



**UNITED STATES DISTRICT COURT**  
DISTRICT OF CONNECTICUT

# CJA eVoucher for Attorneys

**Revised December 5, 2022**

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## Introduction

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

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider or by the attorney acting for the service provider.
- Online voucher review and submission by the attorney.
- Online submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates. The program includes the following modules:

## Panel Management

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- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

## Voucher and Authorization Request Submission

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- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

## Browser Compatibility

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

## Court Appointment

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

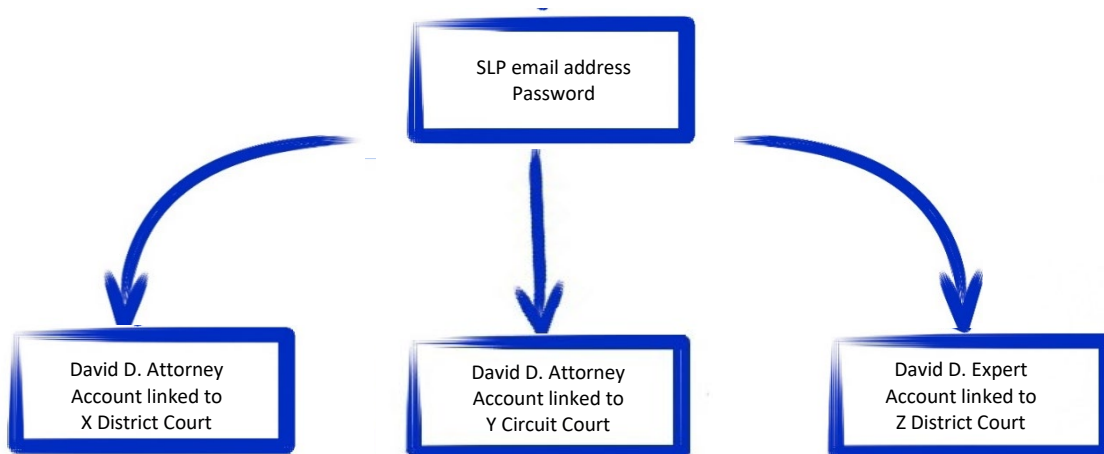
Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

## Accessing the CJA eVoucher Program

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

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

### Single Login Profile for David D. Attorney




## Creating a Single Login Profile (SLP)

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

### Step 1

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

An official website of the United States government

 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

**Sign in to CJA eVoucher**  
Enter your email address. If you have not created a single login profile, you will be prompted to create one.

**Email Address**


**Next**

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### Step 2

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

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 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

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

**Username**

**Password**

[Forgot your password?](#)


**Next**

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### Step 3

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

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 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

### Create New Single Login Profile

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

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

**Email address**

**Confirm email address**

### Step 4

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

#### Security Questions

Select three security questions and enter your answers.

##### Question 1

⌵

##### Answer 1

##### Question 2

⌵

##### Answer 2

##### Question 3

⌵

##### Answer 3

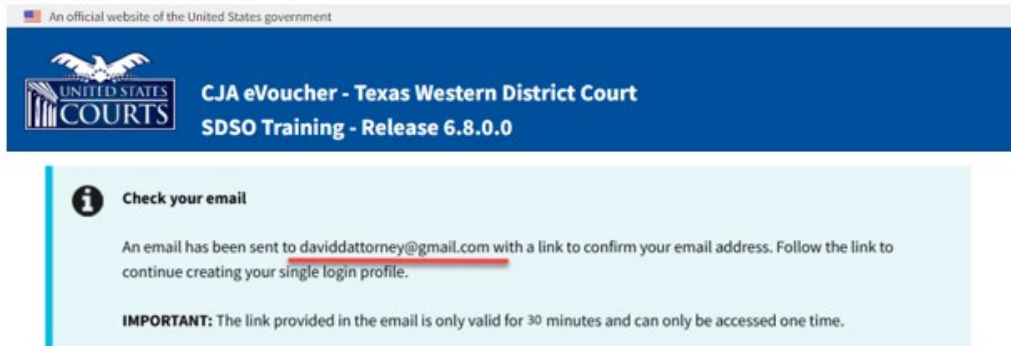
✕

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

**Next**

### Step 5

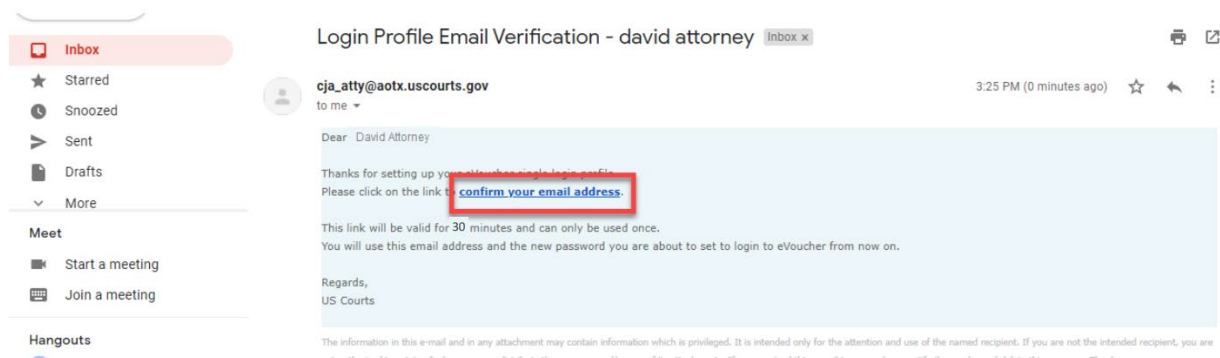
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



### Step 6

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

**Note:** The email is valid for only 30 minutes and can be used only once. In the email message, click the **confirm your email address** link.



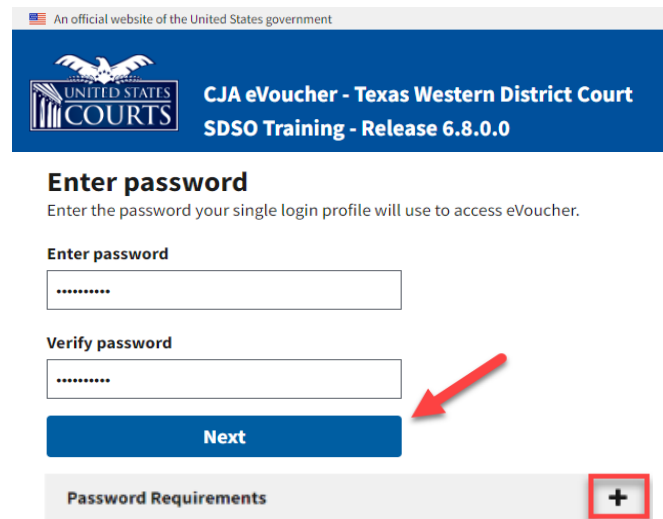
### Step 7

In the **Enter password** field, enter a new password to be used for your Single Login Profile (SLP). The new password must:

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



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



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**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
SDSO Training - Release 6.8.0.0

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

**Enter password**  
.....

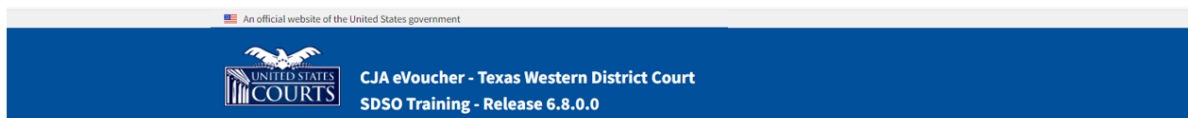
**Verify password**  
.....

**Next**

**Password Requirements** +

### Step 8

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




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

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## Forgotten Password – Legacy

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

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 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

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

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

**Username**

**Password**

[Forgot your password?](#)

**Next**

### Step 1

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

### Step 2

**Username**

**Password**

[Forgot your password?](#)

**Next**

**Notice:** This is a restricted government system for official judiciary business. All access attempts, may be recorded and monitored or reviewed by per protection of system security, performance of maintenance, and app

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

### Forgot your Login?

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

Username

Email

[Back to sign in](#)

**Recover Logon**



### Step 3

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

#### CJA - Logon Recover by Joe Attorney Inbox x



**cja\_atty@aotx.uscourts.gov**

to me ▾

"0" topmargin="0" style="background-color: #ffffff; padding: 30 30 30 30">

Dear Joe Attorney,

On 11/4/2020 11:02:20 AM we received a request to reset your Online CJA 'password' from the CJA - district\_trng site. In order to start the recovery process, please click **here** and you will be taken to the proper page.

Regards,  
US Courts

This information in this e-mail and in any attachment may contain information which is privileged. It is intended only for the attention and use of the name

**Note:** The password link expires after 30 minutes and can be used only once. If you don't reset your password within that time, you must return to the login page and repeat the process.

### Step 4

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



**IMPORTANT:** The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

### Reset your password

New Password

Confirm Password

Username

Email

Reset

#### Password Requirements

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

### Step 5

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

#### Sign in to CJA eVoucher

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



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

Email Address

Next


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## Signing In to eVoucher with Single Login Profile (SLP)

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

### Step 1

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 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

**Sign in to CJA eVoucher**  
Enter your email address. If you have not created a single login profile, you will be prompted to create one.

**Email Address**


**Next**

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In the **Password** field, enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.

### Step 2

An official website of the United States government

 **CJA eVoucher - Texas Western District Court**  
SDSO Training - Release 6.8.0.0

**Sign in to CJA eVoucher**  
Please enter your password to continue.

**Password**

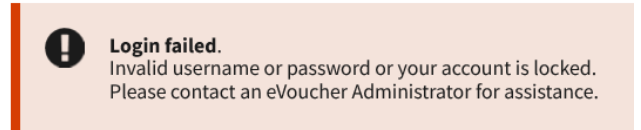
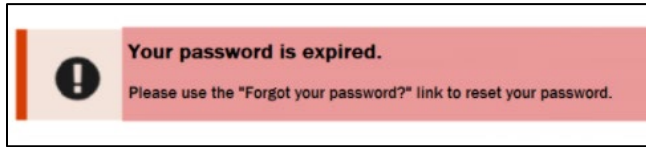
[Forgot your password?](#)

**Sign In**

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## Forgotten or Expired Passwords

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



### Step 1

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

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

#### Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

### Step 2

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

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

#### Reset your password?

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

Email

daviddattorney@gmail.com

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

Answer

[Back to sign in](#)

Reset your password



### Step 3

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

**Note:** The link expires after 30 minutes and can be used only once.

#### Reset your password?

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



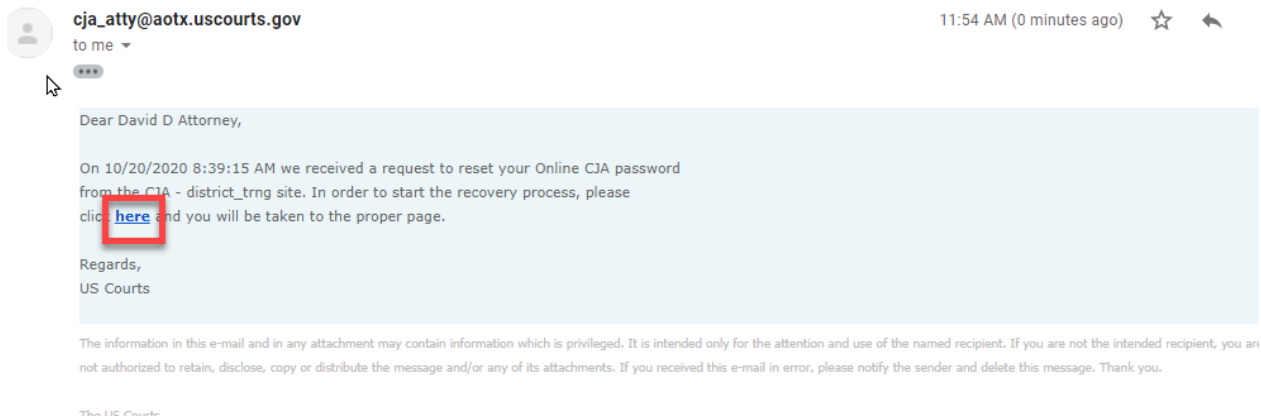
##### Check your email

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

**IMPORTANT:** The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time.


### Step 4

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



**Step 5**

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

 **IMPORTANT:** The link provided in the password reset email is only valid for 30 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

### Reset your password

New Password

Confirm Password

Email

Reset


Password Requirements +

**Step 6**

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

**Sign in to CJA eVoucher**

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

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

Email Address

Next

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## Locked Accounts

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

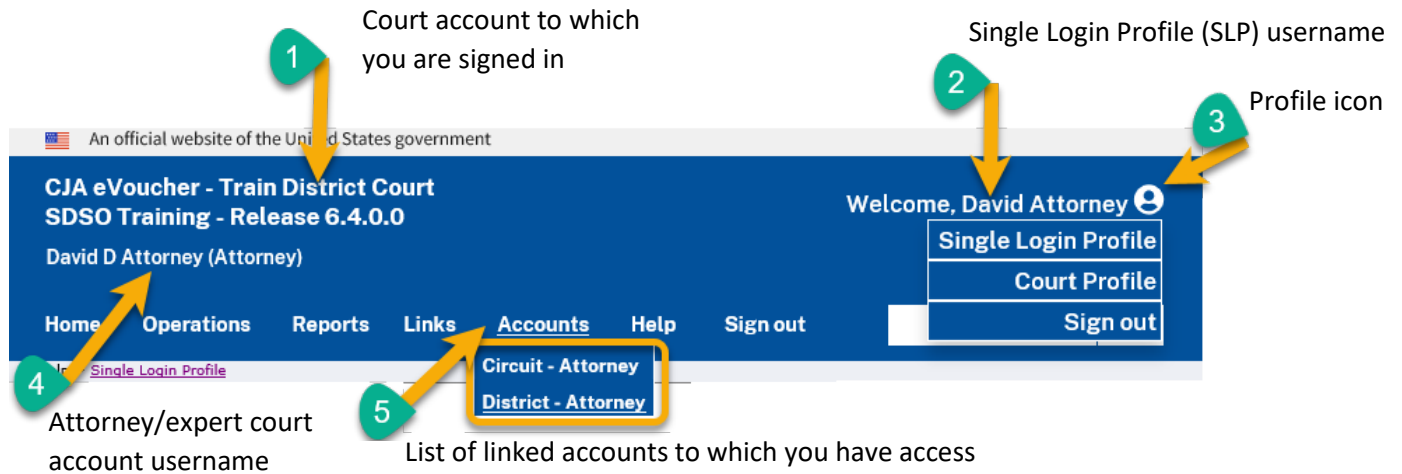
**Login failed.**

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

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

## Single Login Profile (SLP) vs. Court Profile

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



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

## Home Page

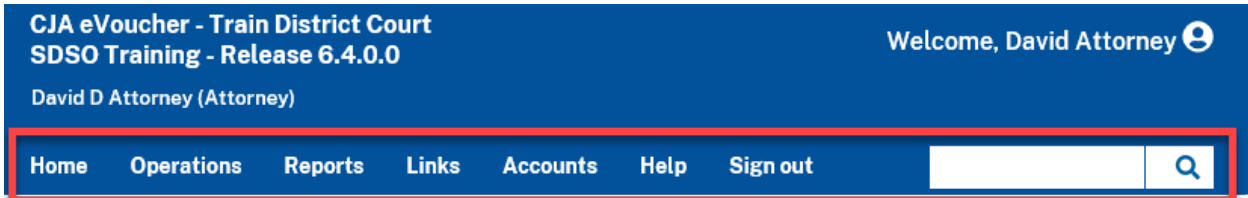
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Attorney Manual Home Page. The interface includes a top navigation bar with links: Home, Operations, Reports, Links, Help, and Sign out. Below the navigation bar, there are five main sections:

- My Active Documents:** A table showing active documents. It includes columns for Case, Defendant, Type, Status, and Date Entered. The table lists three documents for Paul William Clark.
- Appointments' List:** A section for listing appointments. It shows details for two appointments, including Case, Defendant, and Appointment ID.
- My Proposed Assignments:** A section for proposed assignments. It shows a table with columns for Case, Defendant, Type, Status, and Date Entered. It lists four proposed assignments.
- My Submitted Documents:** A section for submitted documents. It shows a table with columns for Case, Defendant, Type, Status, and Date Entered. It lists two submitted documents.
- Closed Documents:** A section for closed documents. It shows a table with columns for Case, Defendant, Type, Status, and Date Entered. It indicates that no rows have been recorded on the database.

Section Name	Contents
<b>My Active Documents</b>	This section contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	This section contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
<b>My Service Provider's Documents</b>	This section contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>Vouchers in progress by the experts.</li> <li>Vouchers submitted to the attorney for approval and submission to the court.</li> <li>Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	This section contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display until they are archived and/or for 60 days after the appointment is terminated. They are still accessible through the Appointment page.

## Navigating in the CJA eVoucher Program



Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you can run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.
<b>Search field</b>	Enter search criteria to look up any of your cases.


## Customizing the Home Page

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

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

### Resize a Column

#### Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow  appears.

#### Step 2

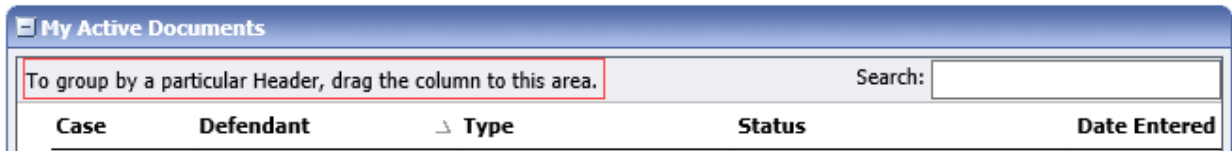
Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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

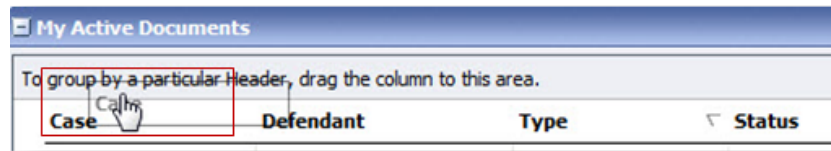
### Step 1

Click in the header for the column by which you wish to group.



### Step 2

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



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

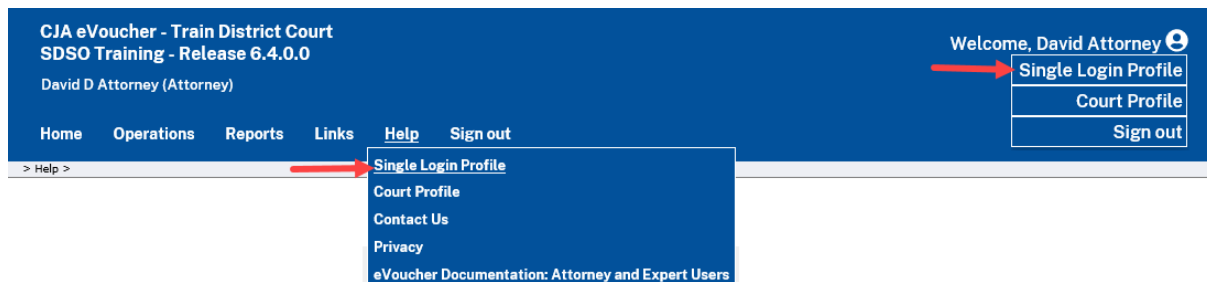


## Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

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

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



## Account Information

In the Account Information section, you can change your name, email address, and password.

The screenshot displays the "Single Login Profile" page. The breadcrumb trail at the top reads "> Help > Single Login Profile". The main heading is "Single Login Profile". Below it is a section titled "Account Information" with a minus sign icon. This section contains three rows of information, each with an "Edit" button to its right:

First name	Middle name	Last name	Suffix	
David	B	Attorney	-	<a href="#">Edit</a>
Email address attorney1210@gmail.com				<a href="#">Edit</a>
Password *****				<a href="#">Edit</a>

## Modifying Your Name

### Step 1

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

#### Single Login Profile

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -

[Edit](#)

### Step 2

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

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -Select-

[Cancel](#)
[Save changes](#)

## Updating Your Email Address

### Step 1

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

Email address attorneyl210@gmail.com	<a href="#">Edit</a>
---	----------------------

### Step 2

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

Email address attorneyl210@gmail.com
Confirm email address attorneyl210@gmail.com

[Cancel](#)
[Save changes](#)

## Updating Your Password

### Step 1

Click the **Edit** link to the right of your password.

Password  
\*\*\*\*\*

[Edit](#)

### Step 2

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

#### Password Requirements

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

Password

Confirm password

Cancel

Save changes



## Updating Your Security Questions

### Step 1

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

#### Single Login Profile

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

### Step 2

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

#### Security Questions

Select three security questions and enter your answers.

 [Show my Answers](#)

##### Question 1

In what city or town was your first job?

##### Answer 1

.....

##### Question 2

What street did you live on in third grade?

##### Answer 2

.....

##### Question 3

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

##### Answer 3

.....

Cancel

Save changes

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

## Linked eVoucher Accounts

### Step 1

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

Account Information
+

Security Questions
+

Linked eVoucher Accounts
+

Link your eVoucher Accounts to your Single Login Profile
+

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

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

Linked eVoucher Accounts
-

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Link your eVoucher Accounts to your Single Login Profile
+

## Linking Your eVoucher Accounts to Your Single Login Profile (SLP)

### Step 1

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

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

### Step 2

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

Link your eVoucher Accounts to your Single Login Profile

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

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

District

Appellate

Court

Select...

Train District Court

Court login username

Court login password

Cancel

Link Account

**Step 3**

Click **Link Account**.

Court

Train Circuit Court


Court login username

dattorney

Court login password


.....|

**Cancel** **Link Account**



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

> Help > [Single Login Profile](#)

 **Link Success!**  
You have successfully linked this Circuit account to your single login profile.

## Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page you can:

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

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > [Court Profile](#)

### Court Profile

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

## Attorney Info

### Step 1

In the Attorney Info section, click **Edit** to access your personal information.

<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	<div>Edit</div>	
	Your Contact Info: Phone: 210-833-5623   Cell Phone: 210-555-1234 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov		
	Your Address: 110 Main Street San Antonio, TX 78210 US		

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

#### Court Profile

**!** For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.

Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

### Step 2

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

<b>Attorney Info</b> Your personal info <b>SSN Instructions:</b> If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.  If you are an associate only, do not enter your Social Security Number in the SSN field.  <b>Payee Certification:</b> This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).	<b>* Required Fields</b>			<div>Save</div> <div>cancel</div>
	Bar Number <input type="text"/>			
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/>			
	Confirm: <input type="text"/>			
	First Name * <input type="text"/>	Middle <input type="text"/>	Last Name * <input type="text"/>	
	Main Email * <input type="text"/>			
	2nd Email <input type="text"/>			
	3rd Email <input type="text"/>			
	Phone * <input type="text"/>			
	Cell Phone <input type="text"/>			
Fax <input type="text"/>				
Address 1 * <input type="text"/>			City * <input type="text"/>	
Address 2 <input type="text"/>			State * (US only) <input type="text"/>	
Address 3 <input type="text"/>			Zip * (US only) <input type="text"/>	
Country * <input type="text"/>			UNITED STATES	

**Notes:**

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

## Billing Info

---

### Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

Your default billing info is:

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

Select

Add

Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

#### Court Profile

**!** Changes made to the **Billing Info** section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile **Billing Info** section separately.

**Step 2**

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

**Billing Info**  
List all available billing info records

**Billing Type:**  
☐ Self-Employed  
☒ Firm  
☐ Associate

**Tax Identification Number:**  
EIN/TIN:   
Confirm:

☒ Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:

UNITED STATES

Save  
cancel

**Billing Info**  
List all available billing info records

**\* Required Fields**  
**Billing Type:**  
☐ Self-Employed  
☐ Firm  
☒ Associate

**Billing Code:**  **Verify**



**Notes:**

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

## Holding Period

---

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

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

**Court Profile**

**Changes made to this court profile will not be applied to any other linked accounts.**

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

**Step 1**

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

<b>Holding Period</b>	There are <b>9</b> periods of time during which cases cannot be taken.	<a href="#">View</a>
-----------------------	--	----------------------

**Step 2**

Click **Add**.

<b>Holding Period</b>	<div> <a href="#">Back</a> <a href="#">Edit</a> <a href="#">Add</a> <a href="#">Delete</a> </div>		
	<div> <div>Search:</div> <input type="text"/> </div>		
	<b>Starting</b>	<b>Ending</b>	<b>Notes</b>
	<div>No Holding Period</div> <div style="text-align: right;">No data</div>		

**Step 3**

In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

The screenshot shows a form titled "Holding Period". It has a "Back" button and a "Save" button. Below these are two date pickers: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Below the date pickers is a "Notes" text area containing the text "Vacation.".

## Continuing Legal Education (CLE)

**Step 1**

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

The screenshot shows a box titled "Continuing Legal Education". Inside the box, it says "No info has been stored. Please click VIEW to type your info." There is a "View" button in the top right corner of the box.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

**Court Profile**

**!** Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

**Step 2**

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

The screenshot shows the "Continuing Legal Education" section. It has a "Back" button, an "Edit" button, an "Add" button (highlighted with a red box), and a "Delete" button. Below the buttons is a table with the following headers: "Files", "Credit", "Date", "Hours", and "Subject". There is a "Search:" field to the right of the headers. The table body is empty, and it says "No Continuing Legal Education" and "No data" at the bottom.

**Step 3**

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

The screenshot shows the 'Continuing Legal Education' form. At the top, there are 'Back' and 'Save' buttons. Below them is a 'Credit' dropdown menu set to 'Sentencing-rel'. Underneath are fields for 'Date' (05/01/2014), 'Hours' (0), and a 'Description' text area. A red box highlights the 'Save' button and the input fields. At the bottom, a note states: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

**Note:** After you save information, you can upload related PDF documents.

#### Step 4

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

This screenshot shows the same 'Continuing Legal Education' form as before, but with the 'Document' field at the bottom. A 'Browse...' button is highlighted with a red box, indicating where to click to upload a PDF document. The 'Save' button at the top is also highlighted.

Continuing Legal Education

BackEditAddDelete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		

1

Page 1 of 1 (1 items)

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

## Appointments' List

On your home page, in the Appointment's List section, locate the desired case.

### Step 1

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

#### Appointments' List

Case: [1:14-CR-08805-AA](#)

Defendant #: 1

Case Title: USA v. Branson

Attorney: Andrew Anders

Representation ID: 2

Appointment ID: 4

#### Defendant

**Defendant: Jebediah Branson**  
Representation Type: Criminal Case  
Order Type: Appointing Counsel  
Order Date: 03/03/14  
Pres. Judge: Albert Albertson  
Adm./Mag Judge:

#### Appointment Info

1. CR DIST DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
3. MAG DKT DEF NUMBER 1:14-CR-08805-1-AA	4. DIST DKT DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT DEF NUMBER
6. CASE MATTER OF (Case Name) USA v. Branson	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant
9. OFFENSE CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES	10. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:jus_anders@sachx.suscourts.gov">jus_anders@sachx.suscourts.gov</a>	11. REPRESENTATION TYPE Criminal Case
12. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Licensed Counsel (Capital Only) <input type="checkbox"/> F Sub for Past Attorney <input type="checkbox"/> G Appointing Counsel <input type="checkbox"/> H Sub for Retained Attorney <input type="checkbox"/> I Pro Se <input type="checkbox"/> J Retained Attorney <input type="checkbox"/> K Sub for Pro Se <input type="checkbox"/> L Standby Counsel <input type="checkbox"/> M Other	13. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:jus_anders@sachx.suscourts.gov">jus_anders@sachx.suscourts.gov</a>	14. LAW FIRM NAME AND MAILING ADDRESS

#### Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	08/01/2022
Start: 01/25/2022	Claimed Amount: 1,600.00	Andrew Anders	<a href="#">Edit</a>	
End: 01/25/2022	Claimed Amount: 500.00	Chemist/Toxicologist	Voucher Entry	07/28/2022
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Submitted to Court	01/25/2022
Start: 01/25/2022	Claimed Amount: 0.00	CIA-21	<a href="#">0101.0000957</a>	
End: 01/25/2022	Claimed Amount: 0.00	Rick Astley	FINAL PAYMENT	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 01/25/2022	Claimed Amount: 400.00	Andrew Anders	<a href="#">0101.0000956</a>	
End: 01/25/2022	Approved Amount: 400.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
Start: 01/25/2022	Claimed Amount: 900.00	Andrew Anders	<a href="#">0101.0000955</a>	
End: 01/25/2022	Approved Amount: 900.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/19/2022
Start: 01/19/2022	Claimed Amount: 750.00	Andrew Anders	<a href="#">0101.0000954</a>	
End: 01/19/2022	Approved Amount: 750.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CIA-21	Voucher Entry	12/14/2021
Start: 12/14/2021	Claimed Amount: 0.00	Lucy Hall	<a href="#">Edit</a>	
End: 12/14/2021	Claimed Amount: 10,500.00	Litigation Support Services	Voucher Closed	12/14/2021
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,200.00	Andrew Anders	<a href="#">0101.0000950</a>	
End: 12/14/2021	Approved Amount: 1,200.00	Psychologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,200.00	Andrew Anders	<a href="#">0101.0000949</a>	
End: 12/14/2021	Approved Amount: 1,200.00	Chemist/Toxicologist		
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CIA-21	Submitted to Court	12/14/2021
Start: 12/14/2021	Claimed Amount: 1,050.00	Rick Astley	<a href="#">0101.0000948</a>	
End: 12/14/2021	Approved Amount: 1,050.00	Chemist/Toxicologist	FINAL PAYMENT	

Section Name	Contents
<b>Appointment Info</b>	This section contains all information about the appointment.
<b>Vouchers on File</b>	This section contains all vouchers for the appointment.
<b>Appointment</b>	This section describes the information found on the page. Click the <b>View Representation</b> link to open the Representation Info page.
<b>Create New Voucher</b>	Click the <b>Create</b> link next to the voucher to create a voucher for the appointment.
<b>Reports</b>	This section contains reports for the appointment.

## View Representation

Click the **View Representation** link to display the following information:

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

### Step 1

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



The Representation Info page appears.

Representation

In this page you can view or delete the representation.

Reports

Representation Report

Representation Info

1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

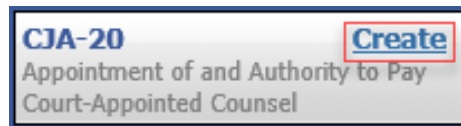
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aotx.uscourts.gov

## Creating the CJA-20 Voucher

The court creates the appointment. The attorney initiates the CJA-20 voucher.

**Note:** All voucher types and documents function in primarily the same way.

In the Create New Voucher section, from the CJA-20 voucher template, click the **Create** link.



The voucher opens the Basic Info page, which displays the information in the paper voucher format.

**CJA-20 Attorney Enters**

Def.: Kip Longoria

[Link to CM/ECF](#)

Voucher #:   
 Start Date:   
 End Date:

Services: \$0.00   
 Expenses: \$0.00

**Representation Fee Limit:** \$11,500.00

**Fee Amount Remaining After Approved and Pending:** \$11,500.00

**Tasks**  
[Link To Appointment](#)  
[Link To Representation](#)

**Actions**  
[Import Service Entries \(.csv\)](#)

**Reports**  
[Form CJA20](#)  
[Defendant Detail Budget Report](#)  
 Detail budget info for defendant

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:71-CR-01989-616-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) Longoria vs USA	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 15:1644 F. CREDIT CARD FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: <a href="mailto:MoralesAttorney210@gmail.com">MoralesAttorney210@gmail.com</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj. for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj. for Panel Attorney <input type="checkbox"/> R Subj. for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj. for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Albert Albertson Date of Order: 10/1/2021    Nunc Pro Tunc Date: _____ Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Info**

Preferred Payee: Morales Attorney

**Morales Attorney**  
 Billing Code: 0101-000105  
 1234 Main Street  
 San Antonio, TX  
 78209 - US  
 Phone: 2105551234  
 Fax: \_\_\_\_\_

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

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

## Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

### Step 1

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

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

### Services

Date: 4/17/2020 \* Units: \* Rate: \* Description: \*

Add Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

### Step 2

Enter the date of the service. The default date is always the current date. You can either type the date or click the calendar icon and select a date from the pop-up calendar.

### Services

Date: 4/17/2020 \* Units: \* Rate: \* Description: \*

Add Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

**Step 3**

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (dropdown menu), Doc.# (ECF), and Hours. The dropdown menu is open, showing the following options: In Court Services, a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. A red box highlights the dropdown arrow.

**Note:** You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

**Step 4**

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

The screenshot shows the 'Services' form with the following fields: Date (4/17/2020), Service Type (dropdown menu), Doc.# (ECF), Pages, Hours (5.0), and Description (First appearance an arraignment of defendant.). The dropdown menu is open, showing the following options: a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. A red box highlights the Hours field.

**Step 5**

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Be sure to click **Save**. Click an entry to edit.



## Entering Expenses

### Step 1

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

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

**Expenses**

Date: 4/17/2020 \* Expense Type: \* Description: \* Miles: at \$0.535 per mile. Amount: Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

### Step 2

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

**Expenses**

Date: 4/9/2020 \* Expense Type: \* Miles: Travel Miles Amount: Travel Misc. Fax Long Distance Charges Photocopies Postage Other Expenses

\* Required Fields


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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

### Step 3

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

### Expenses

Date  \* 

Expense Type  \*

Miles  at \$0.535 per mile.

Amount

Description  \*

Add Remove

\* Required Fields


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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

### Expenses

Date  \* 

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

Description  \*

Add Remove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70

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

**Step 4**

Expenses are sorted chronologically by date, oldest to newest. Click **Save**.

**Expenses**

Date  \*  Description  \*

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.535	\$10.70
Photocopies	04/17/2020	Copies- 100 pages @ .10 per page.	0	\$0.000	\$10.00

« First < Previous Next > Last »

**Notes:**



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

**Claim Status****Step 1**

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

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

**Claim Status**

Start Date  \*  End Date  \* 

**Payment Claims \***

☐ Final Payment

☐ Interim Payment  (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

**\*\* Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? \* ☐ Yes ☐ No  
If Yes, were you paid? ☐ Yes ☐ No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? \* ☐ Yes ☐ No

\* Required Fields



« First < Previous **Next >** Last »

## Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**. Click **Audit Assist** at any time to view any errors or warnings regarding your document.

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

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

☐ Final Payment

☐ Interim Payment  (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

**\*\* Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? \* ☐ Yes ☐ No  
 If Yes, were you paid? ☐ Yes ☐ No

2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? \* ☐ Yes ☐ No

\* Required Fields

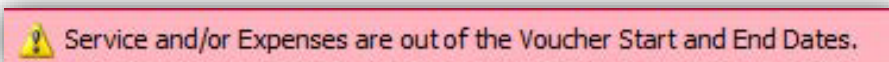
« First < Previous Next > Last » Save Delete Draft **Audit Assist**

### Notes:

In the Payment Claims section, click one of the following radio buttons:

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

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



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

## Documents

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

### Step 1

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

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

### Supporting Documents

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

File  Browse...

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

### Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

### Supporting Documents

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

File  Browse...

Description

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous Next > Last »

## Signing and Submitting to Court

### Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.

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

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-05805-1-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 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se Attorney <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	

CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0	\$0.00			
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
<b>Totals</b>	0	\$0.00			
16. a. Interviews and Conferences	0	\$0.00			
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
<b>Totals</b>	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00			
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$0.00			

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

22. CLAIM STATUS ☐ Final Payment ☐ Interim Payment (P) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---)

Have you previously applied to the court for compensation and/or reimbursement for this case? ☐ YES ☐ NO

If yes, were you paid? ☐ YES ☐ NO

Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? ☐ YES ☐ NO If yes, please attach supporting documentation

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

Signature of Attorney: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### APPROVED FOR PAYMENT - COURT USE ONLY


23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPR. CERT.
28. SIGNATURE OF THE PRESIDING JUDGE		DATE		28a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR. CERT.
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount		DATE		34a. JUDGE CODE
				TOTAL AMT. CERTIFIED FOR PAYMENT

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

Public/Attorney Notes

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

Date: \_\_\_\_\_



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

### Step 2

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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

Public/Attorney Notes

Notes

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

Date: 6/12/2014 16:32:35

**Submit**

« First < Previous Next > Last » Save Delete Draft

### Step 3

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000150**

Back to:

[Home Page](#)

[Appointment Page](#)

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

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


Page 1 of 1 (3 items)

**Note:** If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.

Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

## CJA-20 Quick Review Panel

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





The screenshot shows a software interface for entering CJA-20 vouchers. It features a blue header with a computer icon and the title 'CJA-20 Attorney Enters'. Below the header, the default user is listed as 'Elizabeth Waverly'. A link to 'CM/ECF' is provided. The main section contains fields for 'Voucher #:', 'Start Date:', and 'End Date:'. A red rectangular box highlights two summary rows: 'Services: \$9,400.00' with a clock icon and 'Expenses: \$215.42' with a dollar sign icon. Below these, a white box displays the 'Representation Fee Limit: \$11,500.00'. At the bottom, another white box shows the 'Fee Amount Remaining After Approved and Pending: \$2,100.00'.

CJA-20 Attorney Enters	
Def.: Elizabeth Waverly	
<a href="#">Link to CM/ECF</a>	
Voucher #:	
Start Date:	
End Date:	
Services: \$9,400.00	
Expenses: \$215.42	
Representation Fee Limit:	
\$11,500.00	
Fee Amount Remaining After Approved and Pending:	
\$2,100.00	





The **Services** and **Expenses** fields tally services and expenses as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or the expenses.


**Services: \$9,400.00**


<b>In Court Services</b>		
Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	2.0	\$400.00
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>8.0</b>	<b>\$1,600.00</b>

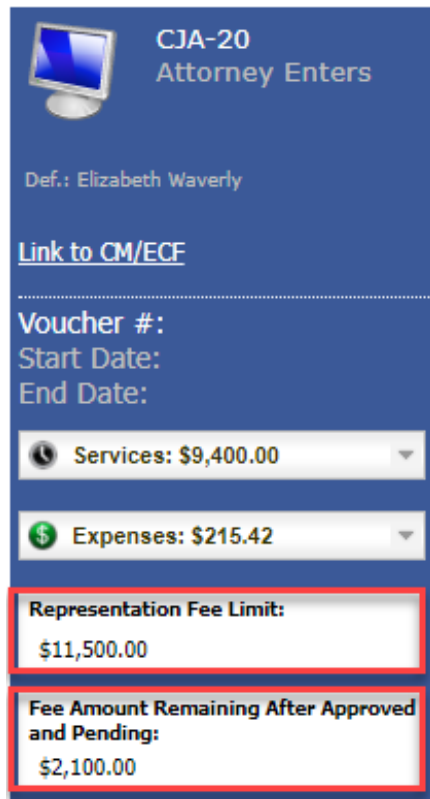
<b>Out of Court Services</b>		
Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
<b>Totals</b>	<b>39.0</b>	<b>\$7,800.00</b>


**Expenses: \$215.42**


<b>Travel</b>	
Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
<b>Totals</b>	<b>\$90.42</b>

<b>Expenses</b>	
Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
<b>Totals</b>	<b>\$125.00</b>

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

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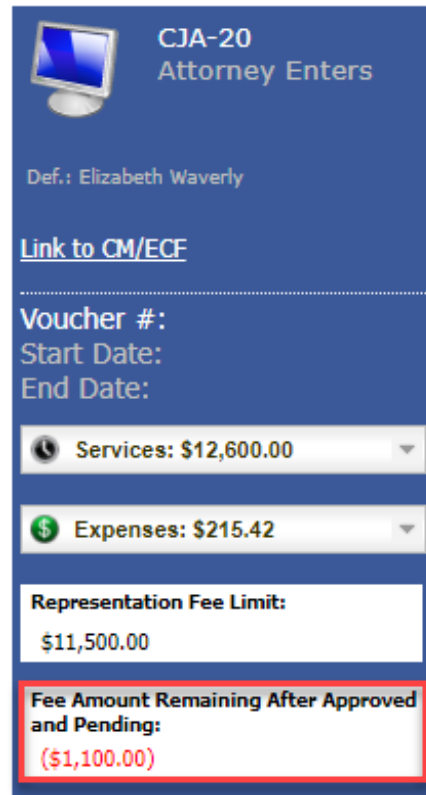
Voucher #:  
Start Date:  
End Date:

Services: \$9,400.00

Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
\$2,100.00



CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

---

Voucher #:  
Start Date:  
End Date:

Services: \$12,600.00

Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
(\$1,100.00)

## Reports and Case Management

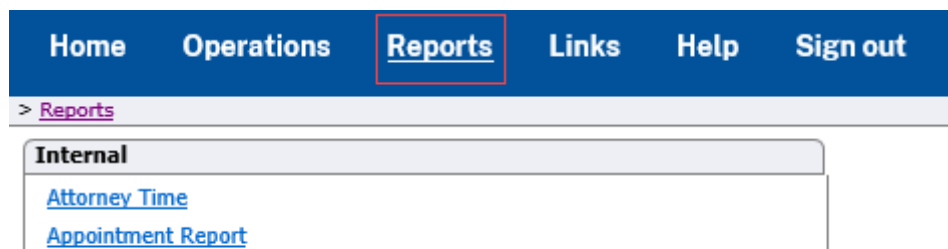
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services by reviewing the reports provided in the CJA eVoucher program. Items to remember:

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



To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.



## Defendant Detailed Budget Report

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

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

### Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

#### Counsel Budget Defendant: Jebediah Branson

Type of Representation: Criminal Case

Budget Amount Requested: \$0.00

Budget Amount Approved: \$9,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)	Active									
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

#### Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		Amount Requested: \$1,000.00				Amount Authorized: \$0.00				Attorney: Andrew Anders	

#### Grand Totals for the Representation Defendant: Jebediah Branson

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

## Defendant Summary Budget Report

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

### Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

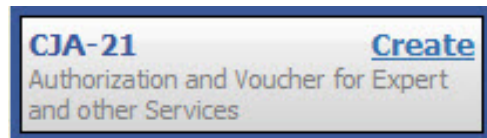
Counsel Budget		Defendant: Jebediah Branson										
Type of Representation:		Criminal Case										
Budget Amount Requested:		\$0.00										
Budget Amount Approved:		\$3,900.00										
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active										
		Total Pending:			\$0.00		Total Approved:		\$6,350.00		\$3,550.00	\$3,550.00
Expert and Other Services Budget - Requiring Authorization											Defendant: Jebediah Branson	
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders				
Specialty: Chemist, Toxicologist												
Grand Totals for the Representation											Defendant: Jebediah Branson	
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth		Pending				Approved			Combined Total			
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending		
			Travel	Other			Travel	Other		Fees	Fees and Expenses	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

## Creating a CJA-21 Voucher

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

### Step 1

On the Appointment page, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



### Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

#### Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

<b>ID Number: 917</b> Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
<b>ID Number: 920</b> Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
<b>ID Number: 955</b> Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)  
If your voucher compensation is under the statutory limit and does not require prior authorization.

**Note:** The **No Authorization Required** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization is highlighted.*

Please Select the Associated Authorization	
<b>ID Number: 4</b> Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
<b>ID Number: 186</b> Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

If the voucher does not require advance authorization, click the **No Authorization Required** link.

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

### Associated Authorizations Unavailable

If there are no associated authorizations available, a “No Authorization Requests Found” message displays, and you must click the **No Authorization Required** link to proceed.

#### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	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 CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

##### Please Select the Associated Authorization

No Authorization Requests Found

##### No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

### Step 3

The service type auto-populates based on the authorization selected. If no authorization is being used, click the **Service Type** drop-down arrow and select the service type. In the **Description** field, enter a description of the service to be provided.

**New Voucher Information**

**Service Type** Chemist/Toxicologist \*

**Description** Toxicology report.

### Step 4

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

**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** Jennings, Julie ▼

**Expert Info**  
Details

**Julie Jennings**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-452-5512

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

Create Voucher

#### Notes:

- Only experts registered with the service type selected appear in the drop-down list. Steps on how to submit a person for approval and add them as an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

### Step 5



If the expert is not currently in the eVoucher system, you must complete their information. In the Voucher Assignment section, the **Attorney** radio button is automatically selected. Complete all required information for the person you wish to submit for approval.

**Service Type** Interpreter/Translator \*

**Description**

**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**

**First Name**  **Middle Name**  **Last Name \***

**Email \***

**Phone \***  **Fax**

**Address 1 \***  **City \***

**Address 2**  **State (U.S. Only\*)**  **Zip \***

**Address 3**  **Country \*** UNITED STATES

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

### Step 6

If the service providers or experts have rights to enter their own expenses, the **Voucher Assignment** radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

### Step 7

#### New Voucher Information

**Service Type** Interpreter/Translator \*

**Description**

**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** Campos, Charlene

**Expert Info**  
Details

**Charlene Campos**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-477-2344

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

Once you've clicked the appropriate radio button, click **Create Voucher**.

110 Main Street  
San Antonio TX 78210 US  
Phone: 210-477-2344

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

Create Voucher

#### Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list, and their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice, once while sending it for the expert and a second time after it appears in the My Active Documents section.

#### Step 8

Click the **Services** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the Services section. Click **Save**.

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

**Services**  
Date: 04/17/2020 \*  
Units: \*  
Rate: \*  
Description: \*  
Add Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				


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

### Step 9

Click the **Expenses** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The entry now appears in the Expense Type column. Click **Save**.

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

### Expenses

Date  \*  Description  \*

Expense Type  \*

Miles  at \$0.535 per mile.

Amount  \*

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					



« First < Previous **Next >** Last »

### Step 10

Click the **Claim Status** tab or click **Next** on the progress bar. Enter the start and end dates, making sure to select the earliest date of services and expenses as the start date. In the Payment Claims section, click the appropriate radio button, and then click **Save**.

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

### Claim Status

Start Date  \*  End Date  \* 

**Payment Claims \***

☐ Final Payment

☐ Interim Payment  (payment #)

☐ Supplemental Payment

☐ Withholding Return Payment

\*\* Reminder: Please select the appropriate claim status.

\* Required Fields

« First < Previous **Next >** Last »

**Notes:**

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

**Step 11**

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

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

### Supporting Documents

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

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

Description Document

Upload

Description	Delete	View
Document	Delete	View

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


**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

## Step 12

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

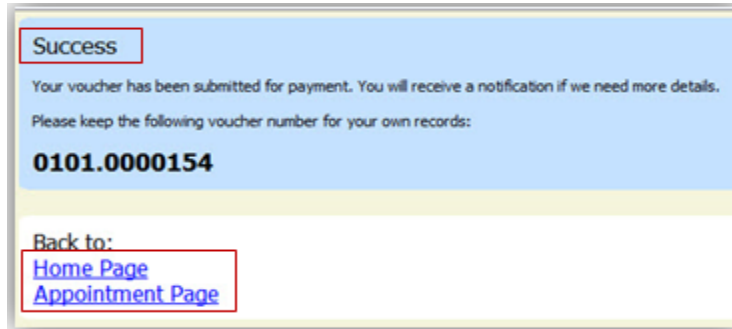
Basic Info Services Expenses Claim Status Documents **Confirmation**

### Confirmation

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAC. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-00505-1-AJA	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 STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation. Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:haw_cornelias@aotx.uscourts.gov">haw_cornelias@aotx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE (see instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 09 CALR (Work/life/Letis, etc.) <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner	
NOTES Abraham Astley			
CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
14. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT REVIEW	
a. Compensation	\$0.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>	<b>\$0.00</b>	<b>0.0</b>	
17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.
23. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum. Signature of Presiding Judge: _____ Date: _____ Judge Code: _____			
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD Signature of Chief Judge, Court of Appeals (or Delegate): _____ Date: _____ Judge Code: _____ Total Amt. Certified For Payment: _____			
Attention: The notes you enter will be available to the next approval level.			
Public/Attorney Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 21:27:33			
			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt; First</span> <span>&lt; Previous</span> <span style="border: 1px solid red; padding: 2px;">Next &gt;</span> <span>Last &gt;</span> <span>Save</span> <span>Delete Draft</span> <span>Audit Assist</span> </div>			

**Step 13**

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

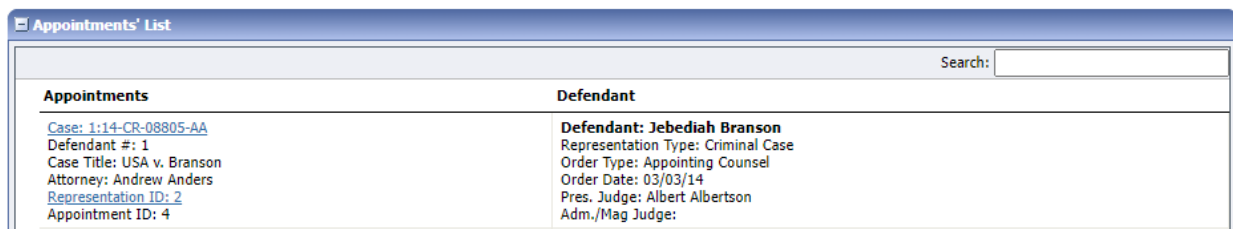


## Submitting an Authorization Request for Expert Services

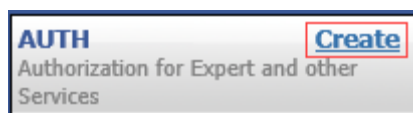
**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

**Step 1**

In the Appointments' List section, open the appointment record.

**Step 2**

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH.

**Step 3**

Click **Create New Authorization**.

## Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

### Create New Authorization

Use this button to create a new authorization.

### Request Additional Funds

Use this button to select an approved authorization that you would like to request additional funds for.

## Step 4

The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Notes** field

Click **Save**.

Basic Info Documents Confirmation

### Basic Info

1. CHR.DIST.DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_omelas@aofx.uscourts.gov">lisa_omelas@aofx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order    Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

### Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment ☐

Estimated Amount

Authorized Amount  Deactivated

Basis of Estimate

Description

Service Type

Notes

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

### Step 5

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

Basic Info Documents Confirmation

### Supporting Documents

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

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

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

### Step 6

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

### Step 7

Basic Info Documents Confirmation

### Confirmation

1. VOUCHER CODE	2. PERSON REPRESENTED	3. APPEALS VOUCHER NUMBER	4. OTHER VOUCHER NUMBER
0001	PERSONAL REPRESENTATIVE	14-CP-00001-1-A-A	
5. IN CASE MATTER OR CASE NAME	6. PAYMENT CATEGORY	7. TYPE PERSON REPRESENTED	8. REPRESENTATION TYPE
USA v. Brown	Person (including pre-trial diversion or alleged felon)	Adult Defendant	Criminal Case

**IT OFFENSE CATEGORY**  
11-12-12 INSPECTION VIOLATION PENALTIES

**IT AFFIRMATION STATEMENT**  
I, the undersigned, on the person represented above, hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
a) Authorization to obtain the service. Estimated compensation: \$  
b) Approval of services already obtained to be paid for by the United States from the Out-of-State Services Appropriation.

Signature of Attorney:  
Andrew Anderson  
1110 Main Street  
San Antonio TX 78210  
Phone: 210-455-5633  
Cell phone: 210-555-1234  
Email: andy\_anderson@attorneys.com

**IT DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)**

**IN COURT ORDER**  
Personal eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.  
Signature of Presiding Judge or By Order of the Court:  
Albert A. Johnson  
Date of Court Order: \_\_\_\_\_  
Representative: ☐ YES ☐ NO

**IT TYPE OF SERVICE PROVIDED**

<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Forensic <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALL (Witness Calls, etc.) <input type="checkbox"/> 10 Camera/Video Analyst <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Forensic Services/Explosives Expert <input type="checkbox"/> 14 Fingerprint/Medical Examiner	<input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Video/Audio Analyst <input type="checkbox"/> 17 Real Time Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Network) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Court Reporter <input type="checkbox"/> 22 Litigation Specialist <input type="checkbox"/> 23 Digitalization Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Language Support Services <input type="checkbox"/> 26 Computer Forensic Expert
--	--

**NOTES**

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	

Public/Attorney Notes

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

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

Date: \_\_\_\_\_

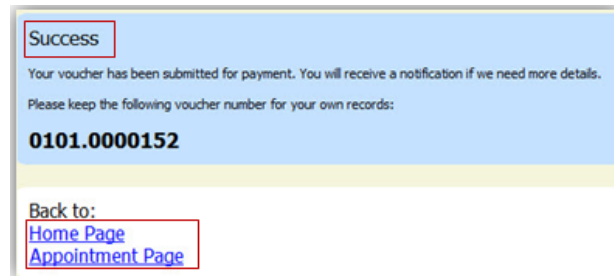
Submit

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

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home



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

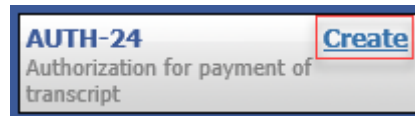


## Creating an Authorization for Transcripts (AUTH-24)

### Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH-24.

### Step 2



On the Basic Info page, enter the details for the required transcript. Click **Save**.

Basic Info Documents Confirmation

### Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@actx.uscourts.gov">lisa_ornelas@actx.uscourts.gov</a>		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <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"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding in Which Transcript is to be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling None \*

Transcripts

☐ Prosecution Opening Statement  
☐ Defense Opening Statement

☐ Prosecution Argument  
☐ Defense Argument

☐ Prosecution Rebuttal  
☐ Jury Instructions

☐ Voir Dire

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

### Step 3

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Documents Confirmation

### Supporting Documents

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

File  Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	<a href="#">Delete</a>	<a href="#">View</a>

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

### Step 4

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

## Editing a CJA-24 Voucher

After submission and approval of AUTH-24, the Audit Clerk will then create the **CJA-24 voucher**. The voucher then goes to the Court Reporter to complete their portion.

Note: The **Expert** will fill out the required expense information and submit the form. The **Attorney** will then approve it and submit to the Court.

### Step 1

Click the **Services** tab

### Step 2

Enter the **Date**, **Service Type**, **No. of Pages**, **Rate**, and **Description**.

### Step 3

Click **Add**. The item will appear in the bottom **Service Type** section. Click **Save**.

### Step 4

Click the **Expenses** tab or click **Next**.  
Enter the **Date**, **Expense Type**, and **Description**. Click **Add**.

### Step 5

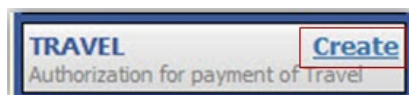
There is **NOT AN AUTOSAVE** function on this program. You must click **Save**.

## Creating a Travel Voucher

**Note:** There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

### Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to TRAVEL.



### Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

### Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. Complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

Basic Info | Authorization Request | Documents | Confirmation

**Basic Info**

**Required**

1. CR. DIST. DIV. CODE 0101	7. PERSON REPRESENTED Jehediah Branson	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER F:14-CR-08805-1, A.A.	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED 15-1825 F INSPECTION VIOLATION PENALTIES	12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jaa_cnelias@aotx.uscourts.gov	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Learned Counsel (Capital Only) <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> G Appointing Counsel <input type="checkbox"/> H Sub for Retained Attorney <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> J Sub for Pro Se <input type="checkbox"/> K Administrative <input type="checkbox"/> L Standby Counsel <input type="checkbox"/> M Pro Se <input type="checkbox"/> N Pro Se <input type="checkbox"/> O Pro Se <input type="checkbox"/> P Pro Se <input type="checkbox"/> Q Pro Se <input type="checkbox"/> R Pro Se <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Pro Se <input type="checkbox"/> U Pro Se <input type="checkbox"/> V Pro Se <input type="checkbox"/> W Pro Se <input type="checkbox"/> X Pro Se <input type="checkbox"/> Y Pro Se <input type="checkbox"/> Z Pro Se	10. REPRESENTATION TYPE Criminal Case
14. LAW FIRM NAME AND MAILING ADDRESS	15. ATTORNEY'S SIGNATURE AND DATE Signature of Presiding Judge or By Order of the Court A. Short: J. Short Date of Order: 5/3/2014 Nunc Pro Tunc Date: Agreement: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

**Travel Agency to be Used:** National Travel Service (NTS)

**National Travel Service (NTS)**  
707 Virginia Street East  
Suite 100  
Charleston, WV 25301  
Phone: (800) 445-0668  
Fax:  
Email:

\* All travel for travel

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Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorizer	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

Page 1 of 1 (1 items)

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### Step 4

Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

Basic Info | Authorization Request | Documents | Confirmation

**Supporting Documents**

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

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

Description: Travel Receipts

Upload


Description	Delete	View
Travel Receipts	Delete	View

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

**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

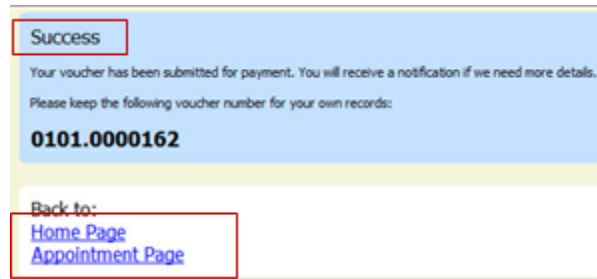
## Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info		Services		Expenses		Documents		Confirmation	
<b>Confirmation</b>									
1. CIR. DIST. DIV. CODE 0101		2. PERSON REPRESENTED Jebediah Branson		5. APPEALS. DKT/DEF. NUMBER		VOUCHER NUMBER			
3. MAG. DKT/DEF. NUMBER		4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA		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. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript									
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription									
14. SPECIAL AUTHORIZATIONS								JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with									
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited									
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions									
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.									
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16  Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623					16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date				
CLAIMS FOR SERVICES									
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other					18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965				
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX									
20. TRANSCRIPT		INCLUDE PAGE NUMBERS		NO. OF PAGES		RATE PER PAGE		SUB-TOTAL	
Original		see detail		0		see detail		\$0.00	
Copy		see detail		0		see detail		\$0.00	
Expenses (Itemize)								\$0.00	
TOTAL AMOUNT CLAIMED: \$0.00									
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:									
ATTORNEY CERTIFICATION									
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  Signature of Attorney or Clerk Date									
APPROVED FOR PAYMENT -- COURT USE ONLY									
23. APPROVED FOR PAYMENT  Signature of Judge or Clerk of Court Date Approved Amount									
Public/Attorney Notes									
Attention: The notes you enter will be available to the next approval level.									
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0									
									
« First < Previous <b>Next &gt;</b> Last » Save Delete Draft Audit Assist									

### Step 6

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



The travel voucher now appears in the **My Submitted Documents** section.

## Creating a CJA-26 Voucher

This voucher is used as a Request to Submit Interim Payments. The Motion must be attached to the **Documents** tab. The **Justification** tab should be left blank. Please note, each interim voucher must be in excess of \$2,500 unless it is the final voucher.

### Step 1

From the **Appointment** page, Click **Create** next to CJA- 26.



The voucher opens the **Basic Info** page.

The image shows the "CJA-26 Attorney Enters" form. The left sidebar contains the user name "Def.: Jebediah Branson", a "Link to CM/ECF", voucher details, and reports. The main form has tabs for "Basic Info", "Justification", "Documents", and "Confirmation". The "Basic Info" tab is active, showing a table with fields for case information, attorney details, and court order. The bottom section contains input fields for "Amount Requested", "Amount Approved", and various hour categories. The "Save" button is highlighted.

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DKT. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA
5. IN CASE MATTER OF (Case Name) USA v. Branson	6. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	7. TYPE PERSON REPRESENTED Adult Defendant	8. OTHER DKT. DEF. NUMBER
9. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES		10. REPRESENTATION TYPE Criminal Case	
11. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		12. 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 Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested  Amount Approved

Pre Trial Hours  Trial Hours  Sentencing Hours  Other In-Court Hours  Out-Of-Court Hours

Number of Counts  Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found ☐

Buttons: < First, < Previous, Next >, Last >, Save, Delete Draft

## Step 2

Enter \$0 in the **Amount Requested** field. There is no need to enter any other information in this section. Click **Save**.

## Step 3

Click the **Documents** tab. Click **Browse** to select the “Motion to Request Interim Payments” to attach.

Basic Info Authorization Request **Documents** Confirmation

### Supporting Documents

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

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

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	<a href="#">Delete</a>	<a href="#">View</a>

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

## Step 4

Click **Upload**. The document appears at the bottom of the **Supporting Documents** section. Click **Save**. A confirmation page appears. Verify all information is correct. Select the affirmation check box.

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: 7/3/2014 14:53:34

Submit

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



**Step 5**

Click **Home Page** to return the home page or click **Appointment Page** to create an additional document for this appointment. The CJA-26 will then appear under **My Submitted Documents**.

