

District of Minnesota
CJA eVoucher

ATTORNEY USER MANUAL VERSION 6.10

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RELEASE 6.10 FDO - Minnesota

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FREQUENTLY USED TERMS	
CJA	Criminal Justice Act
eVoucher	Electronic vouchering payment system used to pay CJA panel attorneys, expert, and court reporters.
SLP	Single Login Profile.
AUTH	Authorization requesting funds to hire experts.
AUTH-24	Authorization requesting approval to order transcript.
CJA-20	Voucher used by panel attorneys to record their time and submit for payment in eVoucher.
CJA-21	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).
CJA-24	Voucher used by court reporters for payment of transcripts.

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

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

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

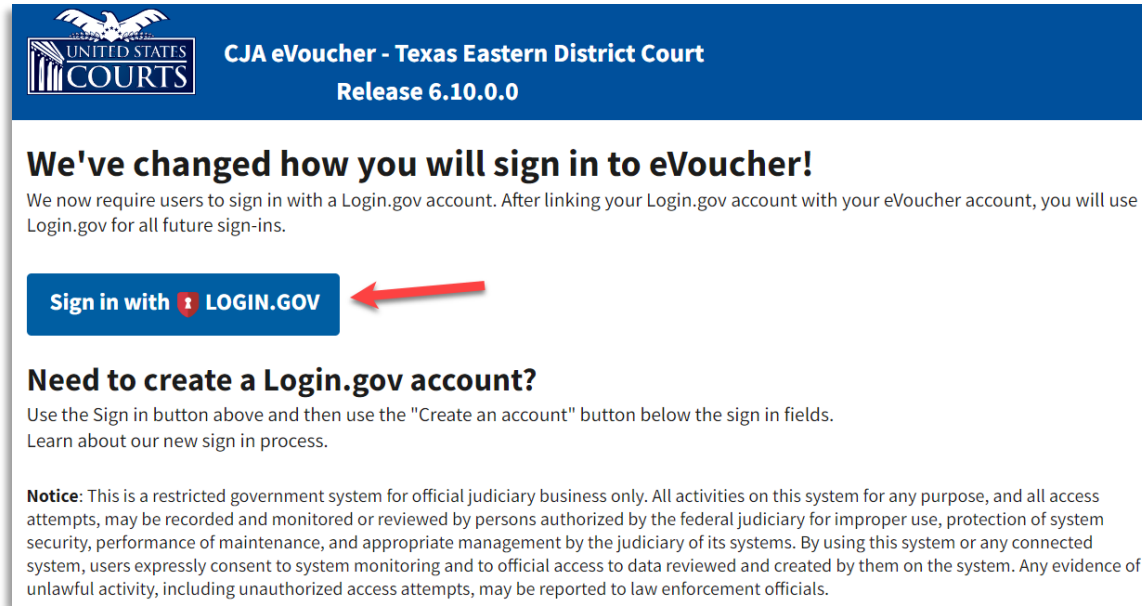
Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips creating your account.

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

Creating a Login.gov Account

Step 1

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



CJA eVoucher - Texas Eastern District Court
Release 6.10.0.0

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

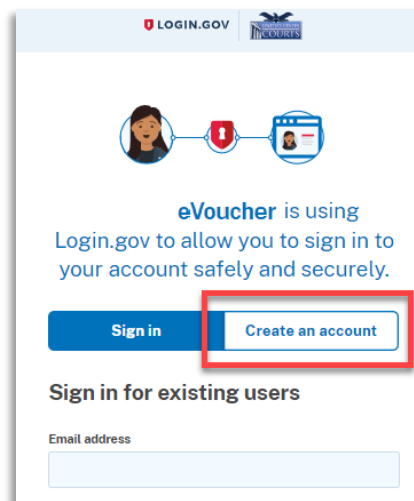
Sign in with LOGIN.GOV

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

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

Step 2

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



LOGIN.GOV

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

Sign in **Create an account**

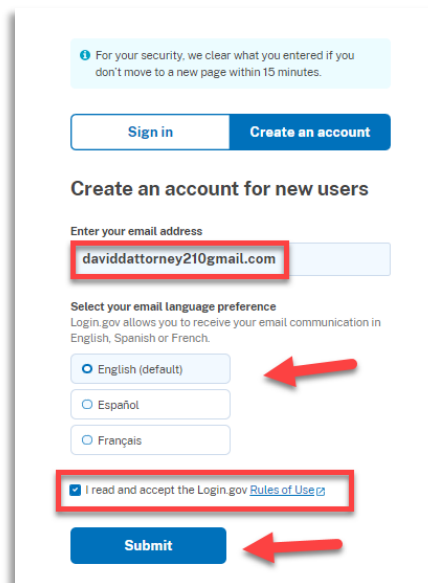
Sign in for existing users

Email address

Step 3

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

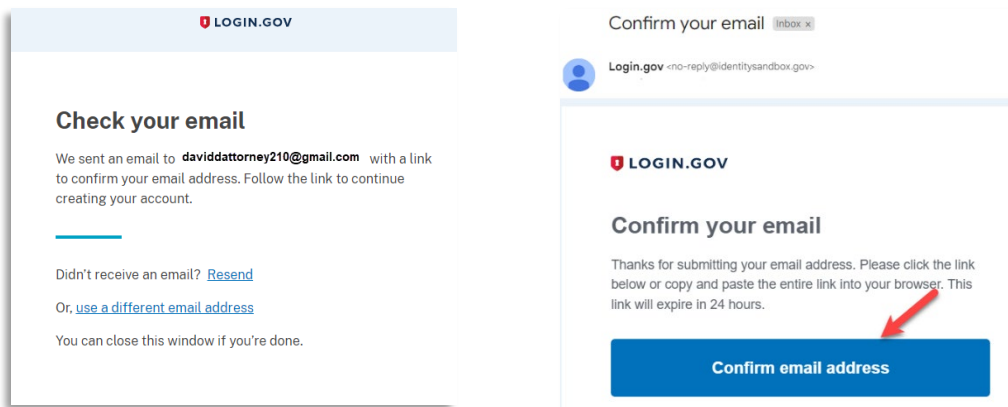
Note: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.



The screenshot shows the 'Create an account' form on the Login.gov website. At the top, there is a security notice: 'For your security, we clear what you entered if you don't move to a new page within 15 minutes.' Below this are two buttons: 'Sign in' and 'Create an account'. The 'Create an account' button is highlighted. The main heading is 'Create an account for new users'. Underneath, there is a section 'Enter your email address' with a text input field containing 'davidattorney210gmail.com'. Below that is a section 'Select your email language preference' with three radio button options: 'English (default)', 'Español', and 'Français'. The 'English (default)' option is selected. At the bottom, there is a checkbox labeled 'I read and accept the Login.gov Rules of Use' with a link to the 'Rules of Use'. This checkbox is checked. Finally, there is a 'Submit' button. Red annotations include a red box around the email address field, a red arrow pointing to the 'English (default)' radio button, a red box around the 'I read and accept the Login.gov Rules of Use' checkbox, and a red arrow pointing to the 'Submit' button.

Step 4

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



Step 5

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

The image shows a screenshot of the 'Create a strong password' page on Login.gov. At the top, a green notification bar says 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is followed by instructions: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two input fields: 'Password' and 'Confirm password', both containing masked characters (dots). A 'Show password' checkbox is located below the 'Confirm password' field. At the bottom, there is a blue 'Continue' button.

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

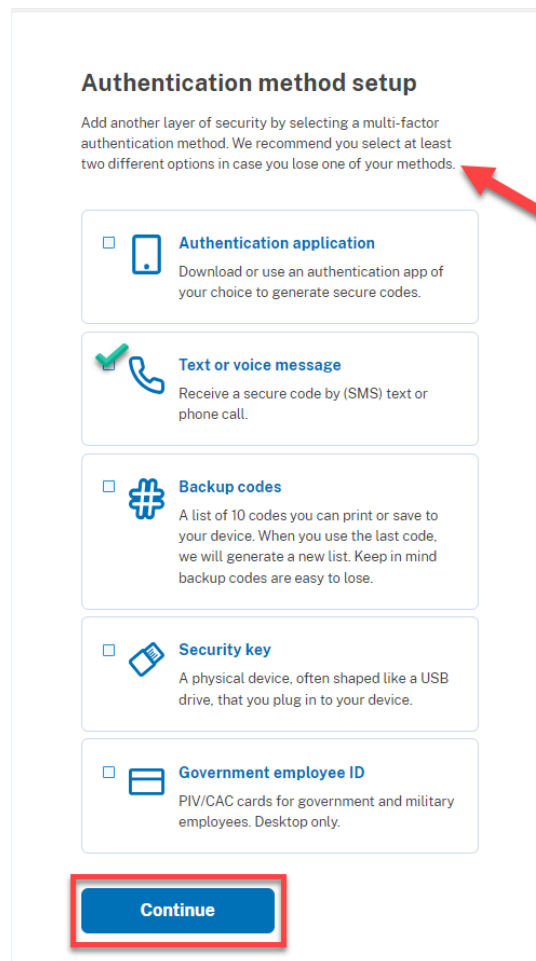
Note: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

Adding an Authentication Method

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

Step 1

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



Authentication method setup

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

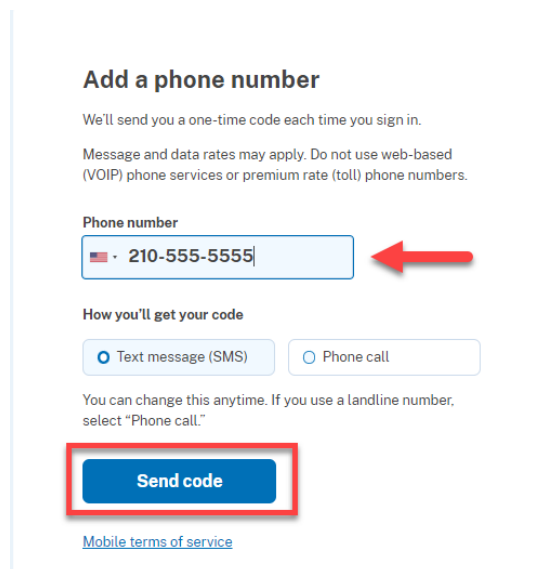
- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☒ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code,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

Continue

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

Step 2

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



The screenshot shows a web form titled "Add a phone number". Below the title, there is explanatory text: "We'll send you a one-time code each time you sign in." and "Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers." The form has a section for "Phone number" with a text input field containing "210-555-5555" and a red arrow pointing to it from the right. Below this is a section "How you'll get your code" with two radio buttons: "Text message (SMS)" (which is selected) and "Phone call". A note below the radio buttons states: "You can change this anytime. If you use a landline number, select 'Phone call.'" At the bottom of the form is a blue button labeled "Send code" which is highlighted with a red rectangular box. A link for "Mobile terms of service" is located at the very bottom of the form area.

Add a phone number

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

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

Phone number

How you'll get your code

☒ Text message (SMS) ☐ Phone call

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

Send code

[Mobile terms of service](#)

Step 3

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

The screenshot shows a web form titled "Enter your one-time code". Below the title, it states: "We sent a text (SMS) with a one-time code to (***) ***-5555. This code will expire in 10 minutes." The form includes a label "One-time code" with an example "Example: 123456". A text input field contains the code "555555", with a red arrow pointing to it from the right. Below the input field is a checkbox labeled "Remember this browser". A blue "Submit" button is highlighted with a red rectangle. Below the button is a link "Send another code" with a refresh icon. At the bottom, there is a section "Having trouble? Here's what you can do:" with three links: "Choose another authentication method", "I didn't receive my one-time code", and "Learn more about authentication options", each with a right-pointing arrow.

Enter your one-time code

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

One-time code
Example: 123456

555555

☐ Remember this browser

Submit

[Send another code](#)

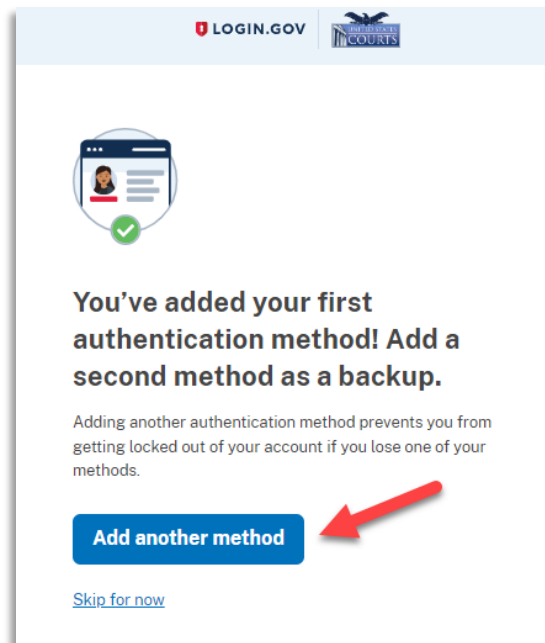
Having trouble? Here's what you can do:

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

Step 4

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

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



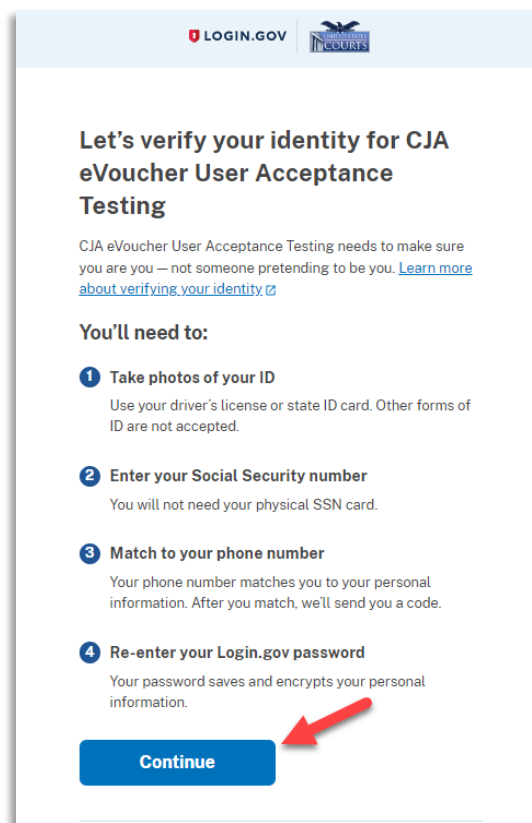
Identity Verification

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

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

Step 1

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



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

LOGIN.GOV U.S. COURTS

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

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

You'll need to:

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

Continue

Step 2

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

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

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

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

Secure your account

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

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

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

Continue

Step 3

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

LOGIN.GOV

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

How would you like to add your ID?

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

Recommended

Use your phone to take photos

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

Phone number

Send link

Continue on this computer

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

Upload photos

[Cancel](#)

Option 1: Upload photos from phone (recommended)

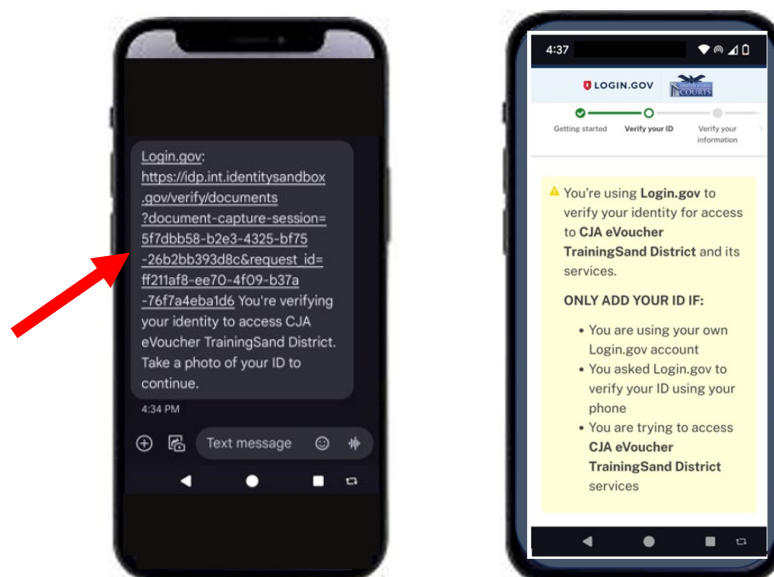
Option 1

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

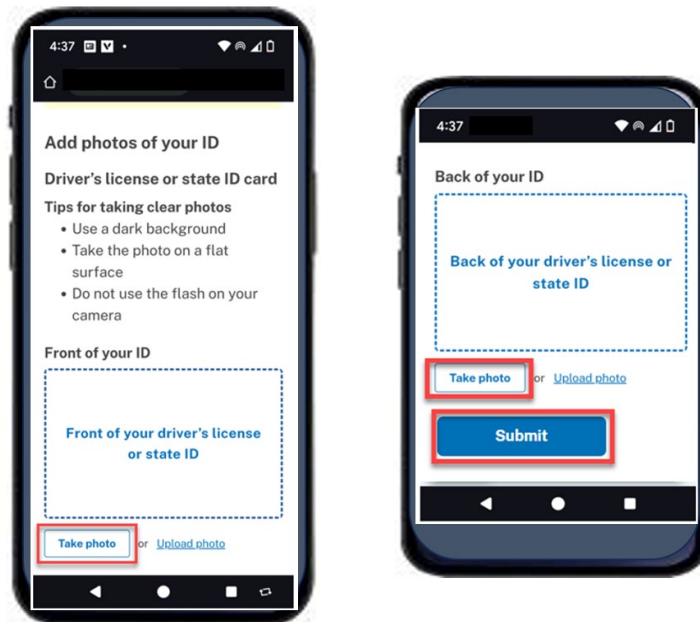
The left screenshot shows a progress bar with five steps: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. The 'Verify your ID' step is active. Below the progress bar, the text reads: 'How would you like to add your ID? We'll collect information about you by reading your state-issued ID.' There are two options: 'Recommended' (Use your phone to take photos) and 'Use your phone to take photos'. Below this, there is a 'Phone number' field with a dropdown menu showing '(210) 555-5555' and a 'Send link' button highlighted with a red box.

The right screenshot shows the same progress bar. Below it, a yellow warning box says: 'Do not close this window. The next step will load automatically.' Below the warning box, the text reads: 'We sent a message to your phone'. There is a phone icon and the text: 'You entered: +1 210-555-5555. Please check your phone and follow instructions to take a photo of your state-issued ID.'

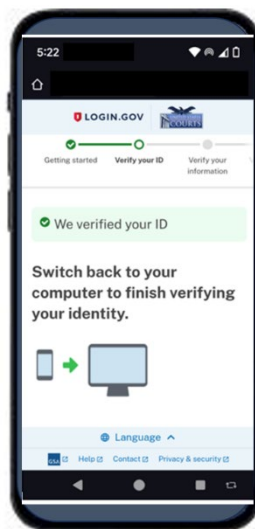
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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



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

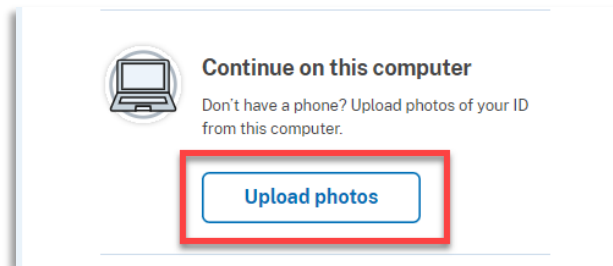


Continue to step 4 to complete the identity verification process.

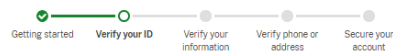
Option 2: Upload photos from your computer

Option 2

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



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



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

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

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

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

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

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

Submit

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

Step 4

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

The screenshot shows the Login.gov verification process. At the top, there's a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, indicated by a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). Below the progress bar, a green message box says 'We verified your ID'. The main heading is 'Enter your Social Security number'. Below this, it says 'We need your Social Security number to verify your name, date of birth and address.' followed by a link 'Learn more about how we protect your sensitive information'. Then, it asks 'Don't have a Social Security number?' and provides instructions to exit Login.gov and return to CJA eVoucher User Acceptance Testing. A red rectangle highlights the 'Social Security number' input field, which contains a masked SSN (.....). Below the input field is a checkbox labeled 'Show Social Security number'. At the bottom, a blue 'Continue' button is highlighted with a red arrow pointing to it.

LOGIN.GOV

U.S. DISTRICT COURT

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

✓ We verified your ID

Enter your Social Security number

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

Don't have a Social Security number?

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

Social Security number
Example: 123-45-6789

.....

☐ Show Social Security number

Continue

Step 5

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

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

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

Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY
Last name: MCFAKERSON
Date of birth: October 6, 1938
ID number: 1111111111111111

Address line 1: 1 FAKE RD [Update](#)
Address line 2:
City: GREAT FALLS
State: MT
ZIP Code: 59010

Social Security number: 5**-**-***5 [Update](#)

☐ Show Social Security number

Submit

Step 6

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

The screenshot shows a progress bar at the top with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (checked), 'Verify phone or address' (current step, highlighted with a green circle), and 'Secure your account' (greyed out). Below the progress bar, a green banner states 'We verified your information'. The main heading is 'Verify your phone number'. A sub-heading explains: 'We'll check this number with records and send you a one-time code. This is to help verify your identity.' Below this, it says 'Enter a phone number that is:' followed by two bullet points: 'Based in the United States (including U.S. territories)' and 'Your primary number (the one you use the most often)'. A link 'Learn more about what phone number to use' is provided. The 'Phone number' field is highlighted with a red box and contains '(210) 555-5555'. Below the field, the question 'How should we send a code?' is asked, with instructions: 'If you entered a landline above, please select "Phone call" below.' There are two radio buttons: 'Text message (SMS)' (selected) and 'Phone call'. A red arrow points to the 'Send code' button at the bottom.

Step 7

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

The screenshot shows the same progress bar as Step 6, but the current step is 'Verify phone or address' (highlighted with a green circle). The main heading is 'Enter your one-time code'. A message states: 'We sent a text (SMS) with a one-time code to (210) 555-5555. This code will expire in 10 minutes.' Below this, the 'One-time code' field is highlighted with a red box and contains 'Example: 123ABC'. A red arrow points to the 'Submit' button at the bottom.

Step 8

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

The screenshot shows the 'Secure your account' step of the Login.gov registration process. At the top, a progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, while the fifth is an empty circle. Below the progress bar, a green message box states 'We verified your phone number'. The main heading is 'Re-enter your Login.gov password'. Below this, a paragraph explains that Login.gov will encrypt the user's information with their password, ensuring security. A red rectangular box highlights the 'Password' input field, which contains a series of dots. Below the input field are two links: 'Show password' and 'Forgot password?'. At the bottom, a blue 'Continue' button is shown with a red arrow pointing to it.

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

✓ We verified your phone number

Re-enter your Login.gov password

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

Password

.....

[Show password](#) [Forgot password?](#)

Continue

Step 9

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

The screenshot shows a multi-step process bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are completed, indicated by green checkmarks, while the fifth is in progress, indicated by a circle. Below the bar is a green confirmation message: 'We secured your verified information'. The main heading is 'Save your personal key'. A red shield icon is positioned behind a box containing the personal key: 'VGCH - MCDA - CGYR - HAX8'. Below the key, it states 'Your personal key was generated on January 22, 2024 at 11:33 AM' and provides links for 'Copy', 'Download (text file)', and 'Print'. A warning section follows, stating 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone.' and 'If you reset your password without your personal key, you'll need to verify your identity again.' A link 'Learn more about the personal key' is provided. A checkbox labeled 'I saved my personal key in a safe place.' is highlighted with a red rectangle. Below the checkbox is a blue 'Continue' button, also highlighted with a red rectangle and a red arrow pointing to it.

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

✓ We secured your verified information

Save your personal key

VGCH - MCDA - CGYR - HAX8

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

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

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

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


[Learn more about the personal key](#)

☐ I saved my personal key in a safe place.

Continue

Step 10

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



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

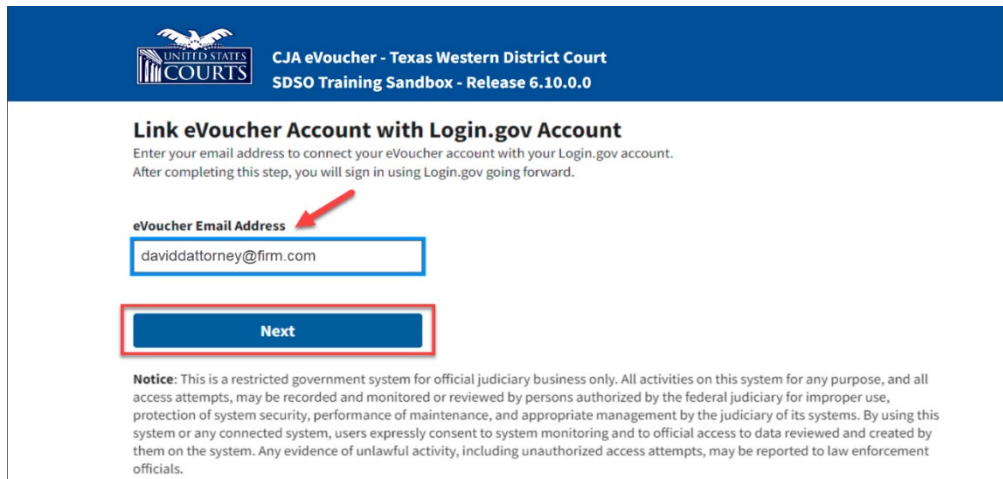
CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

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

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


Agree and continue

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



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

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

eVoucher Email Address 

daviddattorney@firm.com

Next

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

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

Linking Your Accounts Using Your SLP Email Address and Password

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

Step 1

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



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

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

eVoucher Email Address

daviddattorney@gmail.com 

Next

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

Step 2

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

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

Link eVoucher Account with Login.gov Account

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

eVoucher Password

[Forgot your password?](#)

Connect Accounts

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

Step 3

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

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

Home Operations Reports Links Accounts Help Sign out

> Home

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

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

Linking Your Accounts by Email Invitation – New User

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

Step 1

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

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

Link eVoucher Account with Login.gov Account

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

eVoucher Email Address
davidattorney@gmail.com

Next

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

Step 2

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

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

i Check your email

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

Step 3

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

Dear David D Attorney,

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

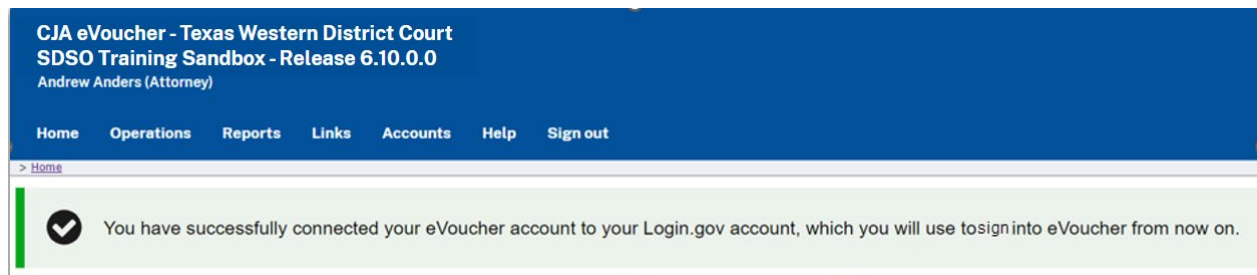
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher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

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

Regards,
District of Texas Western

Step 4

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



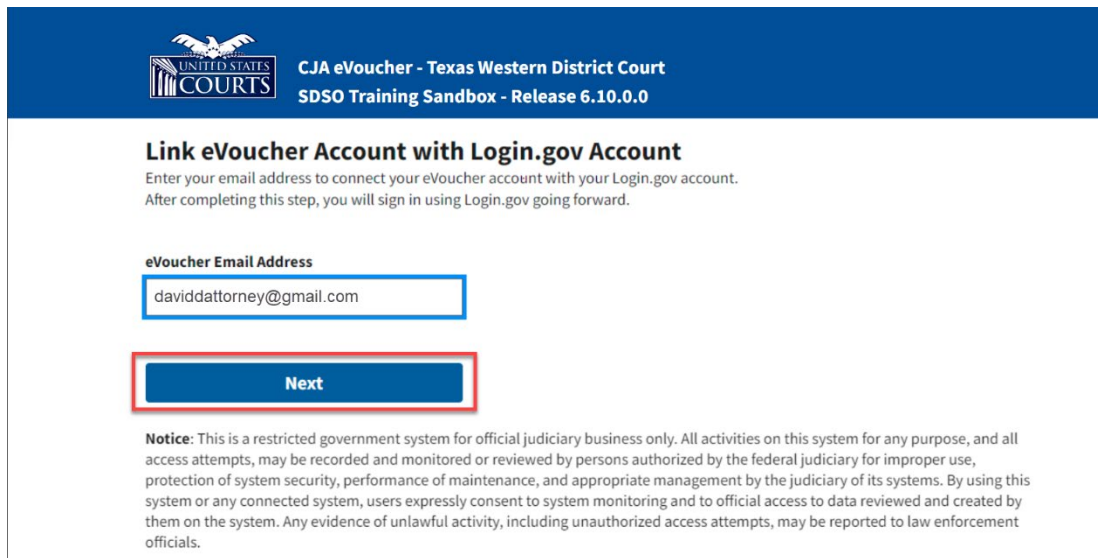
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

Linking Your Accounts by Email Invitation – Existing User

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

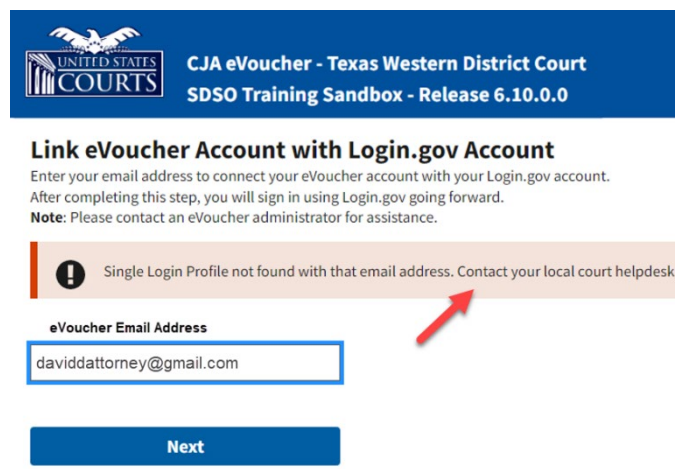
Step 1

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



Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact the Panel Administrator.



Step 3

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

Dear David D Attorney,

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

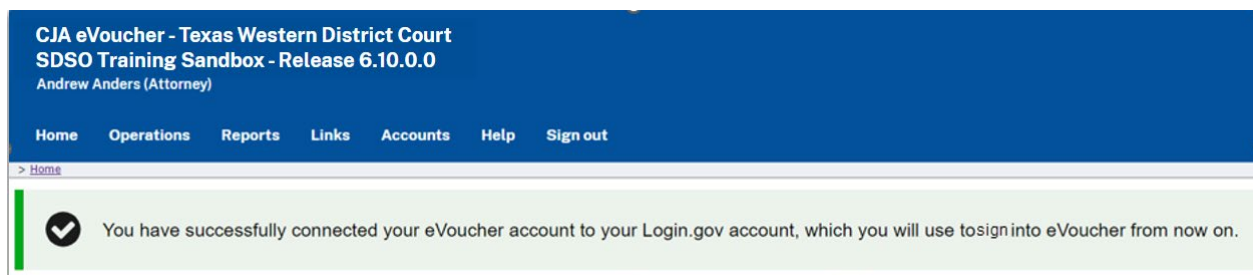
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher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

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

Regards,
District of Texas Western

Step 4

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



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

Signing in to eVoucher

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

Step 1

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

Sign in with LOGIN.GOV

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

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

Need to create a Login.gov account?

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

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

Step 2

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

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

Sign in **Create an account**

Sign in for existing users

Email address

Password

☐ Show password

Sign in

Step 3

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

Enter your one-time code

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

One-time code
Example: 123ABC

Login.gov directs you to your eVoucher home page.

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

David Attorney (Attorney)

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

> [Home](#)

My Active Documents

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

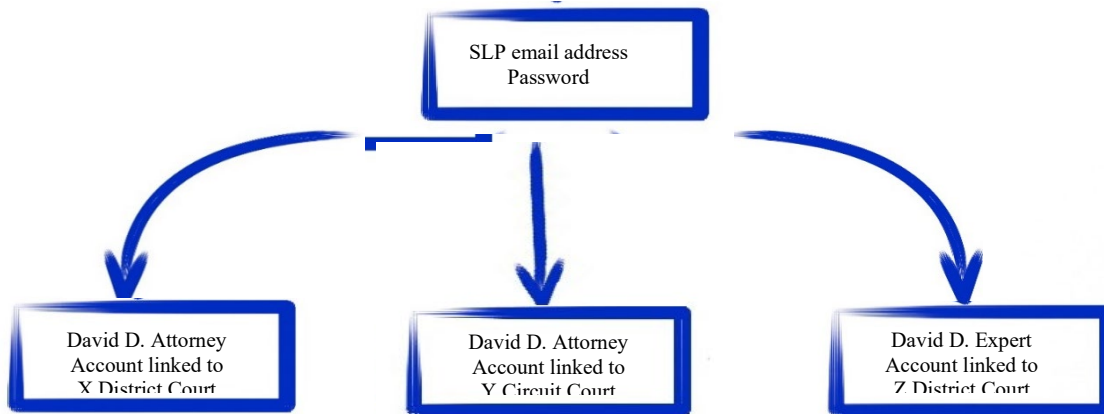
Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-FF	Robert Charles (4/13)	CR		04/04/2014

Single Login Profile (SLP)

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

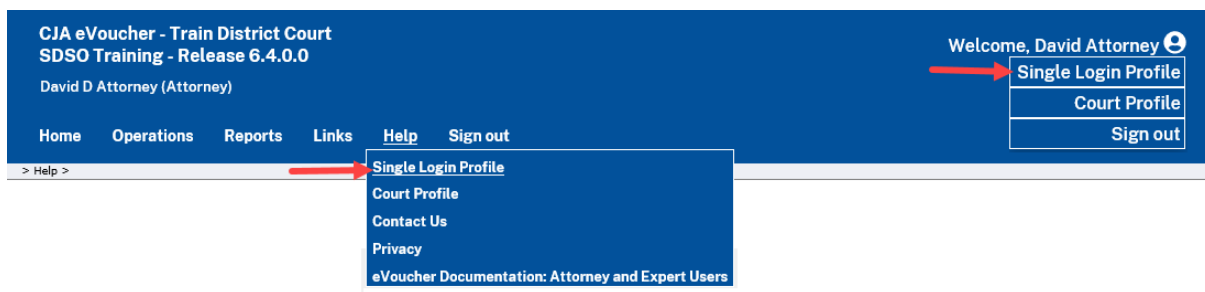
Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

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

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



Editing Your SLP

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

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

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information –

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

Email address
aandersattorney+10@gmail.com

Password
LOGIN.GOV

Linked eVoucher Accounts +

Modifying Your Name

Step 1

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

Single Login Profile – Andrew Anders

Account Information –

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

Edit

Step 2

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

Single Login Profile – Andrew Anders

Account Information

First name	Middle name	Last name	Suffix
<input type="text" value="Andrew"/>	<input type="text"/>	<input type="text" value="Anders"/>	<input type="text"/>
<input type="button" value="Cancel"/>		<input type="button" value="Save changes"/>	

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

Updating Your SLP Email Address

Step 1

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

Email address
aandersattorney+10@gmail.com

[Edit](#)

Step 2

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

Single Login Profile – Andrew Anders

Account Information

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

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

Email address

Confirm email address

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

Updating Your SLP Password

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

Help > [Single Login Profile](#)


[Back to List](#) [Edit User](#) [Assign Roles](#) Single Login Profile

Single Login Profile – Morales Attorney

Account Information

First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	Edit

Email address
MoralesAttorney210@gmail.com[Edit](#)

Password


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

Linked eVoucher Accounts

Step 1

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

Single Login Profile – Andrew Anders

Account Information	+
Linked eVoucher Accounts	+

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account. Users with more than one eVoucher account have one account designated as the default.

Step 2

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

Home Operations Reports Links Accounts Help Sign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information	+
Linked eVoucher Accounts	-

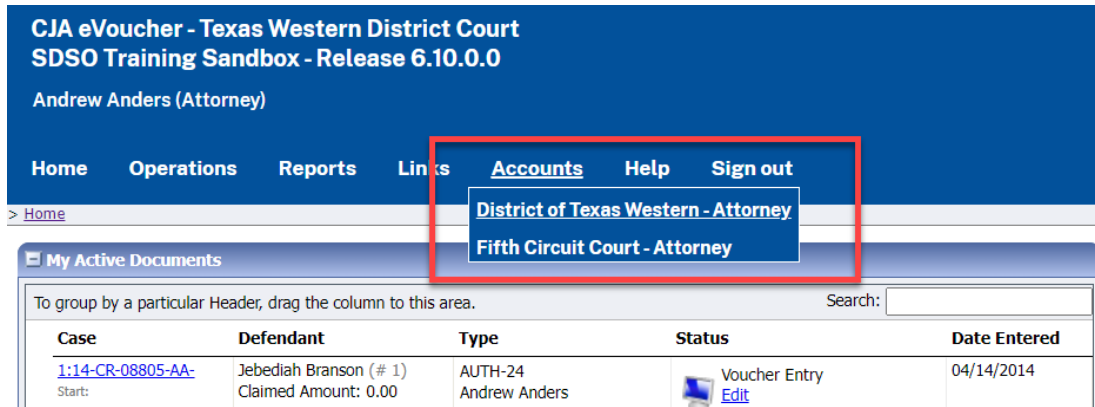
Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

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

Cancel Save changes

Accessing Multiple Accounts in eVoucher

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



The screenshot shows the CJA eVoucher interface. At the top, a blue header bar contains the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this, the user's name "Andrew Anders (Attorney)" is displayed. A navigation menu is visible with options: Home, Operations, Reports, Links, Accounts, Help, and Sign out. The "Accounts" menu is highlighted with a red box, and a dropdown menu is shown with two options: "District of Texas Western - Attorney" and "Fifth Circuit Court - Attorney". Below the navigation menu, there is a section titled "My Active Documents" with a search bar and a table of documents. The table has columns for Case, Defendant, Type, Status, and Date Entered. The first row shows a case with ID "1:14-CR-08805-AA", defendant "Jebediah Branson (# 1)", type "AUTH-24", status "Voucher Entry", and date "04/14/2014".


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

Home Operations Reports Links **Accounts** Help Sign out

> [Home](#)

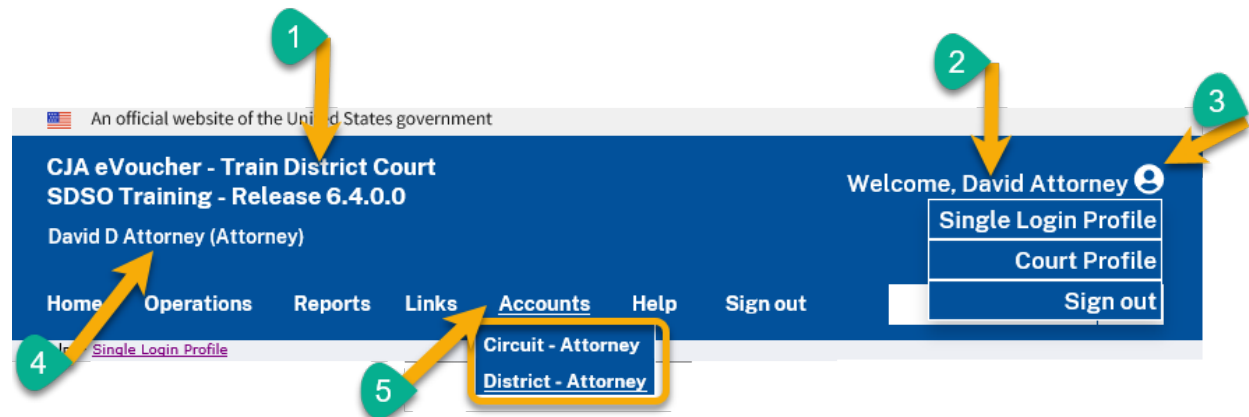
My Active Documents

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

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

Single Login Profile (SLP) vs. Court Profile

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



(1) Court Account	This is the court account you selected from the Accounts menu, showing the account to which you are signed in.
(2) Single Login Profile (SLP)	This profile is attached to a person. 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 Help 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: <input type="text"/>				
Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	12/11/2019
3:19-MJ-04562-... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/28/2020

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

My Proposed Assignments	
Appointments	Defendant
All cases have been currently assigned	
No data	

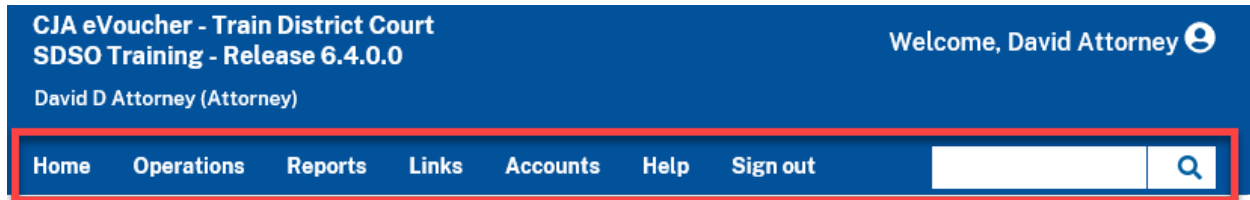
My Submitted Documents				
To group by a particular Header, drag the column to this area. Search: <input type="text"/>				
Case	Defendant	Type	Status	Date Entered
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000389 FINAL PAYMENT	07/24/2019
1:19-MJ-963... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...	CJA-21 Longoria Expert Accountant	Submitted to Court 0101.0000391 FINAL PAYMENT	07/24/2019

My Service Provider's Documents				
To group by a particular Header, drag the column to this area. Search: <input type="text"/>				
Case	Defendant	Type	Status	Date Entered
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019
3:19-MJ-04... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed 0101.0000387	07/23/2019

Closed Documents				
To group by a particular Header, drag the column to this area. Search: <input type="text"/>				
Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.21 Approved Amount: 4,234.21	CJA-20 Atty Longoria	Voucher Closed 0101.0000378 FINAL PAYMENT	06/07/2019
3:19-MJ-04562... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed 0101.0000384 FINAL PAYMENT	06/07/2019

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"> • Vouchers in progress by the experts • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment. <p>Note: 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"> • Another link to your Single Login Profile (SLP). • Another link to your court profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
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.

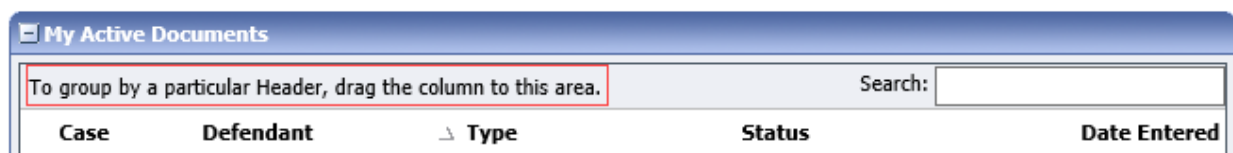
Note: The folder size does not increase; therefore, some columns may move off the screen.

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.

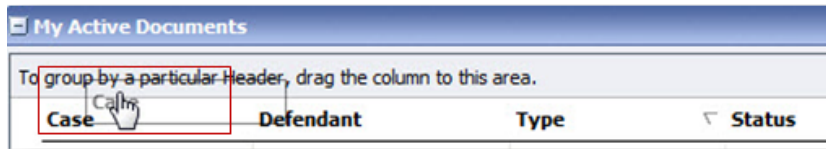
Step 1

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.



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

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

Attorney Info

Step 1

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

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

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

and details the sections that are affected across any of your other linked accounts:

Court Profile

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

Step 2

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

Attorney Info

Your personal info

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

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

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

*** Required Fields**

Bar Number
[]

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

SSN: []

Confirm: []

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

Main Email * [lisa_ornelas@aobx.uscourts.gov]

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

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

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

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

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

Address 3 [] Country * [UNITED STATES]

Save

cancel

Notes:

- Each attorney (except associates) **must** enter their SSN into the user profile or they will not be paid.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select **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 the 'Billing Info' form. On the left is a blue sidebar with the title 'Billing Info' and the text 'List all available billing info records'. The main form area has a 'Billing Type:' section with three radio buttons: 'Self-Employed', 'Firm' (which is selected), and 'Associate'. Below this is a 'Tax Identification Number:' section with two input fields labeled 'EIN/TIN:' and 'Confirm:'. A checkbox labeled 'Copy Address from Profile' is checked. Below the checkbox are input fields for 'Name:', 'Phone:', 'Fax:', 'Address 1:', 'Address 2:', and 'Address 3:'. At the bottom are fields for 'City:', 'State:' (a dropdown menu), 'Zip Code:', and 'Country:' (a dropdown menu showing 'UNITED STATES'). In the top right corner of the form, there are two buttons: 'Save' and 'cancel'.

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

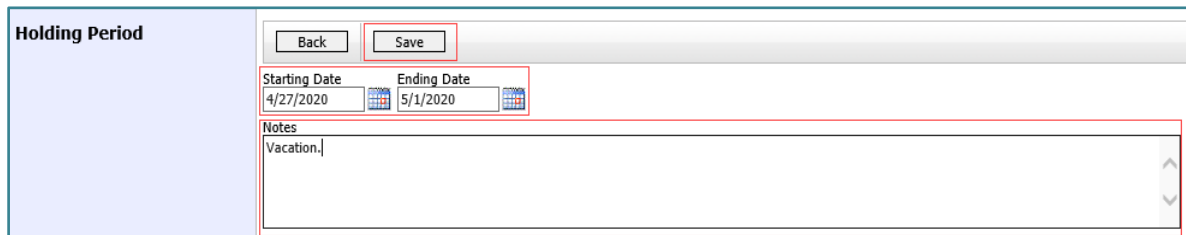
Step 2

Click **Add**.

Holding Period		
<div> <input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div>		
		Search: <input type="text"/>
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**.

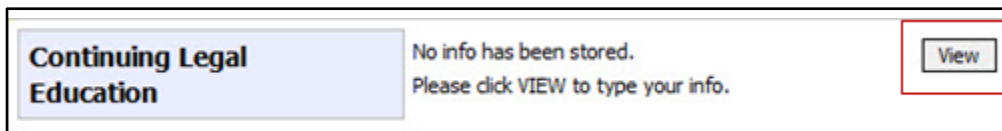


The screenshot shows a form titled "Holding Period". It has a "Back" button and a "Save" button. Below these are two date fields: "Starting Date" with the value "4/27/2020" and "Ending Date" with the value "5/1/2020". Below the date fields is a "Notes" section with a text area containing the text "Vacation." and a scroll bar.

Continuing Legal Education (CLE)

Step 1

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



The screenshot shows a section titled "Continuing Legal Education". It contains the text "No info has been stored. Please click VIEW to type your info." and a "View" button.

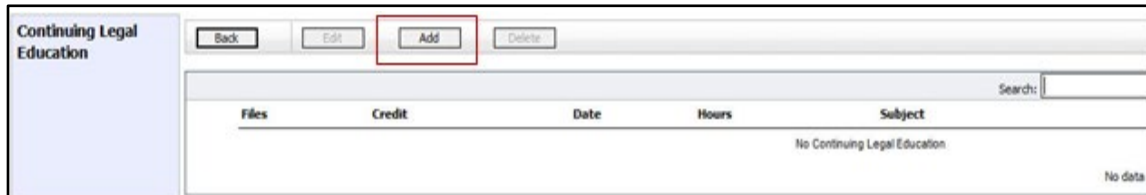
Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

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.

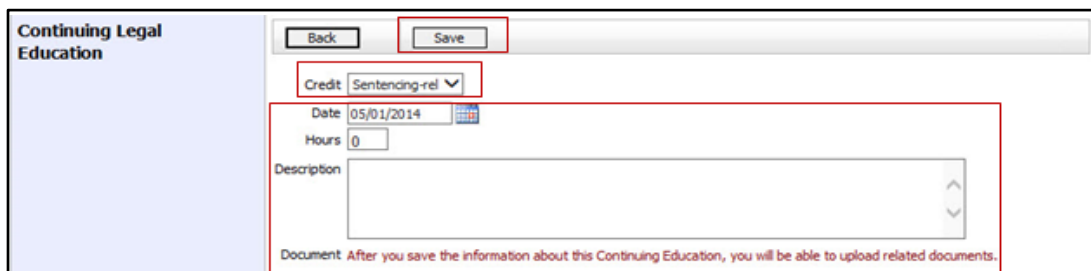
Step 2

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



Step 3

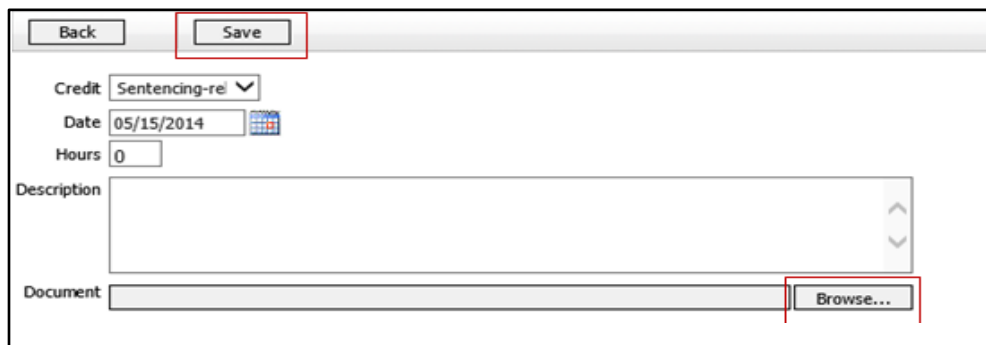
Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.



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**.



Continuing Legal Education

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 nubmer link to open the Appointment Info page.

Appointments' List

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

Appointment

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

[View Representation](#)

Create New Voucher**AUTH**[Create](#)

Authorization for Expert and other Services

AUTH-24[Create](#)

Authorization for payment of transcript

BUDGET/AUTH[Create](#)

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

CJA-20[Create](#)

Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21[Create](#)

Authorization and Voucher for Expert and other Services

CJA-24[Create](#)

Authorization and Voucher for Payment of Transcript

CJA-26[Create](#)

Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

TRAVEL[Create](#)

Authorization for payment of Travel

Reports

[Appointment Report](#)

[Defendant Detail Budget Report](#)

Detail budget info for defendant

[Defendant Summary Budget Report](#)

Totals only of budget info for defendant

[Attorney Time](#)

[Case Detail Budget Report](#)

Appointment Info

1. CIR./DIST.DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel (Capital Only) <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Payment: <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA- Start: 09/23/2015 End: 09/23/2015	Jebediah Branson (# 1) Claimed Amount: 6,350.00 Approved Amount: 6,350.00	CJA-20 Andrew Anders	Voucher Closed 0101.0000001	03/17/2016
1:14-CR-08805-AA- Start: 04/02/2014 End: 11/16/2017	Jebediah Branson (# 1) Claimed Amount: 1,000.00 Approved Amount: 1,000.00	AUTH Chemist/Toxicologist	Voucher Closed 0101.0000002	11/16/2017
1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015
1:14-CR-08805-AA- Start: 01/21/2016 End: 01/21/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.00000082	01/21/2016
1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	TRAVEL	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	01/21/2016
1:14-CR-08805-AA- Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 802.75	CJA-20 Andrew Anders	Voucher Entry Edit FINAL PAYMENT	03/22/2016
1:14-CR-08805-AA- Start: 03/22/2016 End: 03/22/2016	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Closed 0101.0000109	03/22/2016

1 2 3 4 5 > ... Last >

Page 1 of 7 (70 items)

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

View Representation

Clicking the **View Representation** 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

In this page you can view or delete the representation.

Reports

[Representation Report](#)

Representation Info

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

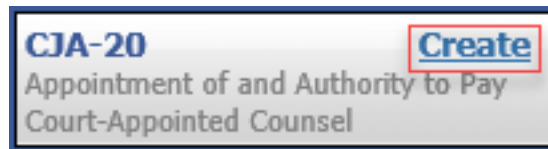
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobc.uscourts.gov

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.

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.

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.

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 'Service Type' dropdown menu open. The dropdown list includes 'In Court Services' and a sub-list: 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'. The 'Date' field is set to 4/17/2020. The 'Description' field is empty. The 'Hours' field is empty. The 'Doc.# (ECF)' field is empty. The 'To group by a pa' field is empty. The 'Required Fields' label is visible.

For help in determining what time entries apply to the proper In/Out Court services, see the **Time Entry Cheat Sheet**.

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 'Hours' field set to 5.0 and the 'Description' field set to 'First appearance an arraignment of defendant.'. The 'Add' button is highlighted. The 'Date' field is set to 4/17/2020. The 'Service Type' dropdown is set to 'a. Arraignment and/or Plea'. The 'Doc.# (ECF)' field is empty. The 'Pages' field is empty. The 'Hours' field is set to 5.0. The 'Description' field is set to 'First appearance an arraignment of defendant.'. The 'Add' button is highlighted. The 'Remove' button is visible. The 'Required Fields' label is visible.

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 sidebar with a navigation menu. The main area displays the 'Basic Info' tab of a voucher for defendant 'Jebediah Branson'. The 'Actions' menu on the left includes links for 'Link To Appointment', 'Link To Representation', 'Import Service Entries (.csv)' (highlighted with a red box and a red arrow), and 'Reports'. The 'Basic Info' section contains a form with various fields for case information, including court codes, defendant details, and payment category. The 'Payment Info' section at the bottom shows the preferred lawyer as 'Andrew Anders' and provides contact information for the law firm.

Step 2

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

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

Services

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

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

[- Additional Information](#)

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

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


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

- Doc#
- Pages

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

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

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

Date *  Description

Service Type

Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* 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: * Description: *
 Doc.# (ECF): * Pages: *
 Hours: * at \$152.00 per hour. Add Remove

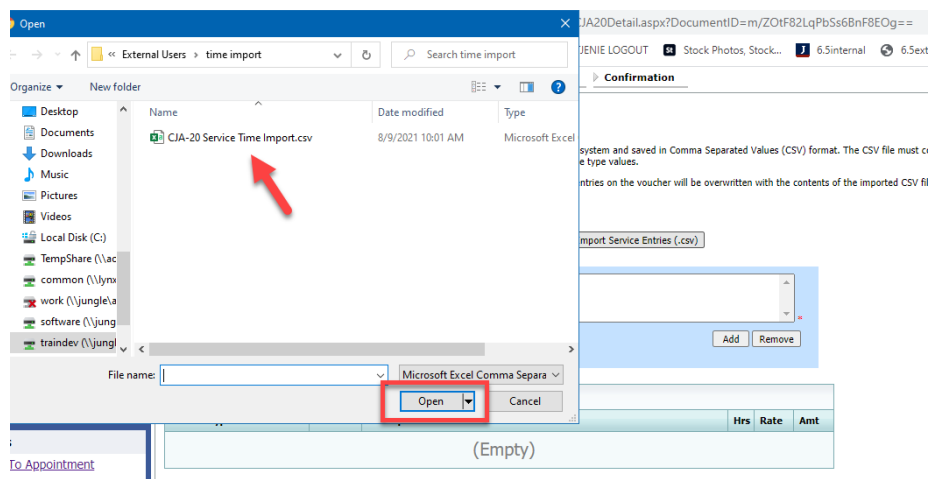
* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(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.

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

Services

Date: 9/2/2021
 Service Type: [Dropdown]
 Doc.# (ECF): [Text] Pages: [Text]
 Hours: [Text] at \$155.00 per hour. [Add] [Remove]

* Required Fields

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

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

Importing Service Entries on Previously Created CJA-20s

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

Step 1

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

Andrew Anders (Attorney)

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

> [Home](#)

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/03/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	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. C.B. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
15.1825 F. INSPECTION VIOLATION/ PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
Andrew Anders
110 Main Street
San Antonio, TX 78210
Phone: 210-833-5623
Cell phone: 210-555-1234
Email: lisa_ornelas@acbs.uscourts.gov

13. COURT ORDER

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

☐ L Licensed Counsel (Capital 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 Steadby Counsel

Prior Attorney's Name
Appointments Deans
Signature of Providing Judge or By Order of the Court

14. LAW FIRM NAME AND MAILING ADDRESS

15. Subject Substitution
Date of Order
5/3/2014
Nunc Pro Tunc Date

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	9/3/2021	*	Description	
Service Type		*		
Doc.# (ECF)		Pages		
Hours		*	at \$155.00 per hour.	
				Add Remove

* Required Fields

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

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

Step 4

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

Basic Info Services Expenses Claim Status Documents Confirmation

Services

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

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

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021 * Service Type: * Description: *
 Doc.# (ECF): * Pages: *
 Hours: * at \$155.00 per hour. Add Remove

* Required Fields

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

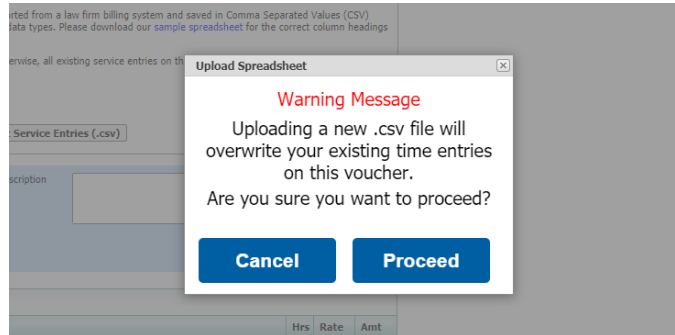
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

Step 5

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

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

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



Entering Expenses

Step 1

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

Step 2

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

Expenses

Date *

Expense Type *

Miles

Amount

* Required Fields

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

Expense Type
Travel Miles
Travel Misc.
Fax
Long Distance Charges
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 *

Add Remove

* 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

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

Add Remove

* 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

« First < Previous Next > Last »

Save

Delete Draft

Audit Assist

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

Add Remove

* Required Fields

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

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

« First < Previous Next > Last »

Save

Delete Draft

Audit Assist

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.



The screenshot shows the 'Claim Status' tab selected in the top navigation bar. The form includes fields for 'Start Date' and 'End Date', each with a calendar icon. Below these is a section for 'Payment Claims' with four radio button options: 'Final Payment', 'Interim Payment' (with a 'payment #' field), 'Supplemental Payment', and 'Withholding Return Payment'. A red reminder text states: '** Reminder: Please select the appropriate claim status.' Below this are two numbered questions, each with 'Yes' and 'No' radio button options. Question 1: '1. Have you previously applied to the court for compensation and/or reimbursement for this case? *'. Question 2: '2. Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? *'. A red asterisk indicates required fields. At the bottom, there is a progress bar with buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and '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.

Progress bar: Basic Info | Services | Expenses | Claim Status | **Documents** | Confirmation

Supporting Documents

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

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

Description: Document

Upload

Description	Delete	View
Document	Delete	View

Navigation: << 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\ 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 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-05802-1-AA	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F. INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-835-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-835-5623		Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/3/2014 Nunc Pro Tunc Date: Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

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

19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: TO:	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
22. CLAIM STATUS <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 checked="" type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statements. Signature of Attorney: _____ Date Signed: _____		


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

 **Submit**

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

Step 2

In the **Public/Attorney Notes** field you can include any notes to the court. Select the check box to swear 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.

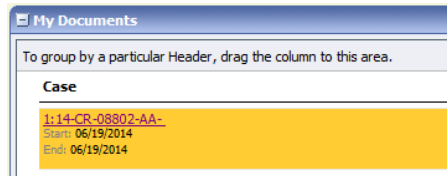
My Submitted Documents

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

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

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.

A screenshot of a vertical sidebar titled "CJA-20 Attorney Enters". It contains the following information: "Def.: Elizabeth Waverly", a link "Link to CM/ECF", and input fields for "Voucher #:", "Start Date:", and "End Date:". Below these are two dropdown menus: "Services: \$9,400.00" and "Expenses: \$215.42", which are highlighted with a red rectangular box. At the bottom, there are two white boxes with blue borders: "Representation Fee Limit: \$11,500.00" and "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

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	2.0	\$400.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	8.0	\$1,600.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
Totals	39.0	\$7,800.00

Expenses: \$215.42

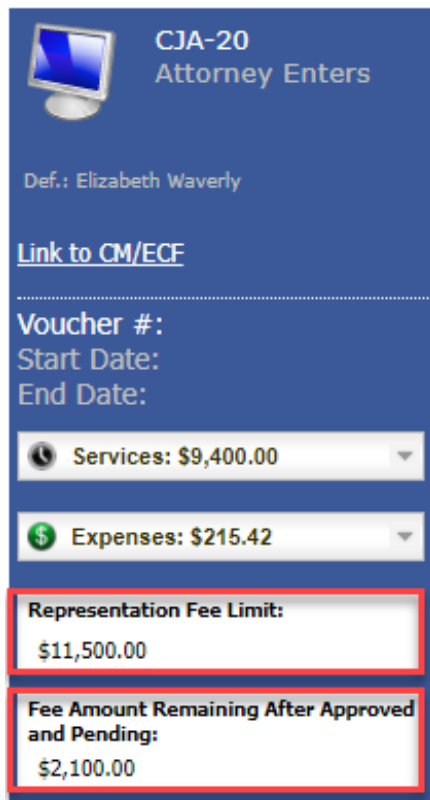
Travel

Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
Totals	\$90.42

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
Totals	\$125.00

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](#)

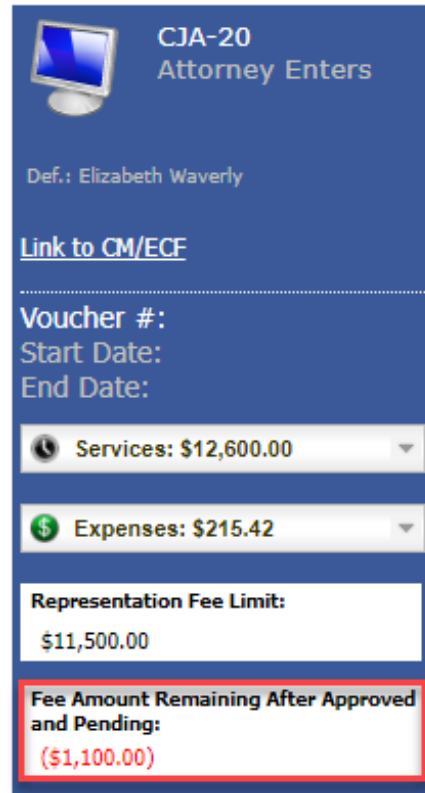
Voucher #:
Start Date:
End Date:

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
9:13-AP-00587-N... Start: 02/05/2013 End: 03/29/2013	Tom, Major (# 1) Claimed Amount: 4,201.90 Approved Amount: 4,201.90	CJA-20 Denny Crane	 Voucher Closed 0978.0009032 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

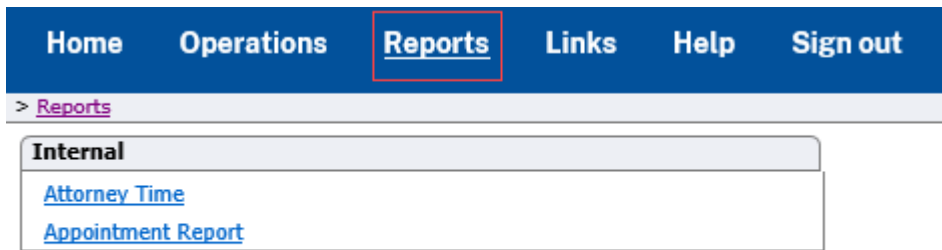
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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: \$9,900.00

Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining	
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders	(Appointing Counsel)				Active						
09/23/2015 to 09/23/2015	0101.0000001	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$3,550.00
		Total Pending:			\$0.00	Total Approved:			\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Services Budget - Requiring Authorization Defendant: Jebediah Branson

Time Period For Voucher	Voucher Number	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002		Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders			
Specialty: Chemist, Toxicologist											

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth	Pending				Approved				Combined Total	
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$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:		\$3,900.00																			
Time Period For Voucher	Voucher Number	Pending					Approved					Amount Remaining									
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending										
			Travel	Other			Travel	Other													
Attorney: Andrew Anders		(Appointing Counsel)				Active															
					Total Pending:		\$0.00							Total Approved:		\$6,350.00		\$3,550.00		\$3,550.00	

Expert and Other Services Budget - Requiring Authorization										Defendant: Jebediah Branson									
Time Period For Voucher	Voucher Number	Pending					Approved					Amount Remaining							
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending								
			Travel	Other			Travel	Other											
Authorization Number: 0101.0000002						Amount Requested: \$1,000.00				Amount Authorized: \$0.00				Attorney: Andrew Anders					
Specialty: Chemist, Toxicologist																			

Grand Totals for the Representation										Defendant: Jebediah Branson									
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth		Pending					Approved					Combined Total							
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending									
			Travel	Other			Travel	Other		Fees	Fees and Expenses								
				\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00						

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.

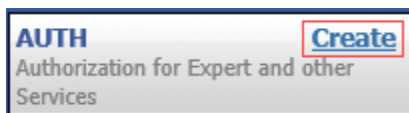
Step 1

In the Appointments List section, open the appointment record.

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

Step 2

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

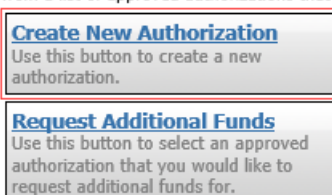


Step 3

Click **Create New Authorization**.

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 \$3000 - 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. Note: if your description is lengthy, please attach note or memorandum with your description of services. 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. CJA DRY CODE 0101	1. PERSON REPRESENTED Sebediah Branson	4. APPEALS DRY CODE NUMBER	5. OTHER DRY CODE NUMBER
2. MAIL DRY CODE NUMBER	3. DRY CODE NUMBER 1-14-CP-08805-1-A.A.	6. TYPE PERSON REPRESENTED Adult Defendant	7. REPRESENTATION TYPE Criminal Case
11. OFFENSES CHARGED 15-1835 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-533-5623 Cell phone: 210-555-1234 Email: jim_vonlau@nccs.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Licensed Counsel (Capital Only) <input type="checkbox"/> O Appointing Attorney <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative Prior Attorney's Name: _____ Appointment Date: _____ Signature of Presiding Judge or By Order of the Court: _____ Date of Order: 6/3/2014 Name Pro Tunc Date: _____ Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date: _____

Nunc Pro Tunc Date: _____

Repayment: ☐

Estimated Amount: \$ 8000.00

Authorized Amount: \$ _____

Basis of Estimate: 100 hours at \$80/hour

Description: _____

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\I	Browse...
Description	Document	

Upload

Description	Delete	View
Document	Delete	View

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

Note: All documents must be submitted in PDF format and must be 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 2101	1. PERSON REPRESENTED Jabediah Branson	3. APPEALS DISTRICT NUMBER	VOUCHER NUMBER
2. MAG. DIST. DIV. NUMBER	4. DIST. DIV. DIV. NUMBER 1-14-CR-08805-1-AA	4. OTHER DISTRICT NUMBER	
7. IN CASE MATTER OF (Case Name) USA v. Branson	1. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
11-1823 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 Anders
 110 Main Street
 San Antonio, TX 78210
 Phone: 210-833-5623
 Cell phone: 210-555-1234
 Email: law_anders@wtx.uscourts.gov

13. DESCRIPTION AND JUSTIFICATION FOR SERVICE(S) (see instructions)

14. TYPE OF SERVICE PROVIDED

<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Veritas/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Trauma/Explosive Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner	<input type="checkbox"/> 14 Other Medical <input type="checkbox"/> 15 Voice/Audio Analyst <input type="checkbox"/> 16 Hair/Fiber Expert <input type="checkbox"/> 17 Computer (Hardware/Software/Systems) <input type="checkbox"/> 18 Paralegal Services <input type="checkbox"/> 19 Legal Analyst/Consultant <input type="checkbox"/> 20 Jury Consultant <input type="checkbox"/> 21 Mitigation Specialist <input type="checkbox"/> 22 Duplication Services <input type="checkbox"/> 23 Other (Specify) <input type="checkbox"/> 24 Litigation Support Services <input type="checkbox"/> 25 Computer Forensics Expert
--	--

15. COURT ORDER
 Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted.
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order _____ Nunc Pro Tunc Date _____
 Reimbursement: ☐ 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	

Public/Attorney Notes

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

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

Date: _____

Submit

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

Step 7

A confirmation 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.

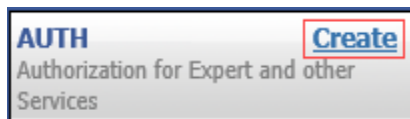
Step 1

In the Appointments List section, open the appointment record.

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

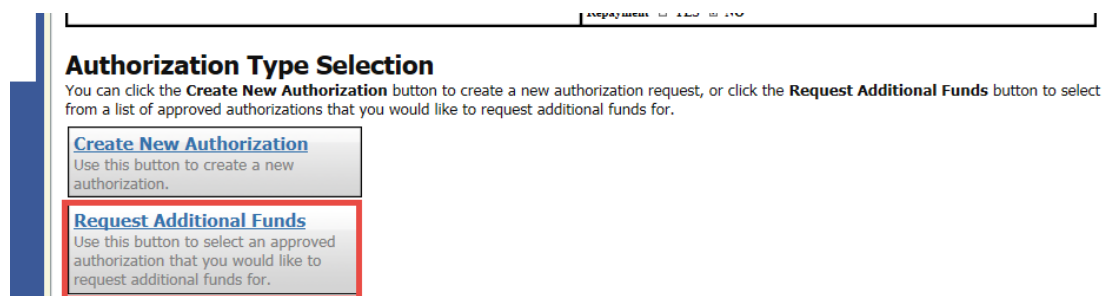
Step 2

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



Step 3

Click **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:

ID Number: 186 Order Date: 03/03/2014 Authorized Amount: \$100.00 Grand Total Amount: \$0.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 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.

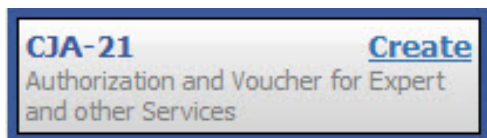
You will need to attach the Memorandum under the Documents tab outlining the reasons for additional funds. (Attached as Addendum D).

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

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

Service Type	Chemist/Toxicologist *
Description	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.

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**.

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

Services

Date: 04/17/2020 *
 Units: *
 Rate: *
 Description: *

Add Remove

* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

« First < Previous Next > Last » 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: 4/17/2020 * Expense Type: * Description: *
 Miles: at \$0.535 per mile. Amount: *
 Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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 » Save Delete Draft Audit Assist

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

Upload

Description	Delete	View
Document	Delete	View

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

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 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 114-CR-08805-1-AA	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
15:1825 F INSPECTION VIOLATION PENAL TIES

12. ATTORNEY'S 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: \$1000.00
☐ Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.

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

13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	14. TYPE OF SERVICE PROVIDER
16. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Providing Judge or By Order of the Court Albert Albertson Date of Order: 03/04/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 06 Polygraph <input type="checkbox"/> 08 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 13 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert

NOTES
 Abraham Astley

CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY	
16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW
a. Compensation	\$0.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	0.0	

17. PAYEE'S NAME
 Abraham Astley TIN: XX-XXXXXXX
 110 Main Street
 San Antonio TX 78210 US
 Phone: 210-555-3434
☐ Final Payment
☐ Interim Payment (#)
☐ Supplemental Payment
☐ Withholding Payment (---) (Total ---)

CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.
 Signature of Claimant/Payee: _____ Date: _____

18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case.
 Signature of Attorney: _____
 Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.

23. ☐ Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained.
☐ Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.

Signature of Providing Judge _____ Date _____ Judge Code _____

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

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD

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

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

Public/Attorney Notes

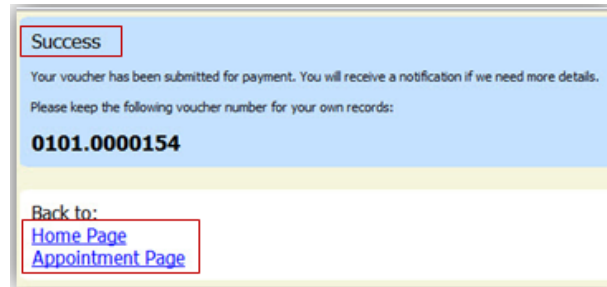
☒ I swear and affirm the truth or correctness of the above statements
 Date: 4/20/2020 21:27:33

Submit

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

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.

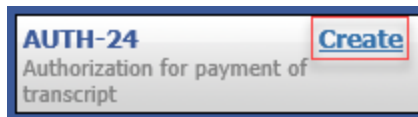


NOTE: Service providers (including court reporters) **SHOULD NOT** be paid directly by counsel. The eVoucher system does not provide for counsel being reimbursed for any payment made directly to an expert service provider or court reporter. If counsel pays a service provider/court reporter directly, 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 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: lisa_omelas@aotx.uscourts.gov		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Proceeding Transcript To Be Used

Proceeding To Be Transcribed

Apportioned Cost (%)

Apportioned Case and Defendant

Special Transcript Handling

Transcripts

☐ Prosecution Opening Statement
☐ Defense Opening Statement

☐ Prosecution Argument
☐ Defense Argument

☐ Prosecution Rebuttal
☐ Jury Instructions

☐ Prosecution Rebuttal
☐ Voir Dire

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

Proceedings Transcripts to be Used	List what the transcript is to be used for (e.g., sentencing, trial, appeal, etc.).
Proceeding to be Transcribed	Enter the following information: Type of Hearing. Date of hearing. Mag. Judge/Judge. Name of Court reporter/recorded hearing. If requesting a transcript for a different case, please include the case name and number.
Apportioned Cost (%)	Leave Blank.
Apportioned Case and Defendant	Leave Blank.
Special Transcript Handling	Select from drop-down menu.

Step 3

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

Basic Info Documents Confirmation

Supporting Documents

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

File Browse...

Description

Upload

Description	Delete	View
Proposed Order.pdf	Delete	View

« First < Previous **Next >** Last »

Save Delete Draft Audit Assist

Note: All documents must be submitted in PDF format and must be 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. CLK/DIST/DIV CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.	
Signature of Attorney Andrew Anders		Signature of Presiding Judge or By Order of the Court	
Date		Date of Order	
Printed Name		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

 **Submit**

« 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:

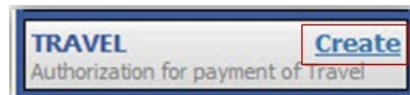
[Home Page](#)

[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 Authorization Request Documents Confirmation

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: jus_voucher@actx.uscourts.gov			
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel		Prior Attorney's Name Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS		15. PRO TUNE DATE	
Travel Agency to be Used: National Travel Service (NTS) ▼ National Travel Service (NTS) 707 Virginia Street East Suite 100 Charleston, WV 25301 Phone: (800) 445-0668 Fax: Email:			

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

Step 3

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

Basic Info **Authorization Request** Documents Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: Andrew Anders *

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

Travel From Location: San Antonio, TX *

Travel To Location: Los Angeles, CA *

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

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

Purpose and Justification: Travel to talk to witness. *

Court Notes:

Add Remove

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

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

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	Delete	View

<< 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**

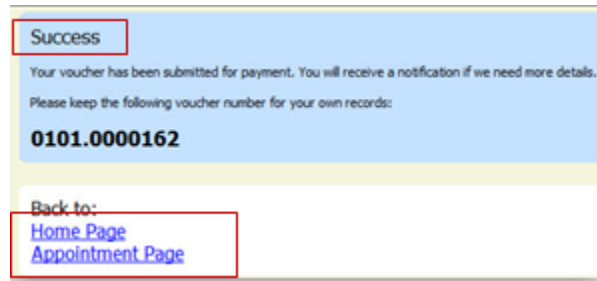
Confirmation

1. CIR.DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript			
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening Transcription			
14. SPECIAL AUTHORIZATIONS		JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with			
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited			
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions			
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. Andrew Anders /S/ 1/21/2016 14:48:16 Signature of Attorney Date Andrew Anders Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 01/21/2016 Date of Order Nunc Pro Tunc Date	
CLAIMS FOR SERVICES			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965	
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	0	see detail
Copy	see detail	0	see detail
Expenses (Items)			
SUB-TOTAL		LESS AMOUNT APPORTIONED	
\$0.00		see detail	
TOTAL		\$0.00	
TOTAL AMOUNT CLAIMED		\$0.00	
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:			
ATTORNEY CERTIFICATION			
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk Date			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT Signature of Judge or Clerk of Court Date Approved Amount			
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 4/20/2020 22:12:0			
			

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

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

AUTH Authorization for Expert and other Services	Create
AUTH-24 Authorization for payment of transcript	Create
BUDGETAUTH Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	Create

Appointment Info

1. CIR. DIST. DIV. CODE 0864	2. PERSON REPRESENTED Fozzy Bear
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF 0:21-CR-00444
7. IN CASE/MATTER OF (Case Name) US v. Fozzy Bear	8. PAYMENT CATEGORY Felony (including alleged felon)
11. OFFENSE(S) CHARGED 26:7201.F ATTEMPT TO EVADE OR DEFEAT TAX	
12. ATTORNEY'S NAME AND MAILING ADDRESS James Panel Attorney - Bar Number: 123456 1234 Main Street Minneapolis MN 55415 Phone: 612-555-1212 Email: james.panelattorney@gmail.com	

Step 3

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

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

► **Basic Info** ► **Authorization Request** ► **Documents** ► **Confirmation**

Basic Info

1. CIR. DIST/DEF.CODE 0864	2. PERSON REPRESENTED Fozzy Bear	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 0:21-CR-00444-5-BB-OG	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) US v. Fozzy Bear	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 26:7201.F ATTEMPT TO EVADE OR DEFEAT TAX			
12. ATTORNEY'S NAME AND MAILING ADDRESS James Panel Attorney - Bar Number: 123456 1234 Main Street Minneapolis MN 55415 Phone: 612-555-1212 Email: james.panelattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Oscar Grouch Date of Order Nunc Pro Tunc Date 3/1/2021 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date

Nunc Pro Tunc Date

Budget Phase/Stage

 *

Attorney Funding Information

Representation Limit Upon Submission \$ 12,800.00

Requested Additional Attorney Fees \$ *Authorized Additional Attorney Fees \$

Grand Total Authorized Attorney Fees \$ 12,800.00

Notes

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:

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

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	

* Required Fields

Add Remove

Step 6

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

Basic Info Authorization Request **Documents** Confirmation

Supporting Documents

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

File No file chosen

Description

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 0864	2. PERSON REPRESENTED Fozzy Bear	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 0:21-CR-00444-5-BB-OG	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) US v. Fozzy Bear	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 26.7201.F ATTEMPT TO EVADE OR DEFEAT TAX			
12. ATTORNEY'S NAME AND MAILING ADDRESS James Panel Attorney - Bar Number: 123456 1234 Main Street Minneapolis MN 55415 Phone: 612-555-1212 Email: james.panelattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Oscar Grouch Date of Order Nunc Pro Tunc Date 3/1/2021 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.
Totals	\$0.00	\$15,000.00		

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

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

Public/Attorney Notes

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



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
<i>In Court</i>	
Arraignment and/or Plea	Arraignment hearings. Change of Plea hearings.
Bail and Detention Hearing	Detention hearings. Bond hearings. Preliminary/detention hearings.
Motion	Pretrial motion hearings. Pretrial conferences. Any type of hearing on a motion.
Trial	Trial (Bench or Jury). Testimony given by a client during a trial.
Sentencing Hearing	Sentencing hearing
Revocation Hearing	Supervised release final revocation hearing. Bond revocation hearing.
Appeals Court	Not used at District Court level
Other	Status conferences. GJ Witness testimony. Removal hearings.
<i>Out of Court</i>	
Interviews and Conferences	Meetings/telephone calls with clients. PSR interviews. Meetings/telephone calls with AUSA, USPO. Meetings/telephone calls with co-counsel. Correspondence to client, AUSA, USPO.
Obtaining and Reviewing Records	Reviewing discovery. Reviewing ECF entries. Reviewing Court orders. Reviewing pleadings. Reviewing case file. Preparing for hearings.
Legal Research and Brief Writing	Legal Research. Drafting any type of pleading or correspondence to Court. Filing any type of pleading in ECF.
Travel Time	Travel to/from Court. Travel to/from visiting client. Travel time related to case.
Investigative or Other Work	Completing AUTHs, AUTH 24s in eVoucher. Communicating with experts. 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 bates 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 Rclds	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 Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	ECF document review	.1
4/5/21	Obtain/Review Rclds	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

CJA Current Rates/Maximums	
Hourly Rate	\$172/hour - flat rate (in and out of court) Effective 1/1/24
Case Maximums	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 (2241, 2254, 2255)</i>	\$13,400
<i>Other Cases</i>	\$2,900 Material Witness GJ Witness Supervised Release Compassionate Release Target Letter
Interpreter Rates	
<i>Spanish Certified</i>	Rates effective 1/1/23 \$566/full day \$320/half day \$80/hour overtime
<i>Professionally Qualified Interpreters</i>	Rates effective 1/1/23 \$495/full day \$280/half day \$70/hour overtime
<i>Spanish Non-Certified</i>	Rates effective 1/1/23 \$350/full day \$190/half day \$44/hour overtime
Mileage Rate	Effective 1/1/24 \$0.67/mile
Statutory Maximum for Experts	Effective 1/1/24 \$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 Steven M. Colloton 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

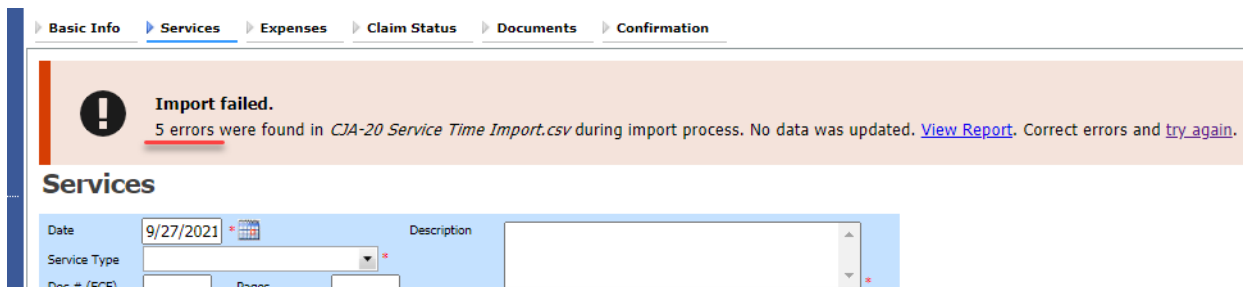
ADDENDUM G

Correcting Errors in Your .csv File

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

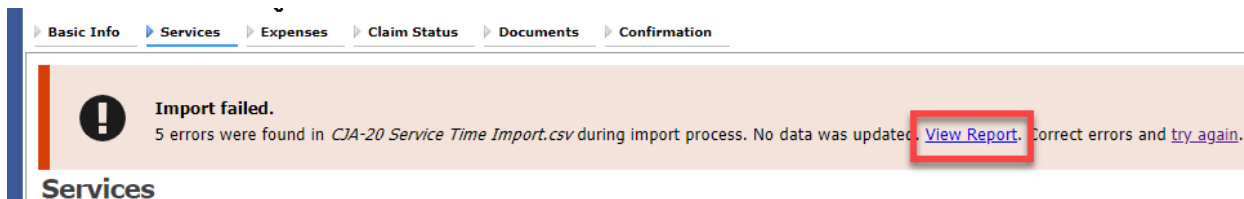
Step 1

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



The screenshot shows the 'Services' tab selected in the top navigation bar. Below the navigation bar, a red banner displays an 'Import failed' message with an exclamation mark icon. The message states: '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 message, the 'Services' form is visible, with fields for Date (9/27/2021), Service Type, Description, Doc.# (ECF), and Pages.

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



This screenshot is identical to the previous one, but the 'View Report' link in the error message 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


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

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

Step 3

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

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](#).

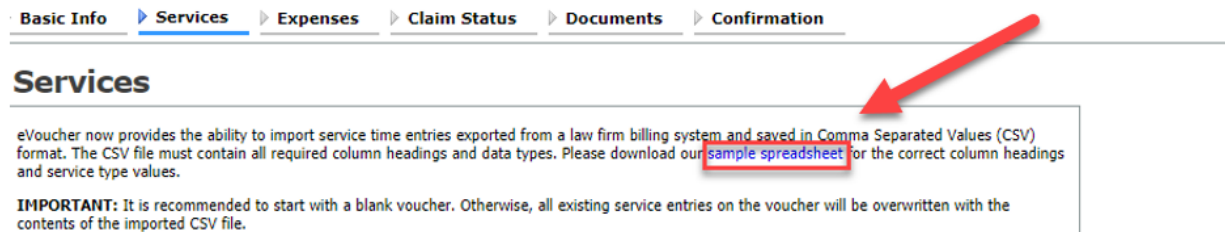
Services

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.



The screenshot shows the 'Services' tab selected in the navigation bar. Below the tab, a text box explains that eVoucher allows importing service time entries from a law firm billing system in CSV format. It instructs users to download a 'sample spreadsheet' for correct column headings and service type values. A red arrow points to the 'sample spreadsheet' link.

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

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

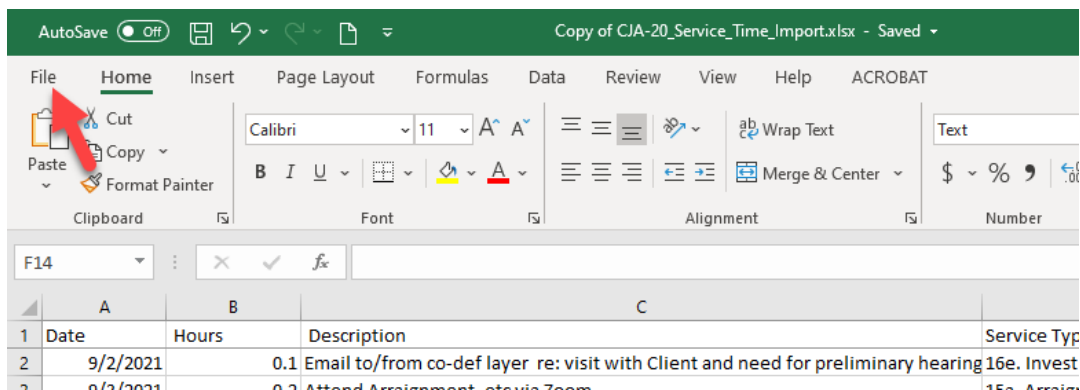
ADDENDUM I

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.

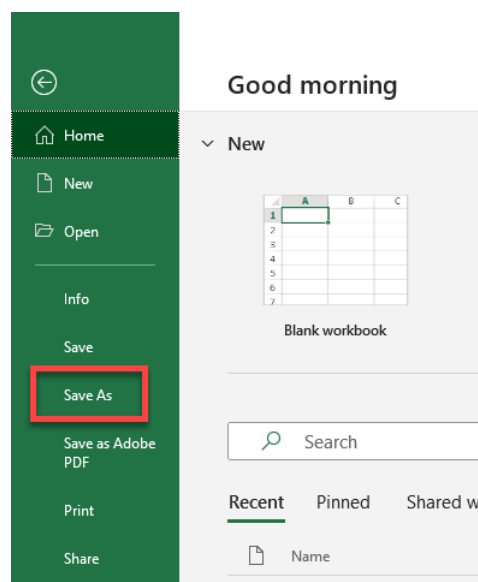
Step 1

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



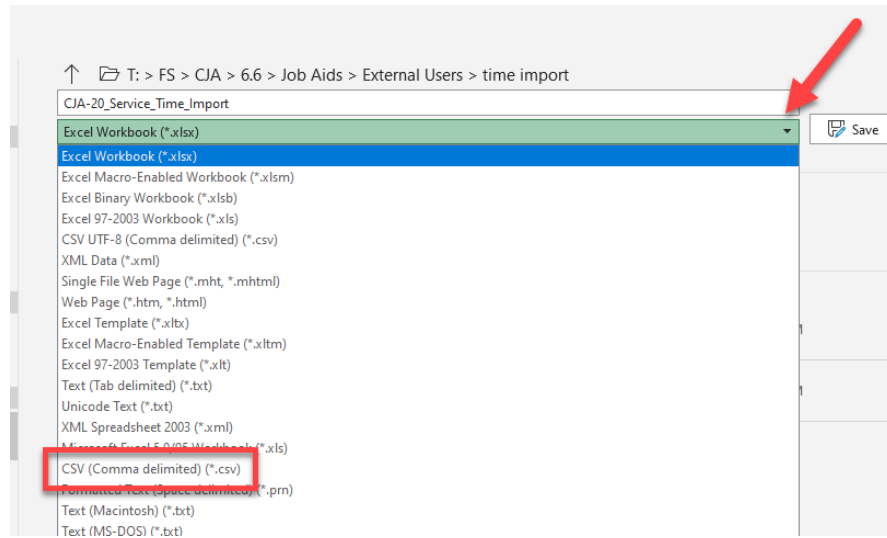
Step 2

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.

