

How to Create a New CJA-20 Voucher

On your **Home** page, locate the appointment in the **Appointments' List** folder.

Step 1

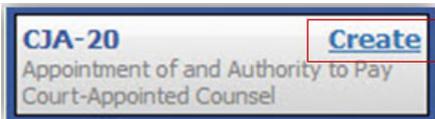
All open appointments can be found in the **Appointments' List**. All appointments, **open and closed**, can be accessed via "My Appointments" on the Attorney Home Page.

Click on the Case number hyperlink.

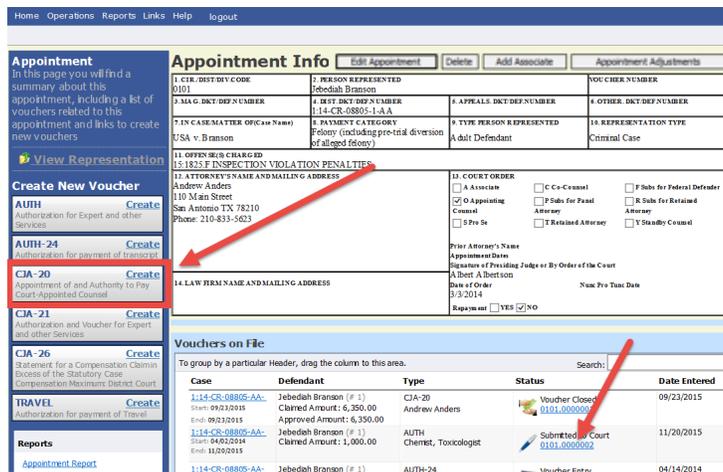


Step 2

In the **Appointment Info** section, from the CJA-20 Voucher template, click the **Create** hyperlink unless you see an existing CJA-20 voucher that you have already created in the **Vouchers on File** section (located in the bottom half of the page).



Note: If you have an associate on your voucher scroll to the end of this document for more information.



Step 3

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

Basic Info

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

Step 4

On the **Services** and **Expenses** tabs, enter the date of the service. Default date is always the current date. Enter time and expenses. Click “add” to add entries. You may add time in any order. **To edit:** Click any entry to edit, then click “add” (or “remove” to delete). Save.

Services

Date: 4/17/2020
 Service Type:
 Doc.# (ECF):
 Pages:
 Hours:
 at \$148.00 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	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

Save Delete Draft Audit Assist

- Within the voucher, you can sort by clicking the Service Type/Date/Description etc. headers
- To avoid data loss, frequently save any entries made to a voucher. There is **NO AUTOSAVE** function.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it. Deleted vouchers cannot be retrieved.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- Your pop up blocker may prevent error messages from being seen.



Step
4

Next, click the **Claim Status** tab.

Enter the start date from the services or expenses entries, whichever date is earliest. The end date should be the last date of services or expenses. If need be, go back to the Expense and Service sections and click in the Date header to sort

The start and end dates must match the first and last date of services or expenses entries.

Enter final or interim payment (requires payment number and is only permitted with court order) in the Payment Claims section and answer all remaining questions. Save. You may continue to add items and edit the voucher until you are ready to submit the claim to the court. At any time, click **Audit Assist** to view any errors or warnings.

Note: For CJA-30s, you must make a selection from the **Stage of Proceeding** drop-down list.

Step
5

Documents

To add an attachment, click Browse to locate your file. Add a description of the attachment. Attach any documentation that supports the voucher; e.g., travel or other expense receipts, statement in support of excess fees, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

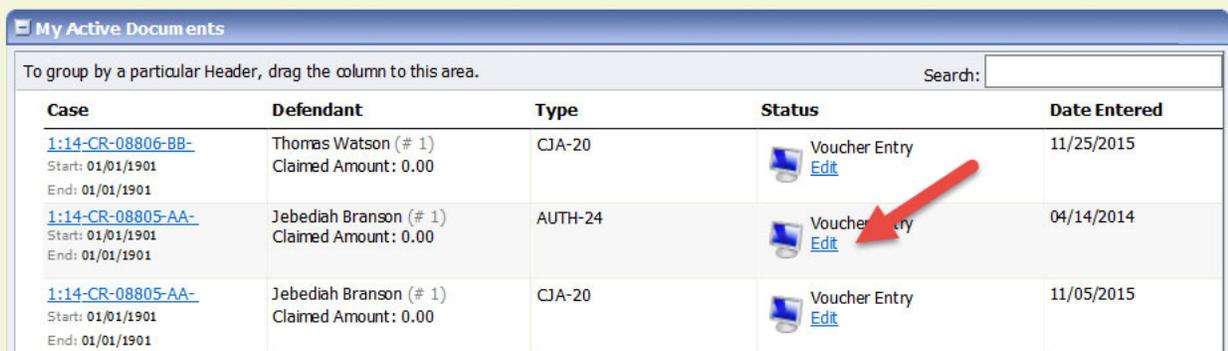
Step
6

Signing and Submitting to Court

Click the Confirmation tab or click Last on the progress bar. Verify all information is correct, then scroll to the bottom of the page. Select the check box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped. Click Submit. If you do not see the following confirmation screen, the voucher has not been properly submitted.

Click the **Home Page** hyperlink to return to the home page. Click the **Appointment Page** hyperlink if you wish to create an additional document for this appointment.

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



Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-BB- Start: 01/01/1901 End: 01/01/1901	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/25/2015
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	04/14/2014
1:14-CR-08805-AA- Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20	Voucher Entry Edit	11/05/2015

Associate Attorneys

Associates must be preapproved with a court order. Upon receipt of the order, the CJA Clerk will add the associate to the appointment. They will appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30, request the instructions for the Attorney Associates Functionality from the CJA Clerk or visit <http://www.gand.uscourts.gov/evoucher-documentation>.

If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.