



**UNITED STATES DISTRICT COURT**  
DISTRICT OF CONNECTICUT

# **CJA eVOUCHER FOR ATTORNEYS**

**Revised August 18, 2016**

## CJA eVoucher for Attorneys

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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 includes the following modules:

### Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations and applicable CLE credits.

### Voucher & Authorization Request Submission

- On-line voucher submission by attorneys with automatic statutory maximum oversight.
- On-line authorization requests by attorneys for expert services.
- On-line requests by attorneys for interim payment.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

## Court Appointment

When an appointment is made and a completed CJA 23 financial affidavit is received and approved by the court, an email will be generated automatically by the program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

## Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved.
- Apple Macintosh: Safari 5.1 or newer is approved.
- Chrome, Firefox and other browsers may not be used with CJA.

If you are using one of the compatible browsers and are still experiencing trouble viewing the webpage - go to **Tools -> Compatibility View Settings -> Add This Website.**

## Accessing the CJA eVoucher Program

You may access the CJA eVoucher program several ways:

- Click on the link provided in the appointment email,
- Bookmark the web address and use your internet browser to access the system, or
- Click on the CJA eVoucher link in the Criminal Justice Act tab on the District Court's website.

## Logging In

Log into eVoucher using your Username and Password (both of which are initially assigned by the court).



**USER LOGIN Release 4.3**

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords every 180 days.

If you forget your username or password, click the **Forgot your Login?** hyperlink. Enter your **Username** or **Email** address, and click **Recover Logon** to retrieve your information. **\*You may have to refresh the login page (F5) in order for the new password to take.**

**Forgot your Login?** Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username:  and/or

Email:

### The Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

The screenshot displays a web interface for an attorney. At the top, there is a navigation bar with a profile picture, the name 'ANDREW ANDERS', and a 'Welcome Andrew Anders' message. Below this, there are several main sections:

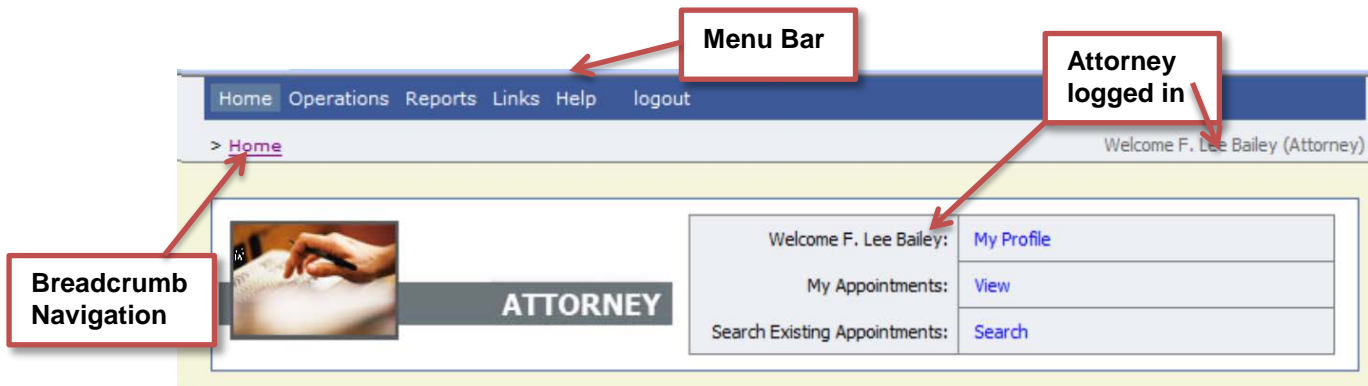
- My Active Documents:** A table with columns for Case, Defendant, and Status. It lists active documents with details like 'Judeah Branson' and 'Order Amount: 0.00'.
- My Proposed Assignments:** A section for proposed assignments, showing details for a case involving 'Judeah Branson' and 'Order Amount: 0.00'.
- Appointments List:** A detailed list of appointments, including case numbers, defendant names (e.g., 'Defendant: Thomas Watson'), representation types, and order dates.
- My Submitted Documents:** A section for submitted documents, showing a document submitted to court on '02/11/2014'.
- My Service Provider's Documents:** A section indicating that no records have been recorded on the database.
- Closed Documents:** A section indicating that no records have been recorded on the database.

## Folders on the Home Page

Your home page has several folders to organize your appointments and vouchers:

<b>FOLDER</b>	
<b>My Active Documents</b>	Contains vouchers or documents that you are currently working on or have been submitted to you by an expert service provider.
<b>Appointments' List</b>	A list of all your active appointments.
<b>My Proposed Assignments</b>	Cases will appear in this folder if an appointment has been proposed to you, and you have not accepted or rejected the appointment.
<b>My Submitted Documents</b>	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment.  Documents submitted to the court requesting expert services or interim payments will also appear in this folder.
<b>My Service Provider's Documents</b>	Contains all the vouchers for your service providers. This will include: <ul style="list-style-type: none"><li>• Vouchers in progress on behalf of the experts</li><li>• Vouchers submitted to the attorney for approval</li><li>• Vouchers signed off by the attorney and submitted to the court for payment</li></ul>
<b>Closed Documents</b>	Contains vouchers that have been paid or documents that have been approved by the court.  Closed vouchers will only be displayed for open cases. When the appointment is completed, the closed vouchers will no longer be displayed on your home page. They are still accessible through the appointment page.


## Navigating in the CJA eVoucher Program



Menu Item	
<b>Home</b>	The eVoucher home page (see section on Home Page)
<b>Operations</b>	Allows you to search for specific appointments.
<b>Reports</b>	Selected reports you may run on your appointments.
<b>CMECF</b>	Hyperlink to CMECF Case Search
<b>Links</b>	Hyperlink to CJA resources: forms, guides, publications, etc.
<b>Help</b>	Provides: <ul style="list-style-type: none"> <li>• Another link to your Profile</li> <li>• "Contact Us" e-mail</li> <li>• Privacy Notice</li> </ul>
<b>Logout</b>	Logs user off the eVoucher program.

## Adjusting Views

You may alter the manner information is displayed in the folders.

**Opening/Closing Folders:** Click on the  (minus sign) to close the folder.

Click on the  (plus sign) to open the folder.

**Moving Folders:** You may rearrange the folders on your screen.

1. Left click on the folder you wish to relocate.
2. Drag the folder to the new location and release the mouse.

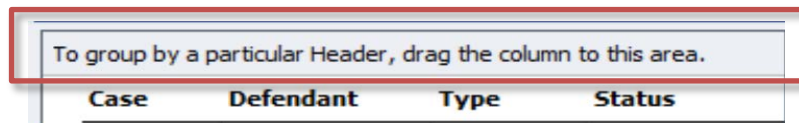
**Sorting:** Click on the column heading (e.g., Case, Description, Type) to sort in either ascending or descending chronological (or alphabetical) order.

### Resizing of Column:

1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

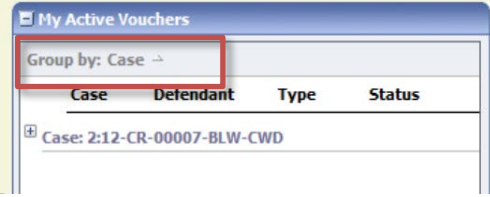
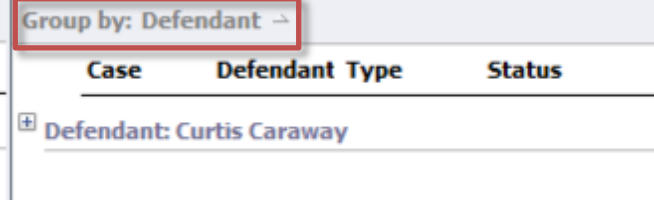
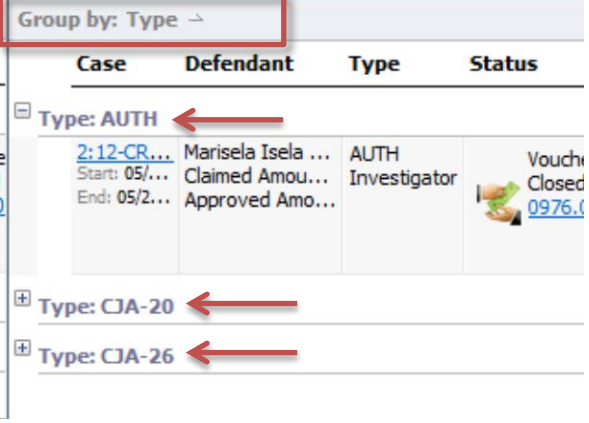

Note: The folder does not increase, therefore some columns may move off the screen.

**Group by Column Heading:** You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.



1. Left click on the header for the column you wish to group by.
2. Hold the cursor and drag the header to the “Group by Header” bar.
3. Release the cursor and all the information in that folder will be grouped and sorted by that selection.


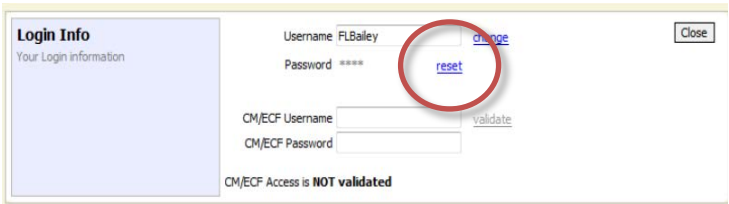




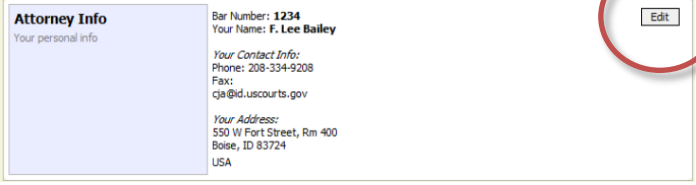
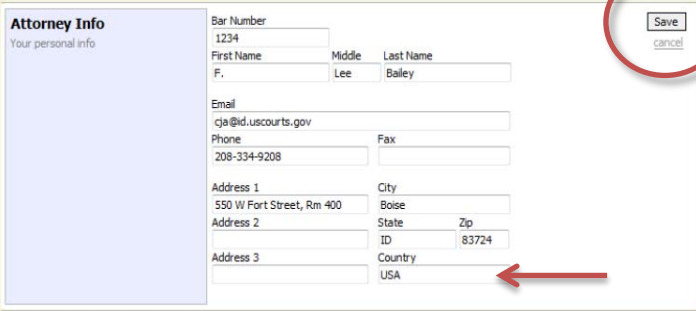
Group by...	RESULT
Case	
Defendant	
Type	
Status	


## My Profile (including changing your username and password)

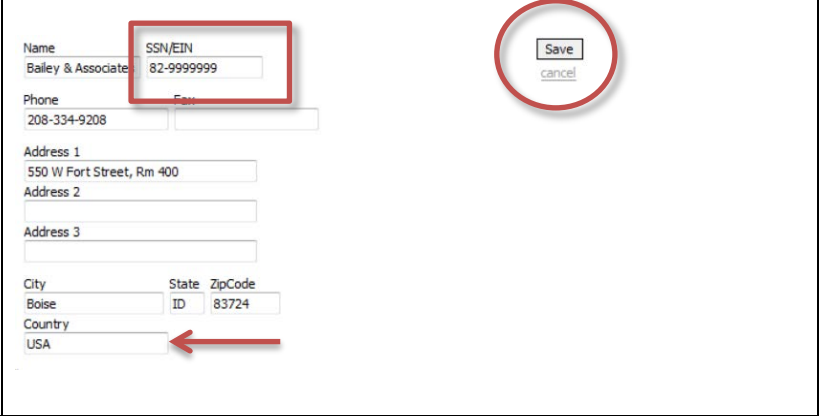
In the My Profile section, the attorney may:

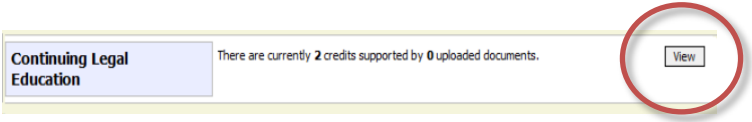
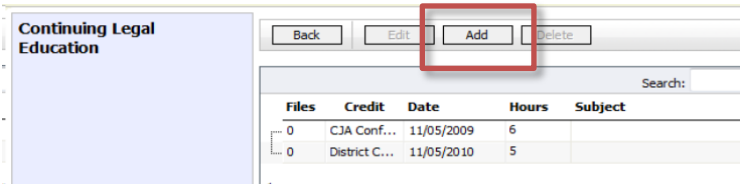
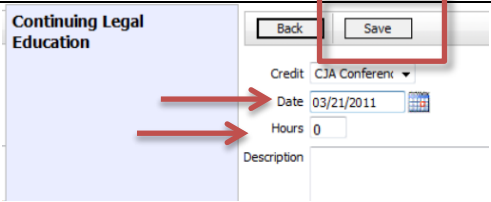
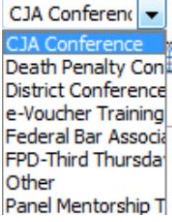
- Login Info: Change password
- Attorney Info: Edit contact information, phone, e-mail physical address
- Billing Info: Update SSN or EIN numbers and any firm affiliation
- Continuing Legal Education: Document any CLE attendance.

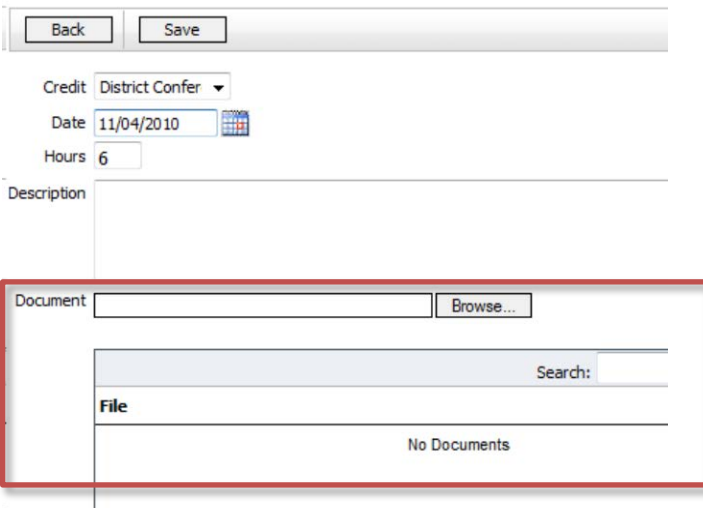
LOGIN INFO	SCREEN
1. Click <b>Edit</b> to change your Password.	 <p>The screenshot shows a 'Login Info' section with the text 'Your Login information'. To the right, it displays 'UserName FLBailey' and 'CM/ECF Access is NOT validated'. An 'Edit' button is circled in red in the top right corner.</p>
2. Click the <b>Reset</b> hyperlink.	 <p>The screenshot shows the 'Login Info' section. The 'Password' field is masked with '****'. A 'reset' hyperlink is circled in red. Other elements include 'Username FLBailey' with a 'change' link, 'CM/ECF Username' and 'CM/ECF Password' fields with a 'validate' link, and a 'Close' button.</p>
3. Type new password and retype in the confirm field. Press the <b>Reset</b> button to save.	 <p>The screenshot shows a form with three input fields: 'Username' (containing 'FLBailey'), 'Password', and 'Confirm'. A 'Reset' button is circled in red. There are also 'change' and 'cancel' links.</p>
4. Click the <b>Close</b> button to exit.	 <p>The screenshot shows the same password change form as in the previous step. The 'Close' button is circled in red.</p>

ATTORNEY INFO	SCREEN
<p>1. Click the <b>Edit</b> button to access your personal information</p>	 <p>The screenshot shows a summary of attorney information. On the left is a blue box labeled 'Attorney Info' with the subtext 'Your personal info'. To the right, the following details are listed: Bar Number: 1234, Your Name: F. Lee Bailey, Your Contact Info: Phone: 208-334-9208, Fax: cja@id.uscourts.gov, Your Address: 550 W Fort Street, Rm 400, Boise, ID 83724, USA. An 'Edit' button is circled in red in the top right corner.</p>
<p>2. Make any changes necessary and click <b>Save</b>.</p> <p><u>Note:</u> Your Bar Number and the Country field are required fields.</p>	 <p>The screenshot shows the Attorney Info edit form. It includes fields for Bar Number (1234), First Name (F.), Middle (Lee), Last Name (Bailey), Email (cja@id.uscourts.gov), Phone (208-334-9208), Fax, Address 1 (550 W Fort Street, Rm 400), City (Boise), Address 2, State, Zip (83724), Address 3, and Country (USA). A red arrow points to the Country field. In the top right corner, 'Save' and 'cancel' buttons are circled in red.</p>

BILLING INFO	SCREEN
<p>1. Select <b>Add</b> if no billing information is available or if you want to add a second entry.</p> <p>2. Click <b>Edit</b> if you wish to change the information already entered.</p> <p><u>Note:</u> You must have billing information entered before any payments can be made.</p>	 <p>The screenshot shows a summary of billing information. On the left is a blue box labeled 'Billing Info' with the subtext 'List all available billing info records'. To the right, the following details are listed: Your default billing info is: Bailey &amp; Associates, SSN/EDN: **-*9999, 550 W Fort Street, Rm 400, Boise, ID, 83724 - USA, Phone: 208-334-9208, Fax: . On the right side, 'Select', 'Add', and 'Edit' buttons are circled in red.</p>

BILLING INFO	SCREEN
<p>The EIN or SS# must be the number that wages are to be reported to the IRS for.</p> <p>3. Make any changes necessary and click <b>Save</b>.</p> <p><u>Note</u>: USA is required in the Country field.</p>	 <p>The screenshot shows a form with the following fields and values:</p> <ul style="list-style-type: none"> <li>Name: Bailey &amp; Associate</li> <li>SSN/EIN: 82-9999999 (highlighted with a red box)</li> <li>Phone: 208-334-9208</li> <li>Address 1: 550 W Fort Street, Rm 400</li> <li>Address 2: (empty)</li> <li>Address 3: (empty)</li> <li>City: Boise</li> <li>State: ID</li> <li>ZipCode: 83724</li> <li>Country: USA (indicated by a red arrow)</li> </ul> <p>Buttons: Save (circled in red), cancel</p>

Continuing Legal Education	SCREEN															
<p>1. Click the <b>View</b> button to access your CLE information.</p>	 <p>Continuing Legal Education There are currently 2 credits supported by 0 uploaded documents. <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">View</span></p>															
<p>2. To add CLE information, click <b>Add</b>.</p>	 <p>Continuing Legal Education <span style="border: 1px solid red; padding: 2px;">Add</span></p> <table border="1"> <thead> <tr> <th>Files</th> <th>Credit</th> <th>Date</th> <th>Hours</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>CJA Conf...</td> <td>11/05/2009</td> <td>6</td> <td></td> </tr> <tr> <td>0</td> <td>District C...</td> <td>11/05/2010</td> <td>5</td> <td></td> </tr> </tbody> </table>	Files	Credit	Date	Hours	Subject	0	CJA Conf...	11/05/2009	6		0	District C...	11/05/2010	5	
Files	Credit	Date	Hours	Subject												
0	CJA Conf...	11/05/2009	6													
0	District C...	11/05/2010	5													
<p>3. Click on the <b>Credit</b> drop-down menu to select pre-entered reoccurring CLE programs.</p> <p><u>Note:</u> If not a federal program, select <b>Other</b> and complete the Description field.</p> <p>4. Enter a <b>Date</b></p> <p>5. Enter the CLE <b>Hours</b>.</p> <p>6. You may enter a <b>Description</b> in the description field if desired.</p> <p>7. Click <b>Save</b>.</p>	 <p>Continuing Legal Education <span style="border: 1px solid red; padding: 2px;">Save</span></p> <p>Credit: CJA Conferenx  Date: 03/21/2011  Hours: 0  Description:</p>  <p>CJA Conferenx  CJA Conference  Death Penalty Con  District Conference  e-Voucher Training  Federal Bar Associ  FPD-Third Thursda  Other  Panel Mentorship T</p>															

Continuing Legal Education	SCREEN
<p>8. Attach any document regarding this CLE.</p> <p><u>Note:</u> Not required if a Federal CLE.</p> <p>9. Click <b>Save</b> once again.</p>	 <p>The screenshot shows a web form with the following elements:</p> <ul style="list-style-type: none"> <li>Buttons: Back, Save</li> <li>Credit: District Confer (dropdown)</li> <li>Date: 11/04/2010 (calendar icon)</li> <li>Hours: 6</li> <li>Description: (text area)</li> <li>Document: (text input) Browse...</li> <li>Search: (text input)</li> <li>File: (table header)</li> <li>No Documents (text)</li> </ul>

# Appointment Record

Locate the Appointment in your appointments folder on your home page.

Click on the case number hyperlink to open the appointment record.

Appointments	Defendant
<a href="#">Case: 2:12-CR-00007-BLW</a> Defendant #: 1 Case Title: USA v. Quintan Attorney: F. Bailey	<b>Defendant: Marisela Isela Quin</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale
<a href="#">Case: 2:12-CR-00008-BLW</a> Defendant #: 1 Case Title: USA v. Caraway Attorney: F. Bailey	<b>Defendant: Curtis Caraway</b> Representation Type: Federal capit Order Type: Appointing Counsel Order Date: 09/15/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale
<a href="#">Case: 2:12-CR-00009-BLW</a> Defendant #: 1 Case Title: USA v. Massey Attorney: F. Bailey	<b>Defendant: James Ernest Mass</b> Representation Type: Criminal Case Order Type: Subs for Federal Defen Order Date: 05/12/10 Pres. Judge: B. Lynn Winmill Adm./Mag Judge: Candy W. Dale

Page 1 of 1 (3 items)

**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

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

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

[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 Report](#)

**Appointment Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebedah 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"/> Y Standby Counsel  Prior Attorney's Name Appointed Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nac Pro Tunc Date Regayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Vouchers on File**

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebedah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.00000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebedah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.00000002</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 06/04/2014 End: 06/04/2014	Jebedah Branson (# 1) Approved Amount: 0.00	AUTH-24	Voucher Closed <a href="#">0101.00000026</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 05/15/2014 End: 05/15/2014	Jebedah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 06/04/2014 End: 06/04/2014	Jebedah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebedah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Vouch <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 06/04/2014 End: 06/04/2014	Jebedah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Subm <a href="#">0101</a>

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

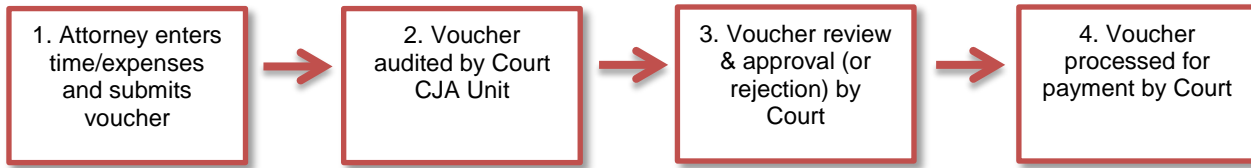
Detailed Payment Reports

All vouchers with [unclear] are displayed.

Group Header Bar

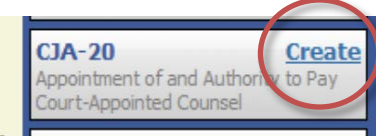
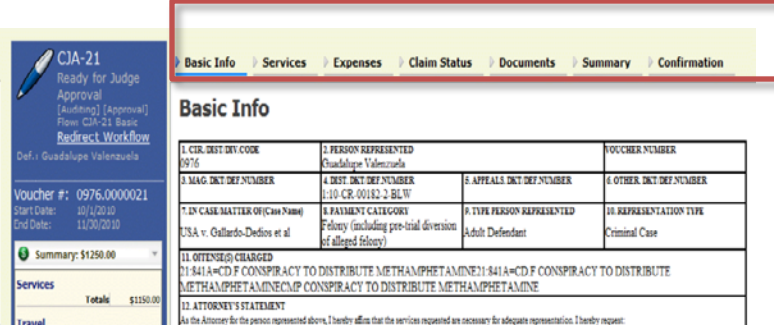
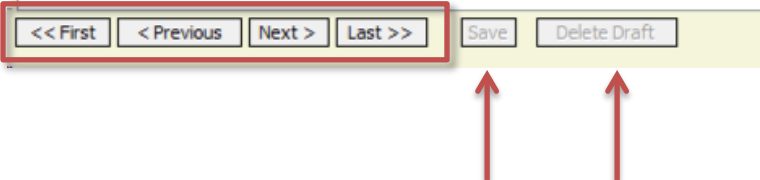
All vouchers associated with this case are shown in this section.

## CJA 20 Voucher Process Overview



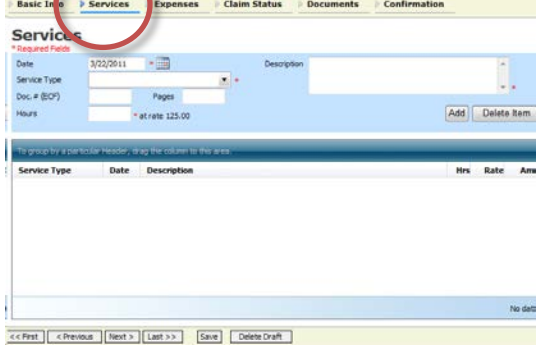
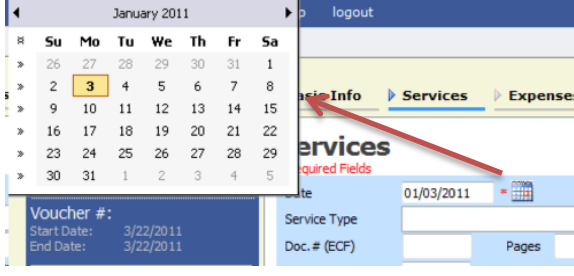
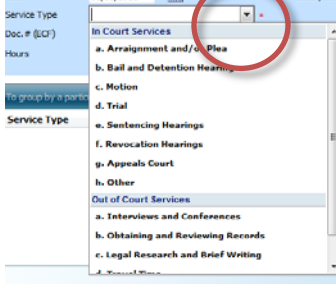

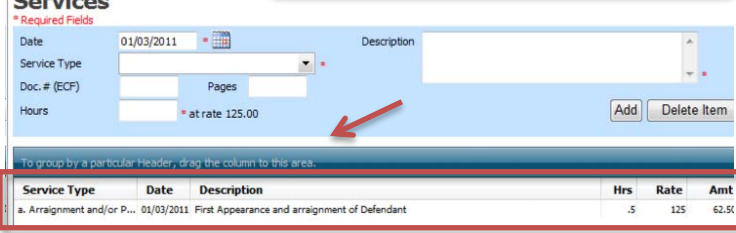
## Creating the CJA 20 Voucher (CJA-20)

The Court creates the appointment.  
The attorney will initiate the CJA 20 voucher.

<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the CJA 20 Voucher template found on the Appointment screen.</p>																																					
<p><b>BASIC INFO</b></p> <p>The voucher opens to the <b>Basic Info</b> page which is representative of the CJA 20/21 voucher.</p> <p>A <b>Menu Bar</b> appears across top of voucher. You may navigate using the menu bar, or the progress bar (shown below).</p>	 <table border="1" data-bbox="795 1123 1364 1302"> <thead> <tr> <th>1. CIR. DIST. DIV. CODE</th> <th>2. PERSON REPRESENTED</th> <th colspan="2">VOUCHER NUMBER</th> </tr> </thead> <tbody> <tr> <td>9976</td> <td>Guadalupe Valenzuela</td> <td>3. MAG. DKT. DEF. NUMBER</td> <td>4. OTHER DKT. DEF. NUMBER</td> </tr> <tr> <td>1:10 CR.00182-2-BLW</td> <td></td> <td>5. APPEALS DKT. DEF. NUMBER</td> <td></td> </tr> <tr> <th>7. IN CASE MATTER OF (Case Name)</th> <th>8. PAYMENT CATEGORY</th> <th>9. TYPE PERSON REPRESENTED</th> <th>10. REPRESENTATION TYPE</th> </tr> <tr> <td>USA v. Gallardo-Dedios et al</td> <td>Felony (including pre-trial diversion or alleged felony)</td> <td>Adult Defendant</td> <td>Criminal Case</td> </tr> <tr> <th colspan="4">11. OFFENSE(S) CHARGED</th> </tr> <tr> <td colspan="4">21-841a-CD F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; 21-841a-CD F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; C.M.P CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE</td> </tr> <tr> <th colspan="4">12. ATTORNEY'S STATEMENT</th> </tr> <tr> <td colspan="4">As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:</td> </tr> </tbody> </table>	1. CIR. DIST. DIV. CODE	2. PERSON REPRESENTED	VOUCHER NUMBER		9976	Guadalupe Valenzuela	3. MAG. DKT. DEF. NUMBER	4. OTHER DKT. DEF. NUMBER	1:10 CR.00182-2-BLW		5. APPEALS DKT. DEF. NUMBER		7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE	USA v. Gallardo-Dedios et al	Felony (including pre-trial diversion or alleged felony)	Adult Defendant	Criminal Case	11. OFFENSE(S) CHARGED				21-841a-CD F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; 21-841a-CD F CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE; C.M.P CONSPIRACY TO DISTRIBUTE METHAMPHETAMINE				12. ATTORNEY'S STATEMENT				As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:			
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<p>The <b>Progress Bar</b> appears at the bottom of the screen.</p> <p>The user should <b>SAVE</b> any entries made on this voucher often to avoid data loss.</p> <p><b>Note:</b> At any time prior to submitting the voucher, the user may delete the voucher by clicking the <b>Delete Draft</b> button.</p>																																					



# Services

<p>Line item time entries should be entered on <b>Services</b> tab.</p> <p>Both In-Court and Out-of Court time should be recorded on this screen.</p>	
<p>1. Enter the date of the service. (REQUIRED) The default date is always the current date.</p> <p>You may type in the date, or click on the calendar icon to select a date from the calendar.</p>	
<p>2. Select <b>Service Type</b> from drop down menu. (REQUIRED)</p> <p><u>Note:</u> You may add time in any order. You can sort in chronological order at any time.</p>	
<p>3. Enter hours of service in <b>tenths</b> of an hour. (REQUIRED)</p> <p>4. Add a description of services. (REQUIRED)</p> <p>5. Click <b>Add</b>.</p>	 <div data-bbox="1003 1423 1458 1507" style="border: 1px solid red; padding: 5px;"> <p>Note: The rate will adjust depending upon the date of service</p> </div>
<p>Entry will be added to voucher.</p> <p><u>Note:</u> You may group your entries by any of the column headers by dragging the header to the Group By bar.</p> <p>Click <b>Save</b>.</p>	

## Expenses

Line item expense entries should be made on the Expenses tab.

1. Enter Date (REQUIRED)
2. Enter Expense Type from drop-down menu (REQUIRED)
3. Enter
  - a. Miles traveled, if any, and/or
  - b. dollar amount of expense.
4. Enter Description (REQUIRED)
5. Click **Add**. (REQUIRED)

The screenshot shows the 'Expenses' form with the following fields: Date (3/22/2011), Expense Type (dropdown), Miles (input), and Amount (input). A red arrow points to the text 'rate per mile is 0.5100' which is displayed next to the Miles input field. Below the form is a table header with columns: Expense Type, Date, Description, Mile, Rate, and Amt.

Note: The mileage rate will adjust depending upon the date


Note: If you are claiming in-house photocopy or fax copy expenses, you must indicate the number of pages and the rate charged per page.

Click **SAVE**.

The screenshot shows the 'Expenses' form with the following fields: Date (02/01/2011), Expense Type (dropdown), Miles (input), and Amount (input). A red arrow points to the text 'rate per mile is 0.5100' which is displayed next to the Miles input field. Below the form is a table with columns: Expense Type, Date, Description, Mile, Rate, and Amt.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	01/03/2011	to and from court	10	0.51	5.10
Photocopies	02/01/2011	Copies of Discovery: 100 pages @ .15 per page	0	0	15.00

Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

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

This error message will be removed when you complete the Claim Status as described in the next section.

## Claim Status

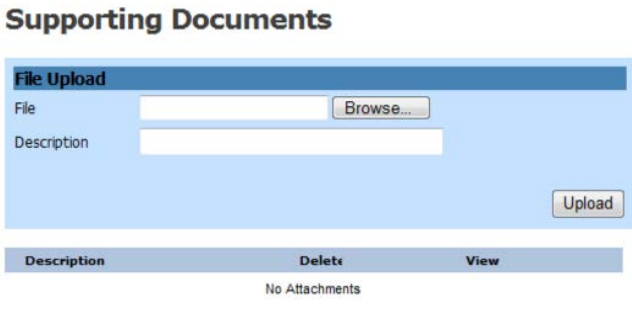
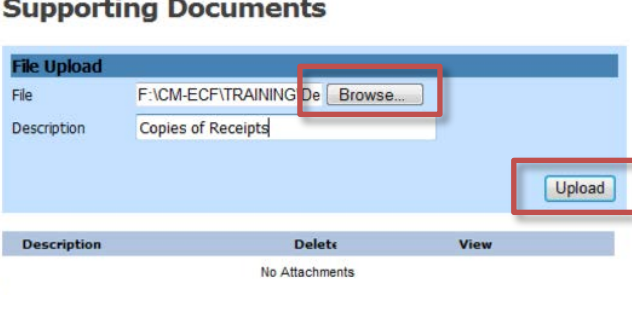
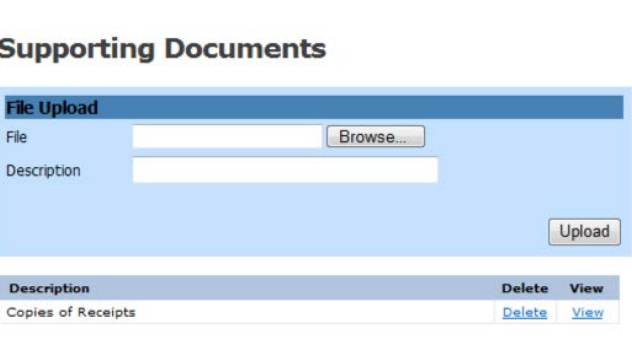
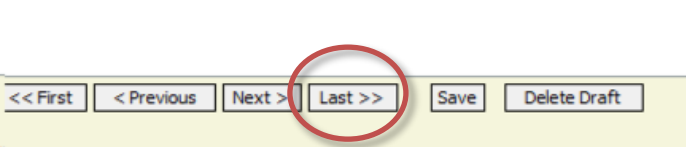
<ol style="list-style-type: none"> <li>1. Enter the start and end date from the services or expenses entries. <u>Note:</u> The dates <b>do not</b> carry over from other sheets.</li> <li>2. Indicate final or interim payment. If interim, indicate which interim this voucher represents.</li> <li>3. Answer all the questions regarding previous payments in this case.</li> <li>4. Click <b>SAVE</b>.</li> </ol> <p>Refresh your browser and the error message will go away</p>	
---	--

To easily find out what are the earliest and latest dates, go to the Services (or Expenses) tab and click on the Date column heading to sort chronologically by date.

Service Type	Date ↑	Description
a. Interviews and Confere...	09/12/2011	3 phone calls, letter to client
b. Obtaining and Reviewin...	09/12/2011	Initial review of case
a. Interviews and Confere...	09/22/2011	Phone call with Federal Defender case, letter from client
a. Interviews and Confere...	09/23/2011	Met with family at my office
b. Obtaining and Reviewin...	09/23/2011	Reviewed 3 boxes of documents brought

Note: Not having the correct start and end dates on the Claim Status tab is the most common problem with the eVoucher system.

## Documents

<p>Attorneys (as well as the court) may attach documents to any record.</p> <p>Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the court.</p>	 <p><b>Supporting Documents</b></p> <p><b>File Upload</b></p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <p>Description <input type="text"/></p> <p><input type="button" value="Upload"/></p> <p>Description      Delete      View</p> <p>No Attachments</p>						
<ol style="list-style-type: none"> <li>1. To add the attachment, click the <b>Browse</b> button to locate your file.</li> <li>2. Add a description of the attachment.</li> <li>3. Click <b>Upload</b>.</li> </ol>	 <p><b>Supporting Documents</b></p> <p><b>File Upload</b></p> <p>File F:\CM-ECF\TRAINING De <input type="button" value="Browse..."/></p> <p>Description Copies of Receipts</p> <p><input type="button" value="Upload"/></p> <p>Description      Delete      View</p> <p>No Attachments</p>						
<p>Attachment is added to voucher.</p> <p>Click <b>SAVE</b>.</p> <p><u>Note</u>: All documents must be submitted in <b>pdf</b> format.</p>	 <p><b>Supporting Documents</b></p> <p><b>File Upload</b></p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <p>Description <input type="text"/></p> <p><input type="button" value="Upload"/></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Delete</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Copies of Receipts</td> <td><a href="#">Delete</a></td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Description	Delete	View	Copies of Receipts	<a href="#">Delete</a>	<a href="#">View</a>
Description	Delete	View					
Copies of Receipts	<a href="#">Delete</a>	<a href="#">View</a>					
<p><b>SIGNING and SUBMITTING TO COURT</b></p> <p>When you have added all the voucher entries, you are ready to sign and submit your voucher to the court.</p>	 <p>&lt;&lt; First    &lt; Previous    Next &gt;    <b>Last &gt;&gt;</b>    Save    Delete Draft</p>						

The **Confirmation** screen appears which reflects all entries from the previous screens.

1. Verify the information is correct.
2. Scroll to bottom of the screen.

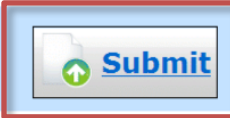
Notes: You may include any information to the court.

3. Check the box to swear and affirm to the accuracy of the voucher.

The date and time will automatically be entered.

4. Click **SUBMIT** to send to the Court.

### Confirmation

1. CIR./DIST./DIV.CODE 0976		2. PERSON REPRESENTED Marisela Isela Quintana de Tarango		VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER		4. DIST. DKT./DEF NUMBER 2:12-CR-00007-1-BLW-CWD		5. APPEALS DKT./DEF NUMBER	
6. OTHER DKT./DEF NUMBER		7. IN CASE/MATTER OF(Case Name) USA v. Quintana de Tarango		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case		11. OFFENSE(S) CHARGED	
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1234 550 W Fort Street, Rm 400 Boise ID 83724 Phone: 208-334-9208			13. COURT ORDER <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"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Bailey & Associates TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court B. Lynn Winnmill Date of Order 12/21/2010 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$62.50			
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			
<b>Totals</b>	<b>0.5</b>	<b>\$62.50</b>			
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			
<b>Totals</b>	<b>0</b>	<b>\$0.00</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$5.10			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$82.60</b>			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 1/1/2011 TO: 2/28/2011			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input checked="" type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements. Signature of Attorney: _____ Date Signed: _____					
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Notes Include Case Disposition in Notes section when submitting a final voucher					
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 3/22/2011 9:49:49					
					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>					

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Click on **HOME** to return to the home page.

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:

**0976.000058**

Back to:  
[Home Page](#)  
[Appointment Page](#)

The active voucher is removed from the “My Active Vouchers” folder and now appears in **My Submitted Vouchers** folder.

My Submitted Vouchers

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

Case	Defendant	Type	Status
<a href="#">2:12-CR-0000...</a> Start: 01/01/2011 End: 02/28/2011	Marisela Isel... Claimed Amo...	CJA-20 F. Lee B...	Submitted Court <b>0976.00</b> INTERIM PAYMEN
<a href="#">2:12-CR-0000...</a> Start: 09/15/2009 End: 11/30/2009	Curtis Caraw... Claimed Amo...	CJA-30 F. Lee B...	Submitted Court <b>0976.00</b> INTERIM PAYMEN


1

Page 1 of 1 (2 items)

If the voucher has been rejected by the court, it will reappear in the “My Active Vouchers” folder highlighted in gold. An email message generated by the system will be sent explaining what corrections need to be made.

Home Operations Reports Links Help logout

> [Home](#)



**ATTORNEY**

Welcome Bonnie Kates: [My P](#)

My Appointments: [View](#)

Search Existing Appointments: [Sear](#)

My Active Vouchers

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

Case	Defendant	Type	Status
<a href="#">9:09-AP-1...</a> Start: 01/06/... End: 01/06/2...	Smith, John (# 1) Claimed Amount: ...	CJA-20 Bonnie Kates	Voucher Entry <b>--09.0000062</b>

1

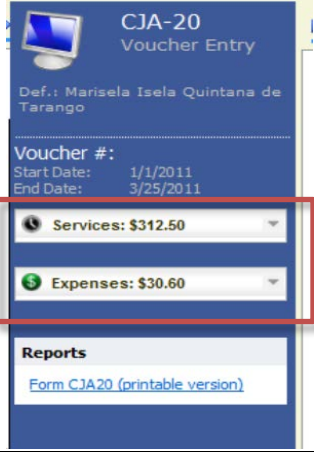

Page 1 of 1 (1 items)

Appointments' List



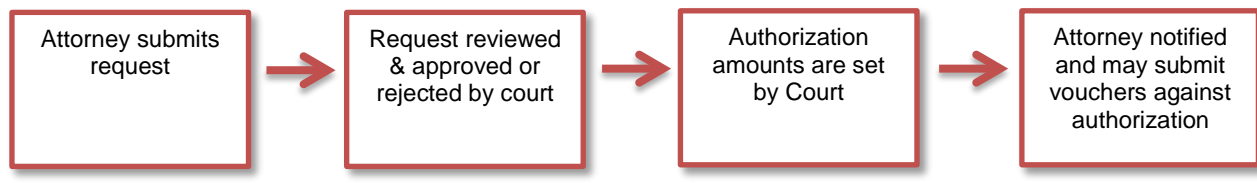
## CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals by using the quick review panel on the left hand side of the screen.

<p>The Services and Expenses will tally as entries are made to the voucher.</p>																																																																																				
<p>Expand the item to reveal specific types of entries.</p> <p>Click on the down arrow to expand or minimize the view. (▼)</p>	 <table border="1"> <thead> <tr> <th colspan="3">In Court Services</th> </tr> <tr> <th>Service</th> <th>Hours</th> <th>Amt.</th> </tr> </thead> <tbody> <tr> <td>Arraignment and/or Plea</td> <td>0.5</td> <td>\$62.50</td> </tr> <tr> <td>Bail and Detention Hearing</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Motion Hearings</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Trial</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Sentencing Hearing</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Revocation Hearings</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Appeals Court</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Other</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td><b>Totals</b></td> <td><b>0.5</b></td> <td><b>\$62.50</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">Out of Court Services</th> </tr> <tr> <th>Service</th> <th>Hours</th> <th>Amt.</th> </tr> </thead> <tbody> <tr> <td>Interviews and Conferences</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Obtaining and Reviewing Records</td> <td>1.0</td> <td>\$125.00</td> </tr> <tr> <td>Legal Research and Brief Writing</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td>Travel Time</td> <td>1.0</td> <td>\$125.00</td> </tr> <tr> <td>Investigative and Other Work</td> <td>0</td> <td>\$0.00</td> </tr> <tr> <td><b>Totals</b></td> <td><b>2.0</b></td> <td><b>\$250.00</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Travel</th> </tr> <tr> <th>Expense Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Travel Miles</td> <td>\$30.60</td> </tr> <tr> <td>Travel Misc</td> <td>\$0.00</td> </tr> <tr> <td><b>Totals</b></td> <td><b>\$30.60</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Expenses</th> </tr> <tr> <th>Expense Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Fax</td> <td>\$0.00</td> </tr> <tr> <td>Long Distance Charges</td> <td>\$0.00</td> </tr> <tr> <td>Photocopies</td> <td>\$0.00</td> </tr> <tr> <td>Postage</td> <td>\$0.00</td> </tr> <tr> <td>Other Expenses</td> <td>\$0.00</td> </tr> <tr> <td><b>Totals</b></td> <td><b>\$0.00</b></td> </tr> </tbody> </table>	In Court Services			Service	Hours	Amt.	Arraignment and/or Plea	0.5	\$62.50	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	<b>Totals</b>	<b>0.5</b>	<b>\$62.50</b>	Out of Court Services			Service	Hours	Amt.	Interviews and Conferences	0	\$0.00	Obtaining and Reviewing Records	1.0	\$125.00	Legal Research and Brief Writing	0	\$0.00	Travel Time	1.0	\$125.00	Investigative and Other Work	0	\$0.00	<b>Totals</b>	<b>2.0</b>	<b>\$250.00</b>	Travel		Expense Type	Amount	Travel Miles	\$30.60	Travel Misc	\$0.00	<b>Totals</b>	<b>\$30.60</b>	Expenses		Expense Type	Amount	Fax	\$0.00	Long Distance Charges	\$0.00	Photocopies	\$0.00	Postage	\$0.00	Other Expenses	\$0.00	<b>Totals</b>	<b>\$0.00</b>
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Long Distance Charges	\$0.00																																																																																			
Photocopies	\$0.00																																																																																			
Postage	\$0.00																																																																																			
Other Expenses	\$0.00																																																																																			
<b>Totals</b>	<b>\$0.00</b>																																																																																			

## Expert Service Request Process Overview

Before expert services may be claimed by an attorney, the court's authorization must be obtained. The process moves the request from the attorney to the court for the approval step, and finally to the CJA unit for final system update. The authorization will appear in the appointment record for that defendant, and is viewable by the court and by the attorney.



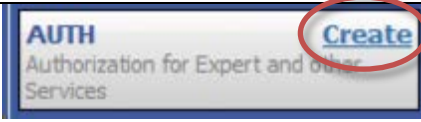
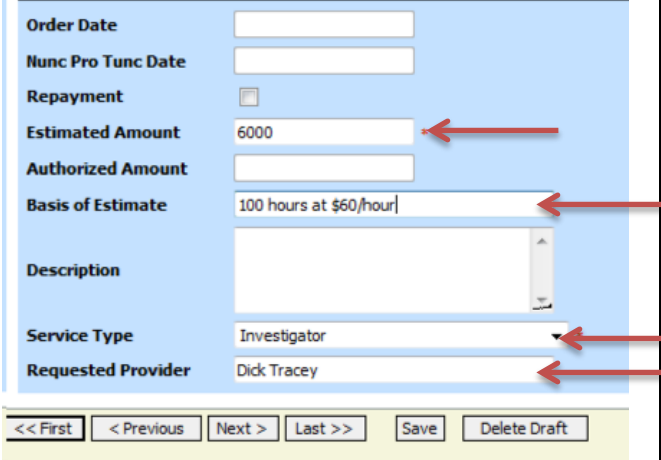
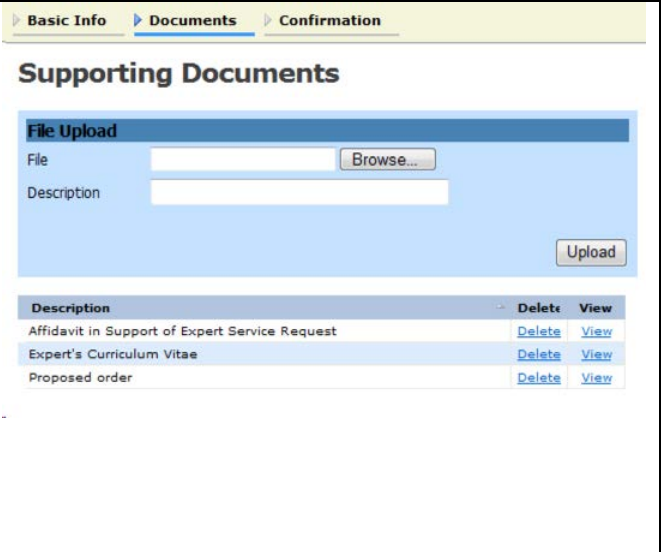
- An Authorization Request is submitted to the court through the CJA eVoucher program and no longer filed in CM/ECF. The Court approves the services within the eVoucher program. A Judge must approve the service prior to employment.
- The Clerk's Office will enter an authorization with a specified amount. This may or may not appear as a "not-to-exceed" amount. An e-mail is generated notifying counsel that an authorization is approved.
- A voucher which exceeds the authorized amount cannot be submitted without additional approval. The eVoucher program will decline the submission of a voucher in excess of the "not-to-exceed" amount.

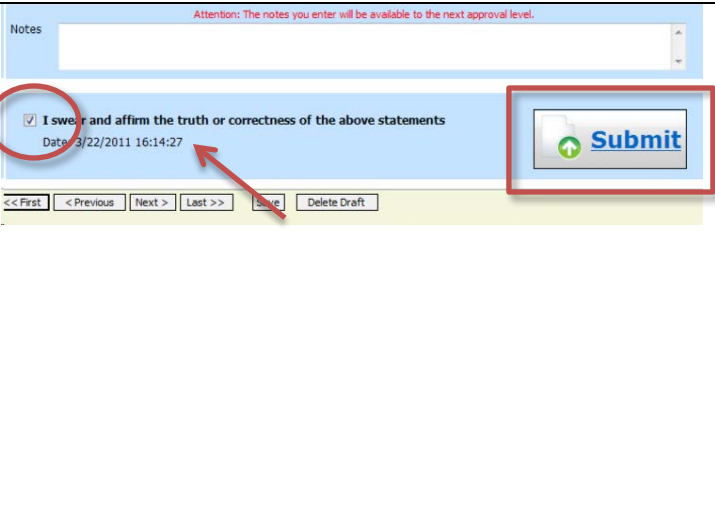
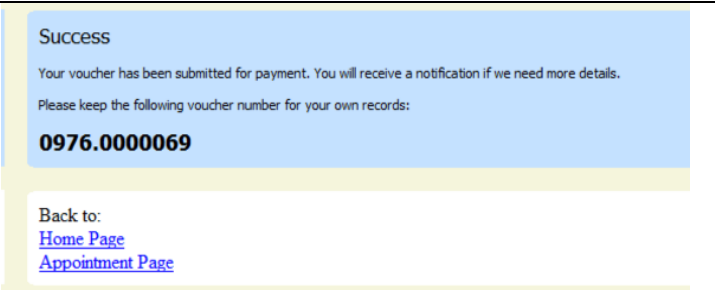
Interpreters: You may employ an interpreter prior to receiving an authorization. However, an authorization must be obtained prior to submitting vouchers.

Translation of Documents: Authorization is required prior to employing interpreters to translate or transcribe documents.



## Submitting an Authorization Request for Expert Services (Motion to Incur Expenses)

STEP	
<p>Open the Appointment record.</p> <p>Click on <b>Create</b> from the Authorization template located on the Appointment screen.</p>	
<p>The <b>Basic Info</b> Screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <p>Complete:</p> <ul style="list-style-type: none"> <li>• Estimated Amount</li> <li>• Basis for Estimate</li> <li>• Service Type from the drop-down list</li> <li>• Name of Service Provider</li> </ul> <p>Click <b>SAVE</b>.</p> <p>Click <b>NEXT</b>.</p>	
<p><b>DOCUMENTS</b></p> <p>Upload:</p> <ul style="list-style-type: none"> <li>• Motion to Incur Expenses</li> <li>• Resume or Curriculum Vitae of expert, if available</li> </ul> <p>Click <b>SAVE</b>.</p> <p>Click <b>NEXT</b>.</p>	

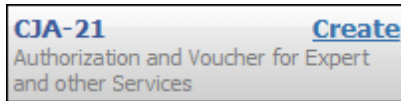
STEP	
<p>The Confirmation screen will open.</p> <p>Complete the information in the blue section at the bottom of the screen.</p> <ol style="list-style-type: none"> <li>1. Check the box regarding the accuracy of the authorization request.</li> <li>2. Your request will automatically be dated and time-stamped.</li> </ol> <p>Click Submit.</p>	
<p>A screen will appear indicating the previous action was successful and the voucher has been submitted for payment.</p> <p>Click on HOME to return to the home page.</p>	

When the Court has approved the Authorization, it will move from your “My Submitted Vouchers” folder to your “Closed Vouchers” folder. NOTE: you will not be able to create a CJA 21 using this authorization until it has been approved.

If the court has approved an Authorization for Psychologist/Psychiatrist and Probation is to pay for it, please send the bill along with the Motion and confirmation page of the Authorization including judge's approval to the U.S. Probation Office.

## Creating the CJA 21 Voucher (CJA 21)

Follow the instructions to “**Create a Voucher/Document**” and select the option.



Home Operations Reports Links Help logout Welcome John E. French (Attorney)

**Basic Info**

1. CIR./DIST./DIV.CODE 0978	2. PERSON REPRESENTED Mary Smith	VOUCHER NUMBER	
3. MAG. DKT./DEF NUMBER	4. DIST. DKT./DEF NUMBER 2:09-CR-00022-3-RJ-RJJ	5. APPEALS DKT./DEF NUMBER	6. OTHER DKT./DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Mary Smith	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:1341 F 18:1341 AND 18:2 MAIL FRAUD AND AIDING AND ABETTING 26:7206B F 26:7206 AND 18:2 AIDING IN THE PREPARATION OF MATERIALLY FALSE INCOME TAX RETURNS AND AIDING AND ABETTING 18:371 F 18:371- CONSPIRACY TO DEFRAUD THE UNITED STATES BY IMPAIRING AND IMPEDING THE INTERNAL REVENUE SERVICE			
EXCESS FEE LIMIT \$79,022.00	PRESIDING JUDGE Robert C. Jones	MAGISTRATE JUDGE Robert J. Johnston	DESIGNEE Robert J. Johnston

**Authorization Selection**  
You can select a previous authorization request, request a new authorization or click the "No Authorization Required" button if under the statutory limit.

**No Authorization Required**  
If your voucher compensation is under the statutory limit and does not require prior authorization.

**Use Previous Authorization**  
Select this option to display a list of previous authorizations and requests in this appointment.

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

**Services**

Totals	\$0.00
--------	--------

**Travel**

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

**Expenses**

Expense Type	Amount
FAX	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

**Reports**

- [Defendant Summary Report](#)
- [Defendant Detail Report](#)
- [Defendant Summary Report](#)
- [Defendant Detail Report](#)
- [Form CJA21](#)
- [Attorney Time Report](#)

Click on [Use Previous Authorization](#)



All approved authorizations associated with the appointment will be displayed.

Click to highlight the authorization to which you will be associating the CJA 21.

Existing Requests for Authorization	
<b>ID Number: 155</b> Order Date: 05/27/2014 Authorized Amount: 0	Service Type: Weapons Firearms Explosive Expert Estimated Amount: 1000 Requested Provider: Robert Arms

### New Voucher Information

**Service Type**

**Description**

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

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

**Expert**

Expert Info	Gina Gabriel
Details	110 Main Street San Antonio TX 78210 USA Phone: 210-593-3340

The service type will roll-over from the authorization selected. If no authorization is being used, you will use the drop-down box to select the service type.

- Enter a "Description" of the service to be provided on the CJA 21
- Click on the arrow to select the Expert from the drop-down list  
Note: Only experts registered with the service type selected will appear in the drop-down box. See below to enter an expert not on the drop-down list
- Contact information for the expert selected will be displayed
- Click on **Create Voucher**

## Entering Expert Not in System

If the expert you would like to use is not in the system, you can add payment information and create the CJA 21 Voucher by entering the required information on the “New Voucher Information” section.

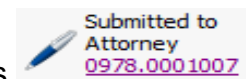
NOTE: While you can enter payment information for an expert which has not been approved by the Court and added to the system, you will not be able to submit a voucher for the expert until the Court approves the expert

- All fields in asterisks are mandatory
- You must also fill out the Country

## Submission and Approval of CJA 21 Vouchers

CJA 21 vouchers require two levels of submission or approval. The attorney will enter the services and expenses on behalf of the expert (based upon the documentation the expert provided the attorney.) The attorney will perform the first level of submission on behalf of the expert.

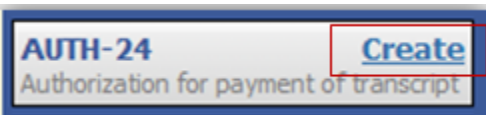
The voucher will appear in the attorney’s “My Active Vouchers” as



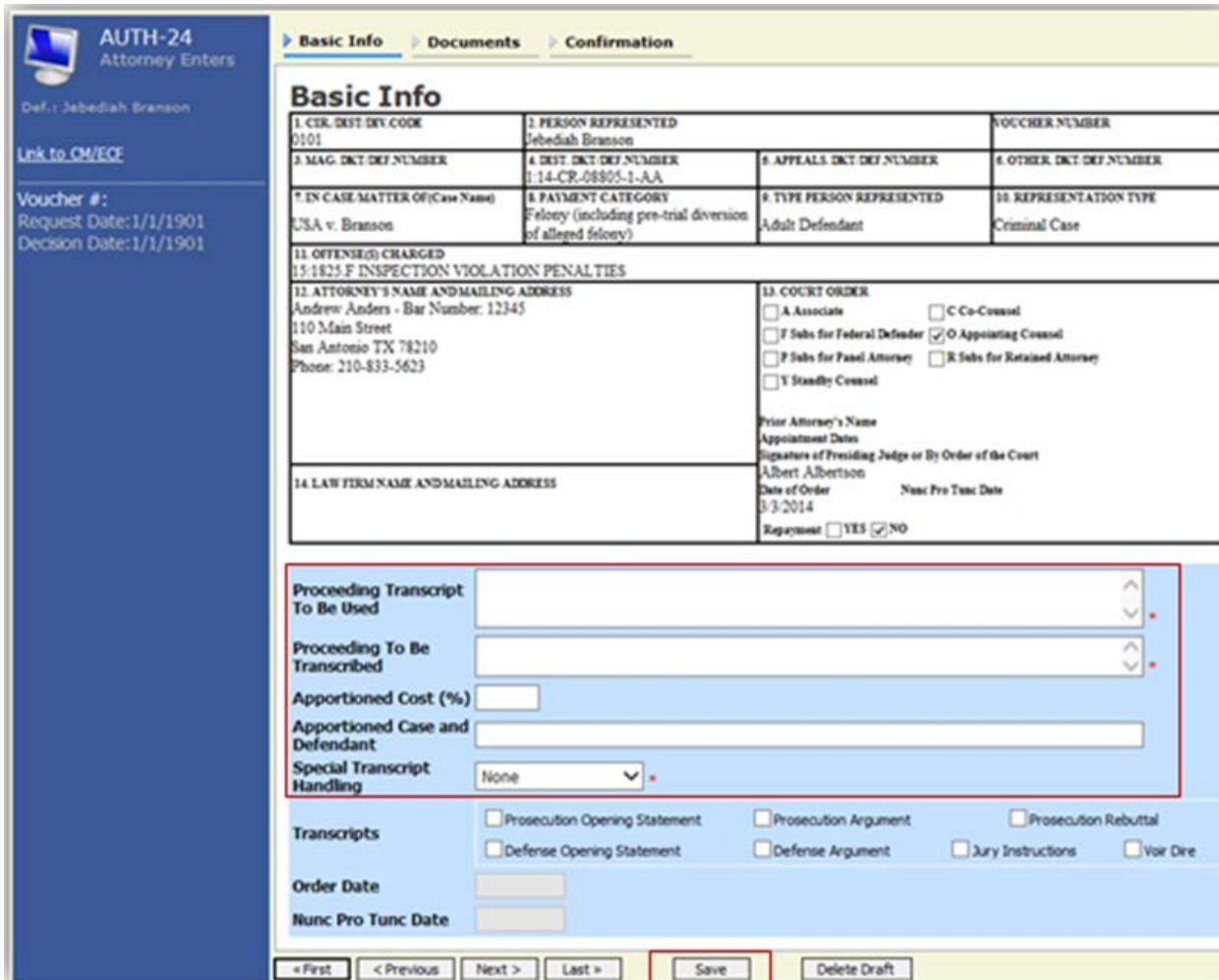
The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will move to the attorney’s “My Submitted Vouchers” folder.

## Request for Authorizations of Transcripts (AUTH-24)

From the **Appointment** page, click Create AUTH-24



The Authorization opens to the **Basic Info** page.

The screenshot shows the "AUTH-24 Attorney Enters" interface. On the left is a blue sidebar with a computer icon, the text "AUTH-24 Attorney Enters", "Def.: Jebediah Branson", and "Link to CM/ECF". Below this is "Voucher #:" with "Request Date: 1/1/1901" and "Decision Date: 1/1/1901". The main content area has a yellow header with "Basic Info", "Documents", and "Confirmation" tabs. The "Basic Info" tab is active, showing a form with the following sections:

- 1. CER. DIST. DIV. CODE**: 0101
- 2. PERSON REPRESENTED**: Jebediah Branson
- VOUCHER NUMBER**: (empty)
- 3. MAG. DKT. DEF. NUMBER**: (empty)
- 4. DIST. DKT. DEF. NUMBER**: 1:14-CR-00805-1-AA
- 5. APPEALS DKT. DEF. NUMBER**: (empty)
- 6. OTHER DKT. DEF. NUMBER**: (empty)
- 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**:
  - A Associate
  - C Co-Counsel
  - F Subs for Federal Defender
  - O Appointing Counsel
  - P Subs for Panel Attorney
  - R Subs for Retained Attorney
  - Y Standby Counsel
- 14. LAW FIRM NAME AND MAILING ADDRESS**: (empty)
- Prior Attorney's Name**: Albert Albertson
- Appointment Dates**: (empty)
- Signature of Presiding Judge or By Order of the Court**: (empty)
- Date of Order**: 3/3/2014
- Nunc Pro Tunc Date**: (empty)
- Repayment**:  YES  NO

Below the form is a section for transcript details with a red border:

- Proceeding Transcript To Be Used**: (dropdown menu)
- Proceeding To Be Transcribed**: (dropdown menu)
- Apportioned Cost (%)**: (input field)
- Apportioned Case and Defendant**: (input field)
- Special Transcript Handling**: None (dropdown menu)

At the bottom are checkboxes for "Transcripts":

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

There are also "Order Date" and "Nunc Pro Tunc Date" input fields. At the very bottom are navigation buttons: "< First", "< Previous", "Next >", "Last >", "Save" (highlighted with a red box), and "Delete Draft".

Enter the details for the transcript required on the **Basic Info** screen.

Please note there is NO AUTOSAVE function on this program. You must hit the Save button periodically in order to save your work.

To add any supporting documents click the **Documents** tab or click next.

Browse for your attachment(s) (must be in PDF format). Give your document a description. Click **Upload**. Click Save, then click on next.

A confirmation page will appear. Verify all information is correct. Select the affirmation check box. Click **Submit**.

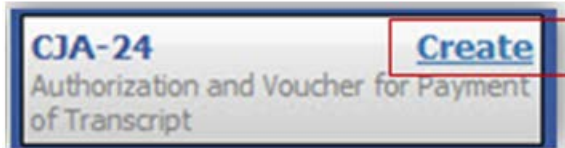
A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

The AUTH-24 will now appear in the **My Submitted Documents** section on the Attorney home page.



## Authorization and Voucher for Payment of Transcript (CJA-24)

After submission and approval of AUTH-24, the Audit Clerk will then create the CJA-24 voucher. The voucher then goes to the Court Report so they may fill out their portion.



From the **Appointment** page, click **Create** next to CJA-24.

The **Basic Info** page will open, showing approved authorizations.

A screenshot of a web application interface for creating a CJA-24 voucher. The page is titled 'Basic Info' and contains several sections:

- Basic Info**: A table with fields for case details. Field 10, 'REPRESENTATION TYPE', is highlighted in yellow and contains the value 'Criminal Case'.
- Authorization Selection**: A section titled 'Select an approved authorization request for this CJA-24' containing a table of existing requests. The first row, with ID Number 26, is highlighted in yellow.
- New Voucher Information**: A form for entering voucher details, including 'Description', 'Voucher Assignment' (Attorney/Expert), 'Court Report/Transcriber Status' (Official/Contract/Transcriber/Other), and 'Service Provider' information (Expert name, SSN/EIN, Email, Phone, Fax, Address, State, Zip, Country).

Navigation buttons at the bottom include '< Previous', 'Next >', 'Last >', and 'Delete Draft'.

Select the authorization you wish to use. You must click it. This will highlight it in yellow. **\*You will not be able to move forward until it is highlighted.**



### Authorization Selection

Select an approved authorization request for this CJA-24

Existing Requests for Authorization	
<b>ID Number: 26</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0
<b>ID Number: 148</b> Order Date: 03/03/2014 Authorized Amount: 0	Service Type: Court Reporter / Transcript Estimated Amount: 0

Click the Voucher **Assignment** radio button indicating whether you or the transcriptionist will be entering information.

Click the **Expert** drop-down menu and select the transcriptionist.

**New Voucher Information**

Description

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

**Court Report/Transcriber Status**  
 Official  Contract  Transcriber  Other

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

**Expert** [Blank dropdown]

First Name Middle Name Last Name \*  
 SSN/EIN: \* Email \*  
 Phone \* Fax  
 Address 1 \* City \*  
 Address 2 State \* Zip \*  
 Address 3 Country

**Create Voucher**

< First < Previous Next > Last > Delete Draft

**New Voucher Information**

Description

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

**Court Report/Transcriber Status**  
 Official  Contract  Transcriber  Other

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

**Expert** Transcripts, Teresa

**Expert Info** Teresa Transcripts  
 Details  
 110 Main Street  
 San Antonio TX 78210 USA  
 Phone: 210-553-5692

**Create Voucher**

< First < Previous Next > Last > Delete Draft

- If entering a new transcriptionist into the system, select a blank drop-down and enter all required information.
- Selecting a transcriptionist already in the system will automatically populate that expert's information.

Click **Create Voucher**.

NOTE: If Expert has been selected under the Voucher Assignment, the expert will fill out the required expense information and submit the form. The attorney will then approve it and submit to the court.

Click the **Services** tab or click **Next**.

- Enter the Date, Service Type, No. of Pages, Rate, and Description.
- You'll have two options to choose from under Service Type: **Original** or **Copy**. The rate should vary between the two choices.
- Click **Add**.
- The item will appear in the bottom of the **Service Type** section.
- Click **Save**.

Basic Info > Services > Expenses > Documents > Confirmation

### Services

Date: 7/1/2014  
 Service Type: [Dropdown]  
 Include Page Numbers: [Checkbox]  
 No. of Pages: [Text] Rate Per Page: [Text]  
 Less Amount Apportioned: [Text]  
 Less Amount Adjusted: [Text]

[Add] [Delete Item]

\* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	07/01/2014	Sentencing		100	4.85			485.00

Page 1 of 1 (1 items)

[First] [Previous] [Next] [Last] [Save] [Delete Draft]

Click the **Expenses** tab or click **Next**.

- Click **Add**.
- The item will appear below in the **Expense** section.
- Enter the Date, Expense Type, and Description.
- Click **Save**.

Basic Info > Services > Expenses > Documents > Confirmation

### Expenses

Date: 7/1/2014  
 Expense Type: [Dropdown]  
 Miles: [Text]  
 Amount: [Text]  
 Description: [Text] rate per mile: \$0.5600

[Add] [Remove]

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

[First] [Previous] [Next] [Last] [Save] [Delete Draft]

Click the **Documents** tab or click **Next**.

- Click **Browse** to select a PDF file to attach.
- Click **Upload**.
- The document will appear at the bottom of the **Description** section.
- Click **Save**.

Basic Info > Services > Expenses > Documents > Confirmation

### Supporting Documents

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

File  Browse...

Description

Upload

Description	Delete	View
No Attachments		

=First < Previous Next > Last = Save Delete Draft

A confirmation page will appear.

- Verify all information is correct.
- Select the affirmation check box. This will automatically time stamp the voucher.
- Click **Submit**.

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

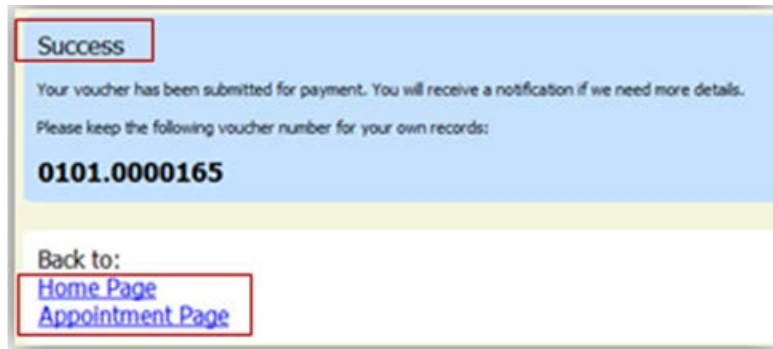
Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements  
Date: 7/1/2014 15:53:57

Submit

=First < Previous Next > Last = Save Delete Draft

A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted.



Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create an additional document for this appointment.

## Request for Excess Fees (CJA-26)

When fees in excess of the case maximum are required, the attorney must prepare and submit a CJA 26 through the CJA eVoucher program. This request is only to be used if the representation given was in an extended or complex case and that excess payment is necessary to provide fair compensation. If you know you are over the case maximum while preparing a CJA20, you should upload a PDF of a non-electronic CJA26 to the documents tab of the CJA20. This document can be found on our website.

Follow the instructions to **“Create a Voucher/Document”** and select:

### Basic Info

1. CIR./DIST/DIV.CODE 0205	2. PERSON REPRESENTED Night Bloomer	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:13-CR-00005-1-SRU	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Bloomer	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 18:954.F FALSE STATEMENTS INFLUENCING FOREIGN GOVERNMENT			
12. ATTORNEY'S NAME AND MAILING ADDRESS Lana R. Banks - Bar Number: 00124 Lana Banks LLC Suite 3 450 Blueberry Lane Bridgeport CT 06604 Phone: 203-555-5559 - Fax: 203-555-5510		13. COURT ORDER <input checked="" type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Janet C. Hall Date of Order      Nunc Pro Tunc Date 10/12/2013 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested	0	*	Amount Approved	0					
Pre Trial Hours	0	Trial Hours	0	Sentencing Hours	0	Other In-Court Hours	0	Out-Of-Court Hours	0
Number of Counts	0	Number of Co-Defendants	0						
Other Pending Cases									
Sentencing Guideline Range									
Mandatory Minimum Found	<input type="checkbox"/>								

**Basic Info:** At a minimum, enter the “Amount Requested” in blue shaded area

**Justification:** Complete justification area and click next

**Documents:** Browse for your attachment(s) (must be in PDF format). Give your document a description. Click upload. Repeat this action if you have additional attachments. Click save, then click on next. You may click on the previous button if an adjustment needs to be made to your entry


**Confirmation:** The confirmation screen will appear. There is free text available if you wish to send a note to the judge. Check the box to swear and affirm, then click on the submit button to forward your voucher to the court

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

Public/Attorney  
Notes

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

Date:

 **Submit**

## Request for Interim Payments (CJA-26)

- A motion for interim payments is submitted to the court through the CJA eVoucher program, and no longer filed in CM/ECF. The motion can be attached to the voucher as a document.
- In a multi-defendant case, each attorney requesting interim payments will need to submit their own request.  
The Court authorizes the request within the eVoucher program.

Follow the instructions to “**Create a Voucher/Document**” and select:

### Basic Info

1. CIR./DIST/DIV.CODE 0205	2. PERSON REPRESENTED Night Bloomer		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 3:13-CR-00005-1-SRU	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Bloomer	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 18:954.F FALSE STATEMENTS INFLUENCING FOREIGN GOVERNMENT			
12. ATTORNEY'S NAME AND MAILING ADDRESS Lana R. Banks - Bar Number: 00124 Lana Banks LLC Suite 3 450 Blueberry Lane Bridgeport CT 06604 Phone: 203-555-5559 - Fax: 203-555-5510		13. COURT ORDER <input checked="" type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Janet C. Hall  Date of Order 10/12/2013 Nunc Pro Tunc Date  Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested	0	*	Amount Approved	0					
Pre Trial Hours	0	Trial Hours	0	Sentencing Hours	0	Other In-Court Hours	0	Out-Of-Court Hours	0
Number of Counts	0	Number of Co-Defendants	0						
Other Pending Cases									
Sentencing Guideline Range									
Mandatory Minimum Found	<input type="checkbox"/>								

**Basic Info:** Leave amount request at “0”

**Justification:** Leave blank

**Documents:** Browse for your attachment(s) Motion for Interim Payment (must be in PDF format). Give your document a description. Click upload. Repeat this action if you have additional attachments. Click save, then click on next. You may click on the previous button if an adjustment needs to be made to your entry


**Confirmation:** The confirmation screen will appear. There is free text available if you wish to send a note to the judge. Check the box to swear and affirm, then click on the submit button to forward your voucher to the court

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

Public/Attorney  
Notes

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

Date:

 Submit



## CJA 30 and 31 Vouchers (CJA 30-31)

CJA 30 vouchers function the same as CJA 20 vouchers other than they have a different “Service Type” drop down list on the “Services” page.

Service Type	Description
Doc. # (ECF)	<b>In Court Services</b>
Hours	<b>a. In Court Hearings</b>
	<b>Out of Court Services</b>
	<b>b. Interviews and Conferences</b>
	<b>c. Witness Interviews</b>
	<b>d. Consulting with Investigators and Experts</b>
	<b>e. Obtaining and Reviewing Records</b>
	<b>f. Obtaining and Reviewing Evidence</b>
	<b>g. Consulting with Expert Counsel</b>
	<b>h. Legal Research and Writing</b>
	<b>i. Travel Time</b>
	<b>j. Other</b>

CJA 30 and 31 vouchers have a mandatory “Stage of Proceeding” drop-down box on the “Claim Status” page which the other vouchers do not have.

### Claim Status

Start Date 5/3/2010 \* End Date 5/3/2010 \*

Payment Claims

Final Payment

Interim Payment (pmt.number)

Supplemental Payment

Have you previously applied to the court for compensation and/or

If Yes, were you paid?

Other than from the Court, have you, or to you knowledge has a payment (compensation or anything of value) from any other source this representation?

Stage of Proceeding

Capital Prosecution

- a. Pre-Trial
- b. Trial
- c. Sentencing
- d. Other Post Trial
- e. Appeal
- f. Petition for the US Supreme Writ of Certiorari

Habeas Corpus

- g. Habeas Petition
- h. Evidentiary Hearing
- i. Dispositive Motions
- j. Appeal
- k. Petition for the US Supreme Writ of Certiorari

Other Proceeding

- l. Stay of Execution
- m. Appeal of Denial of Stay

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

## 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 as well as expert services, by reviewing the reports provided in the CJA eVoucher program.

Viewable reports appear on the left-hand review panel.

Each panel, depending upon which screen you are viewing, may have different reports available.

Each Report will have a short description of the information received when viewing that report.

The two main reports are the Defendant's Defendant Detailed Voucher Report Summary Budget Report.

The screenshot displays the CJA eVoucher program interface. At the top, there is a blue header for 'Appointment' with a sub-header 'View Representation'. Below this, there are four sections for creating new vouchers: 'AUTH' (Authorization for Expert and other Services), 'CJA-20' (Appointment of and Authority to Pay Court-Appointed Counsel), 'CJA-21' (Authorization and Voucher for Expert and other Services), and 'CJA-26' (Statement for a Compensation Claim in Excess of the Statutory Case). At the bottom, there is a 'Reports' section highlighted with a red box, containing two links: 'Defendant Detailed Voucher Report' and 'Defendant Summary Budget Report'.

**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

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

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

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

**Reports**

[Defendant Detailed Voucher Report](#)  
Provides details on time spent and remaining money for attorney and authorized experts for this appointment.

[Defendant Summary Budget Report](#)

## Defendant Detailed Voucher Report

This report will reflect the total amount authorized for this representation, any excess payment allowed, the voucher submitted against those authorizations and the remaining balances.

The report will provide the information in two sections: Attorney appointment and authorized expert services.

Total Requested;  
Total Approved

Requests for  
Excess Payments

Counsel Budget												Defendant: Marisela Isola Quintana de Tarango		
Type of Representation:	Criminal Case										Document	Document Number	Amount Claimed	Amount Adjusted
Budget Amount Requested:	\$50,000.00										CJA-26	0976.0000056	\$35,000.00	\$35,000.00
Budget Amount Approved:	\$50,000.00										CJA-26	0976.0000077	\$15,000.00	\$15,000.00
											Total:	\$50,000.00	\$50,000.00	

Voucher #1	Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
			Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
				Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) Active												
	12/21/2008 to 01/30/2009	0976.0000054	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$46,900.00	\$46,900.00
	01/01/2011 to 02/28/2011	0976.0000058	\$62.50	\$5.10	\$10.00	\$77.60	\$0.00	\$0.00	\$0.00	\$0.00	\$46,900.00	\$46,837.50
			Total Pending:			\$77.60	Total Approved:			\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization												
Voucher #2	Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
			Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
				Travel	Other			Travel	Other			
Authorization Number: 0976.0000055			Amount Requested: \$15,500.00			Amount Authorized: \$15,500.00			Attorney: F. Lee Bailey			
Vendor: (Investigator)												
	No Voucher		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,500.00	\$15,500.00
			Pending For Vendor:			\$0.00	Approved For Vendor:			\$0.00		
			Total Pending:			\$0.00	Total Approved:			\$0.00	\$15,500.00	\$15,500.00

## Defendant Summary Report

This report contains the same information as the Detailed Report without the individual voucher data.

Counsel Budget										
Defendant: Marisela Isela Quintana de Tarango										
Type of Representation:	Criminal Case				Document	Document Number	Amount Claimed	Amount Adjusted		
Budget Amount Requested:	\$50,000.00				CJA-26	0976.0000056	\$35,000.00	\$35,000.00		
Budget Amount Approved:	\$50,000.00				CJA-26	0976.0000077	\$15,000.00	\$15,000.00		
							Total:	\$50,000.00	\$50,000.00	

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Attorney: F. Lee Bailey (Appointing Counsel) <span style="float: right;">Active</span>											
				Total Pending:	\$77.60			Total Approved:	\$3,541.24	\$46,900.00	\$46,837.50

Expert and Other Services Budget - Requiring Authorization											
Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		After Approved	After Approved And Pending	
			Travel	Other			Travel	Other			
Authorization Number: 0976.0000055    Amount Requested: \$15,500.00    Amount Authorized: \$15,500.00    Attorney: F. Lee Bailey											
Vendor: (Investigator)											
				Pending For Vendor:	\$0.00			Approved For Vendor:	\$0.00		
				Total Pending:	\$0.00			Total Approved:	\$0.00	\$15,500.00	\$15,500.00