

# CJA 20 Summary Entry for Services prior to eVoucher

## Entering Summary Line for services prior to 5/9/16 (pre-eVoucher)


1. Once appointed in a case, the case will appear in the "Appointments List" portion of eVoucher. Click on the case number.
2. Click the CJA-20 Create button on the left-hand menu and click Save.
3. On the Services tab
  - a. In the date field, enter the first date of service (usually appointment date), or the first date of the new rate period.
  - b. In the description field, enter "*Summary Entry for [start date] - [end date of rate period]. Rate changed [date]. See Worksheet*".
    - i. Refer to the History of CJA Rates chart for start and end dates of each rate period.

If services were performed between...	The maximum hourly rate is...
01/01/2016 to present	\$129
01/01/2015 through 12/31/2015	\$127
03/01/2014 through 12/31/2014	\$126
09/01/2013 through 02/28/2014	\$110
01/01/2010 through 08/31/2013	\$125
03/11/2009 through 12/31/2009	\$110
01/01/2008 through 03/10/2009	\$100
05/20/2007 through 12/31/2007	\$94
01/01/2006 through 05/19/2007	\$92
05/01/2002 through 12/31/2005	\$90

- c. Enter the Service Type as "Other", or break down each service type and hours in appropriate category.
  - d. In the hours field, enter the appropriate hours claimed for this time period and/or category.
  - e. Enter a new line for each new rate period. (see example on next page)
4. Click Save on each entry.
5. Notice the system will autofill the appropriate rate, based on dates entered.
6. When you are done making entries on the CJA 20, you will note that the voucher in "My Active documents" will indicate the current "Claimed Amount" under the Defendant column.
7. **Attach a detailed worksheet on the documents tab, in PDF format, to substantiate your summary entries.**

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

Date: 1/1/2016 \*  Description:

Service Type:  \*

Doc. # (ECF):  Pages:

Hours:  \* at \$129.00 per hour. Add Remove

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt	Audit Notes	Audit Hrs	Audit Amt
h. Other	01/01/2016	Summary Entry for service provided 1/1/16-5/8/16	5.0	129.0000	645.00			
h. Other	01/01/2015	Summary Entry for service provided 1/1/15-12/31/15* Rate changed 1/1/16 (see worksheet)	5.0	127.0000	635.00			
h. Other	03/01/2014	Summary Entry for service provided 3/1/14-12/31/14* *Rate changed 1/1/15 (see worksheet)	10.0	\$126.00	\$1,260.00			
h. Other	05/01/2013	Summary Entry for service provided 5/1/13 - 8/31/13* *Rate changed 9/1/13 - See worksheet	25.0	\$125.00	\$3,125.00			
h. Other	09/01/2013	Summary Entry for service provided 9/1/13 - 2/28/14* *Rate changed 3/1/2014 (see worksheet)	25.0	\$110.00	\$2,750.00			

1 Page 1 of 1 (5 items)

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

## Entering Claims for Services post-eVoucher

1. From "My Active Documents," click the Edit hyperlink under the Status column.
2. On the Services and Expenses tabs, enter the appropriate information for each category and date. Click Save on each page.
3. When you are done entering time for each day, you will note that the voucher in "My Active documents" will indicate the current "Claimed Amount" under the Defendant column.
4. For expenses over \$50, upload a PDF copy of the receipt or supporting documentation.

CJA eVoucher Logon: [https://evsdweb.ev.uscourts.gov/CJA\\_wie\\_prod/CJAeVoucher/LogOn.aspx](https://evsdweb.ev.uscourts.gov/CJA_wie_prod/CJAeVoucher/LogOn.aspx)