

Administrative Office of the United States Courts Department of Technology Services

# CJA eVoucher

# **Attorney User Manual**

# Release 6.4



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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 -

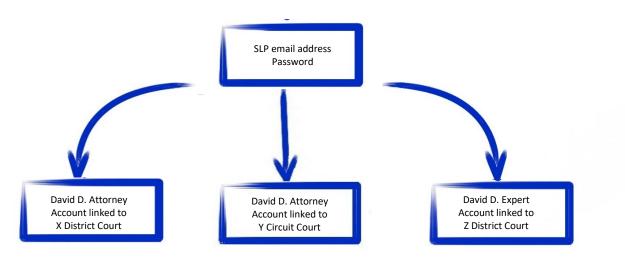
When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

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.



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

UNITED STATES		- Train District Court g - Release 6.4.0.0
Sign in to C	IA aVouchar	
0	JA eVoucher	roated a single login profile you will be prompted to create and
Enter your email ad		reated a single login profile you will be prompted to create one.
0	dress. If you have not c	reated a single login profile you will be prompted to create one.
Enter your email ad <b>Email Address</b>	dress. If you have not c	

### Step 2

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

An official website of the United S	States government
	A eVoucher - Train District Court SO Training - Release 6.4.0.0
	er account sword for your existing CJA eVoucher account to continue.
Username	
Dattorney	
Password	
•••••	
Forgot your password?	
Next	
Notice: This is a Restricted W	leb Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the

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.

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.

Create New Single Login F         You will use the email address entered below         If you have multiple accounts, you will be giv         First name       Middle n         David       D         Email address       daviddattorney@gmail.com	w to log into all ven an opportu			
David D Email address	ame	Last name	Cuffix	
Email address			Sumx	
		Attorney	Jr. 🗢	
daviddattorney@gmail.com				
Confirm email address				
daviddattorney@gmail.com				

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**.

Question 1		
Question 1		
In what city or town was your first job?	\$	
Answer 1		
Boston		
Question 2		
What was your childhood nickname?	¢	
Answer 2		
Davey		
Question 3		
What was your first car?	¢	
Answer 3		
Saturn	×	
When you click Next, we will send an email with a link	to unfirm your en	nail a
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).

An official	website of the D STATES URTS	United States government CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0	
Ŭ		<b>r email</b> as been sent to daviddattorney@gmail.com with a link to confi reating your single login profile.	rm your email address. Follow the link to
	IMPORTAN	IT: The link provided in the email is only valid for 15 minutes an	d can only be accessed one time.
Step 6			

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

**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.

_			Login Profile Email Verification - david attorney Index ×			-	<b>г</b> л
	Inbox					5	Ľ
*	Starred		cja_atty@aotx.uscourts.gov	3:25 PM (0 minutes ago)	☆	*	:
C	Snoozed	•	to me 👻				
>	Sent		Dear David Attorney				
	Drafts		Thanks for setting up your elevation single logic pool				
~	More		Please click on the link to confirm your email address.				
Me	et		This link will be valid for 15 minutes and can only be used once. You will use this email address and the new password you are about to set to login to eVoucher from now on.				
	Start a meeting		Tou will use this entail address and the new password you are about to set to fogin to evolutier non-now on.				
	Join a meeting		Regards, US Courts				
Hai	ngouts		The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the na	med recipient. If you are not the inter	nded recij	oient, you	J are

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**.

An official website of the United States government
CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
<b>Enter password</b> 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. <u>Your email address and</u> <u>new password are now your new login credentials</u>. 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.

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.	
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 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.

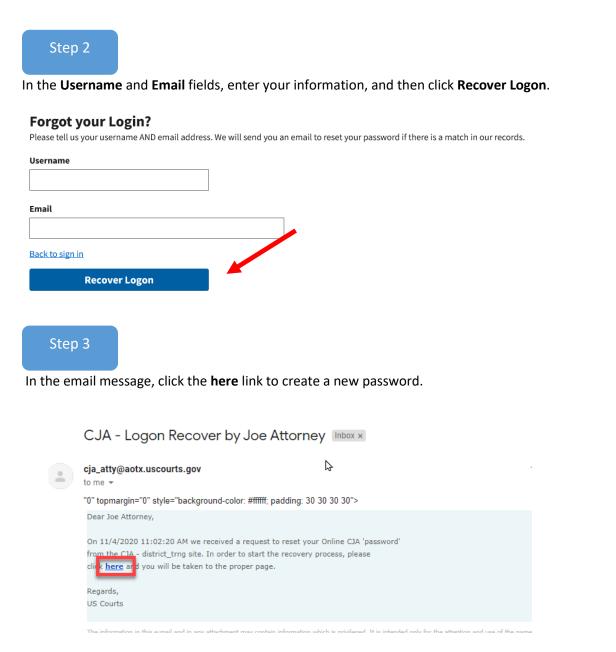
An official website of the U	Jnited States government
	CJA eVoucher - Train District Court
	SDSO Training - Release 6.4.0.0
	ucher account
Enter the username an	d password for your existing CJA eVoucher account to continue.
Login failed	d.
Invalid user	name or password or your account is locked.
Please cont	act an eVoucher Administrator for assistance.
Username	
dattorney	×
Password	
Forgot your password?	
N	ext

Click the Forgot your password? link.

Step

Username	
dattorney	×
Password	
Forgot your password?	
Next	

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



**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**.

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	1		
Confirm Password			
Username			
Email			
	J		
Reset			
Password Requirements	-		
Password must be at least 8 characters.			
<ul> <li>Password must be alpha-numeric.</li> </ul>			
Password must contain at least one lower case and one upper	case character.		
<ul> <li>Password must contain at least one special character.</li> </ul>			
<ul> <li>Password cannot be a password used within the past 365 days</li> </ul>			

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.

Next

		,	Ŭ	· · ·	÷		
C		Password updated. Your password was successfully updated.					
Email /	٩dd	ress					

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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.

📒 An official website of the United States government
CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
<b>Sign in to CJA eVoucher</b> Enter your email address. If you have not created a single login profile you will be prompted to create one.
Email Address
daviddattorney@gmail.com ×
Next
<b>Notice</b> : 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.
Step 2

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

An official website of the	United States government
	CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0
Sign in to CJA Please enter your pass	
•••••	
Forgot your password?	2
Si	ign 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.

# Forgottten 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.

Your password is expired. Please use the "Forgot your password?" link to reset your password.



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

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 Please enter your pass	
Password	
•••••	
Forgot your password?	]
Sig	n 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.

<b>Reset your password?</b> 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	<b>F</b>					

**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.



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.

	<b>your password?</b> wer the following challenge question to have a password reset link sent to your email.
0	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.
	<b>IMPORTANT:</b> 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).

•	cja_atty@aotx.uscourts.gov to me ▼	11:54 AM (0 minutes ago)	☆	*
	Dear David D Attorney, On 10/20/2020 8:39:15 AM we received a request to reset your Online CJA password from the CIA - district_trng site. In order to start the recovery process, please clice here and you will be taken to the proper page. Regards, US Courts			
	The information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the nar not authorized to retain, disclose, copy or distribute the message and/or any of its attachments. If you received this e-mail in error, please notify the ser- The IEC Counter			ient, you an

### 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**.

ord	]		
	7		
	-		

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.



**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.

Court account to which	<u>Single Login Profile (SLP) user</u>
you are signed in	<u>name</u>
	Profile icon
An official website of the Unic d States government	
CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0	Welcome, David Attorney
David D Attorney (Attorney)	Single Login Profile
	Court Profile
Home Operations Reports Links <u>Accounts</u> Help Sign out	Sign out
Circuit - Attorney	
<u>Attorney/expert court</u> 5	
account user name List of linked accounts to which you h	have access

- 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.

To group by a partic	ular Header, drag the colun	nn to this area.	Search:		A	ppointmen	ts		Defendant	
Case	Defendant	Туре	Status	Date Entered			4	Il cases have been currently	assigned	
<u>3:19-MJ-04562-</u> . Start: End:	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	12/11/2019						No da
3:19-MJ-04562 Start: End:	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/28/2020	E My	Submitted	Documents			
1 <u>2 3</u>				Page 1 of 3 (30 items)	To gr	oup by a pa	ticular Header, drag the co	lumn to this area.	Search:	
				ruge I of 5 (50 iteliis)	Ca	ase	Defendant	Туре	Status	Date Enter
l Appointments' L	ist	_					Practice Voucher (# 98 Claimed Amount: 263.38	CJA-21 Longoria Expert	Submitted to Court	07/24/2019
Appointments		Defenda	nt		En	d: 07/31/2019		Accountant	FINAL PAYMENT	
Case: 3:19-MJ-0 Defendant #: 4 Case Title: USA	562 vs Badman	Represer Order Ty	ant: Mister Badman Itation Type: DR 1 - Drugs Minus 2 pe: Federal Defender		Sta		Practice Voucher (# 98 Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000391 FINAL PAYMENT	07/24/2019
Attorney: Atty L	ongoria		ite: 06/06/19 Ige: Judge Longoria g Judge:		1 <u>2 3</u>	4				Page 1 of 4 (34 iter
Case: 1:19-MJ-9 Defendant #: 9			ant: Practice Voucher Itation Type: DRA - Drug Minus 2 Ar	ppeal	E My 9	Service Pro	vider's Documents			
	Case Title: Voucher vs USA Order Type: Appointing Counsel Attorney: Atty Longoria Order Date: 06/10/19			To group by a particular Header, drag the column to this area. Searc				Search:		
, -			ge: Judge Longoria		Ca	se	Defendant	Туре	Status	Date Enter
1		Kullightu	g 500gc.	Page 1 of 1 (10 items)	Star	rt: 06/06/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019
					3:1 Star End	rt:	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed	07/23/2019
					1 <u>2</u>					Page 1 of 2 (16 item
					E Clos	sed Docum	ents			
					To gro	oup by a par	ticular Header, drag the col	umn to this area.	Search:	
					Ca	ise	Defendant	Туре	Status	Date Ente
					Sta	19-MJ-04562 nt: 06/06/2019 d: 06/07/2019		.2! Atty Longoria	Voucher Closed 0101.0000378 FINAL PAYMENT	06/07/2019
					Sta	19-MJ-04562 art: 06/06/2019 d: 06/07/2019	Claimed Amount: 730.3		rt Voucher Closed	06/07/2019

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	<ul> <li>This folder contains all the vouchers for your service providers, including:</li> <li>Vouchers in progress by the experts.</li> <li>Vouchers submitted to the attorney for approval and submission to the court.</li> </ul>

	• Vouchers signed off by the attorney and submitted to the court for payment.
	This folder contains documents that have been paid or approved by the court. Closed
<b>Closed Documents</b>	documents only display for open cases. Closed documents display until they are
closed Documents	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 -

CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0 David D Attorney (Attorney)					Welcome, David Attorney 😫		
Home	Operations	Reports	Links	Accounts	Help	Sign out	Q

Menu Bar Item	Description		
Home	ick 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	<ul> <li>Click to access:</li> <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 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**



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



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.

Ξ	My Active Documents						
То	To group by a particular Header, drag the column to this area.			Search:			
	Case	Defendant	🗅 Туре	Status	Date Entered		

Step 2

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

My Active Docu	ments		
To group by a partic	ular Header, drag the column	to this area.	
Case	Defendant	Туре	∇ Status

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

My Active Docum	ents		
Group by: Ca	se -	Ν	
Case	Defendant	Type	∇ Status

# 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**.

CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0 David D Attorney (Attorney)		Welcome, David Attorney Single Login Profile Court Profile
Home Operations Reports Links	Help Sign out	Sign out
> Help >	Single Login Profile	
	Court Profile	
	Contact Us	
	Privacy	
	eVoucher Documentation: Attorney and Expert Users	

# **Account Information**

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

Home Operations Repo	rts Links Help	Sign out		۹
Single Login Profile	9			
Account Information				-
<b>First name</b> David	<b>Middle nam</b> B	e Last name Attorney	Suffix -	Edit
Email address attorneyl210@gmail.com				<u>Edit</u>
Password				Edit

# Modifying Your Name



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

Single Login Profile				
Account Information				-
<b>First name</b> David	<b>Middle name</b> B	Last name Attorney	Suffix -	Edit



Make any necessary changes, and then click Save changes.

Account Information –								-
First name		Middle name	Last name	Suffix				
David	×	В	Attorney	-Select-	\$			
Cancel				Save cha	ange	es		

# **Updating Your Email Address**



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

	Email add attorneyl2	<b>tress</b> 10@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

Edit

# Updating Your Password

Step 1

Click the Edit link to access your password.

Password

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**



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	
	how 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			- 1
Multiple eVoucher accounts can be linked to a Single Use the <b>Accounts</b> menu to switch between accounts	0	ne account is link	ed, select a default eVoucher account.
Account	User Type	Default	]
Account Massachusetts (DDAttorney)	User Type Attorney	Default	]
		Default	]

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



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	+



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-	
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 > <u>Single Lo</u>	<u>gin Profile</u>
⊘	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**.

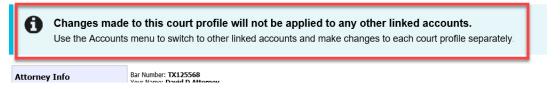
Home Operations Reports Links Help Sign out Sign out	CJA eV SDSO	official website of th Youcher - Train Training - Rel Attorney (Attorn	n District C ease 6.4.0.	ourt	it	•	Welcome, David Attorney O Single Login Profile Court Profile
	Home	Operations	Reports	Links	Help	Sign out	

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 > <u>Court Profile</u>		
(	Court Profile		
	Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney	Edit
		Vous Contrat Info	

	Your Contact Info: Phone: 555-555 Fax: deadmail@ao.uscourts.gov Your Address: 123 San Antonio Way San Antonio, TX 78228 US	
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:	Select Add Edit
Holding Period	No info has been stored. Please click VIEW to type your info.	View
Continuing Legal Education	No info has been stored. Please dick VIEW to type your info.	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: <b>Andrew Anders</b>	Edit
	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	
	<i>Your Address:</i> 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.	SSN: ••••••••	(If on Panel)	Save cancel
If you are an associate only, do not enter your Social Security Number in the SSN field.	First Name * Mid Andrew Main Email *	dle Last Name * Anders	]
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	lisa_ornelas@aotx.uscourts. 2nd Email deadmail@support.aotx.usco 3rd Email deadmail@support.aotx.usco	ourts.gov	] ] ]
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	Phone * 210-833-5623 Address 1 * 110 Main Street	Cell Phone           210-555-1234           City *           San Antonio	Fax
EIN is my correct taxpayer identification number: and 2 - 1 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.).	Address 2 Address 3	State * (US only) TEXAS Country * UNITED STATES	Zip * (US only)           78210

### 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**



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



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	Biling Type: Save
	• 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

### 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.



In the Holding Period section, click View.

Holding Period		There are <b>9</b> periods of time during which cases cannot be taken.				View
Step 2						
Click <b>Add</b> .						
Holding Period	Back	Edit Add Delete	2			
					Search:	
	Starting	Ending	Notes			
				No Holding Period		
						No data

Holding Period	Back Save
	Starting Date         Ending Date           4/27/2020         5/1/2020
	Notes
	Vacation.
	^
	~

# Continuing Legal Education (CLE)

Step 1

Step 2

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

Continuing Legal Education	No info has been stored. Please dick VIEW to type your info.	View

To add CLE information, click Add.

Continuing Legal Education	Back	Edit Add [	Delete			Search:
	Files	Credit	Date	Hours	Subject	Jear on D
				N	o Continuing Legal Education	
						No data

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**.

Continuing Legal Education	Back     Save       Credit     Sentending-rel V       Date     05/01/2014       Hours     0
	Description 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**.

Back Save	
Credit Sentencing-rei 🗸	
Date 05/15/2014	
Hours 0	
Description	~
	Ť
Document	Browse

Continuing Legal Education	Back	Edit Add	Delete				
						Search:	
	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				Defer	ndant		
Case: 1:14-CR-0	8805-AA			Defe	ndant: 1	Jebedia	h Branso
Defendant #: 1				Repre	sentatio	n Type:	Criminal (
Case Title: USA	v. Branson						q Counse
Attorney: Andre					Date: 0		
Adomegn Andre	W Anders				Judge: A		
					/Mag Jud		Dertson
				Aum	may suc	iye.	
pointment	Appointme	nt Info					
s page you will find a nary about this	1. CIR/DIST/DIV.CODE	2. PERSON REPRESENT	ED			VOUCHER NUME	BER
intment, including a list of	0101 3. MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.NUM		5. APPEALS. DKT/D	EF NUMBER	6. OTHER. DKT/	DEF.NUMBER
hers related to this bintment and links to create	7. IN CASE/MATTER OF(Case	1:14-CR-08805-1-A/ Name) 8. PAYMENT CATEGOR	N .	9. TYPE PERSON RJ	EPRESENTED	10. REPRESENT	TION TYPE
vouchers	USA v. Branson 11. OFFENSE(S) CHARGED	Felony (including pre of alleged felony)	-trial diversion	Adult Defendant		Criminal Case	
View Representation	15:1825 F INSPECTION	VIOLATION PENALTIES					
	12. ATTORNEY'S NAME AND Andrew Anders	MAILING ADDRESS		13. COURT ORDER	C Co-Connsel	D Federal	F Subs for Federal     Defender
eate New Voucher	110 Main Street San Antonio TX 78210			L Learned Couns	el 🛛 O Appointing	P Subs for Pane	I D R Subs for Retained
rization for Expert and other	Phone: 210-833-5623 Cell phone: 210-555-1234			(Capital Only)	Counsel	Attorney	Attorney
ces	Email: <u>lisa_ornelas@aotx</u>	uscourts.gov		🗆 Y Standby Couns	Attorney el	54	
H-24 Create rization for payment of				Prior Attorney's Nam Appointment Dates	•		
ript				Appointment Dates Signature of Presiding Albert Albertson	Judge or By Order of	the Court	
GETAUTH Create rization for Excess Attorney	14. LAW FIRM NAME AND M	H 1960 + 199 1990					
		AILING ADDRESS		Date of Order 3/3/2014		Nunc Pro Tunc Dat	•
		AILING ADDRESS				Nunc Pro Tunc Dat	e
-20 Create	Vouchers on File	ALLING ADDRESS		3/3/2014		Nunc Pro Tunc Dat	
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udopted Case       -200     Create       -200     Create       t-Appointed Counsel     Toreate       t-Appointed Counsel     Create       ortation and Vaucher for Expert     District State       -24     Create       create     Create       ortation and Vaucher for Expert     District State       create     Create       ortation and Vaucher for Expert     District State       create     Create       ortation and Vaucher for Expert     District State       create     Create       ortation and Vaucher for Expert     District State       create     Create       ortation for payment of Travel       vorts     District State       product for of defendant     Greate       finded Fundade Resort     Dia budget info for       finded Stummary Sudge Expert     Dia budget info for	To group by a particular Case 1111_0200855A: 1111_000855A: 1111_	Header, drag the column to this Defendant Jebediab Branson (# 1) Glained Annunt: 6,350.00 Jebediab Branson (# 1) Glained Annunt: 0,000 Jebediab Branson (# 1) Glained Annunt: 0,00 Jebediab Branson (# 1) Glained Annunt: 0,00	Type CJA-20 Andrew And AUTH Chemist/Tox AUTH-24 CJA-20 CJA-20 AUTH-24	3/3/2014 Repayment D VES	NO     Status     Subder Cl.	isearch:	Date Entered           03/17/2016           11/16/2017           04/14/2014           11/05/2015           11/05/2015           01/21/2016
Budgied Case       A-20     Create       solutions of and Authority to Pay       Hyppointed Counsel       A-21     Create       horization and Youcher for Expect       obstractions and Youcher for Create       horization and Youcher for Create       horization and Youcher for Create       ment of Transcript       A-26     Create       create     Create       horization for Create     Create       horization for Create     Create       horization for Create     Create       horization for payment of Travel     Create       ports     Booth	To group by a particular Case 1111_02.00855.44. 500 (2020) 1111_02.00855.44. 500 (2020) 1111_02.00855.44. 500 (1010) 1111_02.00855.44. 500 (1010) 1111_02.00855.44.\\ 500 (1010)	Header, drag the column to this Defendant Jebediais Branson (# 1) Claimed Amount: 6,350.00 Jebediais Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00 Approved Amount: 0,00 Jebediais Branson (# 1) Claimed Amount: 0,00	Type CIA-20 Andrew And AUTH Chemist/Tox AUTH-24 CIA-20 CIA-20 CIA-20 CIA-20 AUTH-24 TRAVEL	3/3/2014 Repayment D VES	s NO Status Voucher Ch Status Voucher Ch Status Voucher En Status Voucher En Status St	isearch:	Date Entered           03/17/2016           11/16/2017           04/14/2014           11/05/2015           11/05/2015           01/21/2016           01/21/2016
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Ageint Class       20     Create Appoint of Counsel       21     Create Appoint of Counsel       22     Create Appoint of Counsel       24     Create Appoint of Counsel       25     Create Appoint of Counsel       26     Create Appoint of Counsel       27     Create Appoint of Counsel       28     Create Appoint of Counsel       29     Create Appoint of Counsel       20     Create Appoint of Counsel       21     Create Appoint of Counsel       22     Create Appoint of Counsel       23     Create Appoint of Counsel       24     Create Appoint of Counsel       25     Create Appoint of Counsel       26     Create Appoint of Counsel       27     Create Appoint of Counsel       28     Create Appoint of Counsel       29     Create Appoint of Counsel       29     Create Appoint of Counsel       20     Create Appoi	To group by a particular Case List Course List Course	Header, drag the column to this Defendant Jebedials Branson (# 1) Claimed Amount: 6,350.00 Jabedials Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00 Approved Amount: 1,000.00 Jabedials Branson (# 1) Claimed Amount: 0.00 Jabedials Branson (# 1) Claimed Amount: 0.00	Type CIA-20 Andrew And AUTH Chemist/Tox CIA-20 CIA-20 CIA-20 CIA-20 TRAVEL CIA-20 CIA-20 CIA-20 AUTH-24	SI-2014 Regyment - VES ers cologist	No     Status     Subder Ch     Subder     Subder     Subder     Subder Ch     Subder Ch     Su	iearch:	Date Entered           03/17/2016           11/16/2017           04/14/2014           11/05/2015           11/05/2015           01/21/2016           01/21/2016           03/22/2016
Ageint Class       20     Create Appoint of Counsel       21     Create Appoint of Counsel       22     Create Appoint of Counsel       24     Create Appoint of Counsel       25     Create Appoint of Counsel       26     Create Appoint of Counsel       27     Create Appoint of Counsel       28     Create Appoint of Counsel       29     Create Appoint of Counsel       20     Create Appoint of Counsel       21     Create Appoint of Counsel       22     Create Appoint of Counsel       23     Create Appoint of Counsel       24     Create Appoint of Counsel       25     Create Appoint of Counsel       26     Create Appoint of Counsel       27     Create Appoint of Counsel       28     Create Appoint of Counsel       29     Create Appoint of Counsel       29     Create Appoint of Counsel       20     Create Appoi	To group by a particular Case Liste Case Liste (1995) Adv Sum (1997) Adv	Header, drag the column to this Defendant Jebediah Branson (# 1) Claimed Amount: 6,350.00 Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00 Approved Amount: 1,000.00 Jebediah Branson (# 1) Claimed Amount: 0.00 Jebediah Branson (# 1)	Type CIA-20 Andrew And AUTH Chemist/Tox CIA-20 CIA-20 CIA-20 AUTH-24 AUTH-24 CIA-20 CIA-20 CIA-20 CIA-20 CIA-20 CIA-20	SI-2014 Regyment - VES ers cologist	> N0           Status           Voucher Ch           1010000           Voucher Ch           10110000           Vaucher En           10110000           Vaucher En	icearch:	Date Entered           03/17/2014           11/16/2017           04/14/2014           11/05/2015           11/05/2015           01/21/2016           01/21/2016

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 <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
- Previous counsel

## Step 1

In the Appointment section, click the View Representation link.



The Representation Info page appears.

	Repr	resentation	Info			
In this page you can view or delete the representation.	0101	I/DIV.CODE	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMBER
		T/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DE		6. OTHER. DKT/DEF.NUMBER
Reports	7. IN CASE	MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REL	PRESENTED	10. REPRESENTATION TYPE
	USA v. Bi		Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case
		E(S) CHARGED INSPECTION VIOLATIC	IN PENALTIES			
	EXCESS FE \$11,500.0		PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDG	E	DESIGNEE 1
						DESIGNEE 2
	App.ID	Attorney	Order Type	Order	r Email	
	4	Andrew Anders	Appointing Counsel	03/03	14 lisa orn	elas@aotx.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.

CJA-20	<b>Create</b>
Appointment of and Authority	to Pay
Court-Appointed Counsel	

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	Basic Info Services  Basic Info I.CIR./DIST/DIV.CODE 0101 3.MAG.DKT/DEF.NUMBER	Expenses     Claim Stat     Claim Stat     Claim Stat     Stat     Stat     Stat     Stat	us Documents Co	VOUCHER NUMBER 6. OTHER. DKT/DEF.NUMBER	]	Tab headings appear at the top of the screen.
Voucher #: Start Date: 6/11/2014 End Date: 6/11/2014	7. IN CASE/MATTER OF(Case Name) USA v. Branson 11. OFFENSE(5) CHARGED	8. FAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case		
Services: \$0.00 Expenses: \$0.00 Expenses: \$0.00 Reports Defendant Detail Budget Report Detail budget info for defendant Form CJA20 Defendant Summary Budget Report	15:1825 F INSPECTION VIOLAT 12. ATTORNEY'S NAME ANDMAILING Andrew Anders - Bar Number: 123 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 14. LAW FIRM NAME ANDMAILING A	: ADDRESS 15	F Subs for Federal Defender 🗸 O Ap	of the Court		
Totals only of budget info for defendant	Payment Info       Preferred Payee     Andrew Ander       Andrew Ander     Andrew Ander       Astronom     SSN/EIN:*******       123 Legal Bivd. St     AnyTown, DC       1234 - USA     Phone: 888-555-400       **First     < Previous	789 uth 000 1	Delete Draft	Audit Assist		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 2

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

Ser\	/ices					
Date Units Rate	4/17/2020 * III * *	Description				*
Required			Add	R	emove	
To grou	p by a particular Header, drag the column	to this area.		Units	Rate	Amt
Date	Description					Zunc
Date	Description	(Empty)		Units		

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.

Service	S			_					
Date	4/17/	2020	*	Ĩ					Des
Units	4			Ap	oril 202	:0			
Rate	×	Su	Мо	Tu	We	Th	Fr	Sa	
	*	29	30	31	1	2	3	4	
* Required Fields	*	5	6	7	8	9	10	11	
	*	12	13	14	15	16	17	18	
To group by a p	ari »	19	20	21	22	23	24	25	
Date Des	*	26	27	28	29	30	1	2	
Date Des	*	3	4	5	6	7	8	9	

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

Service	5	
Date	4/17/2020 *	Description
Service Type	<b>                                     </b>	
Doc.# (ECF)	In Court Services	
Hours	a. Arraignment and/or Plea	
	b. Bail and Detention Hearing	
* Required Fields	c. Motion	
To group by a pa	d. Trial	
	e. Sentencing Hearings	

**Note:** You can add dates in any order, or sort in chronological order at any time.



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

Service	s			
Date	4/17/2020 *	Description	First appearance an arraignment of defendant.	
Service Type	a. Arraignment and/or Plea 💌 *			
Doc.# (ECF)	Pages			*
Hours	5.0 * at \$148.00 per hour.		Add F	Remove
L				
* Required Fields				



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** -



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

Basic Info	Services	▶ Expe	nses 🕨 Claim	Status	Document	ts Confirmation			
Expens	es								
Date	4/17/2020	• 🇰		Descrip	tion				~
Expense Type			•						
Miles	a	at \$0.535 pe	mile.						*
Amount							Add	Remove	•
* Required Fields									
To group by a p	articular Header,	drag the co	lumn to this area.						
Expense Type		Date	Description				M	ile Rate	Amt
		-		(E	mpty)				
« First < Pi	revious Next	t> La	st »	Save	]	Delete Draft	[	Audit Assi	st

## Step 2

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

Expense	es	
Date	4/9/2020 *	
Expense Type	-	*
Miles	Travel Miles	
Amount	Travel Misc.	
	Fax	
* Required Fields	Long Distance Charges	
To group by a pa	Photocopies	s area.
Expense Type	Postage	ion
	Other Expenses	

1.--

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

Expens	es								
Date	4/17/2020	*		Description	Travel to and from court.				
Expense Type	Travel Miles		- *						
Miles	20	at \$0.535 pe	r mile.					_	*
Amount						Add	R	emove	
* Required Fields									
To group by a p	articular Header	r, drag the co	lumn to this area	а.					
To group by a particular temperature for the second	articular Header	r, drag the co Date	lumn to this area	а.			Mile	Rate	Amt
	articular Header						Mile	Rate	Amt
	articular Header			a. (Empty)			Mile	Rate	Amt
	articular Header						Mile	Rate	Amt

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

iles * at \$0.535 per mile. mount Add Remove equired Fields o group by a particular Header, drag the column to this area. xpense Type Date Description Mile Rate Amt	tiles * at \$0.535 per mile. Add Remove * Add Remove * * tequired Fields for group by a particular Header, drag the column to this area. Expense Type Date Description Mile Rate Amt ravel Miles 04/17/2020 Travel to and from court. 20 \$0.535 \$10.70	xpens Date		*	Description			,	~
iles * at \$0.535 per mile. mount Add Remove equired Fields to group by a particular Header, drag the column to this area. xpense Type Date Description Mile Rate Amt	tiles * at \$0.535 per mile. Add Remove Add Remove Required Fields io group by a particular Header, drag the column to this area. ixpense Type Date Description Mile Rate Amt ravel Miles 04/17/2020 Travel to and from court. 20 \$0.535 \$10.70								
equired Fields	Required Fields         io group by a particular Header, drag the column to this area.         Expense Type       Date       Description       Mile       Rate       Amt         ravel Miles       04/17/2020       Travel to and from court.       20       \$0.535       \$10.70	Miles * at \$0.535 per mile.							
o group by a particular Header, drag the column to this area.          Appense Type       Date       Description       Mile       Rate       Amt	Date       Description       Mile       Rate       Amt         ravel Miles       04/17/2020       Travel to and from court.       20       \$0.535       \$10.70	Amount				Ad	d F	lemove	
o group by a particular Header, drag the column to this area.          Appense Type       Date       Description       Mile       Rate       Amt	Date       Description       Mile       Rate       Amt         ravel Miles       04/17/2020       Travel to and from court.       20       \$0.535       \$10.70								
xpense Type Date Description Mile Rate Amt	Date         Description         Mile         Rate         Amt           ravel Miles         04/17/2020         Travel to and from court.         20         \$0.535         \$10.70	Required Fields							
	ravel Miles         04/17/2020         Travel to and from court.         20         \$0.535         \$10.70	To group by a p;	articular Header	, drag the col	lumn to this area.				
	ravel Miles         04/17/2020         Travel to and from court.         20         \$0.535         \$10.70	Expense Type		Date	Description		Mile	Rate	Amt
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
		Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70
	First <pre> First </pre> Previous <pre> Next &gt; Last &gt; Save </pre> Delete Draft  Audit Assist	Travel Miles		04/17/2020	Travel to and from court.		20	\$0.535	\$10.70

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

Expenses									
Date	4/17/2020	• 🎹	Description					~	
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.									
to group by a p	articular Header,	drag the co	lumn to this area.						
Expense Type		drag the co Date	lumn to this area. Description			Mile	Rate	Amt	
		-	Description			Mile 20	<b>Rate</b> \$0.535	<b>Amt</b> \$10.70	
Expense Type		Date	Description Travel to and from court.						
Expense Type Travel Miles		Date 04/17/2020	Description Travel to and from court.			20	\$0.535	\$10.70	

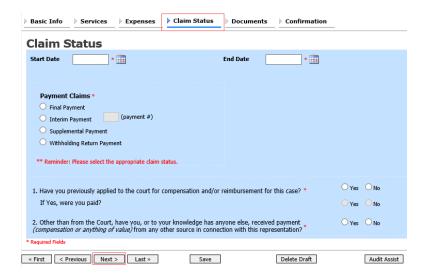
### Notes:

- 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.



#### 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.

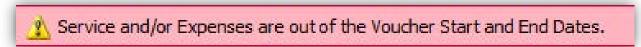
Basic Info Services Expenses Cl	aim Status Documents Confirmation	_
Claim Status		
Start Date *	End Date *	
Payment Claims *		
O Final Payment		
O Interim Payment (payment #)		
Supplemental Payment		
O Withholding Return Payment		
** Reminder: Please select the appropriate claim status.		
1. Have you previously applied to the court for compe	nsation and/or reimbursement for this case? *	⊖Yes ⊖No
If Yes, were you paid?		Yes No
<ol> <li>Other than from the Court, have you, or to your kn (compensation or anything of value) from any other s</li> </ol>	owledge has anyone else, received payment	⊖Yes ⊖No
(compensation or anything of value) from any other s	ource in connection with this representation?	
* Required Fields		
« First < Previous Next > Last »	Save Delete Draft	Audit Assist
and cremes next 2 East #	Duce Dure	_ Addit 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.



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

Basic Info	Services Expe	nses 🕨 🕨 Clai	im Status	Documents	Confirmation	_	
Support	ing Docume	ents					
File Upload	(Only Pdf files of 1	OMB size or	less!)				
File	C:\Users\JaimeLong	oria\l Brows	e				
Description	Document						
							Jpload
Description						Delete	View
Document						Delete	View
« First < Pre	vious Next > La	st »	Save	]	Delete Draft	A	udit 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

Isers\JaimeLongoria\I Browse		
ument		
		oad
	Delete	View
	Delete	View
	ument	Delete

# 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.

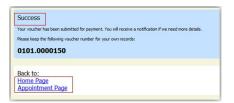
01	2. ATTORNEY'S NAME AND MAILING indrew Anders 10 Main Street an Antonio TX 78210 home: 210-833-5623 'ell phone: 210-555-1234 mail: <u>lisa ornelas@aotx uscourts</u> . A LAW FIRM NAME AND MAILING AI indrew Anders TIN: XX-XXXXX 10 Main Street A LAW FIRM NAME AND MAILING AI indrew Anders TIN: XX-XXXXX 10 Main Street CLAIMS FOR SE CLAIMS FOR SE CATEGORIES 5. a. Arraignment and/or Plea b. Bail and Detention Hearing c. Motion d. Trial e. Sentencing Hearings	Jebediah Brr 4 DBT DET: 1:14-CR-08 5 FAVER'S PAVER'S PAVER'S F	nnson DEF NUABER SOS-1-AA CATECORY Uding pre-tri lony) IES	al diversion	9. T3 Adu 13. C ) 13. C (Cap Cap Cap Cap Signa Albo Date 3/3//	PP PERSON RH It Defendant OURT ORDER L Associate L Associate L Associate L Associate L Associate Council at Oaly Pro Se Standby Council Standby Council Standb	PRESENTED  C Co-Counsel  Counsel  Attorney	6. OTHES 10. REPR: Criminal Defeder Pededer P Subs Attorney U Subs Se the Court	R. DKT/DEF.NUMBER ESENTATION TYPE 1 Case ral
Auto BATER POLY NUMBER       1.0011       ATTAC DEPT NUMBER       1.0112       COTRER DATION NUMBER       1.0112         IN CASE MATTER OFFER NUMBER       1.4012       ATTAC RESON REARSON TO PERSON REPEATION NUMBER       1.0112       COTRER DATION NUMBER       1.0112         IN CASE MATTER OFFER NUMBER       1.0112       INTER RESON REPEATION NUMBER       1.0112       INTERED NUMBER       COTRER DATION NUMBER       INTERED NUMBER       COTRER DATION NUMBER       INTERED NUMBER       COTRER DATION NUMBER       INTERED	MAG. DKTDEF NUMBER IN CASE MATTER OF(Gase Name) ISA v. Branson 1 OFENSE(5) CHARGED 5:1825 F INSPECTION VIOLAT 2. ATTORNEY'S NAME AND MAILING ndrew Anders 10 Main Street an Antonio TX 78210 hone: 210-833-5623 CLAIMS FOR SE CATEGORIES 5. a. Arraignment and/or Plea b. Bail and Detention Hearing C. Motion d. Trial e. Sentencing Hearings	4 DBT DRT 1:14-CR.08 8 PAVATHY Felony (inc), of alleged fe TON PENALT: ADDRESS DDRESS CXX RVICES AND	DEF NUMBER 805-1-AA CATEGORY uding pre-tri lony) IES	al diversion	9. T3 Adu 13. C ) 13. C (Cap Cap Cap Cap Signa Albo Date 3/3//	PP PERSON RH It Defendant OURT ORDER L Associate L Associate L Associate L Associate L Associate Council at Oaly Pro Se Standby Council Standby Council Standb	PRESENTED  C Co-Counsel  Counsel  Attorney	10. REPRI Criminal Defender P Subs Attorney U Subs Se	ESENTATION TYPE   Case ral
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mail: ling_conclus@ack_uncourts_gov     U     Atterety     Se     U       U     Y Standy Course     Standy Course     Standy Course     Name       U     V Standy Course     Name     Standy Course     Name       Marker AND MALENC ADDRESS     Intervention TX 75210 US     Name     Name     Name       Marker Andrey TDF: XX_XXXXXXXX     Name     Name     Name     Name     Name       Marker Andrey TDF: XX_XXXXXXXXX     Name     Name     Name     Name     Name       Marker Andrey TDF: XX_XXXXXXXXX     Name     Name     Name     Name     Name       Marker Andrey TDF: XX_XXXXXXXXX     Name     Name     Name     Name     Name       Marker Andrey TDF: XX_XXXXXXXXX     Name     Name     Name     Name     Name       Standy Course     CLAINS FOR SERVICES AND EXPENSES     FOR COURT USE ONLY     Review     Name       A Train     O     Standy     Autom     Name     Review       A Traingment and or Plea     O     Standy     Autom     Review       A Traingment and or Plea     O     Standy     Autom     Review       A Traingment and or Plea     O     Standy     Autom     Review       A Traingment andior Plea     O     Standy     Autom <td>mail: lisa_ornelas@aotx.uscourts. 4. LAW FIRM NAME AND MAILING AI ndrew, Anders TIN: XX-XXXXX 10 Main Street an Antonio TX 78210 US hone: 210-833-5623 CLAIMS FOR SE CATEGORIES 5. a Arraignment and/or Plea b. Bail and Detention Hearing c. Motion d. Trial e. Sentencing Hearings</td> <td>DDRESS CXX RVICES AND</td> <td></td> <td></td> <td>Prior Appo Signs Albo Date 3/3/3</td> <td>Standby Counse Attorney's Name intment Dates ture of Presiding ert Albertson of Order 2014</td> <td>Attorney el</td> <td>Se the Court</td> <td></td>	mail: lisa_ornelas@aotx.uscourts. 4. LAW FIRM NAME AND MAILING AI ndrew, Anders TIN: XX-XXXXX 10 Main Street an Antonio TX 78210 US hone: 210-833-5623 CLAIMS FOR SE CATEGORIES 5. a Arraignment and/or Plea b. Bail and Detention Hearing c. Motion d. Trial e. Sentencing Hearings	DDRESS CXX RVICES AND			Prior Appo Signs Albo Date 3/3/3	Standby Counse Attorney's Name intment Dates ture of Presiding ert Albertson of Order 2014	Attorney el	Se the Court	
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e. Investigative or Other Work       0       \$0.00         Travel Expenses (lodging, parking, meaks, m	c. Legal Research and Brief W	/riting		0 \$	0.00				
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Intege, etc.)       S0.00         Other Expenses (other than expert, promocript, etc.)       S0.00         RAND TOTALS       S0.00         CLAIMED AND ADUSTED)       S0.00         CCRIFICATION OF ATTORENTY OF THE PERIOD OF SERVICE       In APPOINTMENT TERMINATION DATE IF OTHER         FROM:       TO:         CLAIM STATUS       Final Payment         Interim Payment       Interim Payment (*)         Strey or previously applied to the court for compensation and/or reimbursement for this case?       VES         Yes, were you paid       YES       NO         Yes, were you paid       YES       NO       If yes, please attach supporting doc	7 Travel Expenses (lodging, par)	king, meals,							
Improver pin, etc.)       30.00         Improver pin, etc.)       30.00         Improver pin, etc.)       50.00         Improve pin, e	miledge, etc.)	pert.					+ +		
CLAIMED AND ADJUSTED)  CREATIFICATION OF ATTORNY FOR THE PERIOD OF SERVICE [D AVENTATION TRAINATION DATE IF OTHER []. CASE DISPOSITION  FROM. TO:  CLAIM STATUS   Final Payment   Interim Payment (*)   Supplemental Payment   Withholding Payment (-)(Tetal)  Are you previously applied to the court for compensation and/or reimbursement for this case?   YES   NO  Prevent and from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from my other source in connection with this representation?   YES   NO  Prevent and from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from my other source in connection with this representation?   YES   NO  Meet than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from my other source in connection with this representation?  Prevent of the devise transment.  Ignature of Attorney:  Ignature of Attorney:  IstoAtture of THE PRESIDING JUDGE  IN COURT COMP.  A COURT COMP.	transcripts, etc.)			5	0.00				
CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE       De APPOINTLENT TERMINATION DATE IF OTHER       D. CASE DISPOSITION         FROM:       TO:       THAN CASE COMPLETION       D. CASE DISPOSITION         CLAIM STATUS       Final Poyment       Interim Poyment (*) Complementation and/or reimbursement for this case?       D. YES       NO         Stave roy ou previously applied to the court for compensation and/or reimbursement for this case?       YES       NO         Meet than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?       YES       NO       If yes, please attach supporting documentation State or affirm the truth or correctness of the above statement.       Date Signed:         Instance of Attorney:       Date Signed:       Date Signed:       27. TOTAL AMT. AFPR CERT.         IN COURT COMP       B4. OUT OF COURT COMP.       B1. TRAVEL EXPENSES       26. OTHER EXPENSES       27. TOTAL AMT. AFPR CERT.         SIGNATURE OF THE PRESIDING JUDGE       DATE       Date Just COORP.       Dist. OUT OF COURT COMP.       B1. TRAVEL EXPENSES       D. OTAL AMT. AFPR CERT.         SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DATE       DATE       Date. JUDGE CODE       DATE       DATE. DATA. AMT. CERTIFIED FOR PAINERT.         LEGATIP Fayment approved is access of the atomy threshold mount       Attention: The notes you enter will be avai				S	0.00				
FROM:       TO:         CLAIM STATUE       Issue Provide a state of the s	CERTIFICATION OF ATTORNEY FO	R THE PERIOD C	OF SERVICE	20. APPOINTM	IENT	TERMINATION	DATE IF OTHER	21. CAS	E DISPOSITION
In the set of the court for compensation and/or reimbursement for this case?       DYES       NO         If yes, were you paid?       YES       NO         Wher 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         Wher 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         Stear or affant the turb or correctness of the above statements.       If yes, please statch supporting documentation       Stear or affant the turb or correctness of the above statements         Ignature of Attorney:       Date       Date       Stear or affant the truth or correctness of the above statements       6 OTHER EXPENSES       P. TOTAL AMT. APPR CERT.         IN COURT COMP       B0. OUT OF COURT COMP.       D. TRAVEL EXPENSES       D. OTHER EXPENSES       3. TOTAL AMT. APPR CERT.         SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DATE       DATE       Sta. JUDGE CODE       PATAL AMT. CERTIFIED FOR PAYMENT - COURT COMP.         LIN COURT COMP.       Do OT OF COURT COMP.       DATE       Sta. JUDGE CODE       PATAL AMT. CERTIFIED FOR PAYMENT or COURT OR APPEALS (OR DATE         LIN COURT COMP.       Attention: The notes you enter will be available to the next approval level.       Wibic/Attorney       A	FROM: 7	TO:		THAN CASE C	OMP	LETION			
Yee, were you pad?       YES       NO         Wher than from the Court, have you, or to you knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?       NO         If source in connection with this representation?       YES       NO       If yes, please attach supporting documentation sites attach supporting documentation         Signar of film the truth or correctness of the above statements.       Date Signed:       Date Signed:         IN COURT COMP.       D1 OUT OF COURT COMP.       DATE       P. TOTAL AMT. APPR.CERT.         SIGNATURE OF THE PRESIDING JUDGE       DATE       DATE       DATE       DATE         IS COURT COMP.       D1 OF COURT COMP.       DI TRAVEL EXPENSES       D. OTAL AMT. APPR.CERT.         SIGNATURE OF THE CHIEF JUDGE, COURT ON PAPEALS OR DATE       DATE       DATE.	CLAIM STATUS 🗆 Final Paym	nent 🗆 Int	erim Payment (#	i) 🗆 Su	pplem	ental Payment	Withholding I	ayment () (	(Total)
Yee, were you pad?       YES       NO         Wher than from the Court, have you, or to you knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?       NO         If source in connection with this representation?       YES       NO       If yes, please attach supporting documentation sites attach supporting documentation         Signar of film the truth or correctness of the above statements.       Date Signed:       Date Signed:         IN COURT COMP.       D1 OUT OF COURT COMP.       DATE       P. TOTAL AMT. APPR.CERT.         SIGNATURE OF THE PRESIDING JUDGE       DATE       DATE       DATE       DATE         IS COURT COMP.       D1 OF COURT COMP.       DI TRAVEL EXPENSES       D. OTAL AMT. APPR.CERT.         SIGNATURE OF THE CHIEF JUDGE, COURT ON PAPEALS OR DATE       DATE       DATE.	lave you previously applied to the	e court for com	pensation an	d/or reimbur	seme	nt for this cas	e? 🗆 YES	D NO	
yv other source in connection with this representation?	f yes, were you paid? 🛛 YES	NO						er consthing	r of value) from
Stature of Attorney:         Date Signed:           IN COURT COMP.         P4. OUT OF COURT COMP.         P5. TRAVEL EXPENSES         P5. OTHER EXPENSES         P7. TOTAL AMT. AFPR.CERT.           SIGNATURE OF THE PRESIDING JUDGE         PATE         P5. JUDGE CODE         PATE         P5. JUDGE CODE           IN COURT COMP.         P6. OUT OF COURT COMP.         P1. TRAVEL EXPENSES         P2. OTHER EXPENSES         P3. TOTAL AMT. AFPR.CERT.           SIGNATURE OF THE PRESIDING JUDGE         P4. TRAVEL EXPENSES         P4. OTHER EXPENSES         P4. TOTAL AMT. AFPR.CERT.           SIGNATURE OF THE CHEEF FUDGE, COURT OF AFFEALS (OR PATE EXPENSES         P4. TOTAL AMT. CERTIFIED FOR PATIE EXPENSES         P4. TOTAL AMT. CERTIFIED FOR PATIE.           SIGNATURE OF THE CHEEF FUDGE, COURT OF AFFEALS (OR PATE EXPENSES)         P4. TOTAL AMT. CERTIFIED FOR PATIE.         P4. JUDGE CODE         P4. JUD.CALAMT. CERTIFIED FOR PATIE.           Water         Attention: The notes you enter will be available to the next approval level.         Vublic/Attorney         Vublic/Attorney           Lobes         I swear and affirm the truth or correctness of the above statements         Vublic/Attements         Vublic/Attorney	ny other source in connection with	h this represent	ation?	YES [	1 N	O If yes,	please attach sup	orting doc	umentation
APPROVED FOR PAYMENT - COURT USE ONLY         IN COURT COMP.       B1 OUT OF COURT COMP.         ISIGNATURE OF THE PRESIDING JUDGE       B1 TRAVEL EXPENSES         IN COURT COMP.       B0. OUT OF COURT COMP.         B1. TRAVEL EXPENSES       DATE         IN COURT COMP.       B0. OUT OF COURT COMP.         B1. TRAVEL EXPENSES       DATE         SIGNATURE OF THE PRESIDING JUDGE       DATE         SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DATE       DATE         SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DATE       DATE         SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DATE       DATE         VALUE ANT. CERTIFIED FOR PAILENT.       Attention: The notes you enter will be available to the next approval level.         ublic/Attorney       Attention: The notes you enter will be available to the next approval level.         Ublic/Attorney       I swear and affirm the truth or correctness of the above statements		f the above stateme	ents.				Data	imade	
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ELEGATE) Payment approved in excess of the statutory threshold PAYMENT Attention: The notes you enter will be available to the next approval level. Ublic/Attorney Iotes I swear and affirm the truth or correctness of the above statements						-			
Attention: The notes you enter will be available to the next approval level.           ublic/Attorney           I swear and affirm the truth or correctness of the above statements	ELEGATE) Payment approved in excess	s of the statutory t	hreshold	ALE .		348	JUDGE CODE	P	AYMENT
Lotes	nount								
Lotes		Attention	The notes	you enter wi	ll be	available to t	he next approval	level.	
I swear and affirm the truth or correctness of the above statements	Public/Attorney								/
	VULES								
	I swear and affirm the	e truth or co	rectness	of the abo	ves	tatements			
									Submit
	Date.								

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	Attention: The notes you enter will be available to the next appro	val level.
Notes	Notes	0
✓ I swear an	d affirm the truth or correctness of the above statements	
Date: 6/12/	2014 16:32:35	Submit
«First < Previo	us Next > Last » Save Delete Draft	



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.



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

group by a particular Header, drag	the column to this area.		Search:
Case	Defendant	Туре	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
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

**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.

E My Do	ocuments			
To group by a particular Header, drag the column to this area.				
Case	•			
Start:	<u>CR-08802-AA-</u> 06/19/2014 66/19/2014			

# 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.

	0	*
In Court Services		
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
Out of Court Servic	ar	
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
Expenses: \$26.	.20	-
Travel		
Travel Expense Type		Amount \$11.20
Travel Expense Type Travel Miles		\$11.20
<b>Travel</b> Expense Type Travel Miles Travel Misc		\$11.20 \$0.00
Travel Expense Type Travel Miles Travel Misc Tot	-	\$11.20
Travel Expense Type Travel Miles Travel Misc Tol Expenses	tals	\$11.20 \$0.00 \$11.20
Travel Expense Type Travel Miles Travel Misc Tol Expenses Expense Type	tals	\$11.20 \$0.00 \$11.20
Travel Expense Type Travel Miles Travel Milsc Tot Expenses Expenses Fax	tals	\$11.20 \$0.00 \$11.20 Amount \$0.00
Travel Expense Type Travel Miles Travel Misc Tot Expenses Expense Type Fax Long Distance Charges	tals	\$11.20 \$0.00 \$11.20 Amount \$0.00 \$0.00
Travel Expense Type Travel Miles Travel Misc Tot Expenses Expense Type Fax Long Distance Charges Photocopies	tals	\$11.20 \$0.00 \$11.20 Amount \$0.00 \$0.00 \$15.00
Travel Expense Type Travel Miles Travel Misc Tot Expenses Expense Type Fax Long Distance Charges	tals	\$11.20 \$0.00 \$11.20 Amount \$0.00 \$0.00

# **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.

Reports
<u>Defendant Detail Budget Report</u> Detail budget info for defendant
Form CJA20 Defendant Summary Budget Report Totals only of budget info for defendant

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

Home	Operations	<u>Reports</u>	Links	Help	Sign out
> <u>Reports</u>					
Internal					
Attorney T	ïme				
Appointme	ent Report				

# 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 Request	ed: \$0.00										
Budget Amount Approve	d: \$9,900.0	00									
			Per	ding			Ap	Amount Remaining			
Time Period For Voucher	Voucher Number	Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Attorney: Andrew Anders	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
			To	tal Pending:	\$0.00		Tota	Approved:	\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant Jebediah Branson											
		Pending					Ap	proved	Amount Remaining		
Time Period For Voucher	Voucher Number	Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist Amount Requested: \$1,000.00					Amoun	t Authorized:	\$0.00			Attorne	y: Andrew Anders

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

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## Defendant Summary Budget Report -

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

1:14-CR-08805-1-AA										
Counsel Budget	Defendant:	Jebedia	h Branson							
Type of Representation:	Criminal	Case								
Budget Amount Requested	d: \$0.00									
Budget Amount Approved	: \$9,900.00									
Pending Approved Am									mount Remaining	
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expenses	Total	After Approved	After Approved	
			Travel Other			Travel Other			And Pending	
Attorney: Andrew Anders	(Appointing C	ounsel)		Active						
			Total Pending:	\$0.00		Total Approved:	\$3,550.00	\$3,550.00		
Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson										
			Pending			Approved	Amount Remaining			
Time Period For Voucher	Voucher Number	Fees	Expenses Travel Other	Total	Fees	Expenses Travel Other	Total	After Approved	After Approved And Pending	
uthorization Number: 0101.0000002 Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Anders										

Defendant Summary Budget Report - Attorney

Grand Totals for the Representation Defendant Jebediah Branson											
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding		Approved				Combined Total		
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	Fees	Expenses		Total Fees	Fees	Expenses		Total	Approved a	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	

Thursday, November 05, 2015 - Ver. 1.1

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