



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

Release 6.4

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2021



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Introduction

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

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider, or by the attorney acting 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 and associates. 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 for 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
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

Court Appointment

When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

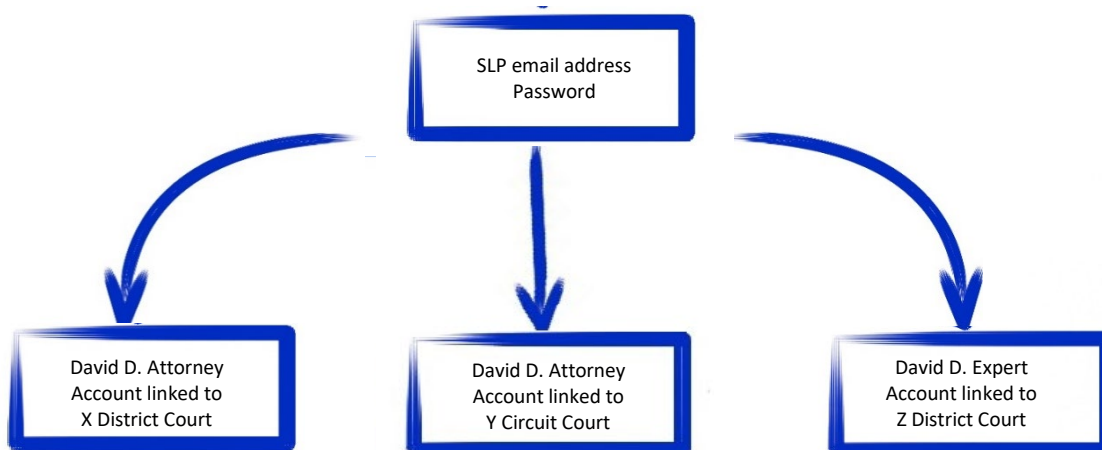
Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

Accessing the CJA eVoucher Program

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

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

Single Login Profile for David D. Attorney

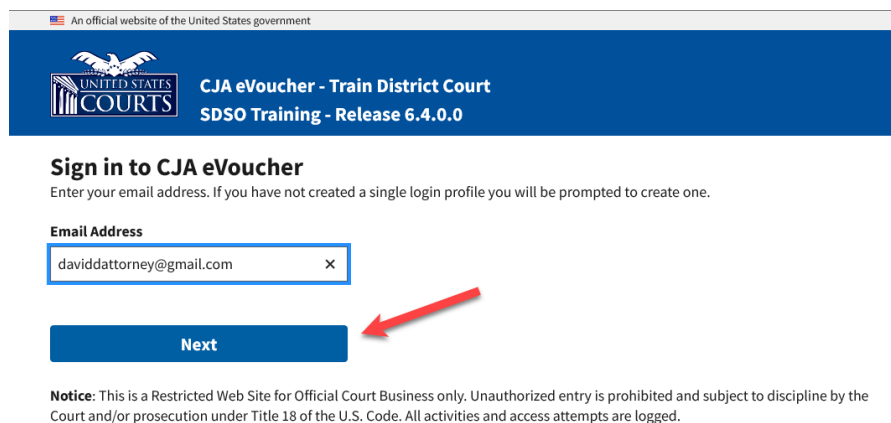


Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only has to be done once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

Step 1

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



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UNITED STATES COURTS CJA eVoucher - Train District Court
SDSO Training - Release 6.4.0.0

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

Email Address

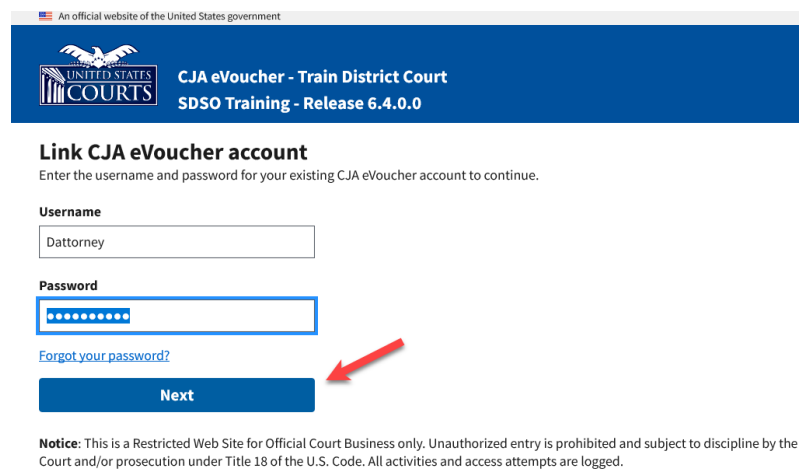
davidattorney@gmail.com x

Next

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Step 2

If you use more than one court account, choose one, and then click **Next**.



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Link CJA eVoucher account

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

Username

Dattorney

Password

.....

[Forgot your password?](#)


Next

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Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

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Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

| | | | |
|------------------------------------|--------------------------------|---------------------------------------|------------------------------------|
| First name | Middle name | Last name | Suffix |
| <input type="text" value="David"/> | <input type="text" value="D"/> | <input type="text" value="Attorney"/> | <input type="text" value="Jr."/> ⌵ |

Email address

Confirm email address

Step 4

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

Security Questions

Select three security questions and enter your answers.

Question 1

⌵

Answer 1

Question 2

⌵

Answer 2

Question 3

⌵

Answer 3

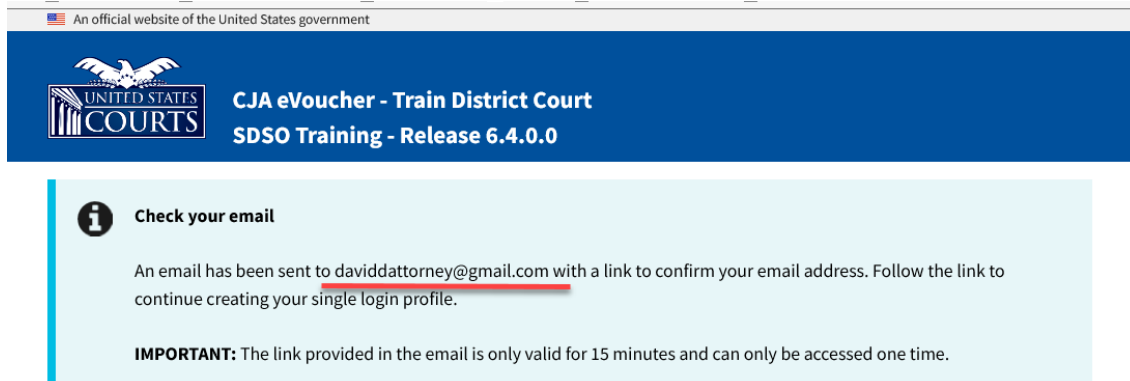
X

When you click Next, we will send an email with a link to confirm your email address.

Next

Step 5

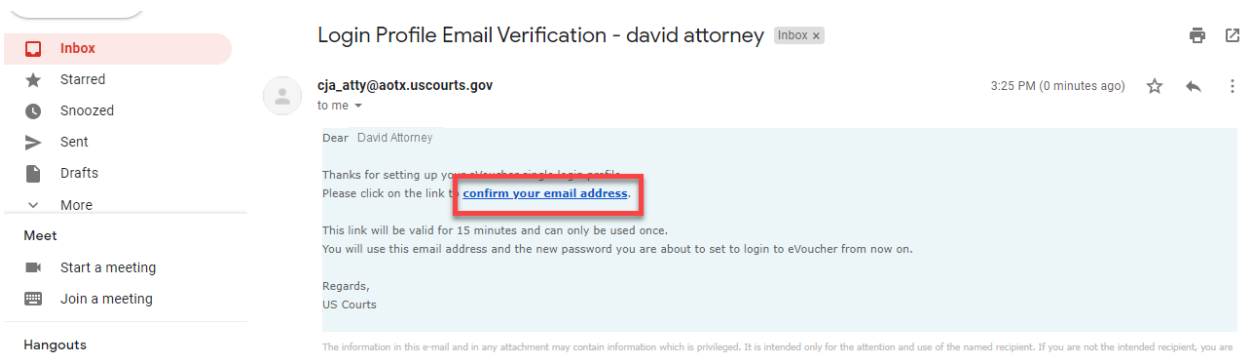
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

Note: The email is valid for only 15 minutes and can be used only once. In the email message, click the **confirm your email address** link.




Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must:

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

To view current password requirements, click the plus sign (+) icon to expand the **Password Requirements** section. You must change your password every 180 days. Verify the password, and then click **Next**.

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 **CJA eVoucher - Train District Court**
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Enter password

Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password


Next


Password Requirements 

Step 8


A success message appears, and you are directed to the eVoucher home page. Your email address and new password are now your new login credentials. You have now successfully created your Single Login Profile (SLP), and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.

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 **CJA eVoucher - Texas Western District Court**
TSD NV1 - Release 6.4.0.0

 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.


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Please wait ... 

Forgotten Password – Legacy

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

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Link CJA eVoucher account

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

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

Username

Password

[Forgot your password?](#)


Next

Step 1

Click the **Forgot your password?** link.

Username

Password

[Forgot your password?](#) 

Next

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

Step 2

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

Forgot your Login?

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

Username

Email

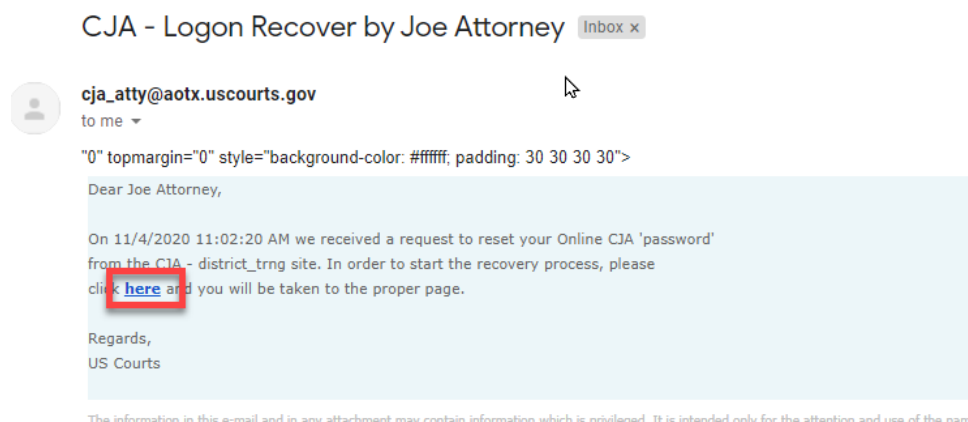
[Back to sign in](#)

Recover Logon



Step 3

In the email message, click the **here** link to create a new password.



Note: The password link expires after 15 minutes and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

Step 4

You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, user name, and email, and then click **Reset**.

i IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

Reset your password

New Password

Confirm Password

Username

Email

Reset

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Step 5

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

✓ Password updated.
Your password was successfully updated.

Email Address

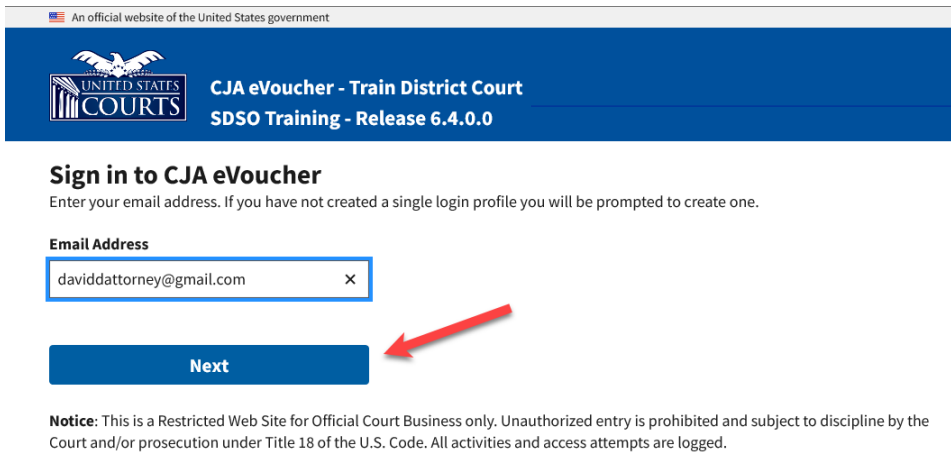
Next

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Signing In to eVoucher with Single Login Profile (SLP)

Step 1

From the eVoucher webpage, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.



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Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

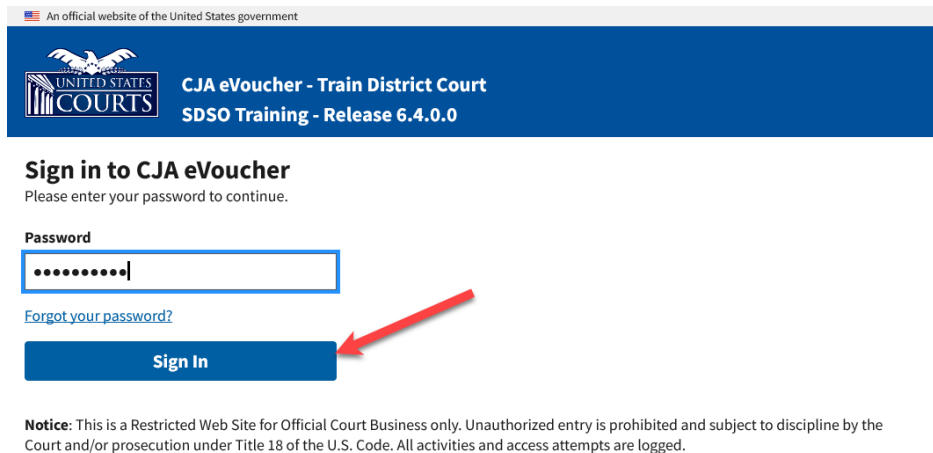
Email Address

Next

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Step 2

Enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.



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SDSO Training - Release 6.4.0.0

Sign in to CJA eVoucher

Please enter your password to continue.

Password

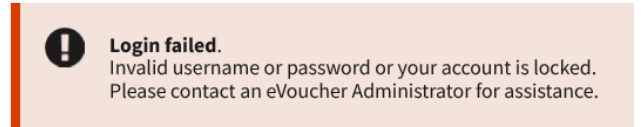
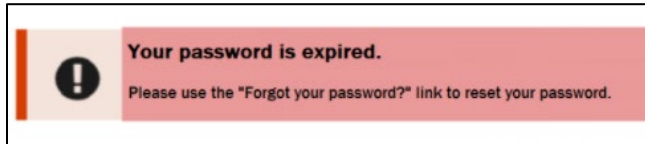
[Forgot your password?](#)

Sign In

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Forgotten or Expired Passwords

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



Step 1

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

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

Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

Step 2

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

Email

daviddattorney@gmail.com

Question: In what city or town was your first job?

Answer

[Back to sign in](#)

Reset your password



Note: If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact your court to unlock it.

Step 3

A message appears, telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

Note: The link expires after 15 minutes and can only be used once.

Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.



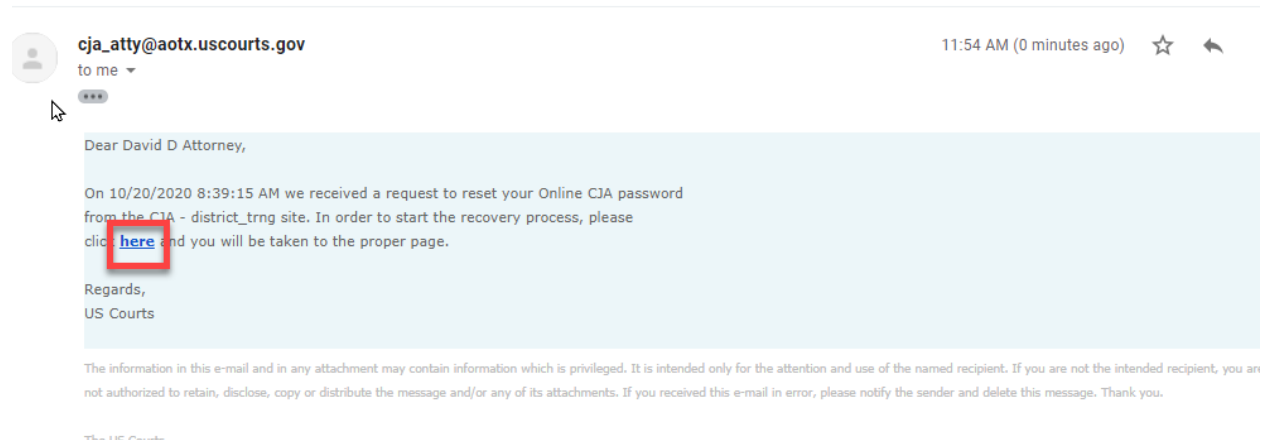
Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

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

Step 4

In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).



Step 5

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click **Reset**.

i **IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

Reset your password

New Password

Confirm Password

Email

Reset

Password Requirements +

Step 6

A message appears, stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

✓ **Password updated.**
Your password was successfully updated.

Email Address

Next

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Locked Accounts

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

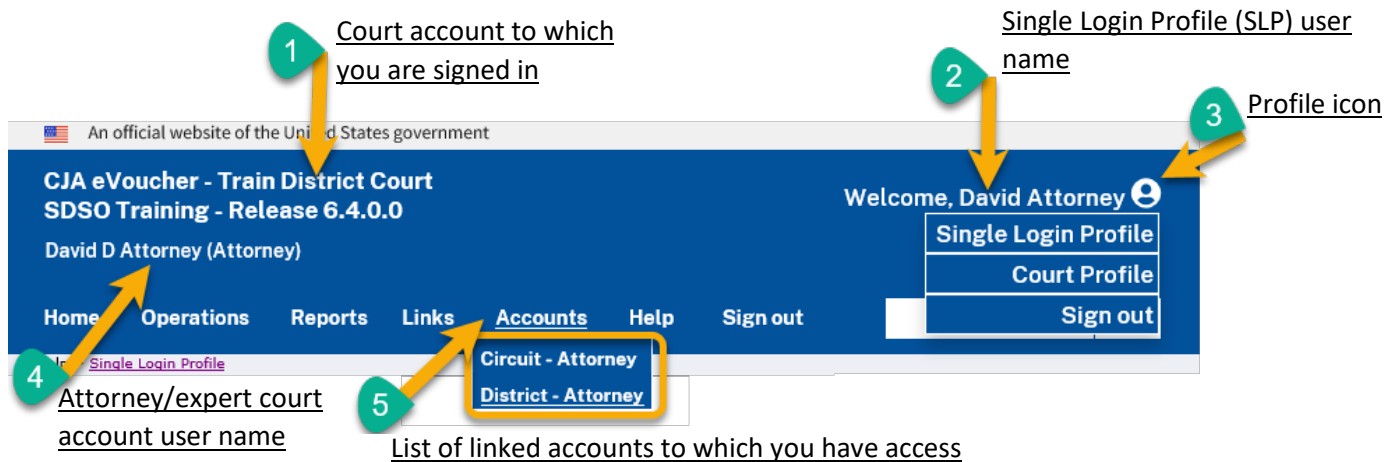
**Login failed.**

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

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

Single Login Profile (SLP) vs. Court Profile

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



1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these areas from the **Help** menu.
4. **Court account user name** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Home Page

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

My Active Documents

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

| Case | Defendant | Type | Status | Date Entered |
|------------------|------------------------|--------|---------------|--------------|
| 3:19-MJ-04562... | Mister Badman (# 4562) | TRAVEL | Voucher Entry | 12/11/2019 |
| | Claimed Amount: 0.00 | | Edit | |
| 3:19-MJ-04562... | Mister Badman (# 4562) | TRAVEL | Voucher Entry | 01/28/2020 |
| | Claimed Amount: 0.00 | | Edit | |

1 2 3 Page 1 of 3 (30 items)

Appointments' List

| Appointments | Defendant |
|--|--|
| Case: 3:19-MJ-04562-JL Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria | Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge: |
| Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria | Defendant: Practice Voucher 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 |
|----------------|---------------------------|--------|--------------------|--------------|
| 1:19-MJ-963... | Practice Voucher (# 98... | CJA-21 | Submitted to Court | 07/24/2019 |
| | Longoria Expert | | 0101.0000389 | |
| | Accountant | | FINAL PAYMENT | |
| 1:19-MJ-963... | Practice Voucher (# 98... | CJA-21 | Submitted to Court | 07/24/2019 |
| | Longoria Expert | | 0101.0000391 | |
| | Accountant | | FINAL PAYMENT | |

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 |
|---------------|---------------------------|--------|----------------|--------------|
| 3:19-MJ-04... | Mister Badman (# 4562) | CJA-21 | Voucher Closed | 06/07/2019 |
| | Misses Expert | | 0101.0000384 | |
| | Computer Forensics Expert | | FINAL PAYMENT | |
| 3:19-MJ-04... | Mister Badman (# 4562) | CJA-21 | Voucher Closed | 07/23/2019 |
| | Misses Expert | | 0101.0000387 | |
| | Chemist/Toxicologist | | | |

1 2 Page 1 of 2 (16 items)

Closed Documents

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

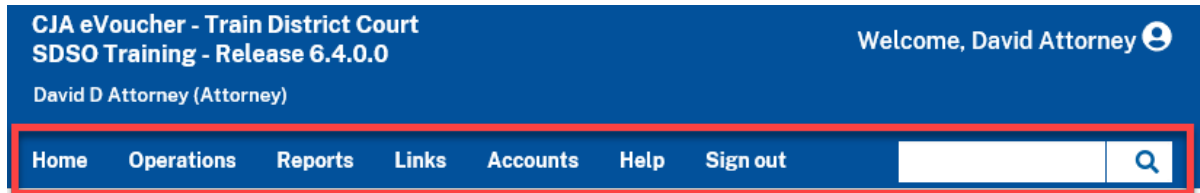
| Case | Defendant | Type | Status | Date Entered |
|------------------|---------------------------|--------|----------------|--------------|
| 3:19-MJ-04562... | Mister Badman (# 4562) | CJA-20 | Voucher Closed | 06/07/2019 |
| | Atty Longoria | | 0101.0000378 | |
| | Approved Amount: 4,234.25 | | FINAL PAYMENT | |
| 3:19-MJ-04562... | Mister Badman (# 4562) | CJA-21 | Voucher Closed | 06/07/2019 |
| | Misses Expert | | 0101.0000384 | |
| | Computer Forensics Expert | | FINAL PAYMENT | |

1 2 3 4 5 Page 1 of 5 (48 items)

| Folder Name | Contents |
|--|---|
| My Active Documents | This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action. |
| Appointments' List | This is a quick reference to all your appointments. |
| My Proposed Assignments | Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it. |
| My Submitted Documents | This folder contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments. |
| My Service Provider's Documents | This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> Vouchers in progress by the experts. Vouchers submitted to the attorney for approval and submission to the court. |

| | |
|-------------------------|--|
| | <ul style="list-style-type: none">• Vouchers signed off by the attorney and submitted to the court for payment. |
| Closed Documents | This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60–90 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"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts. |
| Sign out | Click to sign out of the eVoucher program. |
| Search field | Use this field to look up any of your cases. |

Customizing the Home Page

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

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

Resize a Column

Step 1

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

Step 2

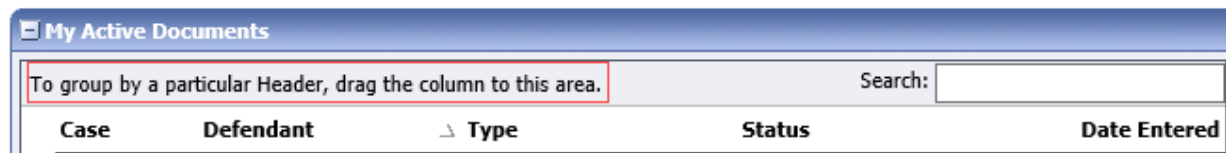
Drag the line in the desired direction to enlarge or reduce the column size.

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

Group by Column Heading: To sort all the information within a folder, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

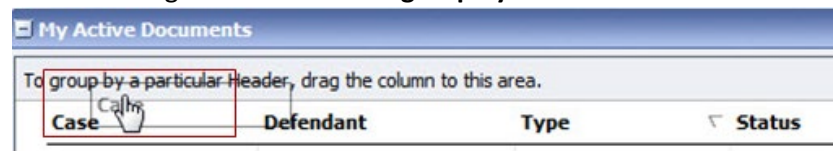
Step 1

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.

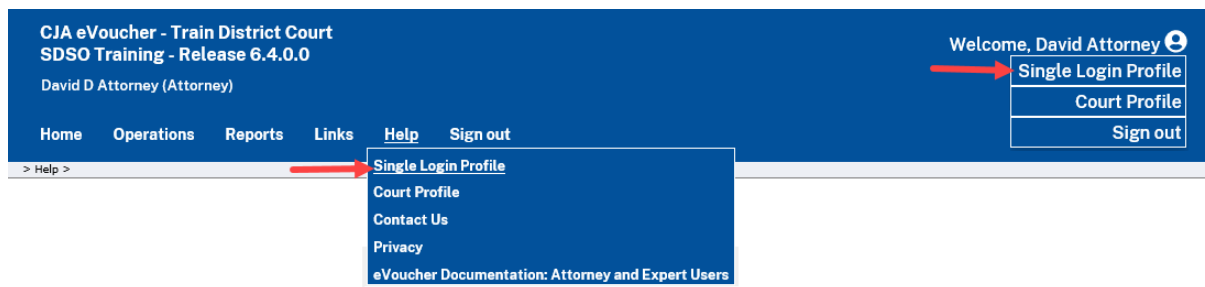


Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

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

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



Account Information

In the account information section, you can change your name, email address, and password.

The screenshot displays the 'Single Login Profile' page with the 'Account Information' section expanded. It shows fields for 'First name' (David), 'Middle name' (B), 'Last name' (Attorney), and 'Suffix' (-). Each field has an 'Edit' link to its right. Below these are fields for 'Email address' (attorney210@gmail.com) and 'Password' (masked with asterisks), each also with an 'Edit' link. The 'Edit' links for the name fields and the email address field are highlighted with red boxes.

Modifying Your Name

Step 1

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

Single Login Profile

Account Information

| First name | Middle name | Last name | Suffix |
|------------|-------------|-----------|--------|
| David | B | Attorney | - |

[Edit](#)

Step 2

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

Account Information

| First name | Middle name | Last name | Suffix |
|------------|-------------|-----------|----------|
| David | B | Attorney | -Select- |

Cancel

Save changes

Updating Your Email Address

Step 1

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

Email address
attorneyl210@gmail.com

[Edit](#)

Step 2

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

Email address

attorneyl210@gmail.com

Confirm email address

attorneyl210@gmail.com

Cancel

Save changes

Updating Your Password

Step 1

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

Password

[Edit](#)

Step 2

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

Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

Confirm password

Cancel

Save changes

Updating Your Security Questions

Step 1

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

Single Login Profile

| | |
|--|---|
| Account Information | + |
| Security Questions | + |
| Linked eVoucher Accounts | + |
| Link your eVoucher Accounts to your Single Login Profile | + |

Step 2

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

Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

Question 1

In what city or town was your first job?

Answer 1

Question 2

What street did you live on in third grade?

Answer 2

Question 3

In what year (YYYY) did you graduate from high school?

Answer 3

Cancel

Save changes

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

Linked eVoucher Accounts

Step 1

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

Account Information +

Security Questions +

Linked eVoucher Accounts +

Link your eVoucher Accounts to your Single Login Profile +

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

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

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 |
|----------------------------|-----------|----------------------------------|
| Massachusetts (DDAttorney) | Attorney | <input checked="" type="radio"/> |

Link your eVoucher Accounts to your Single Login Profile +

Link Your eVoucher Accounts to Your Single Login Profile (SLP)

Step 1

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

| | |
|--|---|
| Account Information | + |
| Security Questions | + |
| Linked eVoucher Accounts | + |
| Link your eVoucher Accounts to your Single Login Profile | + |

Step 2

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

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District

Appellate

Court

Select

Train District Court

Court login username

Court login password

Cancel

Link Account

Step 3

Click **Link Account**.

Court

Train Circuit Court

Court login username

dattorney

Court login password

.....|

Cancel

Link Account

A success message appears, stating that your account(s) is now linked.

> Help > [Single Login Profile](#)

**Link Success!**

You have successfully linked this Circuit account to your single login profile.

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**.

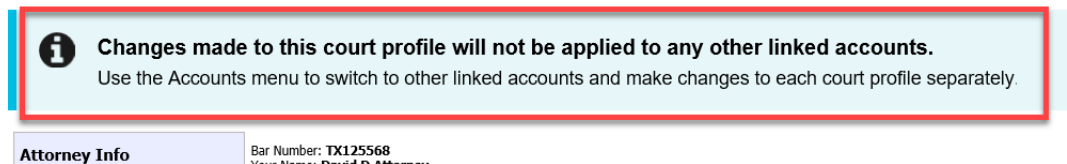


In the Court Profile you can:

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

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

Court Profile



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

> [Help](#) > [Court Profile](#)

Court Profile

| | | |
|--|--|--|
| Attorney Info Your personal info | Bar Number: TX125568 Your Name: David D Attorney <i>Your Contact Info:</i> Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov <i>Your Address:</i> 123 San Antonio Way San Antonio, TX 78228 US | <input type="button" value="Edit"/> |
| Billing Info List all available billing info records | Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555-5555 Fax: | <input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/> |
| Holding Period | No info has been stored. Please click VIEW to type your info. | <input type="button" value="View"/> |
| Continuing Legal Education | 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.

| | | |
|--|--|--|
| Attorney Info Your personal info | Bar Number: Your Name: Andrew Anders | <div style="border: 1px solid red; padding: 2px;">Edit</div> |
| | Your Contact Info: Phone: 210-833-5623 Cell Phone: 210-555-1234 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov | |
| | Your Address: 110 Main Street San Antonio, TX 78210 US | |

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.). | <div style="color: red; font-size: small;">* Required Fields</div> Bar Number <input type="text"/> Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/> First Name * <input type="text"/> Middle <input type="text"/> Last Name * <input type="text"/> Andrew <input type="text"/> <input type="text"/> Anders <input type="text"/> Main Email * <input type="text"/> lisa_ornelas@aotx.uscourts.gov 2nd Email <input type="text"/> deadmail@support.aotx.uscourts.gov 3rd Email <input type="text"/> deadmail@support.aotx.uscourts.gov Phone * <input type="text"/> Cell Phone <input type="text"/> Fax <input type="text"/> 210-833-5623 210-555-1234 Address 1 * <input type="text"/> City * <input type="text"/> 110 Main Street San Antonio Address 2 <input type="text"/> State * (US only) <input type="text"/> Zip * (US only) <input type="text"/> TEXAS 78210 Address 3 <input type="text"/> Country * <input type="text"/> UNITED STATES | <div style="border: 1px solid red; padding: 2px;">Save</div> <div style="color: gray; font-size: small;">cancel</div> |
|---|---|--|

Notes:

- Each attorney (except associates) must enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select the **Foreign Vendor** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

Step 1

Please contact the Federal Defender's Office or Clerk's Office to make changes to the Billing Info section.

Billing Info

List all available billing info records

Your default billing info is:

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

Select

Add

Edit

Step 2

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

Billing Info

List all available billing info records

Billing Type:

- ☐ Self-Employed
☒ Firm
☐ Associate

Tax Identification Number:

EIN/TIN:
 Confirm:

☒ Copy Address from Profile

Name:

Phone:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:

UNITED STATES

Save

cancel

Billing Info

List all available billing info records

*** Required Fields**

Billing Type:

☐ Self-Employed

☐ Firm

☒ Associate

Billing Code:

Notes:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate- No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

Holding Period

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

Step 1



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

| | | |
|-----------------------|--|-------------|
| Holding Period | There are 9 periods of time during which cases cannot be taken. | View |
|-----------------------|--|-------------|

Step 2

Click **Add**.

| | | | | | |
|-----------------------|--|---------------|--------------|------------------------------|--|
| Holding Period | <input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> | | | Search: <input type="text"/> | |
| | Starting | Ending | Notes | | |
| | No Holding Period | | | | |
| | No data | | | | |

| | | |
|-----------------------|---|--|
| Holding Period | <input type="button" value="Back"/> <input type="button" value="Save"/> | |
| | Starting Date | Ending Date |
| | 4/27/2020  | 5/1/2020  |
| | Notes Vacation. | |

Continuing Legal Education (CLE)

Step 1

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

The screenshot shows a sidebar with 'Continuing Legal Education' and a main area with the text: 'No info has been stored. Please click VIEW to type your info.' A red box highlights the 'View' button in the top right corner.

Step 2

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

The screenshot shows the 'Continuing Legal Education' sidebar and a main area with buttons: 'Back', 'Edit', 'Add', and 'Delete'. A red box highlights the 'Add' button. Below the buttons is a table with headers: 'Files', 'Credit', 'Date', 'Hours', and 'Subject'. The table is currently empty, showing 'No Continuing Legal Education' and 'No data'.

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**.

The screenshot shows the 'Continuing Legal Education' sidebar and a main area with a form. A red box highlights the 'Save' button. Below the buttons is a form with fields: 'Credit' (a drop-down menu with 'Sentencing-rel' selected), 'Date' (a date picker showing '05/01/2014'), 'Hours' (a text input showing '0'), and 'Description' (a text area). A red box also highlights the 'Description' field. At the bottom, there is a note: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

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**.

The screenshot shows a form with the following elements:

- Buttons:** 'Back' and 'Save' (highlighted with a red box) at the top.
- Credit:** A dropdown menu showing 'Sentencing-re'.
- Date:** A text field showing '05/15/2014' with a calendar icon.
- Hours:** A text field showing '0'.
- Description:** A large text area.
- Document:** A text field with a 'Browse...' button (highlighted with a red box) to its right.

Continuing Legal Education

| <div style="display: flex; justify-content: space-between; align-items: center;"> Back Edit Add Delete </div> | | | | |
|---|--------------|------------|-------|---------|
| Search: <input style="width: 100px;" type="text"/> | | | | |
| Files | Credit | Date | Hours | Subject |
| 0 | Sentencin... | 04/16/2020 | | |

1
Page 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, locate the Appointments column in the Appointments' List section.

Step 1

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

| Appointments | Defendant |
|---|---|
| Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders | Defendant: Jebediah Branson 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 in 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 DISTRICT CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | 3. APPEALS DISTRICT NUMBER | 4. VOUCHER NUMBER |
| 5. MAG. DISTRICT NUMBER 1:14-CR-08805-1-AA | 6. CASE MATTER OF (Case Name) USA v. Branson | 7. PAYMENT CATEGORY Felon (including pre-trial diversion of alleged felony) | 8. OTHER DISTRICT NUMBER |
| 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case | | |

II. OFFENSES CHARGED
12.182: F INSPECTION VIOLATION PENALTIES

III. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
110 Main Street
San Antonio TX 78210
Phone: 210-833-5613
Cell phone: 210-555-1234
Email: lisa_angelas@accsaccountants.gov

IV. COURT ORDER

☐ A. Associate ☐ C. Co-Counsel ☐ D. Federal Defender ☐ F. Sub for Federal Defender

☐ L. Learned Counsel (Capital Only) ☐ O. Appointing Counsel ☐ P. Sub for Paid Attorney ☐ R. Sub for Retained Attorney

☐ S. Pro Se ☐ T. Retained Attorney ☐ U. Sub for Pro Se ☐ X. Administrative

☐ 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
None Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

Payment ☐ YES ☐ NO

Vouchers on File

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

| Case | Defendant | Type | Status | Date Entered |
|--|---|------------------------------|--|--------------|
| 1:14-CR-08805-AA 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 0101.0000001 | 03/17/2016 |
| 1:14-CR-08805-AA Start: 10/02/2014 End: 11/16/2017 | Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00 | AUTH Chemist/Toxicologist | Voucher Closed 0101.0000002 | 11/16/2017 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Entry Edit | 04/14/2014 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 | Voucher Entry Edit | 11/05/2015 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 | Voucher Entry Edit | 11/05/2015 |
| 1:14-CR-08805-AA Start: 07/21/2016 End: 01/21/2016 | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Closed 0101.0000002 | 01/21/2016 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | TRAVEL | Voucher Entry Edit | 01/21/2016 |
| 1:14-CR-08805-AA Start: End: | Jebediah Branson (# 1) Claimed Amount: 0.00 | CJA-20 | Voucher Entry Edit | 01/21/2016 |
| 1:14-CR-08805-AA Start: 03/22/2016 End: 03/22/2016 | Jebediah Branson (# 1) Claimed Amount: 802.75 | CJA-20 Andrew Anders | Voucher Entry Edit FINAL PAYMENT | 03/22/2016 |
| 1:14-CR-08805-AA Start: 03/22/2016 End: 03/22/2016 | Jebediah Branson (# 1) Claimed Amount: 0.00 | AUTH-24 | Voucher Closed 0101.0000109 | 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. |
| View Representation | Click the View Representation link to view the Representation Info page. |
| Create New Voucher | Click the Create link next to the voucher to create a voucher for the appointment. |
| Reports | This section contains reports for the appointment. |

View Representation

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

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 1

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



The Representation Info page appears.

Representation

In this page you can view or delete the representation.

Reports

[Representation Report](#)

Representation Info

| | | | | | |
|---|--|--|--|--|--|
| 1. CIR./DIST/DIV. CODE 0101 | | 2. PERSON REPRESENTED Jebediah Branson | | VOUCHER NUMBER | |
| 3. MAG. DKT/DEF. NUMBER | | 4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA | | 5. APPEALS. DKT/DEF. NUMBER | |
| 6. OTHER. DKT/DEF. NUMBER | | 7. IN CASE/MATTER OF(Case Name) 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 | |

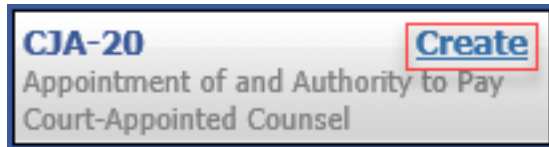
| App.ID | Attorney | Order Type | Order | Email |
|--------|---------------|--------------------|----------|--|
| 4 | Andrew Anders | Appointing Counsel | 03/03/14 | lisa_ornelas@aobx.uscourts.gov |

Creating the 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 Appointment 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.

CJA-20 Attorney Enters
Def.: Jebediah Branson
[Link to CM/ECF](#)

Voucher #: [blank]
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00
Expenses: \$0.00

Reports
[Defendant Detail Budget Report](#)
Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info

| | | | |
|--|---|---|--|
| 1. CIR./DIST./DIV.CODE 0101 | 2. PERSON REPRESENTED Jebediah Branson | VOUCHER NUMBER | |
| 3. MAG. DKT./DEF.NUMBER | 4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA | 5. APPEALS DKT./DEF.NUMBER | 6. OTHER DKT./DEF.NUMBER |
| 7. IN CASE/MATTER OF(Case Name) 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 - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> V Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Payment Info
Preferred Payee: Andrew Anders
Andrew Anders
SSN/EIN: ***-**-6789
123 Legal Blvd. South
AnyTown, DC
12345 - USA
Phone: 888-555-4000
Fax: 888-555-4001

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

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 the 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 * Description:

Units: *

Rate: *

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 * Description: Des

Units:

Rate:

* Required Fields

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

| Date | Description |
|---------|-------------|
| (Empty) | |

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 **Service 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, or sort in chronological order at any time.

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 at \$148.00 per hour.
- Description:** First appearance an arraignment of defendant.

Buttons 'Add' and 'Remove' are visible at the bottom right. A red box highlights the Hours field. 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 Date header sorts by date. Be sure to click **Save**. Click an entry to edit.

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:

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 2

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

Expenses

Date: 4/9/2020 *

Expense Type: *

Miles:

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 |
|--------------|------|-------------|------|------|-----|
| (Empty) | | | | | |

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

Expense Type

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

Step 3

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

Expenses

Date *

Expense Type Travel Miles *

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 |
|--------------|------|-------------|------|------|-----|
| (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 *

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

Click in the **Date** column header to sort expenses by date. Click **Save**.

Expenses

Date * 
 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 |
|--------------|------------|-----------------------------------|------|---------|---------|
| 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:

- If you choose photocopies or fax expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

Claim Status

Step 1

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

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.**

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



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

Step 2

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 of 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.

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

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.**

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

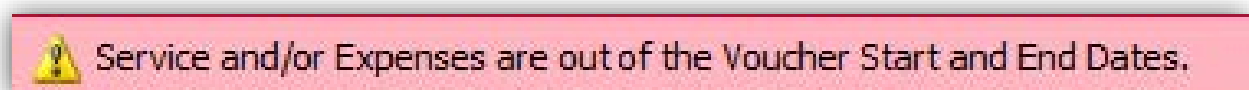
« First < Previous Next > Last » Save Delete Draft **Audit Assist**

Notes:

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

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
- **Supplemental Payment** to request payment due to a missed or forgotten receipt after the final payment has been submitted.
- **Withholding Return Payment** for an attorney to request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

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



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

Documents

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

Step 1

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

Supporting Documents

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

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

Description: Document

Upload

| Description | Delete | View |
|-------------|--------|------|
| Document | Delete | View |

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

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.

Supporting Documents

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

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

Description: Document

Upload

| Description | Delete | View |
|-------------|--------|------|
| Document | Delete | View |

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

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 | 5. APPEALS DKT DEF. NUMBER | VOUCHER NUMBER |
| 3. MAG. DKT DEF. NUMBER 1:14-CR-08805-1-AA | 4. DIST. DKT DEF. NUMBER | 6. OTHER DKT DEF. NUMBER | |
| 7. IN CASE MATTER OF (Case Name) USA v. Branson | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case |
| 11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov | | 13. COURT ORDER <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 | |
| 14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623 | | Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO | |

| CLAIMS FOR SERVICES AND EXPENSES | | | FOR COURT USE ONLY | | |
|--|------------------------|----------------------|---|----------------------------|----------------------------------|
| CATEGORIES | HOURS CLAIMED | TOTAL AMOUNT CLAIMED | ADJUSTED HOURS | ADJUSTED AMOUNT | REVIEW |
| 15. a. Arraignment and/or Plea | 0 | \$0.00 | | | |
| b. Bail and Detention Hearing | 0 | \$0.00 | | | |
| c. Motion | 0 | \$0.00 | | | |
| d. Trial | 0 | \$0.00 | | | |
| e. Sentencing Hearings | 0 | \$0.00 | | | |
| f. Revocation Hearings | 0 | \$0.00 | | | |
| g. Appeals Court | 0 | \$0.00 | | | |
| h. Other | 0 | \$0.00 | | | |
| Totals | 0 | \$0.00 | | | |
| 16. a. Interviews and Conferences | 0 | \$0.00 | | | |
| b. Obtaining and Reviewing Records | 0 | \$0.00 | | | |
| c. Legal Research and Brief Writing | 0 | \$0.00 | | | |
| d. Travel Time | 0 | \$0.00 | | | |
| e. Investigative or Other Work | 0 | \$0.00 | | | |
| Totals | 0 | \$0.00 | | | |
| 17. Travel Expenses (lodging, parking, meals, mileage, etc.) | | \$0.00 | | | |
| 18. Other Expenses (other than expert, transcripts, etc.) | | \$0.00 | | | |
| GRAND TOTALS (CLAIMED AND ADJUSTED) | | \$0.00 | | | |
| 19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO: | | | 20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION | | 21. CASE DISPOSITION |
| 22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (w) <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 type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input 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 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 | 28a. JUDGE CODE | |
| 29. IN COURT COMP. | 30. OUT OF COURT COMP. | 31. TRAVEL EXPENSES | 32. OTHER EXPENSES | 33. TOTAL AMT. APPR. CERT. | |
| 34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount | | | DATE | 34a. JUDGE CODE | TOTAL AMT. CERTIFIED FOR PAYMENT |

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

Public/Attorney Notes

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

« 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 automatically time stamps it. Click **Submit**.

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 appears, 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](#)

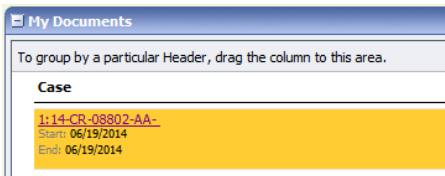
[Appointment Page](#)

The active voucher is removed from the My Active Documents section, and now appears in the My Submitted Documents section.

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

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.

The **Services** and **Expenses** fields tally as entries are entered in the voucher.

Expand the item by clicking the drop-down arrow to reveal specifics.

| Service | Hours | Amt. |
|----------------------------|------------|----------------|
| Arraignment and/or Plea | 0.5 | \$63.00 |
| Bail and Detention Hearing | 0 | \$0.00 |
| Motion Hearings | 0 | \$0.00 |
| Trial | 0 | \$0.00 |
| Sentencing Hearing | 0 | \$0.00 |
| Revocation Hearings | 0 | \$0.00 |
| Appeals Court | 0 | \$0.00 |
| Other | 0 | \$0.00 |
| Totals | 0.5 | \$63.00 |

| Service | Hours | Amt. |
|----------------------------------|------------|---------------|
| Interviews and Conferences | 0 | \$0.00 |
| Obtaining and Reviewing Records | 0 | \$0.00 |
| Legal Research and Brief Writing | 0 | \$0.00 |
| Travel Time | 0 | \$0.00 |
| Investigative and Other Work | 0 | \$0.00 |
| Totals | 0.0 | \$0.00 |

| Expense Type | Amount |
|---------------|----------------|
| Travel Miles | \$11.20 |
| Travel Misc | \$0.00 |
| Totals | \$11.20 |

| Expense Type | Amount |
|-----------------------|----------------|
| Fax | \$0.00 |
| Long Distance Charges | \$0.00 |
| Photocopies | \$15.00 |
| Postage | \$0.00 |
| Other Expenses | \$0.00 |
| Totals | \$15.00 |

Reports and Case Management

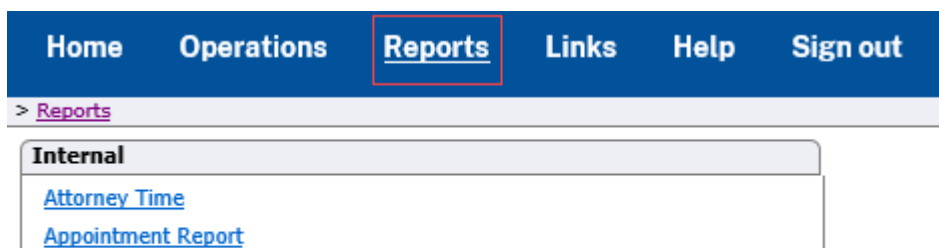
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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 document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.



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



Defendant Detailed Budget Report

The report reflects the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

The report provides the information in two sections: attorney appointment and authorized expert service.

Defendant 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 | | 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: | | \$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 | | | | | | | | | |
| | | 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: 0101.00000002 Specialty: Chemist, Toxicologist | | Amount Requested: \$1,000.00 | | | Amount Authorized: \$0.00 | | | Attorney: Andrew Anders | | | |
| Grand Totals for the Representation Defendant: Jebediah Branson | | | | | | | | | | | |
| NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth | Pending | | | | Approved | | | Combined Total | | | |
| | Fees | Expenses | | Total | Fees | Expenses | | Total | Approved and Pending | | |
| | | Travel | Other | | | Travel | Other | | Fees | Fees and Expenses | |
| | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,350.00 | \$0.00 | \$0.00 | \$6,350.00 | \$6,350.00 | \$6,350.00 |