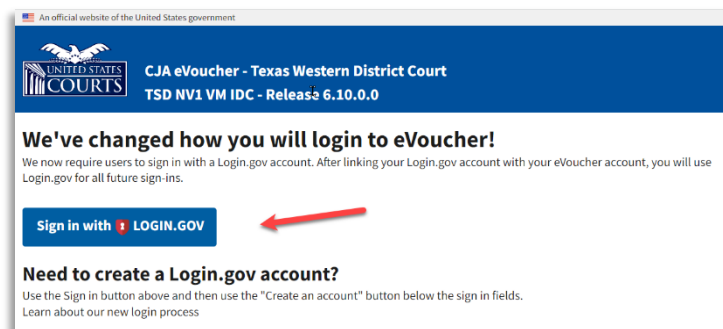


The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header, the title "Link eVoucher Account with Login.gov Account" is displayed. The instructions state: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance." A text input field labeled "eVoucher Email Address" contains the email "davidattorney@gmail.com". A red arrow points to this field. Below the field is a blue "Next" button. At the bottom, a notice states: "Notice: This is a restricted government system for official judiciary business only. All activity access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management."

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.



The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "TSD NV1 VM IDC - Release 6.10.0.0". Below the header, the title "We've changed how you will login to eVoucher!" is displayed. The instructions state: "We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins." A blue button labeled "Sign in with LOGIN.GOV" is shown. A red arrow points to this button. Below the button, the text "Need to create a Login.gov account?" is displayed, followed by instructions: "Use the Sign in button above and then use the 'Create an account' button below the sign in fields. Learn about our new login process."

## Step 2

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



**Connect your verified information  
to CJA eVoucher TrainingSand  
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

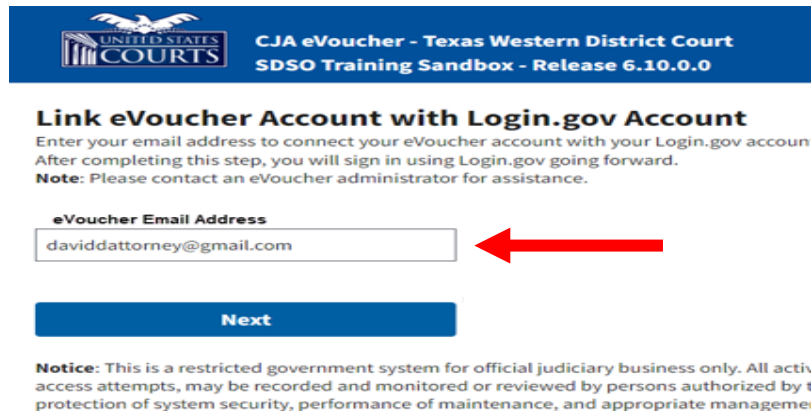
✓ **Email address**  
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

**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.



**CJA eVoucher - Texas Western District Court**  
**SDSO Training Sandbox - Release 6.10.0.0**

**Link eVoucher Account with Login.gov Account**  
Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.  
**Note:** Please contact an eVoucher administrator for assistance.

**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

## 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**.

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**

davidattorney@firm.com

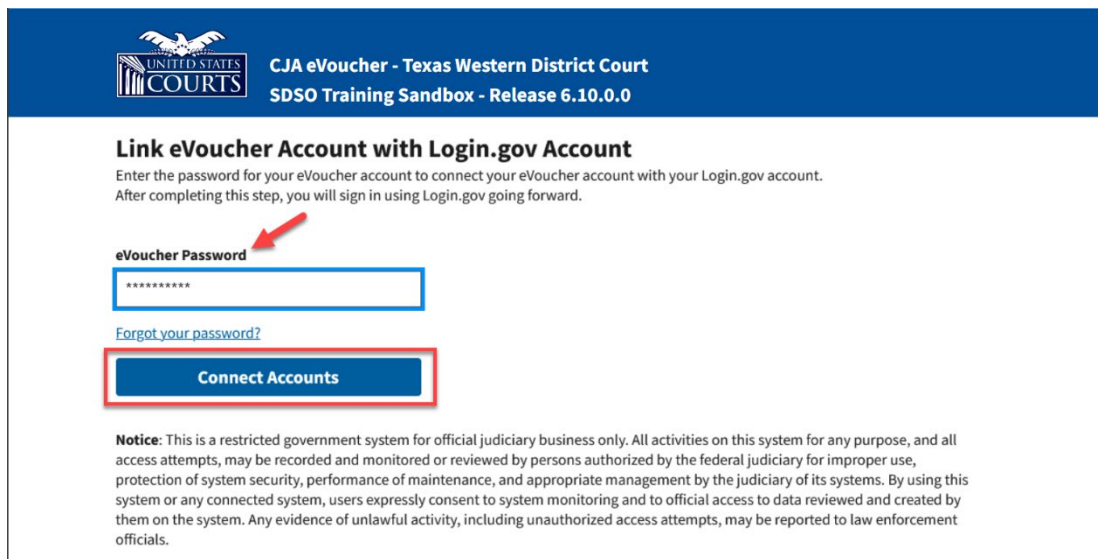
**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

**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.

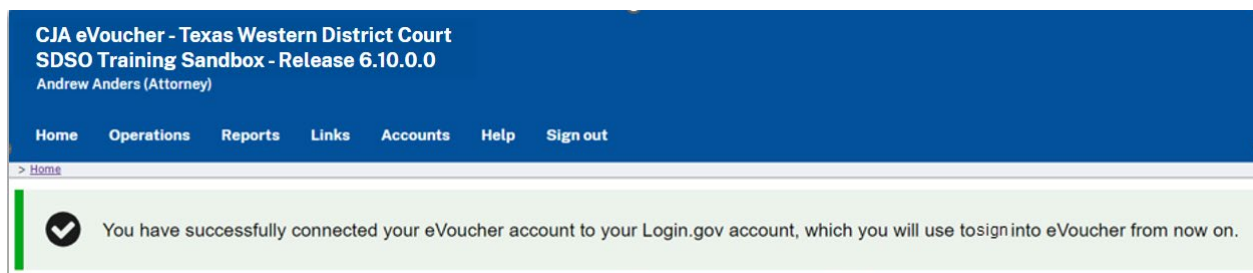
## Step 2

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.



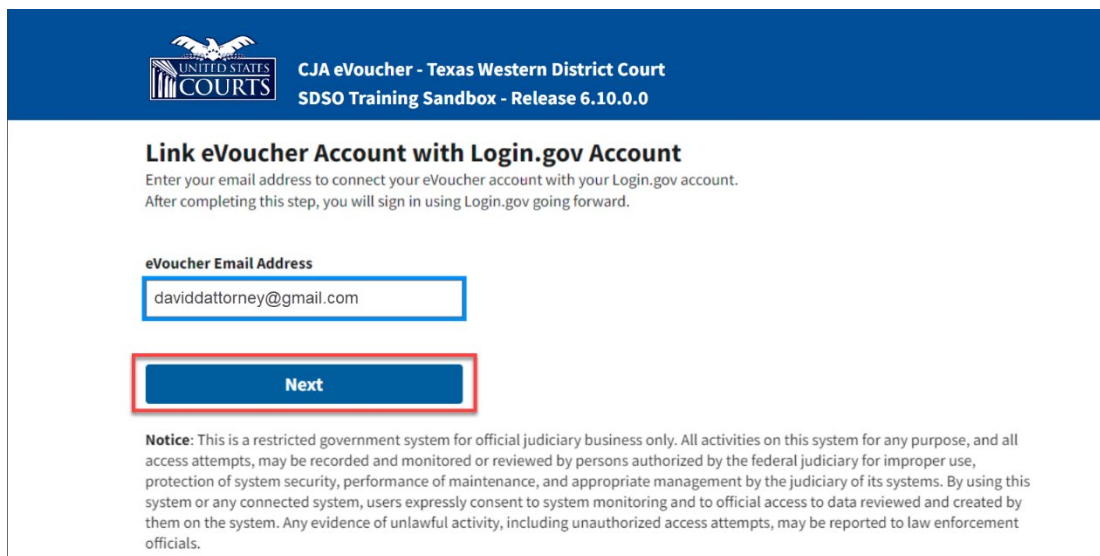
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## 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

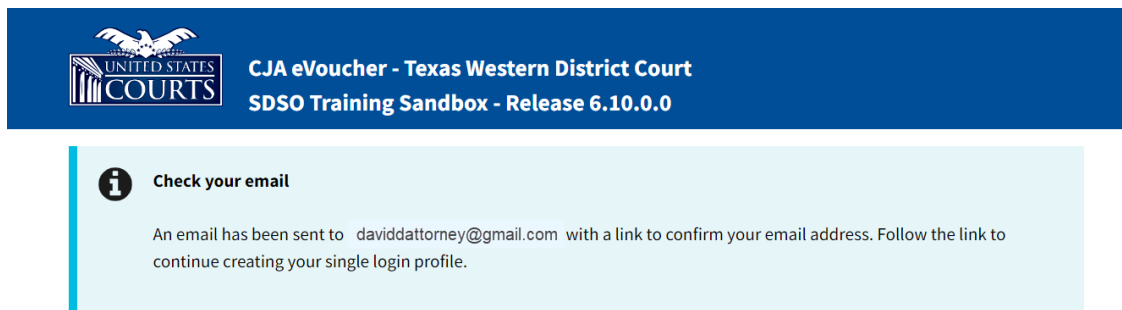
Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



The screenshot shows the 'Link eVoucher Account with Login.gov Account' page. At the top, there is a blue header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, the main heading is 'Link eVoucher Account with Login.gov Account'. Underneath, it says 'Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.' There is a text input field labeled 'eVoucher Email Address' containing the email 'daviddattorney@gmail.com'. Below the input field is a blue button labeled 'Next' which is highlighted with a red rectangle. At the bottom, there is a 'Notice' section with a disclaimer about the restricted government system.

### Step 2

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



The screenshot shows a message box with a blue header containing the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, there is a light blue message box with a blue vertical bar on the left. The message box contains an information icon (i) and the text 'Check your email'. Below this, it says '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.'

### 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.

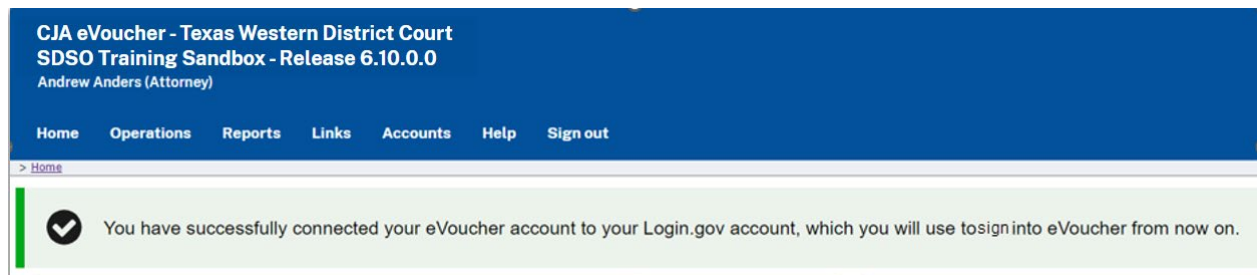
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov) 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.



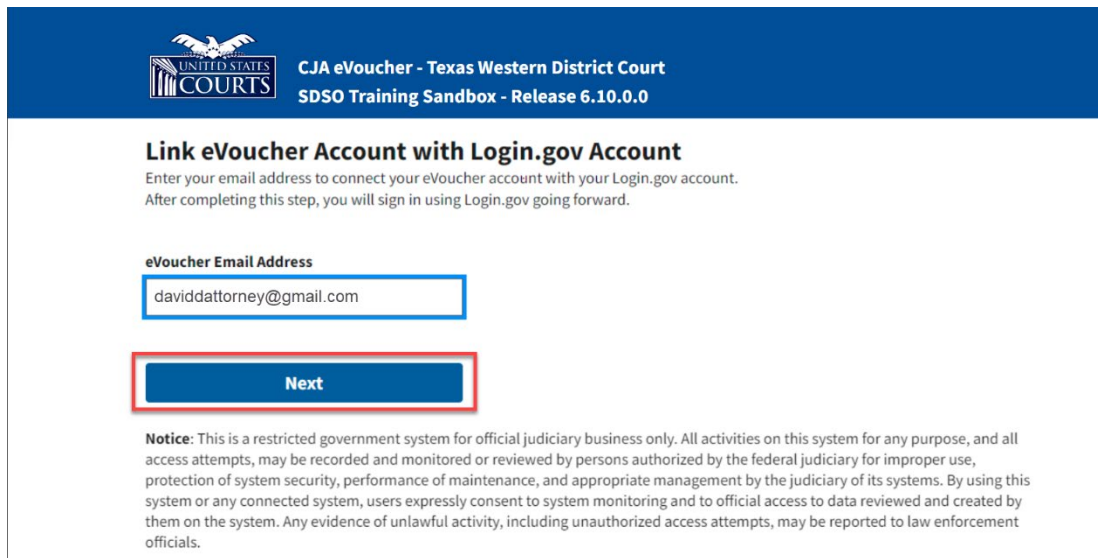
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.


## 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**.



 **CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**

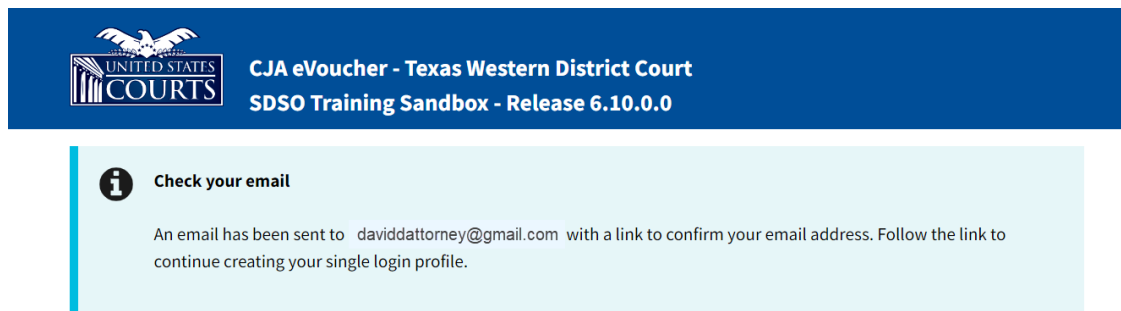
davidattorney@gmail.com


**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

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



 **CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

**i Check your email**

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



### 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.

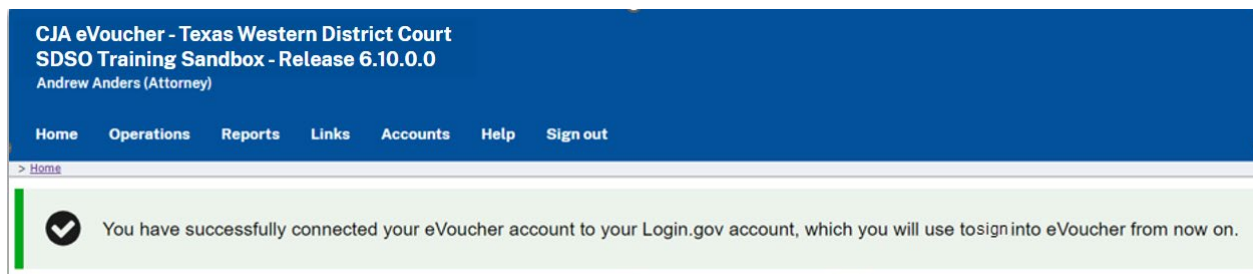
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov) 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.



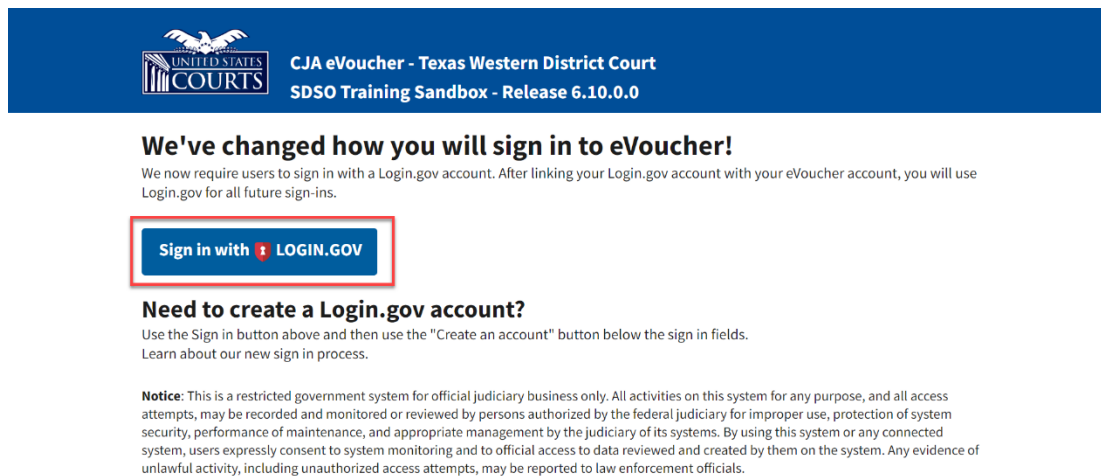
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## 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**.



**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
SDSO Training Sandbox - Release 6.10.0.0

**We've changed how you will sign in to eVoucher!**  
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

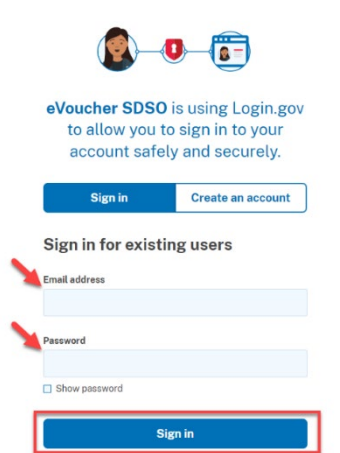
**Sign in with LOGIN.GOV**

**Need to create a Login.gov account?**  
Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
[Learn about our new sign in process.](#)

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 2

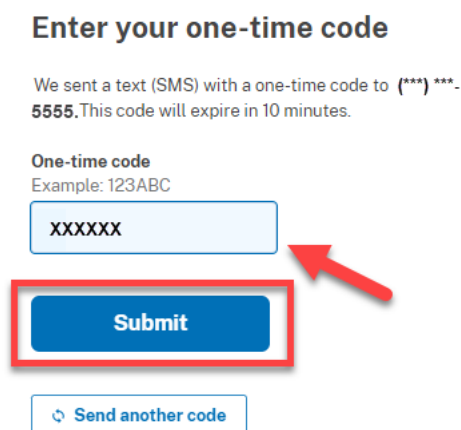
By default, you are directed to the Login.gov sign-in page. In the **Email address** and **password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.



The screenshot shows the Login.gov sign-in interface. At the top, it says "eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely." Below this are two buttons: "Sign in" and "Create an account". Underneath, it says "Sign in for existing users". There are two input fields: "Email address" and "Password". A red arrow points to the "Email address" field, and another red arrow points to the "Password" field. Below the "Password" field is a checkbox labeled "Show password". At the bottom, there is a blue "Sign in" button, which is highlighted with a red rectangular box.

## 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**.



The screenshot shows the "Enter your one-time code" page. It says "We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555. This code will expire in 10 minutes." Below this, it says "One-time code" and "Example: 123ABC". There is a text input field containing "XXXXXX". A red arrow points to this field. Below the input field is a blue "Submit" button, which is highlighted with a red rectangular box. At the bottom, there is a button labeled "Send another code" with a circular arrow icon.

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: 

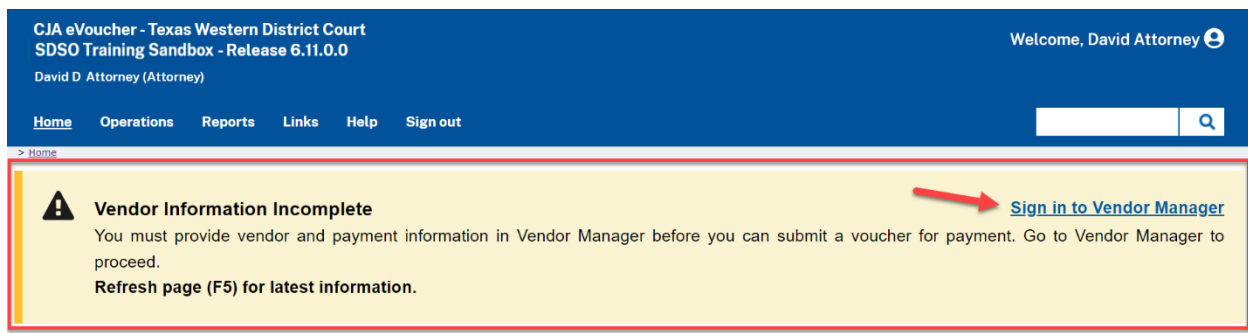
Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Barbara Chelovsky (#1)	CR-CC		04/04/2014

## 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.

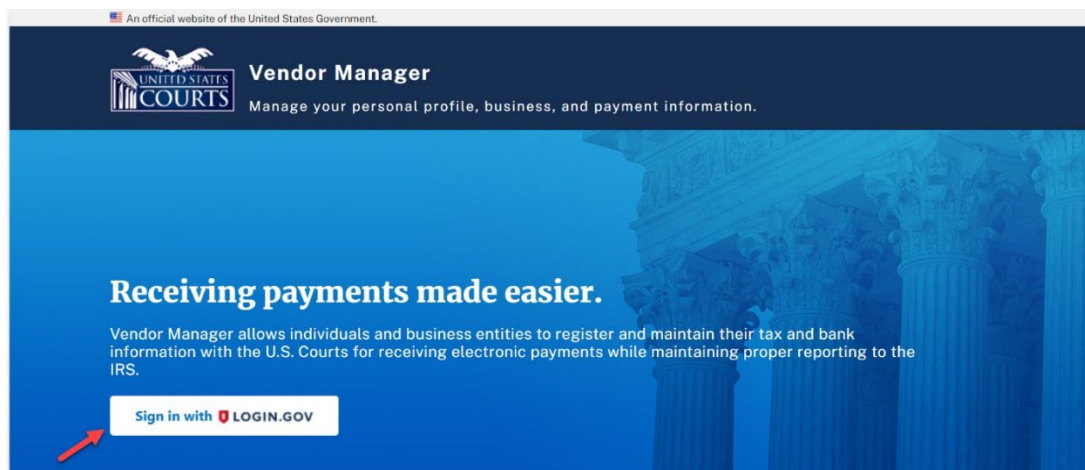
### Step 1

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.

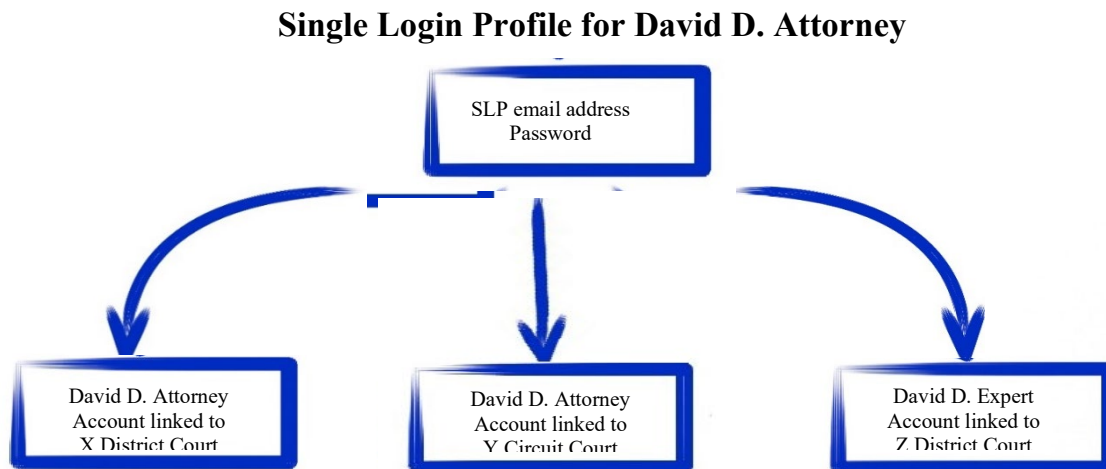


**Step 3**

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

## Single Login Profile (SLP)

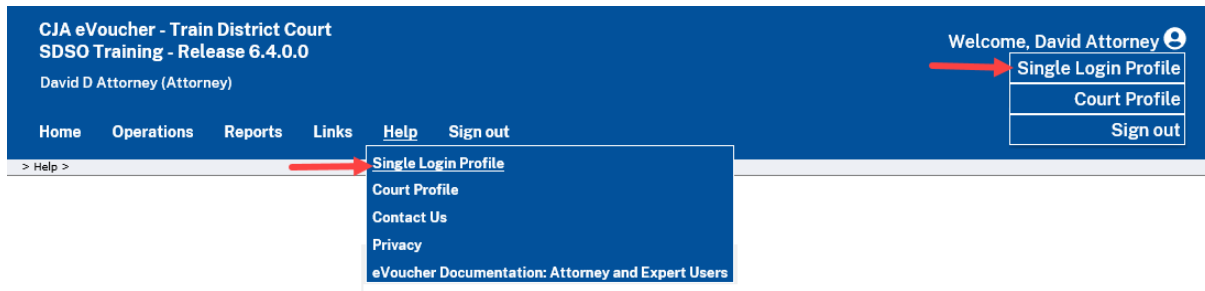
An SLP allows you to link your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.



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.

**Single Login Profile – David Attorney**

**Account Information** ← –

First name	Middle name	Last name	Suffix
David	D	Attorney	-

[Edit](#)

**Email address**  
davidattorney210@gmail.com [Edit](#)

**Password**  
 LOGIN.GOV

**Billing Information** ← +

**Linked eVoucher Accounts** ← +

## Modifying Your Name

### Step 1

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

Single Login Profile – Andrew Anders

Account Information

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

[Edit](#)

### Step 2

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

Single Login Profile – Andrew Anders

Account Information

First name	Middle name	Last name	Suffix
<input type="text" value="Andrew"/>	<input type="text" value=""/>	<input type="text" value="Anders"/>	<input type="text" value=""/>

[Cancel](#) [Save changes](#)

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



## Updating Your SLP Email Address

### Step 1

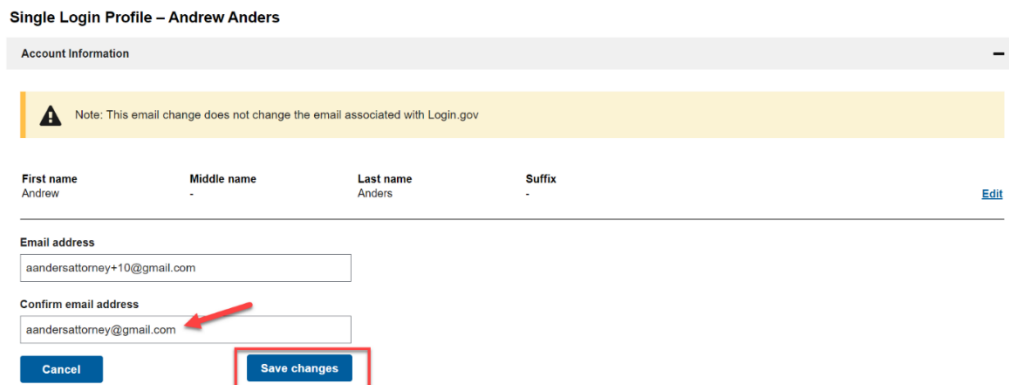
Click the **Edit** link to the right of your email address.



A screenshot of a user profile page. At the top, it says "Email address" followed by "aandersattorney+10@gmail.com". To the right of the email address is a blue "Edit" link enclosed in a red rectangular box.

### Step 2

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



A screenshot of a web form titled "Single Login Profile - Andrew Anders". Below the title is a tab labeled "Account Information". A yellow warning box contains a triangle icon and the text: "Note: This email change does not change the email associated with Login.gov". Below this is a table with four columns: "First name" (Andrew), "Middle name" (-), "Last name" (Anders), and "Suffix" (-). To the right of the table is a blue "Edit" link. Below the table are two text input fields: "Email address" (containing "aandersattorney+10@gmail.com") and "Confirm email address" (containing "aandersattorney@gmail.com"). A red arrow points to the "Confirm email address" field. At the bottom are two buttons: "Cancel" and "Save changes", with the "Save changes" button highlighted by a red rectangular box.

**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.

Help > [Single Login Profile](#)

[Back to List](#) [Edit User](#) [Assign Roles](#) Single Login Profile

### Single Login Profile – Morales Attorney


Account Information

First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	<a href="#">Edit</a>

---

Email address  
MoralesAttorney210@gmail.com

Password



**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.

#### Single Login Profile – David Attorney

Account Information	+
Billing Information	+
Linked eVoucher Accounts	+

### 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.

#### Single Login Profile – David Attorney

Account Information	+
Billing Information	–
Payment accounts that are ready to use display below. To see all payment accounts, <a href="#">go to Vendor Manager</a>	
<div><div>David Attorney TIN (SSN): .....00</div><div>Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: .....89</div></div>	
Linked eVoucher Accounts	+

## 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.

#### Single Login Profile – David Attorney

Account Information



Billing Information



Linked eVoucher Accounts



If this is your first time in the system, your only linked account is the one with the court you just logged in 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**.

[Home](#)
[Operations](#)
[Reports](#)
[Links](#)
[Accounts](#)
[Help](#)
[Sign out](#)

[Help](#) > [Single Login Profile](#)

#### Single Login Profile – Andrew Anders

Account Information

+

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.

Account	User Type	Default
District of Texas Western (Anders)	Attorney	<input type="radio"/>
Fifth Circuit Court (Anders)	Attorney	<input checked="" type="radio"/>

Cancel

Save changes

## Accessing Multiple Accounts in eVoucher

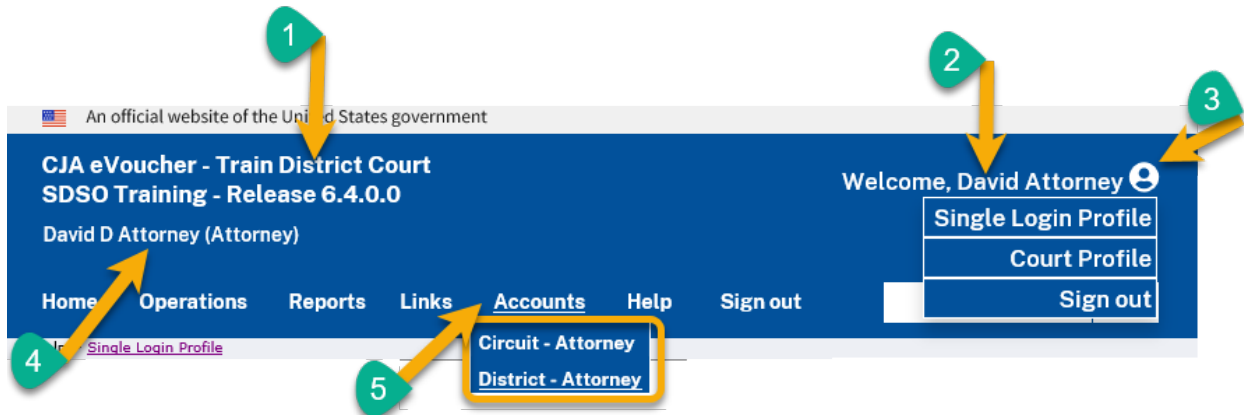
From the **Accounts** menu, click the court account in which you wish to work.

The screenshot shows the CJA eVoucher interface. At the top, a blue header bar contains the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this, the user's name "Andrew Anders (Attorney)" is displayed. A navigation menu is visible with options: Home, Operations, Reports, Links, Accounts, Help, and Sign out. The "Accounts" menu is highlighted with a red box, and a dropdown menu is shown with two options: "District of Texas Western - Attorney" and "Fifth Circuit Court - Attorney". Below the navigation menu, there is a section titled "My Active Documents" with a search bar and a table of documents.

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA-</a> Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry <a href="#">Edit</a>	04/14/2014

## 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.



<b>(1) Court Account</b>	This is the court account you selected from the <b>Accounts</b> menu, showing the account to which, you are signed in.
<b>(2) Single Login Profile (SLP)</b>	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).
<b>(3) Profile Icon</b>	You can access your Single Login Profile (SLP) or court profile or sign out from here. You can also access these areas from the <b>Help</b> menu.
<b>(4) Court Account Username</b>	This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
<b>(5) Accounts Menu</b>	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.

My Active Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04562-...</a> Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	12/11/2019
<a href="#">3:19-MJ-04562-...</a> Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/28/2020

1 2 3

Page 1 of 3 (30 items)

Appointments' List	
Appointments	Defendant
<a href="#">Case: 3:19-MJ-04562-JL</a> Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	<b>Defendant: Mister Badman</b> Representation Type: DRA - Drug Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-MJ-96325-JL</a> Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	<b>Defendant: Practice Voucher</b> Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

1

Page 1 of 1 (10 items)

My Proposed Assignments	
Appointments	Defendant
All cases have been currently assigned	
No data	

My Submitted Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
<a href="#">1:19-MJ-963...</a> Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000389</a> FINAL PAYMENT	07/24/2019
<a href="#">1:19-MJ-963...</a> Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000391</a> FINAL PAYMENT	07/24/2019

1 2 3 4

Page 1 of 4 (34 items)

My Service Provider's Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019
<a href="#">3:19-MJ-04...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed <a href="#">0101.0000387</a>	07/23/2019

1 2

Page 1 of 2 (16 items)

Closed Documents				
To group by a particular Header, drag the column to this area.			Search:	
Case	Defendant	Type	Status	Date Entered
<a href="#">3:19-MJ-04562...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.21 Approved Amount: 4,234.21	CJA-20 Atty Longoria	Voucher Closed <a href="#">0101.0000378</a> FINAL PAYMENT	06/07/2019
<a href="#">3:19-MJ-04562...</a> Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019

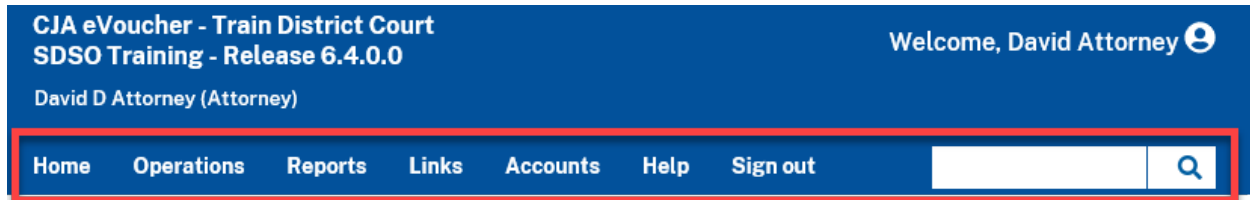
1 2 3 4 5

Page 1 of 5 (48 items)

Section Name	Contents
<b>My Active Documents</b>	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.
<b>Appointments List</b>	This is a quick reference to all your open appointments.
<b>My Submitted Documents</b>	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.
<b>My Service Providers Documents</b>	<p>This folder contains all the vouchers for your service providers. This includes:</p> <ul style="list-style-type: none"> <li>• Vouchers in progress by the experts</li> <li>• Vouchers submitted to the attorney for approval and submission to the court.</li> <li>• Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul> <p><b>Note:</b> 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.</p>
<b>Closed Documents</b>	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: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
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.

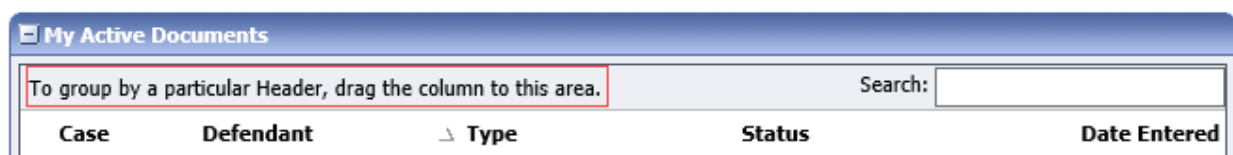
**Note:** The section size does not increase; therefore, some columns may move off the screen.

### 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.

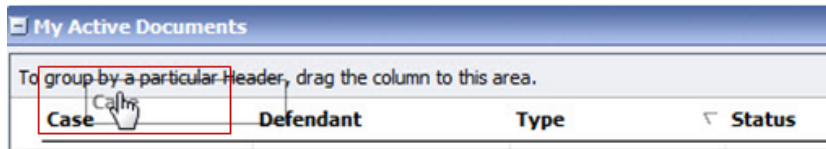
#### Step 1

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.

> Help > [Court Profile](#)

### Court Profile

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

## Attorney Info

### Step 1

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

<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>  <i>Your Contact Info:</i> Phone: 210-833-5623   Cell Phone: 210-555-1234 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov  <i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	<input type="button" value="Edit"/>
--------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

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**.

### Attorney Info

Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

**\* Required Fields**

Bar Number

Tax Identification Number: **\* (If on Panel)** ☐ Foreign Vendor?

SSN:

Confirm:

First Name **\*** Middle Last Name **\***

Andrew   Anders

Main Email **\***

lisa\_ornelas@aobx.uscourts.gov

2nd Email

deadmail@support.aobx.uscourts.gov

3rd Email

deadmail@support.aobx.uscourts.gov

Phone **\*** Cell Phone Fax

210-833-5623 210-555-1234

Address 1 **\*** City **\***

110 Main Street San Antonio

Address 2 State **\* (US only)** Zip **\* (US only)**

TEXAS 78210

Address 3 Country **\***

UNITED STATES

**Save**

cancel

### 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.

#### Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

[Manage at Vendor Manager](#)

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.

Home Operations Reports Links Help Sign out

> Help > [Single Login Profile](#)

### Single Login Profile – Andrew Anders

Account Information +

Billing Information -

Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

**Andrew Anders**  
TIN (SSN): .....20

Electronic payments will be sent to:  
Routing Number: 121000248, FAKE BANK  
Account Number: .....24

## Step 2

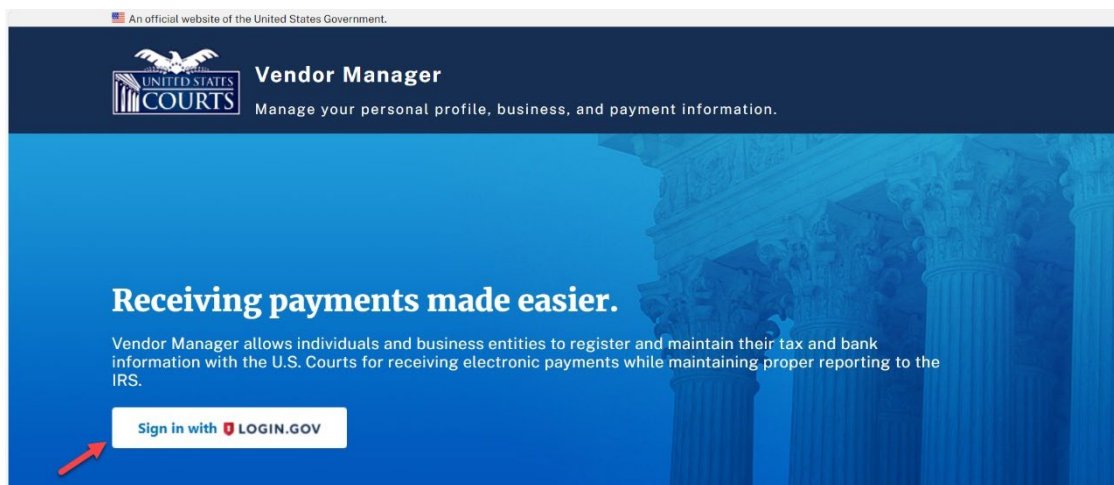
Click the **Manage at Vendor Manager** link to access VMS.

### Billing Info

View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

[View SLP](#)[\*\*Manage at Vendor Manager\*\*](#)

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 top of your Court Profile page.

### Court Profile



**Changes made to this court profile will not be applied to any other linked accounts.**

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

### Step 1

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

**Holding Period**

There are 9 periods of time during which cases cannot be taken.

**View**

### Step 2

Click **Add**.

<b>Holding Period</b>	<div>Back Edit <b>Add</b> Delete</div>		
	Search: <input type="text"/>		
	Starting	Ending	Notes
	No Holding Period		
			No data



### Step 3

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

The screenshot shows a form titled "Holding Period". It has a "Back" button and a "Save" button. Below these are two date fields: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Below the date fields is a "Notes" section with the text "Vacation." and a scrollable area. The "Save" button is highlighted with a red box.

## Continuing Legal Education (CLE)

### Step 1

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

The screenshot shows a section titled "Continuing Legal Education". It contains the text "No info has been stored. Please click VIEW to type your info." and a "View" button. The "View" button is highlighted with a red box.

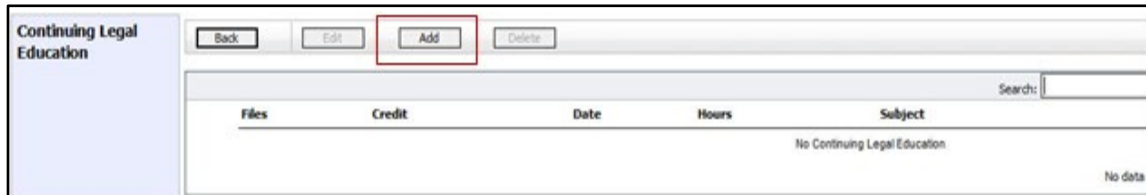
Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

### Court Profile

**!** Changes made to this court profile will not be applied to any other linked accounts.  
Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

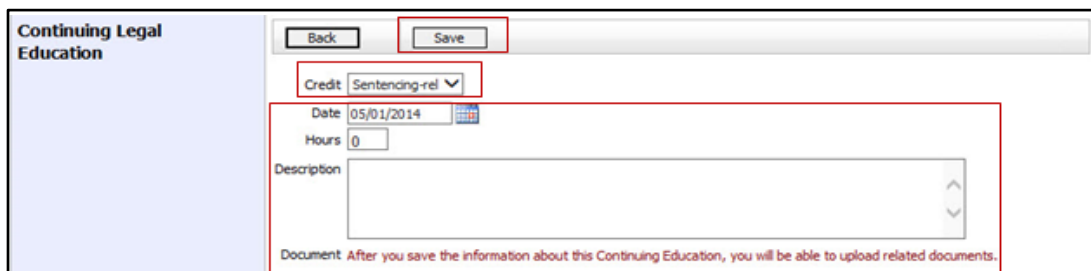
## Step 2

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



## Step 3

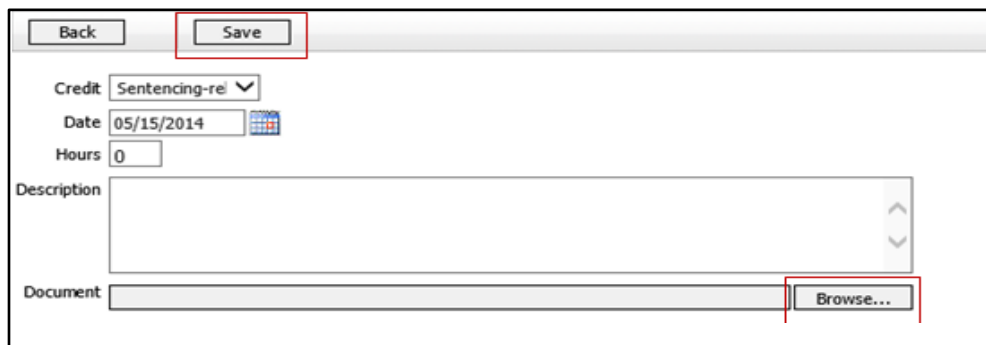
Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.



**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**.



**Continuing Legal Education**

BackEditAddDelete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		

1Page 1 of 1 (1 items)

**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.

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

#### Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**BUDGETAUTH** [Create](#)  
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

**CJA-26** [Create](#)  
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Reports**

[Appointment Report](#)

[Defendant Detail Budget Report](#)  
Detail budget info for defendant

[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

[Attorney Time](#)

[Case Detail Budget Report](#)

#### Appointment Info

1. CR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER	
0101	Jebediah Branson		
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
	1:14-CR-08805-1-AA		
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED			
15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS		13. COURT ORDER	
Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_arnelas@aocx.uscourts.gov">lisa_arnelas@aocx.uscourts.gov</a>		<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Nunc Pro Tunc Date	
14. LAW FIRM NAME AND MAILING ADDRESS			
		Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

#### Vouchers on File

To group by a particular header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a> Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00	CJA-20 Andrew Anders	Voucher Closed <a href="#">0101.0000001</a>	03/17/2016
<a href="#">1:14-CR-08805-AA</a> Start: 04/02/2014 End: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed <a href="#">0101.0000002</a>	11/16/2017
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	04/14/2014
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015
<a href="#">1:14-CR-08805-AA</a> Start: 01/21/2016 End: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000002</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	01/21/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a> FINAL PAYMENT	03/22/2016
<a href="#">1:14-CR-08805-AA</a> Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.0000109</a>	03/22/2016

1 2 3 4 5 > ... Last >

Page 1 of 7 (70 items)

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 <b>View Representation</b> link to open the Representation Info page.
Create New Voucher	Click the <b>Create</b> 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.

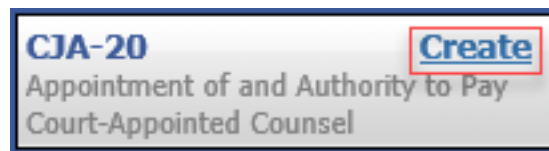
Representation	Representation Info													
In this page you can view or delete the representation.	1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER											
<b>Reports</b> <a href="#">Representation Report</a>	3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08803-1-AA	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													
	EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2										
<table border="1"> <thead> <tr> <th>App.ID</th><th>Attorney</th><th>Order Type</th><th>Order</th><th>Email</th></tr> </thead> <tbody> <tr> <td>4</td><td>Andrew Anders</td><td>Appointing Counsel</td><td>03/03/14</td><td>lisa_ornelas@aobc.uscourts.gov</td></tr> </tbody> </table>					App.ID	Attorney	Order Type	Order	Email	4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobc.uscourts.gov
App.ID	Attorney	Order Type	Order	Email										
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobc.uscourts.gov										

## 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.

### Step 1

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

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

**Services**

Date: 4/17/2020 \* Units: \* Rate: \* Description: \* Add Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

### 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.

**Services**

Date: 4/17/2020 \* Units: \* Rate: \* Description: Des

\* Required Fields

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

Date	Description

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

### Step 3

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

The screenshot shows the 'Services' form with the following fields and values:

- Date:** 4/17/2020
- Service Type:** A dropdown menu is open, showing options: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'.
- Doc.# (ECF):** (Empty)
- Hours:** (Empty)
- Description:** (Empty)

A red box highlights the 'Service Type' dropdown arrow. A red asterisk indicates required fields.

**NOTE:** You can add dates in any order; they will automatically sort in chronological order, oldest to newest, 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**.

The screenshot shows the 'Services' form with the following fields and values:

- Date:** 4/17/2020
- Service Type:** a. Arraignment and/or Plea
- Doc.# (ECF):** (Empty)
- Pages:** (Empty)
- Hours:** 5.0
- Description:** First appearance an arraignment of defendant.

The 'Hours' field and the 'Add' button are highlighted with red boxes. A red asterisk indicates required fields.



## Step 5

The entry is added to the voucher, and appears at the bottom of the Service Type column. The default sort for services is chronological 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 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

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.

The screenshot displays the CJA-20 Attorney Enters interface. On the left sidebar, the 'Actions' section is highlighted, and the 'Import Service Entries (.csv)' link is pointed to by a red arrow. The main content area shows the 'Basic Info' tab for a voucher created for 'Jebediah Branson'. The form includes fields for case details, payment category, and representation type. The 'Payment Info' section at the bottom shows the preferred payee as 'Andrew Anders - Andrew Anders'.

Basic Info	
1. CIR. DIST. DIV. CODE 0101	1. PERSON REPRESENTED Jebediah Branson
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: <a href="mailto:lisa_cmelas@actn.uscourts.gov">lisa_cmelas@actn.uscourts.gov</a>	
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Panel Attorney <input type="checkbox"/> R Subj for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> V Standby Counsel Prior Attorney's Name: _____ Appointments Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Albert Albertson Date of Order: 3/3/2014    Name Pro Tunc Date: _____ Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS	

**Payment Info**

Preferred Payee: **Andrew Anders - Andrew Anders**

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

## 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.

Basic Info ▸ **Services** ▸ Expenses ▸ Claim Status ▸ Documents ▸ Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[- Additional Information](#)

**Each service line entry must have data in the following columns:**

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

**The following columns do not require data, but should be included in the header row:**


- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

**CSV file when opened in a text editor might look like this:**  
 Date, Hours, Description, Service Type, Doc#, Pages  
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,  
 1/4/2021,,5,Reviewed Indictment,16b,4,25  
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

[Import Service Entries \(.csv\)](#)

---

Date  \*  Description

Service Type

Doc.# (ECF)  Pages

Hours  \* at \$155.00 per hour.

\* Required Fields

### Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

+ Additional Information

Import Service Entries (.csv)

Date: 8/6/2021 Service Type: [Dropdown] Description: [Text Area]

Doc.# (ECF): [Text] Pages: [Text] Hours: [Text] at \$152.00 per hour. Add Remove

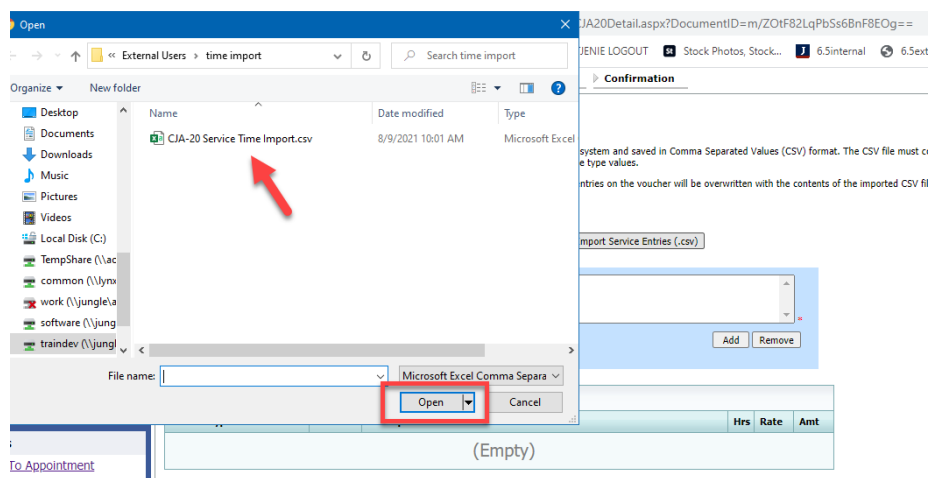
\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

### 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.

Basic Info Services Expenses Claim Status Documents Confirmation

**Service entries have been updated!**  
13 entries have been successfully added from *CJA-20 Service Time Import\_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

### Services

Date: 9/2/2021  
Service Type:   
Doc.# (ECF):   
Hours:   
Description:   
at \$155.00 per hour.   
Add Remove

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtaining and Reviewing					

## 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.

Andrew Anders (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
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/03/2021
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	09/02/2021

### Step 2

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

CJA-20 Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

Services: \$0.00

Expenses: \$0.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Form CJA20](#)

[Defendant Detail Budget](#)

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-00905-1-AJA	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: <a href="mailto:lisa_omelau@actx.uscourts.gov">lisa_omelau@actx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standby Counsel <input type="checkbox"/> In Federal Defender <input type="checkbox"/> P Subs for Peas <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert J. Oberthur Date of Order 3/3/2014 Nunc Pro Tunc Date Regime: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

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

### 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.

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma separated values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

### - Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

**CSV file when opened in a text editor might look like this:**

Date, Hours, Description, Service Type, Doc#, Pages  
 1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,  
 1/4/2021,,5,Reviewed Indictment,16b,4,25  
 1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

Import Service Entries (.csv)

Date	9/3/2021	*	Description	
Service Type		*		*
Doc.# (ECF)		Pages		
Hours		*	at \$155.00 per hour.	<input type="button" value="Add"/> <input type="button" value="Remove"/>

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

## Step 4

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

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \*  Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$155.00 per hour.

\* Required Fields

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

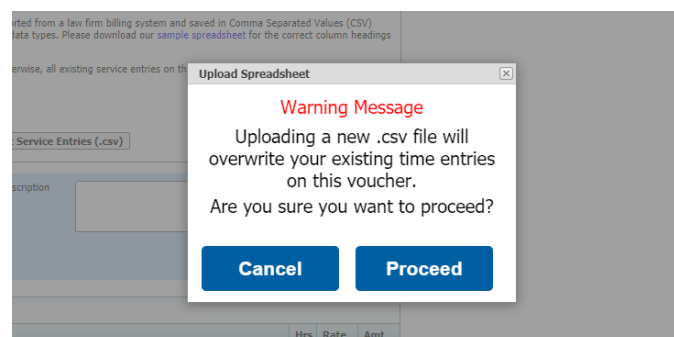
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

## 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.

**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.

**Expenses**

Date: 4/17/2020 \*

Expense Type: \*

Miles:  at \$0.535 per mile.

Amount:

Description:

**\* Required Fields**

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

Expense Type	Date	Description	Mile Rate	Amt
(Empty)				

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

### Step 2

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

**Expenses**

Date: 4/9/2020 \*

Expense Type: \*

Miles:

Amount:

**\* Required Fields**

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

Expense Type	Date	Description	Mile Rate	Amt
(Empty)				

Travel Miles

Travel Misc.

Fax

Long Distance Charges

Photocopies

Postage


Other Expenses



### 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**.

**Expenses**

Date: 4/17/2020 \*  \*  
 Expense Type: Travel Miles \*  
 Miles: 20 at \$0.535 per mile.  
 Amount:   
 Description: Travel to and from court. \*  
 Add Remove

\* Required Fields


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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

**Expenses**

Date: 4/17/2020 \*  \*  
 Expense Type: \*  
 Miles: \* at \$0.535 per mile.  
 Amount:   
 Description: \*  
 Add Remove

\* Required Fields

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


Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70

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

## Step 4

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

### Expenses

Date  \*  Description

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70
Photocopies	04/17/2020	Copies- 100 pages @ .10 per page.	0	\$0.000	\$10.00

« First

< Previous

Next >

Last »

### 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.

The screenshot shows the 'Claim Status' form with the following elements:

- Progress Bar:** Basic Info, Services, Expenses, **Claim Status** (selected), Documents, Confirmation.
- Claim Status Section:**
  - Start Date:** [Field] \* [Calendar icon]
  - End Date:** [Field] \* [Calendar icon]
  - Payment Claims \*:**
    - ☐ Final Payment
    - ☐ Interim Payment (payment #) [Field]
    - ☐ Supplemental Payment
    - ☐ Withholding Return Payment
  - \*\* Reminder:** Please select the appropriate claim status.
  - 1. Have you previously applied to the court for compensation and/or reimbursement for this case? \***
    - ☐ Yes ☐ No
    - If Yes, were you paid? ☐ Yes ☐ No
  - 2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? \***
    - ☐ Yes ☐ No
- \* Required Fields**
- Buttons:** < First, < Previous, **Next >** (highlighted), Last >, Save, Delete Draft, Audit Assist.

### 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 screenshot shows the 'Claim Status' form with the following elements:

- Progress Bar:** Basic Info, Services, Expenses, **Claim Status** (selected), Documents, Confirmation.
- Claim Status Section:**
  - Start Date:** [Field] \* [Calendar icon]
  - End Date:** [Field] \* [Calendar icon]
  - Payment Claims \*:**
    - ☐ Final Payment
    - ☐ Interim Payment (payment #) [Field]
    - ☐ Supplemental Payment
    - ☐ Withholding Return Payment
  - \*\* Reminder:** Please select the appropriate claim status.
  - 1. Have you previously applied to the court for compensation and/or reimbursement for this case? \***
    - ☐ Yes ☐ No
    - If Yes, were you paid? ☐ Yes ☐ No
  - 2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? \***
    - ☐ Yes ☐ No
- \* Required Fields**
- Buttons:** < First, < Previous, Next >, Last >, Save, Delete Draft, **Audit Assist** (highlighted).

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 <b>(payment #)</b> 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:



Service and/or Expenses are out of the Voucher Start and End Dates.

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.

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

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File  No file chosen

Description

Description	Delete	View
No Attachments		

« First < Previous **Next >** Last »

### 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.

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

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File  No file chosen

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

## 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-05802-1-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: 210-835-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aox.uscourts.gov">lisa_ornelas@aox.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-835-5623		Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/3/2014 None Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. Arraignment and/or Plea	0	\$0.00			
a. 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			
<b>Totals</b>	0	\$0.00			
16. 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			
<b>Totals</b>	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00			
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$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 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---) Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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	29a. 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		35. 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**.

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

Public/Attorney Notes

Notes

☒ I swear and affirm the truth or correctness of the above statements

Date: 6/12/2014 16:32:35

**Submit**

<< First < Previous Next > Last >> Save Delete Draft

## 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.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000150**

Back to:

[Home Page](#)

[Appointment Page](#)

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

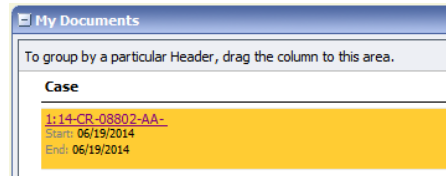
**My Submitted Documents**

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

Case	Defendant	Type	Status
<a href="#">J:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000150</a>
<a href="#">J:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">J:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>

Page 1 of 1 (3 items)

**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.

CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

Services: \$9,400.00

Expenses: \$215.42

Representation Fee Limit:  
\$11,500.00

Fee Amount Remaining After Approved  
and Pending:  
\$2,100.00



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
<b>Totals</b>	<b>8.0</b>	<b>\$1,600.00</b>

**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
<b>Totals</b>	<b>39.0</b>	<b>\$7,800.00</b>

**Expenses: \$215.42**

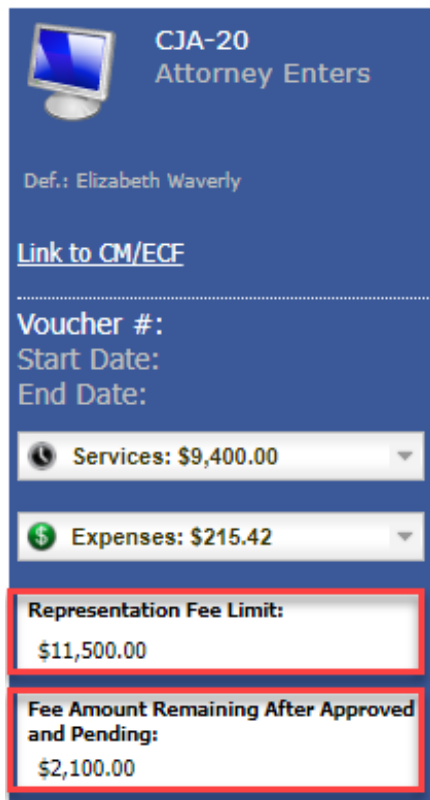
**Travel**

Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
<b>Totals</b>	<b>\$90.42</b>

**Expenses**

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
<b>Totals</b>	<b>\$125.00</b>

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.



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

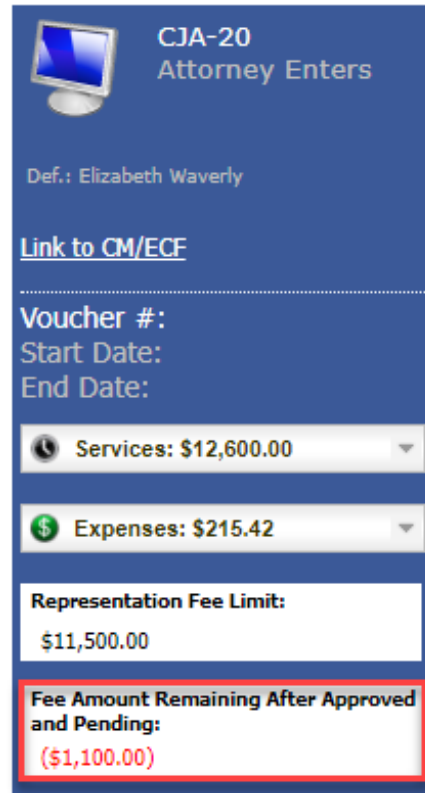
Voucher #:  
Start Date:  
End Date:

Services: \$9,400.00

Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
\$2,100.00



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

Services: \$12,600.00

Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00


**Fee Amount Remaining After Approved and Pending:**  
(\$1,100.00)

## 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.

Closed Documents			
To group by a particular Header, drag the column to this area.		Search: <input type="text"/>	
Case	Defendant	Type	Status
<a href="#">9:13-AP-00587-N...</a> Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201.90 Approved Amount: 4,201.90	CJA-20 Denny Crane	 <b>Voucher Closed</b> <a href="#">0978.0009032</a> INTERIM PAYMENT 1

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

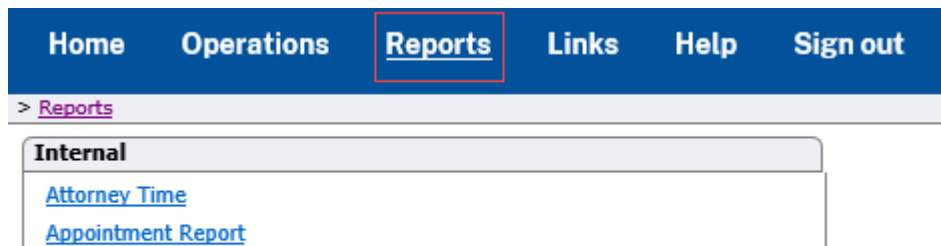
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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

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 And Pending
			Travel	Other			Travel	Other			
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 And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			
Specialty: Chemist, Toxicologist											

#### 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

## 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:		\$3,900.00																			
Time Period For Voucher	Voucher Number	Pending					Approved					Amount Remaining									
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending										
			Travel	Other			Travel	Other													
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 And Pending								
			Travel	Other			Travel	Other											
Authorization Number: 0101.0000002						Amount Requested: \$1,000.00				Amount Authorized: \$0.00				Attorney: Andrew Anders					
Specialty: Chemist, Toxicologist																			

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						

## 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.

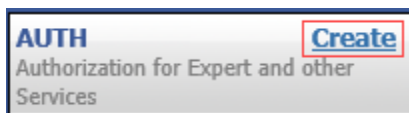
### Step 1

In the Appointments List section, open the appointment record.

Appointments' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

### Step 2

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

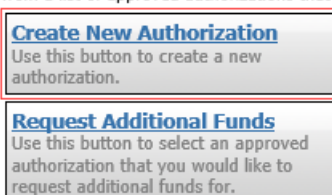


### Step 3

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.



## 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 Addendum C for current CJA Rates/Limits). If you are 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. <b>Note:</b> 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**.

Basic Info Documents Confirmation

### Basic Info

1. CJC DISTRICT CODE E101	1. PERSON REPRESENTED [Individual Defendant]	3. APPEALS DAY/DEF NUMBER	4. OTHER DAY/DEF NUMBER
2. MAG. DAY/DEF NUMBER 1:14-CR-00805-1-JAA	2. DEF. DAY/DEF NUMBER	5. TYPE PERSON REPRESENTED Adult Defendant	6. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OFFICE NAME USA v. Branson			
8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)			
9. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES			
10. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 610 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:law_onelias@actx.uscourts.gov">law_onelias@actx.uscourts.gov</a>		11. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sals for Federal Defender <input type="checkbox"/> I Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sals for Panel Attorney <input type="checkbox"/> R Sals for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sals for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
12. LAW FIRM NAME AND MAILING ADDRESS		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albornoz Date of Order 2/9/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

### Master Authorization Information

Order Date	
Nunc Pro Tunc Date	
Repayment	<input type="checkbox"/>
Estimated Amount	\$ 8000.00 *
Authorized Amount	\$
Basis of Estimate	100 hours at \$80/hour
Description	
Service Type	Investigator *
Requested Provider	John Doe

« First < Previous Next > Last » Save Delete Draft



## 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.

Basic Info Documents Confirmation

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

**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**.

Basic Info Documents **Confirmation**

### Confirmation

1. CR. DIST. DIV. CODE 2101	1. PERSON REPRESENTED Isabelah Branson	VOUCHER NUMBER
2. MAG. DIST. DIV. NUMBER	4. DIST. DIV. DIV. NUMBER 1-14-CR-08805-1-AA	5. APPEALS DIST. DIV. 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
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES	10. REPRESENTATION TYPE Criminal Case	

**11. ATTORNEY'S STATEMENT**  
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:

☐ Authorization to obtain the service. Estimated compensation: \$

☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney  
Andrew Anders  
110 Main Street  
San Antonio, TX 78210  
Phone: 210-833-5623  
Cell phone: 210-555-4234  
Email: [isa\\_anders@attk.uscourts.gov](mailto:isa_anders@attk.uscourts.gov)

**12. DESCRIPTION AND JUSTIFICATION FOR SERVICES (see instructions)**

**13. COURT ORDER**  
Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.

Signature of Presiding Judge or By Order of the Court  
Albert Albertson  
Date of Order \_\_\_\_\_  
Notar. Pro Tunc Date \_\_\_\_\_  
Repayment: ☐ YES ☐ NO

**14. TYPE OF SERVICE PROVIDED**

<input type="checkbox"/> 01 Investigator	<input type="checkbox"/> 16 Other Medical
<input type="checkbox"/> 02 Interpreter/Translator	<input type="checkbox"/> 16 Voice/Audio Analyst
<input type="checkbox"/> 03 Psychologist	<input type="checkbox"/> 17 Hair/Fiber Expert
<input type="checkbox"/> 04 Psychiatrist	<input type="checkbox"/> 18 Computer (Hardware/Software/Systems)
<input type="checkbox"/> 05 Polygraph	<input type="checkbox"/> 19 Paralegal Services
<input type="checkbox"/> 06 Document Examiner	<input type="checkbox"/> 20 Legal Analyst/Consultant
<input type="checkbox"/> 07 Fingerprint Analyst	<input type="checkbox"/> 21 Jury Consultant
<input type="checkbox"/> 08 Accountant	<input type="checkbox"/> 22 Mitigation Specialist
<input type="checkbox"/> 09 CALR (Weather/Leak, etc.)	<input type="checkbox"/> 23 Duplication Services
<input type="checkbox"/> 10 Chemist/Toxicologist	<input type="checkbox"/> 24 Other (Specify)
<input type="checkbox"/> 11 Ballistics	<input type="checkbox"/> 25 Litigation Support Services
<input type="checkbox"/> 12 Weapons/Firearm/Explosive Expert	<input type="checkbox"/> 26 Computer Forensics Expert
<input type="checkbox"/> 14 Pathologist/Medical Examiner	

**NOTES**

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total 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

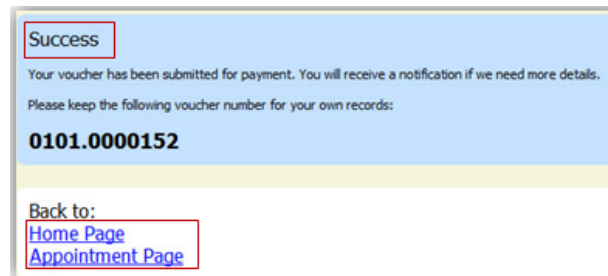
Date: \_\_\_\_\_

**Submit**

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

## 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.

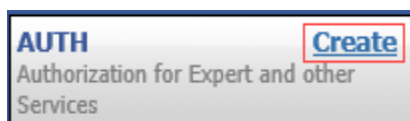
## Step 1

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

Appointments' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

## 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**.

**Authorization Type Selection**

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

**Create New Authorization**  
Use this button to create a new authorization.

**Request Additional Funds**  
Use this button to select an approved authorization that you would like to request additional funds for.

### Step 4

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

**Authorization Type Selection**

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

**Create New Authorization**  
Use this button to create a new authorization.

**Request Additional Funds**  
Use this button to select an approved authorization that you would like to request additional funds for.

**Please Select the Authorization to request additional funds for:**

<b>ID Number: 186</b> Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
--------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

**Request for Additional Funds on existing Authorization**

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount \$  \*

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.

**Request for Additional Funds on existing Authorization** **186**

**Order Date**

**Nunc Pro Tunc Date**

**Repayment** ☐

**Estimated Amount** \$  \*

**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.

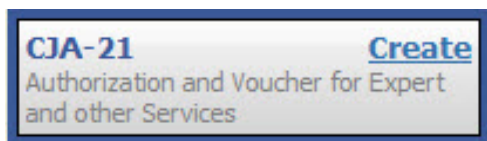
You will need to attach the Memorandum under the Documents tab outlining the reasons for additional funds. (Attached as Addendum D).

## 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.

**New Voucher Information**

<b>Service Type</b>	Chemist/Toxicologist *
<b>Description</b>	Toxicology report

**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**.

**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert** Astley, Rick

**Expert Info**  
Details

**Rick Astley**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-555-3434

**Voucher Assignment \*** ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filling the voucher claim part*

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**.

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

---

**Services**

Date: 04/17/2020 \*  Description:  \*

Units:  \*

Rate:  \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First < Previous Next > Last »



## 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**.

**Expenses**

Date: 4/17/2020 \*

Expense Type:  \*

Miles:  at \$0.535 per mile.

Amount:  \*

Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

## 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 Status**

Start Date:  \*

End Date:  \*

**Payment Claims \***

☐ Final Payment

☐ Interim Payment  (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

\*\* Reminder: Please select the appropriate claim status.

\* Required Fields

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

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**.

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

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File: C:\Users\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

**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**.

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 114-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 PENAL TIES

12. ATTORNEY'S STATEMENT  
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
☐ Authorization to obtain the service. Estimated compensation: \$1000.00  
☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney  
 Andrew Anders  
 110 Main Street  
 San Antonio TX 78210  
 Phone: 210-833-5623  
 Cell phone: 210-555-1234  
 Email: [lisa\\_omelas@aotx.uscourts.gov](mailto:lisa_omelas@aotx.uscourts.gov)

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	14. TYPE OF SERVICE PROVIDER
16. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Providing Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 06 Polygraph <input type="checkbox"/> 08 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 13 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert

NOTES  
 Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$0.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	<b>\$0.00</b>	<b>0.0</b>	

17. PAYEE'S NAME  
 Abraham Astley TIN: XX-XXXXXXX  
 110 Main Street  
 San Antonio TX 78210 US  
 Phone: 210-555-3434

☒ Final Payment  
☐ Interim Payment (#)  
☐ Supplemental Payment  
☐ Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020  
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.  
 Signature of Claimant/Payee: \_\_\_\_\_ Date: \_\_\_\_\_

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.  
 Signature of Attorney: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.

23. ☐ Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.  
☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.

Signature of Providing Judge \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate) \_\_\_\_\_ Date \_\_\_\_\_ Judge Code \_\_\_\_\_ Total Amt. Certified For Payment \_\_\_\_\_

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

Public/Attorney Notes

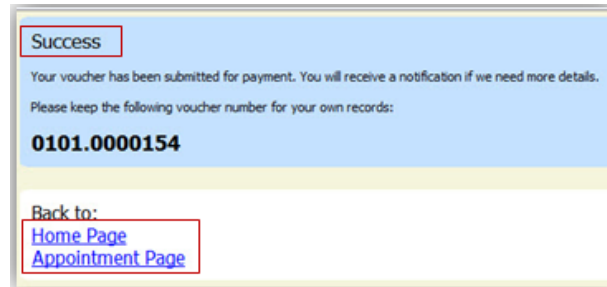
☒ I swear and affirm the truth or correctness of the above statements  
 Date: 4/20/2020 21:27:33

**Submit**

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

## 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.

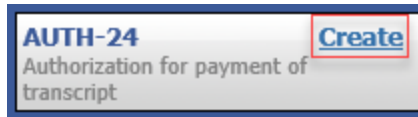


**NOTE:** Service providers (including court reporters) **SHOULD NOT** be paid directly by counsel. The eVoucher system does not provide for counsel being reimbursed for any payment made directly to an expert service provider or court reporter. If counsel pays a service provider/court reporter directly, 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**.

Basic Info Documents Confirmation

### 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 5.78-CR-00210-88-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 12.1457.M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 7/1/2024    Nunc Pro Tunc Date: Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)

Sentencing hearing scheduled for 10/25/2024

PROCEEDINGS TO BE TRANSCRIBED (Describe specifically). NOTE: For trial transcripts, specify, e.g., voir dire, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

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

<b>Proceedings Transcripts to be Used</b>	List what the transcript is to be used for (e.g., sentencing, trial, appeal, etc.).
<b>Proceeding to be Transcribed</b>	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. <b>Note:</b> 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.
<b>Apportioned Cost (%)</b>	Leave Blank.
<b>Apportioned Case and Defendant</b>	Leave Blank.
<b>Special Transcript Handling</b>	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**.

Basic Info Documents Confirmation

### Supporting Documents

**File Upload (Only Pdf files of 10MB size or less!)**

File  Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

**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**.

Basic Info Documents **Confirmation**


### Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah 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			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

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: 4/20/2020 21:49:45

 **Submit**

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

## 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.

### Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

[Home Page](#)

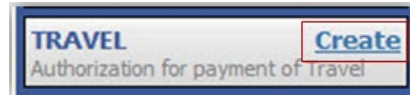
[Appointment Page](#)



## 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.

Basic Info    Authorization Request    Documents    Confirmation

### 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 S: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			
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: <a href="mailto:aandersattorney@gmail.com">aandersattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 4/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Travel Agency to be Used:** National Travel Service (NTS) ▼

**National Travel Service (NTS)**  
 707 Virginia Street East  
 Suite 100  
 Charleston, WV 25301  
 Phone: (800) 445-0668  
 Fax:  
 Email:

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

### 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:	Instructions for requesting amounts for the travel items:
Airline Tickets via CJA Government Travel Agency:	300.00	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.
Ground Transportation:	20.00	
Subsistence (Hotels & meals):	100.00	
Other:		
<b>Total Estimated Cost:</b>	420.00	
<b>Total Authorized:</b>		

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.

The screenshot displays the 'Documents' tab in the CJA eVoucher system. At the top, a progress bar shows four steps: 'Basic Info', 'Authorization Request', 'Documents' (the active step), and 'Confirmation'. Below the progress bar, the 'Supporting Documents' section is visible. It includes a 'File Upload (Only Pdf files of 10MB size or less!)' area with a 'File' input field containing 'C:\Users\JaimeLongoria\I' and a 'Browse...' button. Below this is a 'Description' input field with 'Travel Receipts'. To the right of these fields is an 'Upload' button. Below the upload area is a table with the following structure:

Description	Delete	View
Travel Receipts	<a href="#">Delete</a>	<a href="#">View</a>

At the bottom of the form, there is a navigation bar with buttons: '<< First', '< Previous', 'Next>' (highlighted with a red box), 'Last>>', 'Save' (highlighted with a red box), 'Delete Draft', and 'Audit Assist'.


**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**.

Basic Info Services Expenses Documents **Confirmation**

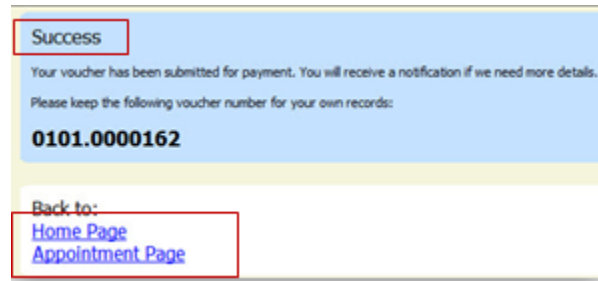
### Confirmation

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			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Items)			
SUB-TOTAL		LESS AMOUNT APPORTIONED	
\$0.00		see detail	
TOTAL		\$0.00	
TOTAL AMOUNT CLAIMED		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  Signature of Attorney or Clerk Date			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT  Signature of Judge or Clerk of Court Date Approved Amount			
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0			
			

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

## 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 to 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.

Appointments' List	
Search: <input type="text"/>	
Appointments	Defendant
<a href="#">Case: 0:21-CR-00749-BB-OG</a> Defendant #: 1 Case Title: US v. Ham Burglar Attorney: James Attorney <a href="#">Representation ID: 698374</a> Appointment ID: 728781	<b>Defendant: Ham Burglar</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/01/21 Pres. Judge: Big Bird Adm./Mag Judge: Oscar Grouch
<a href="#">Case: 0:21-MS-00000-OG-OG</a> Defendant #: 1 Case Title: In Re: Amazing Gonzo Attorney: James Attorney <a href="#">Representation ID: 698375</a> Appointment ID: 728782	<b>Defendant: Amazing Gonzo</b> Representation Type: Other Types (e.g., line ups, consultants, prisor etc.) Order Type: Appointing Counsel Order Date: 05/01/21 Pres. Judge: Oscar Grouch Adm./Mag Judge: Oscar Grouch
<a href="#">Case: 0:21-CR-00444-BB-OG</a> Defendant #: 5 Case Title: US v. Fozzy Bear Attorney: James Attorney <a href="#">Representation ID: 698376</a> Appointment ID: 728783	<b>Defendant: Fozzy Bear</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/01/21 Pres. Judge: Big Bird Adm./Mag Judge: Oscar Grouch

**Step 2**

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

### Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

 [View Representation](#)

### Create New Voucher

<b>AUTH</b> Authorization for Expert and other Services	<a href="#">Create</a>
<b>AUTH-24</b> Authorization for payment of transcript	<a href="#">Create</a>
<b>BUDGETAUTH</b> Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	<a href="#">Create</a>

### Appointment Info

1. CIR. DIST. DIV. CODE 0864	2. PERSON REPRESENTED Fozzy Bear
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF 0:21-CR-00444
7. IN CASE/MATTER OF(Case Name) US v. Fozzy Bear	8. PAYMENT CATEGORY Felony (including alleged felon)
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: <a href="mailto:james.panelattorney@gmail.com">james.panelattorney@gmail.com</a>	

### 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: <a href="mailto:james.panelattorney@gmail.com">james.panelattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Oscar Grouch Date of Order    Nunc Pro Tunc Date 3/1/2021 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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.

Basic Info **Authorization Request** Documents Confirmation

### Request For Service Providers

Service Provider Type: Interpreter/Translator

**Previous Authorizations for this Provider Type:**

<b>ID Number: 592927</b> Order Date: 02/01/2024 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:
-------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

Previously Authorized Amount: \$0.00

Additional Amount Requested: \$10,000.00

Additional Amount Authorized:

Description:

Notes:

Court Notes:

**Add Remove**

\* Required Fields

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

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Interpreter/Translator	\$0.00	\$10,000.00	

**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.

Basic Info Authorization Request Documents Confirmation

### Request For Service Providers

Service Provider Type Documents Examiner

Previous Authorizations for this Provider Type:  
No Previous Authorizations Found

Previously Authorized Amount \$0.00

Additional Amount Requested \$1,000.00

Additional Amount Authorized

Description

Notes

Court Notes

Add Remove

\* Required Fields

**Step 6**

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

Basic Info Authorization Request Documents Confirmation

### Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File Choose File No file chosen

Description

Upload

## 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 0542	2. PERSON REPRESENTED Bob Smith	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-05555-101-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Bob Smith	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 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: <a href="mailto:aandersattorney@gmail.com">aandersattorney@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> 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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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		
<b>Totals</b>	<b>\$0.00</b>	<b>\$11,000.00</b>		


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

Public/Attorney Notes

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

☒ 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.

### Success

This document has been submitted.

Please keep the following document number for your own records:

**0864.1492729**

Back to:

[Home Page](#)

[Appointment Page](#)

## ADDENDUM A

eVoucher CJA 20 Time Entry Cheat Sheet	
Time Category	Types of Entries
<b><i>In Court</i></b>	
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	<b>Not used at District Court level</b>
Other	Status conferences. GJ Witness testimony. Removal hearings.
<b><i>Out of Court</i></b>	
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 Rclds	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 Rclds	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 Rclds	Reviewed cell site data, take notes, and draft timeline. Approx. 150 pages of cell site discovery (no bates 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 Rclds	Reviewed discovery	1.5
4/17/21	Legal Research	Legal research and writing	5.2
4/20/21	Obtain/Review Rclds	Reviewed discovery	2.0

### **Aggregate Document Review and Other 0.1 Tasks**

#### **Do this . . .**

Date	Services	Description	Time
4/5/21	Obtain/Review Rclds	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 Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	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

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



#### Import failed.

5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

#### 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.

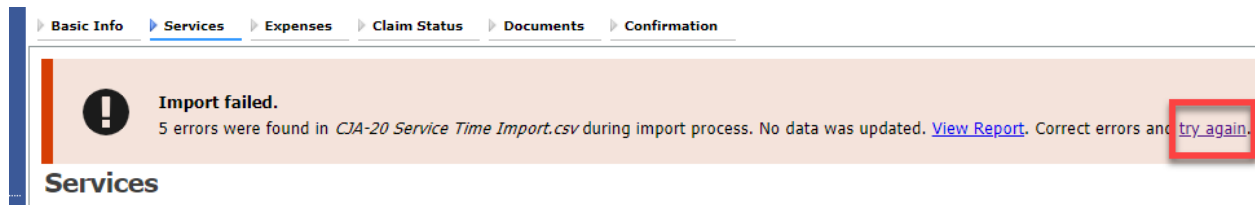
☒ Errors Only
 ☐ Full Report

Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson				
Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	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.

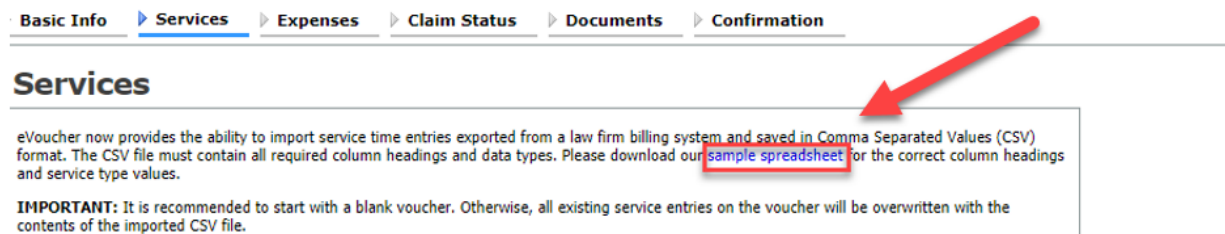


Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 voucher, please see instructions for those documents.

## 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.



The screenshot shows the 'Services' tab selected in the navigation bar. Below the tab, a text box explains that eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. It instructs users to download a 'sample spreadsheet' for the correct column headings and service type values. A red arrow points to the 'sample spreadsheet' link.

**Services**

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

**IMPORTANT:** It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

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 arraignment	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.

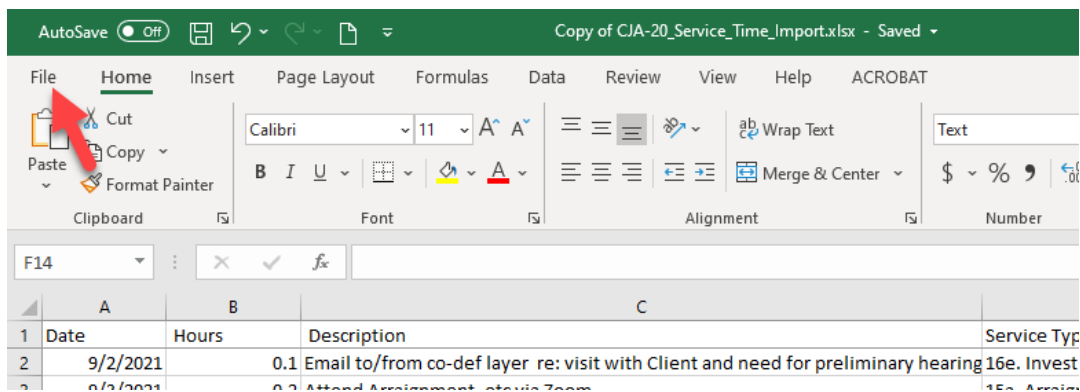
## ADDENDUM I

### 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.

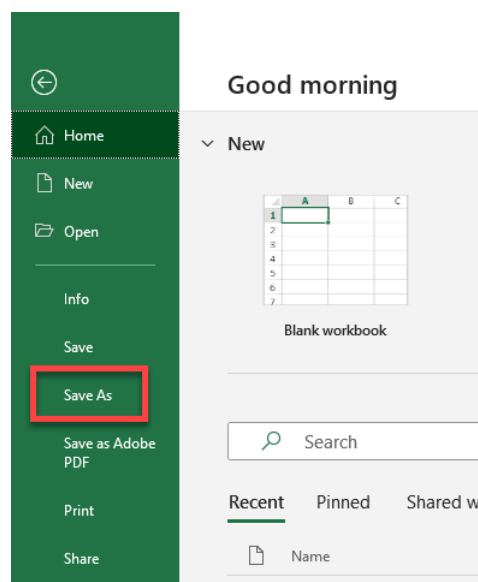
#### Step 1

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



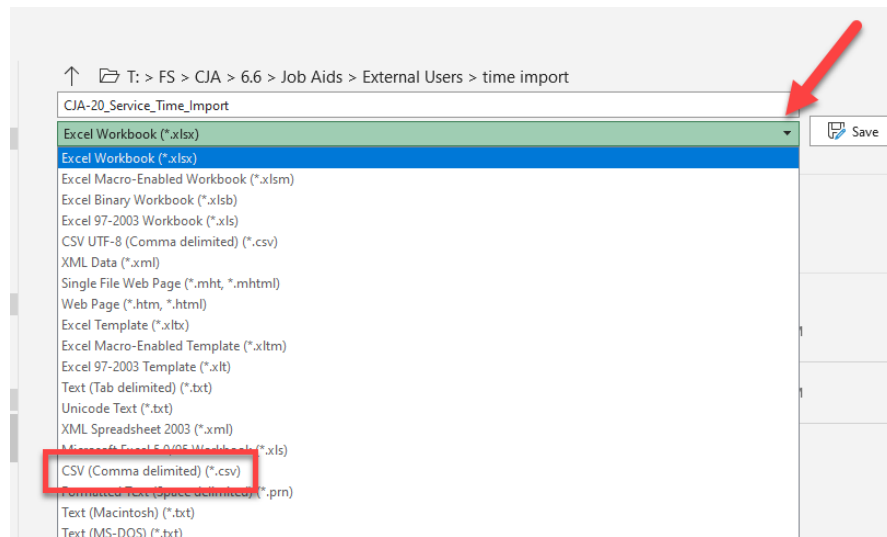
#### Step 2

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

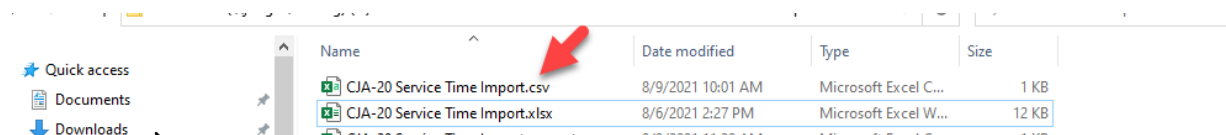


**Step 3**

On the Save As page, click 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.





## **ADDENDUM J**

### **UNITED STATES DISTRICT COURT DISTRICT OF MINNESOTA**

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UNITED STATES OF AMERICA,  
Plaintiff

v.

Criminal File No. 00-00-0

Mr. B.,  
Defendant.

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### **CJA JUSTIFICATION STATEMENT**

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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.