eVoucher 6.6 | Importing Service Entries

Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that could then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

IMPORTANT NOTES:

- Court staff are not responsible for helping attorneys create or download .csv files.
- As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

STEP 1

On the Home page, expand the **Appointments' List** folder and locate the appropriate appointment. Click the case link.

STEP 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20.

Note: If you have a previously created CJA-20, review the Import Service Entries on Previously Created CJA-20s section below.

STEP 3

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

STEP 4

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link. Click the **Additional Information** link to view instructions for importing time from a .csv file.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our sample spreadsheet for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the eVoucher Online Help.

CSV file when opened in a text editor might look like this:
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,.5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

[Import Service Entries (.csv)]

| Date | 9/3/2021 | * | | Description | | |
Service Type			*			
Doc.# (ECF)		Pages				
Hours		*	at $155.00 per hour.		Add	Remove

* Required Fields

Note: The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.

STEP 5

Before you can import your .csv file, you must have it created and saved on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.
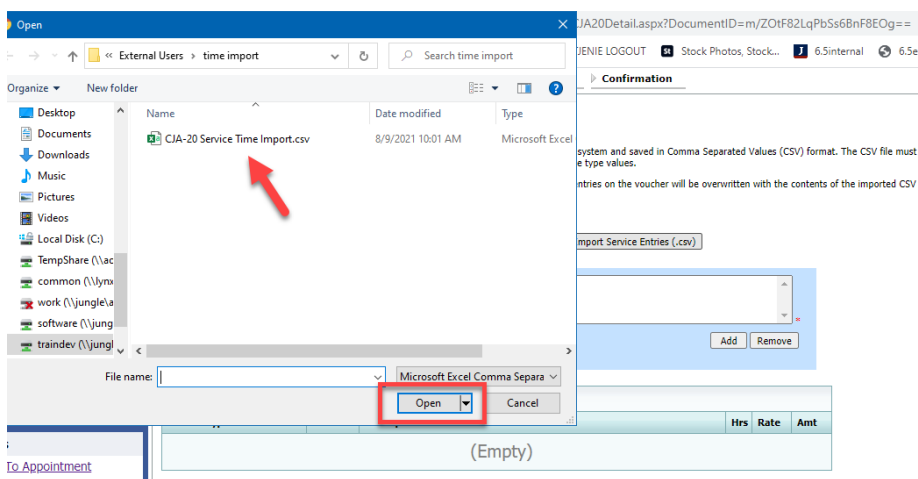
When the .csv file is ready for import, click **Import Service Entries (.csv)**.
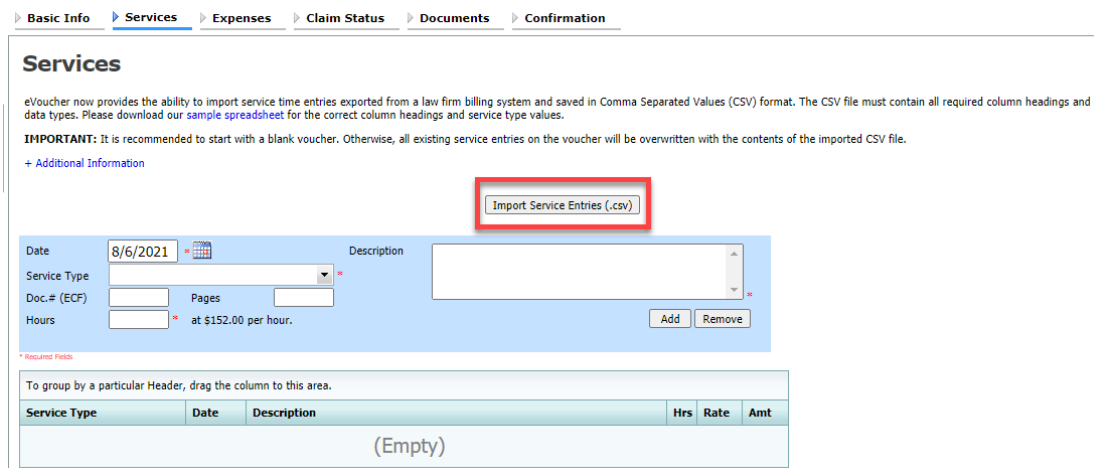
Note: The column headings for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

STEP 6

Your file directory browser opens. Click the correct .csv file, and then click **Open**.

STEP 7

A success message displays, indicating the number of entries that were imported and saved to the services table.

Import Service Entries with Associates

To use the import service feature on vouchers with associates, the lead attorney MUST import their entries first or they will overwrite the associate attorney's entries.

STEP 1

The lead attorney imports their service entries to the voucher leaving the **Associate Info** field set to the default **Not on Voucher** by following the steps above.

Administrative Office
of the United States Courts

STEP 2

On successful import, in the Associate Info section, the lead attorney must select **On Voucher, Can Edit** from the drop-down list next to the associate's name.

STEP 3

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Import Services Entries on Previously Created CJA-20s

STEP 1

If you already have a CJA-20 created and are adding time to your services, from the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

STEP 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

STEP 3

The Services page appears. To view a sample .csv file, click the downloadable sample spreadsheet link.
Click the **Additional Information** link to view instructions for importing time from a .csv file.

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

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our sample spreadsheet for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

For additional information refer to the eVoucher Online Help.

CSV file when opened in a text editor might look like this:
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,.5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

[Import Service Entries (.csv)]

Date	9/3/2021	Description	
Service Type			
Doc.# (ECF)		Pages	
Hours	at $155.00 per hour.	[Add] [Remove]	

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	$155.00	$77.50
c. Motion	09/03/2021	in court	1.0	$155.00	$155.00

STEP 4

Before you can import your .csv file, you must create it and save it on your computer. The following fields are required for import: **Date**, **Hours**, **Description**, and **Service Type**. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click **Import Service Entries (.csv)**.

STEP 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 5-7 in the Import your Service Entries section above.
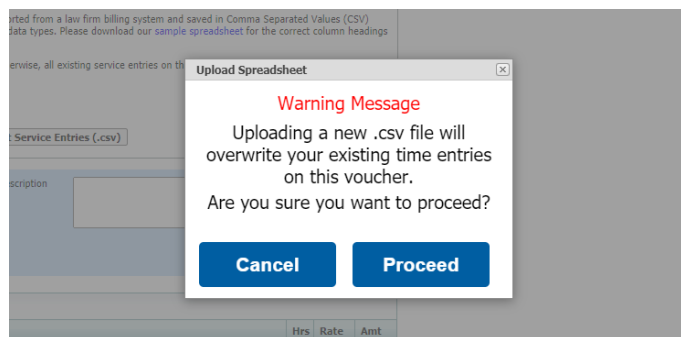
Fix Errors in Your .csv File

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.

STEP 1

If your import fails, a message appears at the top of the page, indicating the number of errors found.

STEP 2

Click the **View Report** link to view errors.

STEP 3

The error report opens, highlighting the errors in the file. Review the error report and correct the .csv file.
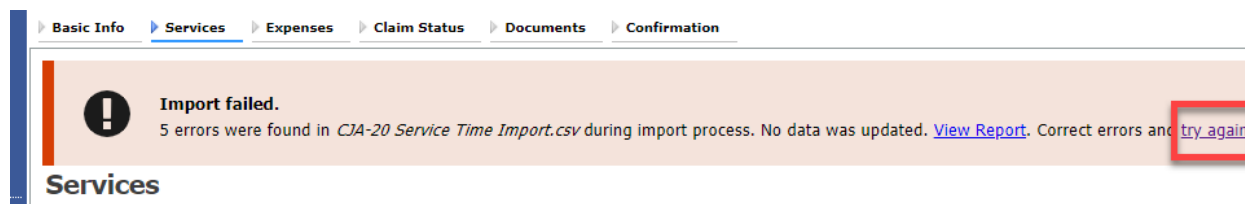
STEP 4

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Import Service Entries on Previously Created CJA-20s section above.

Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30, please see instructions for those documents.

Appendix
Excel File

For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1 and .75 is rounded up to .8.

|	A	B	C	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work	1	
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	6	12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignme	16b. Obtaining and reviewing records	5	
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA)	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

Note: Most commercially available spreadsheet applications allow users to save in .csv format.
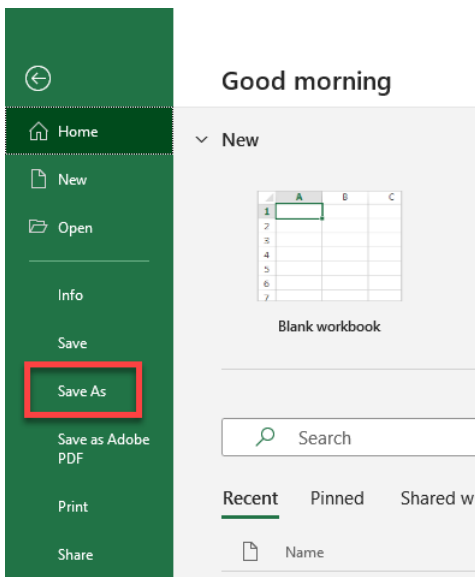
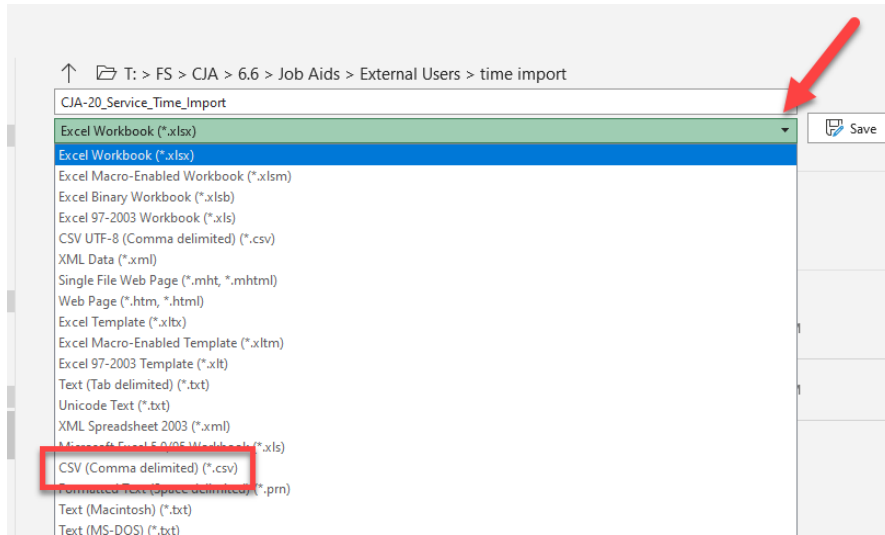### STEP 1

On your Excel file, click the **File** tab.
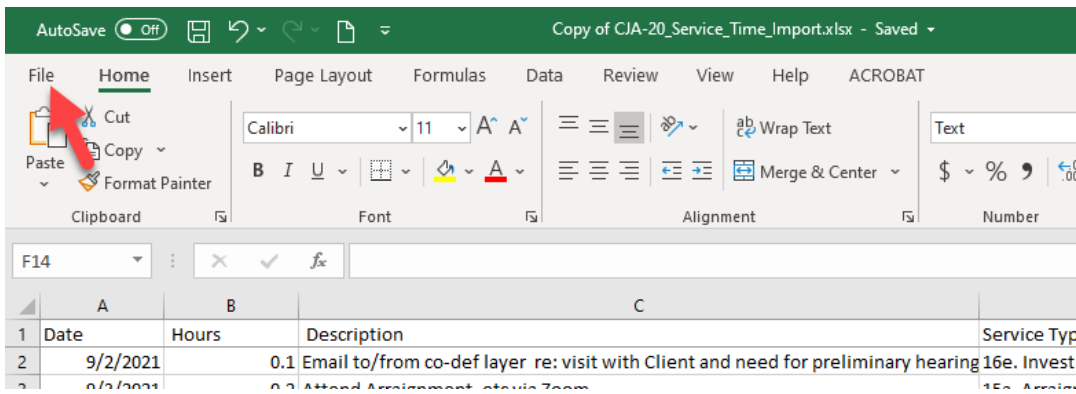
STEP 2

From the navigation menu on the left, click **Save As**.

STEP 3

On the Save As page, click the drop-down arrow and select **CSV (Comma delimited) (*.csv)**.

Your document has now been converted to a .csv file.