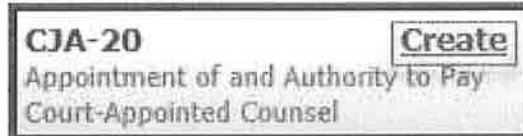


Creating a CJA 20 Voucher

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.

The screenshot shows a web application interface for entering CJA-20 voucher information. At the top, there are navigation tabs: Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The "Basic Info" tab is selected. The page contains several sections:

- Basic Info:** A table with fields for case information.

1. CJA-20 SERV CODE (101)	2. PERSON REPRESENTED (Jebediah Branson)	VOUCHER NUMBER	
3. MAG. DCT. DEF. NUMBER	4. DIST. DCT. DEF. NUMBER (1:14-CR-00805-1-AA)	5. APPEALS DCT. DEF. NUMBER	6. OTHER DCT. DEF. NUMBER
7. IN CASE/LATTER OFF(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 (15-1925.F INSPECTION VIOLATION PENALTIES)**
- 12. ATTORNEY'S NAME AND MAILING ADDRESS:** Andrew Anders - Bar Number: 12345, 110 Main Street, San Antonio TX 78210, Phone: 210-833-5623.
- 13. COURT ORDER:** Includes checkboxes for "A. Amicus", "C Co-Counsel", "F Sub for Federal Defender", "D Appointing Counsel", "P Sub for Public Attorney", "R Sub for Retained Attorney", and "V Standby Counsel".
- 14. LAW FIRM NAME AND MAILING ADDRESS**
- Payment Info:** Preferred Payee: Andrew Anders. Includes fields for SSN/EIN, address, phone, and fax.

At the bottom of the form, there are navigation buttons: First, Previous, Next, Last, Save, Delete Draft, and Audit Assist.

Tab headings appear at the top of the

A progress bar appears at the bottom of the

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.

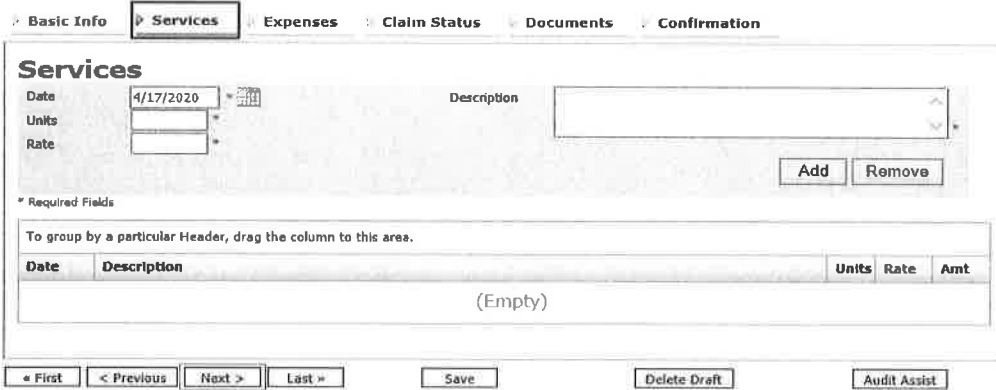
Entering Services

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.

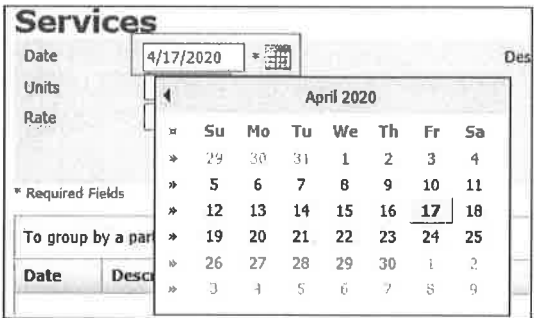
Step 1

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.

Services

Date: 4/17/2020 *

Service Type: *

Doc.# (ECF):

Hours:

To group by a page:

* Required Fields

In Court Services

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

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

Step 4

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

Services

Date: 4/17/2020 *

Service Type: a. Arraignment and/or Plea *

Doc.# (ECF): Pages:

Hours: 5.0 * at \$148.00 per hour.

Description: First appearance an arraignment of defendant.

* Required Fields

Step 5

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

Please see **Addendum B** for examples of Specificity in Timesheets.

Importing Service Entries

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

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

Step 1

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

The screenshot shows the CJA-20 Attorney Entry form. The left sidebar contains a navigation menu with sections: Voucher, Tasks, Actions, and Reports. The 'Actions' section is expanded, showing the link 'Import Service Entries (.csv)'. The main form area is titled 'Basic Info' and contains several sections: 'I. CASE NUMBER', 'II. OFFENSES/CHARGES', 'III. ATTORNEY'S NAME AND MAILING ADDRESS', 'IV. COURT ORDER', and 'V. LAWYER'S NAME AND MAILING ADDRESS'. The 'Payment Info' section at the bottom right shows the preferred attorney 'Andrew Anders - Andrew Anders' and their contact information. An arrow points from the 'Import Service Entries (.csv)' link in the Actions menu to the 'Payment Info' section.

Basic Info			
I. CASE NUMBER 0101	II. PERSON REPRESENTED Isobiah Branson	III. VOUCHER NUMBER	
I. CASE ENTRY NUMBER	II. ENTRY REFERENCE 114-CR-01605-1-2A	I. APPEAL ENTRY NUMBER	II. OTHER ENTRY NUMBER
III. CASE MATTER OF (Case Name) USA v. Branson	IV. FURNISH CATEGORY Felony (including pre-trial division of alleged felony)	V. TYPE PERSON REPRESENTED Adult Defendant	VI. REPRESENTATION TYPE Criminal Case
VII. OFFENSES/CHARGES			
VIII. 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: isa_anders@sanantonio.gov			
IX. COURT ORDER <input type="checkbox"/> A. Initial <input type="checkbox"/> B. Co-Counsel <input type="checkbox"/> C. Federal Defender <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> E. Appointed Counsel <input checked="" type="checkbox"/> F. Appointed Attorney <input type="checkbox"/> G. Sub for Pretrial Arrest <input type="checkbox"/> H. Sub for Retained Arrest <input type="checkbox"/> I. Pre Trial <input type="checkbox"/> J. Retained Attorney <input type="checkbox"/> K. Sub for Pre Trial <input type="checkbox"/> L. Administrative			
X. LAWYER'S NAME AND MAILING ADDRESS			
XI. Payment Info Preferred Attorney: 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 2

The Services page appears. To view a sample .csv file, click the downloadable 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:

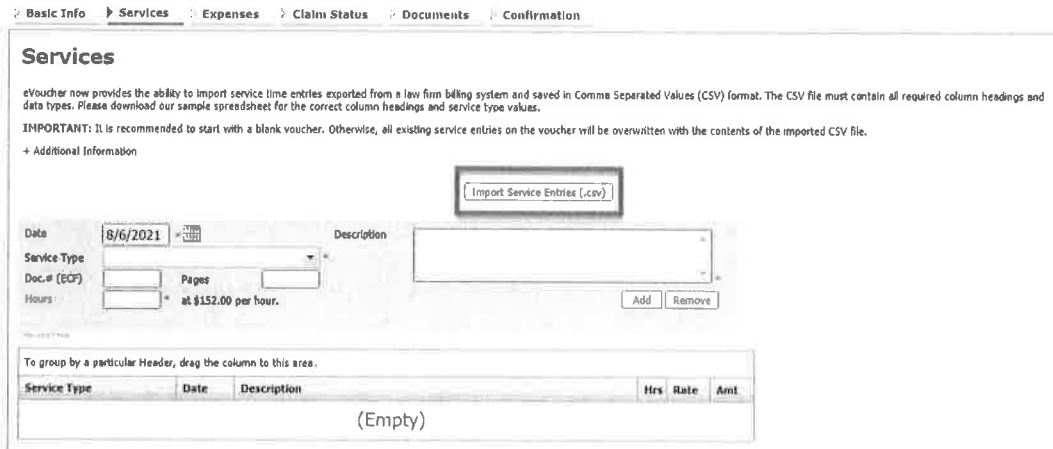
Doc.# (ECF): Pages:

Hours: * at \$155.00 per hour.

FILEDMS 6/1/2019

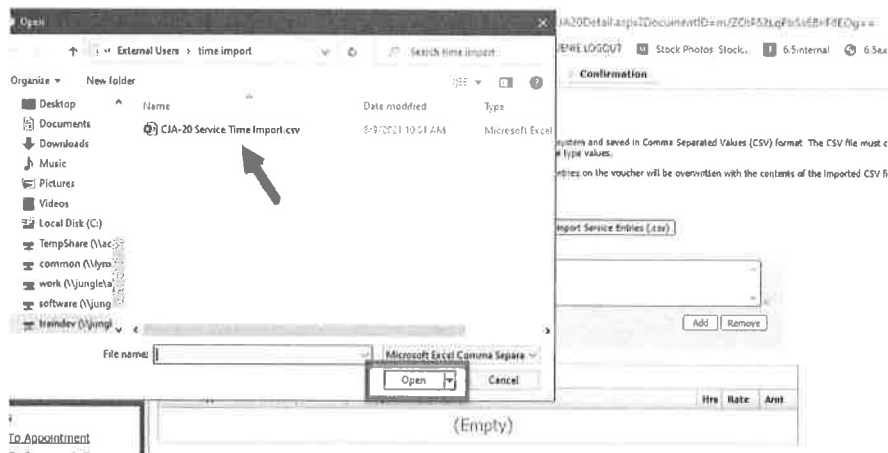
Step 3

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



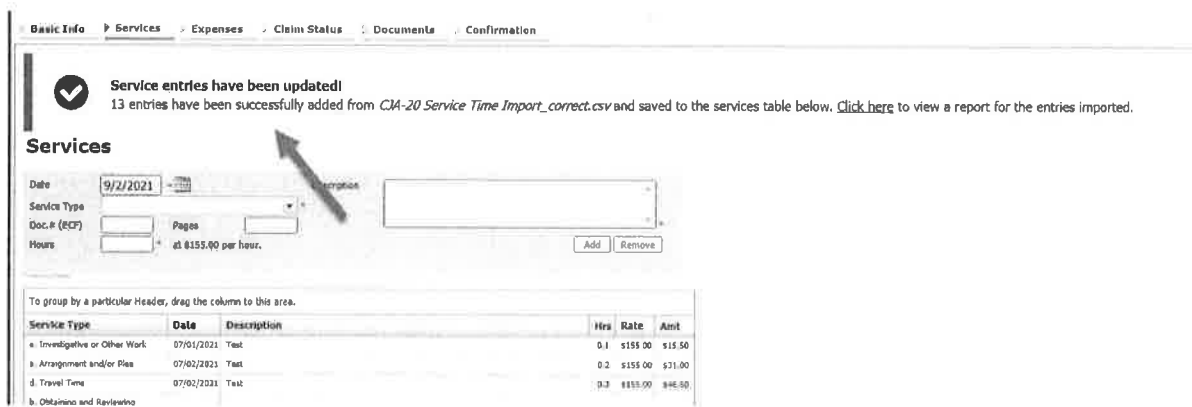
Step 4

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.

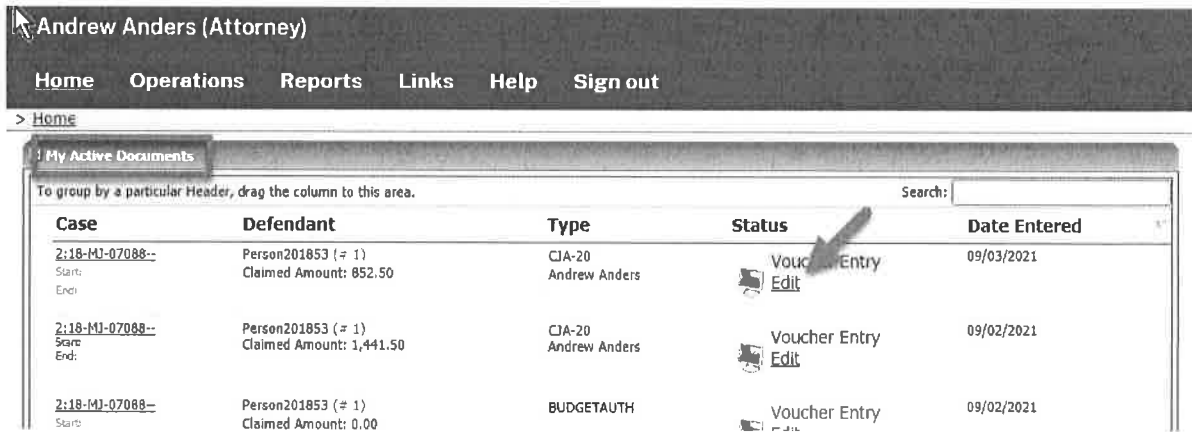


Importing Service Entries on Previously Created CJA-20s

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.



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: Jeshiah Branson

Link to CM/CF

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. CJA NUMBER 0101	1. PERSON REPRESENTED Jeshiah Branson	VOUCHER NUMBER	
3. MAG. DISTRICT NUMBER	2. DIST. DISTRICT NUMBER 01102-00001-0-0-0	7. OFFENSE NUMBER	4. OTHER DIST. NUMBER
5. NCAL MATTER # (Case Name)	6. FOLIO/CHARGE CODE Felony (including pre-trial diversion of alleged felonies)	8. TYPE FELONY REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE CHARGE 11.1823 F INSPECTION VIOLATION PENALTIES	11. COURT ORDER		
11.1 ATTORNEY NAME AND BILLING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-454-1234 Email: andy.anders@attolaw.com, P.C.	<input type="checkbox"/> A Attorney <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Felony for Federal Defender <input checked="" type="checkbox"/> L Limited Criminal Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointed Counsel <input type="checkbox"/> P Felony for Private Attorney <input type="checkbox"/> R Felony for Retired Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Limited Attorney <input type="checkbox"/> U Felony for Private <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Specialty Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS	Print Attorney's Name Appointed By: _____ Signature of Presiding Judge or By Order of the Court Subject: _____ Date of Order: 8-3-2014 <input type="checkbox"/> Print Pre Text Print Reprint: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Payment Info

Preferred Attorney: 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 view a sample .csv file, click the downloadable 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

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: [Dropdown]
 Description: [Text Area]
 Doc.# (ECF): [Text] Pages: [Text]
 Hours: [Text] at \$155.00 per hour. [Add] [Remove]

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arrangement 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.



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.



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



Step 2

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

Ⓐ Errors Only ○ Full Report

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

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

Step 3

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

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

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

Services

Creating the Excel File for Import

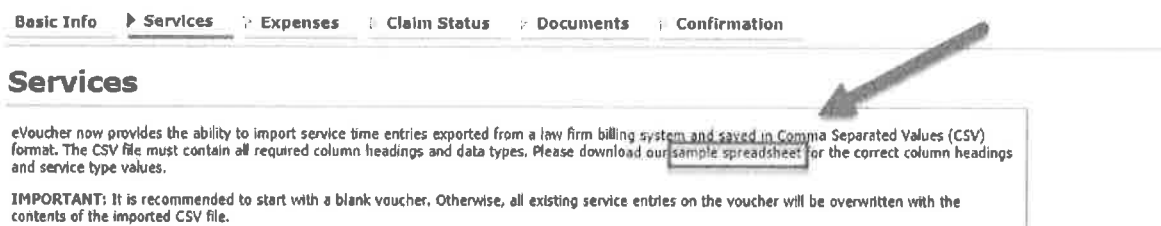
Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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

Services

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

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



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

If the first row contains service entry information instead of headings, the date in row 1 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						

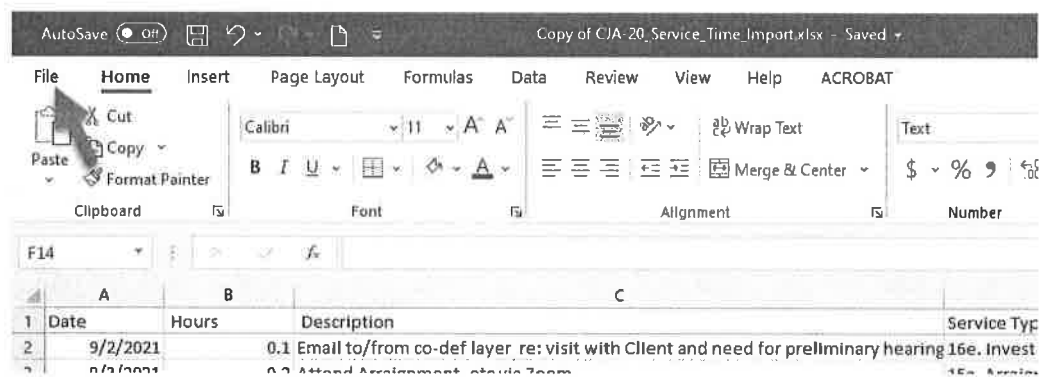
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, .125 is rounded down to .1 and .75 is rounded up to .8.

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.

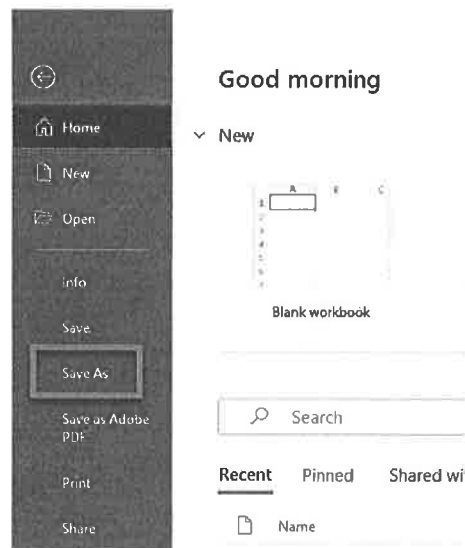
Step 1

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



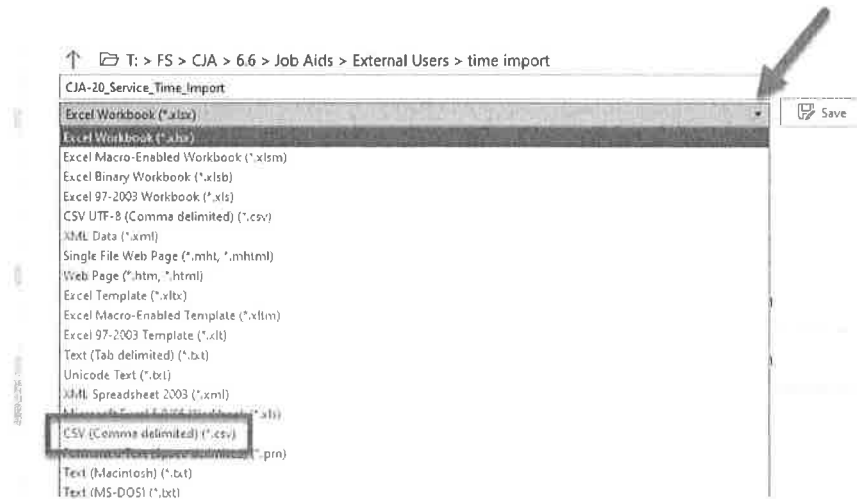
Step 2

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.



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.

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

Description: Travel to and from court.

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: 4/17/2020
 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
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: 4/17/2020 = [calendar icon] Description: [text area]

Expense Type: [dropdown menu]

Miles: [text area] = at \$0.535 per mile.

Amount: [text area] [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. indicate the number of pages, and the rate charges per page.
- Remember to click **Add** after each entry
- Click an entry to edit.
- Any single expense (not including mileage) over \$50 **must** have a receipt attached.
- **All** hotel receipts **must** be attached
- Meal receipts (alcohol is not reimbursable) **must** be attached (actual receipt, not credit card slip).
- Any legal research expenses (Westlaw, Lexis) **must** have the printout attached.

Claim Status

Step 1

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

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

Claim Status

Start Date End Date

Payment Claims *

Final Payment

Interim Payment (payment #)

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

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

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

* Required Fields

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

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 expenses, justification statements, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

Step 1

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

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

Supporting Documents

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

File C:\Users\JaimaLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

First Previous Next Last Save Delete Draft Audit Assist

Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description is added to the voucher and appears at the bottom of the Description column.

Supporting Documents

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

File C:\Users\JaimaLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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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. CIRCUITRY CODE 2101		1. PERSON REPRESENTED Roshiah Branson		1. VOUCHER NUMBER	
3. MAG. DISTRICT NUMBER		2. DIST. PAYMENT NUMBER 1-14-CR-08001-1-AA		4. OTHER DISTRICT NUMBER	
1. CASE MATTER OR (Case Name) JSA v. Branson		2. PAYMENT CATEGORY Felon (including pre-trial diversion of alleged felony)		3. TYPE PERSON REPRESENTED Adult Defendant	
				5. REPRESENTATION TYPE Criminal Case	

II. OFFENSE CHARGES

13. FEL. DISPOSITION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anderson 110 Mann Street San Antonio, TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: law.com@data.microsoft.com		11. COURT ORDER <input type="checkbox"/> A. Arrested <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 Off) <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 <input type="checkbox"/> V. Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anderson TIN: XX-XXXXXXX 110 Mann Street San Antonio TX 78210 US Phone: 210-833-3623		Felon Attorney's Name Appointed Status Signature of Presiding Judge or By Order of the Court Albert A. Bertrich Date of Order 11/3/2014 Repayment <input type="checkbox"/> YES <input type="checkbox"/> NO	

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

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

20. AFFIDAVIT OF EXHAUSTION DATE IF OTHER THAN CASE COMPLETION

21. CLAIM RESOLUTION

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

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

Signature of Attorney: _____ Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY

13. IN COURT COURT	14. OUT OF COURT COURT	15. TRAVEL EXPENSES	16. OTHER EXPENSES	17. TOTAL AMT. APPE. CERT.
18. SIGNATURE OF THE PRESIDING JUDGE	19. DATE	20. JUDGE CODE		
21. IN COURT COURT	22. OUT OF COURT COURT	23. TRAVEL EXPENSES	24. OTHER EXPENSES	25. TOTAL AMT. APPE. CERT.
26. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATED) (Payment approved in excess of the amount allowed)	27. DATE	28. JUDGE CODE		29. TOTAL AMT. CERTIFIED FOR PAYMENT

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**.

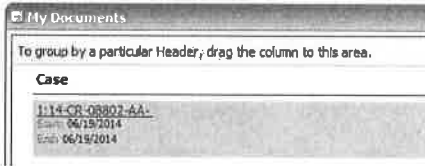
Step 3

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.

The active voucher will be removed from the My Active Documents section and will now appear in the My Submitted Documents section.

Case	Defendant	Type	Status
1:14-CR-03801-AA Date: 06/12/2014 Doc: 06/12/2014	Jebediah Branson (P: 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court 0101.0000150
1:14-CR-03801-AA Date: 06/09/2014 Doc: 06/09/2014	Jebediah Branson (P: 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000201 INTERIM PAYMENT
1:14-CR-03801-AA Date: 04/02/2014 Doc: 0101/1500	Jebediah Branson (P: 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court 0101.0000002

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.



[REDACTED]

[REDACTED]

[REDACTED]

