

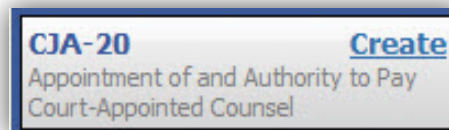
Creating the CJA 20 Voucher

Step
1

After logging into eVoucher, click on the appointment in the **Appointments List** on the **Home** page.

Step
2

After clicking on the appointment, select the **Create** link in the CJA-20 box in the **Create New Voucher** column on the left-hand side of the screen.



After clicking this link, the **Basic Info** page opens, which displays the case and attorney information.

CJA-20
 Attorney Enters
 Def.: Jebediah Branson
[Link to CM/ECF](#)
 Voucher #:
 Start Date: 6/11/2014
 End Date: 6/11/2014
 Services: \$0.00
 Expenses: \$0.00
Reports
[Defendant Detail Budget Report](#)
 Detail budget info for defendant
[Form CJA20](#)
[Defendant Summary Budget Report](#)
 Totals only of budget info for defendant

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

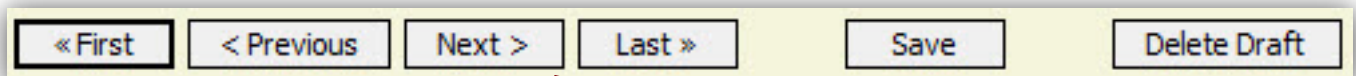
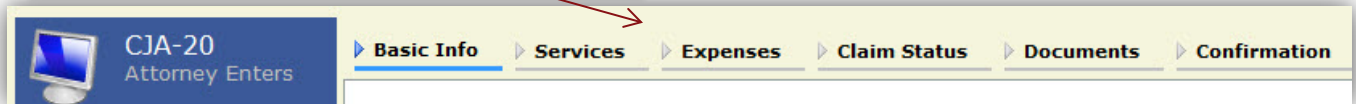
1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - 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"/> F 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

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

The Tab Headings at the top of the screen and the progress bar at the bottom of the screen can be used to navigate through the various screens where you can enter services, expenses, dates of service, and upload supporting documents.

Tab Headings appears at the top of the screen



Progress Bar appears at the bottom of the screen.

Important Reminders

- The user should click **Save** frequently to avoid data loss. There is no autosave option in eVoucher.
- At any time prior to submitting the voucher, the user may delete the voucher by clicking **Delete Draft**.
- The user may navigate using the Tab Headings or Progress bar.

Entering Time

Time entries for work performed are entered under the **Services** tab. Both in-court and out-of-court time is recorded on this screen.

Step
1

Click the **Services** tab or click the **Next** option located on the progress bar from the **Basic Info** screen to enter time for work performed.

The screenshot shows the 'CJA-20 Attorney Enters' interface. The left sidebar contains a 'Link to CM/ECF' button, voucher information (Voucher #, Start Date: 6/11/2014, End Date: 6/11/2014), and budget reports. The main area has tabs for 'Basic Info', 'Services' (selected), 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Services' tab displays a form with fields for Date (6/11/2014), Service Type, Doc. # (ECF), Pages, and Hours. A description field is also present. Below the form is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty, showing 'No data'. Navigation buttons at the bottom include '<< First', '< Previous', 'Next >', 'Last >', 'Save', and 'Delete Draft'.

Step
2

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar. eVoucher will automatically select the correct hourly rate for the date selected.

This close-up shows the 'Services' tab with the 'Date' field set to 6/11/2014. A calendar pop-up is displayed, showing the month of June 2014. The date 11 (Monday) is highlighted in yellow. The calendar grid shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The 'Services' form fields are partially visible in the background.

Step
3

Select **Service Type** from the drop-down menu.

The screenshot shows the 'Services' form with the following fields: Date (6/11/2014), Service Type (dropdown menu open), Doc. # (ECF), Hours, and Description. The dropdown menu for Service Type is open, showing options: a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. A red box highlights the dropdown menu.

Note: You may add time in any order. Once all of your time is entered, you can sort your entries by service type, date, description, or number of hours.

Step
4

Enter the number of hours for the service performed in tenths of an hour, and add a description for the service performed in the description box. Once you have added the hours and supplied a description, click **Add**.

The screenshot shows the 'Services' form with the following fields: Date (6/11/2014), Service Type (a. Arraignment and/or Plea), Doc. # (ECF), Pages, Hours (0.5), and Description (First appearance and arraignment of Defendant). The 'Add' button is highlighted with a red box.

The entry will be added to the voucher and appear at the bottom of the Service Type section. If you need to delete an entry, select the service entry, and click **Remove**.

The screenshot shows the 'Services' form with the following fields: Date (6/11/2014), Service Type (dropdown menu), Doc. # (ECF), Pages, Hours, and Description. Below the form is a table with the following data:

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

The 'Add' button is highlighted with a red box.

Step
5

Click **Save** after you have entered all of your service entries. **Important:** eVoucher does not autosave, so attorneys should click save frequently to prevent entries from being lost.

Entering Expenses

All expense entries are entered through the **Expenses** tab.

Step

1

Click the **Expenses** tab or click the **Next** option located on the progress bar from the Services screen to enter expenses incurred during the course of a representation.

The screenshot shows the 'Expenses' tab selected in a navigation bar. The main form area is titled 'Expenses' and contains several input fields: 'Date' (6/12/2014), 'Expense Type' (a dropdown menu), 'Miles' (a text box), and 'Amount' (a text box). A note indicates a rate of '\$0.5600 per mile.' There are 'Add' and 'Remove' buttons. Below the input fields, a table is shown with columns: 'Expense Type', 'Date', 'Description', 'Mile', 'Rate', and 'Amt'. The table is currently empty, with a 'No data' message at the bottom. At the bottom of the form, there are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

Step

2

Enter the date and select the **Expense Type** from the drop-down menu.

This screenshot shows the 'Expenses' tab with the 'Expense Type' dropdown menu open. The menu lists several options: 'Travel Miles', 'Travel Misc.', 'Fax', 'Long Distance Charges', 'Photocopies', 'Postage', and 'Other Expenses'. The 'Date' field is still set to 6/12/2014. The navigation buttons at the bottom are the same as in the previous screenshot.

Step 5

If the Travel Miles expense type is chosen, enter the round trip mileage. eVoucher will supply the correct mileage rate based on the date entered. For other expenses, enter the total cost of the expense in the **Amount** field.

Step 6

Enter a description, and click **Add**. Click the **Save** button after you have entered all of your expenses. **Important:** eVoucher does not autosave, so attorneys should click save frequently to prevent entries from being lost.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 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
No data					

« First < Previous Next > Last »

The entry will be added to the voucher, and will appear at the bottom of the Expense section. If you need to remove the entry, select the entry and click **Remove**.

Expenses

Date: 6/12/2014 *

Expense Type: *

Miles: * at \$0.5600 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	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)


« First < Previous Next > Last »

Claim Status

After you have entered all of your time and expenses for the representation, you need to move to the **Claim Status** screen before submitting the voucher to the Court for payment.

Step 1

Click the **Claim Status** tab or click the **Next** option located on the progress bar from the Expenses screen. When you get to the **Claim Status** screen, you may receive this error message:

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

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

Step 2

Enter the start date for the services and expenses entries. If need be, go back to the Expense and Service sections, and click the Date header to find the earliest service date.

Step 3

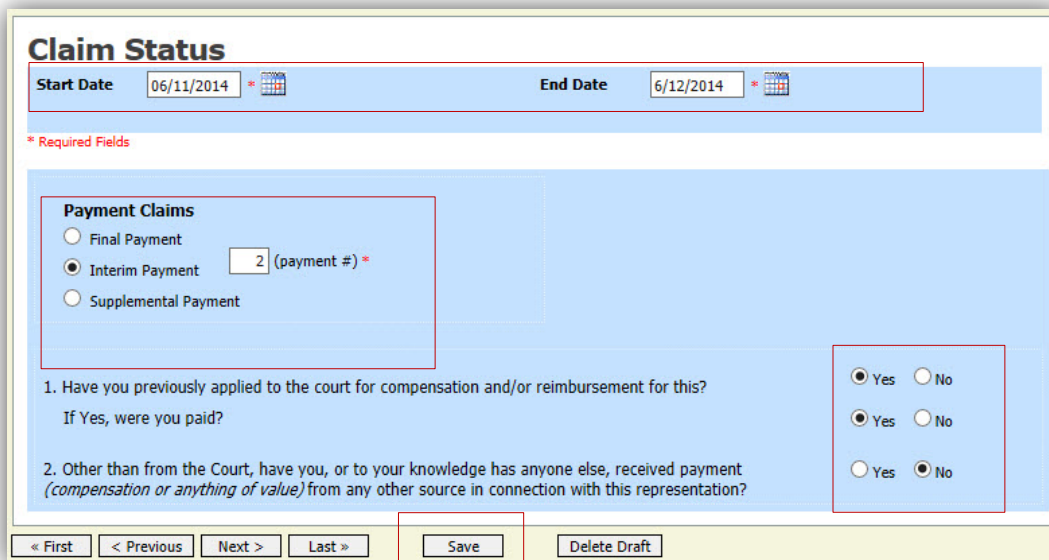
Indicate payment type. **Important:** If you are claiming an interim or supplemental payment, you must attach a supporting document explaining the need for the interim or supplemental payment. (The next section explains how to upload an attachment.)

Step 4

Answer all the questions regarding previous payments in this case.

Step 5

Click **Save**.



The screenshot shows the 'Claim Status' form. At the top, there are fields for 'Start Date' (06/11/2014) and 'End Date' (6/12/2014), both with calendar icons. Below these is a red asterisk and the text '* Required Fields'. The main section is titled 'Payment Claims' and contains three radio buttons: 'Final Payment', 'Interim Payment' (which is selected), and 'Supplemental Payment'. Next to 'Interim Payment' is a text box containing the number '2' followed by '(payment #) *'. Below this section are two questions with radio button answers. Question 1: '1. Have you previously applied to the court for compensation and/or reimbursement for this? If Yes, were you paid?' with 'Yes' selected. Question 2: '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?' with 'No' selected. At the bottom of the form is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save' (highlighted with a red box), and 'Delete Draft'.

Documents

Attorneys may attach documents in support of their CJA 20 voucher. The Court requires the following supporting documents: receipts for any travel expenses, receipts for any other expenses above \$50, requests for interim/supplemental payment or early payment after being replaced by substitute CJA counsel, and statements supporting vouchers exceeding the case compensation maximum (See note below). All documents uploaded in eVoucher must be in PDF format.

Step
1

To add an attachment, click **Browse** to locate your file.

Step
2

Add a description of the attachment.

Step
3

Click **Upload**.

Supporting Documents

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

File

Description

The attachment and description is added to the voucher, and appears in the Description section.

Supporting Documents

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

File

Description

Description	Delete	View
Copies of receipts	Delete	View

Step
4Click **Save**.


Note: Under the CJA Guidelines and local policy, the presiding judicial officer must approve an interim payment to a panel attorney or a payment to a CJA panel attorney who was replaced by another CJA panel attorney before the conclusion of the case. In the past, panel attorneys filed motions for interim payment/early payment through CM/ECF. These motions should now be filed through eVoucher with the CJA 20 voucher.

Signing and Submitting to Court

After adding all of your time and expenses, you are ready to sign and submit your voucher to the Court.

Step
1

Click **Confirmation** tab or the **Last** option located on the Progress bar. The **Confirmation** screen appears which reflects all of the entries from the previous screens.

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					
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		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			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		
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	0.5	\$63.00			
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	0.5	\$63.00			
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.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$89.20			
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION	
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (W) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE		
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE		
			34a. JUDGE CODE		
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
« First < Previous Next > Last » Save Delete Draft					

Step
2

Verify the information is correct

Step
3

Scroll to the bottom of the screen.

Step
4

Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped. In addition, you may also include any notes to the Court in the **Public/Attorney Notes** field.

The screenshot shows the final step of creating a CJA 20 Voucher. At the top, a red alert message states: "Attention: The notes you enter will be available to the next approval level." Below this is a text area labeled "Public/Attorney Notes" with the placeholder text "Include Notes". A checkbox is checked, with the text "I swear and affirm the truth or correctness of the above statements". Below the checkbox, the date and time are displayed as "Date: 6/12/2014 16:32:35". To the right of the checkbox is a large "Submit" button with a green upward arrow icon. At the bottom of the form, there are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft".

Step
5

Click **Submit** to send the voucher to the Court. A confirmation screen will appear indicating the previous action was successful, and the voucher has been submitted for payment.

The screenshot shows a "Success" confirmation screen. It has a blue header with the word "Success" in a box. Below the header, the text reads: "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:". The voucher number "0101.0000150" is displayed in bold. At the bottom, under the heading "Back to:", there are two links: "Home Page" and "Appointment Page".

Step
6

Click **Home Page** link to return to the home page. The active voucher is removed from the "My Active Documents" folder and now appears in the "My Submitted Documents" section of the home screen.

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: The Court may return the voucher to you for corrections, for additional explanation of particular time or expense entries, or for additional supporting documents. If so, the voucher rejected by the Court will reappear in the “My Documents” section, and will be highlighted in gold. In addition, you will receive an email message from eVoucher explaining what corrections need to be made, and the explanation will also appear in **Public/Attorney Notes** field on the confirmation page.

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	