



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

**Release 6.10**

**April  
2024**



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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
- Apple Macintosh: Safari 10.1

## Court Appointment

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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

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Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

**Note:** Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact>.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account.

<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

## Creating a Login.gov Account

### Step 1

On the eVoucher sign-in page, click **Sign in with LOGIN.GOV**.

**CJA eVoucher - Texas Eastern District Court**  
Release 6.10.0.0

**We've changed how you will sign in to eVoucher!**  
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

**Sign in with LOGIN.GOV**

**Need to create a Login.gov account?**  
Use the Sign in button above and then use the "Create an account" button below the sign in fields.  
Learn about our new sign in process.

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

On the Login.gov page, click **Create an account**.

**LOGIN.GOV**

**eVoucher is using Login.gov to allow you to sign in to your account safely and securely.**

**Sign in** **Create an account**

**Sign in for existing users**

Email address

### Step 3

Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

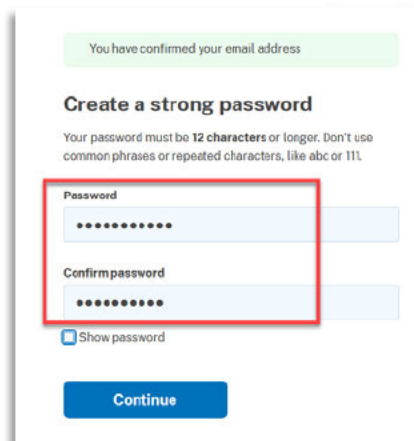
**Note:** Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

### Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.

**Step 5**

Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.



The screenshot shows a web form titled "Create a strong password". At the top, a green message bar says "You have confirmed your email address". Below the title, instructions state: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." The form contains two text input fields: "Password" and "Confirm password", both filled with 12 dots. A red rectangular box highlights these two fields. Below the fields is a checkbox labeled "Show password" which is currently unchecked. At the bottom of the form is a blue button labeled "Continue".

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

**Note:** Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

## Adding an Authentication Method

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

### Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

**Authentication method setup**

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**  
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.

**Continue**

**Note:** Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

**Step 2**

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and then click **Send code**.

**Add a phone number**

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

☒ Text message (SMS) ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

**Send code**

[Mobile terms of service](#)

**Step 3**

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

**Enter your one-time code**

We sent a text (SMS) with a one-time code to (\*\*\*) \*\*\*-5555. This code will expire in 10 minutes.

One-time code  
Example: 123456

☐ Remember this browser

**Submit**

[Send another code](#)

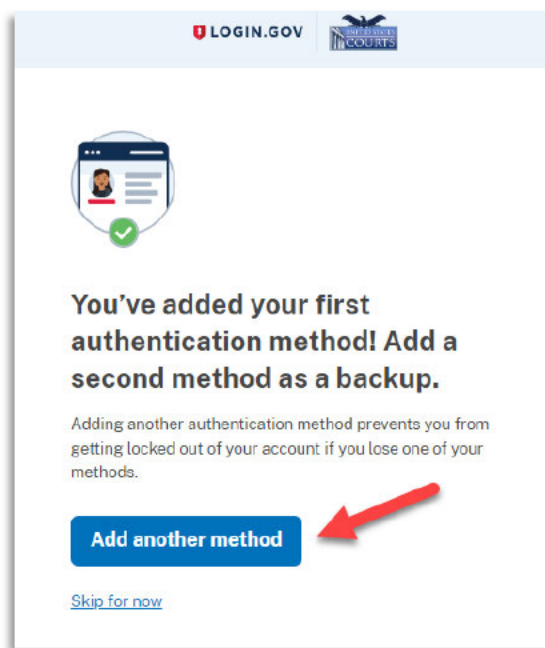
Having trouble? Here's what you can do:

- [Choose another authentication method](#)
- [I didn't receive my one-time code](#)
- [Learn more about authentication options](#)

**Step 4**

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

**Note:** It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.





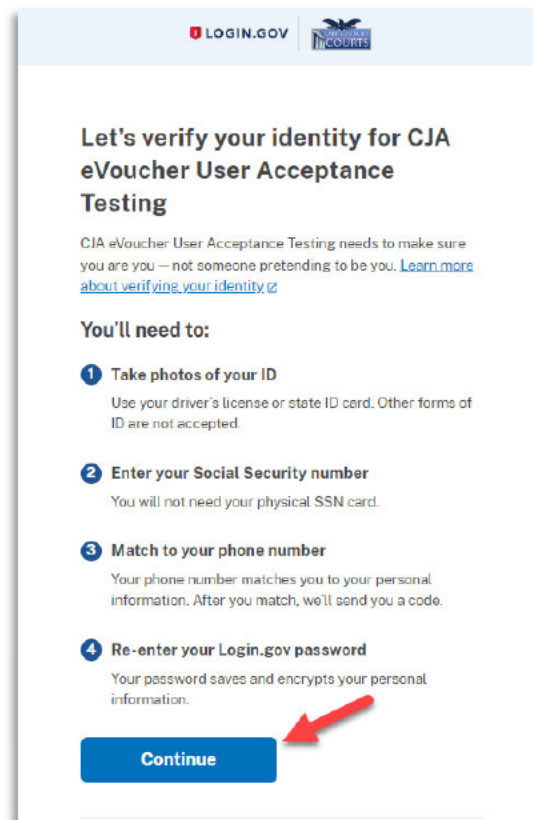
## Identity Verification

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

**Note:** This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

### Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and Tennessee Courts. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose and includes a link "Learn more about verifying your identity". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's license or state ID are accepted), 2. Enter your Social Security number (with a note that a physical SSN card is not needed), 3. Match to your phone number (with a note about receiving a code), and 4. Re-enter your Login.gov password (with a note about password security). At the bottom, there is a blue "Continue" button, which is highlighted by a red arrow.

LOGIN.GOV Tennessee Courts

### Let's verify your identity for CJA eVoucher User Acceptance Testing

CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity.](#)

**You'll need to:**

- 1 Take photos of your ID**  
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number**  
You will not need your physical SSN card.
- 3 Match to your phone number**  
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password**  
Your password saves and encrypts your personal information.

**Continue**

**Step 2**

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

### How verifying your identity works

Identity verification happens in two parts:

#### Verify your identity

We'll ask for your personal information to verify your identity against public records.

#### Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

☒ By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

**Continue**

**Step 3**

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

**Recommended**

#### Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

**Send link**

#### Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

**Upload photos**

[Cancel](#)

## Option 1: Upload photos from phone (recommended)

### Option 1

1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

### How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

**Recommended**

**Use your phone to take photos**

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

• (210) 555-5555

**Send link**

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

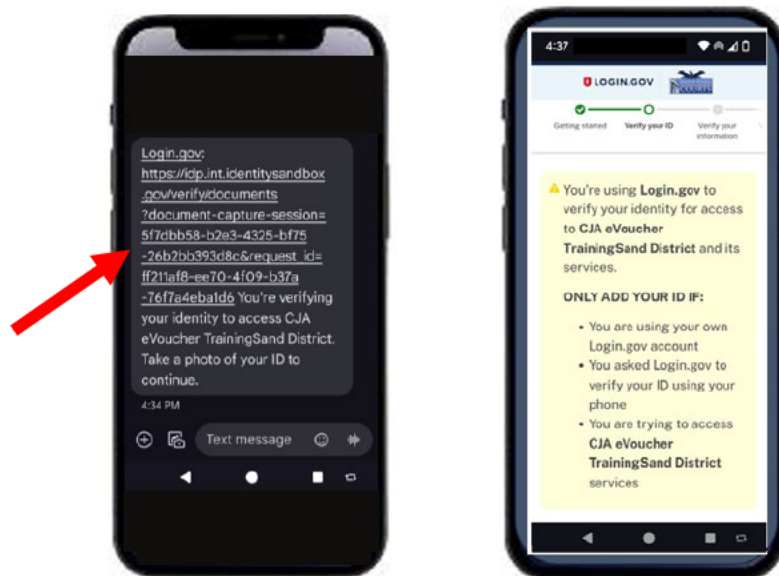
**Do not close this window.**  
The next step will load automatically.

### We sent a message to your phone

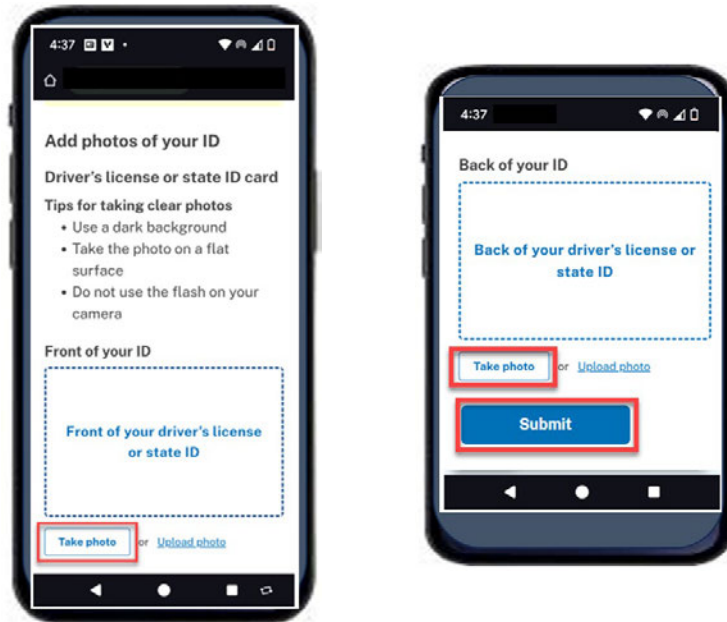
You entered: +1 210-555-5555

Please check your phone and follow instructions to take a photo of your state-issued ID.

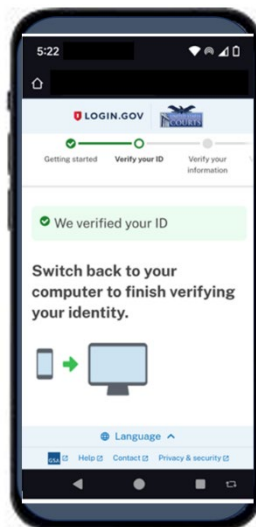
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

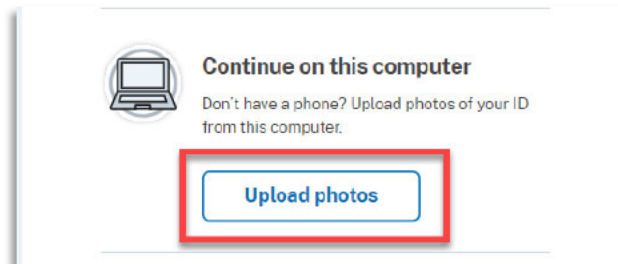


Continue to step 4 to complete the identity verification process.

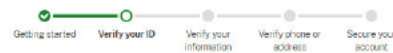
## Option 2: Upload photos from your computer

### Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.



### Add photos of your ID

#### Driver's license or state ID card

##### Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

##### Front of your ID

Must be a JPG or PNG

#### Front of your driver's license or state ID

Drag file here or [choose from folder](#)

##### Back of your ID

Must be a JPG or PNG

#### Back of your driver's license or state ID

Drag file here or [choose from folder](#)

**Submit**

**Note:** You may see a processing screen as the upload completes and Login.gov verifies your identity.

**Step 4**

Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

The screenshot shows the Login.gov verification interface. At the top, there's a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). Below the progress bar, a green message box says 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, it says 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. A section titled 'Don't have a Social Security number?' provides instructions and a link to 'Exit Login.gov and return to CJA eVoucher User Acceptance Testing'. The 'Social Security number' field is highlighted with a red rectangle; it includes an example '123-45-6789' and a masked input field with nine dots. Below the field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow.

LOGIN.GOV

Getting started Verify your ID Verify your information Verify phone or address Secure your account

✓ We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

**Don't have a Social Security number?**

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

**Social Security number**  
Example: 123-45-6789

.....

☐ Show Social Security number

**Continue**

### Step 5

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note:** You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

### Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

**Step 7**

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.

Getting started   Verify your ID   Verify your information   **Verify phone or address**   Secure your account

### Enter your one-time code

We sent a text (SMS) with a one-time code to (210) 555-5555  
This code will expire in 10 minutes.

**One-time code**  
Example: 123ABC

**Submit**

**Step 8**

Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov, and then click **Continue**.

Getting started   Verify your ID   Verify your information   Verify phone or address   **Secure your account**

✓ We verified your phone number

### Re-enter your Login.gov password

Login.gov will encrypt your information with your password.  
This means that your information is secure and only you will be able to access or change it.

**Password**

☐ Show password   [Forgot password?](#)

**Continue**




**Step 9**

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

Getting started   Verify your ID   Verify your information   Verify phone or address   **Secure your account**

✓ We secured your verified information

### Save your personal key



VGCH - MCDA - CGYR - HAX8

Your personal key was generated on **January 22, 2024 at 11:33 AM**

[Copy](#)   [Download \(text file\)](#)   [Print](#)

**You need your personal key if you forget your password. Keep it safe and don't share it with anyone.**

If you reset your password without your personal key, you'll need to verify your identity again.


[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

**Continue**

**Step 10**

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



**Connect your verified information  
to CJA eVoucher TrainingSand  
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**  
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

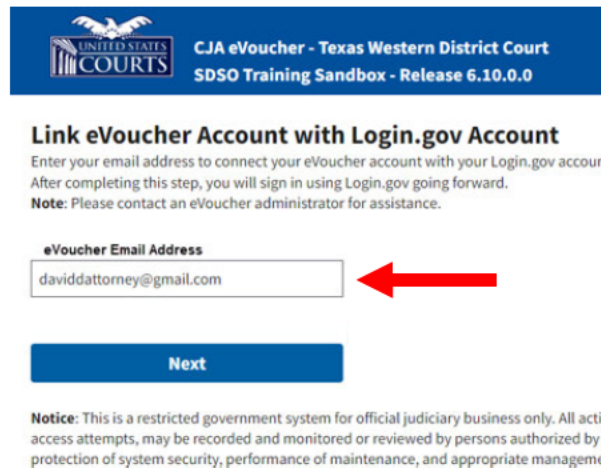
**Agree and continue**

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

## Linking Your eVoucher Account to Your Login.gov Account —

### For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the eVoucher Email Address field.



**Link eVoucher Account with Login.gov Account**  
 Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.  
**Note:** Please contact an eVoucher administrator for assistance.

eVoucher Email Address

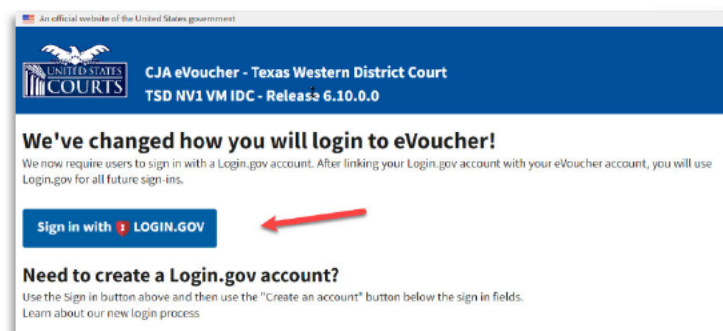
**Next**

**Notice:** This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

### For EXISTING Login.gov accounts:

#### Step 1

From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



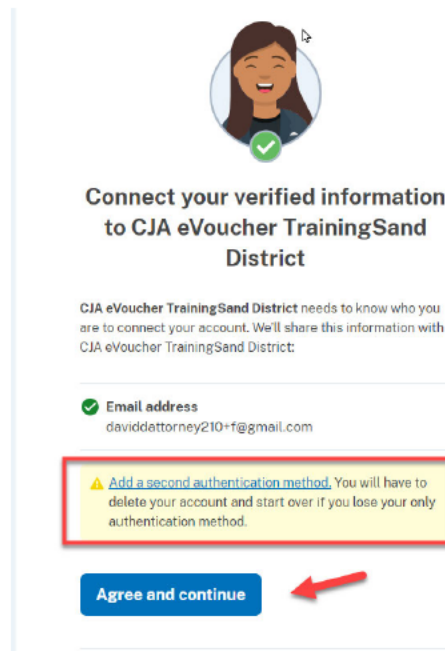
**We've changed how you will login to eVoucher!**  
 We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

**Sign in with LOGIN.GOV**

**Need to create a Login.gov account?**  
 Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new login process.

## Step 2

After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.



**Connect your verified information to CJA eVoucher TrainingSand District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**  
davidattorney210+f@gmail.com

⚠ **Add a second authentication method.** You will have to delete your account and start over if you lose your only authentication method.

**Agree and continue**

**Note:** If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the eVoucher Email Address field is now pre-populated with your email address.

**Link eVoucher Account with Login.gov Account**

Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activity access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

## Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

### Step 1

In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.

**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

### Link eVoucher Account with Login.gov Account

Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**

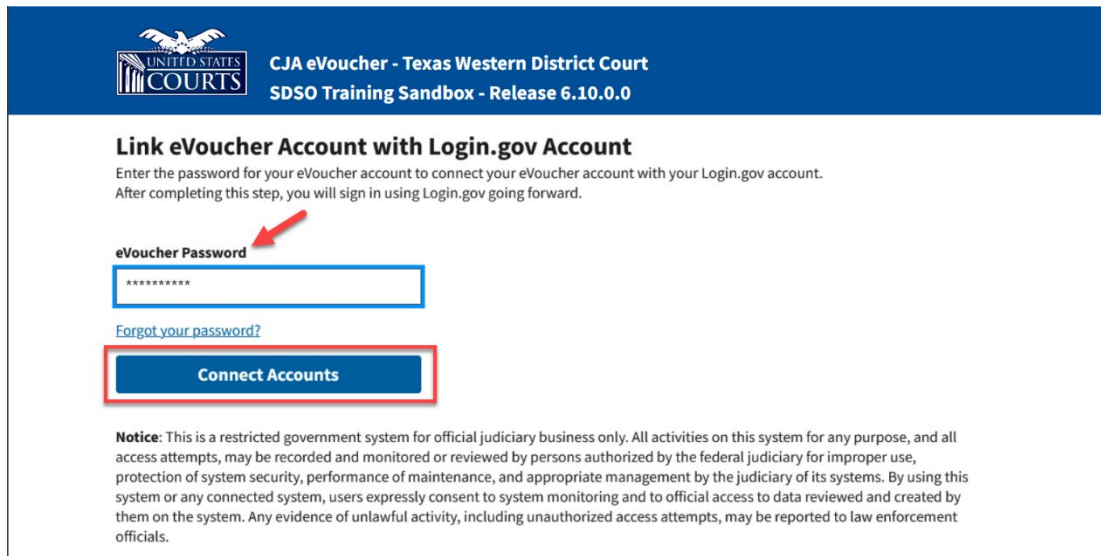
davidattorney@firm.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 2

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0

**Link eVoucher Account with Login.gov Account**  
Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.

**eVoucher Password**

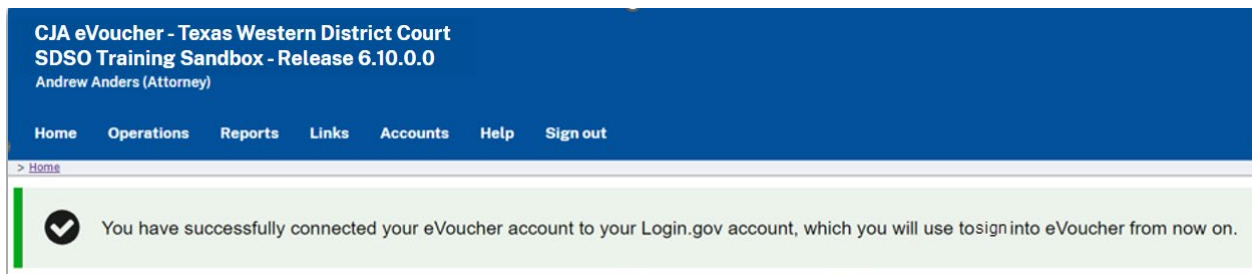
[Forgot your password?](#)

**Connect Accounts**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

## Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



**CJA eVoucher - Texas Western District Court**  
SDSO Training Sandbox - Release 6.10.0.0  
Andrew Anders (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Accounts](#) [Help](#) [Sign out](#)

> [Home](#)

✓ You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on.

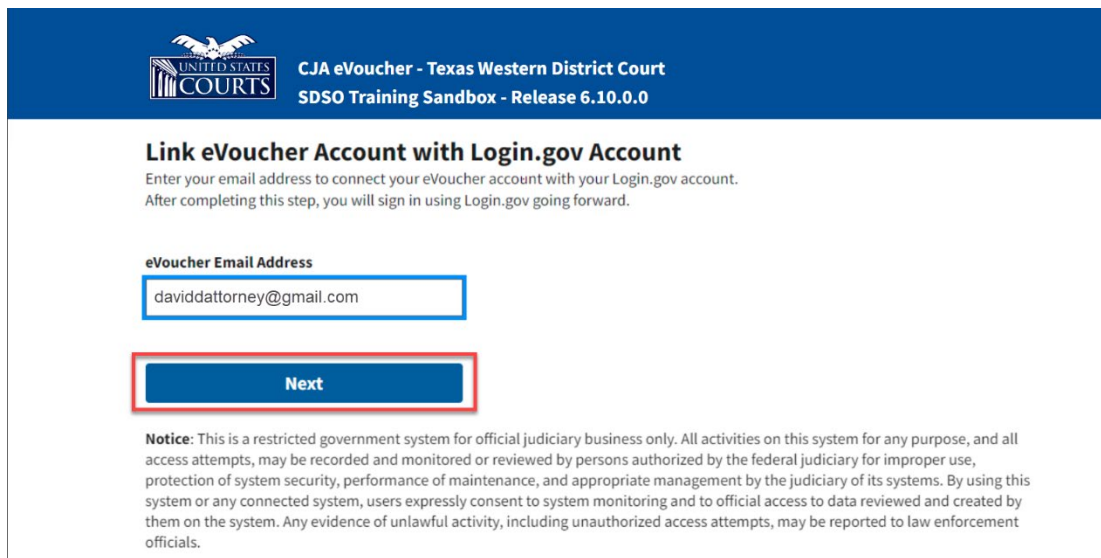
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – New User

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



**Link eVoucher Account with Login.gov Account**  
Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

A message appears, prompting you check your email and confirm that you entered the correct email address.



**Check your email**

An email has been sent to davidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

### Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

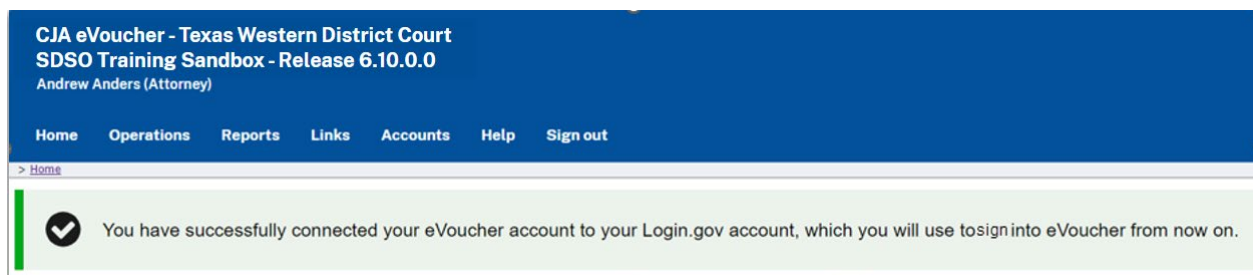
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov) to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,  
District of Texas Western

### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

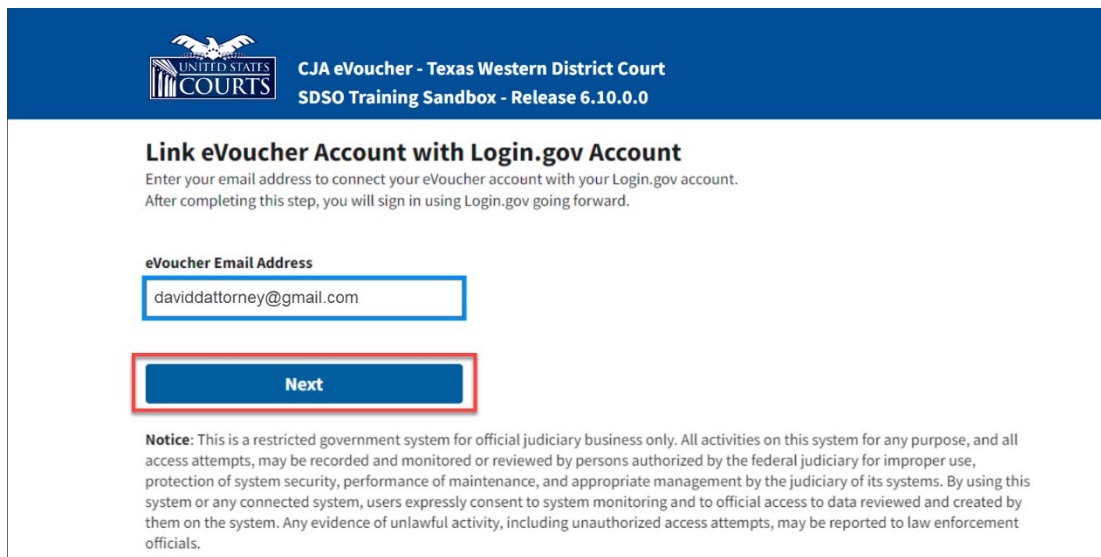


## Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

### Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.



**Link eVoucher Account with Login.gov Account**  
Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

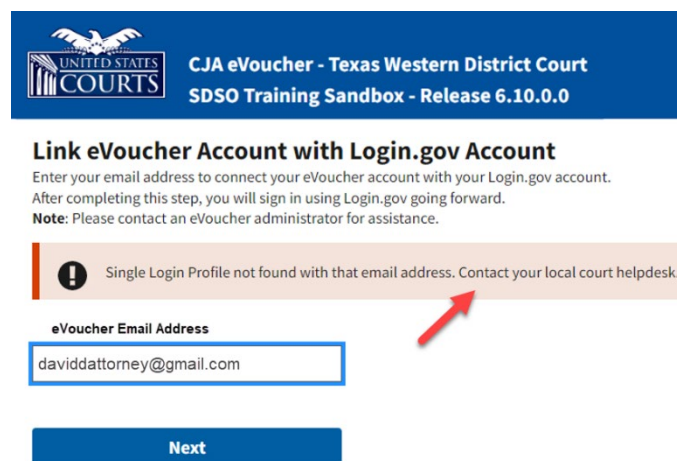
**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.



**Link eVoucher Account with Login.gov Account**  
Enter your email address to connect your eVoucher account with your Login.gov account.  
After completing this step, you will sign in using Login.gov going forward.

**Note:** Please contact an eVoucher administrator for assistance.

**Single Login Profile not found with that email address. Contact your local court helpdesk.**

**eVoucher Email Address**  
davidattorney@gmail.com

**Next**

### Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

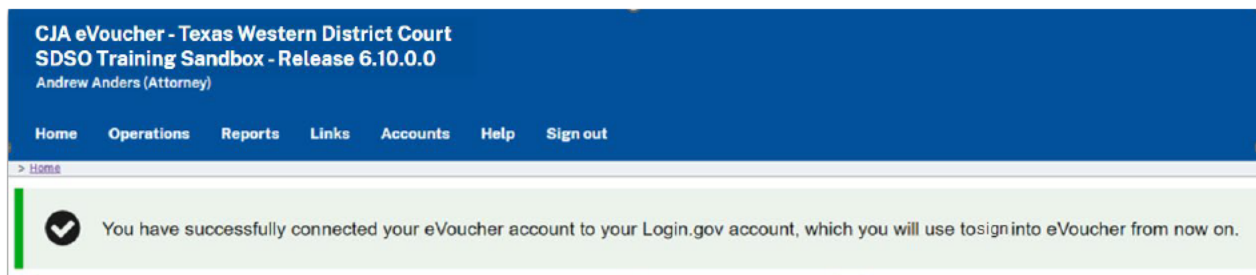
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov) to reach the CJA eVoucher help desk.

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,  
District of Texas Western

### Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.




You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.


### Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.


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**We've changed how you will sign in to eVoucher!**

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with  LOGIN.GOV




**Need to create a Login.gov account?**

Use the Sign in button above and then use the "Create an account" button below the sign in fields. Learn about our new sign in process.

**Notice:** This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

### Step 2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.

eVoucher SDSO is using Login.gov  
to allow you to sign in to your  
account safely and securely.

Sign in
Create an account

Sign in for existing users

→

Email address

→

Password

☐ Show password

Sign in

Step 3

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.


Enter your one-time code

We sent a text (SMS) with a one-time code to (\*\*\*).  
5555. This code will expire in 10 minutes.

One-time code  
Example: 123ABC

Submit

[Send another code](#)



Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court  
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David Attorney (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Active Documents

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

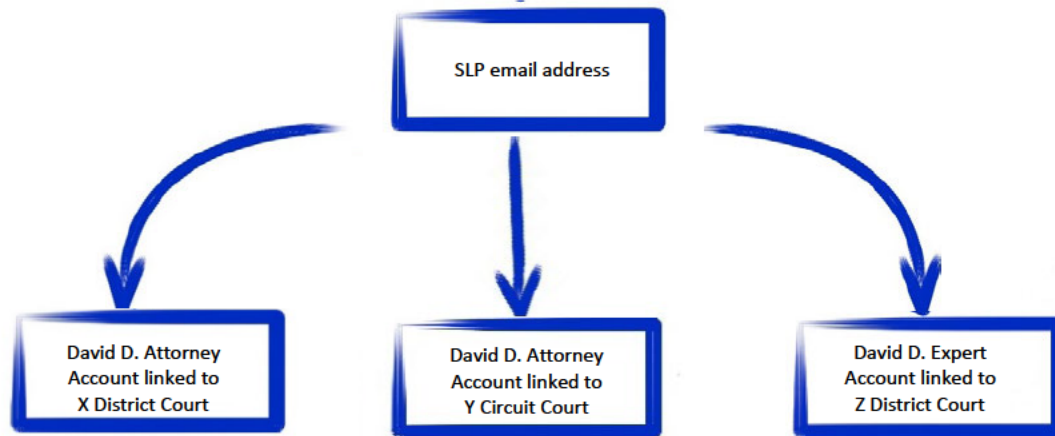
Search:

Case	Defendant	Type	Status	Date Entered
113 CR 00003 EF	Robert Charles Smith	CR 00		04/04/2014

## Single Login Profile (SLP)

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

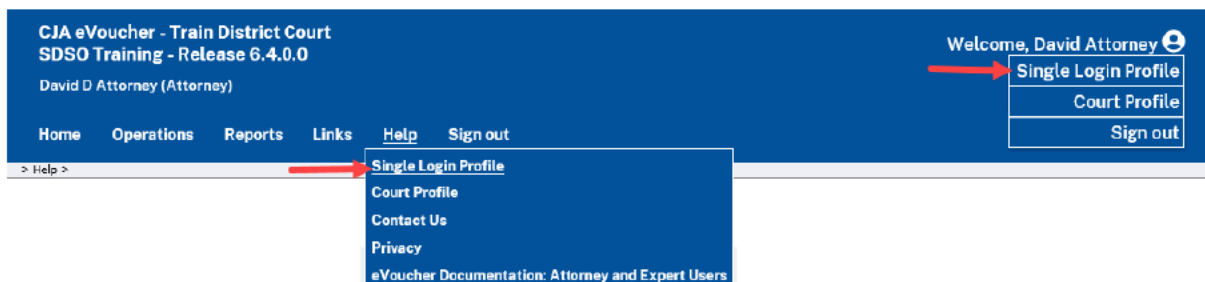
Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

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**.



## Editing Your SLP

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section.

**Note:** The Account Information section automatically displays when you access your SLP information.

HomeOperationsReportsLinksAccountsHelpSign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information

First nameAndrew

Middle name-

Last nameAnders

Suffix-

Email addressaandersattorney+10@gmail.com

Password

LOGIN.GOV

Linked eVoucher Accounts

## Modifying Your Name

Step 1

To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – Andrew Anders

Account Information

First nameAndrew

Middle name-

Last nameAnders

Suffix-

Edit

Step 2

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

Single Login Profile – Andrew Anders

Account Information

First name

Middle name

Last name

Suffix

Andrew

Anders

Cancel

Save changes

**Note:** It is important to remember that changing your SLP name does not change the name associated with your court profile.

# Updating Your SLP Email Address

Step 1

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

Email address

aandersattorney+10@gmail.com

Edit

Step 2

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

Single Login Profile – Andrew Anders

Account Information

Note: This email change does not change the email associated with Login.gov

First name	Middle name	Last name	Suffix	
Andrew	-	Anders	-	Edit

Email address

aandersattorney+10@gmail.com

Confirm email address

aandersattorney@gmail.com

Cancel

Save changes

**Note:** It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.



## Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > [Single Login Profile](#)

Back to List

Edit User

Assign Roles

Single Login Profile

Single Login Profile – Morales Attorney

Account Information

First name

Morales

Middle name

-

Last name

Attorney

Suffix

-


Edit

Email address

MoralesAttorney210@gmail.com

Edit

Password



**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

## Linked eVoucher Accounts

Step 1

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

Single Login Profile – Andrew Anders

Account Information

+

Linked eVoucher Accounts

+

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. Users with more than one eVoucher account have one account designated as the default.

Step 2

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.

HomeOperationsReportsLinksAccountsHelpSign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information+

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
District of Texas Western (Anders)	Attorney	<input type="radio"/>
Fifth Circuit Court (Anders)	Attorney	<input checked="" type="radio"/>

CancelSave changes

Accessing Multiple Accounts in eVoucher

From the **Accounts** menu, click the court account in which you wish to work.

CJA eVoucher - Texas Western District Court  
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Andrew Anders (Attorney)

HomeOperationsReportsLinksAccountsHelpSign out

> Home

District of Texas Western - Attorney  
Fifth Circuit Court - Attorney

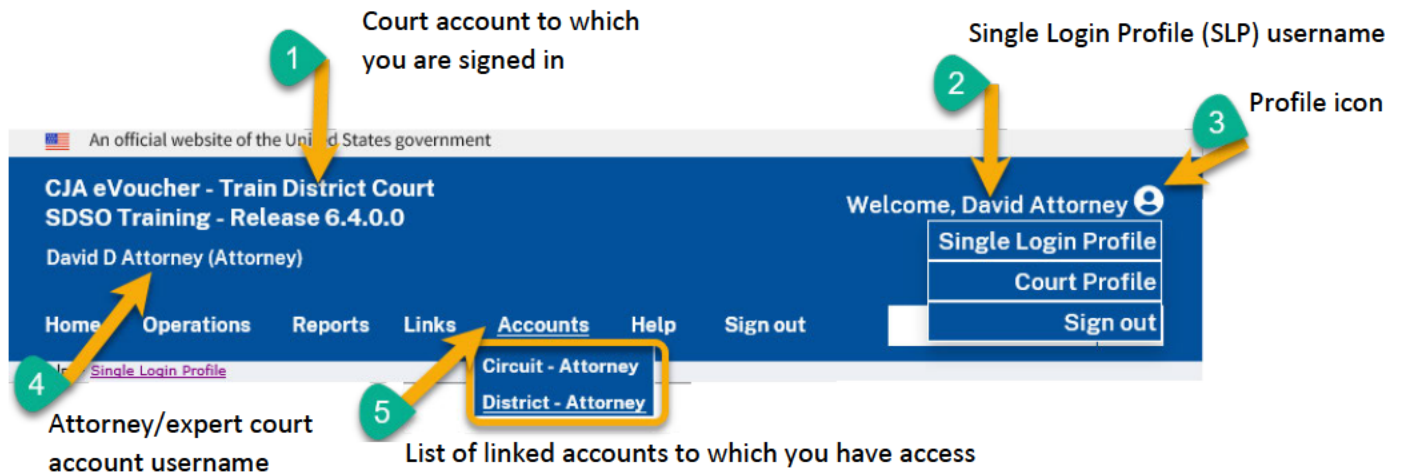
My Active Documents

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

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA-</a> Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry <a href="#">Edit</a>	04/14/2014

## 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. It connects multiple eVoucher accounts a user may have.
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

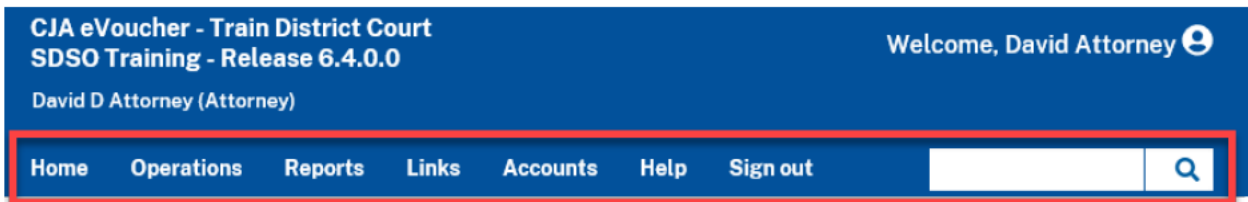
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with a navigation bar at the top containing links for Home, Operations, Reports, Links, Help, and Sign out. The page is divided into five main sections, each with a search bar and a table of data.

- My Active Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists three active documents for Paul William Clark (P. 1) with earned amounts of 1,205.00, 0.00, and 0.00.
- Appointments' List:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists three appointments for Paul William Clark (P. 1) with earned amounts of 204.45, 20,000.00, and 0.00.
- My Proposed Assignments:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists three proposed assignments for Paul William Clark (P. 1) with earned amounts of 0.00, 0.00, and 0.00.
- My Submitted Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It lists three submitted documents for Paul William Clark (P. 1) with earned amounts of 0.00, 0.00, and 0.00.
- Closed Documents:** A table with columns Case, Defendant, Type, Status, and Date Entered. It shows no data.

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 on the Appointment page.

## Navigating in the CJA eVoucher Program



Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	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>
Sign out	Click to sign out of the eVoucher program.
Search field	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 (+) to expand a folder. Click the minus sign (-) 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

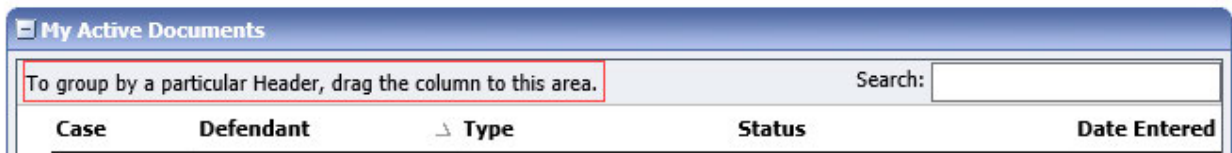
Click and drag the line in the desired direction to enlarge or reduce the column size.

**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.

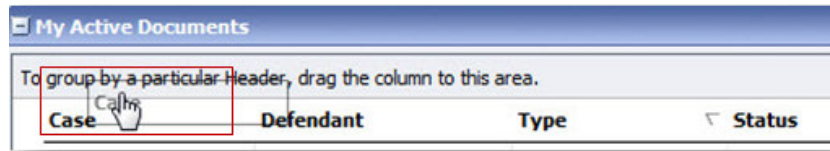
### Step 1

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.



## 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: TX125568 Your Name: David D Attorney  Your Contact Info: Phone: 555-555-5555 Fax: deadmail@ao.uscourts.gov  Your Address: 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.

Attorney Info

Your personal info

Bar Number:

Your Name: **Andrew Anders**

Your Contact Info:

Phone: 210-833-5623 | Cell Phone: 210-555-1234

Fax:

lisa\_ornelas@aotbx.uscourts.gov

deadmail@support.aotbx.uscourts.gov

deadmail@support.aotbx.uscourts.gov

Your Address:

110 Main Street

San Antonio, TX 78210

US

Edit

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**.

Attorney Info

Your personal info

SSN Instructions:

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.

Payee Certification:

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.).

\* Required Fields

Bar Number

Tax Identification Number: \* (If on Panel) ☐ Foreign Vendor?

SSN: \*\*\*\*\*

Confirm: \*\*\*\*\*

First Name \*

Middle

Last Name \*

Andrew

Anders

Main Email \*

lisa\_ornelas@aotbx.uscourts.gov

2nd Email

deadmail@support.aotbx.uscourts.gov

3rd Email

deadmail@support.aotbx.uscourts.gov

Phone \*

210-833-5623

Cell Phone

210-555-1234

Fax

Address 1 \*

110 Main Street

City \*

San Antonio

Address 2

State \* (US only)

TEXAS

Zip \* (US only)

78210

Address 3

Country \*

UNITED STATES

Save

cancel



**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.
- Attorneys with pre-existing agreements where the money goes to the firm must provide the firm's EIN, name and address to the court.

## Billing Info

**Information in this section is entered by court staff.**

**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

This is used in conjunction with the eVoucher attorney assignment feature, which is not utilized in this District.

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**.

Holding Period

There are 9 periods of time during which cases cannot be taken.

View

Step 2

Click **Add**.

Holding Period

BackEditAddDelete

Search:

Starting	Ending	Notes
No Holding Period		
No data		

**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". On the left is a blue sidebar. The main area has a header with "Back" and "Save" buttons, with "Save" highlighted by a red box. Below the header are two date pickers: "Starting Date" (4/27/2020) and "Ending Date" (5/1/2020), both highlighted by a red box. Below the dates is a "Notes" text area containing the text "Vacation,". The text area has a vertical scrollbar on the right.

## 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". To the right of the title, it says "No info has been stored. Please click VIEW to type your info." The "View" button is highlighted by a red 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. On the left is a blue sidebar. The main area has a header with "Back", "Edit", "Add", and "Delete" buttons, with "Add" highlighted by a red box. Below the header is a table with columns: "Files", "Credit", "Date", "Hours", and "Subject". A search bar is on the right. The table is empty, and the text "No Continuing Legal Education" and "No data" are visible 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. The 'Save' button is highlighted with a red box. Below it, the 'Credit' dropdown menu is set to 'Sentencing-rel'. The 'Date' field is '05/01/2014', 'Hours' is '0', and the 'Description' field is empty. A red box also highlights the 'Date', 'Hours', and 'Description' fields. At the bottom, a message 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

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

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button is highlighted with a red box. Below it, the 'Credit' dropdown menu is set to 'Sentencing-rel'. The 'Date' field is '05/15/2014', 'Hours' is '0', and the 'Description' field is empty. The 'Document' field is empty, and the 'Browse...' button is highlighted with a red box.

Continuing Legal Education	Back Edit Add Delete				
					Search: <input type="text"/>
	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

Appointments

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

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers.

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of Transcript

**BUDGET/AUTH** [Create](#)  
Authorization for Experts Attorney Fees and/or Expert and other Services for Budgeted Cases

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

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

**CJA-24** [Create](#)  
Authorization and Voucher for Payment of Transcript

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

**TRAVEL** [Create](#)  
Authorization for payment of Travel

**Reports**

[Appointment Report](#)

[Defendant Detail Budget Report](#)

[Detail budget info for defendant](#)

[Defendant Summary Budget Report](#)

[Totals only of budget info for defendant](#)

[Attorney Time](#)

[Case Detail Budget Report](#)

Appointment Info

1. CRIMINAL CODE NUMBER 8101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER 1:14-CR-08805-AA	
4. MAG. DISTRICT NUMBER 1:14-CR-08805-AA	5. APPEALS DISTRICT NUMBER 1:14-CR-08805-AA	6. OTHER DISTRICT NUMBER 1:14-CR-08805-AA	7. OTHER DISTRICT NUMBER 1:14-CR-08805-AA
8. IN CASE NUMBER OFFICE/Room 25A v. Branson	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REFERENCE TYPE Criminal Case
12. OFFENSES CHARGED 3:1822.F INSPECTION VIOLATION PENALTIES			
13. ATTORNEY'S NAME AND ADDRESS Andrew Anders 119 Main Street San Antonio, TX 78210 Phone: 210-833-3623 Cell phone: 210-555-1234 Email: <a href="mailto:andrew.anders@scs.uscourts.gov">andrew.anders@scs.uscourts.gov</a>			
14. COURT ORDER <input type="checkbox"/> A. Available <input type="checkbox"/> B. Local Counsel (Capital Only) <input type="checkbox"/> C. Pre-Side <input type="checkbox"/> D. Security Counsel <input type="checkbox"/> E. Civil Counsel <input type="checkbox"/> F. Appointing Counsel <input type="checkbox"/> G. Retained Attorney <input type="checkbox"/> H. Retained Attorney <input type="checkbox"/> I. Administrative <input type="checkbox"/> J. Other for Federal Defendant <input type="checkbox"/> K. Other for Federal Defendant <input type="checkbox"/> L. Other for Federal Defendant <input type="checkbox"/> M. Other for Federal Defendant <input type="checkbox"/> N. Other for Federal Defendant <input type="checkbox"/> O. Other for Federal Defendant <input type="checkbox"/> P. Other for Federal Defendant <input type="checkbox"/> Q. Other for Federal Defendant <input type="checkbox"/> R. Other for Federal Defendant <input type="checkbox"/> S. Other for Federal Defendant <input type="checkbox"/> T. Other for Federal Defendant <input type="checkbox"/> U. Other for Federal Defendant <input type="checkbox"/> V. Other for Federal Defendant <input type="checkbox"/> W. Other for Federal Defendant <input type="checkbox"/> X. Other for Federal Defendant <input type="checkbox"/> Y. Other for Federal Defendant <input type="checkbox"/> Z. Other for Federal Defendant			
15. LAW FIRM NAME AND MAILING ADDRESS 16. VOUCHER YES NO			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA Start: 01/25/2012 End: 01/25/2012	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Entry	01/25/2012
1:14-CR-08805-AA Start: 01/25/2012 End: 01/25/2012	Jebediah Branson (# 1) Claimed Amount: 500.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Entry	07/26/2012
1:14-CR-08805-AA Start: 01/25/2012 End: 01/25/2012	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Arney Chemist/Toxicologist	Submitted to Court FINAL PAYMENT	01/25/2012
1:14-CR-08805-AA Start: 01/25/2012 End: 01/25/2012	Jebediah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed FINAL PAYMENT	01/25/2012
1:14-CR-08805-AA Start: 01/25/2012 End: 01/25/2012	Jebediah Branson (# 1) Claimed Amount: 900.00 Approved Amount: 900.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed FINAL PAYMENT	01/25/2012
1:14-CR-08805-AA Start: 01/19/2012 End: 01/19/2012	Jebediah Branson (# 1) Claimed Amount: 750.00 Approved Amount: 750.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed FINAL PAYMENT	01/19/2012
1:14-CR-08805-AA Start: 12/14/2011 End: 12/14/2011	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Lucy Hall Lynette Support Services	Voucher Entry	12/14/2011
1:14-CR-08805-AA Start: 12/14/2011 End: 12/14/2011	Jebediah Branson (# 1) Claimed Amount: 10,000.00 Approved Amount: 10,000.00	AUTH Andrew Anders Psychologist	Voucher Closed FINAL PAYMENT	12/14/2011
1:14-CR-08805-AA Start: 12/14/2011 End: 12/14/2011	Jebediah Branson (# 1) Claimed Amount: 1,200.00 Approved Amount: 1,200.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Closed FINAL PAYMENT	12/14/2011
1:14-CR-08805-AA Start: 12/14/2011 End: 12/14/2011	Jebediah Branson (# 1) Claimed Amount: 1,050.00	CJA-21 Rick Arney Chemist/Toxicologist	Submitted to Court FINAL PAYMENT	12/14/2011

Section Name	Contents
Appointment Info	This section contains all information about the appointment.
Vouchers on File	This section contains all vouchers for the appointment.
Appointment	This section describes the information found on the page. Click the <b>View Representation</b> link to open the Representation Info page.
Create New Voucher	Click the <b>Create</b> link next to the voucher to create a voucher for the appointment.
Reports	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	<a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>

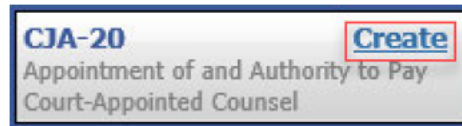


## Creating a CJA-20 Voucher

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** | Services | Expenses | Claim Status | Documents | Confirmation

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-01969-615-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 Sub for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 10/1/2021 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.

**Services**

Date: 4/17/2020 \* Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$152.00 per hour.

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate < > Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

< First < Previous **Next >** Last >

### 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

**Services**

Date: 04/17/2020 \* Description:

Service Type:  \*

Doc.# (ECF):

Hours:

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate < > Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

< First < Previous **Next >** Last >

Step 3

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

Services

Date04/17/2020

Description

Service Type

Doc.# (ECF)

Hours

In Court Services

a. Arraignment and/or Plea

b. Bail and Detention Hearings

c. Motion Hearings

d. Trial

e. Sentencing Hearings

To group by a pa

Service Type

**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**.

Date04/17/2020

Description

Service Typea. Arraignment and/or Plea

Doc.# (ECF)

Pages

Hours5.0

at \$148.00 per hour.

Add

Remove

\* Required Fields

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.

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

Services

Date

04/17/2020

\*

Description

First appearance an arraignment of defendant.

\*

Service Type

a. Arraignment and/or Plea

\*

Doc.# (ECF)

Pages

Hours

5.0

\*

at \$148.00 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	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

Page 1 of 1 (1 items)

<

[1]

>

Go to page:

View items per page:

10

25

50

100

< First

< Previous

Next >

Last >

Save

Delete Draft

Audit Assist

## Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

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.

**Note:** If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Please review the **Importing Time** job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

### Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

**CJA-20 Attorney Enters**

Def.: Jebediah Branson

[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 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:jasa_csmelaj@aoc.uscourts.gov">jasa_csmelaj@aoc.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"/> L Licensed Counsel (Original Only) <input 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 3/3/2014 Next Pro Tunc Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Info**

Preferred Payee: **Andrew Anders - Andrew Anders**

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

## Step 2

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. 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
Service Type
Doc.# (ECF)
Hours

Description
Pages

at \$155.00 per hour.
Add
Remove

\* Required Fields

### Step 3

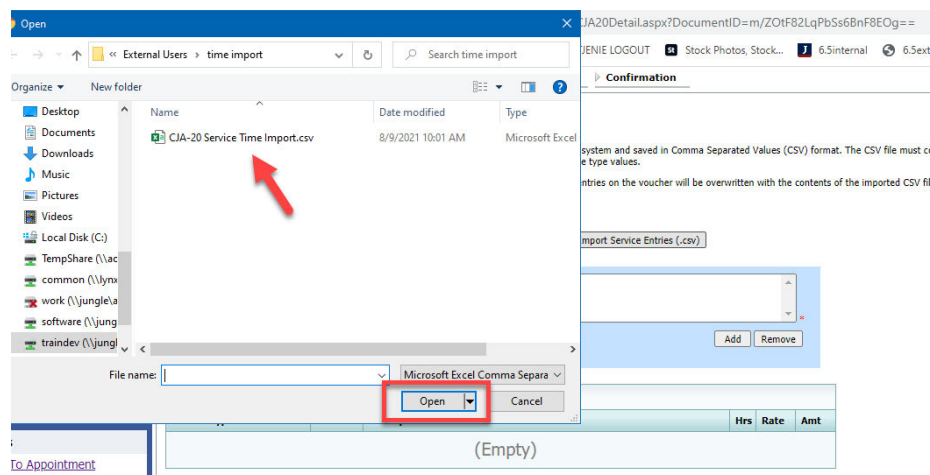
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' tab in the CJA eVoucher interface. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Services' tab is active. Below the tabs, there is a text box explaining that the system can import service time entries from a law firm billing system in CSV format. It includes an 'IMPORTANT' note stating that existing service entries will be overwritten. A red box highlights the 'Import Service Entries (.csv)' button. Below this, there is a form with fields for 'Date' (8/6/2021), 'Service Type', 'Doc.# (ECF)', 'Pages', 'Hours', and 'Description'. There are 'Add' and 'Remove' buttons. At the bottom, there is a table with columns 'Service Type', 'Date', 'Description', 'Hrs', 'Rate', and 'Amt'. The table is currently empty, and there are pagination controls at the bottom.

**Note:** The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

### Step 4

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



Step 5

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

✓

Service entries have been updated!

13 entries have been successfully added from *CJA-20 Service Time Import\_correct.csv* and saved to the services table below. [Click here](#) to view a report for the entries imported.

Services

Date

9/2/2021

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
e. Investigative or Other Work	07/01/2021	Test	0.1	\$155.00	\$15.50
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$155.00	\$31.00
d. Travel Time	07/02/2021	Test	0.3	\$155.00	\$46.50
b. Obtaining and Reviewing					



## Importing Service Entries on Previously Created CJA-20s

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

### Step 1

On the home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

**My Active Documents**

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

Case	Defendant	Type	Status	Date Entered
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
2:18-MJ-07088-- Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry	09/03/2021

### 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

CJA-20 Attorney Enters

Def: Jebediah Branson

Link To CW/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 Services Expenses Claim Status Documents Confirmation

**Basic Info**

1. CR. DIST. CODE 0101	1. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
2. MAG. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	2. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	3. APPEALS DKT. DEF. NUMBER	4. 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. OFFENSES CHARGED 15.1825.F INSPECTION VIOLATION PENALTIES		12. COCURE ORDER	
12. AFFORNEY'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:jva_cmr@jva.com">jva_cmr@jva.com</a>		<input type="checkbox"/> A Associate <input type="checkbox"/> B Licensed Counsel (Capital Only) <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> D Appointing Counsel <input type="checkbox"/> E Pro Se <input type="checkbox"/> F Standby Counsel <input type="checkbox"/> G Federal Defender <input type="checkbox"/> H Subs for Public Attorney <input type="checkbox"/> I Subs for Retained Attorney <input type="checkbox"/> J Subs for Pro Se <input type="checkbox"/> K Administrative	
14. LAW FIRM NAME AND MAILING ADDRESS		Print Attorney's Name Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 9/3/2014 Represented: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

**Payment Info**

Preferred Payee: Andrew Anders - Andrew Anders

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



The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. 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	<input type="text" value="9/3/2021"/>		Description	<input type="text"/>
Service Type	<input type="text"/>			
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>	
Hours	<input type="text"/>	at \$155.00 per hour.		
				<input type="button" value="Add"/> <input type="button" value="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

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

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](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \* Service Type: \* Description: \*  
 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.

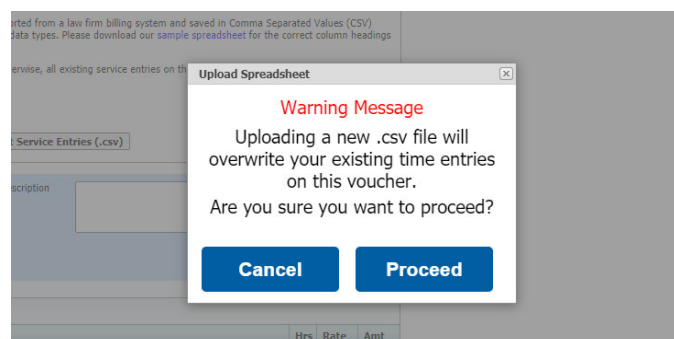
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

### 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 3–5 in the Importing Service Entries section above.



## Entering Expenses

### Step 1

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

**Expenses**

Date: 4/17/2020 \*

Expense Type: \*

Miles:  at \$0.575 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)					

No data to paginate

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

« 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:

Amount:

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginate

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

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

**Expense Type Options:**

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

### 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

Date4/17/2020

Expense TypeTravel Miles

Miles20

Amount

DescriptionTravel to and from court.

AddRemove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

No data to paginateGo to page:View items per page: 10 25 50 100

« 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

Date4/17/2020

Expense Type

Miles

Amount

Description

AddRemove

\* 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	\$0.575	\$11.50

Page 1 of 1 (1 items)Go to page:View items per page: 10 25 50 100

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

CJA eVoucher | Version 6.10 | TNWD | MAY 2024

**Step 4**

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

**Expenses**

Date  \* Description

Expense Type  \*

Miles  at \$0.575 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	\$0.575	\$11.50
Photocopies	04/18/2020	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

Page 1 of 1 (2 items)  View items per page: [10](#) [25](#) [50](#) [100](#)

**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

## 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, including incomplete dates, the following pink error message may appear:

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

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

C:\Users\JaimeLongoria\ Browse...

Description

Document

Upload

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

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

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

C:\Users\JaimeLongoria\ Browse...

Description

Document

Upload

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

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist



## 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 Jehediah 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@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 <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 Non 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 Ples	1.0	\$158.00			
b. Bail and Detention Hearings	2.0	\$316.00			
c. Motion Hearings	3.0	\$474.00			
d. Trial	4.0	\$632.00			
e. Sentencing Hearings	3.0	\$474.00			
f. Revocation Hearings	0.0	\$0.00			
g. Appeals Court	0.0	\$0.00			
h. Other	7.0	\$1,106.00			
<b>Totals</b>	<b>20.0</b>	<b>\$3,160.00</b>			
16. a. Interviews and Conferences	8.0	\$1,264.00			
b. Obtaining and Reviewing Records	7.0	\$1,106.00			
c. Legal Research and Brief Writing	8.0	\$1,264.00			
d. Travel Time	6.0	\$948.00			
e. Investigative and Other Work	1.3	\$205.40			
<b>Totals</b>	<b>30.3</b>	<b>\$4,787.40</b>			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$24.53			
18. Other Expenses (other than expert, transcripts, etc.)		\$4.40			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		<b>\$7,976.33</b>			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 11/01/2022 TO: 11/30/2022			20. APPOINTMENT TERMINATION DATE IF OTHER THAN 1. CASE DISPOSITION CASE COMPLETION		
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (N) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)					
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		


APPROVED FOR PAYMENT - COURT USE ONLY				
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMT. APPE. CERT.
28. SIGNATURE OF THE PRESIDING JUDGE		DATE		29a. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPE. 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:

 **Submit**

« 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**.


Public/Attorney Notes

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: 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.

My Submitted Documents

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

Search:

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 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.

My Documents


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

Case

[1:14-CR-08802-AA-](#)  
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.



CJA-20

Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

.....

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**

**In Court Services**

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>

**Out of Court Services**

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**


**Travel**

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

**Expenses**

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](#)

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

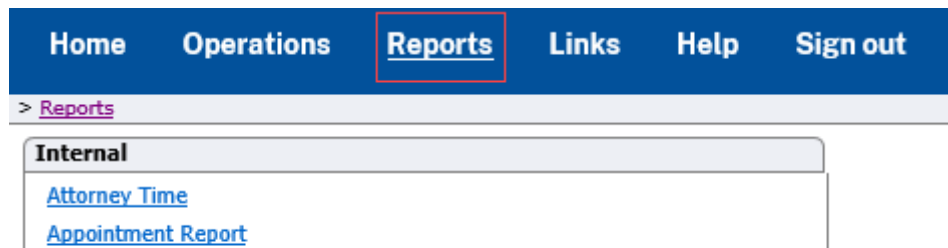
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

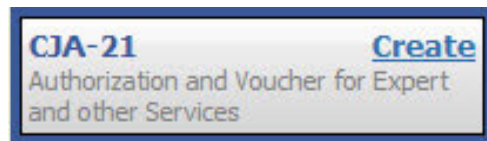


## Creating a CJA-21 Voucher

**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 Jebedah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
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 message appears stating that no authorization requests were found, 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 assigned with the service type selected appear in the drop-down list.
- 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 does not have an eVoucher account and profile, you must contact an eVoucher administrator to add a new provider.

**New Voucher Information**

**Service Type** Chemist/Toxicologist \*

**Description**

**Service Provider**  
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

**Expert**

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

Create Voucher

« First < Previous Next > Last » Delete Draft

### 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.

**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*

Create Voucher

### Step 7

Click **Create Voucher**.

### Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- When you select the expert from the **Expert** drop-down list, 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 again 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**.

### 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**.

**Expenses**

Date: 4/17/2020 \*

Expense Type:  \*

Miles:  at \$0.575 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)					

No data to paginate < >

Go to page:  View items per page: [10](#) [25](#) [50](#) [100](#)

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

### 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**.

**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 > Save Delete Draft Audit Assist

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 enter 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\I

Browse...

Description

Document

Upload

Description	Delete	View
Document	Delete	View

« First

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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 InfoServicesExpensesClaim StatusDocumentsConfirmation

Confirmation

1. CHR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08505-1-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 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:has_cemelas@aocis.uscourts.gov">has_cemelas@aocis.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICE (see instructions)		14. TYPE OF SERVICE PROVIDER <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 (Workflow/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"/> 14 Pathologist/Medical Examiner	
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 checked="" type="checkbox"/> NO			
NOTES Abraham Astley			
CLAIMS FOR SERVICES AND EXPENSES			
16. SERVICES AND EXPENSES		FOR COURT USE ONLY	
		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
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$0.00	0.0
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

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: 4/20/2020 21:27:33

Submit

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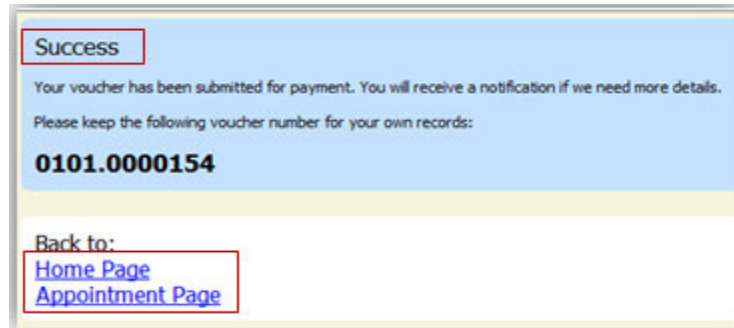
Save

Delete Draft

Audit Assist

**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.

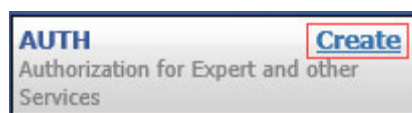
**Step 1**

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

Appointments' List	
Search: <input type="text"/>	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

**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 InfoDocumentsConfirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah 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_ernestas@actx.uscourts.gov">lisa_ernestas@actx.uscourts.gov</a>		13. COURT ORDER <div><div><input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standby Counsel</div><div><input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney</div><div><input type="checkbox"/> D Federal Defender <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> X Administrative</div></div> <div>Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 None Pro Tunc Date</div>	
14. LAW FIRM NAME AND MAILING ADDRESS		Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount  
\$ 8,000.00

Authorized Amount  
\$ Deactivated

Basis of Estimate  
100 hours at \$80/hour

Description

Service Type  
Investigator

Notes  
John Doe

« First

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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

DeleteView

DocumentDeleteView

« First

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Next >

Last »

Save

Delete Draft

Audit Assist

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

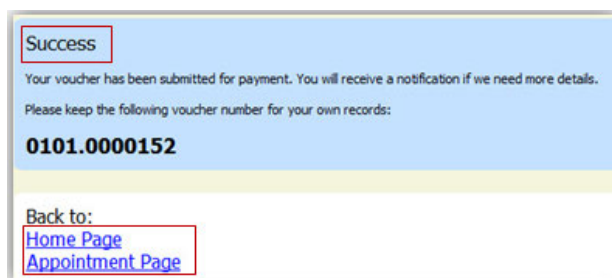
## Step 6

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**.

Basic Info		Documents		Confirmation	
<h2 style="text-align: center;">Confirmation</h2>					
<b>1. CASE NUMBER</b> 1010		<b>2. PERSON REPRESENTED</b> Michael Brown		<b>3. OTHER NUMBER</b> 1010	
<b>4. NAME AND ADDRESS</b> 123 Main Street 12345 ABCD, A.B.A.		<b>5. NAME AND ADDRESS</b> 123 Main Street 12345 ABCD, A.B.A.		<b>6. OTHER NUMBER</b> 1010	
<b>7. CASE DATE AND TIME</b> 1/1/2024 10:00 AM T.S.A. - Bureau		<b>8. PAYMENT METHOD</b> Money (including pre-paid American Express)		<b>9. TYPE PERSON REPRESENTED</b> Adult Defendant	
<b>10. TYPE APPROVED</b> 1. 1010 2. 1010 3. 1010 4. 1010 5. 1010 6. 1010 7. 1010 8. 1010 9. 1010 10. 1010 11. 1010 12. 1010 13. 1010 14. 1010 15. 1010 16. 1010 17. 1010 18. 1010 19. 1010 20. 1010 21. 1010 22. 1010 23. 1010 24. 1010 25. 1010 26. 1010 27. 1010 28. 1010 29. 1010 30. 1010 31. 1010 32. 1010 33. 1010 34. 1010 35. 1010 36. 1010 37. 1010 38. 1010 39. 1010 40. 1010 41. 1010 42. 1010 43. 1010 44. 1010 45. 1010 46. 1010 47. 1010 48. 1010 49. 1010 50. 1010 51. 1010 52. 1010 53. 1010 54. 1010 55. 1010 56. 1010 57. 1010 58. 1010 59. 1010 60. 1010 61. 1010 62. 1010 63. 1010 64. 1010 65. 1010 66. 1010 67. 1010 68. 1010 69. 1010 70. 1010 71. 1010 72. 1010 73. 1010 74. 1010 75. 1010 76. 1010 77. 1010 78. 1010 79. 1010 80. 1010 81. 1010 82. 1010 83. 1010 84. 1010 85. 1010 86. 1010 87. 1010 88. 1010 89. 1010 90. 1010 91. 1010 92. 1010 93. 1010 94. 1010 95. 1010 96. 1010 97. 1010 98. 1010 99. 1010 100. 1010 101. 1010 102. 1010 103. 1010 104. 1010 105. 1010 106. 1010 107. 1010 108. 1010 109. 1010 110. 1010 111. 1010 112. 1010 113. 1010 114. 1010 115. 1010 116. 1010 117. 1010 118. 1010 119. 1010 120. 1010 121. 1010 122. 1010 123. 1010 124. 1010 125. 1010 126. 1010 127. 1010 128. 1010 129. 1010 130. 1010 131. 1010 132. 1010 133. 1010 134. 1010 135. 1010 136. 1010 137. 1010 138. 1010 139. 1010 140. 1010 141. 1010 142. 1010 143. 1010 144. 1010 145. 1010 146. 1010 147. 1010 148. 1010 149. 1010 150. 1010 151. 1010 152. 1010 153. 1010 154. 1010 155. 1010 156. 1010 157. 1010 158. 1010 159. 1010 160. 1010 161. 1010 162. 1010 163. 1010 164. 1010 165. 1010 166. 1010 167. 1010 168. 1010 169. 1010 170. 1010 171. 1010 172. 1010 173. 1010 174. 1010 175. 1010 176. 1010 177. 1010 178. 1010 179. 1010 180. 1010 181. 1010 182. 1010 183. 1010 184. 1010 185. 1010 186. 1010 187. 1010 188. 1010 189. 1010 190. 1010 191. 1010 192. 1010 193. 1010 194. 1010 195. 1010 196. 1010 197. 1010 198. 1010 199. 1010 200. 1010 201. 1010 202. 1010 203. 1010 204. 1010 205. 1010 206. 1010 207. 1010 208. 1010 209. 1010 210. 1010 211. 1010 212. 1010 213. 1010 214. 1010 215. 1010 216. 1010 217. 1010 218. 1010 219. 1010 220. 1010 221. 1010 222. 1010 223. 1010 224. 1010 225. 1010 226. 1010 227. 1010 228. 1010 229. 1010 230. 1010 231. 1010 232. 1010 233. 1010 234. 1010 235. 1010 236. 1010 237. 1010 238. 1010 239. 1010 240. 1010 241. 1010 242. 1010 243. 1010 244. 1010 245. 1010 246. 1010 247. 1010 248. 1010 249. 1010 250. 1010 251. 1010 252. 1010 253. 1010 254. 1010 255. 1010 256. 1010 257. 1010 258. 1010 259. 1010 260. 1010 261. 1010 262. 1010 263. 1010 264. 1010 265. 1010 266. 1010 267. 1010 268. 1010 269. 1010 270. 1010 271. 1010 272. 1010 273. 1010 274. 1010 275. 1010 276. 1010 277. 1010 278. 1010 279. 1010 280. 1010 281. 1010 282. 1010 283. 1010 284. 1010 285. 1010 286. 1010 287. 1010 288. 1010 289. 1010 290. 1010 291. 1010 292. 1010 293. 1010 294. 1010 295. 1010 296. 1010 297. 1010 298. 1010 299. 1010 300. 1010 301. 1010 302. 1010 303. 1010 304. 1010 305. 1010 306. 1010 307. 1010 308. 1010 309. 1010 310. 1010 311. 1010 312. 1010 313. 1010 314. 1010 315. 1010 316. 1010 317. 1010 318. 1010 319. 1010 320. 1010 321. 1010 322. 1010 323. 1010 324. 1010 325. 1010 326. 1010 327. 1010 328. 1010 329. 1010 330. 1010 331. 1010 332. 1010 333. 1010 334. 1010 335. 1010 336. 1010 337. 1010 338. 1010 339. 1010 340. 1010 341. 1010 342. 1010 343. 1010 344. 1010 345. 1010 346. 1010 347. 1010 348. 1010 349. 1010 350. 1010 351. 1010 352. 1010 353. 1010 354. 1010 355. 1010 356. 1010 357. 1010 358. 1010 359. 1010 360. 1010 361. 1010 362. 1010 363. 1010 364. 1010 365. 1010 366. 1010 367. 1010 368. 1010 369. 1010 370. 1010 371. 1010 372					

**Step 7**

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.

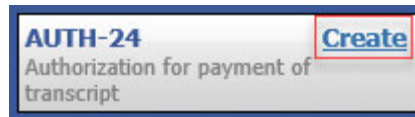


## Creating an Authorization for Transcripts (AUTH-24)

**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 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@ao.tx.uscourts.gov">lisa_ornelas@ao.tx.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 Dates 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			

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

Proposed Order.pdf

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 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**.

Basic Info Documents **Confirmation**

### Confirmation

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER	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			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see Item 14).			
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.		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.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order Nunc Pro Tunc Date	
Printed Name			
Telephone Number: 210-833-5623			

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: 4/20/2020 21:49:45

**Submit**

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

### Step 5

A confirmation screen appears, indicating that 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.

#### Success

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

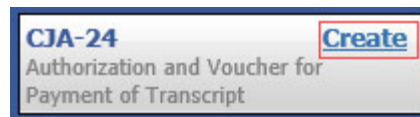
[Home Page](#)  
[Appointment Page](#)

## Creating a CJA-24 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-24 voucher template, click the **Create** link. The Basic Info page appears.



### Step 2

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. 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

Basic Info		VOUCHER NUMBER	
1. CLK DIST DIV CODE 0101	1. PERSON REPRESENTED Fehediah Brannon	3. APPEALS DKT DEF NUMBER	4. OTHER DKT DEF NUMBER
2. MAG DKT DEF NUMBER	4. DIST DKT DEF NUMBER 1:14-CR-08805-1-AA	5. TYPE PERSON REPRESENTED Adult Defendant	6. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) USA v. Brannon	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		
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**

**ID Number: 513** Service Type: Court Reporter / Transcript  
Order Date: 01/23/2020 Special Handling: 0  
Proceeding Transcribed: proceeding

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

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.

**ID Number: 736** Service Type: Court Reporter / Transcript  
Order Date: 02/24/2021 Special Handling: 0  
Proceeding Transcribed: xyz

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

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.

**No Existing Authorization in eVoucher**  
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

**Note:** The **No Existing Authorization in eVoucher** 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 it is highlighted.*

Please Select the Associated Authorization	
<b>ID Number: 513</b> Order Date: 01/23/2020 Proceeding Transcribed: proceeding	Service Type: Court Reporter / Transcript Special Handling: 0
<input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire	
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.	
<b>ID Number: 736</b> Order Date: 02/24/2021 Proceeding Transcribed: xyz	Service Type: Court Reporter / Transcript Special Handling: 0
<input type="checkbox"/> Prosecution Opening <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Voir Dire	
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.	

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link.

**No Existing Authorization in eVoucher**  
 If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

### Associated Authorizations Unavailable

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

Basic Info

Basic Info		VOUCHER NUMBER	
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Ernest Hornblatz	3. APPEALS. DKT. DEF. NUMBER	4. OTHER. DKT. DEF. NUMBER
5. IN CASE MATTER OF (Case Name) Hornblatz vs USA	6. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. OFFENSE(S) CHARGED 15:1.F.ANTITRUST VIOLATIONS			
10. EXCESS FEE LIMIT \$11,500.00	11. PRESIDING JUDGE Albert Albertson	12. MAGISTRATE JUDGE	13. 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 Existing Authorization in eVoucher**  
 If you do not have an existing authorization in eVoucher, you may proceed by clicking here.



### Step 3

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

**New Voucher Information**

Description

**Court Reporter/Transcriber Status**  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

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

**Expert**

Expert Info	LeVar Expert
Details	AO-CMSO Washington DC 20544 US Phone: 202-502-2965

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

#### Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.
- Click the **Attorney** or **Expert** radio button to indicate whether you or the expert (in this case, the court reporter) will complete the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert completes the required expense information and submits the form. The attorney then approves and submits to the court.

### Step 4

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

Basic Info **Services** Expenses Documents Summary Confirmation

### Services

Date: 4/20/2020 Description:

Service Type:

Include Page Numbers:

No. of Pages:  Rate Per Page:

Less Amount Apportioned:

Less Amount Adjusted:

**Add** **Delete Item**

\* Required Fields

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

Service Type	Date	Description	Incl. Page Number	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total	Audit Notes	Audit Amt
Original	04/20/2020	Transcription		15	10.00			150.00		

1 Page 1 of 1 (1 items) Go to page:  View items per page: 10 25 50 100

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

### Step 5

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

Basic Info Services **Expenses** Documents Summary Confirmation

### Expenses

Date: 4/20/2020 Description:

Expense Type:

Miles:  at \$0.575 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	Audit Notes	Audit Miles	Audit Amt
Travel Miles	04/20/20...	Travel to court.	20	0.575	11.5			

1 Page 1 of 1 (1 items) Go to page:  View items per page: 10 25 50 100

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

Step 6

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

Basic Info

Services

Expenses

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\I 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 7

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**

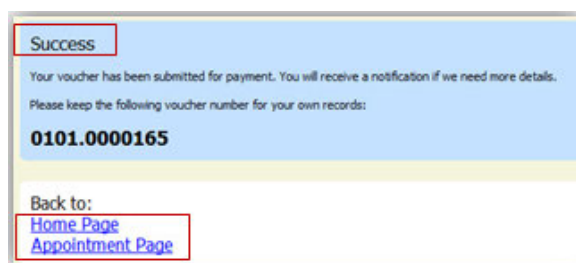
### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-03305-1-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			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcript does not include prosecutive opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the court (see Rule 16).			
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: 210-333-5623		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 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
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Pencil)			
SUB-TOTAL			LESS AMOUNT APPORTIONED
TOTAL			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			24. AMOUNT APPROVED \$0.00
Public/Attorney Notes			
<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 **Next >** Last > Save Delete Draft Audit Assist

**Step 8**

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.



## Creating a Budget Auth

The Budget AUTH document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit's case budgeting attorney and/or the court's CJA administrator.

Step 1

On the Appointment Info page, click the link for the case from which you want to create the budget auth.

Appointments' List

Search:

Appointments	Defendant
<a href="#">Case: 1:17-CR-01111-AA</a> Defendant #: 1 Case Title: USA vs Hall Attorney: David Attorney <a href="#">Representation ID: 108</a> Appointment ID: 88	<b>Defendant: Jennifer Hall</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/31/17 Pres. Judge: Albert Albertson Adm./Mag Judge:
<div><a href="#">Case: 1:55-CR-55555-LRJ</a></div> <div>Defendant #: 55555 Case Title: USA VS Bob Smith Attorney: David Attorney <a href="#">Representation ID: 120</a> Appointment ID: 116</div>	<b>Defendant: Bob Smith</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/09/18 Pres. Judge: LeVar Judge Adm./Mag Judge:

1

Page 1 of 1 (2 items)

Step 2

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

Appointment

In this page you will find a summary about this appointment, including a list of vouchers related to this appointment and links to create new vouchers

View Representation

Create New Voucher

AUTH

Authorization for Expert and other Services

Create

AUTH-24

Authorization for payment of transcript

Create

BUDGETAUTH

Authorization for Budgeted Case

Create

Appointment Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Bob Smith	5. APPEAL A.
3. MAG. DKT. DEF. NUMBER 1:55-CR-55555-LRJ	4. DIST. DKT. DEF. NUMBER 1:55-CR-55555-LRJ	6. TYPE Adult
7. IN CASE MATTER OF (Case Name) USA VS Bob Smith	8. PAYMENT CATEGORY Misdemeanor (including pre-trial diversion of alleged misdemeanor)	9. TYPE Adult
11. OFFENSE(S) CHARGED 12-1818 F. TERMINATION OF STATUS AS INSURED BANK	13. COURT Prior to Appointment Signature LeVar Date of (10/9/20) Repayment	
14. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: TX125567 113 Minor Street San Antonio TX 78209 Phone: 210-555-6781 Email: <a href="mailto:daviddattorney210@gmail.com">daviddattorney210@gmail.com</a>		
14. LAW FIRM NAME AND MAILING ADDRESS		

Vouchers on File

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

### Step 3

On the **Basic Info** tab of the budget auth, the **Budget Phase/Stage** (e.g., Pretrial/Trial/Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields are required. Optionally, in the **Notes** field, you can add notes to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab).

**Note:** If no attorney fees are being requested in this request, you **MUST** enter **\$0** to submit the budget auth.

**BUDGETAUTH Request Entry**

Def.: Bob Smith

[Link to CM/ECF](#)

Voucher #:  
Request Date:  
Decision Date:

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

**Reports**  
[Budget Auth Form- Attorney](#)  
[Budget Auth Form- Attorney](#)  
[Budget Auth Form- Attorney](#)

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Bob Smith	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:55-CR-55555-5555-LRJ	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA VS Bob Smith	8. PAYMENT CATEGORY Misdemeanor (including pre-trial diversion of alleged misdemeanor)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12. 1818 F. TERMINATION OF STATUS AS INSURED BANK			
13. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: TX125567 113 Minor Street San Antonio TX 78209 Phone: 210-555-6781 Email: david attorney 210@gmail.com		14. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Panel Attorney <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Pre Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pre Se <input type="checkbox"/> X Administrative Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Date of Order: 10/9/2018    Name Pre Tunc Date: _____ Reimbursement: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date: \_\_\_\_\_  
Nunc Pro Tunc Date: \_\_\_\_\_

Budget Phase/Stage: Pretrial

**Attorney Funding Information**

Representation Limit Upon Submission: \$ 3,300.00

Requested Additional Attorney Fees: \$ 50,000.00

Reimbursement Period (If Priority is Yes): \_\_\_\_\_  
Court Fee and Additional Attorney Fee: \$ 3,300.00

Notes: Optional Notes

< First   < Previous   Next >   Last >   Save   Delete Draft

Step 4

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you are requesting, if any. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. The provider request appears in the grid below. Continue to add service providers.

Basic Info

Authorization Request

Documents

Confirmation

Request For Service Providers

Service Provider Type

Interpreter/Translator

Previous Authorizations for this Provider Type:

ID Number: 186

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:

Previously Authorized Amount

\$100.00

Additional Amount Requested

10000.00

Additional Amount Authorized

Description

Notes

Court Notes

Add

Remove

Step 5

If there is no prior auth for the provider type being requested, you only need to enter an amount requested in the **Additional Amount Requested** field.

Basic Info

Authorization Request

Documents

Confirmation

Request For Service Providers

Service Provider Type

Documents Examiner

Previous Authorizations for this Provider Type:

No Previous Authorizations Found

Previously Authorized Amount

\$0.00

Additional Amount Requested

10000.00

Additional Amount Authorized

Description

Notes

Court Notes

Add

Remove



Step 6

On the **Documents** tab, upload any relevant documents, and then click the **Confirmation** tab.

Basic Info

Authorization Request

Documents

Confirmation

Supporting Documents

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

File

Choose File

No file chosen

Description

Upload

Description

Delete

View

No Attachments

## Step 7

On the **Confirmation** tab, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, include any additional information to the court.

Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit**.

Basic Info Authorization Request Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	1. 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@ao.tx.uscourts.gov">lisa_omelas@ao.tx.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 Pre So <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pre So <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: 5/3/2014    Nunc Pro Tunc Date: _____ Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

### Attorney Funding Information

Requested Additional Attorney Fees	Representation Limit Upon Submission	\$11,500.00
	Authorized Additional Attorney Fees	
	Grand Total Authorized Attorney Fees	\$11,500.00

NOTES:

### Requests For Service Providers


Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Chemist/Toxicologist	\$1,500.00	\$5,000.00		
Documents Examiner	\$0.00	\$10,000.00		
<b>Totals</b>	<b>\$1,500.00</b>	<b>\$15,000.00</b>		

Order Date	Nunc Pro Tunc Date	Budget Phase/Stage
Signature of Attorney	Date Signed	Requested Amount \$15,000.00
Signature of Presiding Judge	Date Signed	Judge Code Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code Approved Amount

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

**Step 8**

A confirmation screen appears, indicating the previous action was successful and the budget auth has been submitted to the court. Click the **Home Page** link to return to the home page, or click the **Appointment Page** link to create an additional document for this appointment.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0101.0001122**

Back to:

[Home Page](#)

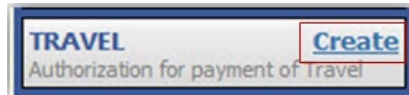
[Appointment Page](#)

## 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.

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CLK. BOST. DIV. CODE 0101	2. PERSON REPRESENTED Deborah Brannon	3. VOUCHER NUMBER
4. MAG. DIV. DEF. NUMBER	5. DEF. DIV. DEF. NUMBER 1:14-CP-08805-1-JA	6. APPEALS DIV. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Brannon	8. PAYMENT CATEGORY Felony (excluding pre-trial diversion of Alleged Felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case		

11. OFFENSE/CHARGE  
1:1825 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: [jaw\\_anders@nts.uscourts.gov](mailto:jaw_anders@nts.uscourts.gov)

13. COURT ORDER  
☐ A Associate    ☐ C Co-Counsel    ☐ D Federal Defender    ☐ F Subs for Federal Defender  
☐ L Learned Counsel (Capital Only)    ☐ O Appointing Counsel    ☐ P Subs for Panel Attorney    ☐ R Subs for Retained Attorney  
☐ S Pro Se    ☐ T Retained Attorney    ☐ U Subs for Pro Se    ☐ X Administrative  
☐ V Standby Counsel

Prior Attorney's Name  
Appointment Date  
Requester of Pretrial Judge or By Order of the Court  
Albert Albrechtson  
Date of Order  
5/3/2014  
Name Pre Trial Date  
None Pre Trial Date  
Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

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:

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

### 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

### Request For Travel\*

**\* Required Fields**

Name and Title of Person Traveling: Andrew Anders

Address of Person Traveling: 123 Way  
San Antonio, TX 78229

Travel From Location: San Antonio, TX

Travel To Location: Los Angeles, CA

Estimated Dates of Travel: 5/25-5/28

Travel Requested: \* Estimated Cost: Instructions for requesting amounts for the travel items:

Airline Tickets via CJA Government Travel Agency: 300.00 Complete the estimated dollar amount for each applicable line.

Ground Transportation: 20.00 The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Subsistence (Hotels & meals): 100.00 Complete information for one traveler per form.

Other: Estimated Cost: 420.00

Total Estimated Cost: 420.00

Total Authorized:

Purpose and Justification: Travel to talk to witness.

Court Notes:

Add Remove

\* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MSIE rate.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	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)

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

#### 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\ Browse...

Description Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

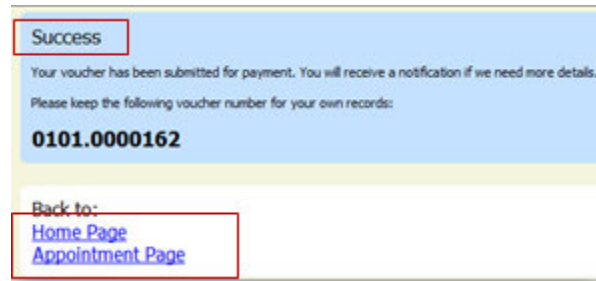
**Note:** All documents must be submitted in PDF format and must be 10 MB or less.

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**.

« First < Previous **Next >** 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.



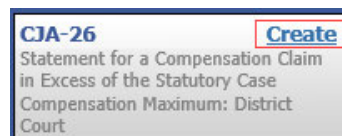
## Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits.

**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 CJA-26.



### Step 2

The Basic Info page appears. Enter the required information. Click **Save**.

Basic Info

1. CJA-26 VOUCHER CODE 0101	2. PERSON REPRESENTED Federal Bureau	3. APPEALS VOUCHER NUMBER 114-CP-00001-1-1A	4. OTHER VOUCHER NUMBER
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. REPRESENTATION TYPE Criminal Case
9. OFFENSE/CHARGES 11.1822 F INSPECTION VIOLATION PENALTIES			
10. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 610 Main Street San Antonio TX 78210 Phone: 210-433-5623 Cell phone: 210-515-1234 Email: <a href="mailto:jaw_anders@accc.uscourts.gov">jaw_anders@accc.uscourts.gov</a>			
11. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Felony for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Felony for Paid Attorney <input type="checkbox"/> R Felony for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> V Felony for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Juvenile Counsel			
12. LAW FIRM NAME AND MAILING ADDRESS			
Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Subject: <input type="text"/>			
Date of Order: 11/20/14 Reopened: <input type="checkbox"/> YES <input type="checkbox"/> NO			

Amount Requested:  \* Amount Approved:

Pre Trial Hours:  0 Trial Hours:  0 Sentencing Hours:  0 Other In-Court Hours:  0 Out-Of-Court Hours:  0

Number of Counts:  0 Number of Co-Defendants:  0

Other Pending Cases:

Sentencing Guideline Range:

Mandatory Minimum Found: ☐

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

### Step 3

Click the **Justification** tab, or click **Next** on the progress bar. On the Justification page, enter relevant information in the fields, and then click **Save**.

Basic Info
Justification
Documents
Confirmation

## Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. Summarize investigation and case preparation (e.g., number and accessibility of witnesses interviewed, record collection, document organization) which are a noteworthy factor in the number of hours claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.

« First
< Previous
Next >
Last »

Save

Delete Draft

Audit Assist



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

Justification

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	<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 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 and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info

Justification

Documents

Confirmation

Confirmation

SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT

THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22 B(3) OF THE *GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT*, VOLUME VII, *GUIDE TO JUDICIARY POLICIES AND PROCEDURES*, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C (2) OF THOSE *GUIDELINES*, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME: Andrew Anders

CASE NAME: USA v. Branson

DOCKET NUMBER: 1:14-CR-08805-AA

DEFENDANT NUMBER: 1

VOUCHER NUMBER:

1 PERIOD OF APPOINTMENT (DATES): 3/3/2014

TOTAL NUMBER OF IN-COURT HOURS: 0

PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0

TOTAL NUMBER OF OUT-OF-COURT HOURS: 0

2 OFFENSES CHARGED: 15:1825 F INSPECTION VIOLATION PENALTIES

NUMBER OF COUNTS CHARGED: 0

NUMBER OF CO-DEFENDANTS: 0

OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION:

IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:

WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? ☐ YES ☒ NO

3 DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

4 LIST AND DESCRIBE MOTIONS, LEGAL MEMORANDA, JURY INSTRUCTIONS, AND SENTENCING DOCUMENTS, OR LEGAL RESEARCH NOT RESULTING IN SUCH, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND WHICH WERE DRAFTED ORIGINALLY FOR THIS CASE (DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY):

5 SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:

6 EXPLAIN, IF NOTEWORTHY, IMPACT ON THE NUMBER OF HOURS CLAIMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CJA 21 VOUCHER):

7 CHECK WHETHER ANY OF THE FOLLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND EXPLAIN EACH: COMMUNICATION WITH CLIENT/FAMILY, LANGUAGE DIFFERENCE, ACCESSIBILITY OF CLIENT, OTHER.

8 EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN \$500:

9 EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:

INCLUDE, IF APPLICABLE: (A) NEGOTIATIONS WITH U.S. ATTORNEY'S OFFICE OR LAW ENFORCEMENT AGENCY; (B) COMPLEXITY OR NOVELTY OF LEGAL ISSUES AND FACTUAL COMPLEXITY; (C) RESPONSIBILITIES INVOLVED MEASURED BY THE MAGNITUDE AND IMPORTANCE OF THE CASE; (D) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (E) NATURE OF COUNSEL'S PRACTICE AND HARDSHIP OR INJURY RESULTING FROM THE REPRESENTATION; AND (F) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.

Signature of Attorney  
Andrew Anders

Date Signed

Requested Amount

Signature of Presiding Judge

Date Signed

Judge Code

Approved Amount

Signature of Chief Judge, Court of Appeals (or Delegate)

Date Signed

Judge Code

Approved Amount

Public/Attorney Notes

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

Date: 4/20/2020 22:27:34

Submit

< First

< Previous

Next >

Last >

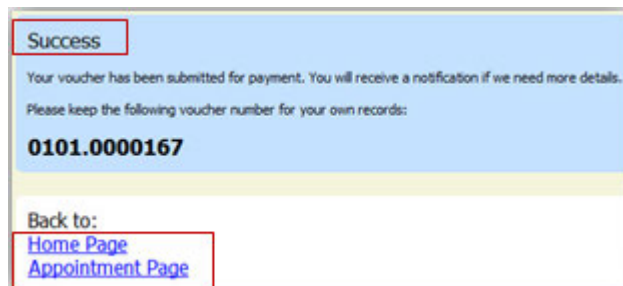
Save

Delete Draft

Audit Assist

**Step 6**

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.

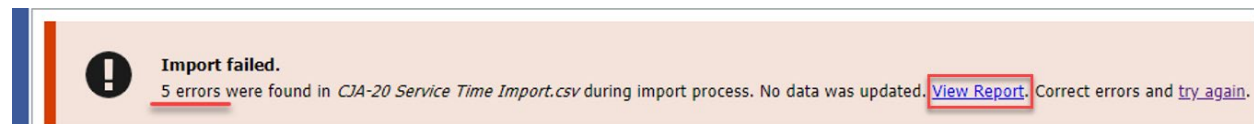


## Appendix A: Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

### Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



**Import failed.**  
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

### Step 2

The Errors Only report opens by default, with the errors in the file highlighted. Review the error report and correct the original .csv file.

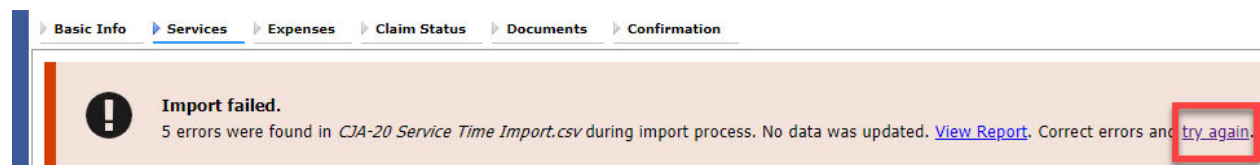
☒ Errors Only ☐ Full Report

Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson				
Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	0.9	Test	15c. Motion Hearings	-	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	7/14/2021	1.1	Test<>	16a. Interviews and Conferences		

**Note:** Click the **Full Report** radio button to view an error report that includes all imported service lines.

### Step 3

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

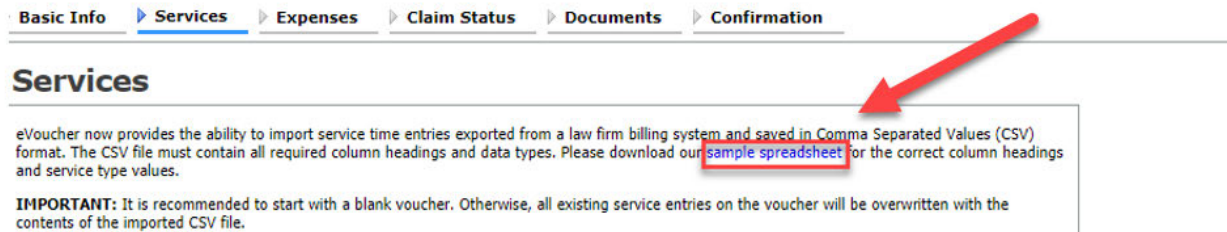


**Import failed.**  
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

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 voucher, please see instructions for those documents.

## Appendix B: Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

	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 arraignment	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						

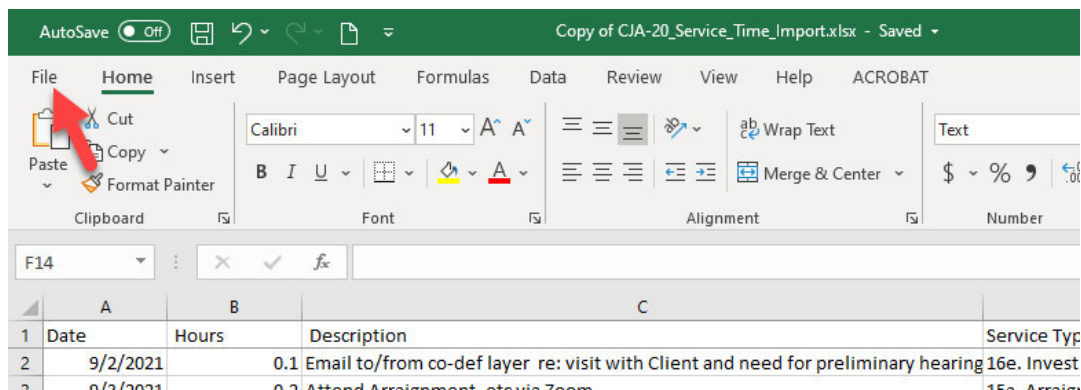
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

## Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow you to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

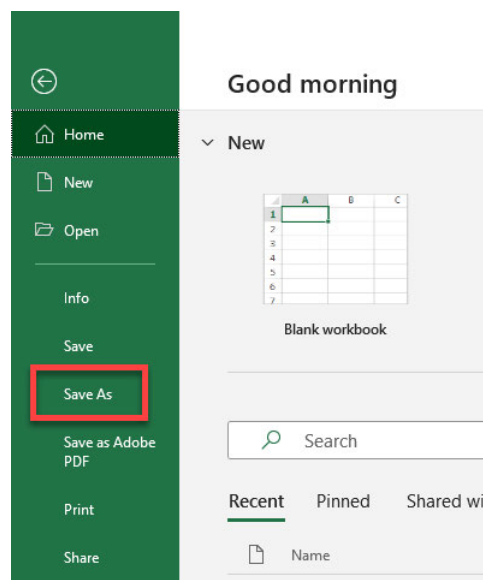
### Step 1

In your Excel file, click the **File** tab.

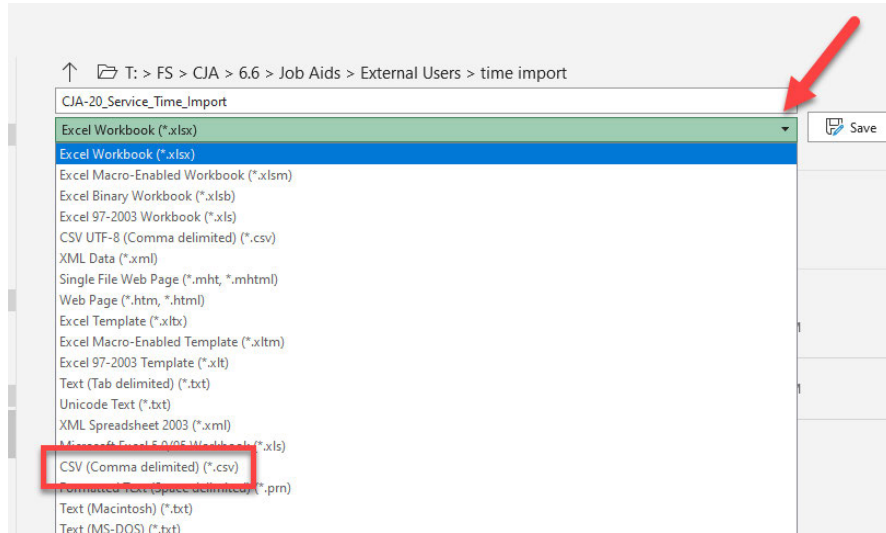


### Step 2

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



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



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

