



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

Release 6.3

Western District of Tennessee

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Introduction

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

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

In the Western District of Tennessee attorneys are required to create and submit vouchers for their service providers.

The program includes the following modules:

Panel Management

- 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. *(this function is not used in this District).*

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Requests by attorneys for interim payment via supporting memorandum (PDF) attached directly to voucher.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or rejection of vouchers and authorization requests.

Browser Compatibility

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

Court Appointment

When an appointment is made an email is generated by the program and sent to the appointed attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

Access eVoucher on the Court's Website through the CJA Portal or directly at this link:

https://evadweb.ev.uscourts.gov/CJA_tnw_prod/CJAeVoucher/

It is suggested that you bookmark it for easier access.

Log in using the Username and Password you were provided, and click **Log In**.

Sign in to CJA eVoucher

Please enter your username and password to continue.

Username

Password

[Forgot your password?](#)

You are required to change your password within **30 days** of the first time you log on to eVoucher.

Passwords must:

- Be at least 8 characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

Users are required to change their password every 180 days. Users will be prompted to reset their password five (5) days before it is set to expire.

If you forget your username or password, click the **Forgot your Password?** hyperlink. Enter your Username and Email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

Username

Password

[Forgot your password?](#)

Sign in

After several unsuccessful attempts to log in, the program will lock you out and you will need assistance from court staff. Contact the CJA Help Desk at cjahelpdesk@tnwd.uscourts.gov for assistance. You may also contact the Systems Administrator at 901-495-1559 or Attorney Maintenance at 901-495-1226 if you need immediate assistance.

Home Page

Your home page provides access to all of your appointments and vouchers. System security prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	12/11/2019
3:19-MJ-04562... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/28/2020

Page 1 of 3 (30 items)

My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	
No data	

My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000389 FINAL PAYMENT	07/24/2019
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000391 FINAL PAYMENT	07/24/2019

Page 1 of 4 (34 items)

Appointments' List

Appointments	Defendant
Case: 3:19-MJ-04562-3L Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-MJ-96325-3L Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

Page 1 of 1 (10 items)

My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed 0101.0000387	07/23/2019

Page 1 of 2 (16 items)

Closed Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.21 Approved Amount: 4,234.21	CJA-20 Atty Longoria	Voucher Closed 0101.0000378 FINAL PAYMENT	06/07/2019
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019

Page 1 of 5 (48 items)

Folder Name	Contents
My Active Documents	This folder 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 action by you.
Appointments' List	Quick reference to all your appointments/cases.
My Proposed Assignments	Not in use in this District.
My Submitted Documents	This folder contains vouchers for yourself, or your service provider, that have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> • Vouchers in progress (attorney enter or expert enter). • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This folder contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. Closed documents display until they are archived and/or for 60-90 days after an appointment is terminated. They are still accessible through the Appointment page. Closed documents will be archived monthly by the Court.

Navigating in the CJA eVoucher Program

The screenshot shows the top navigation area of the CJA eVoucher program. At the top left is a 'Menu' button. Below it is a banner with the text 'CJA eVoucher - Train District' and 'SDSO Training - Release 6.3.0.0'. To the right of the banner is a 'Welcome, Andrew Anders (Attorney)' message with a user profile icon. Below the banner is a navigation bar with links for 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'Sign out'. A 'Breadcrumb Navigation' box is positioned below the 'Home' link. In the top right corner, there is an 'Attorney Logon Confirmation' box with a red arrow pointing to the user profile icon.

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 may run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Help	Click to access: <ul style="list-style-type: none"> • Another link to your profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to log off of the eVoucher program.


Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the **plus** sign  to expand a folder. Click the **minus** sign  to collapse a folder.

Resize a Column

Step 1

Along the folder headings (e.g., Case, Description, Type, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step 2

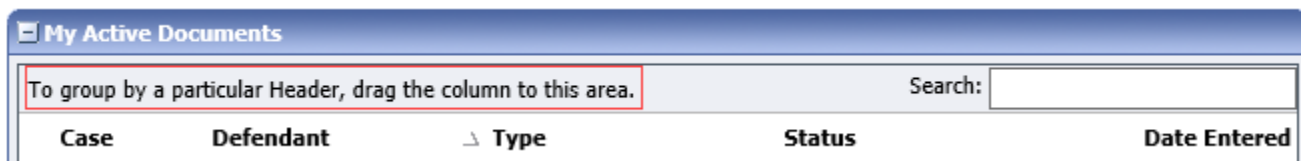
Drag the line in the desired direction to enlarge or reduce the column size.

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

Group by Column Heading: You can sort all the information within a folder by grouping documents by column header. All folders displaying the group header bar can be sorted in this manner.

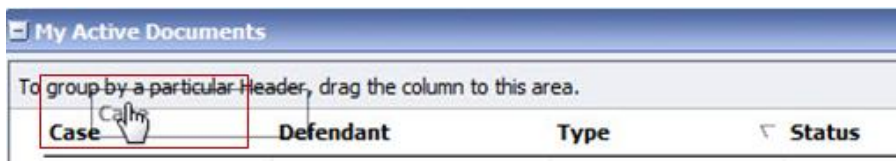
Step 1

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



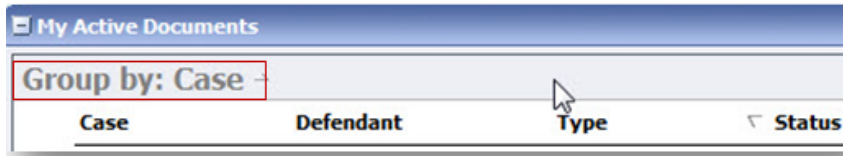
Step 2

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



Step 3

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



My Profile

In the My Profile section, the attorney can:

- Change password (Login Info section).
- Edit contact information, phone, e-mail, physical address (Attorney Info section).
- Update Social Security number (SSN) or employee identification number (EIN), and any firm affiliation (Billing Info section). **An AO-213 must be provided to the court and SSN and EIN numbers will be added/changed ~~are added~~ by court staff. To request a change of billing address, the attorney shall submit a written request and a new Vendor Information/TIN Certification form (AO-213) which is available in the forms section of the Court's web site to the CJA eVoucher Help Desk.**
- Add a time period in which you will be out of office (Holding Period). *This feature is not in use by this district.*
- Document any CLE attendance (Continuing Legal Education section). *This feature is for attorney's personal use only.*

Click the **My Profile** link from either the Home page or the **Help** menu bar to open the **My Profile** page.



The My Profile page appears.

Section	Details	Action
Login Info Your Login information	UserName Anders	Edit
Attorney Info Your personal info	Bar Number: Your Name: Andrew Anders Phone: 210-833-5623 Fax: deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov Your Address: 110 Main Street San Antonio, TX 78210 US	Edit
Billing Info List all available billing info records	Your default billing info is: Andrew Anders Billing Code:0101-000001 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax:	Select Add Edit
Holding Period	There is 1 period of time during which case cannot be taken.	View
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	View

Changing My Profile Username and Password

In the Login Info section, click **Edit** to change your password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders** Edit

Step 2

To change your user name, type the new user name and click the **change** link. The “The Username has been changed” message appears. To reset your password, click the **reset** link.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change Close

Password **** reset

Step 3

In the **Password** field, enter the new password, and then reenter it in the **Confirm** field. Click **Reset** to save.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders change

Password ●●●●●● * Strength:Strong

Confirm *

Reset cancel

Step 4

Click **Close** to exit the Login Info section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

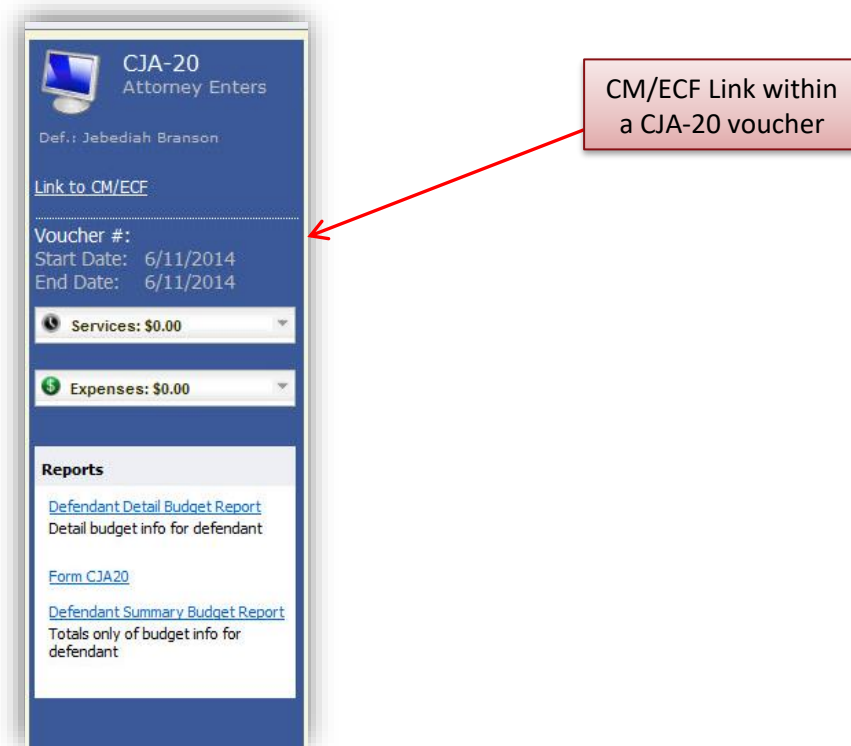
Login Info
Your Login information

Username Anders change Close

Password **** reset

CM/ECF Access

To obtain access to CM/ECF within eVoucher, click “Link to CM/ECF” in the voucher Quick Review Panel (as shown below). You will not be able to successfully link to a case in CM/ECF if it is under seal or if any of the case documents are sealed.



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	<input type="button" value="Edit"/>
	<i>Your Contact Info:</i> Phone: 210-833-5623 Cell Phone: 210-555-1234 Fax: lisa_ornelas@aobx.uscourts.gov deadmail@support.aobx.uscourts.gov deadmail@support.aobx.uscourts.gov	
	<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US	

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.).	<p>* Required Fields</p> Bar Number <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="cancel"/>
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/>	
	First Name * Middle Last Name * Andrew <input type="text"/> <input type="text"/> Anders <input type="text"/>	
	Main Email * lisa_ornelas@aobx.uscourts.gov <input type="text"/>	
	2nd Email deadmail@support.aobx.uscourts.gov <input type="text"/>	
	3rd Email deadmail@support.aobx.uscourts.gov <input type="text"/>	
	Phone * Cell Phone Fax 210-833-5623 <input type="text"/> 210-555-1234 <input type="text"/> <input type="text"/>	
	Address 1 * City * 110 Main Street <input type="text"/> San Antonio <input type="text"/>	
	Address 2 State *(US only) Zip *(US only) <input type="text"/> TEXAS <input type="text"/> 78210 <input type="text"/>	
	Address 3 Country * <input type="text"/> UNITED STATES <input type="text"/>	

Notes:

- A SSN must be entered in the User Profile or payment cannot be issued. Changes to SSN/TIN must be made by court staff.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- If you are a foreign vendor, 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.
- **Attorney's 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.

Please verify your billing info and notify the court if it is incorrect.

Billing Info
List all available billing info records

Your default billing info is:
Andrew Anders
SSN/EIN: ***-**-6789
123 Legal Blvd. South
AnyTown, DC
12345 - USA
Phone: 888-555-4000
Fax: 888-555-4001

Select
Add
Edit

Notes:

- Billing information must be entered before any payments can be made. Payments and 1099's are mailed to the billing address. **BILLING INFORMATION WILL BE COMPLETED BY COURT STAFF.**
- Attorney's with pre-existing agreements where the money goes to the firm must provide the firm's EIN, name and address to the court.
- **The SSN/EIN is used when reporting income to the IRS.**
- **Attorneys must notify the Court in writing when billing information has changed using AO-213 Form which is available on the Court's Website under forms.**

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.

Step 1

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

Holding Period	There are 9 periods of time during which cases cannot be taken.	<input type="button" value="View"/>
-----------------------	--	-------------------------------------

Step 2

Holding Period	<input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>		
			Search: <input type="text"/>
	Starting	Ending	Notes
No Holding Period			No data

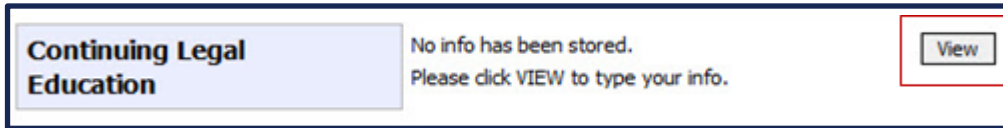
In the corresponding fields, enter the starting date and ending date, along with any applicable notes. Click **Save**.

Holding Period	<input type="button" value="Back"/> <input type="button" value="Save"/>		
	Starting Date 4/27/2020 <input type="button" value="Calendar"/>	Ending Date 5/1/2020 <input type="button" value="Calendar"/>	
	Notes Vacation.		<input type="button" value="Up"/> <input type="button" value="Down"/>

Continuing Legal Education (CLE)

Step 1

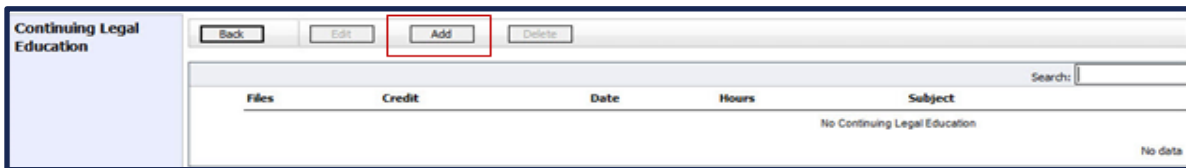
In the Continuing Legal Education section, click **View** to access the CLE information.



The screenshot shows a header area with the text "Continuing Legal Education" on the left. To the right, a message states: "No info has been stored. Please click VIEW to type your info." A "View" button is highlighted with a red box in the top right corner.

Step 2

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



The screenshot shows the "Continuing Legal Education" section with a table. The table has columns for "Files", "Credit", "Date", "Hours", and "Subject". The table is currently empty, with the text "No Continuing Legal Education" and "No data" displayed below it. The "Add" button in the top navigation bar is highlighted with a red box.

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" section with a form. The "Credit" dropdown menu is set to "Sentencing-rel". The "Date" field is set to "05/01/2014". The "Hours" field is set to "0". The "Description" field is empty. The "Save" button is highlighted with a red box. A note at the bottom of the form reads: "Document: After you save the information about this Continuing Education, you will be able to upload related documents."

Step 4

Click **Browse** to upload and attach a PDF document. Then click **Save**.

Back Save

Credit: Sentencing-re

Date: 05/15/2014

Hours: 0

Description:

Document: Browse...

Continuing Legal Education

Back Edit Add Delete

Search:

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

1 Page 1 of 1 (1 items)

Note: All entries appear in the grid and can be accessed, edited, or deleted either by clicking the entry or clicking the **Edit** or **Delete** buttons.

Appointment List

On your home page, locate the **Appointments** column in the Appointment's List section.

Step 1

Click the case number hyperlink to open the **Appointment Info** page.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 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.

BUDGETAUTH [Create](#)
 Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

CJA-20 [Create](#)
 Appointment 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. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. MAG. DKT/DEF NUMBER 1:14-CR-08805-1-AA	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. 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: 210-533-5623 Cell phone: 210-555-1234 Email: lisa_omegas@aotx.uscourts.gov			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> 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 Prior Attorney's Name: Appointment Date: Signature of Presiding Judge or By Order of the Court: Albert Albertson Date of Order: 3/3/2014 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
14. LAW FIRM NAME AND MAILING ADDRESS					

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00	CJA-20 Andrew Anders	Voucher Closed 0101.00000091	03/17/2016
1:14-CR-08805-AA Start: 04/02/2014 End: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed 0101.00000092	11/16/2017
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA Start: 01/21/2016 End: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.00000092	01/21/2016
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry Edit FINAL PAYMENT	03/22/2016
1:14-CR-08805-AA Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000109	03/22/2016

1 2 3 4 5 > ... Last > Page 1 of 7 (70 items)

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

View Representation

Clicking the **View Representation** hyperlink displays 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.

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](#)

The Representation Info page appears.

Representation		Representation Info			
In this page you can view or delete the representation. Reports Representation Report		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 PENAL TIES			
		EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2
App.ID	Attorney	Order Type		Order	Email
4	Andrew Anders	Appointing Counsel		03/03/14	lisa_ornelas@aobx.uscourts.gov

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment. The attorney initiates the CJA 20 voucher.

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

In the **Appointment** section, from the CJA-20 voucher template, click the **Create** hyperlink.



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

Basic Info		VOUCHER NUMBER	
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT./DEF.NUMBER	6. OTHER DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name 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			

Payment Info

Preferred Payee: Andrew Anders
Andrew Anders
 SSN/EIN:***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

Navigation: << First | < Previous | Next > | Last >> | Save | Delete Draft | Audit Assist

Tab headings 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 the 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 prior to submission and address any issues/warnings in the public/attorney notes on the confirmation page.
- To navigate use the tab headings or 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.

The screenshot shows the 'Services' page with a progress bar at the top containing tabs: Basic Info, **Services**, Expenses, Claim Status, Documents, and Confirmation. The 'Services' tab is highlighted with a red box. Below the progress bar is the 'Services' form. It has fields for Date (4/17/2020), Units, and Rate, each with a red asterisk indicating it is a required field. There is a calendar icon next to the Date field and a dropdown menu for Description. 'Add' and 'Remove' buttons are at the bottom right of the form. Below the form is a table with columns: Date, Description, Units, Rate, and Amt. The table is currently empty. At the bottom of the page are navigation buttons: < First, < Previous, **Next >** (highlighted with a red box), Last >, Save, Delete Draft, and Audit Assist.

Step 2

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

This screenshot shows the 'Services' page with the calendar pop-up open over the Date field. The Date field contains '4/17/2020' and has a red asterisk. The calendar is for April 2020 and shows the date 17 highlighted in yellow. The calendar grid is as follows:

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Step 3

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

Services

Date: 4/17/2020 *

Service Type: *

Doc.# (ECF):

Hours:

* Required Fields

To group by a pa

In Court Services

- a. Arraignment and/or Plea
- b. Bail and Detention Hearing
- c. Motion
- d. Trial
- e. Sentencing Hearings

Note: You can add dates in any order, or sort in chronological order at any time.

Step 4

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

Services

Date: 4/17/2020 *

Service Type: a. Arraignment and/or Plea *

Doc.# (ECF): Pages:

Hours: 5.0 * at \$148.00 per hour.

Description: First appearance an arraignment of defendant. *

Add Remove

* Required Fields

Step 5

The entry is added to the voucher and appears at the bottom of the Service Type column. The Date header sorts by date. Be sure to click **Save**. Click an entry to edit.

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

Services

Date: 4/17/2020 *

Service Type: *

Doc.# (ECF): Pages:

Hours: * 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

« First | < Previous | Next > | Last »

Save | Delete Draft | Audit Assist

Entering Expenses

Step 1

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

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

Expenses

Date: 4/17/2020 * Description: *

Expense Type: *

Miles: at \$0.535 per mile.

Amount:

*** Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

Step 2

From the **Expense Type** drop-down menu, 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)					

Step 3

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

Expenses

Date: 4/17/2020 *  *
 Expense Type: Travel Miles *
 Miles: 20 at \$0.535 per mile.
 Amount:

Description: Travel to and from court. *  


* Required Fields



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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

The entry will be added to the voucher and will appear at the bottom of the **Expense Type** column.

Expenses

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

Description: *  

* Required Fields


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

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

Step 4

Click in the **Date** column header to sort expenses by date. Click **Save**.

Expenses

Date *  Description

Expense Type *

Miles * at \$0.535 per mile.

Amount

* Required Fields

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

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

« First < Previous Next > Last »

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Click an entry to edit.



Claim Status

Step 1

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

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

Claim Status

Start Date *  End Date * 

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

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

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

* Required Fields



« First < Previous **Next >** Last »

Step 2

Enter the start date from the services or expenses entries, 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**

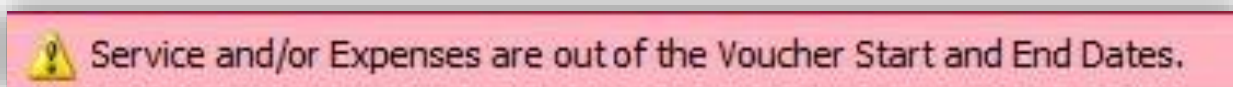
Notes:

The Payment Claims section features the following payment claims type 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, indicate the number of interim payments.
- **Supplemental Payment** to request payment due to a missed or forgotten receipt or a missed service line entry after the final payment has been submitted.
- This district does not use the Withholding Return Payment.

At any point while creating services or expense, click **Audit Assist** to view any errors or warnings regarding your document.

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



The message will be removed when you complete the **Claim Status** section with correct start and end dates that include all service and expenses dates for the voucher.

Documents

Attorneys (as well as the Court) may attach documents. Attach any documentation which supports the voucher, i.e. interim payment memorandum, case budget order, excess compensation memorandum or CJA-26, travel or other expense receipts, or orders from the Court. All documents must be submitted in PDF format and must be 10MB 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:

Description:

Description	Delete	View
Document	Delete	View

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 appears at the bottom of the Description column.

Supporting Documents

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

File:

Description:

Description	Delete	View
Document	Delete	View

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 Isabeliah 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 PENAL TIES			
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: lisa_ornelas@aox.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> 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 Paasl 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 8/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	

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

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

20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION

21. CASE DISPOSITION

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

Have you previously applied to the court for compensation and/or reimbursement for this case? YES NO
 If yes, were you paid? YES NO
 Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? YES NO If yes, please attach supporting documentation
 I swear or affirm the truth or correctness of the above statements.

Signature of Attorney: _____ Date Signed: _____


APPROVED FOR PAYMENT - COURT USE ONLY

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

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

Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
 Date: _____



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

Step 2

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


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

Public/Attorney Notes

Notes

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

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

 **Submit**

« First < Previous Next > Last » Save Delete Draft

Step 3

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

Success

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

Please keep the following voucher number for your own records:

0101.0000150

Back to:

[Home Page](#)

[Appointment Page](#)

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

My Submitted Documents			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

1 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

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

Disposition Codes

CASE TYPE	TYPE OF DISPOSITION	CODE
District Court Criminal and Other Proceedings	Dismissed	1
	Acquitted by court, or government motion for judgment of acquittal granted	2
	Acquitted by jury	3
	Convicted/final plea guilty	4
	Convicted/final plea nolo	5
	Convicted/court trial	8
	Convicted/jury trial	9
	Mistrial	C
	Not Guilty/insane/court trial	E
	Guilty/insane/court trial	F
	Not guilty/insane/jury trial	G
	Guilty/insane/jury trial	H
	Other (PTD matters, other reps., Transfers)	X
	Appeals	Affirmed
Reversed		R
Reversed in Part/Affirmed in Part		RA
Affirmed in Part/Reversed in Part		AR
Probation/Parole/ Supervised Release	Dismissed	1
	Revoked	RV
	Restored	RS
Habeas/Petitions/Writs	Granted	GR
	Denied	DE

CJA 20 Quick Review Panel

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

The **Services** and **Expenses** fields tally as entries are entered in the voucher.

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
[Redirect Workflow](#)
Def.: Jebediah Branson

[Link to CM/ECE](#)

Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00

Expenses: \$26.20

Expand the item by clicking the drop-down arrow to reveal specifics.

Services: \$63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00

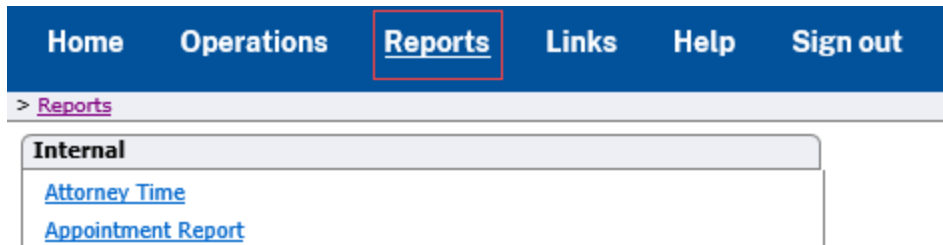
Reports and Case Management

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 on the left review panel.
- Each panel, depending upon which 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.



You can find other accessible reports by clicking **Reports** on the menu bar.



Defendant Detailed Budget Report

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

The report will provide 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		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

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		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		After Approved	After Approved And Pending
			Travel	Other			Travel	Other		
Authorization Number: 0101.00000002 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		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

CJA 21 Voucher Process Overview

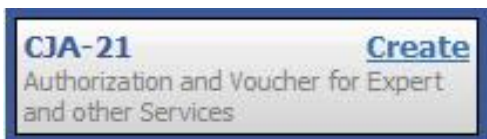


Creating a CJA 21 Voucher

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, click **Create** from the CJA-21 voucher template. The voucher opens the Basic Info page.



Step 2

When submitting a CJA-21 voucher, you have two options from which to choose in the **Authorization Selection** section. If the request does not require advance authorization, click **No Authorization Required**. If you have a previously approved authorization, click **Use Existing Authorization**.

Basic Info

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 15:1823 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1 DESIGNEE 2

Authorization Selection
You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

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

Use Existing Authorization
Select this option to display and select from a list of approved authorizations for this appointment.

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

Step 3

If you click **Use Existing Authorization**, a list of associated authorizations appears. Click the desired authorization, which turns blue when clicked. *You cannot continue until it is highlighted.*

Please Select the Associated Authorization	
ID Number: 4 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
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:

Step 4

The service type automatically 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 5

From the **Expert** drop-down list, select the expert. 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 Astley, Rick ▼

Expert Info
Details

Rick Astley
110 Main Street
San Antonio TX 78210 US
Phone: 210-555-3434

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

Create Voucher

Notes:

- Only experts registered with the service type selected appear in the drop-down list. To submit a person for approval, steps on how to add an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- Experts are not authorized to use eVoucher so 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. The Attorney must also 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 6

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

Service Type *

Description

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

Expert

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

Email *

Phone * **Fax**

Address 1 * **City ***

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

Address 3 **Country ***

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

Notes:

- The expert goes through an approval process. Attorney will be asked to provide the court an AO-213 form completed by the expert. The Attorney will send completed form to the CJA Administrator. Once approved, an email is sent to the attorney.
- After approval you can select the expert from the **Expert** drop-down list and their information automatically populates.
- Since the attorney submits expert vouchers in this district, as stated earlier, they must approve the voucher twice; once while sending it for the expert and a second time after it appears in the My Active Documents section.

Step 7

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 item appears at the bottom of the Services section. Click **Save**.

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

Services

Date: * Description: *

Units: *

Rate: *

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

Step 8

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 item appears in the Expense Type column. Click **Save**.

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

Expenses

Date: * Description: *

Expense Type: *

Miles: at \$0.535 per mile.

Amount: *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

Note: Services and expenses may be rolled up and entered as one line item as long as a detailed invoice is attached and in the description box on the service line enter “see attached invoice.”

Step 9

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**.

Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments throughout the case. If using this type of payment indicate the number of this payment request. Refer to the section on **Interim Payments** for further instructions, 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 payment may be requested due to a missed or forgotten receipt or a missed service line entry.
- This district does not use the Withholding Return Payment.

Step 10

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 is added to the voucher and appears in the Description column. Click **Save**.

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

Step 11

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 Services Expenses Claim Status Documents **Confirmation**

Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Debediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08305-1-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:
 Authorization to obtain the services. Estimated compensation: \$1000.00
 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: haa_omelas@acx.uscourts.gov

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	14. TYPE OF SERVICE PROVIDER
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/04/2014 Nunc Pro Tunc Date Payment <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 16 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 CALL (Walters/Lexis, 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 Expert <input type="checkbox"/> 13 Weapons/Firearm/Explosive <input type="checkbox"/> 26 Computer Forensics Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner

NOTES
Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
14. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
A. Compensation	\$0.00	\$0.00	
B. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
C. Other Expenses	\$0.00	\$0.00	
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
 Final Payment
 Interim Payment (P)
 Supplemental Payment
 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. Either the cost (excluding expense) of these services does not exceed the statutory maximum, or prior authorization was obtained.
 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 expense) exceeds the statutory maximum.

Signature of Presiding Judge: _____ Date: _____ Judge Code: _____

24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
-----------------	---------------------	--------------------	------------------

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

Signature of Chief Judge, Court of Appeals (or Delegate): _____ Date: _____ Judge Code: _____ Total Amt. Certified For Payment: _____

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

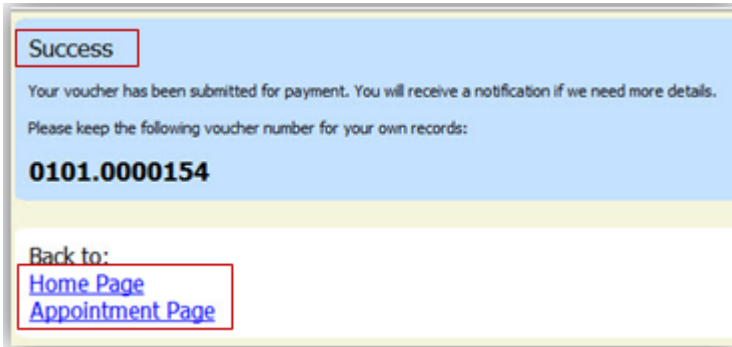
Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
 Date: 4/20/2020 21:27:33

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

Step 12

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



The Attorney must now perform the second level approval/submission by going to the **Home Page** and selecting the voucher in the **My Active Documents** section.

Step 13

Select the file from **My Active Documents**.

The screenshot shows a table titled "My Active Documents" with a search bar and a table with the following data:

Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the **Confirmation** tab. Verify all information is correct. Certify information by selecting the certification check box (this will date and time stamp the voucher). Click **Approve**.

The image shows a confirmation screen with a blue header and a yellow footer. The text reads: "Attention: The notes you enter will be available to the next approval level.", "Public/Attorney Notes", "I certify that I have reviewed the above information", "Date: 6/19/2014 9:43:24", and two buttons: "Approve" and "Reject".

Submitting an Authorization Request for Expert Services

AUTH Process Overview



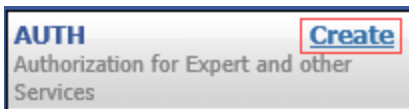
Step 1

In the Appointment's List section, open the appointment record.

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson 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** (or **Request Additional Funds** if you are asking for additional funds on a previously approved 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 (enter total dollar amount estimated)
- **Basis of Estimate** field (enter hourly rate and number of hours)
- **Service Type** drop-down list
- **Requested Provider** field (enter provider name)

Click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	8. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	5. 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: 210-835-5623 Cell phone: 210-555-1234 Email: lis_ornelas@astx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <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 Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text" value="8000.00"/>
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text" value="100 hours at \$80/hour"/>
Description	<input type="text"/>
Service Type	<input type="text" value="Investigator"/>
Requested Provider	<input type="text" value="John Doe"/>

« First < Previous Next > Last » Save Delete Draft

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 is added to the voucher and appears at the bottom of the Description column.

Documents you should include with authorization request: Written estimate from expert (if you have one), Expert's Curriculum Vitae, and a memorandum supporting need for expert services.

Basic Info | **Documents** | Confirmation

Supporting Documents

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

File:

Description:

Description	Delete	View
Document	Delete	View

« First | < Previous | **Next >** | Last »

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 and affirm to 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 Jebeciah Bramson	3. VOUCHER NUMBER	
4. MAG. DKT/DEF NUMBER	5. DIST. DKT/DEF NUMBER 1-14-CR-08805-1-AA	6. APPEALS DKT/DEF NUMBER	7. OTHER DKT/DEF NUMBER
8. IN CASE/MATTER OF (Case Name) USA v. Bramson	9. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case

12. OFFENSES CHARGED
US 1823 F INSPECTION VIOLATION PENALTIES

13. 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:
 Authorization to obtain the service. Estimated compensation: \$
 Approval of services already obtained to be paid for by the United States from the Defender Service Appropriation.

Signature of Attorney:
 Andrew Anders
 110 Main Street
 San Antonio, TX 78210
 Phone: 210-833-5623
 Cell phone: 210-555-1234
 Email: jun_ceruelo@stx.uscourts.gov

14. DESCRIPTION AND JUSTIFICATION FOR SERVICE(S)(see instructions)	15. TYPE OF SERVICE PROVIDER
16. 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 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Witness, Lestis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner <input type="checkbox"/> 16 Other Medical <input type="checkbox"/> 18 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software Systems) <input type="checkbox"/> 19 Forensic Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert

NOTES

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

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 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.

Success

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

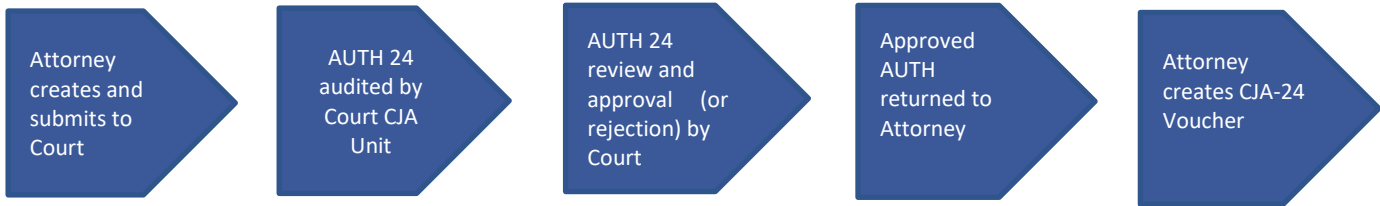
Please keep the following voucher number for your own records:

0101.0000152

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

Creating an Authorization for Transcripts (AUTH 24)

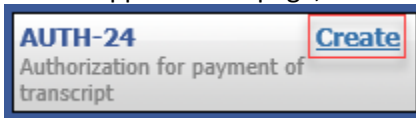
AUTH 24 Process Overview



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

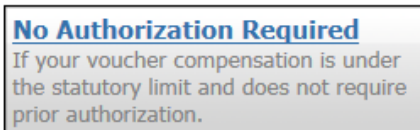
Step 1

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



Step 2

The authorization opens to the Basic Info page. Click the **No Authorization Required** link.



Step 3

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

Basic Info Documents Confirmation

Basic Info

1. CTR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Isabeliah 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 or 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: lisa_ornelas@actx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> 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 Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

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

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

Step 4

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

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

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

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

Step 5

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

Basic Info Documents **Confirmation**


Confirmation

1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAC. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-00805-1-A	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			
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 Printed Name Date		Signature of Presiding Judge or By Order of the Court Date of Order Nunc Pro Tunc Date	
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



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

Step 6

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](#)

When the AUTH-24 is approved, it will appear in the **My Active Documents** section of the Attorney home page and the **Vouchers on File** section on the Appointment Page.

Creating a CJA 24 Voucher

After submission and approval of AUTH-24, you can create the CJA-24 voucher for payment. You will also receive an email from the Court telling you to create a CJA-24.

CJA 24 Voucher Process Overview

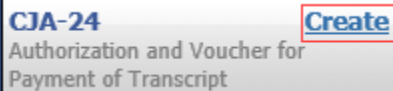


The AUTH-24 and CJA-24 is used if the court reporter is a court employee or Alpha Reporting (our contract court reporter). If the court reporter is an independent court reporter, use an AUTH and a CJA-21 instead of an AUTH-24 and a CJA-24.

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 CJA-24.



Step 2

The Basic Info page appears. Click the **Use Existing Authorization in eVoucher** link.

Basic Info

Basic Info		VOUCHER NUMBER	
1. CIR./DIST/DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		
3. MAG. DKT/DEF. NUMBER 1:14-CR-08305-1-AA	4. DIST. DKT/DEF. NUMBER 1:14-CR-08305-1-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 PENAL TIES			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

Authorization Selection

You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

Use Existing Authorization in eVoucher
You may click here to select from a list of approved authorizations.

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 applicable AUTH-24, which highlights it in blue. *You cannot continue until it is highlighted.*

Authorization Selection

You can click the **Use Existing Authorization in eVoucher** button to select from a list of approved authorizations, or click the **No Existing Authorization in eVoucher** button.

<p>Use Existing Authorization in eVoucher You may click here to select from a list of approved authorizations.</p>	<p>Please Select the Associated Authorization</p>
<p>No Existing Authorization in eVoucher If you do not have an existing authorization in eVoucher, you may proceed by clicking here.</p>	<p>ID Number: 89 Service Type: Court Reporter / Transcript Order Date: 01/21/2016 Special Handling: 0 Proceeding Transcribed: Transcription</p> <p> <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 </p> <p>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.</p>
	<p>ID Number: 116 Service Type: Court Reporter / Transcript Order Date: 03/22/2016 Special Handling: 0 Proceeding Transcribed: Arraignment</p> <p> <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 </p> <p>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.</p>

Step 4

Click the **Expert** drop-down arrow and select the transcriptionist. In the **Voucher Assignment** section, click the appropriate radio button indicating whether the attorney or the transcriptionist will be entering 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, LeVar

Expert Info Details	LeVar Expert 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

Create Voucher

Notes:

- To enter a new transcriptionist into the system, select the expert from the **Expert** drop-down list, and enter details in the Expert Info section.
- Selecting a transcriptionist already in the system automatically populates that expert's information.
- Select whether the attorney or the court reporter will be filling out the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert fills out the required expense information and submits the form. The attorney then approves and submits to the court.

Step 5

Click the **Services** tab or click **Next** on the progress bar. Complete the **Date**, **Service Type**, **No. of Pages**, **Rate Per Page**, and **Description** fields, then click **Add**. The items appears in the Service Type column. Click **Save**.

Basic Info | **Services** | Expenses | Documents | Confirmation

Services

Date: 4/20/2020 * Description:

Service Type:

Include Page Numbers:

No. of Pages: * Rate Per Page: *

Less Amount Apportioned:

Less Amount Adjusted:

* Required Fields

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

Service Type	Date	Description	Incl. Page Numbers	No. Pages	Rate	Apportioned	Discount	Total
Original	04/20/2020	Transcription.		15	10.00			150.00

1 Page 1 of 1 (1 items)

« First < Previous **Next >** Last »

Step 6

Click the **Expenses** tab or click **Next** on the progress bar. Complete the **Date**, **Expense Type**, and **Description** fields, and then click **Add**. The item appears in the Expense Type column. Click **Save**.

Basic Info | Services | **Expenses** | Documents | Confirmation

Expenses

Date: 4/20/2020 * Description:

Expense Type: *

Miles: * at \$0.535 per mile.

Amount:

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/20/2...	Travel to court.	20	0.535	10.7

1 Page 1 of 1 (1 items)

« First < Previous **Next >** Last »

Step 7

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 > Services > Expenses > **Documents** > Confirmation

Supporting Documents

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

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

Upload

Description	Delete	View
Document	Delete	View

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

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

Step 8

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 Services Expenses Documents **Confirmation**


Confirmation

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

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

Public/Attorney Notes

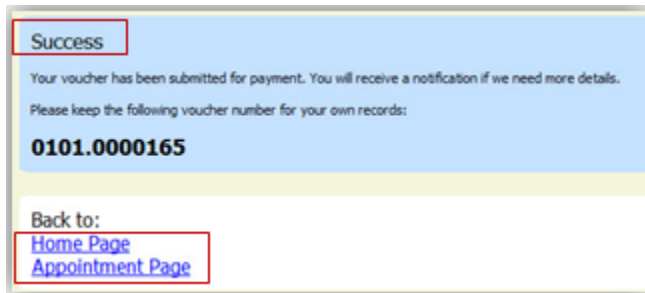
I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0



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

Step 9

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.



After the claim portion of the CJA 24 is completed (either by the attorney or the court reporter), the Attorney must perform the second level approval/submission. Vouchers awaiting second level approval will be displayed in the **My Active Documents** section on the Attorney home page.

Step 10

Select the file from **My Active Documents**.

Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101.0000154 FINAL PAYMENT

Navigate to the **Confirmation** tab. Verify all information is correct. Certify information by selecting the certification check box (this will date and time stamp the voucher). Click **Approve**.

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

Public/Attorney Notes

I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

Approve **Reject**

« First < Previous Next > Last » Save Delete Draft

Expedited Transcripts and Digital Recordings

Obtaining an Expedited Transcript

When the production of a transcript is needed within 14 days or less, an accelerated procedure outside the CJA eVoucher system has been adopted so that these transcript requests and payment vouchers may be processed quickly. This special procedure is **only** to be used when a transcript request needs immediate attention due to the time sensitivity (this is usually referred to as an “expedited transcript”). Specifically, the special procedure set forth below may only be used when a transcript must be obtained within 14 days of the request or less; this includes, but is not limited to, requests for daily, hourly and realtime transcripts. **All other transcript requests and CJA 24 voucher forms must be created and submitted electronically by the CJA Attorney using the eVoucher system.**

Step
1

Attorney completes and signs paper CJA-24 *Authorization and Voucher for Payment of Transcript Form* (Sections 1-15 are to be completed). Paper CJA-24 forms are available on the Court’s Web Site in the “Forms and Applications” section.

Step
2

Attorney submits the signed and completed paper CJA-24 form directly to the Court Reporter (via email or hand delivery).

Step
3

Court Reporter reviews the CJA-24 form for completeness and presents to appropriate Judge for approval.

Step
4

Court Reporter forwards CJA-24 form signed by the Judge to the Clerk’s Office CJA Administrator. (If the Judge does not approve the transcript request, the Court Reporter will notify the Attorney and return the CJA-24 form. ***Stop here. Do not proceed further in these instructions.***)

Step
5

CJA Administrator creates AUTH-24 in the eVoucher system in accordance with the signed CJA-24 form. The paper CJA-24 is uploaded and attached to the AUTH-24. The AUTH-24 will be processed in eVoucher.

Step
6

CJA Administrator creates CJA-24 voucher upon processing of AUTH-24. CJA-24 voucher submitted to the Court Reporter for completion of voucher claim portion.

Step
7

Court Reporter enters services and expenses in connection with the expedited transcript. (*The method by which a completed transcript is delivered to the CJA Attorney is at the discretion of each Court Reporter.*)

Step
8

Attorney certifies CJA-24 voucher.

Obtaining Transcript of a Digital Recording

To obtain the transcript of a digitally recorded court proceeding, attorneys must first complete and submit an AO-436TN *Digital Recording Order* form (available on the Court's Web Site). A CD of the recording will be produced and provided to the attorney. It is then the attorney's responsibility to make arrangements to have the CD transcribed by contacting an official court reporter from this district court or a freelance reporter or court reporting firm. For payment of the actual transcript and transcription services, the attorney must create and submit the appropriate documents in the eVoucher system. The documents that are created and submitted through eVoucher will depend on who performs the work, an official court reporter or a contract reporter. Procedures for each are set forth below.

OFFICIAL COURT REPORTER - If an official court reporter has agreed to transcribe the digital recording, counsel will create and submit an AUTH-24 (authorization for payment of the transcript) and a CJA-24 payment voucher in eVoucher.

Step
1

Attorney creates and submits **AUTH-24** (See section on *Creating an Authorization for AUTH-24 Transcripts*). In the **Public/Attorney Notes** section include a statement that arrangements have been made with [name the official reporter] to transcribe the recording.

Step
2

Attorney creates **CJA-24** voucher (See section on *Creating a CJA-24 Voucher*) after approval of **AUTH-24**.

FREELANCE REPORTER OR COURT REPORTING FIRM - If a freelance reporter or court reporting firm will be used to transcribe the digital recording, counsel shall create and submit a CJA-21 voucher on behalf of the expert.

Step
1

Attorney creates and submits **CJA-21 voucher** (See section on *Creating a CJA 21 Voucher*) attaching the invoice from the transcriptionist.

Step
2

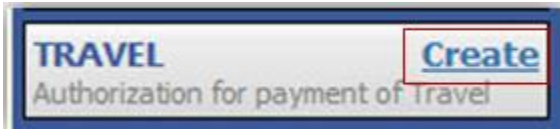
Attorney certifies the **CJA-21 voucher** after submission in Step 1 (See section on *Approving a CJA-21 Voucher*).

Creating a Travel Authorization

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 automatically populates.

Basic Info | Authorization Request | Documents | Confirmation

Basic Info

1. CJC DIST/ DIV CODE 001	2. PERSON REPRESENTED Jebedah Branson	3. APPEALS DKT DEF NUMBER	4. OTHER DKT DEF NUMBER
5. MAG DKT DEF NUMBER	6. DIST DKT DEF NUMBER 1:14-CP-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Branson			
10. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)			
11. OFFENSE(S) CHARGED 15.1823 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: law_omelias@wscs.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> 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 Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Regayment <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			
Travel Agency to be Used: National Travel Service (NTS) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email: </div>			

<< 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:

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 M&IE rate.

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

1 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. (This is where you will upload memorandum supporting requested travel.)

Basic Info | Authorization Request | **Documents** | Confirmation

Supporting Documents

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

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

Description: Travel Receipts

Description	Delete	View
Travel Receipts	Delete	View

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

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

Step 5

Click the **Confirmation** tab or click **Next** on the progress bar. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to 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 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			
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 transcripts are not to include prosecution opening transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Itemize)			
SUB-TOTAL			\$0.00
LESS AMOUNT APPORTIONED			see detail
TOTAL			\$0.00
TOTAL AMOUNT CLAIMED: \$0.00			
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk _____ Date _____			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT Signature of Judge or Clerk of Court _____ Date _____ Approved Amount _____			

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

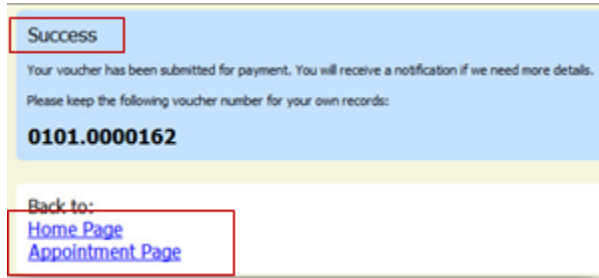
Public/Attorney Notes

I swear and affirm the truth or correctness of the above statements
Date: 4/20/2020 22:12:0



Step 6

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



The Travel Authorization will now appear in the **My Submitted Documents** section.

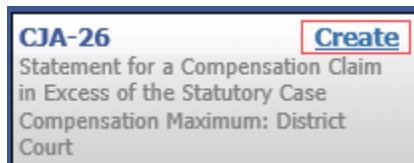
Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits. **A completed CJA 26 form or equivalent memorandum shall be submitted as an attachment to CJA 20 vouchers that exceed the statutory maximum compensation amount.**

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 details for information required. Click **Save**.

Basic Info Justification Documents Confirmation

Basic Info

1. CHR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-JAA	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: 210-555-5623 Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> E Licensed Counsel <input type="checkbox"/> G Appointing Counsel <input type="checkbox"/> H 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		Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Near Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Amount Requested * Amount Approved

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

Number of Counts Number of Co-Defendants

Other Pending Cases

Sentencing Guideline Range

Mandatory Minimum Found

« First < Previous Next > Last »

Step 3

Click the **Justification** tab or click **Next** on the progress bar. On the Justification page, enter information in the text 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

STOP. NO FURTHER ENTRIES NECESSARY IN THE “DOCUMENTS” TAB OR THE “CONFIRMATION” TAB.

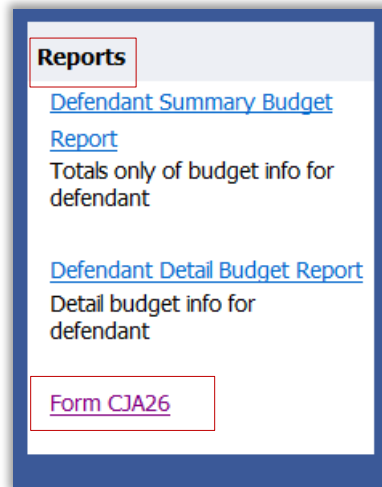
1. Do **not** upload any supporting documentation to the CJA 26 form. Any additional documentation shall be uploaded directly to the CJA 20 voucher being submitted.
2. Do **not** submit the CJA 26 form on the “Confirmation” page (do not click “approve”). Instead, use the following instructions to save and upload the CJA 26 document directly to the CJA 20 voucher.

Saving the CJA 26 for Uploading to Voucher

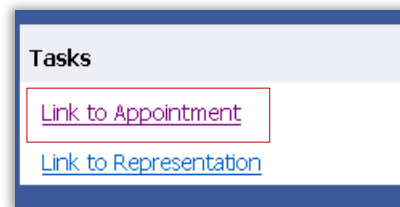
Step 1 Click **Form CJA26** in the **Reports** section.

Step 2 **Save** the Form CJA26 as a pdf file.

Step 3 **Close** the Form CJA26 tab after saving. This will take you back to the CJA-26 **Justification** page.



Step 4 Click **Link to Appointment** in the **Tasks** section to go to the **Vouchers on File** in the case.



Step 5 Locate the CJA 20 voucher in the **Vouchers on File** section of the **Appointment Page** and click **Edit**.

Vouchers on File			
To group by a particular Header, drag the column to this area.			Search: <input type="text"/>
Case	Defendant	Type	Status
2:14-CR-20004-- Start: 11/17/2015 End: 11/17/2015	Buck Barrow (# 1) Claimed Amount: 0.00	CJA-20 Attorney Twelve	Submitted to Court 0651.0000323
2:14-CR-20004-- Start: 01/01/1901 End: 01/01/1901	Buck Barrow (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit

Step
6

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

Description	Delete	View
CJA 26 Excess Compensation Statement	Delete	View

Step
7

To add an attachment, click **Browse** to locate the CJA-26 pdf file. Add a description of the attachment in the **Description** field. Click **Upload**.

The CJA-26 will be submitted to the Court as an attachment to the CJA 20 voucher.

The CJA-26 form created will remain in the **My Active Documents** folder. It may be opened and deleted from the folder once it has been submitted as a pdf.

INTERIM PAYMENTS & EXCESS COMP

INTERIM PAYMENTS

Non-Capital Cases. In non-capital cases, where it is considered necessary and appropriate, the court may grant interim payments to relieve court-appointed attorneys of financial hardship in extended and/or complex cases. Relevant factors for granting requests for interim payments are:

- The number of defendants in the case
- Unusual characteristics of the defendant (unable to speak English, mentally deficient, particularly uncooperative)
- Location of defendant
- Type and number of crimes charged
- Complexity or novelty of legal issues
- Volume of record review

1. If counsel wishes to receive interim payments, a memorandum of justification must be attached to the CJA-20 Voucher at the time of submission. The court will consider the memorandum and approve or reject the interim payment accordingly. (Ex parte motions for interim payments are no longer filed in CM/ECF.)

2. Interim payments for service providers also require that a memorandum of justification be attached to the CJA-21 Voucher at the time of submission. The court will consider the memorandum and approve or reject the interim payment accordingly.

3. In multi-defendant cases, each attorney requesting interim payments will need to submit their own memorandum and attach it to the voucher.

4. Interim payment vouchers that exceed the statutory maximum compensation threshold require second level approval by the chief judge of the circuit and require the submission of a CJA26 form or equivalent with the voucher.

5. If a case budget order includes provisions for interim payments, a separate memorandum of justification is not required; however, the appropriate case budget order must be attached to each interim voucher submitted.

Capital Cases. Interim payments are encouraged in capital cases. Provisions for receiving interim payments should be included in the proposed case budget (see *Guide to Judiciary Policy*, Vol. 7A, Appx. 2D). If an approved case budget does not specify interim payments, a separate memorandum of justification will be required with each interim voucher submitted.

INTERIM PAYMENTS & EXCESS COMP (cont'd)

EXCESS COMP – VOUCHERS EXCEEDING THE STATUTORY MAXIMUM

CJA-20 VOUCHERS. For CJA-20 Vouchers exceeding the statutory maximum, counsel must submit a CJA26 form or equivalent memorandum and attach it to the voucher. (See earlier section on Creating, Saving and Uploading a CJA 26 Voucher.) All excess compensation vouchers must be sent to the Circuit for final approval.

WORKFLOW FOR CJA 20 VOUCHERS

- ⇒ Attorney Creates and Submits Voucher
- ⇒ CJA Administrator Reviews Voucher
 - 👉 Approved: Voucher Moves to Judge
 - 👉 Rejected: Voucher Returned to Attorney
- ⇒ Judge Review
 - 👉 Approved: Voucher Returned to CJA Administrator for Transfer to Circuit
 - 👉 Rejected: Voucher Returned to CJA Administrator who Returns to Attorney
- ⇒ CJA Administrator Transfers Voucher to Circuit
- ⇒ Circuit Review
- ⇒ Returned to CJA Administrator
 - 👉 Approved: Voucher Moves to Payment Certification
 - 👉 Rejected: Voucher Returned to Attorney
- ⇒ Voucher Certified for Payment
- ⇒ Check Issued by U.S. Treasury

MAXING OUT CJA-20 VOUCHERS. Attorneys may opt to accept the maximum compensation amount allowed to eliminate the Circuit approval step on a CJA-20 voucher that exceeds the statutory maximum (locally referred to as “maxing out” your voucher. If an attorney is willing to accept the statutory maximum on a claim that exceeds the statutory maximum amount, he or she must include a statement on the Confirmation Page in the NOTES section authorizing the CJA Administrator to reduce the compensation amount of the voucher prior to submitting to the presiding judge. For example: ***“I have reported all hours actually worked, however, I am hereby waiving my compensation over the cap of \$10,300. I request payment in the amount of \$10,300 plus my expenses. Alfred Anderson, Esq.”***

AUTHs & CJA-21 VOUCHERS. For expert services that will exceed the statutory maximum, counsel must complete and attach an Appendix 3A (formerly Appendix C) to the AUTH document. All excess compensation AUTH documents and CJA-21 Vouchers must be sent to the Circuit for final approval.

WORKFLOW FOR AUTHS

- ⇒ Attorney Creates and Submits AUTH (with attached Appendix 3A)
- ⇒ CJA Administrator Reviews AUTH
 - 👉 Approved: AUTH Moves to Judge
 - 👉 Rejected: AUTH Returned to Attorney
- ⇒ Judge Review
 - 👉 Approved: AUTH Returned to CJA Administrator for Transfer to Circuit
 - 👉 Rejected: AUTH Returned to CJA Administrator who Returns to Attorney
- ⇒ CJA Administrator Transfers AUTH to Circuit
- ⇒ Circuit Review
- ⇒ Returned to CJA Administrator
 - 👉 Approved: AUTH Document Closed
 - 👉 Rejected: AUTH Returned to Attorney

WORKFLOW FOR CJA-21 VOUCHERS

- ⇒ Attorney Creates and Submits Voucher (*for expert*)
- ⇒ Attorney Approves Voucher (*certifies receipt of services*)
- ⇒ CJA Administrator Reviews Voucher
 - 👉 Approved: Voucher Moves to Judge
 - 👉 Rejected: Voucher Returned to Attorney
- ⇒ Judge Review
 - 👉 Approved: Voucher Returned to CJA Administrator for Transfer to Circuit
 - 👉 Rejected: Voucher Returned to CJA Administrator who Returns to Attorney
- ⇒ CJA Administrator Transfers to Circuit
- ⇒ Circuit Review
- ⇒ Returned to CJA Administrator
 - 👉 Approved: Voucher Moves to Payment Certification
 - 👉 Rejected: Voucher Returned to Attorney
- ⇒ Voucher Certified for Payment
- ⇒ Check Issued by U.S. Treasury

CASE BUDGETS

CASE BUDGETING INSTRUCTIONS

Step
1

Prepare Proposed Case Budget

- CJA counsel shall initiate and prepare a case budget in: (1) non-capital cases that will likely require more than 300 attorney hours (2) federal death penalty cases; and (3) capital habeas cases. Preparation of an initial pre-trial budget should occur as early in the case as possible. The court may also direct the initiation of a budget. Either way, counsel should contact the Sixth Circuit CJA Case Budgeting Attorney (CCBA) to discuss the general nature of the case and for assistance in setting up a budget. Contact information for the CJA Case Budgeting Attorney is: 513-564-7358; Dennis.Alerding@ca6.uscourts.gov.

NOTE: While there is no statutory case compensation maximum in federal death penalty cases and capital habeas corpus cases, a proposed budget is required and must be reviewed by the CCBA.

- **Non-Capital Budget Phases.** There are generally three budget phases that require separate budgets, each with their own approval – Pre-Trial; Trial and Post-Sentencing. The same process is followed for all budget phases.
- **Capital Case Budget Phases.** There are generally four budget phases in capital cases: Preliminary (seed money) Budget, Pre-Authorization Budget, Pretrial Budget and Trial Budget. Each budget requires separate approval.

NOTE: The Pre-Authorization Budget ends when DOJ determines whether or not to authorize as a capital case. If the case does not proceed as a capital case, it is the Judge’s discretion as to whether or not counsel’s hourly rate will be reduced to the normal CJA rate.

- **Interim Payments.** Interim payments in budgeted cases are encouraged. Therefore, provisions for receiving interim payments should be included in the budget memorandum. If the budget memorandum does not specify interim payments, a separate memorandum of justification will be required with each interim payment voucher submitted.
- **Final Review.** Proposed case budgets should be submitted to the CCBA for final review prior to submitting Budget Auth document in eVoucher the court.
- **Additional Funding.** If additional funding is necessary after the approval of a case budget, an amendment is necessary (Note: approved funding from prior budgets does not carry over). Counsel is also responsible for contacting the CCBA to prepare amended budgets. The same process is followed for amendments to budgets.

Step
2

Submit Proposed Case Budget for Court Approval

- To submit the proposed case budget to the court, counsel shall create and submit a Budget Auth document in eVoucher (See page 66).
- The presiding district judge will consider the proposed budget. If approved, the Budget Auth will be forwarded to the chief circuit judge for final approval.
- The chief circuit judge will review the Budget Auth and return it to the district court.
- CJA counsel will receive notice by email when the Budget Auth has been approved by the circuit judge.

Step
3

Entry of Approved Case Budget eVoucher

- The CJA Administrator will carry out the budget in the CJA eVoucher program by entering the approved attorney compensation amounts set forth in the Budget Auth. It will be indicated in the **Notes** if interim payments have been approved.
- CJA Counsel will create the appropriate AUTH documents in eVoucher for expert services as set forth in the approved Budget Auth. See earlier section on Submitting an Authorization Request for Expert Services. Please indicate in the notes section of the AUTH the expert's hourly rate and approved hours. Please indicate in the Notes on the Confirmation page if interim payments have been approved. **Upload both the motion and the order approved by the COA on the documents page.**

Step
4

Submission of Vouchers

- Counsel will create and submit the CJA-21/31 Voucher for each service provider using/linking the voucher to the corresponding AUTH. Each voucher submitted must have the appropriate supporting documentation (invoices, receipts, etc.) attached. If the case Budget Auth does not include a provision for interim payments, counsel must attach a memorandum of justification to each interim voucher submitted. **Only final vouchers are submitted to the circuit for payment.**
- Counsel will create and submit the CJA-20/30 Voucher and attach the appropriate supporting documentation to the voucher. If the Budget Memorandum did not include a provision for interim payments, counsel must attach a separate memorandum justifying interim payments to each interim voucher submitted. **Final vouchers are submitted to the circuit for payment.**

BUDGET AUTH DOCUMENTS

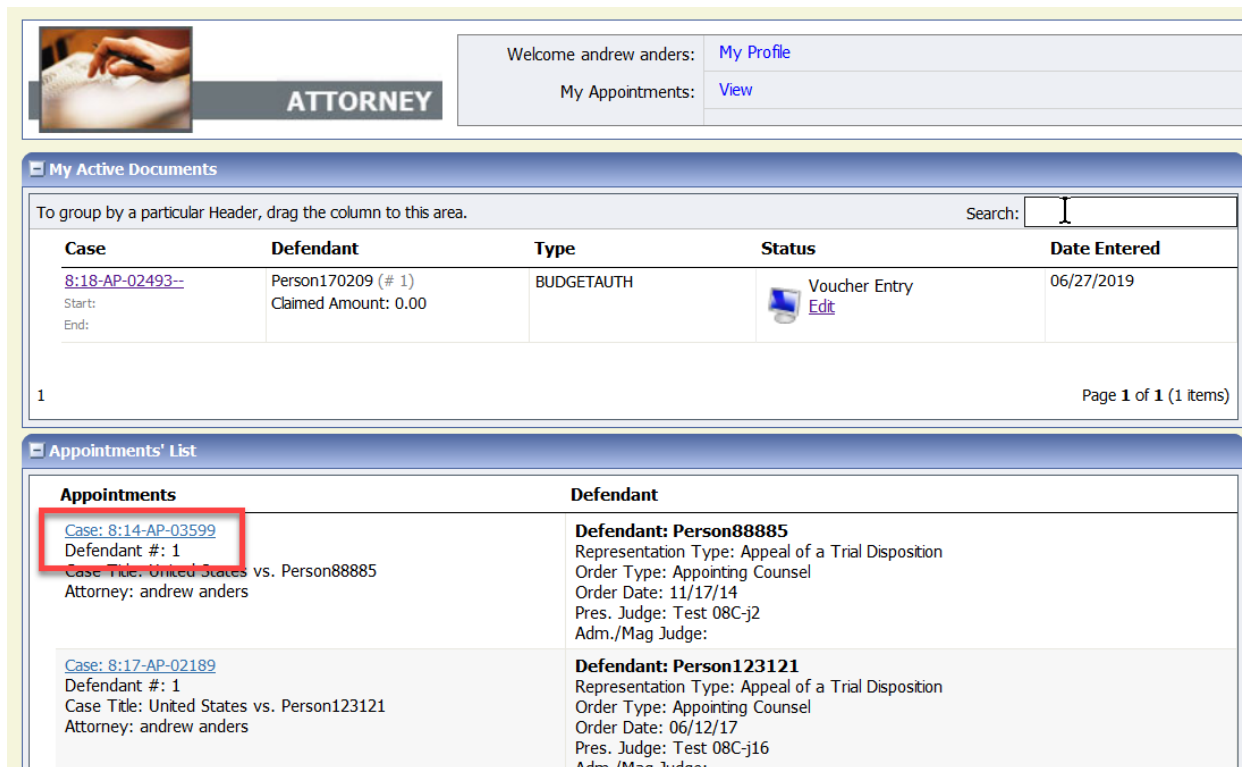
Budget Auth Document Type

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 case budgeting attorney. It is important to note that the Budget Auth document DOES NOT create actual authorizations. Service provider requests approved in the budget auth still require an auth to be **created and** processed once the budget auth is approved.

Create a Budget Auth

STEP 1

Click the hyperlink for the correct case to access the Appointment Info page.



The screenshot shows the attorney's dashboard. At the top, there is a navigation bar with a profile picture, the name "ATTORNEY", and a welcome message "Welcome andrew anders:" with links for "My Profile" and "My Appointments:" with a "View" link. Below this is a section titled "My Active Documents" which contains a table with columns for Case, Defendant, Type, Status, and Date Entered. The table has one row for case "8:18-AP-02493--" with a status of "Voucher Entry" and a date of "06/27/2019". Below the table is a page indicator "Page 1 of 1 (1 items)".

Below the active documents is a section titled "Appointments' List" which contains two rows of appointment information. The first row is highlighted with a red box and contains the following information:

Appointments	Defendant
Case: 8:14-AP-03599 Defendant #: 1 Case Title: United States vs. Person88885 Attorney: andrew anders	Defendant: Person88885 Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 11/17/14 Pres. Judge: Test 08C-j2 Adm./Mag Judge:
Case: 8:17-AP-02189 Defendant #: 1 Case Title: United States vs. Person123121 Attorney: andrew anders	Defendant: Person123121 Representation Type: Appeal of a Trial Disposition Order Type: Appointing Counsel Order Date: 06/12/17 Pres. Judge: Test 08C-j16 Adm./Mag Judge:

STEP 2

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

Home Operations Reports Links Help login

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 Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create

Appointn

1. CIR./DIST/DIV.CODE	08AC
3. MAG. DKT/DEF.NUM	
7. IN CASE/MATTER OF	United States vs. Pers
10. OFFENSE(S) CHARG	12:1457.M PENALTY
11. ATTORNEY'S NAME	andrew anders 1 Attorney St Pierre SD 57501 Phone: 111-111-1111
13. LAW FIRM NAME	

STEP 4

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

Note that if there is no prior auth, you only need to enter an amount 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:

ID Number: 854057	Service Type: Documents Examiner
Order Date: 07/18/2018	Estimated Amount: \$1,000.00
Authorized Amount: \$1,000.00	Notes:
Grand Total Amount: \$1,000.00	

Previously Authorized Amount: \$1,000.00
 Additional Amount Requested: 10000.00 *
 Additional Amount Authorized: *
 Description:

Add Remove

* Required Fields

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

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

[Basic Info](#) | [Authorization Request](#) | [Documents](#) | [Confirmation](#)

Request For Service Providers

Service Provider Type: Accountant

▲ Previous Authorizations for this Provider Type:
 No Previous Authorizations Found

Previously Authorized Amount: \$0.00
 Additional Amount Requested: 1000.00
 Additional Amount Authorized:

Description

Court Notes

Add Remove

* Required Fields

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

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Chemist/Toxicologist	\$0.00	\$500.00	Chemist
Ballistics	\$0.00	\$2,000.00	

STEP 5

On the **Documents** tab, upload a Budget Memorandum justifying the compensation amounts and any other 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: No file selected.

Description:

Description Delete View

No Attachments

STEP 6

On the **Confirmation** tab, review and confirm that all information is correct. In the **Public/Attorney Notes** field, you can include any 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** to send to the court.

Help login

Basic Info | Authorization Request | Documents | **Confirmation**

Confirmation

1. CIR./DIST./DIV.CODE 08AC	2. PERSON REPRESENTED Person170209	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER 8:18-AP-02493-1	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) United States vs. Person170209		8. TYPE PERSON REPRESENTED Appellant	9. REPRESENTATION TYPE Death penalty prosecution in federal court under a state statute or any authority other than the United States Code, and appeals

10. OFFENSE(S) CHARGED
12:1457.M PENALTIES - PROHIBITED ACTIVITIES

11. ATTORNEY'S NAME AND MAILING ADDRESS andrew anders 1 Attorney St Pierre SD 57501 Phone: 111-111-1111 - Fax:	12. 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 Test Judge Date of Order 7/18/2018 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	---

13. LAW FIRM NAME AND MAILING ADDRESS

Attorney Funding Information

Requested Additional Attorney Fees	\$100,000.00	Current Representation Limit	\$100,000.00
		Authorized Additional Attorney Fees	
		Grand Total Authorized Attorney Fees	\$100,000.00

NOTES:

Requests For Service Providers


Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Chemist/Toxicologist	\$0.00	\$500.00		Chemist
Ballistics	\$0.00	\$2,000.00		
Totals	\$0.00	\$2,500.00		

Order Date	Nunc Pro Tunc Date	Budget Phase/Stage initial
Signature of Attorney andrew anders	Date Signed	Requested Amount \$102,500.00
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

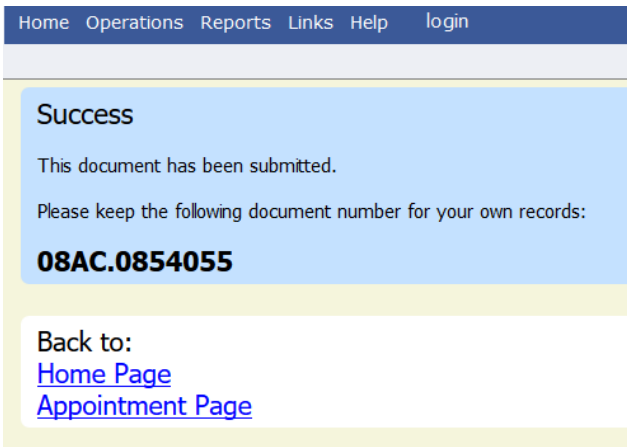
I swear and affirm the truth or correctness of the above statements
Date: 7/1/2019 14:59:3



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

STEP 6

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



Home Operations Reports Links Help login

Success

This document has been submitted.

Please keep the following document number for your own records:

08AC.0854055

Back to:

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