

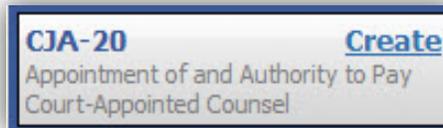
# Creating the CJA 20 Voucher

**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

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

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

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

A Associate       C Co-Counsel  
 F Subs for Federal Defender       O Appointing Counsel  
 F Subs for Panel Attorney       R Subs for Retained Attorney  
 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  YES  NO

14. LAW FIRM NAME AND MAILING ADDRESS

**Payment Info**

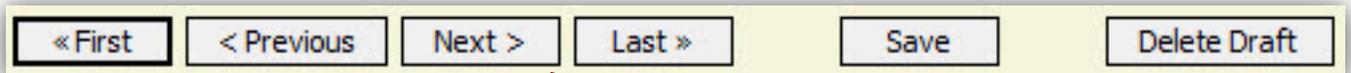
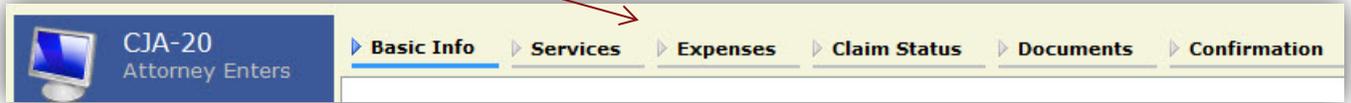
Preferred Payee: Andrew Anders

**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.

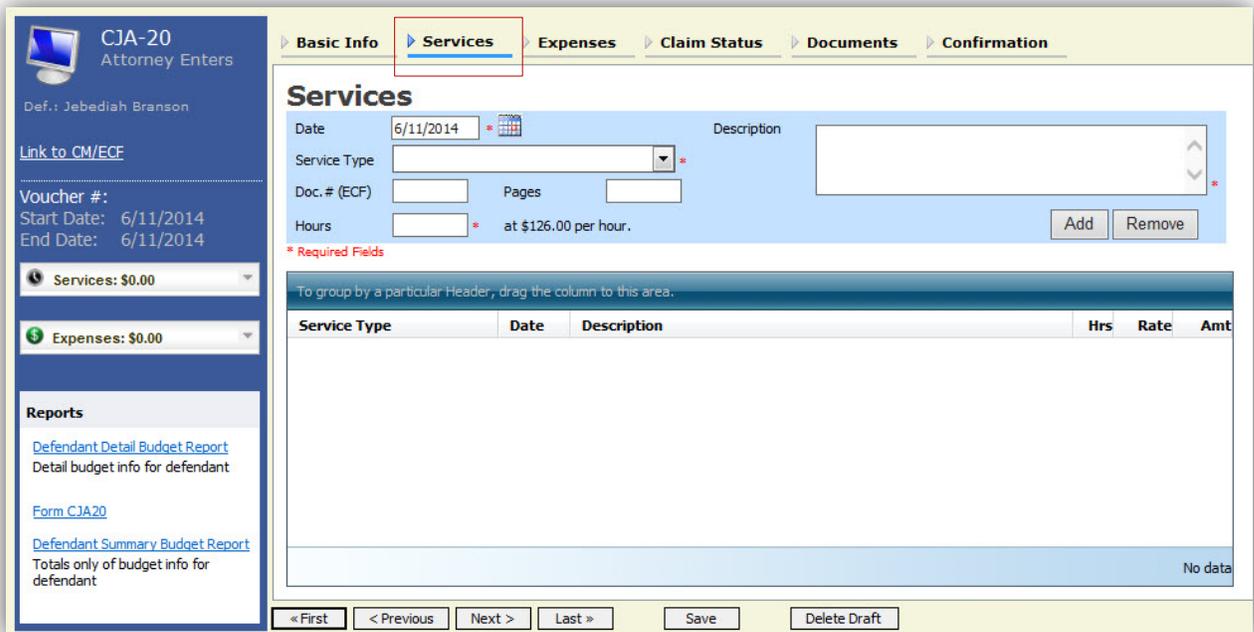
### Important Reminders

- 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.

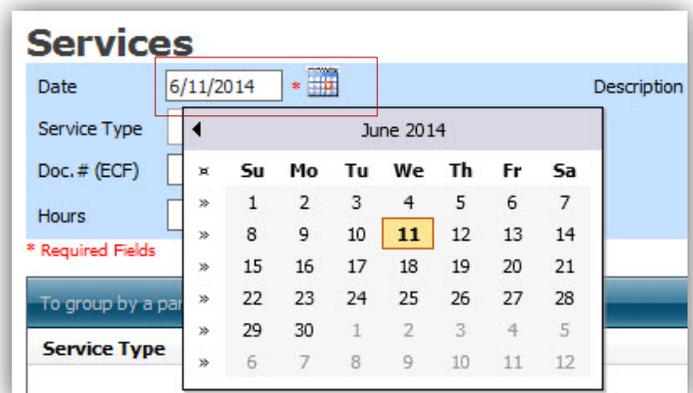
# Entering Time

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.



**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.



**Step 3** Select **Service Type** from the drop-down menu.

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The date is set to 6/11/2014. The dropdown menu lists five 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 filled: Date (6/11/2014), Service Type (a. Arraignment and/or Plea), 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 entry added to a table below. The table has the following columns: Service Type, Date, Description, Hrs, Rate, Amt. The entry is: a. Arraignment and/or Plea, 06/11/2014, First appearance and arraignment of Defendant, 0.5, 126.0000, 63.00. The 'Remove' button is highlighted with a red box.

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

**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.

**Step 2**

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

**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.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 6/12/2014
- Expense Type: Travel Miles
- Miles: 20
- Description: Travel to and from Court

Buttons for 'Add' and 'Remove' are visible. A red box highlights the 'Add' button. Below the form is a table with the following headers: Expense Type, Date, Description, Mile, Rate, Amt. The table is currently empty, showing 'No data'.

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**.

The screenshot shows the 'Expenses' form with the following fields and values:

- Date: 6/12/2014
- Expense Type: (empty)
- Miles: (empty)
- Description: (empty)

Buttons for 'Add' and 'Remove' are visible. A red box highlights the 'Remove' button. Below the form is a table with the following headers: Expense Type, Date, Description, Mile, Rate, Amt. The table contains one entry:

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

At the bottom of the table, it says 'Page 1 of 1 (1 items)'. Below the table are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

## 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**.

### Claim Status

Start Date  \* 
**End Date**  \* 

\* Required Fields

**Payment Claims**

Final Payment

Interim Payment  (payment #) \*

Supplemental Payment

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

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

Yes  No

« First
< Previous
Next >
Last »
Save
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**.

The screenshot shows the 'Supporting Documents' section of a web application. At the top, there is a blue header with the text 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there are two input fields: 'File' and 'Description'. The 'File' field contains the path 'G:\AO\leVoucher\CJA eVou' and a 'Browse...' button. The 'Description' field contains the text 'Copies of receipts'. To the right of the 'Description' field is a small 'x' icon. At the bottom right of the form is an 'Upload' button.

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

The screenshot shows the 'Supporting Documents' section after the document has been uploaded. The 'File Upload' section is now empty, with the 'File' field containing a greyed-out box and the 'Description' field empty. Below this, there is a 'Description' section with a table. The table has two columns: 'Description' and 'Delete View'. The first row contains the text 'Copies of receipts' and two links: 'Delete' and 'View'. At the bottom of the page, there is a navigation bar with buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'. The 'Save' button is highlighted with a red box.



Click **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.



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-AAA		5. APPEALS 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		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AmyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Albert Albertson Appointment Dates Signature of Presiding Judge or By Order of the Court Date of Order Nunc Pro Tunc Date 3/3/2014 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			
<b>Totals</b>		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			
<b>Totals</b>		0	\$0.00		
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$11.20			
18. Other Expenses (other than expert, transcripts, etc.)		\$15.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$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	28a. JUDGE CODE	
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	

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

Public/Attorney Notes

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

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

Step  
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.

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

Public/Attorney Notes

Include 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  
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.

**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](#)

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

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