

## How to Create a New CJA 20 Voucher

**Step 1** On your **Home** page, locate the appointment in the **Appointments' List** folder. Click the case link.

Appointments	Defendant
<a href="#">Case: 1:14-CR-00444-3</a> Defendant #: 1 Case Title: USA v. James Attorney: Green Jeans	<b>Defendant: John James</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
<a href="#">Case: 7:11-CR-00099-3</a> Defendant #: 1 Case Title: USA v. Klein et al Attorney: Green Jeans	<b>Defendant: Karan Klein</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/30/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
<a href="#">Case: 7:10-CR-00002-3</a> Defendant #: 2 Case Title: USA v. WARNER et al Attorney: Green Jeans	<b>Defendant: JAMES WARNER</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:
<a href="#">Case: 7:10-CR-00002-3</a> Defendant #: 3 Case Title: USA v. Lola et al Attorney: Green Jeans	<b>Defendant: Levon Helm</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/02/14 Pres. Judge: Jeff J Judge Adm./Mag Judge:

The **Appointment Info** page displays any vouchers that have been created for this appointment.

**Step 2** Under **Create New Voucher** on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the **Vouchers on File** section.

**Appointment Info**

1. CIR. DISTRICT CODE	2. PERSON REPRESENTED	3. OTHER CHECK NUMBER
0001	Jehediah Branson	
3. NAJ G. DIST. DEP. NUMBER	4. DIST. DIST. DEP. NUMBER	5. APPELLS. DIST. DEP. NUMBER
	14-CR-00002-3-A	
6. IN CASEMASTER ORG. LAW NUMBER	7. PAYMENT CATEGORY	8. TYPE PERSON REPRESENTED
USA v. Branson	Priority (including pre-trial diversion of charged fees)	Adult Defendant
9. REPRESENTATION TYPE	10. REPRESENTATION TYPE	11. OTHER REPRESENTATION TYPE
	Criminal Case	

**Create New Voucher**

- AUTH - Create
- AUTH-24 - Create
- CJA-20 - Create**
- CJA-21 - Create
- CJA-26 - Create
- TRAVEL - Create

**Vouchers on File**

Case	Defendant	Type	Status	Date Entered
1:14-CR-00002-AA	Jehediah Branson (F)	CJA-20	Voucher Closed	08/23/2015
1:14-CR-00002-AA	Andrew Anders	AUTH	Submitted to Court	11/20/2015
1:14-CR-00002-AA	Jehediah Branson (F)	AUTH	Voucher Draft	04/14/2014

**Step 3** On the **Services** and **Expenses** tabs, enter your expenses and save your work. Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. Be sure to select the appropriate radio button under **Payment Claims**. You may continue to add items and edit the voucher until you are ready to submit the claim to the court. Note: At any time, click **Audit Assist** to view any errors or warnings.

**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

**Audit Assist**

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
<a href="#">1:14-CR-08806-BB-</a> Start: 01/01/1901 End: 01/01/1901	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/25/2015
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>	04/14/2014
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry <a href="#">Edit</a>	11/05/2015

If you save your voucher and do not submit it to the court, you will find your voucher in the **My Active Documents** folder at the top left of your **Home** page. To continue working with the voucher, click the **Edit** link in the **Status** column.

**Notes:**

- Sorting your services and expenses by date, will display the correct start date.

To sort by date, click the **Services** tab. Drag the **Date** column header up to the blue “group by” area. The services entry will be grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

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

### Services

Date:  \* Description:

Service Type:  \*

Doc. # (ECF):  Pages:

Hours:  \* at \$126.00 per hour.

\* Required Fields

To group by a particular Header, drag the column to this area.					
Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00

These services are now sorted by date.

Group by: Date						
Service Type	Date	Description	Hrs	Rate	Amt	
Date: 03/03/2014						
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00	
Date: 03/04/2014						
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00	
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00	