

UNITED STATES DISTRICT COURT

DISTRICT OF CONNECTICUT

CJA EVOUCHER FOR ATTORNEYS

Revised October 16, 2013

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.

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).



If you forget your username or password, you may click on the "Forgot your Login?" hyperlink.

Enter your Username or e-mail address to retrieve your information.



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.

Folders on the Home Page

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

FOLDER		
My Active Vouchers	Contains vouchers or documents that you are currently working on or have been submitted to you by an expert service provider.	
Appointments' List	A list of all your active appointments.	
My Proposed Assignments	Cases will appear in this folder if an appointment has been proposed to you, and you have not accepted or rejected the appointment.	
My Submitted Vouchers	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.	
My Service Provider's Vouchers	Contains all the vouchers for your service providers. This will include: Vouchers in progress on behalf of the experts Vouchers submitted to the attorney for approval Vouchers signed off by the attorney and submitted to the court for payment	
Closed Vouchers	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			
Home	The eVoucher home page (see section on Home Page)		
Operations	Allows you to search for specific appointments.		
Reports	Selected reports you may run on your appointments.		
CMECF	Hyperlink to CMECF Case Search		
Links	Hyperlink to CJA resources: forms, guides, publications, etc.		
Help	Provides:		
Logout	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 [12] (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.

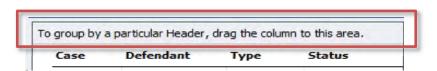
Sorting: Click on the column heading (e.g., Case, Description, Type) to sort in either ascending or descending chronological (or alphabetical) order.

Resizing of Column:

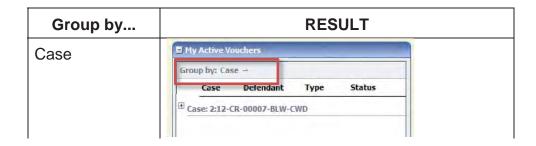
- 1. Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until an arrow appears.
- 2. Left click your mouse and drag the line in the desired direction to enlarge or reduce the column size.

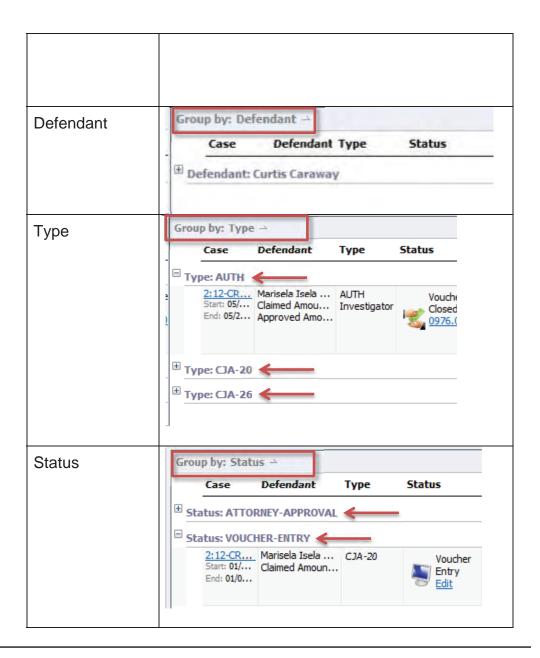
Note: The folder does not increase, therefore some columns may move off the screen.

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.

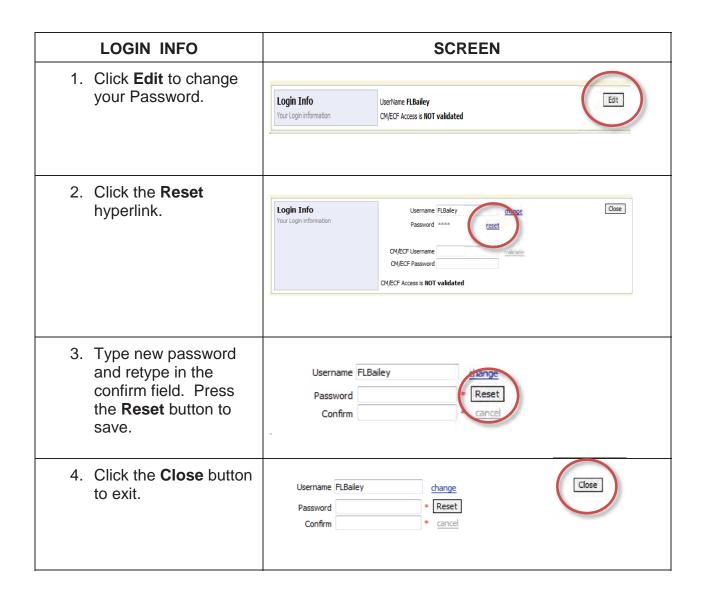




My Profile (including changing your username and password)

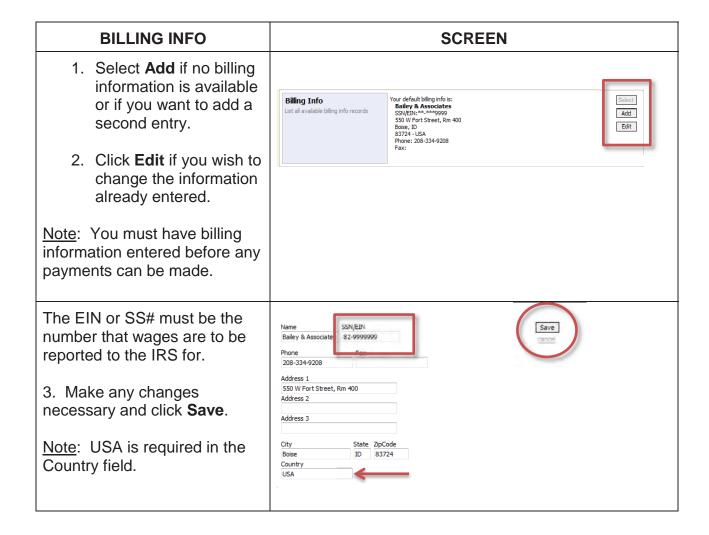
In the My Profile section, the attorney may:

- 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.

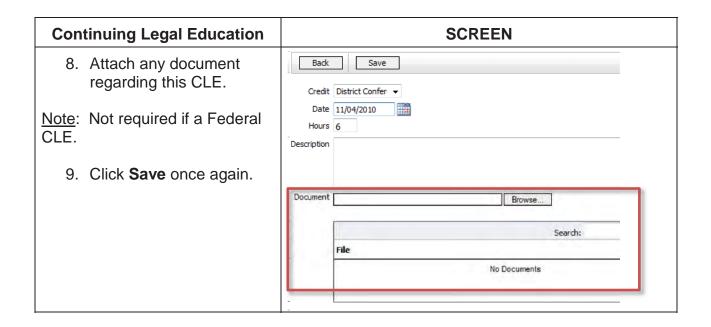




ATTORNEY INFO SCREEN 2. Make any changes Attorney Info Save necessary and click 1234 First Name Save. Email cja@id.uscourts.gov Note: Your Bar Number and Phone 208-334-9208 the Country field are required 550 W Fort Street, Rm 400 fields. Address 2 State Country



Continuing Legal Education	SCREEN
Click the View button to access your CLE information.	Continuing Legal Education There are currently 2 credits supported by 0 uploaded documents. View
To add CLE information, click Add .	Continuing Legal Education Search: Files Credit Date Hours Subject O CJA Conf 11/05/2010 5
Click on the Credit drop- down menu to select pre- entered reoccurring CLE programs.	Continuing Legal Education Credit CJA Conferenc Date 03/21/2011 Hours 0 Description
Note: If not a federal program, select Other and complete the Description field.	
4. Enter a Date	CJA Conference
5. Enter the CLE Hours .	Death Penalty Con District Conference e-Voucher Training
 You may enter a Description in the description field if desired. 	Federal Bar Associa FPD-Third Thursda Other Panel Mentorship T
7. Click Save.	

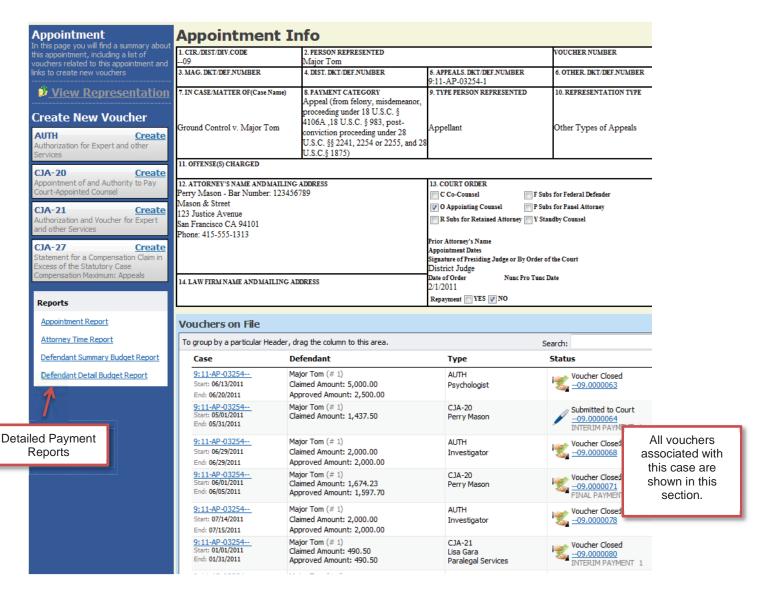


Appointment Record

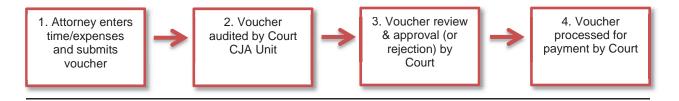
Locate the Appointment in your appointments folder on your home page.

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





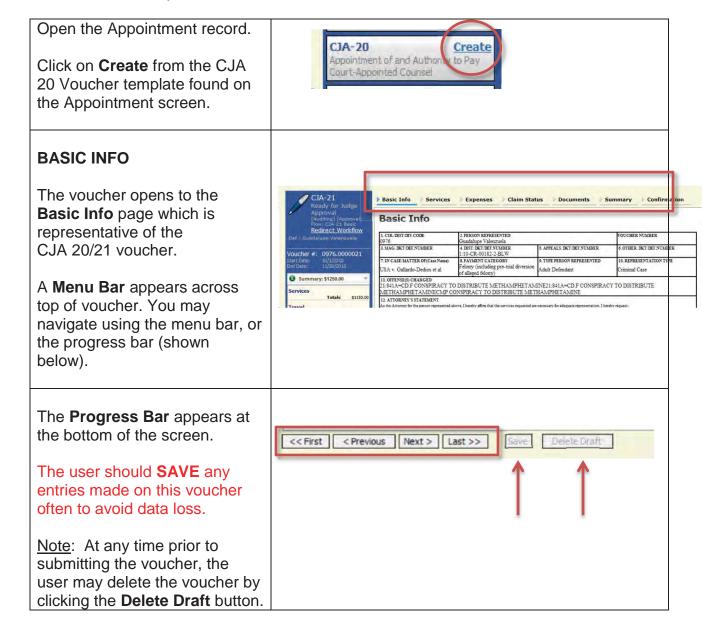
CJA 20 Voucher Process Overview

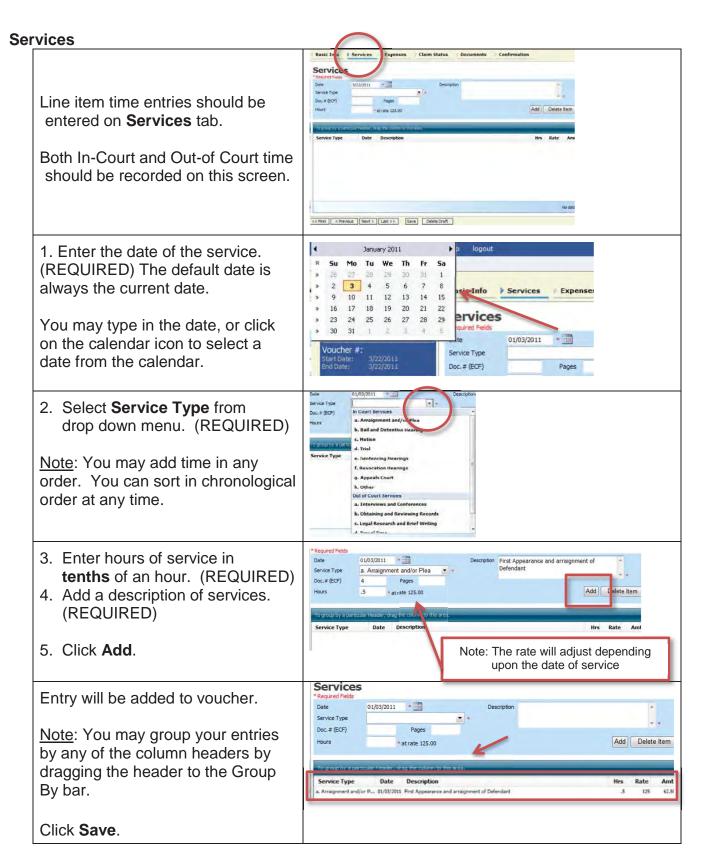


Creating the CJA 20 Voucher

The Court creates the appointment.

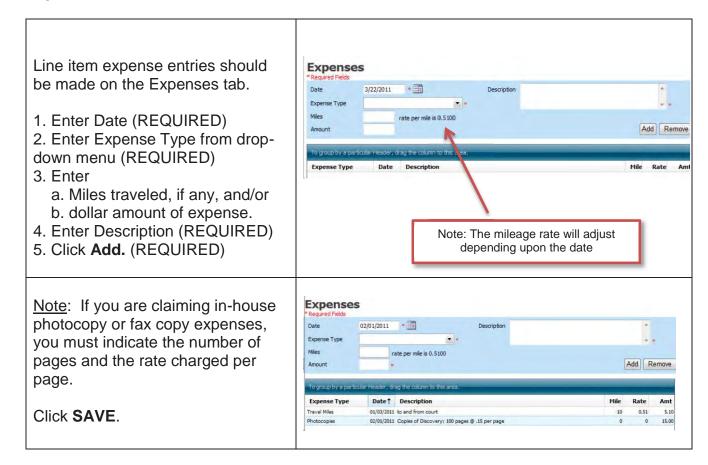
The attorney will initiate the CJA 20 voucher.





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

Expenses



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

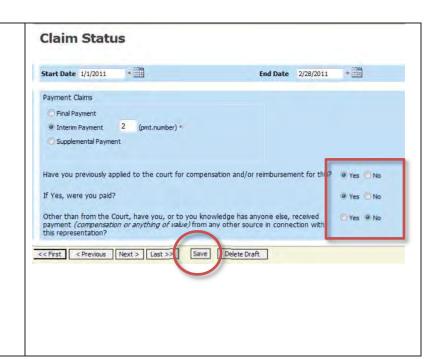
Service and/or Expenses are out of the Voucher Start and End Dates.

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

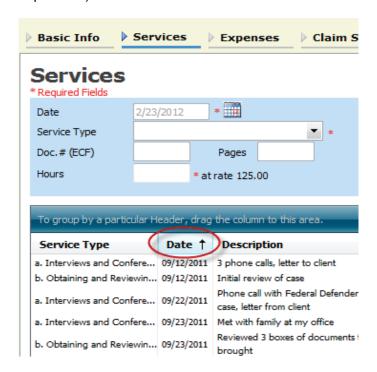
Claim Status

- Enter the start and end date from the services or expenses entries.
 Note: The dates do not carry over from other sheets.
- 2. Indicate final or interim payment. If interim, indicate which interim this voucher represents.
- 3. Answer all the questions regarding previous payments in this case.
- 4. Click SAVE.

Refresh your browser and the error message will go away



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.



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

Documents

Supporting Documents Attorneys (as well as the court) may attach documents to any File Upload Browse... record. Description Attach any documentation which Upload supports the voucher, i.e. travel or other expense receipts, orders No Attachments from the court. **Supporting Documents** 1. To add the attachment, File Upload click the **Browse** button F:\CM-ECF\TRAINING De Browse... File to locate your file. Copies of Receipts Description Upload 2. Add a description of the attachment. Description No Attachments 3. Click Upload. Attachment is added to voucher. **Supporting Documents** File Upload Click SAVE. Browse... Description Note: All documents must be submitted in **pdf** format. Upload Copies of Receipts SIGNING and **SUBMITTING TO COURT** << First < Previous Next > Last >> Save Delete Draft When you have added all the voucher entries, you are ready to sign and submit your voucher to the court.

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.

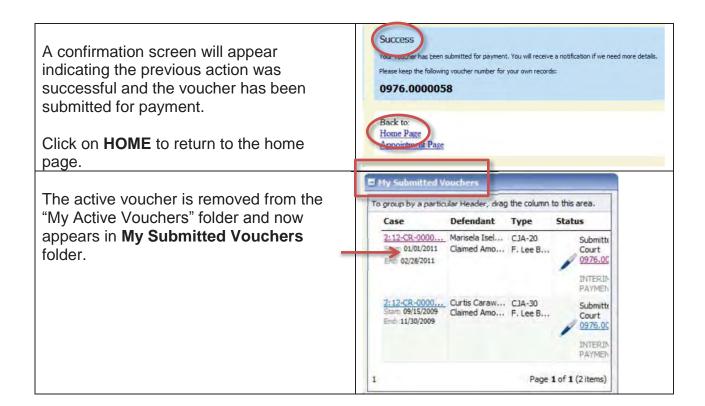
Notes: You may include any information to the court.

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.

CIR/DIST/DIV.CODE		REPRESENTED					VOUCHER NUMBER
976 MAG. DKT/DEF.NUMBER	4. DIST. DKT/			5, APPEALS, DKT/DEF.NUMBER		FNUMBER	6. OTHER. DKT/DEF.NUMBER
IN CASE/MATTER OF(Case Name)		0007-1-BLW-CWD CATEGORY		9. TYPE PERSON REPRESENTED		PRESENTED	10. REPRESENTATION TYPE
SA v. Quintana de Tarango	Felony (inch	elony (including pre-trial diversion				mades a Edd	Criminal Case
1. OFFENSE(S) CHARGED	of alleged fel	ony)		- Jones			
a contraction and a	1 Danner			110.00	UDZ CDCC		
 ATTORNEY'S NAME ANDMAILING Lee Bailey - Bar Number: 1234 	ADDRESS				URT ORDER	F Su	ubs for Federal Defender
550 W Fort Street, Rm 400 Boise ID 83724			O Appointing Counsel P Subs for Panel Attorney				
hone: 208-334-9208				RS	ubs for Retain	ed Attorney T St	tandby Counsel
4. LAW FIRM NAME AND MAILING A	DDRESS			Prior At	torney's Name	0.0	
Bailey & Associates TIN: ***_**-6	5789				ment Dates	Judge or By Order	of the Court
23 Legal Blvd, South Any Town DC 12345 USA				B. Lyr	m Winmill	Nunc Pro Tur	
Phone: 888-555-4000				Date of 12/21/2		Nunc Pro 1 ut	ac Date
ax: 888-555-4001				Repayr	nent VES		
CLAIMS FOR SE	RVICES AND	100000000000000000000000000000000000000	TOTAL			FARM CALLS	DURT USE ONLY
CATEGORIES		CLAIMED	AMOUN	T	HOURS	ADJUSTED AMOUNT	REVIEW
5. a. Arraignment and/or Plea		0.5		2.50	-	1 1	
b. Bail and Detention Hearing		0		0.00			
c. Motion d. Trial	-	0		0.00			_
e. Sentencing Hearings	1	0	S	0.00	- 1		
f. Revocation Hearings g. Appeals Court		0		0.00			
h. Other		0	\$(0.00			
6. a. Interviews and Conferences	Totals	0.5		2.50			
b. Obtaining and Reviewing Re		0		0.00			
c. Legal Research and Brief Wr	iting	0		0.00		1	
d. Travel Time e. Investigative or Other Work		0		0.00			
le (e	Totals	0		0.00			
7 Travel Expenses (lodging, park	ing, meals,		9	5.10			
mileage, etc.) Other Expenses (other than exp	art			-			
transcripts, etc.)	2.5		\$1:	5.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)			583	2.60			
9. CERTIFICATION OF ATTORNEY FO	OR THE PERIOD					DATE IF OTHER	21. CASE DISPOSITION
FROM: 1/1/2011 T	O: 2/28/2011	TH	AN CASE	COMPLE	TION		
2. CLAIM STATUS Final Pays	ment V Ir	terim Payment (=2)		Supplem	ental Payment		
Have you Previously applied to th	e court for com	pensation and	or reimbu	rsement	for this?	V YES	NO
If yes, were you paid? YES						a Automotivation	F 15 (F 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
Other than from the Court, have yo any other source in connection with							
Swear or affirm the truth or correctness							Service Control of the Control of th
						Date	
Signature of Attorney.							Signed:
	AP	PROVED FOR	R PAYMI			E ONLY OTHER EXPENSES	Land Control of the C
3. IN COURT COMP. 24. OU 0.00 50.00	T OF COURT CO		RAVEL EXP		26. G \$0.	OTHER EXPENSES 00	27. TOTAL AMT. APPR. CERT. 50.00
3. IN COURT COMP. 24.00 0.00 \$0.00 8. SIGNATURE OF THE PRESIDENG JU	UT OF COURT CO UDGE	DMP. 25. TE \$0.00	RAVEL EXP	ENSES	26.6 \$0.1 DAT	OTHER EXPENSES 00 TE	27. TOTAL AMT. APPR. CERT. \$0.00 28a. JUDGE CODE
0.00 \$0.00 8. SIGNATURE OF THE PRESIDING JU 9. IN COURT COMP. \$0.00	UDGE	DMP. 25. TE \$0.00	RAVEL EXP	ENSES	26.6 SO.1 DAT	OTHER EXPENSES 00 TE OTHER EXPENSES	5 27. TOTAL AMT. APPR. CERT. 50.00 28a. JUDGE CODE 33. TOTAL AMT. APPR. CERT.
3. IN COURT COMP. 24.00 0.00 \$0.00 8. SIGNATURE OF THE PRESIDENG JU	UT OF COURT CO UDGE UT OF COURT CO)	DMP. 25. TF \$0.00 DMP. 31. TS \$0.00	RAVEL EXP	ENSES	26.6 SO. DAT 32.6 SO.	OTHER EXPENSES 00 TE OTHER EXPENSES 00	27. TOTAL AMT. APPR. CERT. \$0.00 28a. JUDGE CODE



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.



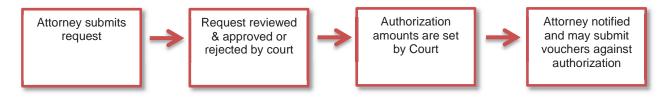
CJA 20 Quick Review Panel

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.

CJA-20 The Services and Expenses will tally as entries are made to the voucher. Voucher #: Services: \$312,50 Expenses: \$30.60 Form CJA20 (printable version) Expand the item to reveal specific Services: \$312.50 types of entries. In Court Services Service Arraignment and/or Click on the down arrow to expand Bail and Detention \$0.00 or minimize the view. (▼) Motion Hearings \$0.00 Trial Sentencing Hearing \$0.00 \$0.00 Revocation Hearings Appeals Court Out of Court Services Service Interviews and Conferences Amt 0 \$0.00 Obtaining and 1.0 \$125.00 Reviewing Records Legal Research and 0 \$0.00 Brief Writing Travel Time 1.0 \$125.00 investigative and 0 \$0.00 Other Work 2.0 \$250.00 Expenses: \$30.60 Expense Type Travel Miles Travel Misc \$0.00 Expenses Expense Type \$0.00 Long Distance Charges Photocopies \$0.00 Postage Other Expenses Totals

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.

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

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

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

STEP	
Open the Appointment record.	AUTH Authorization for Expert and other
Click on Create from the Authorization	Services
template located on the Appointment	
screen.	

The Basic Info Screen will open.

Complete the information in the blue section at the bottom of the screen.

Complete:

- Estimated Amount
- Basis for Estimate
- Service Type from the drop-down list
- Name of Service Provider

Click SAVE.

Click NEXT.

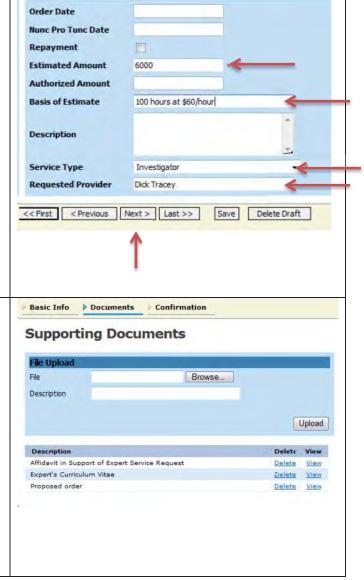
DOCUMENTS

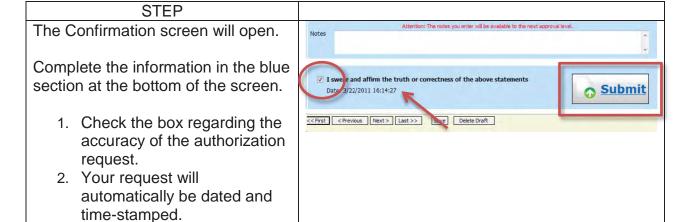
Upload:

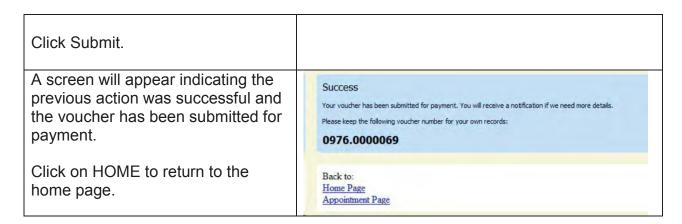
- Affidavit of counsel explaining the necessity for expert services
- Resume or Curriculum Vitae of expert, if available

Click SAVE.

Click **NEXT.**





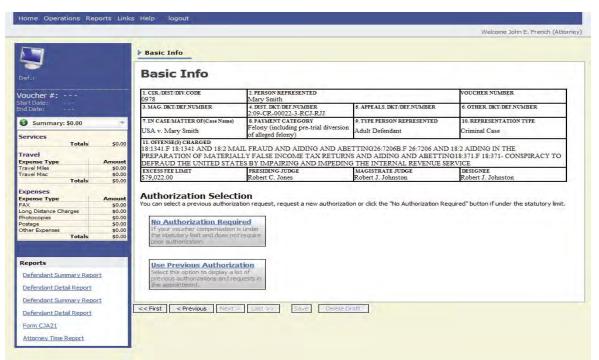


When the Court has approved the Authorization, it will move from your "My Submitted Vouchers" folder to your "Closed Vouchers" folder. NOTE: you will not be able to create a CJA 21 using this authorization until it has been approved.

Creating the CJA 21 Voucher

Follow the instructions to "Create a Voucher/Document" and select the option.





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.

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.

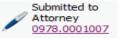
NOTE: While you can enter payment information for an expert which has not been approved by the Court and added to the system, you will not be able to submit a voucher for the expert until the Court approves the expert

- 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 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 system.

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 CASEMATTER 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 GOVERNM	ENT		
12. ATTORNEY'S NAME AND MAILING Lana R. Banks - Bar Number: 001 Lana Banks LLC Suite 3 450 Blueberry Lane Bridgeport CT 06604 Phone: 203-555-5559 - Fax: 203-55	24	F Subs for Federal Defender O P Subs for Panel Attorney R Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Or Janet C. Hall	Subs for Retained Attorney rder of the Court	
14. LAW FIRM NAME AND MAILING A	DDRESS	Date of Order Nunc Pro 10/12/2013 Repayment YES NO	Tunc Date	
Amount Requested	0 *	Amount Approved (0	
	lours 0 Sentencing Hours 0	Other In-Court Hours 0	Out-Of-Court Hours 0	
Number of Counts Other Pending Cases Sentencing Guideline Range	0	Number of Co-Defendants	0	

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

Mandatory Minimum Found

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



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 CASEMATTER 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 I	NFLUENCING FOREIGN GOVERNM	ENT		
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		F Subs for Federal Defender C P Subs for Panel Attorney R Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By O Janet C. Hall	Subs for Retained Attorney	
14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order Nunc Pro 10/12/2013	Tunc Date	
		Repayment TYES V NO		

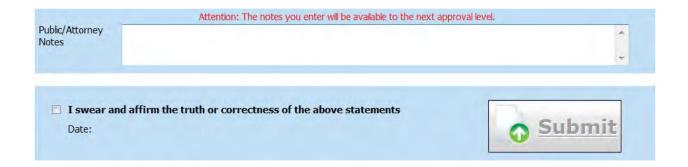
Amount Requested	0	*	Amount Approved 0	
Pre Trial Hours 0	Trial Hours 0	Sentencing Hours 0	Other In-Court Hours 0	Out-Of-Court Hours 0
Number of Counts	0		Number of Co-Defendants	0
Other Pending Cases				
Sentencing Guideline Rang	је			
Mandatory Minimum Four	d 🛅			

Basic Info: Leave amount request at "0"

Justification: Leave blank CJA eVoucher for Attorneys U.S.D.C. District of Connecticut

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



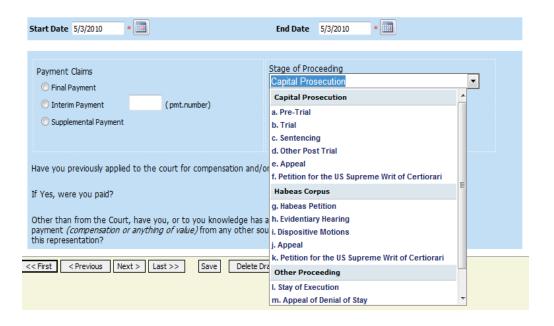
CJA 30 and 31 Vouchers

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.



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



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.

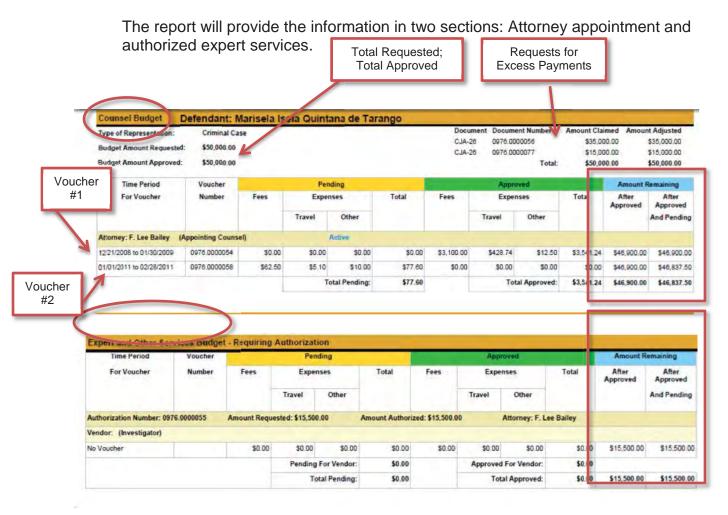
Each Report will have a short description of the information received when viewing that report.

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



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.



Defendant Summary Report

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

