

District of Minnesota  
CJA eVoucher

# ATTORNEY USER MANUAL VERSION 6.9

Lisa Smith, CJA Panel Administrator  
RELEASE 6.9 FDO - Minnesota

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| FREQUENTLY USED TERMS |  |
|-----------------------|--|
| <b>CJA</b>            | Criminal Justice Act   |
| <b>eVoucher</b>       | Electronic vouchering payment system used to pay CJA panel attorneys, expert, and court reporters.   |
| <b>SLP</b>            | Single Login Profile.  |
| <b>AUTH</b>           | Authorization requesting funds to hire experts.  |
| <b>AUTH-24</b>        | Authorization requesting approval to order transcript.   |
| <b>CJA-20</b>         | Voucher used by panel attorneys to record their time and submit for payment in eVoucher.   |
| <b>CJA-21</b>         | Voucher used by experts to record their time and submit for payment in eVoucher (some experts do not have rights to enter their own time). |
| <b>CJA-24</b>         | Voucher used by court reporters for payment of transcripts.  |
|                       |  |
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## **Introduction**

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

- Online authorization requests by attorneys for services providers
- Online voucher completion by the service provider or by the acting attorney for the service provider
- Online voucher review and submission by the attorney
- Online submission to the court

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers. 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 submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

### **Voucher and Authorization Request Submission**

- Authorization requests by attorneys for expert services
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

### **Browser Compatibility**

Chrome 62                      Edge 16                      Firefox 57  
Safari 10.1

### **Court Appointment**

When an appointment is made, an email will automatically generate from the program and is sent to the appointed attorney. The email confirms and provides a link to the CJA eVoucher program.

### **Contact for Assistance with eVoucher**

CJA Panel Administrator - Lisa Smith  
lisa\_m\_smith@fd.org  
(612) 664-5859 (direct)

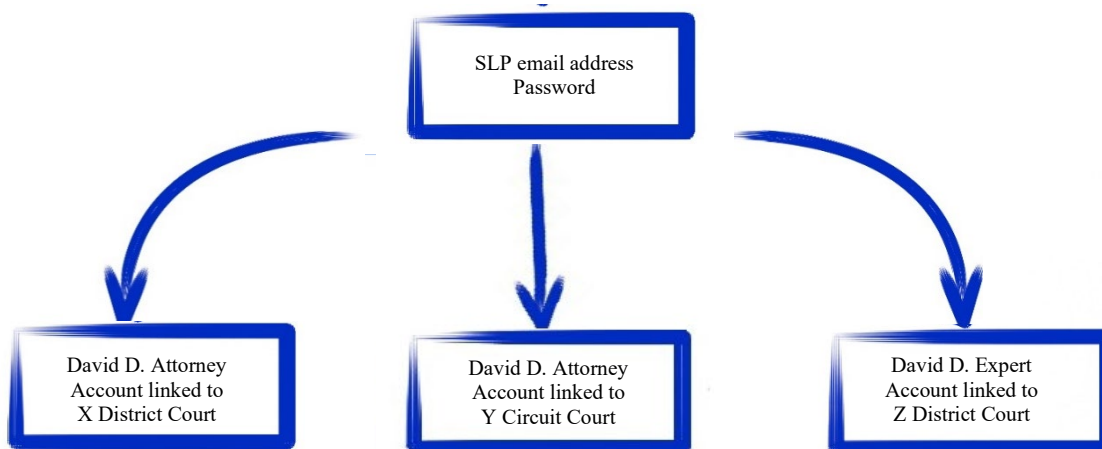
## Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and into each individual court account in which you wanted to work. You had a separate username and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to sign off.

**Note:** Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court unless you change it.

There is a link to the eVoucher program on the left-hand side of the Home Page on the District Court's website. [www.mnd.uscourts.gov](http://www.mnd.uscourts.gov).

### Single Login Profile for David D. Attorney




## Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only needs to be done once or whenever you need to relink your account to your default court. To create your SLP, visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

## Step 1


In the **Email Address** field, enter your email address and then click **Next**.

An official website of the United States government

 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

**Sign in to CJA eVoucher**  
Enter your email address. If you have not created a single login profile you will be prompted to create one.

**Email Address**


**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

## Step 2

If you use more than one court account, choose one, and then click **Next**.

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 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

**Link CJA eVoucher account**  
Enter the username and password for your existing CJA eVoucher account to continue.

**Username**

  
**Password**  
[Forgot your password?](#)

**Next**




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**Step 3**

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

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 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

### Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.  
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

| First name                         | Middle name                    | Last name                             | Suffix                             |
|------------------------------------|--------------------------------|---------------------------------------|------------------------------------|
| <input type="text" value="David"/> | <input type="text" value="D"/> | <input type="text" value="Attorney"/> | <input type="text" value="Jr."/> ▾ |

**Email address**

**Confirm email address**

**Step 4**

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list and then type your answer in the corresponding answer field. Click **Next**.



### Security Questions

Select three security questions and enter your answers.

#### Question 1

In what city or town was your first job? 

#### Answer 1

Boston

#### Question 2

What was your childhood nickname? 

#### Answer 2

Davey

#### Question 3

What was your first car? 

#### Answer 3

Saturn 


When you click Next, we will send an email with a link to confirm your email address.


Next 

## Step 5

A message will appear stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).

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 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

 **Check your email**

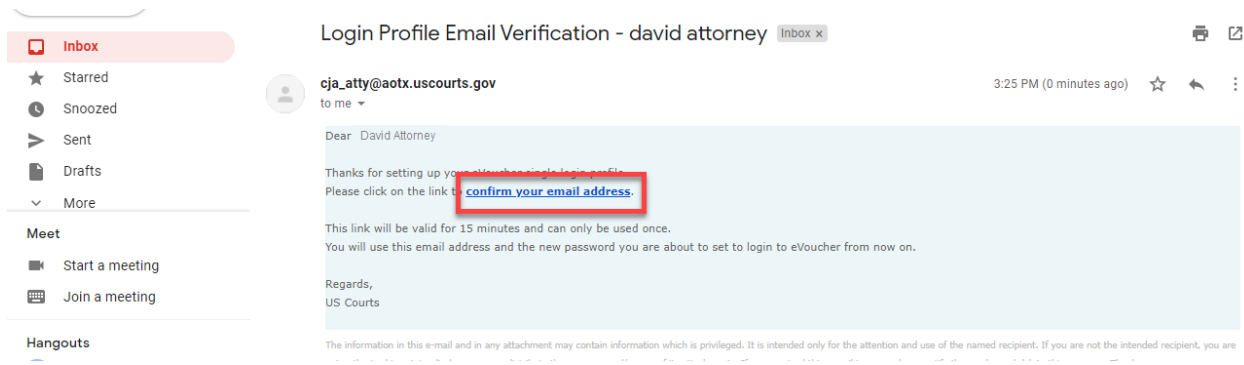
An email has been sent to dauidattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

**IMPORTANT:** The link provided in the email is only valid for 15 minutes and can only be accessed one time.

## Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

**Note:** The email is valid for only **30 minutes** and can be **used only once**. In the email message, click the **confirm your email address** link.




## Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must:

- \* Be at least eight characters
- \* Be alphanumeric
- \* Contain at least one lowercase and one uppercase character
- \* Contain at least one special character
- \* Not be a password used in the past 365 days

To view current password requirements, click the plus sign (+) icon and expand the **Password Requirements** section. You must change your password every 180 days. Verify the password, and then click **Next**.

An official website of the United States government

 **CJA eVoucher - Train District Court**  
**SDSO Training - Release 6.4.0.0**

### Enter password


Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password


**Next**


Password Requirements 

## Step 8


A "success" message will appear and direct you to the eVoucher home page. **Your email address and new password are now your new login credentials.** You have now successfully created your Single Login Profile (SLP) and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.

An official website of the United States government

 **CJA eVoucher - Texas Western District Court**  
**TSD NV1 - Release 6.4.0.0**

 You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.


**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Please wait ... 

## Forgotten Password - Legacy

If you have forgotten your current court password, or entered it incorrectly, a login failed message appears. To recover your password, click **Forgot your password** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact Lisa Smith, Panel Administrator.

An official website of the United States government

**CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

**!** **Login failed.**  
Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

**Username**

**Password**

[Forgot your password?](#)


**Next**

**Step 1**

Click the **Forgot your password?** link.

**Username**

**Password**

[Forgot your password?](#) 

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Use only for Court and/or prosecution under Title 18 of the U.S. Code. All activities

**Step 2**

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

**Forgot your Login?**

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

**Username**

**Email**

[Back to sign in](#)

**Recover Logon**

### Step 3

In the email message, click the "**here**" link to create a new password.



**Note:** The password link **expires after 30 minutes** and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

### Step 4

You are taken to the Reset your password page where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, username, and email, and then click **Reset**.



**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

### Reset your password

**New Password**

**Confirm Password**

**Username**

**Email**

**Reset**

#### Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

## Step 5

Your password is now reset. A "success" message will appear, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.



**Password updated.**  
Your password was successfully updated.

Email Address

**Next**


**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

## Signing In to eVoucher with Single Login Profile (SLP)

### Step 1

From the eVoucher webpage, enter the email address you used to create your SLP and then click **Next**. If you forget this email address, contact Lisa Smith, CJA Panel Administrator.

An official website of the United States government

 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

**Sign in to CJA eVoucher**  
Enter your email address. If you have not created a single login profile you will be prompted to create one.

**Email Address**

 ×


**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Step 2

Enter your password and then click **Sign In**. You have now successfully signed in to eVoucher.

An official website of the United States government

 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

**Sign in to CJA eVoucher**  
Please enter your password to continue.

**Password**

[Forgot your password?](#)

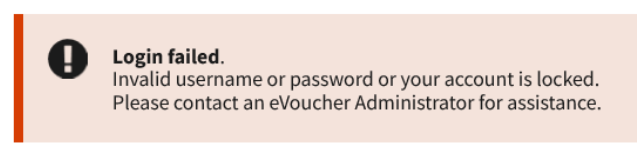
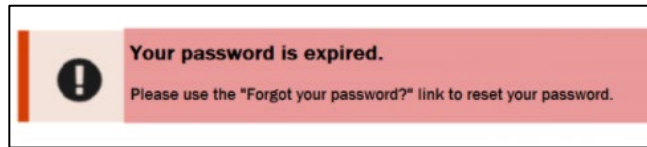
**Sign In**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.



## Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message will appear stating that your password is expired, invalid, or locked.



### Step 1

To reset your password, click the **Forgot your password?** link.

**Note:** You should follow this same process if you have not reset your password in the last 180 days.

### Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

### Step 2

On the "**Reset your password?**" page, the email address you entered for your Single Login Profile (SLP) is displayed. You are prompted to reset your password by answering one of the challenge questions you selected when creating your SLP. Enter the correct answer and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.

### Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

Email  
davidattorney@gmail.com

Question: In what city or town was your first job?

Answer

[Back to sign in](#)

[Reset your password](#)

**Note:** If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact the CJA Panel Administrator to unlock it.

### Step 3

A message will appear telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

**Note:** The link expires after 30 minutes and can only be used once.

### Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.



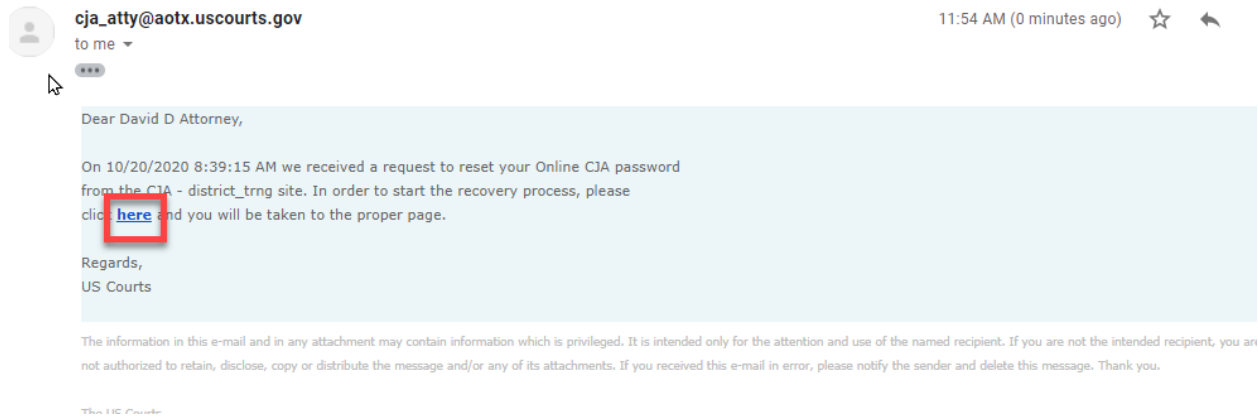
#### Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

### Step 4

In the email message, click the **here** link to create a new password. You are taken to the "**Reset your password**" page where you must create a new password for your SLP.



## Step 5

Enter your new password and then confirm it by entering it again. Enter the email associated with your Single Login Profile (SLP) and then click **Reset**.


The screenshot shows a 'Reset your password' form. At the top, there is an important notice: 'IMPORTANT: The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.' The form has three input fields: 'New Password', 'Confirm Password', and 'Email'. A red rectangular box highlights these three input fields. Below the form is a blue 'Reset' button, with a red arrow pointing to it from the right. At the bottom of the form, there is a 'Password Requirements' section with a plus sign.

## Step 6

A message will appear stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

 **Password updated.**  
Your password was successfully updated.

Email Address

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

## Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a **maximum of six times**. If you attempt a seventh time, and are unsuccessful, your account will lock, and you can no longer enter a correct password. You must contact the CJA Panel Administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.



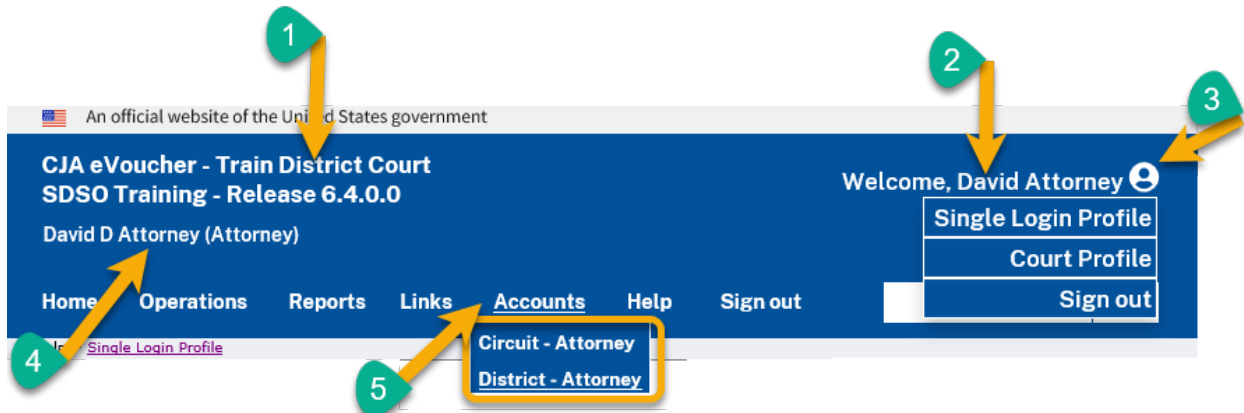
### Login failed.

Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

**Note:** If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creating attempts resets to zero after 30 minutes.

## Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.



|                                |  |
|--------------------------------|--|
| (1) Court Account              | This is the court account you selected from the <b>Accounts</b> menu, showing the account to which you are signed in.                                    |
| (2) Single Login Profile (SLP) | This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed into your Single Login Profile (SLP). |
| (3) Profile Icon               | You can access your Single Login Profile (SLP) or court profile or sign out from here. You can also access these areas from the <b>Help</b> menu.        |
| (4) Court Account User name    | This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.                               |
| (5) Accounts Menu              | From this menu, you can access all the court accounts to which you are linked.   |

## Home Page

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

**My Active Documents**

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

| Case  | Defendant                                      | Type   | Status                                | Date Entered |
|---|--|--------|---------------------------------------|--------------|
| <a href="#">3:19-MJ-04562-...</a><br>Start:<br>End: | Mister Badman (# 4562)<br>Claimed Amount: 0.00 | TRAVEL | Voucher Entry<br><a href="#">Edit</a> | 12/11/2019   |
| <a href="#">3:19-MJ-04562-...</a><br>Start:<br>End: | Mister Badman (# 4562)<br>Claimed Amount: 0.00 | TRAVEL | Voucher Entry<br><a href="#">Edit</a> | 01/28/2020   |

1 2 3 Page 1 of 3 (30 items)

**Appointments' List**

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

1 Page 1 of 1 (10 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 |
|--|--|---|---|--------------|
| <a href="#">1:19-MJ-963...</a><br>Start: 06/10/2019<br>End: 07/31/2019 | Practice Voucher (# 98...)<br>Claimed Amount: 263.38 | CJA-21<br>Longoria Expert<br>Accountant | Submitted to Court<br><a href="#">0101.0000389</a><br>FINAL PAYMENT | 07/24/2019   |
| <a href="#">1:19-MJ-963...</a><br>Start: 06/10/2019<br>End: 07/31/2019 | Practice Voucher (# 98...)<br>Claimed Amount: 600.00 | CJA-21<br>Longoria Expert<br>Accountant | Submitted to Court<br><a href="#">0101.0000391</a><br>FINAL PAYMENT | 07/24/2019   |

1 2 3 4 Page 1 of 4 (34 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 |
|---|--|--|---|--------------|
| <a href="#">3:19-MJ-04...</a><br>Start: 06/06/2019<br>End: 06/07/2019 | Mister Badman (# 4562)<br>Claimed Amount: 730.35 | CJA-21<br>Misses Expert<br>Computer Forensics Expert | Voucher Closed<br><a href="#">0101.0000384</a><br>FINAL PAYMENT | 06/07/2019   |
| <a href="#">3:19-MJ-04...</a><br>Start:<br>End:                       | Mister Badman (# 4562)<br>Claimed Amount: 0.00   | CJA-21<br>Misses Expert<br>Chemist/Toxicologist      | Voucher Closed<br><a href="#">0101.0000387</a>                  | 07/23/2019   |

1 2 Page 1 of 2 (16 items)

**Closed Documents**

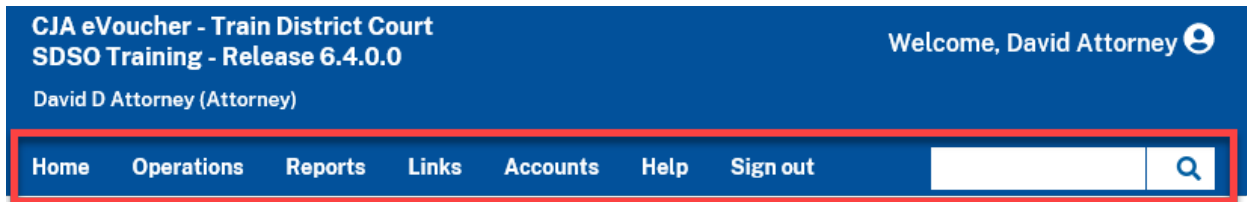
To group by a particular Header, drag the column to this area. Search:

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

1 2 3 4 5 Page 1 of 5 (48 items)

| Folder Name                    | Contents  |
|--------------------------------|---|
| My Active Documents            | This folder contains documents that you are currently working on or have been submitted to you by an expert services provider or court reporter. These documents are waiting for you to act.  |
| Appointments List              | This is a quick reference to all your open appointments.  |
| 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 also appear in this folder.  |
| My Service Providers Documents | <p>This folder contains all the vouchers for your service providers. This includes:</p> <ul style="list-style-type: none"> <li>• Vouchers in progress by the experts</li> <li>• Vouchers submitted to the attorney for approval and submission to the court.</li> <li>• Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul> <p><b>Note:</b> If the service provider is entering their own voucher, they will not have access to any other information except their own voucher. Attorneys will have access to all their service provider vouchers.</p> |
| Closed Documents               | This folder contains documents that have been paid or have been approved by the court. Closed documents are only displayed for open cases. Closed documents are displayed until they are archived and/or for 60-90 days after the appointment is terminated. They are still accessible through the appointment page.  |
|                                |   |

## Navigating in the CJA eVoucher Program



| Menu Bar Item | Description  |
|---------------|--|
| Home          | Click to access the eVoucher home page.  |
| Operations    | Click to search for specific appointments.   |
| Reports       | Click to view selected reports you may run on your appointments.   |
| Links         | Click to access links to CJA resources such as forms, guides, publications, etc.   |
| Accounts      | Click to access your different court accounts.   |
| Help          | Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul> |
| Sign Out      | Click to sign out of the eVoucher program.   |
| Search field  | Use this field to look up any of your cases.   |



## Customizing the Home Page

You can customize your home page to change the way your information displays in the folders. **Expand/Collapse a Folder:** Click the plus sign (+) icon 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.), point 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.

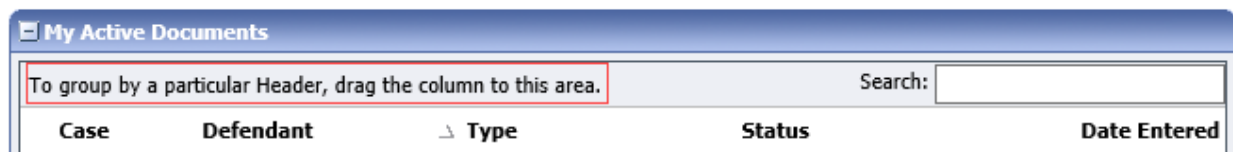
**Note:** The folder size does not increase; therefore, some columns may move off the screen.

### Group by Column Heading

To sort all the information within a folder, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

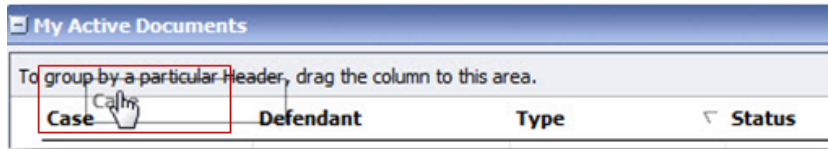
#### Step 1

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



**Step 2**

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



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

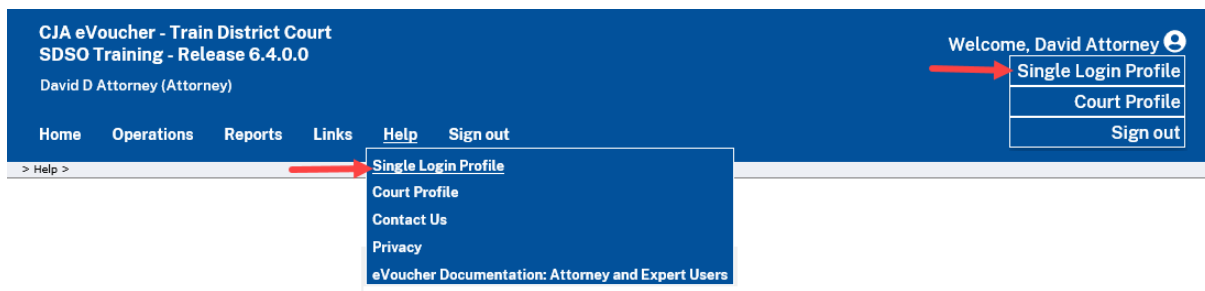


## Accessing Single Login Profile (SLP)

On the **Single Login Profile** page, you can:

- Edit first, middle, and last name.
- Edit email address.
- Edit Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

To access the **Single Login Profile** page from the menu bar click **Help** and then click **Single Login Profile**, or point to the profile icon and then click **Single Login Profile**



## Account Information

In the **Account Information** section, you can change your name, email address, and password.

The screenshot shows the "Single Login Profile" page. The "Account Information" section is expanded, showing a table with the following data:

| First name | Middle name | Last name | Suffix |                      |
|------------|-------------|-----------|--------|----------------------|
| David      | B           | Attorney  | -      | <a href="#">Edit</a> |

Below the table, there are three sections, each with an "Edit" link:

- Email address:** attorney1210@gmail.com
- Password:** \*\*\*\*\*

## Modifying Your Name

### Step 1

To edit your name, click the **Edit** link to the right of your name.

#### Single Login Profile

| Account Information  |             |           |        |
|----------------------|-------------|-----------|--------|
| First name           | Middle name | Last name | Suffix |
| David                | B           | Attorney  | -      |
| <a href="#">Edit</a> |             |           |        |

### Step 2

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

| Account Information    |             |                              |          |
|------------------------|-------------|------------------------------|----------|
| First name             | Middle name | Last name                    | Suffix   |
| David                  | B           | Attorney                     | -Select- |
| <a href="#">Cancel</a> |             | <a href="#">Save changes</a> |          |

## Updating Your Email Address

### Step 1

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

|                        |                      |
|------------------------|----------------------|
| Email address          | <a href="#">Edit</a> |
| attorneyl210@gmail.com |                      |

**Step 2**

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

---

**Email address**

**Confirm email address**

---

**Updating Your Password****Step 1**

Click the **Edit** link to access your password.

---

**Password**  
\*\*\*\*\*

[Edit](#)

---

**Step 2**

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

**Password Requirements**

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

**Password**

**Confirm password**

## Updating Your Security Questions

### Step 1

To access your security questions, click the plus sign (+) icon to expand the **Security Questions** section.

#### Single Login Profile

|  |   |
|--|---|
| Account Information                                      | + |
| Security Questions                                       | + |
| Linked eVoucher Accounts                                 | + |
| Link your eVoucher Accounts to your Single Login Profile | + |

### Step 2

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

#### Security Questions

Select three security questions and enter your answers.

[Show my Answers](#)

##### Question 1

In what city or town was your first job?

##### Answer 1

.....

##### Question 2

What street did you live on in third grade?

##### Answer 2

.....

##### Question 3

In what year (YYYY) did you graduate from high school?

##### Answer 3

.....

Cancel

Save changes

**Note:** The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.

## Linked eVoucher Accounts

### Step 1

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

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.

|  |   |
|--|---|
| Account Information                                      | + |
| Security Questions                                       | + |
| Linked eVoucher Accounts                                 | + |
| Link your eVoucher Accounts to your Single Login Profile | + |

**Note:** You can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

| Linked eVoucher Accounts  |           |                                  |
|---|-----------|----------------------------------|
| Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the <b>Accounts</b> menu to switch between accounts. |           |                                  |
| Account   | User Type | Default                          |
| Massachusetts (DDAttorney)  | Attorney  | <input checked="" type="radio"/> |
| Link your eVoucher Accounts to your Single Login Profile  |           |                                  |

## Link Your eVoucher Accounts to Your Single Login Profile (SLP)

### Step 1

If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

|  |   |
|--|---|
| Account Information                                      | + |
| Security Questions                                       | + |
| Linked eVoucher Accounts                                 | + |
| Link your eVoucher Accounts to your Single Login Profile | + |

### Step 2

Click **District** or **Appellate** for the type of court to which you want to link. From the **Court** drop-down list, select your court and then enter your user name and password for that court in the corresponding fields.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

**District** **Appellate**

Court  
-Select-  
Train District Court

Court login username

Court login password

**Cancel** **Link Account**



### Step 3


Click **Link Account**.

Court  
Train Circuit Court

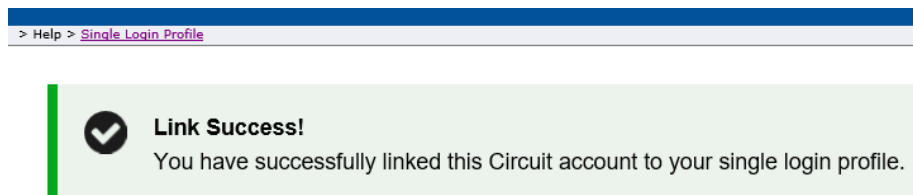
Court login username  
dattorney

Court login password  
••••••••

[Cancel](#) [Link Account](#)



A "success" message will appear stating that your account(s) is now linked.



## Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon and then click **Court Profile**.



On the Court Profile page you can:

- Edit contact information, phone email, and/or physical address in the Attorney Info section.
- Update the Social Security Number (SSN) or employee identification number (EIN) and any firm affiliation in the Billing Info section. Copies of W-9 must be provided to the court and any changes to the SSN after the first logon must be made through the court.
- Add a time period in which the attorney will be out of the office in the Holding Period section.
- Document any CLE attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information as needed.

> [Help](#) > [Court Profile](#)

### Court Profile

|  |   |  |
|--|---|--|
| <p><b>Attorney Info</b><br/>Your personal info</p>                     | <p>Bar Number: <b>TX125568</b><br/>Your Name: <b>David D Attorney</b></p> <p><i>Your Contact Info:</i><br/>Phone: 555-555-5555<br/>Fax:<br/>deadmail@ao.uscourts.gov</p> <p><i>Your Address:</i><br/>123 San Antonio Way<br/>San Antonio, TX 78228<br/>US</p> | <p><input type="button" value="Edit"/></p> <p><input type="button" value="Select"/></p> <p><input type="button" value="Add"/></p> <p><input type="button" value="Edit"/></p> <p><input type="button" value="View"/></p> <p><input type="button" value="View"/></p> |
| <p><b>Billing Info</b><br/>List all available billing info records</p> | <p>Your default billing info is:<br/><b>David D Attorney</b><br/>Billing Code:0101-000077<br/>123 San Antonio Way<br/>San Antonio, TX<br/>78228 - US<br/>Phone: 555-555-5555<br/>Fax:</p>   |  |
| <p><b>Holding Period</b></p>   | <p>No info has been stored.<br/>Please click VIEW to type your info.</p>  |  |
| <p><b>Continuing Legal Education</b></p>                               | <p>No info has been stored.<br/>Please click VIEW to type your info.</p>  |  |

## Attorney Info

### Step 1

In the Attorney Info section, click **Edit** to access your personal information.

|  |   |                      |
|--|---|----------------------|
| <b>Attorney Info</b><br>Your personal info | Bar Number:<br>Your Name: <b>Andrew Anders</b>  | <a href="#">Edit</a> |
|  | <i>Your Contact Info:</i><br>Phone: 210-833-5623   Cell Phone: 210-555-1234<br>Fax:<br>lisa_ornelas@aotx.uscourts.gov<br>deadmail@support.aotx.uscourts.gov<br>deadmail@support.aotx.uscourts.gov |                      |
|  | <i>Your Address:</i><br>110 Main Street<br>San Antonio, TX 78210<br>US  |                      |

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile Page and details the sections that are affected across any of your other linked accounts:

#### Court Profile

**i** For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.  
Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

## Step 2

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

**Attorney Info**  
Your personal info

**SSN Instructions:**  
If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

**Payee Certification:**  
This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that:  
1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and  
2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).

**\* Required Fields**

Bar Number  
[ ]

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

SSN: [ ]  
Confirm: [ ]

First Name \* Middle Last Name \*  
Andrew [ ] Anders [ ]

Main Email \*  
[ lisa\_ornelas@aobx.uscourts.gov ]

2nd Email  
[ deadmail@support.aobx.uscourts.gov ]

3rd Email  
[ deadmail@support.aobx.uscourts.gov ]

Phone \* Cell Phone Fax  
[ 210-833-5623 ] [ 210-555-1234 ] [ ]

Address 1 \* City \*  
[ 110 Main Street ] [ San Antonio ]

Address 2 State \* (US only) Zip \* (US only)  
[ ] [ TEXAS ] [ 78210 ]

Address 3 Country \*  
[ ] [ UNITED STATES ]

**Save**  
cancel

## Notes:

- Each attorney (except associates) **must** enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select **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.

## Billing Info

### Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

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

Select  
Add  
Edit

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

#### Court Profile



Changes made to the [Billing Info](#) section of this court profile will **NOT** be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile [Billing Info](#) section separately.

**Step 2**

Make any necessary changes and click **Save**. If applicable, add billing information for a firm by clicking the corresponding radio button.

The screenshot shows a web form titled "Billing Info" with a sub-header "List all available billing info records". The form is divided into two main sections. The left section is a light blue sidebar. The right section contains the following fields and controls:

- Billing Type:** Three radio buttons: "Self-Employed", "Firm" (selected), and "Associate".
- Tax Identification Number:** A red-bordered box containing two input fields: "EIN/TIN:" and "Confirm:".
- Copy Address from Profile:** A checked checkbox.
- Name:** A single-line text input field.
- Phone:** and **Fax:** Two separate single-line text input fields.
- Address 1:**, **Address 2:**, and **Address 3:** Three separate single-line text input fields.
- City:**, **State:** (a dropdown menu), and **Zip Code:** Three separate single-line text input fields.
- Country:** A dropdown menu currently showing "UNITED STATES".
- Buttons:** "Save" and "cancel" buttons are located in the top right corner of the form area.

**Note:** Attorneys with preexisting agreements must enter the firm's EIN and name. The Administrative Office (AO) has made provisions for reporting CJA income as firm income rather than personal income of the attorney. The financial relationship of the attorney with the firm dictates how the income should be reported. Your income will be reported to the IRS using your Social Security Number or the firm's tax ID number pursuant to the written form submitted by you at the time of the last panel revision. If your tax reporting status should change, contact the CJA Panel Administrator for instructions on updating your status.

## Holding Period

Holding periods can be used for medical leave, vacation, etc. During this time, attorneys are not given a new assignment.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

### Court Profile



**Changes made to this court profile will not be applied to any other linked accounts.**

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

### Step 1

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

#### Holding Period

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

**View**

### Step 2

Click **Add**.

| Starting          | Ending | Notes |
|-------------------|--------|-------|
| No Holding Period |        |       |
| No data           |        |       |

## Step 3

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

The screenshot shows a form titled "Holding Period". At the top, there are "Back" and "Save" buttons. Below these are two date fields: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Below the date fields is a "Notes" field containing the text "Vacation." The "Save" button, the date fields, and the notes field are highlighted with a red border.

## Continuing Legal Education

## Step 1

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

The screenshot shows a section titled "Continuing Legal Education". To the right of the title, it says "No info has been stored. Please click VIEW to type your info." A "View" button is located on the right side of the section and is highlighted with a red border.

Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

## Court Profile

**!** Changes made to this court profile will not be applied to any other linked accounts. Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

## Step 2

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

The screenshot shows the "Continuing Legal Education" section. At the top, there are "Back", "Edit", "Add", and "Delete" buttons. The "Add" button is highlighted with a red border. Below the buttons is a table with columns: "Files", "Credit", "Date", "Hours", and "Subject". A search bar is located to the right of the table. The table is currently empty, and the text "No Continuing Legal Education" is displayed at the bottom. The text "No data" is visible in the bottom right corner.



## Step 3

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

The screenshot shows the 'Continuing Legal Education' form. The 'Save' button is highlighted with a red box. The 'Credit' dropdown menu is also highlighted with a red box and set to 'Sentencing-rel'. Below it, the 'Date' field is set to '05/01/2014', the 'Hours' field is set to '0', and the 'Description' field is empty. A red box highlights the entire form area. At the bottom, a note reads: 'Document After you save the information about this Continuing Education, you will be able to upload related documents.'

**Note:** After you save information, you can upload related PDF documents.

## Step 4

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

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

Continuing Legal Education

Back Edit Add Delete

Search:

| 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.

# Appointments List

On your home page, in the Appointments List section, locate the desired case.

Step 1

Click the case number link to open the Appointment Info page.

**Appointments' List**

| Appointments   | Defendant   |
|--|---|
| <p><a href="#">Case: 1:14-CR-08805-AA</a></p> <p>Defendant #: 1</p> <p>Case Title: USA v. Branson</p> <p>Attorney: Andrew Anders</p> | <p><b>Defendant: Jebediah Branson</b></p> <p>Representation Type: Criminal Case</p> <p>Order Type: Appointing Counsel</p> <p>Order Date: 03/03/14</p> <p>Pres. Judge: Albert Albertson</p> <p>Adm./Mag Judge:</p> |

**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. CHR. DIST/DIV CODE<br>0101   | 2. PERSON REPRESENTED<br>Jebediah Branson                                       | 5. APPEALS DKT/DEF NUMBER  | VOUCHER NUMBER                           |
| 3. MAC DKT/DEF NUMBER<br>1:14-CR-08805-1-AA   | 4. DIST DKT/DEF NUMBER<br>1:14-CR-08805-1-AA                                    | 6. OTHER DKT/DEF NUMBER  |  |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1225 F INSPECTION VIOLATION PENALTIES  |   |  |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-1234<br>Email: <a href="mailto:lisa_ornelas@actx.uscourts.gov">lisa_ornelas@actx.uscourts.gov</a> |   | 13. COURT ORDER<br><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<br><input type="checkbox"/> L Learned Counsel (Capital Off) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><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<br><input type="checkbox"/> Y Standby Counsel |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS   |   | Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order<br>3/3/2014<br>Nunc Pro Tunc Date<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO  |  |

**Vouchers on File**

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

| Case   | Defendant   | Type                         | Status   | Date Entered |
|--|---|------------------------------|--|--------------|
| <a href="#">1:14-CR-08805-AA</a><br>Start: 09/23/2015<br>End: 09/23/2015 | Jebediah Branson (# 1)<br>Claimed Amount: 6,350.00<br>Approved Amount: 6,350.00 | CJA-20<br>Andrew Anders      | Voucher Closed<br><a href="#">0101.0000001</a>         | 03/17/2016   |
| <a href="#">1:14-CR-08805-AA</a><br>Start: 04/02/2014<br>End: 11/16/2017 | Jebediah Branson (# 1)<br>Claimed Amount: 1,000.00<br>Approved Amount: 1,000.00 | AUTH<br>Chemist/Toxicologist | Voucher Closed<br><a href="#">0101.0000002</a>         | 11/16/2017   |
| <a href="#">1:14-CR-08805-AA</a><br>Start:<br>End:                       | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | AUTH-24                      | Voucher Entry<br><a href="#">Edit</a>                  | 04/14/2014   |
| <a href="#">1:14-CR-08805-AA</a><br>Start:<br>End:                       | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | CJA-20                       | Voucher Entry<br><a href="#">Edit</a>                  | 11/05/2015   |
| <a href="#">1:14-CR-08805-AA</a><br>Start:<br>End:                       | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | CJA-20                       | Voucher Entry<br><a href="#">Edit</a>                  | 11/05/2015   |
| <a href="#">1:14-CR-08805-AA</a><br>Start: 01/21/2016<br>End: 01/21/2016 | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | AUTH-24                      | Voucher Closed<br><a href="#">0101.0000082</a>         | 01/21/2016   |
| <a href="#">1:14-CR-08805-AA</a><br>Start:<br>End:                       | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | TRAVEL                       | Voucher Entry<br><a href="#">Edit</a>                  | 01/21/2016   |
| <a href="#">1:14-CR-08805-AA</a><br>Start:<br>End:                       | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | CJA-20                       | Voucher Entry<br><a href="#">Edit</a>                  | 01/21/2016   |
| <a href="#">1:14-CR-08805-AA</a><br>Start: 03/22/2016<br>End: 03/22/2016 | Jebediah Branson (# 1)<br>Claimed Amount: 802.75                                | CJA-20<br>Andrew Anders      | Voucher Entry<br><a href="#">Edit</a><br>FINAL PAYMENT | 03/22/2016   |
| <a href="#">1:14-CR-08805-AA</a><br>Start: 03/22/2016<br>End: 03/22/2016 | Jebediah Branson (# 1)<br>Claimed Amount: 0.00                                  | AUTH-24                      | Voucher Closed<br><a href="#">0101.0000109</a>         | 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 <b>View Representation</b> link to view the Representation page.                |
| Create New Voucher  | Click the <b>Create</b> link next to the voucher to create a voucher for the appointment. |
| Reports             | This section contains reports for the appointment.  |

## View Representation

Clicking the **View Representation** link displays the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel (if any)
- Previous counsel (if any)

### Step 1

In the Appointment section, click the **View Representation** link.



The Representation Info page will appear.

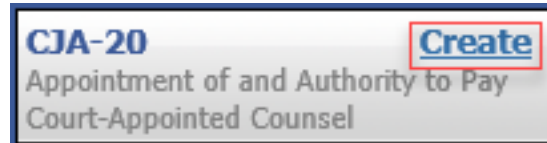
| Representation   | Representation Info   |   |  |                                |
|--|---|---|--|--------------------------------|
| In this page you can view or delete the representation.<br><br><b>Reports</b><br><a href="#">Representation Report</a> | 1. CIR./DIST/DIV CODE<br>0101   | 2. PERSON REPRESENTED<br>Jebediah Branson     | VOUCHER NUMBER                           |                                |
|  | 3. MAG. DKT/DEF NUMBER  | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08305-1-AA | 5. APPEALS. DKT/DEF NUMBER               | 6. OTHER. DKT/DEF NUMBER       |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |                                |
| 11. OFFENSE(S) CHARGED<br>15:1825 F INSPECTION VIOLATION PENALTIES   |   |   |  |                                |
| EXCESS FEE LIMIT<br>\$11,500.00  | PRESIDING JUDGE<br>Albert Albertson   | MAGISTRATE JUDGE                              | DESIGNEE 1                               |                                |
|  |   |   | DESIGNEE 2                               |                                |
| <b>App.ID</b>  | <b>Attorney</b>   | <b>Order Type</b>                             | <b>Order</b>                             | <b>Email</b>                   |
| 4  | Andrew Anders   | Appointing Counsel                            | 03/03/14                                 | lisa_ornelas@aobx.uscourts.gov |

## Creating a CJA 20 Voucher

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

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

In the Create New Voucher section, from the CJA 20 voucher template, click the **Create** link.



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

| Basic Info  |   |  |  |
|---|---|--|--|
| 1. CIR. DIST/DIV CODE<br>0101   | 2. PERSON REPRESENTED<br>Jebediah Branson                                       | VOUCHER NUMBER   |  |
| 3. MAG. DKT/DEF NUMBER  | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08805-1-AA                                   | 5. APPEALS DKT/DEF NUMBER  | 6. OTHER DKT/DEF NUMBER                  |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825 F INSPECTION VIOLATION PENALTIES  |   |  |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders - Bar Number: 12345<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623  |   | 13. COURT ORDER<br><input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel<br><input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel<br><input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert A. Ibertson<br>Date of Order<br>3/3/2014<br>Nunc Pro Tunc Date<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS   |   |  |  |
| Payment Info<br>Preferred Payee: Andrew Anders<br>Andrew Anders<br>SSN/EIN: ***-**-6789<br>123 Legal Blvd. South<br>Any Town, DC<br>12345 - USA<br>Phone: 888-555-4000<br>Fax: 888-555-4001 |   |  |  |

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 a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in this document, click **Audit Assist** at any time.
- To navigate, click the tab headings or the navigation buttons in the progress bar.

## Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

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

### Step 1

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

The screenshot shows the 'Services' page with the following elements:

- Progress bar: Basic Info, **Services**, Expenses, Claim Status, Documents, Confirmation
- Form fields: Date (4/17/2020), Units, Rate, Description (dropdown menu)
- Buttons: Add, Remove
- Table: To group by a particular Header, drag the column to this area. Columns: Date, Description, Units, Rate, Amt. Content: (Empty)
- Navigation: « First, < Previous, **Next >**, Last »
- Actions: Save, Delete Draft, 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.

The screenshot shows the 'Services' page with the 'Date' field highlighted. A calendar pop-up is displayed, showing the date 4/17/2020 selected. The calendar is for April 2020 and shows the following dates:

| 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 | <b>17</b> | 18 |
| 19 | 20 | 21 | 22 | 23 | 24        | 25 |
| 26 | 27 | 28 | 29 | 30 | 1         | 2  |
| 3  | 4  | 5  | 6  | 7  | 8         | 9  |

You can add dates in any order; they will automatically sort in chronological order, oldest to newest, as they are entered.

### Step 3

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

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

- Date: 4/17/2020
- Service Type: A dropdown menu is open, showing options:
  - a. Arraignment and/or Plea
  - b. Bail and Detention Hearing
  - c. Motion
  - d. Trial
  - e. Sentencing Hearings
- Doc.# (ECF): In Court Services
- Hours: (empty)
- Description: (empty)

A red box highlights the Service Type dropdown arrow. A red asterisk indicates required fields.

For help in determining what time entries apply to the proper In/Out Court services, see the [Time Entry Cheat Sheet, Addendum A](#).

### Step 4

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

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

- Date: 4/17/2020
- Service Type: a. Arraignment and/or Plea
- Doc.# (ECF): (empty)
- Pages: (empty)
- Hours: 5.0 \* at \$148.00 per hour.
- Description: First appearance an arraignment of defendant.

Buttons for 'Add' and 'Remove' are visible. A red box highlights the Hours field. A red asterisk indicates 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.

Please see [Addendum B](#) for examples of Specificity in Timesheets.

## Importing Service Entries

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

As a best practice, the Import Service Entries feature should be started on a **new** or **empty** CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

### Step 1

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

The screenshot shows the CJA-20 Attorney Enters interface. On the left is a navigation sidebar with sections: Voucher (with fields for #, Start Date, End Date, Services: \$0.00, Expenses: \$0.00), Tasks (Link To Appointment, Link To Representation), Actions (Import Service Entries (.csv) is highlighted with a red box and a red arrow), and Reports (Form CJA20, Defendant Detail Budget). The main content area has tabs for Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Basic Info' tab is active, displaying a form with the following sections:

| Basic Info  |   | VOUCHER NUMBER   |
|---|---|--|
| 1. CHR. DIST DIV CODE<br>0101   | 2. PERSON REPRESENTED<br>Jebediah Branson                                       |  |
| 3. MFG. DKT DEF NUMBER  | 4. DIST. DKT DEF NUMBER<br>1:14-CR-08805-1-AA                                   | 5. APPEALS. DKT DEF NUMBER   |
| 6. OTHER. DKT DEF NUMBER  |   |  |
| 7. IN CASE MATTER OFF(Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  |
|   |   | 10. REPRESENTATION TYPE<br>Criminal Case   |
| 11. OFFENSE(S) CHARGED<br>15:1823 F INSPECTION VIOLATION PENALTIES  |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-1234<br>Email: <a href="mailto:lisa_ornelas@actn.uscourts.gov">lisa_ornelas@actn.uscourts.gov</a> |   | 13. COURT ORDER<br><input type="checkbox"/> A. Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subj for Federal Defender<br><input type="checkbox"/> L. Learned Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subj for Panel Attorney <input type="checkbox"/> R Subj for Retained Attorney<br><input type="checkbox"/> S Pre Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subj for Pro Se <input type="checkbox"/> X Administrative<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name: _____<br>Appointment Date: _____<br>Signature of Presiding Judge or By Order of the Court:<br>Albert Albertson<br>Date of Order: 3/3/2014    Nonc Pro Tunc Date: _____<br>Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 14. LAW FIRM NAME AND MAILING ADDRESS   |   |  |

Below the form is the 'Payment Info' section, which includes a dropdown for 'Preferred Payee' (Andrew Anders - Andrew Anders) and the following details:

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

## Step 2

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

### Services

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

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

[- Additional Information](#)

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

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

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

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

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

|              |                                       |       |                       |  |
|--------------|---------------------------------------|-------|-----------------------|--|
| Date         | <input type="text" value="9/3/2021"/> | *     | Description           | <input type="text"/>   |
| Service Type | <input type="text"/>                  | *     |                       |  |
| Doc.# (ECF)  | <input type="text"/>                  | Pages | <input type="text"/>  |  |
| Hours        | <input type="text"/>                  | *     | at \$155.00 per hour. | <input type="button" value="Add"/> <input type="button" value="Remove"/> |

\* Required Fields



### Step 3

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

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

### Services

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

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

+ Additional Information

**Import Service Entries (.csv)**

Date: 8/6/2021 \*

Service Type:

Doc.# (ECF):  Pages:

Hours:  at \$152.00 per hour.

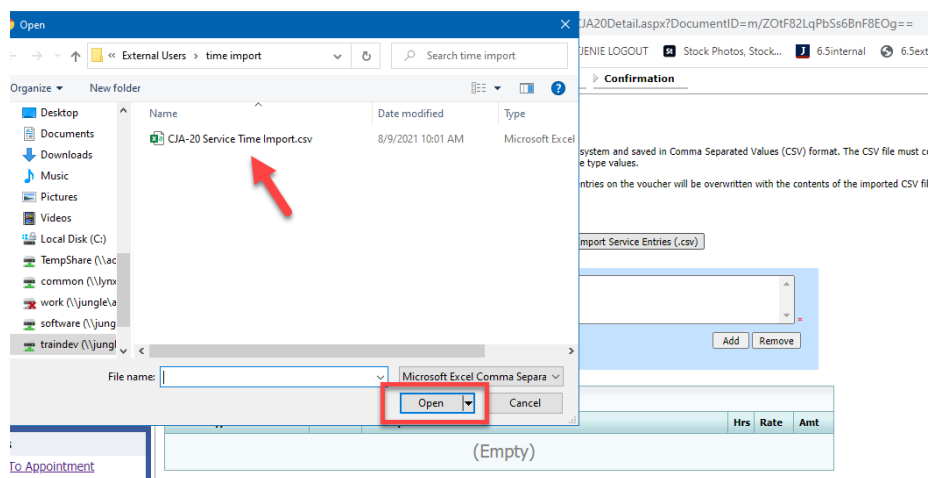
\* Required Fields

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

| Service Type | Date | Description | Hrs | Rate | Amt |
|--------------|------|-------------|-----|------|-----|
| (Empty)      |      |             |     |      |     |

### Step 4

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



## Step 5

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

The screenshot shows the 'Services' tab in the system. A green success message at the top states: "Service entries have been updated! 13 entries have been successfully added from CJA-20 Service Time Import\_correct.csv and saved to the services table below. [Click here](#) to view a report for the entries imported." Below this is a form for adding service entries with fields for Date (9/2/2021), Service Type, Doc.# (ECF), Pages, Hours, and a rate of \$155.00 per hour. A red arrow points to the 'Add' button. Below the form is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt.

| Service Type                   | Date       | Description | Hrs | Rate     | Amt     |
|--------------------------------|------------|-------------|-----|----------|---------|
| e. Investigative or Other Work | 07/01/2021 | Test        | 0.1 | \$155.00 | \$15.50 |
| a. Arraignment and/or Plea     | 07/02/2021 | Test        | 0.2 | \$155.00 | \$31.00 |
| d. Travel Time                 | 07/02/2021 | Test        | 0.3 | \$155.00 | \$46.50 |
| b. Obtaining and Reviewing     |            |             |     |          |         |

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

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

## Step 1

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

The screenshot shows the user interface for Andrew Anders (Attorney). The navigation menu includes Home, Operations, Reports, Links, Help, and Sign out. The 'My Active Documents' section is highlighted with a red box. It contains a table with columns: Case, Defendant, Type, Status, and Date Entered. A red arrow points to the 'Edit' link in the Status column of the first row.

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

## Step 2

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

**CJA-20**  
Attorney Enters

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

Services: \$0.00

Expenses: \$0.00

**Tasks**

[Link To Appointment](#)

[Link To Representation](#)

**Actions**

[Import Service Entries \(.csv\)](#)

**Reports**

[Form CJA20](#)

[Defendant Detail Budget](#)

Basic Info Services Expenses Claim Status Documents Confirmation

### Basic Info

|  |   |   |  |
|--|---|---|--|
| 1. CR. DIST. DIV. CODE<br>0101                     | 1. PERSON REPRESENTED<br>Jebediah Branson                                       | VOUCHER NUMBER                                |  |
| 3. MAG. DKT DEF NUMBER                             | 4. DIST. DKT DEF NUMBER<br>1:14-CR-08805-1-AA                                   | 5. APPEALS DKT DEF NUMBER                     | 6. OTHER DKT DEF NUMBER                  |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Branson | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |

11. OFFENSE(S) CHARGED  
15.1823 F. INSPECTION VIOLATION PENALTIES

11. 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\\_omelas@acbs.uscourts.gov](mailto:lisa_omelas@acbs.uscourts.gov)

13. COURT ORDER

A. Associate     C. Co-Counsel     D. Federal Defender     F. Subj. for Federal Defender

L. Licensed Counsel (Equal Only)     O. Appointing Counsel     P. Subj. for Panel Attorney     R. Subj. for Retained Attorney

S. Pro Se     T. Retained Attorney     U. Subj. for Pro Se     X. Administrative

V. Standby Counsel

Prior Attorney's Name  
Appointment Date  
Signature of Presiding Judge or By Order of the Court  
Albert Albertson  
Date of Order  
5/3/2014  
Nunc Pro Tunc Date

14. LAW FIRM NAME AND MAILING ADDRESS

Repayment:  YES  NO

### Payment Info

Preferred Payee: Andrew Anders - Andrew Anders

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

### Step 3

The Services page appears. To download and view a sample .csv file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel format that must be saved in .csv format. Click the **Additional Information** link to view instructions for importing time from a .csv file.

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

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

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

### - Additional Information

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

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

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

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

**CSV file when opened in a text editor might look like this:**

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,
```

Import Service Entries (.csv)

|              |                                       |       |                       |  |
|--------------|---------------------------------------|-------|-----------------------|--|
| Date         | <input type="text" value="9/3/2021"/> | *     | Description           | <input type="text"/>   |
| Service Type | <input type="text"/>                  | *     |                       |  |
| Doc.# (ECF)  | <input type="text"/>                  | Pages | <input type="text"/>  |  |
| Hours        | <input type="text"/>                  | *     | at \$155.00 per hour. | <input type="button" value="Add"/> <input type="button" value="Remove"/> |

\* Required Fields

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

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

## Step 4

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

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

### Services

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

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

[+ Additional Information](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \*  Description:

Service Type:  \*

Doc.# (ECF):  Pages:

Hours:  \* at \$155.00 per hour.

\* Required Fields

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

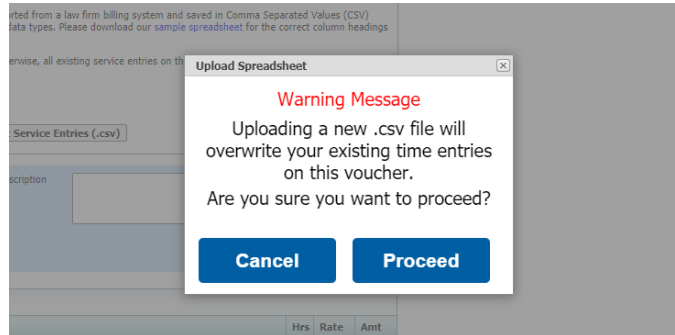
| Service Type                  | Date       | Description           | Hrs | Rate     | Amt      |
|-------------------------------|------------|-----------------------|-----|----------|----------|
| a. Arraignment and/or Plea    | 09/03/2021 | Plea in court         | 0.5 | \$155.00 | \$77.50  |
| c.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

## Step 5

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

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

Click **Proceed** and continue by following steps 3-5 in the Importing Service Entries section above.



## Entering Expenses

### Step 1

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

**Expenses**

Date: 4/17/2020  
Expense Type: [Dropdown]  
Miles: [Input] at \$0.535 per mile.  
Amount: [Input]

**Required Fields**

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

| Expense Type | Date | Description | Mile | Rate | Amt |
|--------------|------|-------------|------|------|-----|
| (Empty)      |      |             |      |      |     |

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

### Step 2

Click the **Expense Type** drop-down arrow and select the applicable expense.

### Expenses

Date  \*

Expense Type  \*

Miles  **Travel Miles**

Amount  **Travel Misc.**

**Fax**

\* Required Fields **Long Distance Charges**

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

Expense Type **Photocopies**

**Postage**

**Other Expenses**

### Step 3

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

### Expenses

Date  \*

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 |
|--------------|------|-------------|------|------|-----|
| (Empty)      |      |             |      |      |     |

The entry is added to the voucher and appears at the bottom of the Expense Type column.

### 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 |

## Step 4

Expenses are sorted chronologically by date, oldest to newest. 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 |



**Notes:**

- Expense entries for photocopies or fax expenses, please indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.
- Any single expense (not including mileage) over \$50 **must** have a receipt attached.
- **All** hotel receipts must be attached.
- Meal receipts (alcohol is not reimbursable) **must** be attached (actual receipt, not credit card slip).
- Any legal research expenses (Westlaw, Lexis) **must** have the printout attached.

**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 » Save Delete Draft Audit Assist

## Step 2

In the **Start Date** field, 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 or 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**

The Payment Claims section features the following payment claims type radio buttons:

| Claim Type                 | Description  |
|----------------------------|--|
| Final Payment              | Request payment after all services have been completed.  |
| Interim Payment            | Allow for payment throughout the appointment, but each court's practice may differ. If using this type of payment, indicate the number of interim payment. |
| Supplemental Payment       | Request payment due to a missed or forgotten receipt after the final payment has been submitted.   |
| Withholding Return Payment | Request return payment of withheld funds. The attorney can submit a blank (no services or expenses entered) CJA 20/21 at the end of the case.              |

If you try to submit with errors, you may receive the following pink 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 correct start and end dates that include all service and expense dates for the voucher.

## Documents

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher; e.g., travel or other expense receipts, justification statements, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

### Step 1

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

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

### Supporting Documents

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

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

Description Document

Upload

| Description | Delete | View |
|-------------|--------|------|
| Document    | Delete | View |

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

### Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description is 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 C:\Users\JaimeLongoria\I Browse...

Description Document

Upload

| Description | Delete | View |
|-------------|--------|------|
| Document    | Delete | View |

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

## Signing and Submitting to Court

### Step 1

When you have added all voucher entries, you are ready to sign and submit your voucher to the court. Click the **Confirmation** tab or click **Next** on the progress bar. The Confirmation page appears, reflecting all entries from the previous screens. Verify the information is correct. Scroll to the bottom of the screen.

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


### Confirmation

| 1. CIR. DIST/DIV CODE<br>0101  | 2. PERSON REPRESENTED<br>Jebediah Branson  | VOUCHER NUMBER  |  |
|--|--|---|--|
| 3. MAG. DKT/DEF NUMBER   | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08305-1-2-A   | 5. APPEALS. DKT/DEF NUMBER  | 6. OTHER. DKT/DEF NUMBER                 |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Branson   | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony)  | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1215 F INSPECTION VIOLATION PENALTIES   |  |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-1234<br>Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>  |  | 13. COURT ORDER<br><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<br><input type="checkbox"/> L Learned Counsel (Capital Out) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Past Attorney <input type="checkbox"/> R Subs for Retained Attorney<br><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<br><input type="checkbox"/> Y Standby Counsel |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS<br>Andrew Anders TID: XX-XXXXXXX<br>110 Main Street<br>San Antonio TX 78210 US<br>Phone: 210-833-5623  |  | Prior Attorney's Name<br>Appointment Date<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order<br>3/3/2014<br>Nunc Pro Tunc Date<br>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                           |
| 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  |  |
| <b>Totals</b>  | 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  |  |
| <b>Totals</b>  | 0  | \$0.00  |  |
| 17. Travel Expenses (lodging, parking, meals, mileage, etc.)   |  | \$0.00  |  |
| 18. Other Expenses (other than expert, transcripts, etc.)  |  | \$0.00  |  |
| <b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>   |  | \$0.00  |  |
| 19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE<br>FROM: TO:   |  | 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 (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)  |  |   |  |
| Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation<br>I swear or affirm the truth or correctness of the above statement. |  |   |  |
| 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   |   |  |
| 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   | 35. 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 is automatically time stamped. 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 will appear 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 will be removed from the My Active Documents section and will now appear in the My Submitted Documents section.

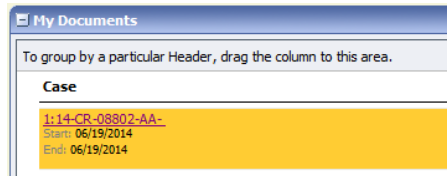
**My Submitted Documents**

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

| Case  | Defendant  | Type                           | Status  |
|---|--|--------------------------------|---|
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 06/12/2014<br>End: 06/12/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 89.20    | CJA-20<br>Andrew Anders        | Submitted to Court<br><a href="#">0101.0000150</a>                      |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 03/03/2014<br>End: 06/05/2014 | Jebediah Branson (# 1)<br>Claimed Amount: 778.40   | CJA-20<br>Andrew Anders        | Submitted to Court<br><a href="#">0101.0000001</a><br>INTERIM PAYMENT 1 |
| <a href="#">1:14-CR-08805-AA-</a><br>Start: 04/02/2014<br>End: 01/01/1900 | Jebediah Branson (# 1)<br>Claimed Amount: 1,000.00 | ALUTH<br>Chemist, Toxicologist | Submitted to Court<br><a href="#">0101.0000002</a>                      |

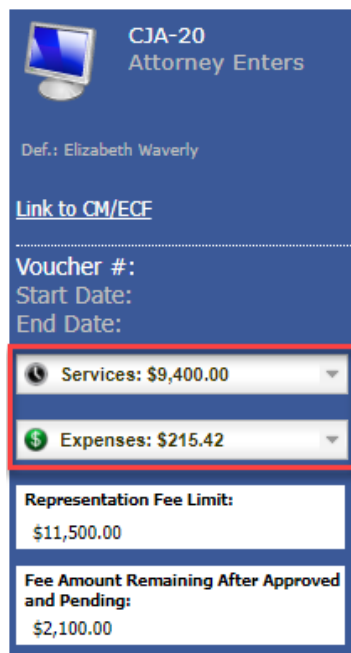
Page 1 of 1 (3 items)

**Note:** If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.



## CJA-20 Quick Review Panel

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




The screenshot shows a vertical panel titled "CJA-20 Attorney Enters" with a computer icon. The panel contains the following information:

- Def.: Elizabeth Waverly
- [Link to CM/ECF](#)
- Voucher #:
- Start Date:
- End Date:
- Services: \$9,400.00 (with a clock icon and a dropdown arrow)
- Expenses: \$215.42 (with a dollar sign icon and a dropdown arrow)
- Representation Fee Limit: \$11,500.00
- Fee Amount Remaining After Approved and Pending: \$2,100.00

The **Services** and **Expenses** fields tally services as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or expenses.

| Services: \$9,400.00             |                 |                   |
|----------------------------------|-----------------|-------------------|
| <b>In Court Services</b>         |                 |                   |
| Service                          | Hours           | Amt.              |
| Arraignment and/or Plea          | 6.0             | \$1,200.00        |
| Bail and Detention Hearing       | 0               | \$0.00            |
| Motion Hearings                  | 2.0             | \$400.00          |
| Trial                            | 0               | \$0.00            |
| Sentencing Hearing               | 0               | \$0.00            |
| Revocation Hearings              | 0               | \$0.00            |
| Appeals Court                    | 0               | \$0.00            |
| Other                            | 0               | \$0.00            |
| <b>Totals</b>                    | <b>8.0</b>      | <b>\$1,600.00</b> |
| <b>Out of Court Services</b>     |                 |                   |
| Service                          | Hours           | Amt.              |
| Interviews and Conferences       | 13.0            | \$2,600.00        |
| Obtaining and Reviewing Records  | 8.0             | \$1,600.00        |
| Legal Research and Brief Writing | 6.0             | \$1,200.00        |
| Travel Time                      | 4.0             | \$800.00          |
| Investigative and Other Work     | 8.0             | \$1,600.00        |
| <b>Totals</b>                    | <b>39.0</b>     | <b>\$7,800.00</b> |
| <b>Expenses: \$215.42</b>        |                 |                   |
| <b>Travel</b>                    |                 |                   |
| Expense Type                     | Amount          |                   |
| Travel Miles                     | \$90.42         |                   |
| Travel Misc                      | \$0.00          |                   |
| <b>Totals</b>                    | <b>\$90.42</b>  |                   |
| <b>Expenses</b>                  |                 |                   |
| Expense Type                     | Amount          |                   |
| Fax                              | \$0.00          |                   |
| Long Distance Charges            | \$0.00          |                   |
| Photocopies                      | \$100.00        |                   |
| Postage                          | \$0.00          |                   |
| Other Expenses                   | \$25.00         |                   |
| <b>Totals</b>                    | <b>\$125.00</b> |                   |

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.


CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

---


Voucher #:  
Start Date:  
End Date:

🕒 Services: \$9,400.00

💰 Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
\$2,100.00


CJA-20  
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

---

Voucher #:  
Start Date:  
End Date:

🕒 Services: \$12,600.00

💰 Expenses: \$215.42

**Representation Fee Limit:**  
\$11,500.00

**Fee Amount Remaining After Approved and Pending:**  
(\$1,100.00)




## Closed Documents

Once submitted, the document will go through the court review process:

- Initial review by Panel Administrator.
- Review by Federal Defender for reasonableness.
- Review by Magistrate Judge (for AUTH and 24-AUTH only).
- Review by District Court Judge.
- Review by Chief Circuit Judge (if the statutory maximum has been exceeded).
- Return to Panel Administrator for final certification of payment.
- Forwarded to Clerk's Office for final certification of payment.

After the document goes through this procedure, it will move from the My Submitted Documents section to the Closed Documents section.

| Closed Documents   |   |                       |   |
|--|---|-----------------------|---|
| To group by a particular Header, drag the column to this area.             |   |                       | Search: <input type="text"/>  |
| Case   | Defendant   | Type                  | Status  |
| <a href="#">9:13-AP-00587-N...</a><br>Start: 02/05/2013<br>End: 03/29/2013 | Tom, Major (# 1)<br>Claimed Amount: 4,201.90<br>Approved Amount: 4,201.90 | CJA-20<br>Denny Crane |  <b>Voucher Closed</b><br><a href="#">0978.0009032</a><br>INTERIM PAYMENT 1 |

The system will automatically send an email to the address(es) in the attorney profile section to alert you that the voucher has been approved for payment.

For any vouchers that have been reduced the Federal Defender's office will contact you regarding the voucher reduction.

You can still view this document, but it will be in Read Only format.

**Note:** The closed vouchers are automatically archived after 60 days by the eVoucher system. When a document is archived, it will be removed from the Closed Documents section. However, you can still access the voucher by clicking on the case in the Appointments' List section (on the Home Page) or using the search feature.

## Requests for Interim Payments

Requests for interim payments are not processed in eVoucher. Please contact the Panel Administrator on procedures for requesting interim payments.

## Reports and Case Management

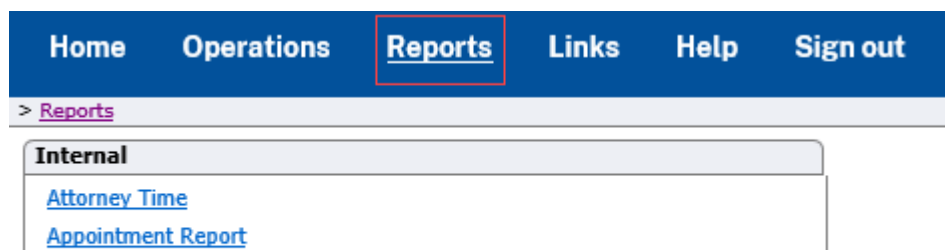
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear in the left review panel.
- Each panel, depending on the documents 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

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

The report provides the information in two sections; attorney appointment, and authorized expert service.

### Defendant Detail Budget Report - Attorney 1:14-CR-08805-1-AA

| Counsel Budget                               |                | Defendant: Jebediah Branson |          |        |        |                 |          |        |            |                  |                            |            |            |
|--|----------------|-----------------------------|----------|--------|--------|-----------------|----------|--------|------------|------------------|----------------------------|------------|------------|
| Type of Representation:                      | Criminal Case  |                             |          |        |        |                 |          |        |            |                  |                            |            |            |
| Budget Amount Requested:                     | \$0.00         |                             |          |        |        |                 |          |        |            |                  |                            |            |            |
| Budget Amount Approved:                      | \$3,900.00     |                             |          |        |        |                 |          |        |            |                  |                            |            |            |
| Time Period For Voucher                      | Voucher Number | Pending                     |          |        |        | Approved        |          |        |            | Amount Remaining |                            |            |            |
|  |                | Fees                        | Expenses |        | Total  | Fees            | Expenses |        | Total      | After Approved   | After Approved And Pending |            |            |
|  |                |                             | Travel   | Other  |        |                 | Travel   | Other  |            |                  |                            |            |            |
| Attorney: Andrew Anders (Appointing Counsel) |                | Active                      |          |        |        |                 |          |        |            |                  |                            |            |            |
| 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<br>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.<br>*Does not include Travel Auth | Pending |          |        |        | Approved   |          |        |            | Combined Total       |                             |  |
|  | Fees    | Expenses |        | Total  | Fees       | Expenses |        | Total      | Approved and Pending |                             |  |
|  |         | Travel   | Other  |        |            | Travel   | Other  |            | Fees                 | Fees and Expenses           |  |
|  | \$0.00  | \$0.00   | \$0.00 | \$0.00 | \$6,350.00 | \$0.00   | \$0.00 | \$6,350.00 | \$6,350.00           | \$6,350.00                  |  |

## Defendant Summary Budget Report

The 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:  |                | \$9,900.00                   |          |        |                           |                 |          |                         |                      |                            |
| 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: 0101.0000002<br>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.<br>*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                 |

## Submitting an Authorization Request for Expert Services

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

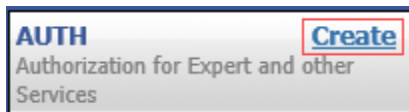
### Step 1

In the Appointments List section, open the appointment record.

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

### Step 2

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

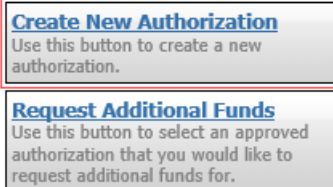


### Step 3

Click **Create New Authorization**.

#### Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.



## Step 4

The Basic Info page will appear. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

| Field                   | Description  |
|-------------------------|--|
| Estimate Amount         | Amount you are requesting for your expert (Current limit is \$2800 - see Addendum C for current CJA Rates/Limits). If you are seeking additional funds, please enter the additional amount requested, not the total amount.  |
| Basis of Estimate       | Estimated number of hours and hourly rate (Spanish interpreters have set half-day and full-day rates).   |
| Description of Services | Provide brief description of case, need for expert, and duties expert will perform. Include estimated number of hours and hourly rate. <b>Note:</b> if your description is lengthy, please attach note or memorandum with your description of services.<br><br>If you are requesting funds that exceed the current statutory limit, a memorandum is required to be attached. (Form Memorandum attached as Addendum D). |
| Service Type            | Drop-down list of expert types.  |
| Notes                   | Name of expert.  |

Click **Save**.

Basic Info Documents Confirmation

### Basic Info

|  |   |  |   |
|--|---|--|---|
| 1. CIR. DIST. DIV. CODE<br>9101  | 2. PERSON REPRESENTED<br>Joseph Branson       | 3. APPL. DKT DEF NUMBER  | 4. OTHER DKT DEF NUMBER                 |
| 5. MAG. DKT DEF NUMBER   | 6. DIST. DKT DEF NUMBER<br>144 CR. 08805-1-AA | 7. TYPE PERSON REPRESENTED<br>Felony (including pre-trial diversion of alleged felony)   | 8. REPRESENTATION TYPE<br>Criminal Case |
| 9. IN CASE MATTER OF (Case Name)<br>USA v. Branson   |   |  |   |
| 10. OFFENSE(S) CHARGED<br>15-1825 F INSPECTION VIOLATION PENALTIES   |   |  |   |
| 11. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio, TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-1234<br>Email: <a href="mailto:law_counsel@accs.tascourts.gov">law_counsel@accs.tascourts.gov</a> |   | 12. COURT ORDER<br><input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender<br><input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Past Attorney<br><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<br><input type="checkbox"/> V Standby Counsel<br>Prior Attorney's Name<br>Appointment Date<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order<br>3/3/2014<br>Next Pro Tunc Date<br>Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |   |
| 13. 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   | \$ 8000.00               |
| Authorized Amount  | \$ <input type="text"/>  |
| Basis of Estimate  | 100 hours at \$80/hour   |
| Description        | <input type="text"/>     |
| Service Type       | Investigator             |
| Requested Provider | 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.

Basic Info Documents Confirmation

### Supporting Documents

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

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

Upload

| Description | 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 under 10MB.

## 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 is automatically time stamped. Click **Submit**.

Basic Info Documents **Confirmation**

### Confirmation

|  |   |   |  |
|--|---|---|--|
| 1. CR. DIST. DIV. CODE<br>0101                     | 2. PERSON REPRESENTED<br>Jebodiah Branson                                       | 3. VOUCHER NUMBER                             |  |
| 4. MAG. DIST. DEF. NUMBER<br>114-CP-00805-1-A-A    | 5. APPEALS DIST. DEF. NUMBER  | 6. OTHER DIST. DEF. NUMBER                    |  |
| 7. IN CASE/MATTER OF (Case Name)<br>USA v. Branson | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |

11. OFFENSES CHARGED  
15:1535 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 service. Estimated compensation: \$  
 Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

Signature of Attorney  
Andrew Sanders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-835-5623  
Cell phone: 210-555-1234  
Email: [isa\\_ortiz@astx.uscourts.gov](mailto:isa_ortiz@astx.uscourts.gov)

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (see instructions)

14. TYPE OF SERVICE PROVIDER

|   |  |
|---|--|
| <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 Document Examiner                 | <input type="checkbox"/> 20 Legal Audio/Video                    |
| <input type="checkbox"/> 07 Fingerprint Analyst               | <input type="checkbox"/> 21 Jury Consultant                      |
| <input type="checkbox"/> 08 Accountant                        | <input type="checkbox"/> 22 Mitigation Specialist                |
| <input type="checkbox"/> 09 CALR (Welders/Lests, 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"/> 24 Litigation Support Services          |
| <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert | <input type="checkbox"/> 26 Computer Forensic Expert             |
| <input type="checkbox"/> 14 Pathologist/Medical Examiner      |  |

15. COURT ORDER  
Plausibility 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: \_\_\_\_\_ Note: Print Date  
Repayment  YES  NO

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 "success" screen will appear 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](#)



## Requesting Additional Funds

You can increase the amount approved on an existing authorization as new amounts are requested.

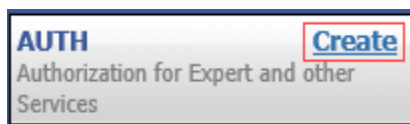
### Step 1

In the Appointments List section, open the appointment record.

| Appointments  | Defendant  |
|---|--|
| <a href="#">Case: 1:14-CR-08805-AA</a><br>Defendant #: 1<br>Case Title: USA v. Branson<br>Attorney: Andrew Anders | <b>Defendant: Jebediah Branson</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/03/14<br>Pres. Judge: Albert Albertson<br>Adm./Mag Judge: |

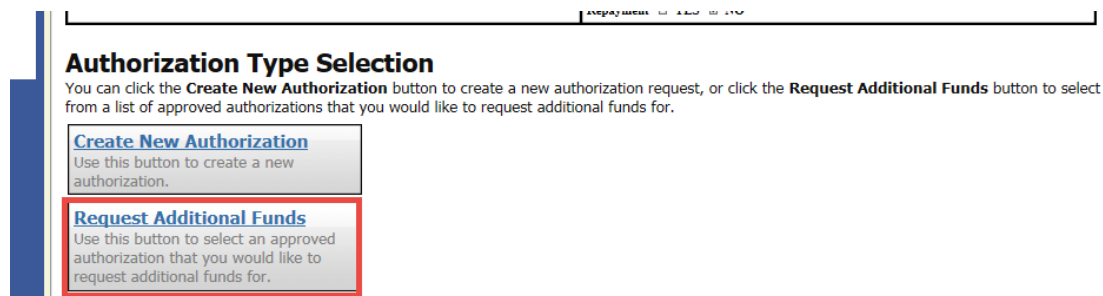
### Step 2

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



### Step 3

Click **Request Additional Funds**.



## Step 4

A list of all closed authorizations will appear for this representation and appointment. Select the authorization that needs to be increased.

**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.

**Please Select the Authorization to request additional funds for:**

|  |  |
|--|--|
| <b>ID Number: 186</b><br>Order Date: 03/03/2014<br>Authorized Amount: \$100.00<br>Grand Total Amount: \$0.00 | Service Type: Interpreter/Translator<br>Estimated Amount: \$5,000,000.00<br>Notes: |
|--|--|

**Request for Additional Funds on existing Authorization**

Order Date  

Nunc Pro Tunc Date  

Repayment


Estimated Amount \$  \*


Then create the authorization as described in the previous instructions for creating an AUTH.

## Step 5

Click the existing authorization hyperlink to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization; as having multiple tabs open in CJA eVoucher can lead to unintended results.

**Request for Additional Funds on existing Authorization [186](#)**

Order Date  

Nunc Pro Tunc Date  

Repayment

Estimated Amount \$  \*

**Notes:**

When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached. A link is established between the two documents.

The original authorization holds the approved funds and is the only authorization presented when CJA 21 vouchers are generated. These authorizations are also used for the various calculations regarding authorization amounts.

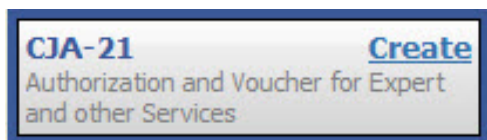
You will need to attach the Memorandum under the Documents tab outlining the reasons for additional funds. (Attached as Addendum D)

## Creating a CJA 21 Voucher without an Authorization

**Note:** It is **HIGHLY** recommended that all attorneys seek advance authorization for any experts used in CJA cases.

### Step 1

On the Appointment page click **Create** from the CJA 21 voucher template. The voucher opens the Basic Info page.



### Step 2

Select **No Authorization Required** option.

Basic Info

| Basic Info   |   |   |  |
|--|---|---|--|
| 1. CIR. DIST/DIV CODE<br>0101                                      | 2. PERSON REPRESENTED<br>Jebediah Branson                                       |   | VOUCHER NUMBER                           |
| 3. MAG. DKT/DEF NUMBER   | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08805-1-AA                                   | 5. APPEALS DKT/DEF NUMBER                     | 6. OTHER DKT/DEF NUMBER                  |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson                  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825 F INSPECTION VIOLATION PENALTIES |   |   |  |
| EXCESS FEE LIMIT<br>\$11,500.00                                    | PRESIDING JUDGE<br>Albert Albertson   | MAGISTRATE JUDGE                              | DESIGNEE 1<br><br>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.

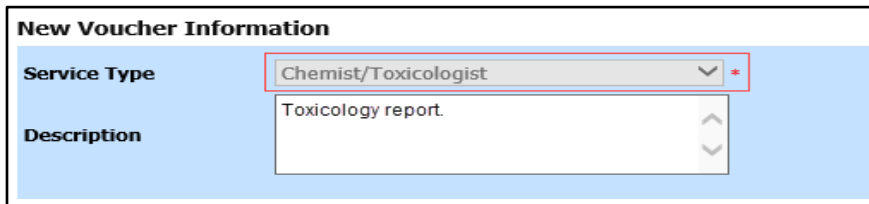
**No Authorization Required**  
If your voucher compensation is under the statutory limit and does not require prior authorization.

**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**

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.

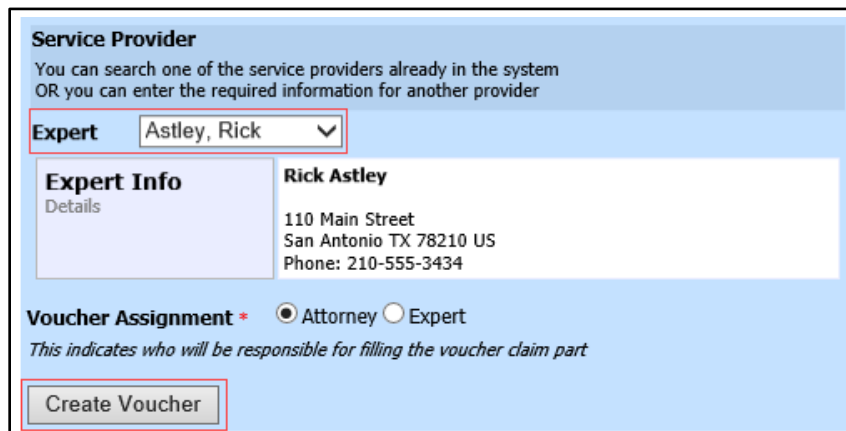


**New Voucher Information**

|                     |                      |
|---------------------|----------------------|
| <b>Service Type</b> | Chemist/Toxicologist |
| <b>Description</b>  | Toxicology report.   |

**Step 4**

From the **Expert** drop-down list, select the expert. If the service provider/expert has rights to enter their own expenses, the Voucher Assignment radio button become available, and you can choose whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.



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

**Expert** 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. If the name of the service provider/expert is not listed, contact the Panel Administrator immediately. **DO NOT** complete the Service Provider Information. Only court staff are allowed to add expert service providers to the eVoucher system.

All information must be entered to advance to the next screen.

If the expert selected is authorized to use eVoucher, and you have selected voucher assignment to the expert, you are done at this point and can click **Home** or **Sign out**.

If the expert selected is not authorized to use eVoucher, the attorney must complete the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.

## Step 5

Click the **Services** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, units (hours), rate, and description. Click **Add**. The item appears at the bottom of the Services Section. Click **Save**.

The screenshot shows the 'Services' tab selected in the progress bar. The 'Services' section has the following fields:

- Date: 04/17/2020
- Units: [Empty]
- Rate: [Empty]
- Description: [Empty]

Buttons: Add, Remove

\* Required Fields

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

| Date    | Description | Units | Rate | Amt |
|---------|-------------|-------|------|-----|
| (Empty) |             |       |      |     |

Navigation buttons: « First, < Previous, Next >, Last »

Action buttons: Save, Delete Draft, Audit Assist

## Step 6

Click the **Expenses** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles (if entering mileage). 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)      |      |             |      |      |     |

« First < Previous **Next >** Last »

## Step 7

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**.

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.

\* Required Fields

« First < Previous **Next >** Last »

| Claim Type                 | Description   |
|----------------------------|---|
| Final Payment              | Request payment after all services have been completed.   |
| Interim Payment            | Allow for payment throughout the appointment (note that each court's practice may differ). If using this type of payment, indicate the number of interim payment. |
| Supplemental Payment       | Request payment due to a missed or forgotten receipt after the final payment has been submitted.  |
| Withholding Return Payment | Request return payment of withheld funds. The attorney can submit a blank (no services or expenses entered) CJA 20/21 at the end of the case.                     |

### Step 8

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 appears in the Description column. Click **Save**.

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

### Supporting Documents

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

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

Description: Document

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

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

## Step 9

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 is automatically time stamped. Click **Submit**.

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

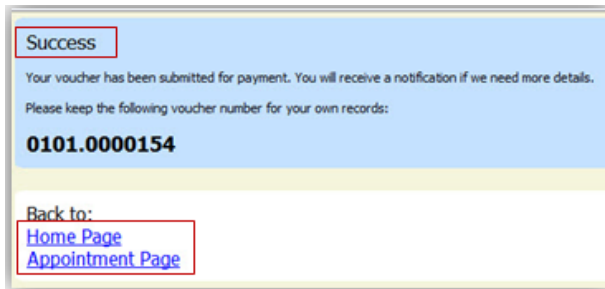
### Confirmation

|   |   |  |   |
|---|---|--|---|
| 1. CIR./DIST./DIV. CODE<br>0101   | 2. PERSON REPRESENTED<br>Jabeshiah Branson                                      | VOUCHER NUMBER   |   |
| 3. MAG. DKT./DEF. NUMBER  | 4. DIST. DKT./DEF. NUMBER<br>1:14-CR-08805-1-AA                                 | 5. APPEALS DKT./DEF. NUMBER  | 6. OTHER DKT./DEF. NUMBER                               |
| 7. IN CASE/MATTER OF (Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case                |
| 11. OFFENSE(S) CHARGED<br>15-1823 F INSPECTION VIOLATION PENALTIES  |   |  |   |
| 12. ATTORNEY'S STATEMENT<br>As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:<br><input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1000.00<br><input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.       |   |  |   |
| Signature of Attorney:<br>Andrew Anders<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-4234<br>Email: <a href="mailto:lin_arnelas@actx.uscourts.gov">lin_arnelas@actx.uscourts.gov</a>  |   |  |   |
| 13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(See instructions)  |   | 14. TYPE OF SERVICE PROVIDER   |   |
| 15. COURT ORDER<br>Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order: 03/04/2014<br>Nunc Pro Tunc Date   |   | <input type="checkbox"/> 01 Investigator <input type="checkbox"/> 15 Other Medical<br><input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 16 Voice/Audio Analyst<br><input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 17 Hair/Fiber Expert<br><input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 18 Computer (Hardware/Software/Systems)<br><input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 19 Paralegal Services<br><input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 20 Legal Analyst/Consultant<br><input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 21 Jury Consultant<br><input type="checkbox"/> 08 Accountant <input type="checkbox"/> 22 Mitigation Specialist<br><input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 23 Duplication Services<br><input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 24 Other (Specify)<br><input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 25 Litigation Support Services<br><input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 26 Computer Forensics Expert<br><input type="checkbox"/> 14 Pathologist/Medical Examiner |   |
| 16. REPAYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO  |   |  |   |
| NOTES<br>Abraham Astley   |   |  |   |
| 17. SERVICES AND EXPENSES   |   | FOR COURT USE ONLY   |   |
| AMOUNT CLAIMED  |   | ADJUSTED AMOUNT  |   |
| 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<br>Abraham Astley TIN: XX-XXXXXXX<br>110 Main Street<br>San Antonio TX 78210 US<br>Phone: 210-555-3434   |   |  |   |
| CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020<br>I hereby certify that the above claim is the 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.<br>Signature of Claimant/Payee: _____ Date: _____  |   |  |   |
| 18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.<br>Signature of Attorney: _____<br>Date Signed: _____   |   |  |   |
| APPROVED FOR PAYMENT - COURT USE ONLY   |   |  |   |
| 19. TOTAL COMP.   | 20. TRAVEL EXPENSES   | 21. OTHER EXPENSES   | 22. TOTAL AMT. APPR. CERT.                              |
| 23. <input type="checkbox"/> Enter the cost (including expense) of these services does not exceed the statutory maximum, or prior authorization was obtained.<br><input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (including 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 _____ |



## Step 10

A "success" screen will appear indicating the previous action was successful and the voucher has been submitted. Click **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.

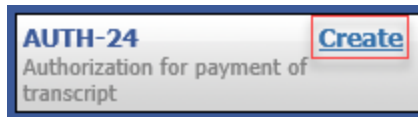


**NOTE:** Service providers (including court reporters) **SHOULD NOT** be paid directly by counsel. The eVoucher system does not provide for counsel being reimbursed for any payment made directly to an expert service provider or court reporter. If counsel pays a service provider/court reporter directly, they will need to seek reimbursement from the service provider once the service provider is paid from CJA via eVoucher. **Attorneys paying for service providers/court reporters do so at the risk of not being reimbursed.**

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

### Step 1

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



### Step 2

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

Basic Info Documents Confirmation

### Basic Info

|   |   |   |  |
|---|---|---|--|
| 1. CIR./DIST./DIV. CODE<br>0101   | 2. PERSON REPRESENTED<br>Jebediah Branson                                       | VOUCHER NUMBER  |  |
| 3. MAG. DKT./DEF. NUMBER  | 4. DIST. DKT./DEF. NUMBER<br>1:14-CR-08805-1-AA                                 | 5. APPEALS. DKT./DEF. NUMBER  | 6. OTHER. DKT./DEF. NUMBER               |
| 7. IN CASE/MATTER OF (Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825 F INSPECTION VIOLATION PENALTIES  |   |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-1234<br>Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a> |   | 13. COURT ORDER<br><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<br><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<br><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<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name<br>Appointment Dates<br>Signature of Presiding Judge or By Order of the Court<br>Albert Albertson<br>Date of Order<br>5/3/2014<br>Nunc Pro Tunc Date<br>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

|   |  |
|---|--|
| <b>Proceedings Transcripts to be Used</b> | List what the transcript is to be used for (e.g., sentencing, trial, appeal, etc.).  |
| <b>Proceeding to be Transcribed</b>       | Enter the following information:<br>Type of Hearing.<br>Date of hearing.<br>Mag. Judge/Judge.<br>Name of Court reporter/recorded hearing.<br>If requesting a transcript for a different case, please include the case name and number. |
| <b>Apportioned Cost (%)</b>               | Leave Blank.   |
| <b>Apportioned Case and Defendant</b>     | Leave Blank.   |
| <b>Special Transcript Handling</b>        | Select from drop-down menu.  |
| <b>Transcripts</b>                        | If ordering trial transcript, please indicate if you would also like opening statements, closing arguments, rebuttal, jury instructions, or voir dire transcribed.   |

### Step 3

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

The screenshot shows the 'Documents' tab selected in the progress bar. The main content area is titled 'Supporting Documents' and contains a 'File Upload (Only Pdf files of 10MB size or less!)' section. This section has a 'File' input field with a 'Browse...' button and a 'Description' input field. An 'Upload' button is located to the right of the description field. Below the upload section is a table with the following content:

| Description        | Delete                 | View                 |
|--------------------|------------------------|----------------------|
| Proposed Order.pdf | <a href="#">Delete</a> | <a href="#">View</a> |

At the bottom of the interface, there is a navigation bar with buttons: « First, < Previous, **Next >**, Last », **Save**, Delete Draft, and Audit Assist.

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

## Step 4

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

Basic Info Documents **Confirmation**


### Confirmation

|  |   |  |  |
|--|---|--|--|
| 1. CIR. DIST. DIV. CODE<br>0101  | 2. PERSON REPRESENTED<br>Jebedah Branson  | VOUCHER NUMBER   |  |
| 3. MAG. DKT. DEF. NUMBER   | 4. DIST. DKT. DEF. NUMBER<br>1:14-CR-08805-1-AA                                 | 5. APPEALS. DKT. DEF. NUMBER   | 6. OTHER. DKT. DEF. NUMBER               |
| 7. IN CASE/MATTER OF (Case Name)<br>USA v. Branson   | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>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 oral 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<br><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<br>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<br>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<br>Andrew Anders<br>Date   |   | Signature of Presiding Judge or By Order of the Court  |  |
| Printed Name   |   | 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 5

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

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0101.0000626**

Back to:

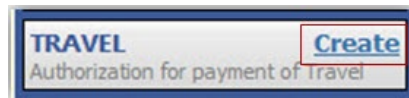
[Home Page](#)

[Appointment Page](#)

## Creating a Travel Authorization

### Step 1

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



### Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

| Basic Info  |   |  |  |
|---|---|--|--|
| 1. CIR. DIST. DIV. CODE<br>0101   | 2. PERSON REPRESENTED<br>Jehediah Branson                                       | VOUCHER NUMBER   |  |
| 3. MAG. DKT/DEF NUMBER  | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08805-1-AA                                   | 5. APPEALS DKT/DEF NUMBER  | 6. OTHER DKT/DEF NUMBER                  |
| 7. IN CASE MATTER OF (Case Name)<br>USA v. Branson  | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant  | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED  |   |  |  |
| 12. 1825 F INSPECTION VIOLATION PENALTIES   |   |  |  |
| 13. ATTORNEY'S NAME AND MAILING ADDRESS<br>Andrew Anders<br>110 Main Street<br>San Antonio, TX 78210<br>Phone: 210-833-5623<br>Cell phone: 210-555-1234<br>Email: <a href="mailto:jusa_cmscaler@astx.uscourts.gov">jusa_cmscaler@astx.uscourts.gov</a>                    |   | 13. COURT ORDER<br><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<br><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<br><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<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name<br>Appointment Date<br>Signature of Presiding Judge or By Order of the Court<br>Robert Albertson<br>Date of Order<br>5/9/2014<br>Regayment <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS   |   |  |  |
| Travel Agency to be Used: <span style="border: 1px solid black; padding: 2px;">National Travel Service (NTS) ▼</span><br><b>National Travel Service (NTS)</b><br>707 Virginia Street East<br>Suite 100<br>Charleston, WV 25301<br>Phone: (800) 445-0668<br>Fax:<br>Email: |   |  |  |
| << First    < Previous    Next >    Last >>    Save    Delete Draft    Audit Assist   |   |  |  |

## Step 3

Click the **Authorization Request** tab or click **Next** on the progress bar. Complete all required fields marked with red asterisks and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

Basic Info **Authorization Request** Documents Confirmation

### Request For Travel\*

\* Required Fields

**Name and Title of Person Traveling:** Andrew Anders \*

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

**Travel From Location:** San Antonio, TX \*

**Travel To Location:** Los Angeles, CA \*

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

| Travel Requested: *                               | Estimated Cost: | Instructions for requesting amounts for the travel items:  |
|---|-----------------|--|
| Airline Tickets via CJA Government Travel Agency: | 300.00          | Complete the estimated dollar amount for each applicable line.<br>The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.<br>Complete information for one traveler per form. |
| Ground Transportation:                            | 20.00           |  |
| Subsistence (Hotels & meals):                     | 100.00          |  |
| Other:  |                 |  |
| <b>Total Estimated Cost:</b>                      | 420.00          |  |
| <b>Total Authorized:</b>                          |                 |  |

**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 MSJE rate.

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

1 Page 1 of 1 (1 items)

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

**Note:** Enter in the Estimated Cost of the Airline Ticket. **Do not enter in the amounts for Ground Transportation or Per Diem.** These costs are entered on the CJA 20 (attorney) or CJA 21 (expert) voucher. Purpose and Justification for Request should read "Please see attached letter to Court." The letter to the Court should outline the need for travel, dates of travel and location from/to travel. Proceed to the Documents tab to upload your letter to the Court.

**Step 4**

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

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

### Supporting Documents

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

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

Description: Travel Receipts

Upload

| Description     | Delete                 | View                 |
|-----------------|------------------------|----------------------|
| Travel Receipts | <a href="#">Delete</a> | <a href="#">View</a> |

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

**Note:** All documents must be submitted in PDF format and must be 10MB 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 is automatically time stamped. Click **Submit**.

Basic Info Services Expenses Documents **Confirmation**


### Confirmation

|   |   |   |  |
|---|---|---|--|
| 1. CR. DIST. DIV. CODE<br>0101  | 2. PERSON REPRESENTED<br>Jebediah Branson                                       | VOUCHER NUMBER  |  |
| 3. MAG. DKT/DEF NUMBER  | 4. DIST. DKT/DEF NUMBER<br>1:14-CR-08805-1-AA                                   | 5. APPEALS. DKT/DEF NUMBER  | 6. OTHER. DKT/DEF NUMBER                 |
| 7. IN CASE/MATTER OF(Case Name)<br>USA v. Branson   | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>15:1825 F INSPECTION VIOLATION PENALTIES  |   |   |  |
| REQUEST AND AUTHORIZATION FOR TRANSCRIPT  |   |   |  |
| 12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED<br>Transcript  |   |   |  |
| 13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening<br>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<br><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<br>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.<br><br>Andrew Anders /S/ 1/21/2016 14:48:16<br><br>Signature of Attorney Date<br>Andrew Anders<br><br>Printed Name<br>Telephone Number: 210-833-5623 |   | 16. COURT ORDER<br>Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.<br><br>Albert Albertson<br><br>Signature of Presiding Judge or By Order of the Court<br>01/21/2016<br><br>Date of Order Nunc Pro Tunc Date |  |
| CLAIMS FOR SERVICES   |   |   |  |
| 17. COURT REPORTER/TRANSCRIBER STATUS<br><input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other   |   | 18. PAYEE'S NAME AND ADDRESS<br>LeVar Expert, Inc.<br>AO-CMSO<br>Washington DC 20544 US<br>Phone: 202-502-2965  |  |
| 19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE<br>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)  |   |   |  |
|   |   | TOTAL AMOUNT CLAIMED:   |  |
|   |   | \$0.00  |  |
| 21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED<br>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.<br>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.<br><br>_____<br>Signature of Attorney or Clerk Date   |   |   |  |
| APPROVED FOR PAYMENT -- COURT USE ONLY  |   |   |  |
| 23. APPROVED FOR PAYMENT<br><br>_____<br>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

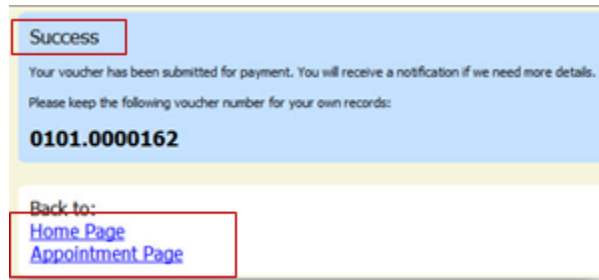


« First < Previous **Next >** Last » Save Delete Draft Audit Assist



**Step 6**

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



## Creating a Budget Authorization

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

### Step 1

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

| Appointments' List   |   |
|--|---|
| Appointments   | Defendant   |
| <a href="#">Case: 0:21-CR-00749-BB-OG</a><br>Defendant #: 1<br>Case Title: US v. Ham Burglar<br>Attorney: James Attorney<br><a href="#">Representation ID: 698374</a><br>Appointment ID: 728781    | <b>Defendant: Ham Burglar</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 10/01/21<br>Pres. Judge: Big Bird<br>Adm./Mag Judge: Oscar Grouch  |
| <a href="#">Case: 0:21-MS-00000-OG-OG</a><br>Defendant #: 1<br>Case Title: In Re: Amazing Gonzo<br>Attorney: James Attorney<br><a href="#">Representation ID: 698375</a><br>Appointment ID: 728782 | <b>Defendant: Amazing Gonzo</b><br>Representation Type: Other Types (e.g., line ups, consultants, prisor etc.)<br>Order Type: Appointing Counsel<br>Order Date: 05/01/21<br>Pres. Judge: Oscar Grouch<br>Adm./Mag Judge: Oscar Grouch |
| <a href="#">Case: 0:21-CR-00444-BB-OG</a><br>Defendant #: 5<br>Case Title: US v. Fozzy Bear<br>Attorney: James Attorney<br><a href="#">Representation ID: 698376</a><br>Appointment ID: 728783     | <b>Defendant: Fozzy Bear</b><br>Representation Type: Criminal Case<br>Order Type: Appointing Counsel<br>Order Date: 03/01/21<br>Pres. Judge: Big Bird<br>Adm./Mag Judge: Oscar Grouch   |

## Step 2

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

### Appointment

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

[View Representation](#)

### Create New Voucher

|   |   |
|---|---|
| <b>AUTH</b><br>Authorization for Expert and other Services  | <a href="#" style="color: #007bff; text-decoration: none;">Create</a> |
| <b>AUTH-24</b><br>Authorization for payment of transcript   | <a href="#" style="color: #007bff; text-decoration: none;">Create</a> |
| <b>BUDGETAUTH</b><br>Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case | <a href="#" style="color: #007bff; text-decoration: none;">Create</a> |

## Appointment Info

|  |  |
|--|--|
| <b>1. CIR./DIST./DIV.CODE</b><br>0864  | <b>2. PERSON REPRESENTATIVE</b><br>Fozzy Bear                  |
| <b>3. MAG. DKT/DEF.NUMBER</b>  | <b>4. DIST. DKT/DEF</b><br>0:21-CR-00444                       |
| <b>7. IN CASE/MATTER OF(Case Name)</b><br>US v. Fozzy Bear   | <b>8. PAYMENT CATEGORY</b><br>Felony (including alleged felon) |
| <b>11. OFFENSE(S) CHARGED</b><br>26:7201.F ATTEMPT TO EVADE OR DEFEAT TAX  |  |
| <b>12. ATTORNEY'S NAME AND MAILING ADDRESS</b><br>James Panel Attorney - Bar Number: 123456<br>1234 Main Street<br>Minneapolis MN 55415<br>Phone: 612-555-1212<br>Email: <a href="mailto:james.panelattorney@gmail.com" style="color: #007bff; text-decoration: none;">james.panelattorney@gmail.com</a> |  |



## Step 4

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

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

### Request For Service Providers

Service Provider Type: Investigator \*

**Previous Authorizations for this Provider Type:**

|                                |                              |
|--------------------------------|------------------------------|
| <b>ID Number: 1491998</b>      | Service Type: Investigator   |
| Order Date: 01/23/2023         | Estimated Amount: \$2,800.00 |
| Authorized Amount: \$2,800.00  | Notes: Blue Moon             |
| Grand Total Amount: \$2,800.00 |                              |

Previously Authorized Amount: \$0.00

Additional Amount Requested: \*

Additional Amount Authorized:

Description:

Notes:

Court Notes:

**Add** **Remove**

\* Required Fields

## Step 5

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

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

### Request For Service Providers

Service Provider Type: Mitigation Specialist \*

Previous Authorizations for this Provider Type:  
No Previous Authorizations Found

Previously Authorized Amount: \$0.00

Additional Amount Requested: \*

Additional Amount Authorized:

Description:

Notes:

Court Notes:

Add Remove

\* Required Fields

## Step 6

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

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

### Supporting Documents

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

File: Choose File No file chosen

Description:

Upload

## Step 7

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

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

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

### Confirmation

|  |   |   |  |
|--|---|---|--|
| 1. CIR. DIST. DIV. CODE<br>0864  | 2. PERSON REPRESENTED<br>Fozzy Bear   | VOUCHER NUMBER  |  |
| 3. MAG. DKT/DEFNUMBER  | 4. DIST. DKT/DEFNUMBER<br>0:21-CR-00444-5-BB-OG                                 | 5. APPEALS. DKT/DEFNUMBER   | 6. OTHER. DKT/DEFNUMBER                  |
| 7. IN CASE MATTER OF (Case Name)<br>US v. Fozzy Bear   | 8. PAYMENT CATEGORY<br>Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED<br>Adult Defendant   | 10. REPRESENTATION TYPE<br>Criminal Case |
| 11. OFFENSE(S) CHARGED<br>26.7201.F ATTEMPT TO EVADE OR DEFEAT TAX   |   |   |  |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS<br>James Panel Attorney - Bar Number: 123456<br>1234 Main Street<br>Minneapolis MN 55415<br>Phone: 612-555-1212<br>Email: <a href="mailto:james.panelattorney@gmail.com">james.panelattorney@gmail.com</a> |   | 13. COURT ORDER<br><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<br><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<br><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<br><input type="checkbox"/> Y Standby Counsel<br>Prior Attorney's Name<br>Appointment Date:<br>Signature of Presiding Judge or By Order of the Court<br>Oscar Grouch<br>Date of Order: 3/1/2021    Nunc Pro Tunc Date<br>Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  |
| 14. LAW FIRM NAME AND MAILING ADDRESS  |   |   |  |

#### Attorney Funding Information

|                                    |                                      |             |
|------------------------------------|--------------------------------------|-------------|
| Requested Additional Attorney Fees | Representation Limit Upon Submission | \$12,800.00 |
|                                    | Authorized Additional Attorney Fees  |             |
|                                    | Grand Total Authorized Attorney Fees | \$12,800.00 |

NOTES:

#### Requests For Service Providers


| Service Provider Type | Previously Authorized Amount | Additional Amount Requested | Additional Amount Authorized | Description                   |
|-----------------------|------------------------------|-----------------------------|------------------------------|-------------------------------|
| Investigator          | \$0.00                       | \$15,000.00                 |                              | Description of Services here. |
| <b>Totals</b>         | <b>\$0.00</b>                | <b>\$15,000.00</b>          |                              |                               |

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



**Step 8**

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

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0864.1492729**

Back to:

[Home Page](#)

[Appointment Page](#)



## ADDENDUM A

| eVoucher CJA 20 Time Entry Cheat Sheet |  |
|--|--|
| Time Category                          | Types of Entries   |
| <b><i>In Court</i></b>                 |  |
| Arraignment and/or Plea                | Arraignment hearings.<br>Change of Plea hearings.  |
| Bail and Detention Hearing             | Detention hearings.<br>Bond hearings.<br>Preliminary/detention hearings.   |
| Motion                                 | Pretrial motion hearings.<br>Pretrial conferences.<br>Any type of hearing on a motion.   |
| Trial                                  | Trial (Bench or Jury).<br>Testimony given by a client during a trial.  |
| Sentencing Hearing                     | Sentencing hearing   |
| Revocation Hearing                     | Supervised release final revocation hearing.<br>Bond revocation hearing.   |
| Appeals Court                          | <b>Not used at District Court level</b>  |
| Other                                  | Status conferences.<br>GJ Witness testimony.<br>Removal hearings.  |
| <b><i>Out of Court</i></b>             |  |
| Interviews and Conferences             | Meetings/telephone calls with clients.<br>PSR interviews.<br>Meetings/telephone calls with AUSA, USPO.<br>Meetings/telephone calls with co-counsel.<br>Correspondence to client, AUSA, USPO. |
| Obtaining and Reviewing Records        | Reviewing discovery.<br>Reviewing ECF entries.<br>Reviewing Court orders.<br>Reviewing pleadings.<br>Reviewing case file.<br>Preparing for hearings.   |
| Legal Research and Brief Writing       | Legal Research.<br>Drafting any type of pleading or correspondence to Court.<br>Filing any type of pleading in ECF.  |
| Travel Time                            | Travel to/from Court.<br>Travel to/from visiting client.<br>Travel time related to case.   |
| Investigative or Other Work            | Completing AUTHs, AUTH 24s in eVoucher.<br>Communicating with experts.<br>Completing CJA 21, 24 vouchers.  |

## ADDENDUM B

### Specificity in Timesheets

Counsel should strive to provide sufficient information in their billing to demonstrate both reasonableness and compensability.

#### Proper Classification of Services (No Full-Day Bundling)

##### Do this . . .

| Date   | Service                    | Description   | Time |
|--------|----------------------------|---|------|
| 4/5/21 | Interviews and Conferences | Met with AUSA (.4); phone call with client (.4); met with client at jail (.8) | 1.6  |
| 4/5/21 | Obtain/Review Rclds        | Reviewed 302s re: Count 1 (Bates Nos. 001-225)                                | 3.2  |
| 4/5/21 | Legal Research             | Legal research for motion to suppress   | 1.5  |

##### Not this . . .

| Dated  | Service                    | Description  | Time |
|--------|----------------------------|--|------|
| 4/5/21 | Interviews and Conferences | Met with AUSA (.4); phone call with client (.4); met with client at jail (.8); Reviewed 302s re: Count 1 (Bates Nos. 001-225) (3.2); Legal research for motion to suppress (1.5) | 6.3  |

#### Detailed Task Descriptions

##### Do this . . .

| Date    | Service                    | Description  | Time |
|---------|----------------------------|--|------|
| 4/5/21  | Travel time                | Travel by to Sherburne County jail from office to meet with client to review discovery. Travel back to office after meeting. | 1.5  |
| 4/5/21  | Interviews and Conferences | Met with client to review discovery provided by AUSA   | 1.0  |
| 4/8/21  | Obtain/Review Rclds        | Reviewed additional discovery provided by AUSA   | 1.5  |
| 4/17/21 | Legal Research             | Researched whether the search of client's car without a warrant was unlawful; drafted motion to suppress (Doc. 112)          | 5.2  |
| 4/20/21 | Obtain/Review Rclds        | Reviewed cell site data, take notes, and draft timeline. Approx. 150 pages of cell site discovery (no bate numbers)          | 2.0  |

##### Not this . . .

| Dated   | Service                    | Description                | Time |
|---------|----------------------------|----------------------------|------|
| 4/5/21  | Travel Time                | Travel to jail             | 1.0  |
| 4/5/21  | Interviews and Conferences | Met with client            | 1.0  |
| 4/8/21  | Obtain/Review Rclds        | Reviewed discovery         | 1.5  |
| 4/17/21 | Legal Research             | Legal research and writing | 5.2  |
| 4/20/21 | Obtain/Review Rclds        | Reviewed discovery         | 2.0  |

## Aggregate Document Review and Other 0.1 Tasks

### Do this . . .

| Date   | Services                   | Description   | Time |
|--------|----------------------------|---|------|
| 4/5/21 | Obtain/Review Rcds         | Reviewed multiple ECF filings (Doc 2-9)                       | .3   |
| 4/6/21 | Interviews and Conferences | Review and respond to multiple emails from AUSA re: discovery | .2   |

### Not this . . .

| Date   | Service                    | Description  | Time |
|--------|----------------------------|--|------|
| 4/5/21 | Obtain/Review Rcds         | ECF document review  | .1   |
| 4/5/21 | Obtain/Review Rcds         | ECF document review  | .1   |
| 4/5/21 | Obtain/Review Rcds         | ECF document review  | .1   |
| 4/5/21 | Obtain/Review Rcds         | ECF document review  | .1   |
| 4/5/21 | Obtain/Review Rcds         | ECF document review  | .1   |
| 4/6/21 | Interviews and Conferences | Email AUSA re: discovery request                           | .1   |
| 4/6/21 | Interviews and Conferences | Review AUSA email response re: discovery request           | .1   |
| 4/6/21 | Interviews and Conferences | Email AUSA re: discovery request follow-up                 | .1   |
| 4/6/21 | Interviews and Conferences | Review AUSA email response re: discovery request follow-up | .1   |

## ADDENDUM C

| <b>CJA Current Rates/Maximums</b>                    |   |
|--|---|
| <b>Hourly Rate</b>                                   | \$172/hour - flat rate (in and out of court)<br>Effective 1/1/24  |
| <b>Case Maximums</b>                                 | Effective on or after 1/1/24  |
| <i>Felony</i>  | \$13,400  |
| <i>Appeal</i>  | \$9,600   |
| <i>Misdemeanor</i>                                   | \$3,800   |
| <i>Post-Conviction<br/>(2241, 2254, 2255)</i>        | \$13,400  |
| <i>Other Cases</i>                                   | \$2,900<br>Material Witness<br>GJ Witness<br>Supervised Release<br>Compassionate Release<br>Target Letter |
| <b>Interpreter Rates</b>                             |   |
| <i>Spanish Certified</i>                             | Rates effective 1/1/23<br>\$566/full day<br>\$320/half day<br>\$80/hour overtime                          |
| <i>Professionally<br/>Qualified<br/>Interpreters</i> | Rates effective 1/1/23<br>\$495/full day<br>\$280/half day<br>\$70/hour overtime                          |
| <i>Spanish Non-<br/>Certified</i>                    | Rates effective 1/1/23<br>\$350/full day<br>\$190/half day<br>\$44/hour overtime                          |
| <b>Mileage Rate</b>                                  | Effective 1/1/24<br>\$0.67/mile   |
| <b>Statutory<br/>Maximum for<br/>Experts</b>         | Effective 1/1/24<br>\$3000  |

## ADDENDUM D

You may use this form when requesting authorization of funds in excess of the statutory maximum for experts and service providers.

### MEMORANDUM

To: Honorable Steven M. Colloton  
Chief Circuit Judge

From:

Date:

Subject: Advance Authorization for Investigative, Expert, or Other Services

It is requested that advance authorization be granted to obtain services in an amount in excess of the maximum allowed under the provisions of subsection (e)(3) of the Criminal Justice Act, 18 U.S.C. § 3006A, as follows:

Case Name & Designation: United States v.  
Criminal No.

Name of Expert or Investigator:

Address:

Type of Expert:

Reasons for Application:

Estimated Compensation/Fee: \$  
Rate: \$

## ADDENDUM E

Justification statements may be prepared in a variety of ways. It is left to the preference of the attorney. Some forms used for justification statements include letters, memoranda, or pleadings. If you submit your justification statement in letter format, please address the letter to Chief Judge Lavenski R. Smith as:

Honorable Steven M. Colloton  
Chief Judge  
Eighth Circuit Court of Appeals  
United States Courthouse Annex  
110 East Court Avenue, Suite 461  
Des Moines, IA 50309-2044

## ADDENDUM F

For cases involving large volumes of data in a variety of media and/or file formats produced as part of the discovery, contact the National Litigation Support team.

Defender Services Office, Training Division  
Office of the Federal Public Defender  
Northern District of California  
1301 Clay Street, Suite 1350N  
Oakland, CA 94612  
(510) 637-3500

Sean Broderick  
sean\_broderick@fd.org  
(510) 637-1950

Kelly Scribner  
Kelly\_scribner@fd.org  
(510) 637-1952

Alex Roberts  
alex\_robbers@fd.org  
(510) 637-1955

Kalei Achiu  
kalei\_achiu@fd.org  
(510) 250-6310

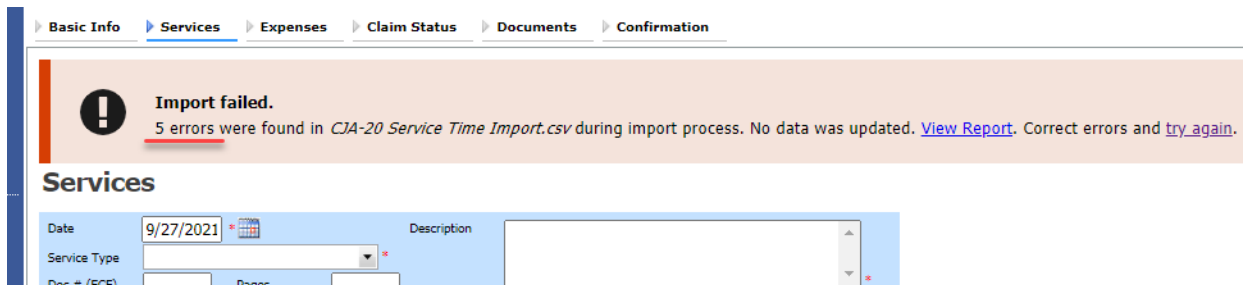
## ADDENDUM G

### Correcting Errors in Your .csv File

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

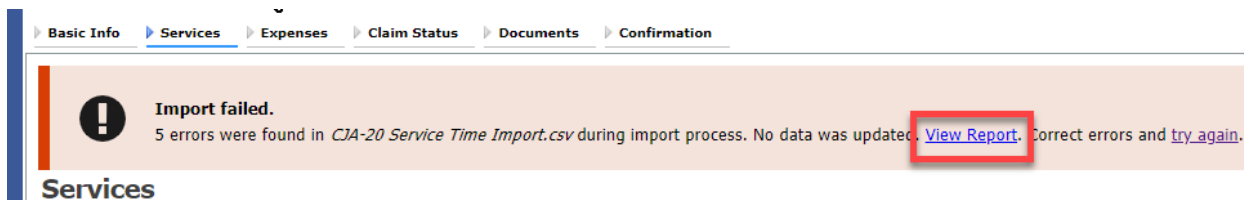
#### Step 1

A message appears at the top of the page, indicating the number of errors found.



The screenshot shows a web application interface with a navigation menu at the top containing 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. Below the menu is a light orange banner with a warning icon and the text: 'Import failed. 5 errors were found in CJA-20 Service Time Import.csv during import process. No data was updated. [View Report](#). Correct errors and [try again](#).' Below the banner is a section titled 'Services' with a form containing fields for 'Date' (9/27/2021), 'Service Type', 'Doc.# (ECF)', and 'Pages', along with a 'Description' text area.

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



This screenshot is identical to the one above, but the 'View Report' link in the error message banner is highlighted with a red rectangular box.



## Step 2

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

Errors Only  Full Report

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

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

## Step 3

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

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

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

Services

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

## ADDENDUM H

### Creating the Excel File for Import

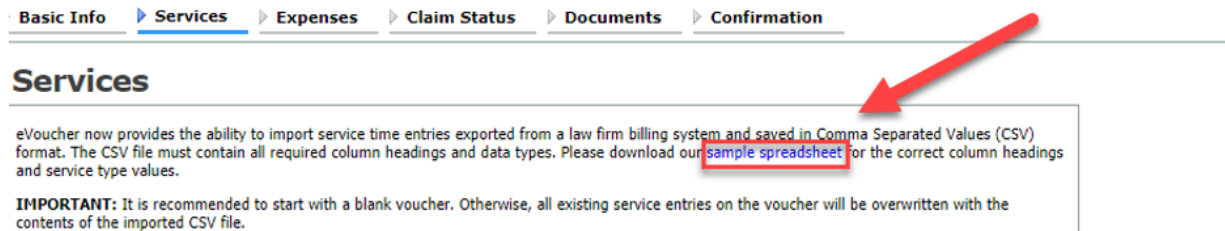
Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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

### Services

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

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



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

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

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

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

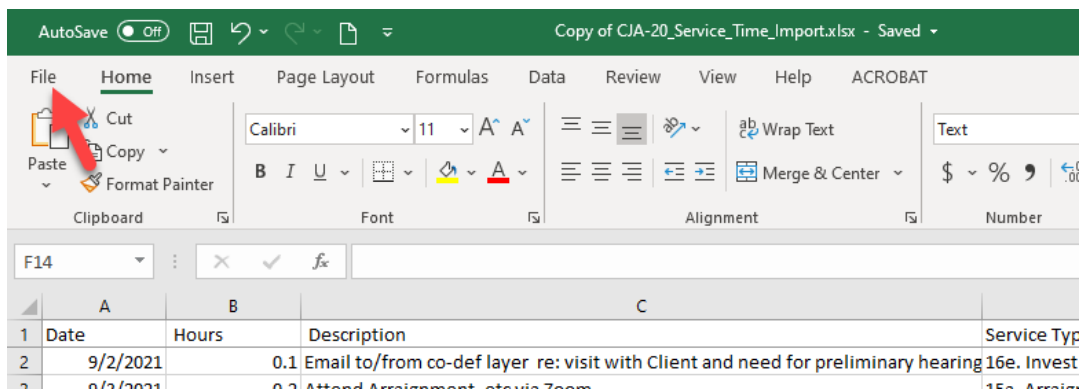
## ADDENDUM I

### Converting the Excel File to .csv Format

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

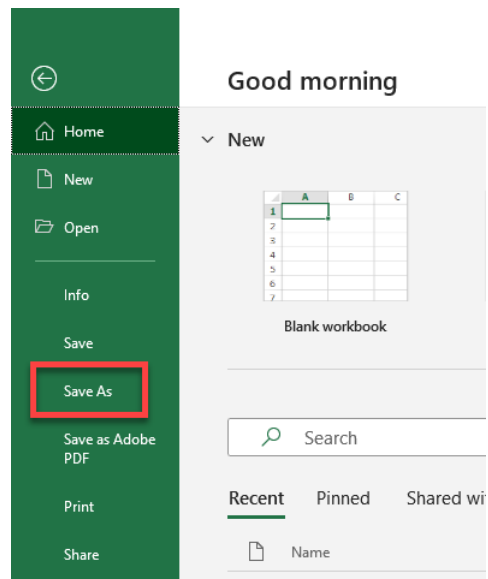
#### Step 1

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



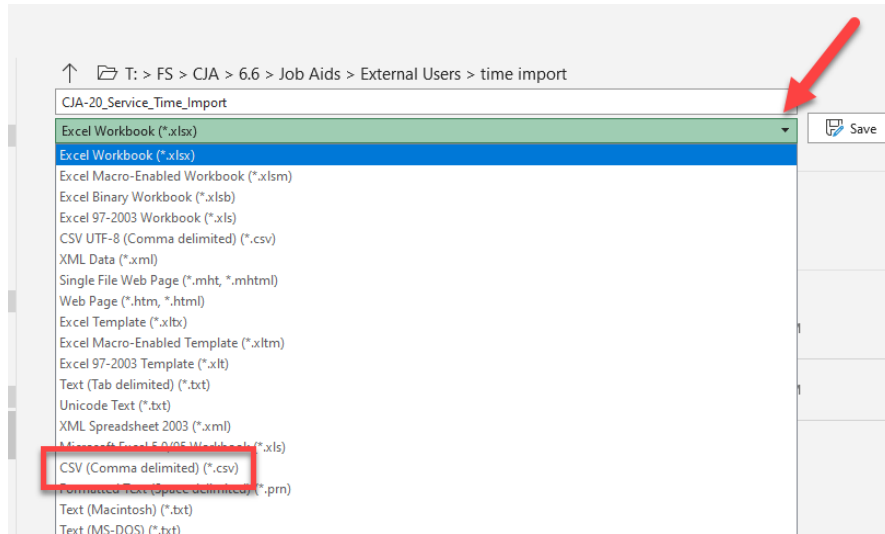
#### Step 2

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



**Step 3**

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



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

