Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

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Introduction

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

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider, or by the attorney acting 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 and associates. 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 for 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
- Requests by attorneys for interim payment
- Supporting document uploads 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

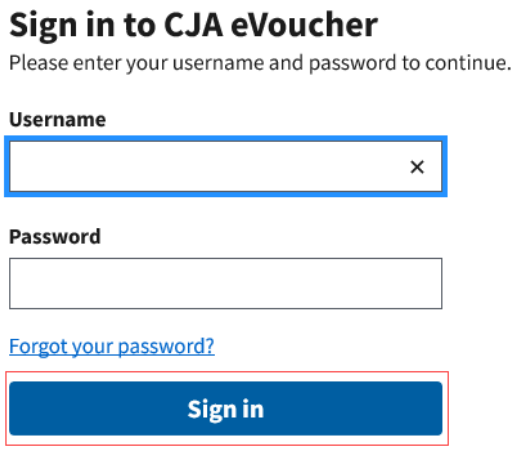
- Windows: Chrome 62, Edge 16, Firefox 57, Internet Explorer 10.1 with Compatibility Mode, Internet Explorer 11
- Apple Macintosh: Safari 10.1

Court Appointment

Courtroom deputies typically create CJA appointments. The program automatically generates an email message to the appointed attorney.

Accessing the CJA eVoucher Program

eVoucher can be accessed on the court's website, www.gand.uscourts.gov, tab "For Attorneys." https://evadweb.ev.uscourts.gov/CJA_gan_prod/CJAeVoucher/logon.aspx. It is suggested that you bookmark it for easier access. Log on using the username and password you were provided, and click **Sign in**.

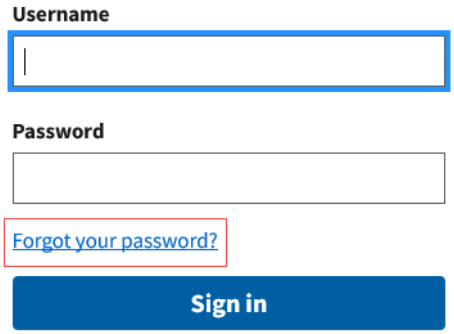


You are required to change your password within **30 days** of the first time you log on to eVoucher. Passwords must:

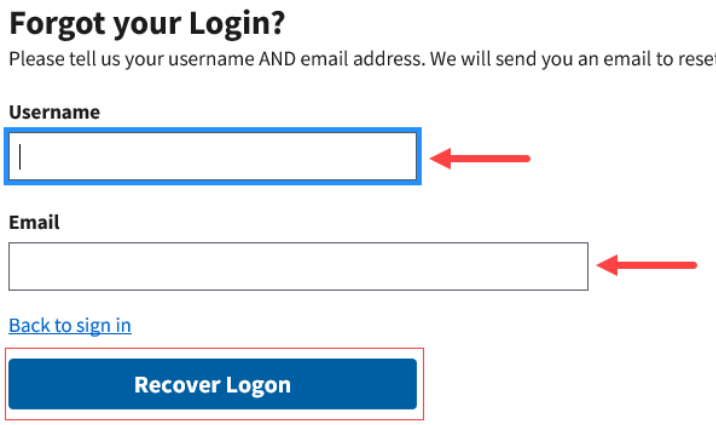
- Be at least eight characters in length.
- Contain one lowercase character.
- Contain one uppercase character.
- Contain one special character.
- Be alphanumeric.
- Not be a password used in the past 365 days.

You are required to change your password every 180 days.

If you forget your username or password, click the **Forgot your password** link.

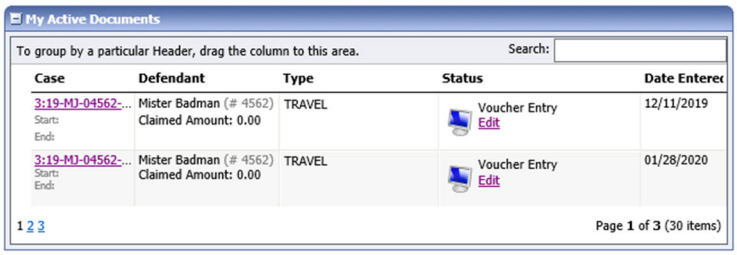


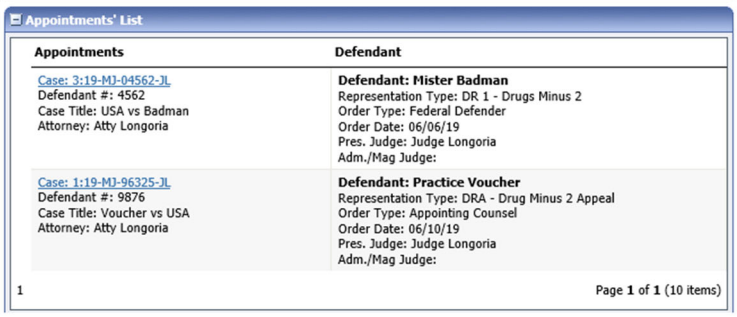
Enter your username and email address and click **Recover Logon**. You will receive an email offering help. The link provided in the password reset email is valid for 15 minutes and can only be accessed one time.

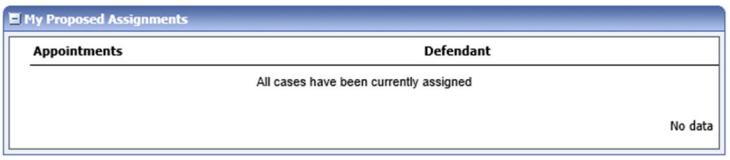


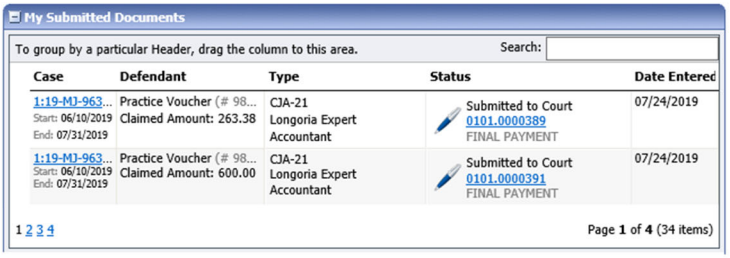
Home Page

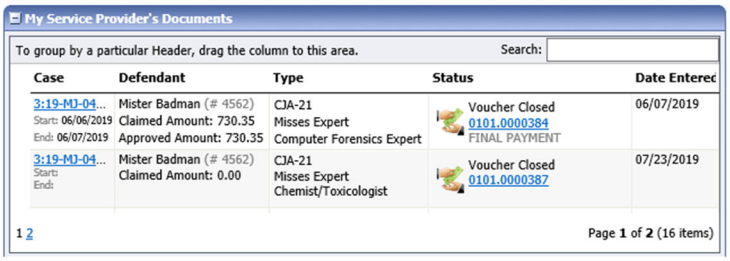
Your home page provides access to all of your appointments and vouchers. Security prohibits you from viewing information for any other attorney. Likewise, no one else has access to your information.

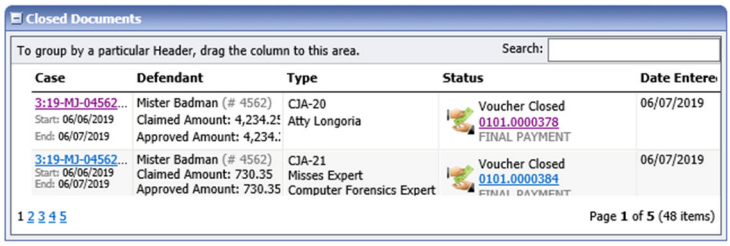






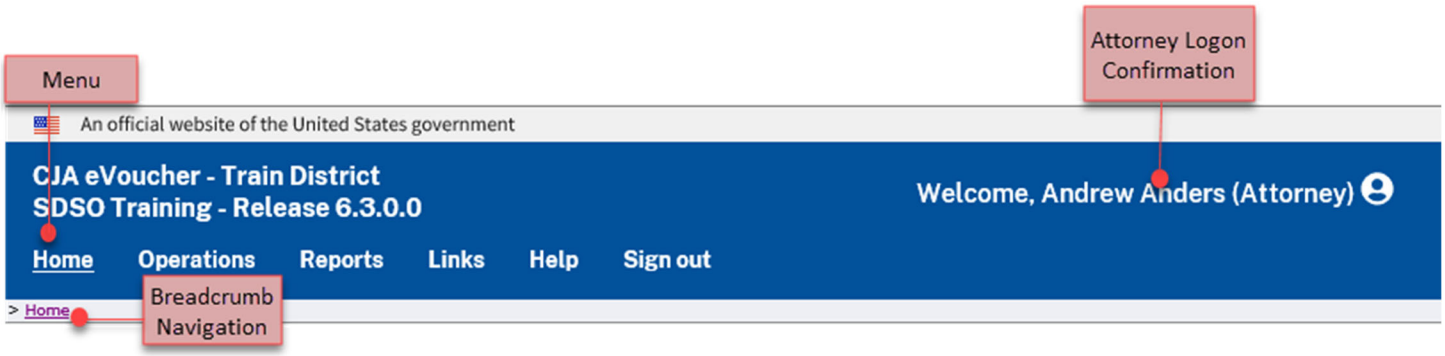






Folder Name	Contents
My Active Documents	This folder contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
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 or interim payments also appear in this folder.
My Service Provider's Documents	This folder contains all the vouchers for your service providers, including: • 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.
Closed Documents	This folder contains documents that have been paid or approved by the court. Closed documents only display for open cases. Closed documents display 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.
Help	Click to access: • Another link to your profile. • Contact Us email. • Privacy Notice. • eVoucher help documentation for attorneys and experts.
Sign out	Click to log off of the eVoucher program.

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expand/Collapse a Folder: Click the plus sign 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.), move your cursor to the line between the columns until a double arrow appears.

Step 2

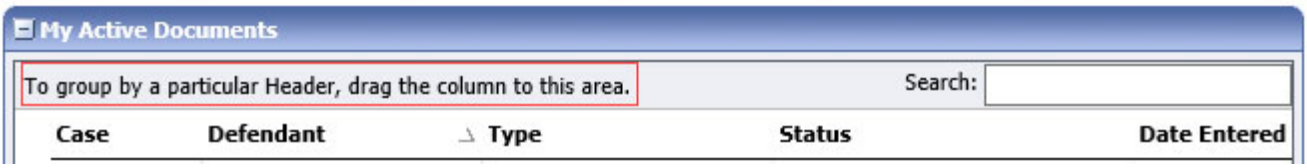
Drag the line in the desired direction to enlarge or reduce the column size.

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

Group by Column Heading: You can sort all the information within a folder by grouping documents by column header. All folders displaying the group header bar can be sorted in this manner.

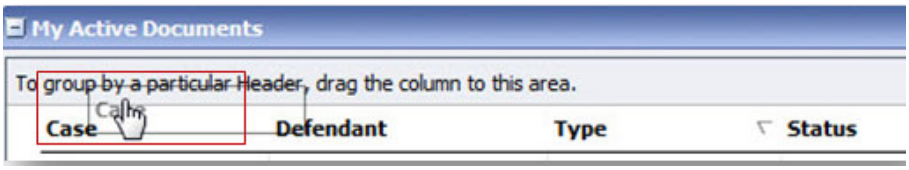
Step 1

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



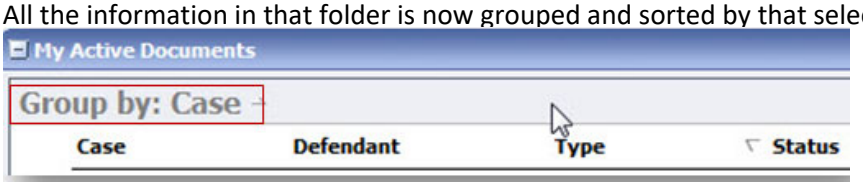
Step 2

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



Step 3

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



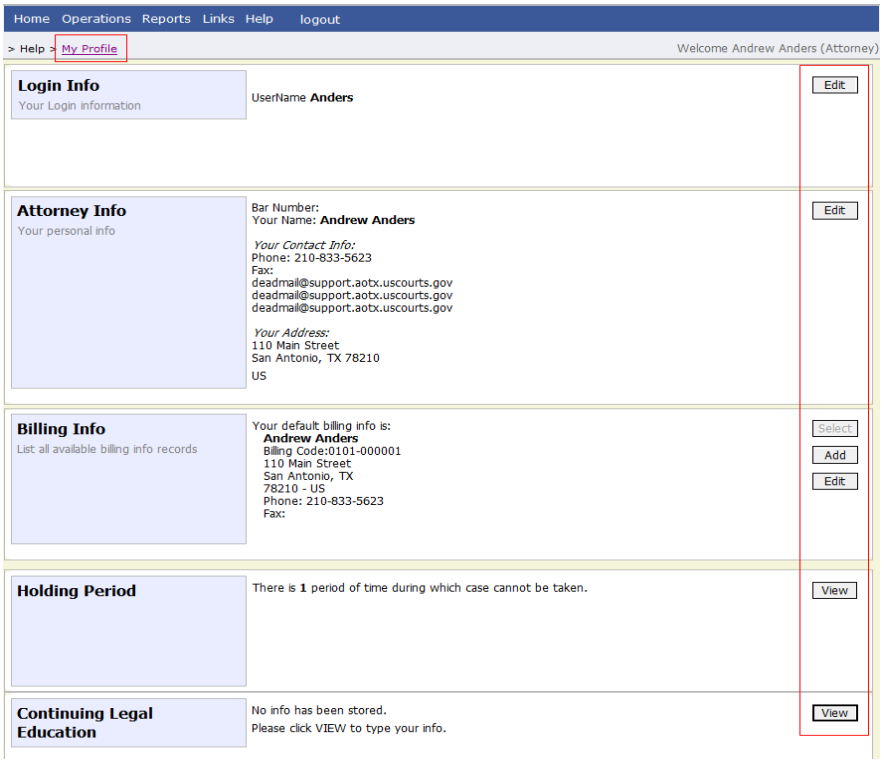
My Profile

In the My Profile section, the attorney can:

- Change the password (Login Info section).
- Edit contact information, phone, email, and/or physical address (Attorney Info section).
- Update billing information (Billing Info section). SSNs and W-9s **must** be provided to the court. 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 (Holding Period section).
- Document any CLE attendance.

To access the My Profile page, from the menu bar, click **Help** and then click **My Profile**, or click the **My Profile** link to the right of the menu bar.

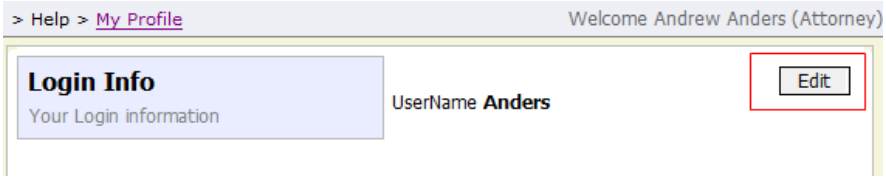
The My Profile page appears.



Changing My Profile Username and Password

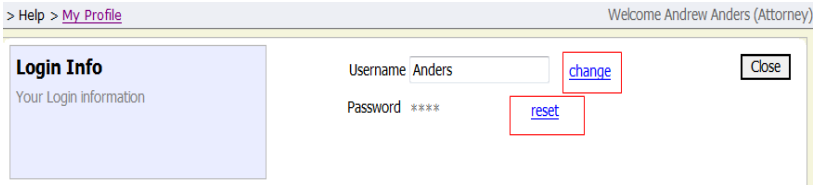
Step 1

In the Login Info section, click **Edit** to change your password.



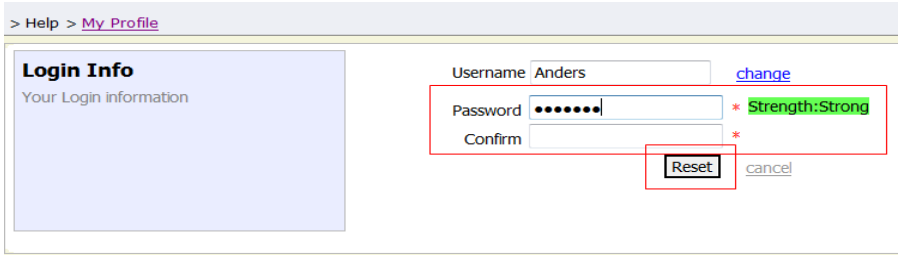
Step 2

To change your username, type the new username and click the **change** link. The "The Username has been changed" message appears. To reset your password, click the **reset** link.



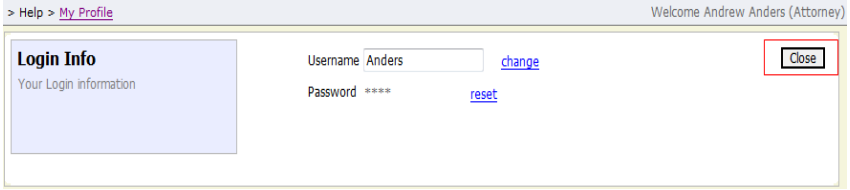
Step 3

In the **Password** field, enter the new password, and then reenter it in the **Confirm** field. Click **Reset** to save.



Step 4

Click **Close** to exit the Login Info section.



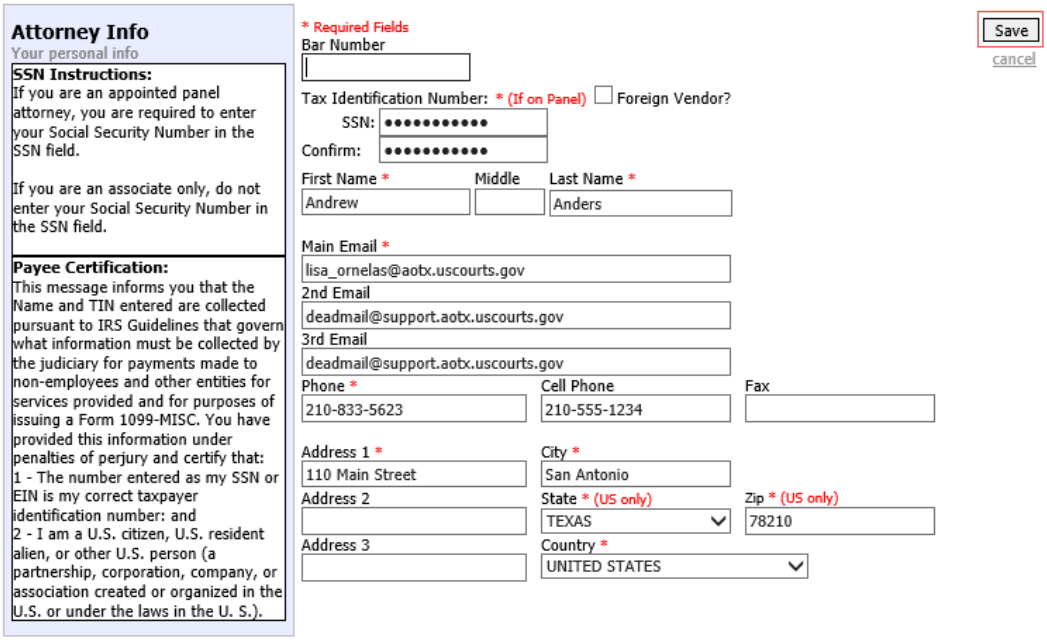
Attorney Info

Step 1

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

Step 2

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



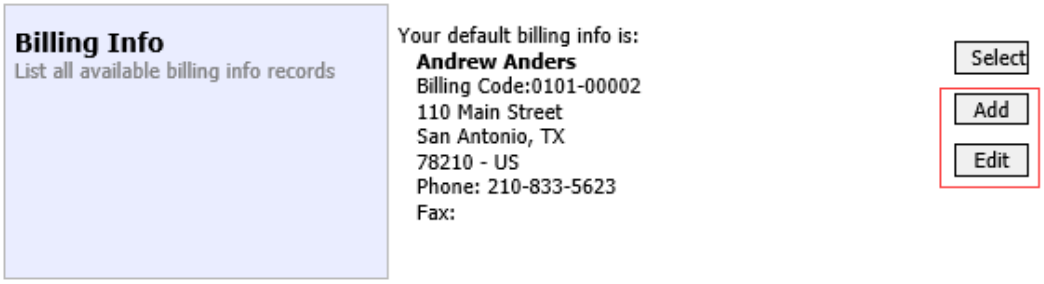
Notes:

- 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.
- Attorneys should enter in the 'Phone' field the phone number through which they would like to receive calls for appointments.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

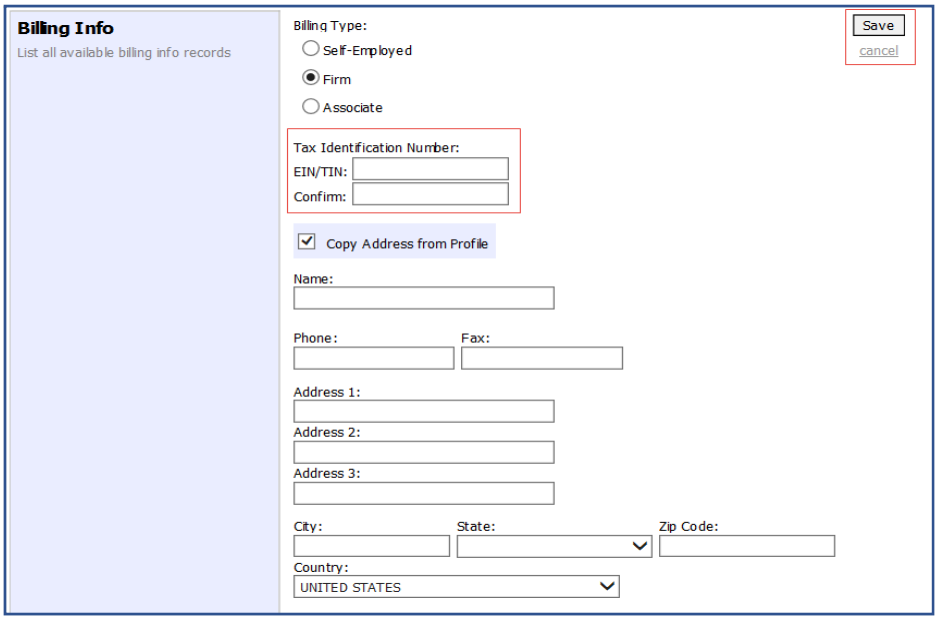
Step 1

The Billing Info section is typically completed by the court. Click **Add** if no billing information is available. Click **Edit** to change the information already entered. Billing information must be entered before any payments can be made.



Step 2

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



Notes:

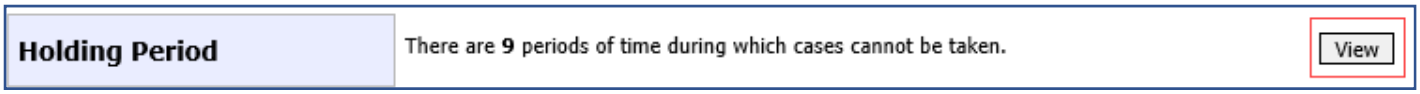
- Attorneys with preexisting agreements must provide the firm's EIN and name.
- The SSN/EIN is used when reporting income to the IRS.
- Contact the CJA Clerk if you have obtained an order approving an associate. Associates do not need to enter an SSN. No information is required in the **Billing Code** field.
- See the Associates Functionality document to learn more about creating vouchers as an associate.

Holding Period

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

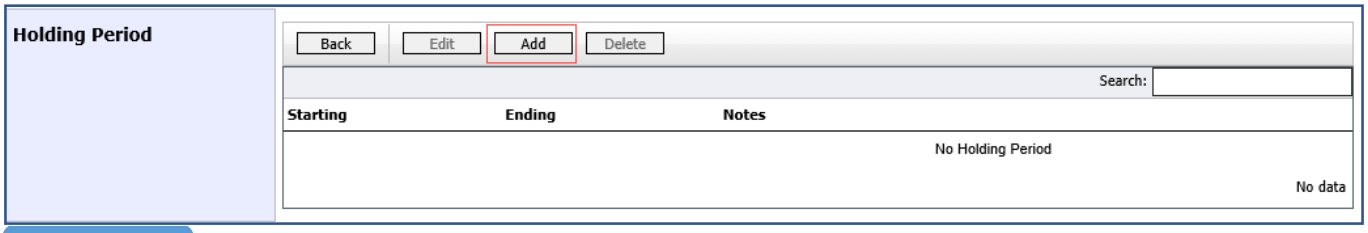
Step 1

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



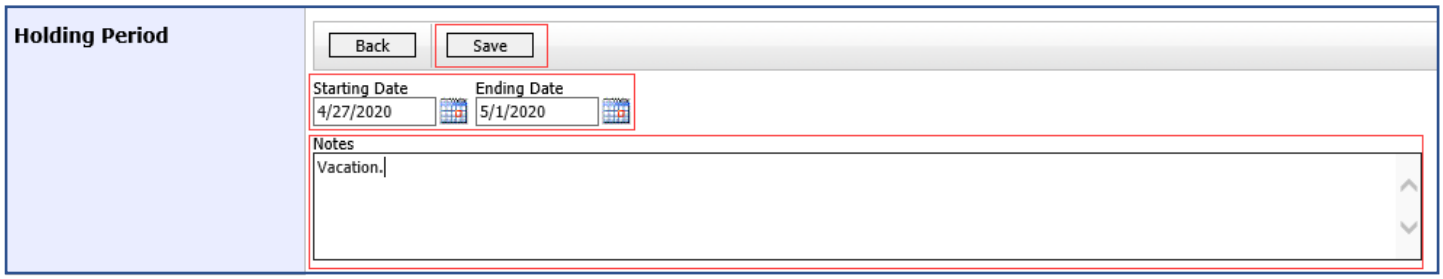
Step 2

Click **Add**.



Step 3

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



Continuing Legal Education (CLE)

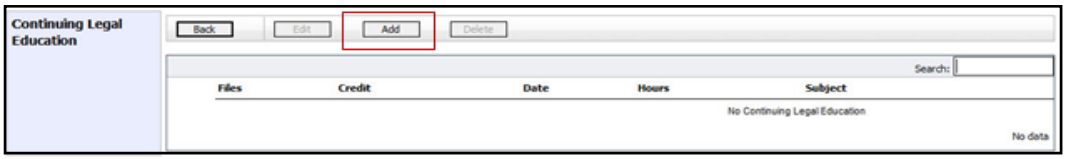
Step 1

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

C

Step 2

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

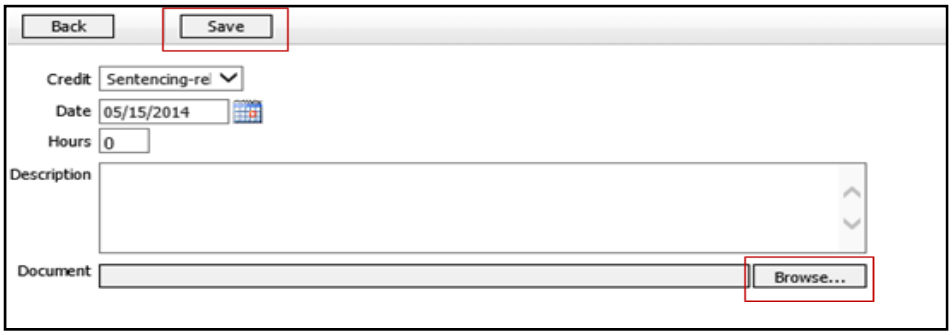


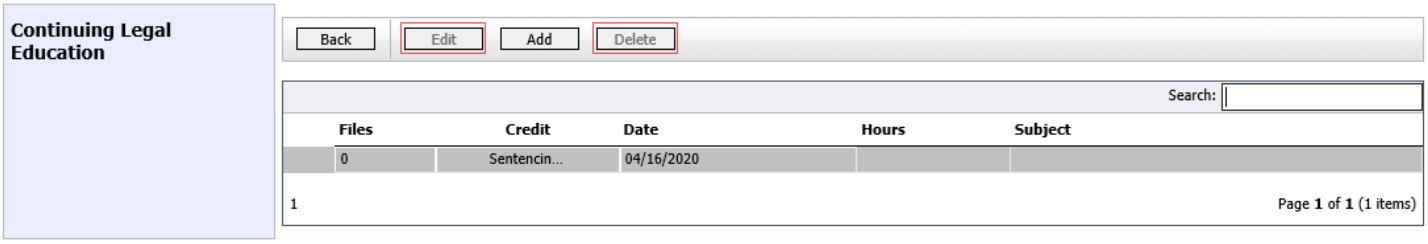
Step 3

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**.

Step 4

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





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.

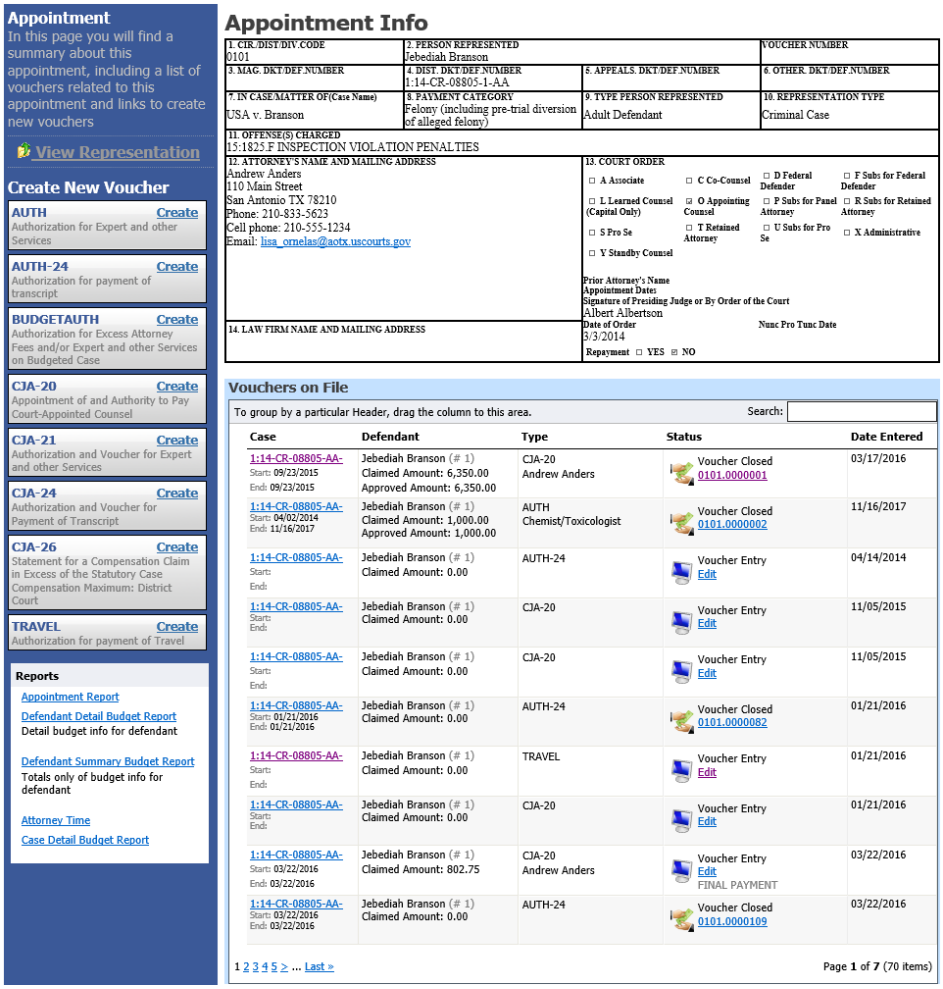
Active Appointments' List

On your home page, locate the Appointments column in the **Appointments' List** section to view open appointments.

All appointments, **open and closed**, can be accessed via "Operations" on the Attorney Home Page.

Step 1

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



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 Info 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.

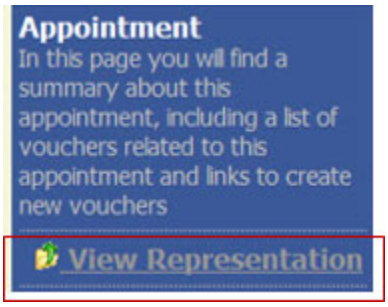
View Representation

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

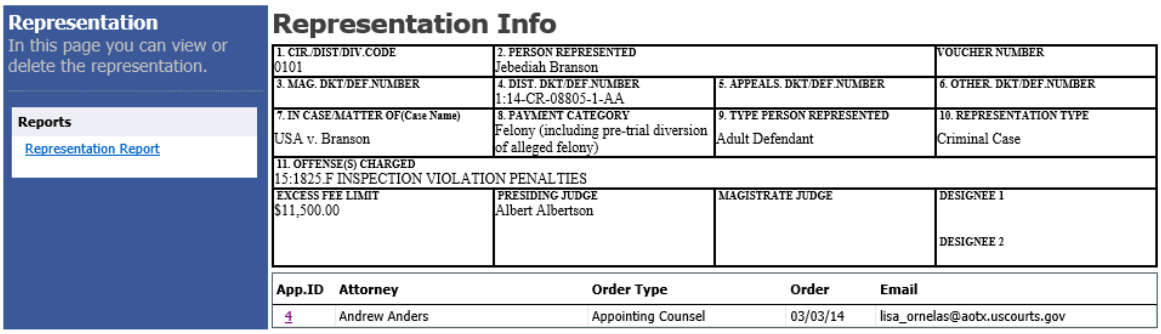
- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 1

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



The Representation Info page appears.

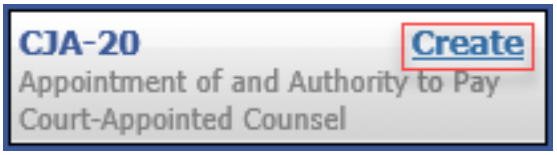


Creating the CJA-20 Voucher

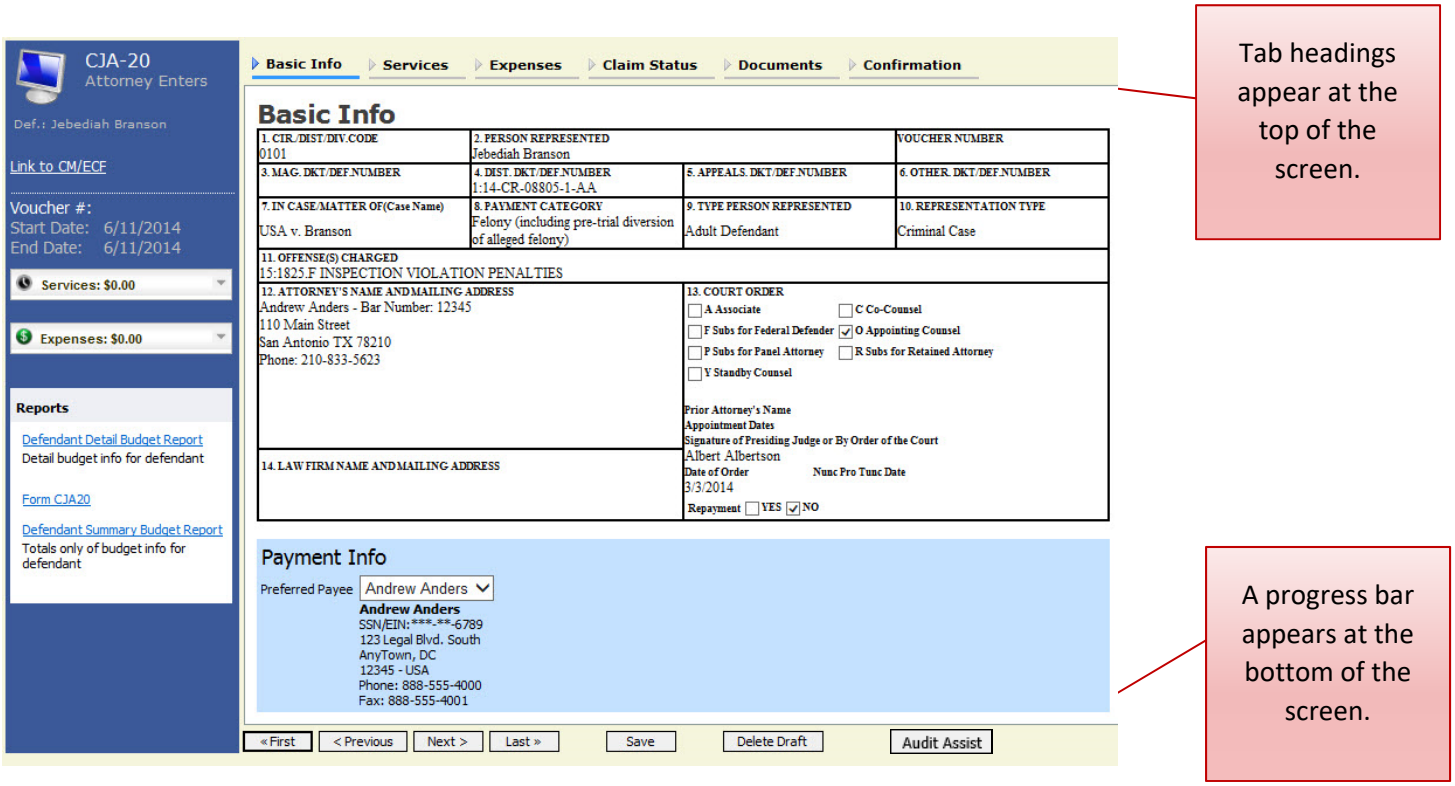
The court creates the appointment. The attorney initiates the CJA-20 voucher.

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

In the Appointment 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.



Notes:

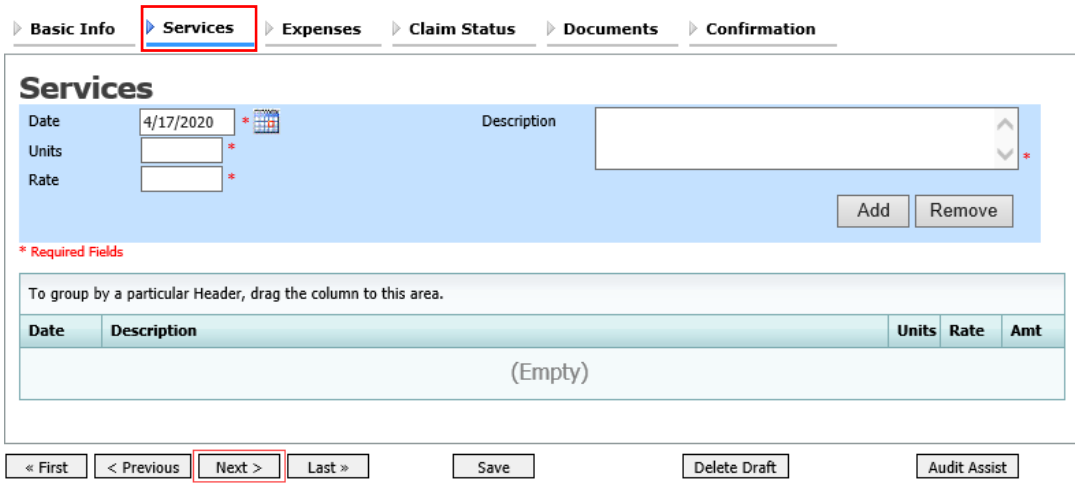
- To avoid data loss, frequently save any entries made to a voucher. There is **NO AUTOSAVE** function.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it. Deleted vouchers cannot be retrieved.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tab headings or the navigation buttons in the progress bar.

Entering Services

Itemized entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here. Do not combine different categories in one entry.

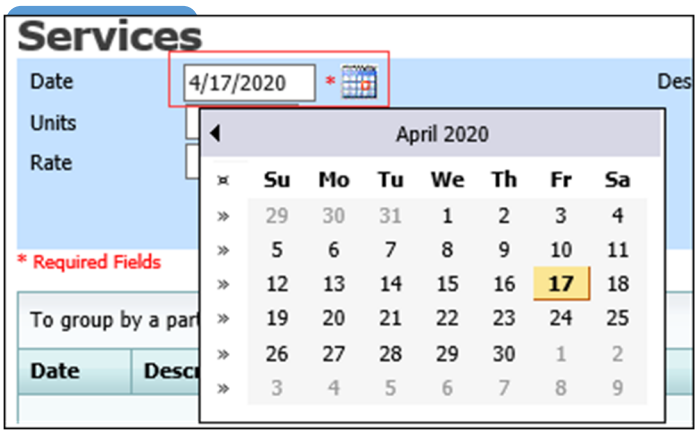
Step 1

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

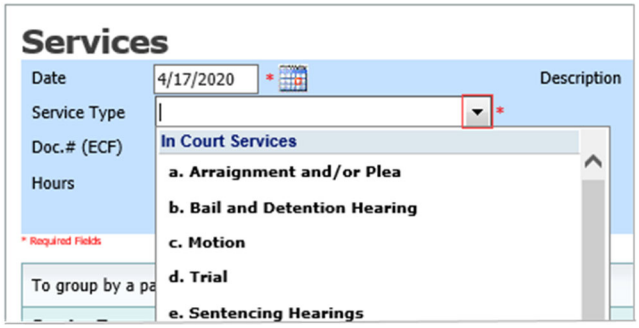


Step 2

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.



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

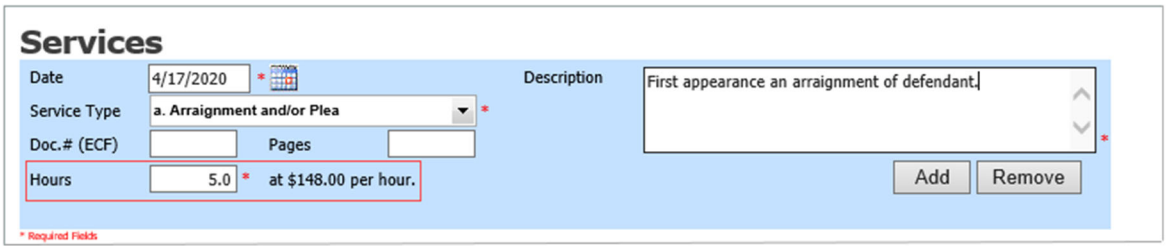


Notes:

- You can add dates in any order, or sort in chronological order at any time.
- In-court services (15a.-h.) must be used for court proceedings only, incl. status conferences via telephone.
- Use 16a. for all phone calls and meetings; 16c. for research and drafting pleadings.
- Enter travel 16d. as one roundtrip entry.

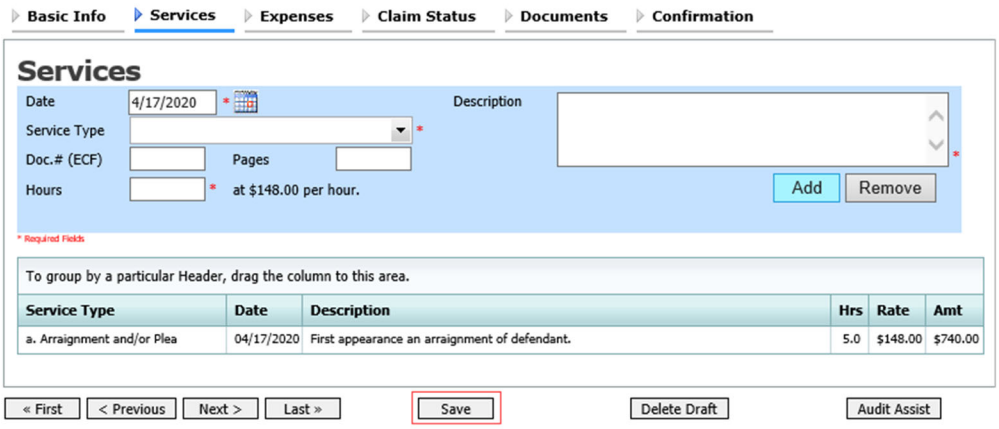
Step 4

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



Step 5

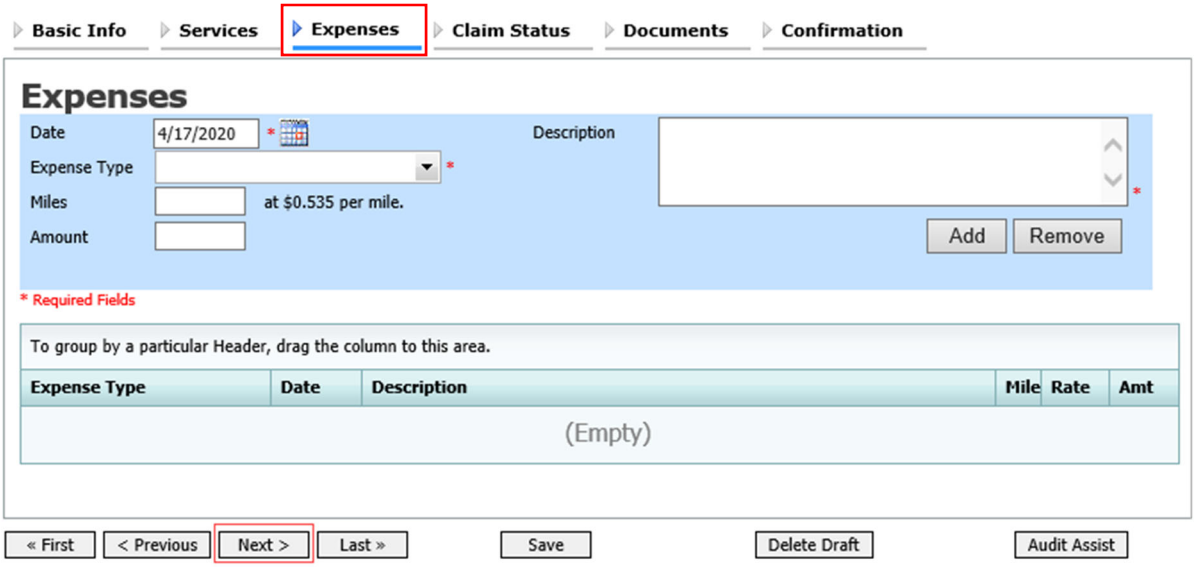
The entry is added to the voucher and appears at the bottom of the Service Type column. The Date header sorts by date. Be sure to click **Save**. Click an entry to edit.



Entering Expenses

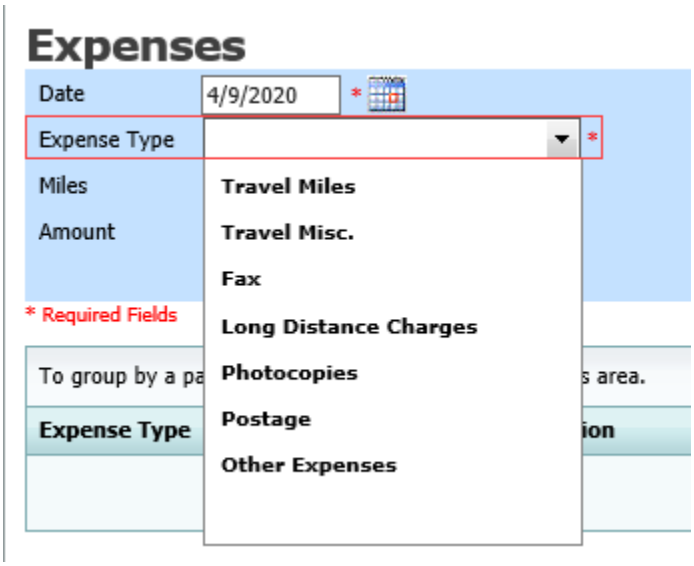
Step 1

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



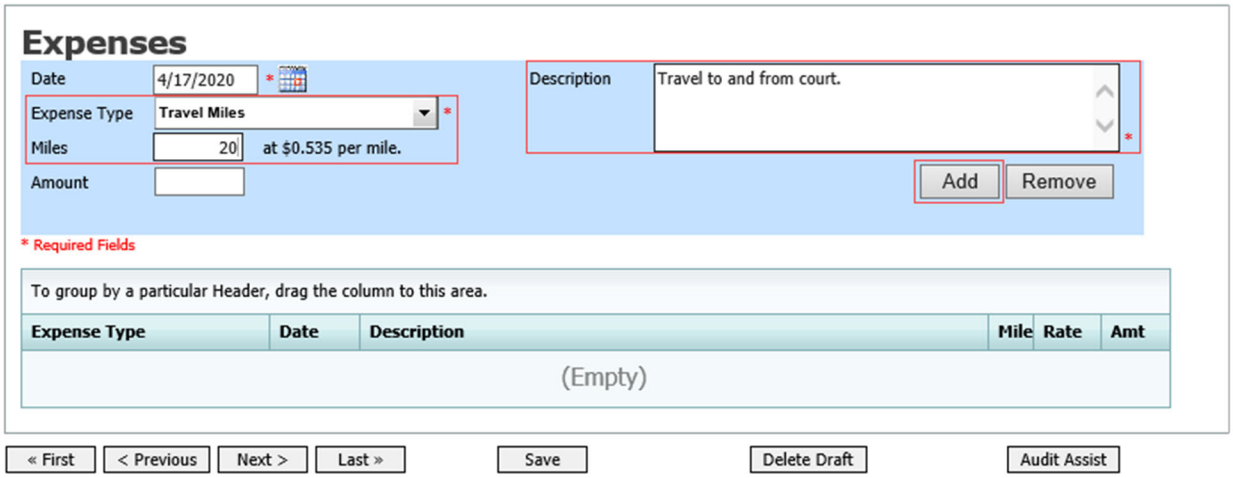
Step 2

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

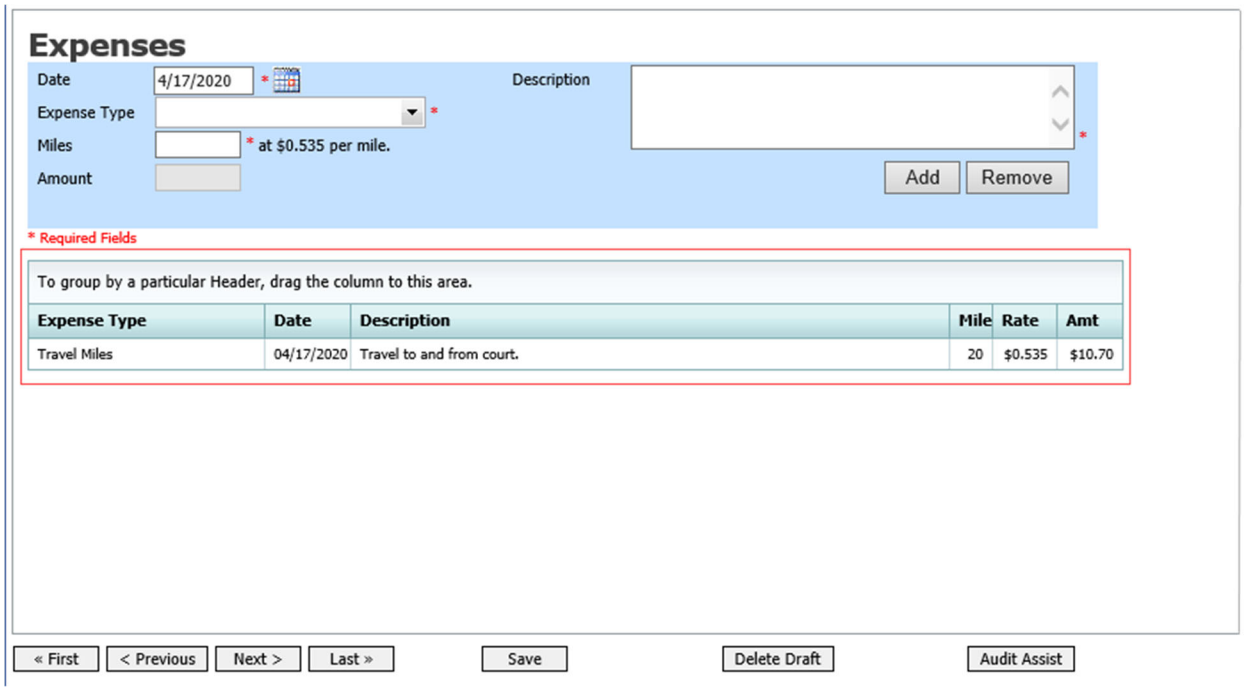


Step 3

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

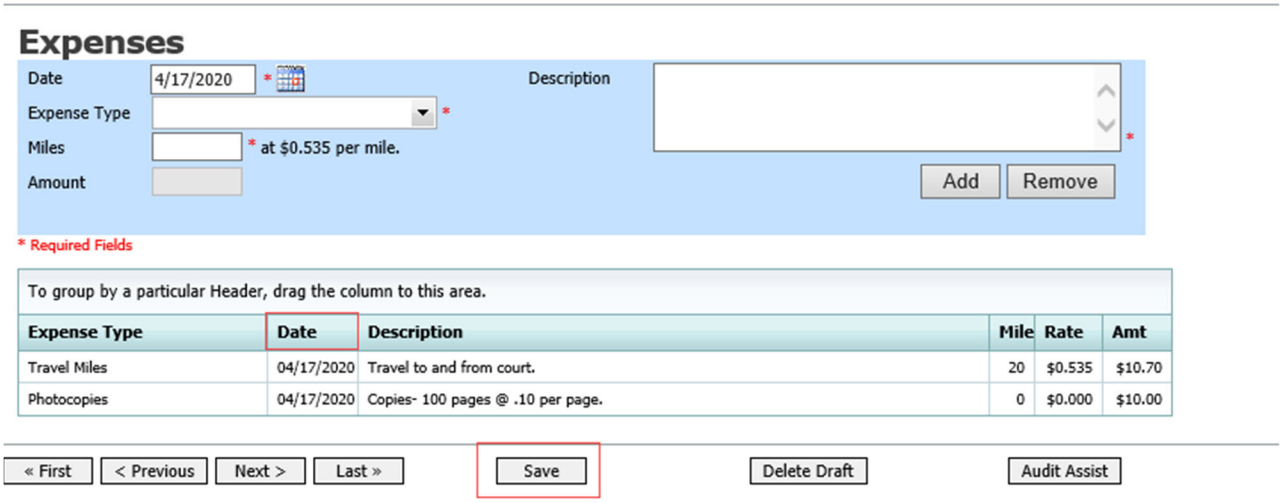


The entry is added to the voucher and appears at the bottom of the Expense Type column.



Step 4

Click in the **Date** column header to sort expenses by date. Click **Save**.



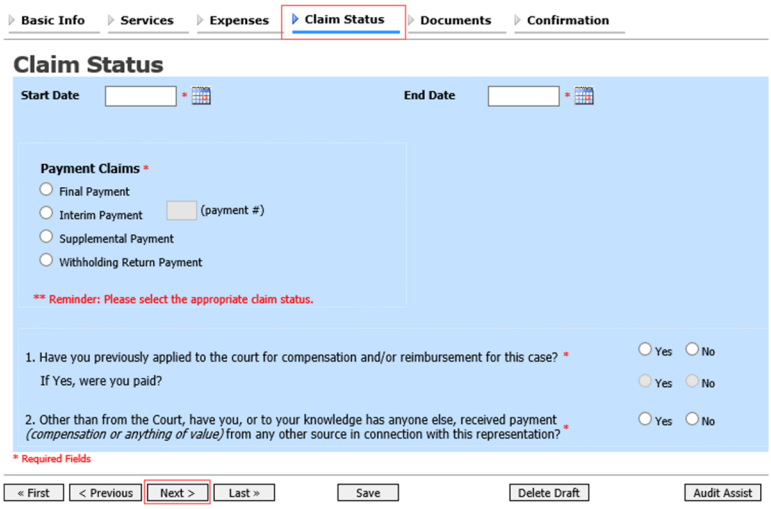
Notes:

- If you choose photocopies expenses, indicate the number of pages, and the rate charged per page.
- Remember to click **Add** after each entry.
- Click an entry to edit.

Claim Status

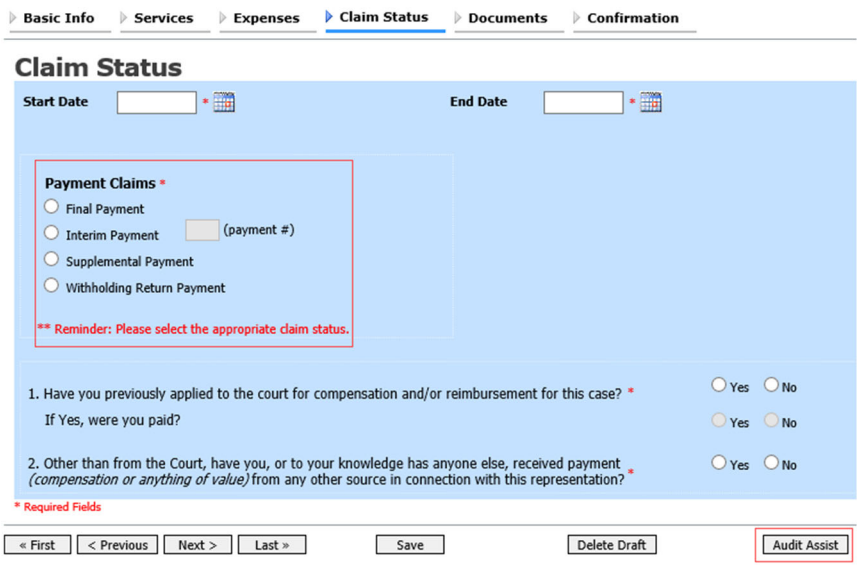
Step 1

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



Step 2

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 of 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.

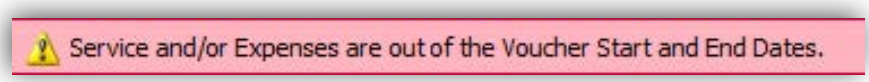


Notes:

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

- **Final Payment** to request payment after all services have been completed.
- **Interim Payment** to allow for payment throughout the appointment. **A court order is required!** If approved, indicate the number of interim payment in the field provided.
- **Supplemental Payment** for, e.g., Rule 35 representation or to request payment due to a missed or forgotten receipt after the final payment has been submitted.
- **Withholding Return Payment** for an attorney to request return payment of withheld funds. The attorney can submit a blank (no services or expenses) CJA-20/30/21/31 at the end of the case.

If you try to submit with errors, you may receive the following pink error message (if your pop up blocker is turned off):



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.

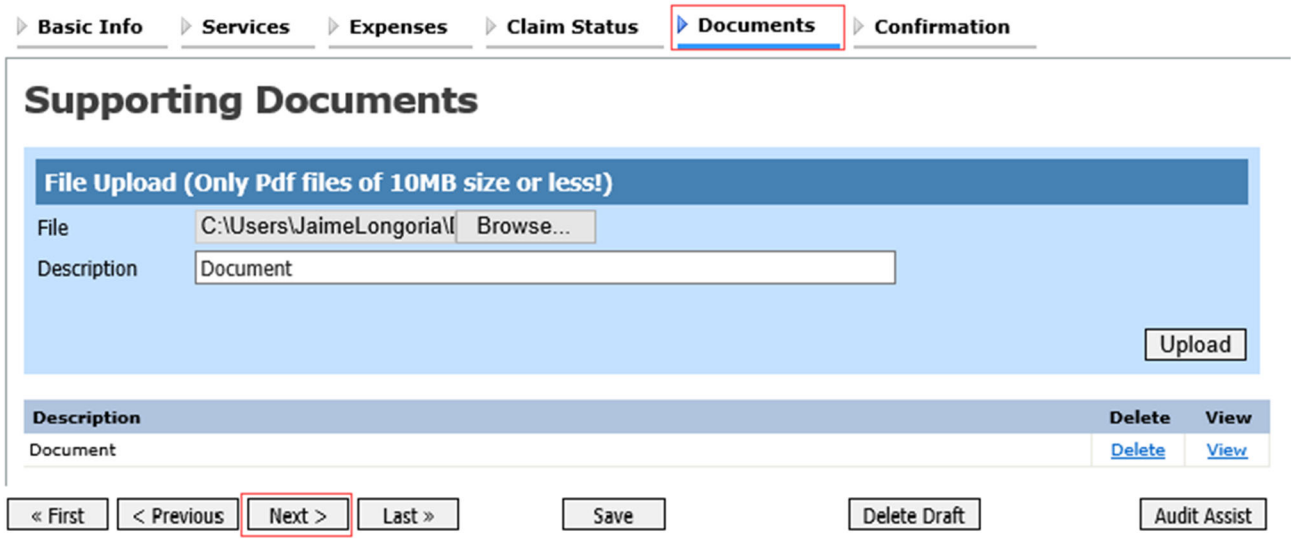
Be sure to save!

Documents

Attach any documentation that supports the voucher; e.g., travel or other expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less.

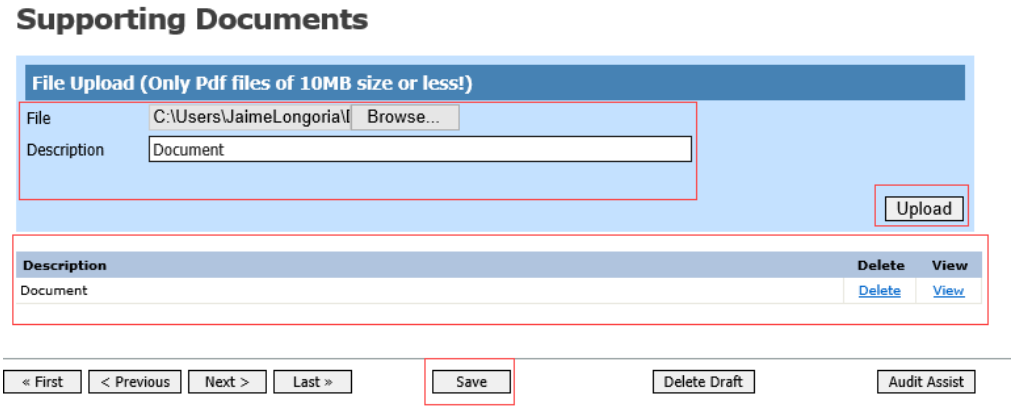
Step 1

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



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.



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

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☐ L Learned Counsel (Capital Only) ☑ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative
☐ Y Standby Counsel

14. LAW FIRM NAME AND MAILING ADDRESS
Andrew Anders TIN: XX-XXXXXXX
110 Main Street
San Antonio TX 78210 US
Phone: 210-833-5623

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
Repayment ☐ YES ☒ 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. 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 ☐ Final Payment ☐ Interim Payment (#) ☐ Supplemental Payment ☐ Withholding Payment (---) (Total ---)

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				
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	28a. 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	TOTAL AMT. CERTIFIED FOR PAYMENT

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

Public/Attorney Notes

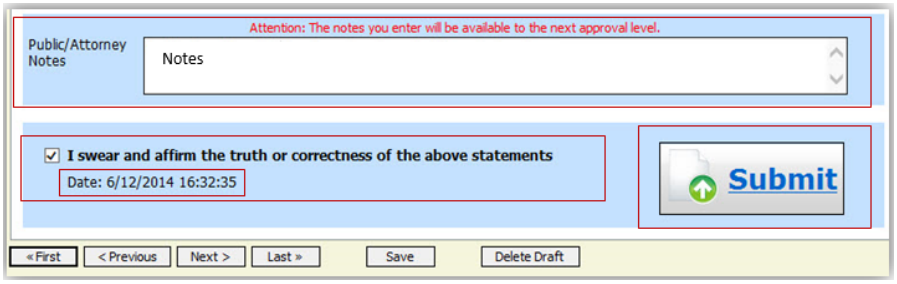
☐ I swear and affirm the truth or correctness of the above statements
Date:

Submit

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

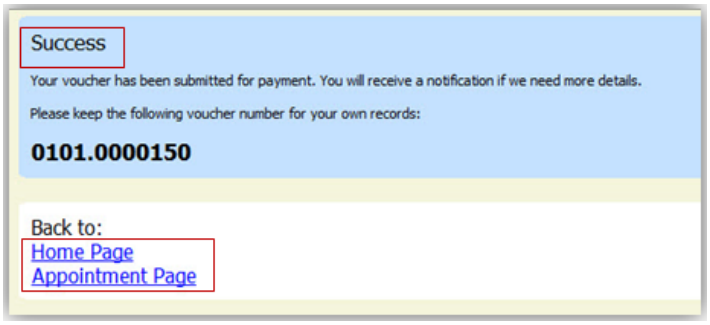
Step 2

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 automatically time stamps it. Click **Submit**.

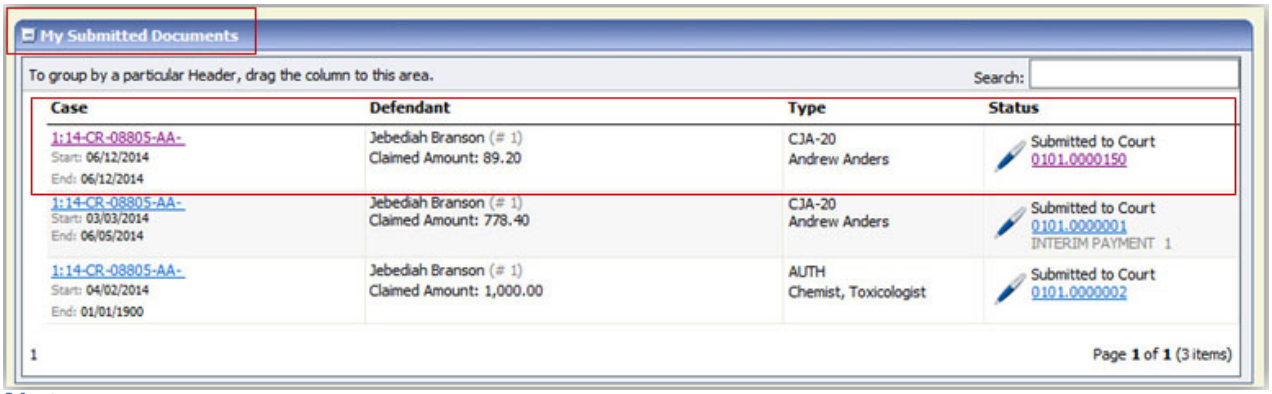


Step 3

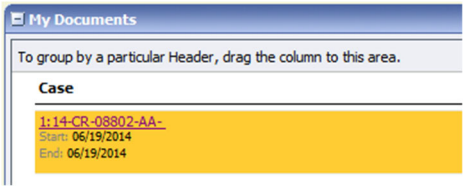
If you do not see the confirmation screen below, the document was not submitted! Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.



The active voucher is removed from the My Active Documents section, and now appears in the My Submitted Documents section.

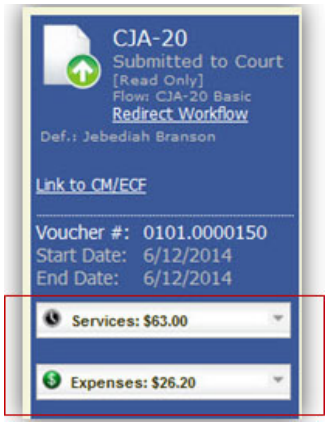


Note: If a voucher is rejected by the court, it reappears in the My Documents section highlighted in gold. The system generates an email message explaining the corrections that must be made.



CJA-20 Quick Review Panel

When entering time and expenses in a CJA-20 voucher, the attorney can monitor the voucher totals using the quick review panel on the left side of the screen.
The **Services** and **Expenses** fields tally as entries are entered in the voucher.



Expand the item by clicking the drop-down arrow to reveal specifics.

Services: $63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	$63.00
Bail and Detention Hearing	0	$0.00
Motion Hearings	0	$0.00
Trial	0	$0.00
Sentencing Hearing	0	$0.00
Revocation Hearings	0	$0.00
Appeals Court	0	$0.00
Other	0	$0.00
Totals	0.5	$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	$0.00
Obtaining and Reviewing Records	0	$0.00
Legal Research and Brief Writing	0	$0.00
Travel Time	0	$0.00
Investigative and Other Work	0	$0.00
Totals	0.0	$0.00

Expenses: $26.20

Travel

Expense Type	Amount
Travel Miles	$11.20
Travel Misc	$0.00
Totals	$11.20

Expenses

Expense Type	Amount
Fax	$0.00
Long Distance Charges	$0.00
Photocopies	$15.00
Postage	$0.00
Other Expenses	$0.00
Totals	$15.00

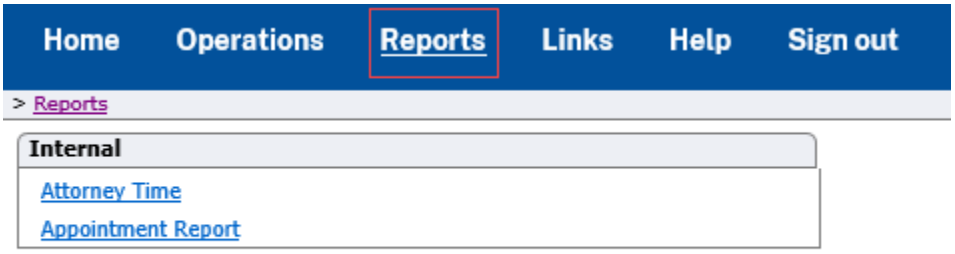
Reports and Case Management

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 document 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 Specialty: Chemist, Toxicologist		Amount Requested: $1,000.00			Amount Authorized: $0.00						Attorney: Andrew Anders

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *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

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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 Specialty: Chemist, Toxicologist		Amount Requested: $1,000.00				Amount Authorized: $0.00					Attorney: Andrew Anders

Grand Totals for the Representation Defendant: Jebediah Branson

NOTE: The Grand Totals include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *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

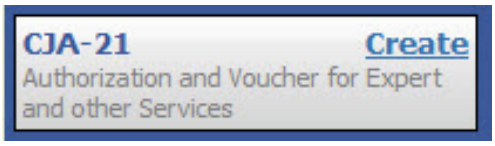
Thursday, November 05, 2015 - Ver. 1.1 Page 1 of 1

Creating a CJA-21 Voucher (to pay service providers/experts)

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

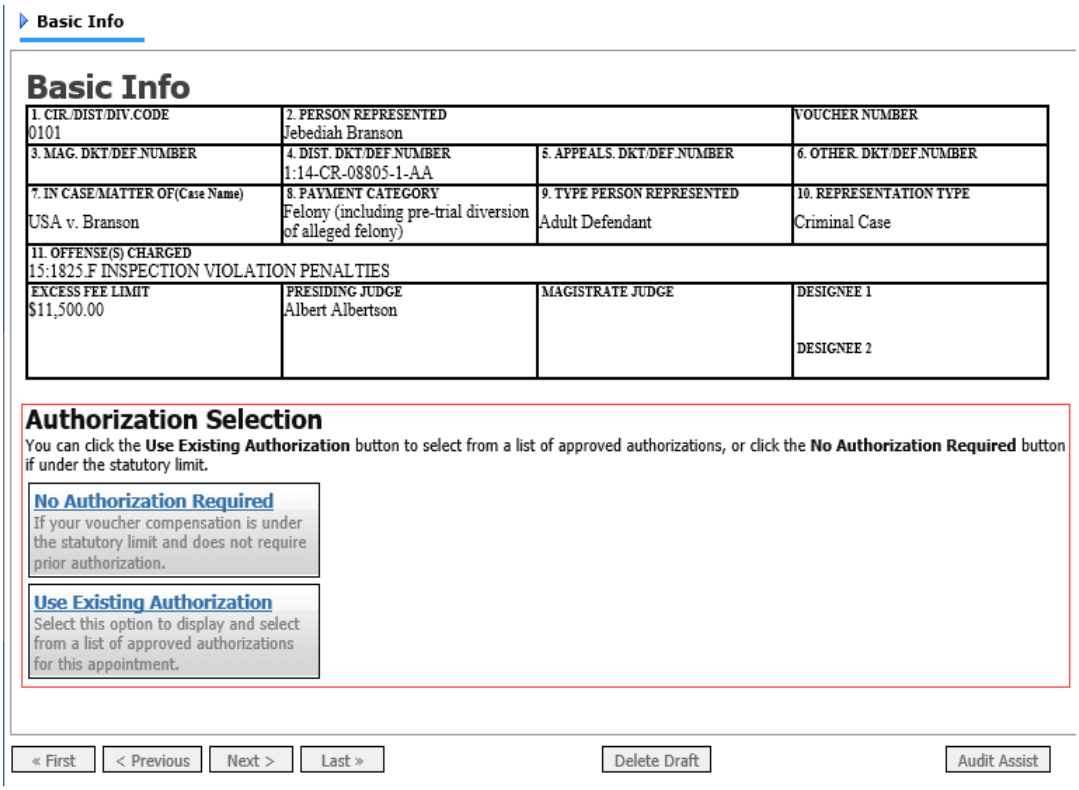
Step 1

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



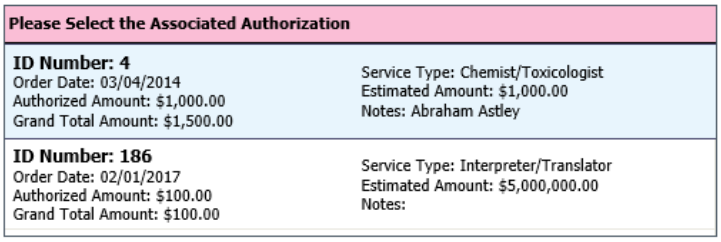
Step 2

When submitting a CJA-21 voucher, you have two options from which to choose in the Authorization Selection section. If Services remain below $900 and the request **does not** require advance authorization, click **No Authorization Required**. If you have a previously approved authorization, click **Use Existing Authorization**. If unsure, check your "Vouchers on File" for existing authorizations. Vouchers on File can be viewed from the "Link to Appointment" and will have the header Appointment **Appointment Info**



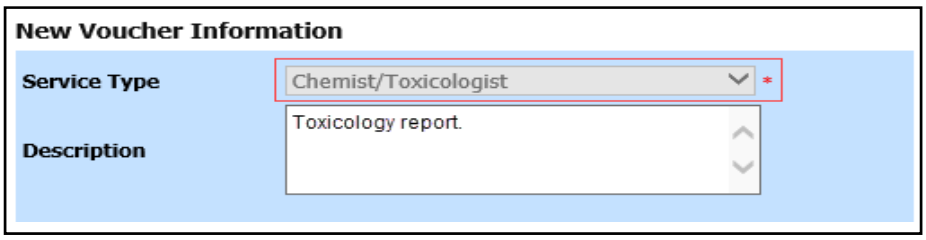
Step 3

If you click **Use Existing Authorization**, a list of associated authorizations appears. Click the desired authorization, which turns blue when clicked. *You cannot continue until it is highlighted.*



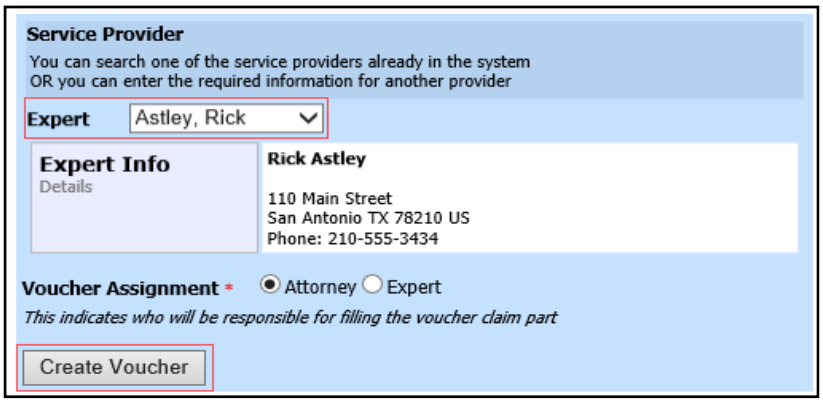
Step 4

The service type automatically populates based on the authorization selected. If no authorization is being used, 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.



Step 5

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become available, and you can choose if you or the expert will fill out the voucher. Once you have made your selection, click **Create Voucher**. Done. The expert will receive notice that his/her voucher has been created.

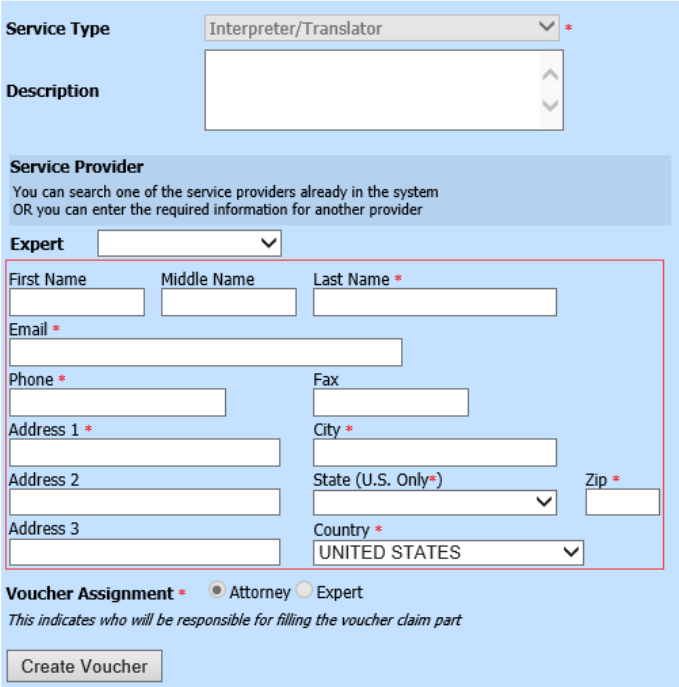


Notes:

- Only experts registered with the service type selected appear in the drop-down list. To submit a person for approval, see Step 6.
- All information must be entered to advance to the next screen.
- For attorneys filling out the voucher for the expert, the voucher must be submitted/approved twice: After entering the information, the voucher appears in the My Active Documents section as submitted to the attorney. Perform the second 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 6

If the expert is not currently in the eVoucher system, contact the CJA Clerk or submit the expert for approval:
For experts not yet set up in eVoucher, voucher entry defaults to the **Attorney.** Fill in all required information for the person you wish to submit for approval.



Notes:

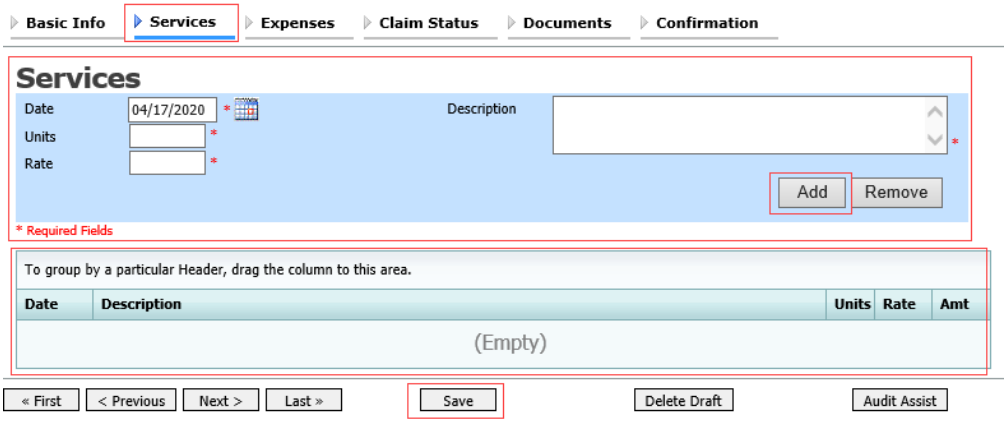
- The expert goes through an approval process. Once approved, an email is sent to the attorney.

Filling out the CJA-21 Voucher for the Expert

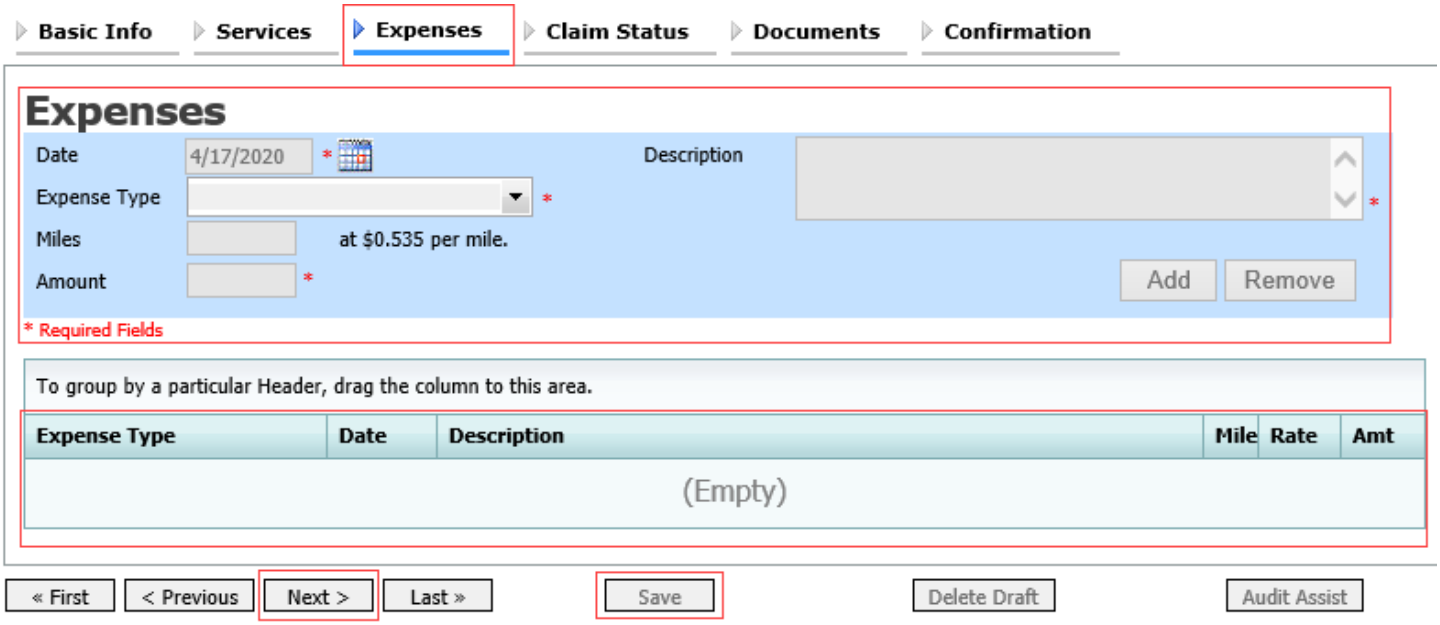
Step 1

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

Step 2

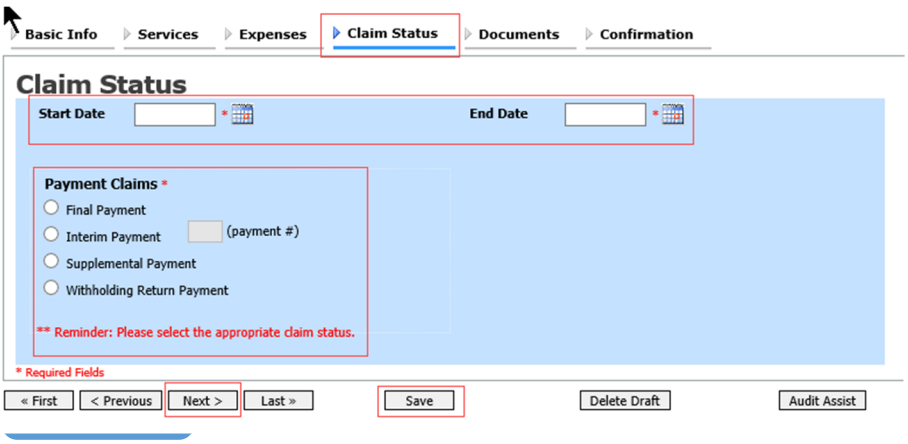


Click the **Expenses** tab or click **Next** on the progress bar. In the corresponding fields, enter the date, expense type, description, and miles. Click **Add**. The item appears in the Expense Type column. Click **Save**.



Step 3

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**.

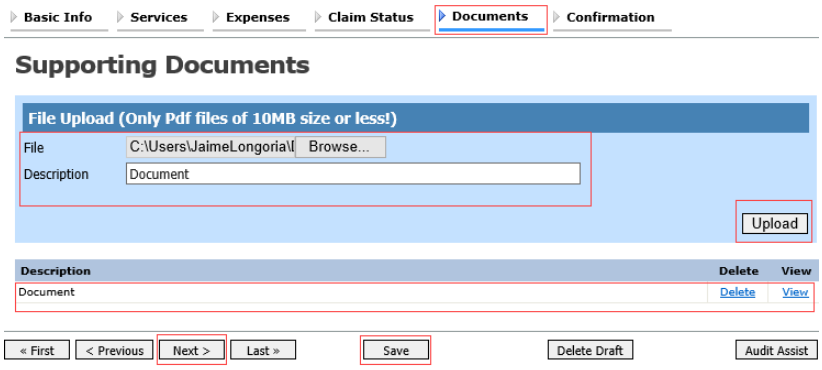


Notes:

- Final payment is requested after all services have been completed.
- Experts are encouraged to submit interim vouchers. Indicate the number of this request payment. If unsure, check for previous CJA-21s at "Vouchers on File."

Step 4

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



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

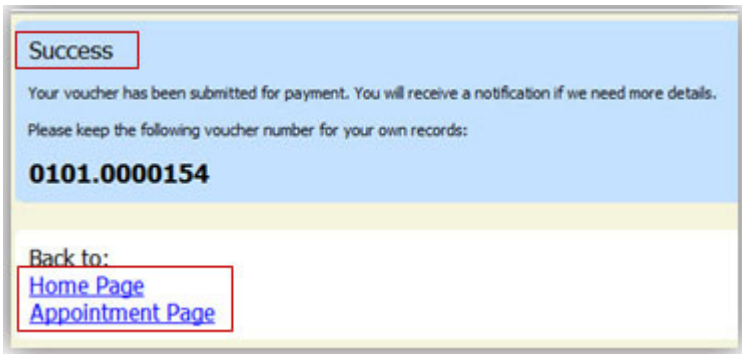
Step 5

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 at the bottom of the screen to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click Submit.

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.

If you do not see the "success" message, the voucher was not properly submitted!

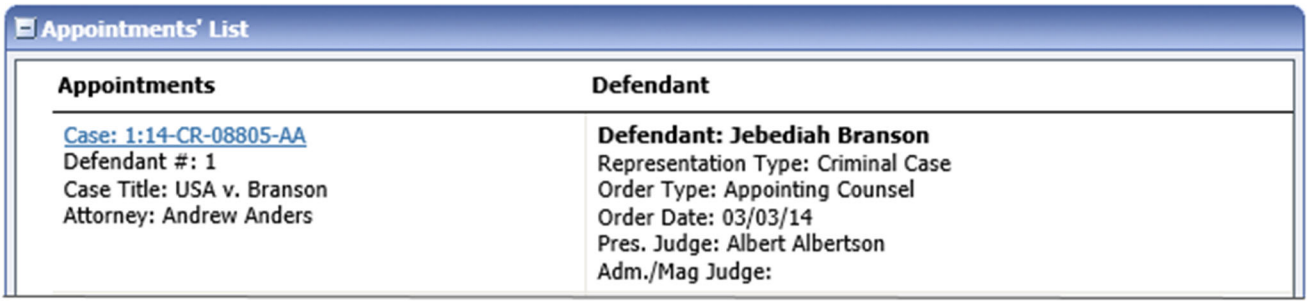


Submitting an Authorization Request for Expert Services

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

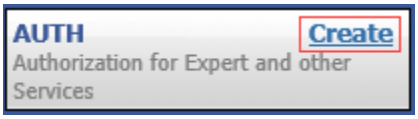
Step 1

In the Appointments' List section, open the appointment record.



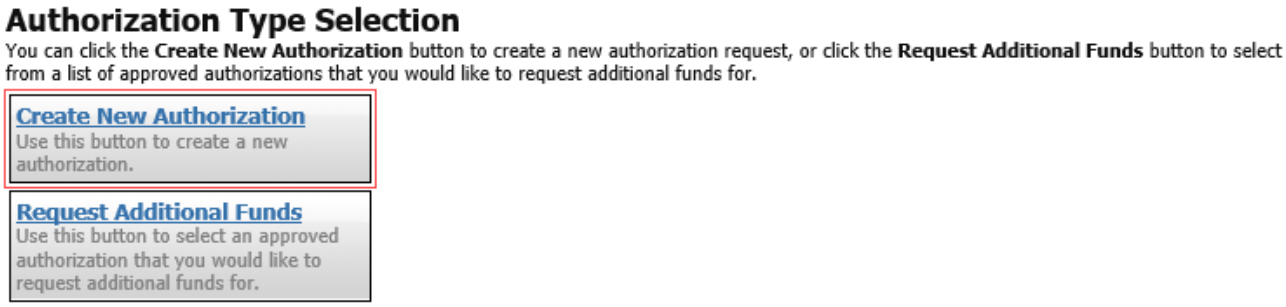
Step 2

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



Step 3

Click **Create New Authorization**. **Do not** select **Create New Authorization** if you already obtained one previously for the service type requested. Click **Request Additional Funds** instead, which will add funds to the existing authorization.

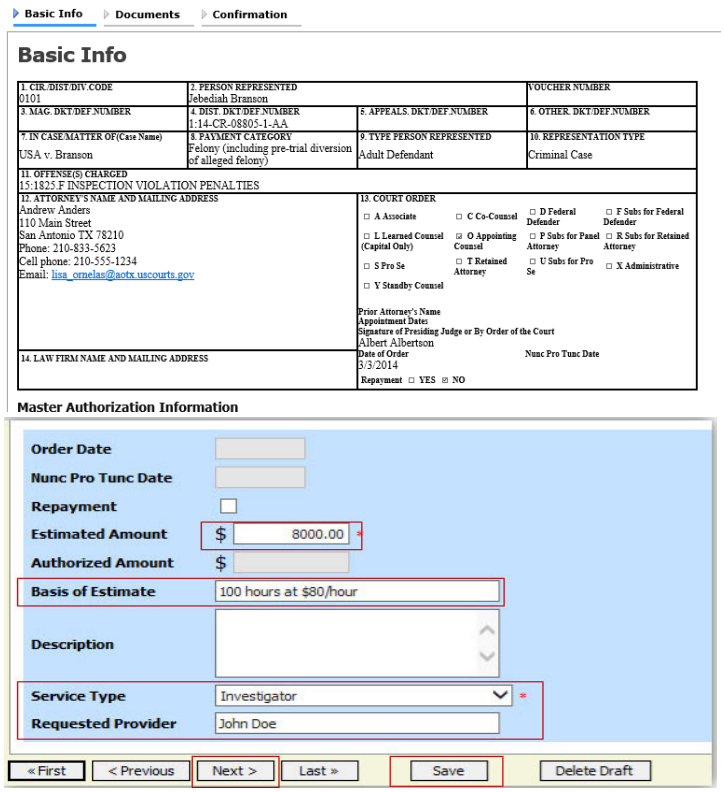


Step 4

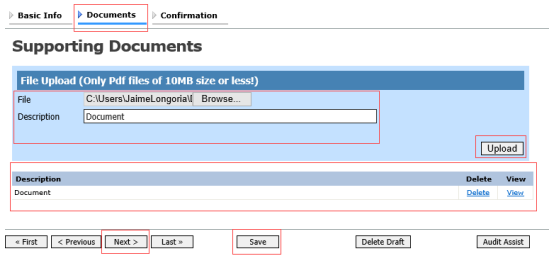
The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

- **Estimated Amount** field (requested amount)
- **Basis of Estimate** field (hourly rate of provider)
- **Service Type** drop-down list
- **Requested Provider** field

Click **Save**.

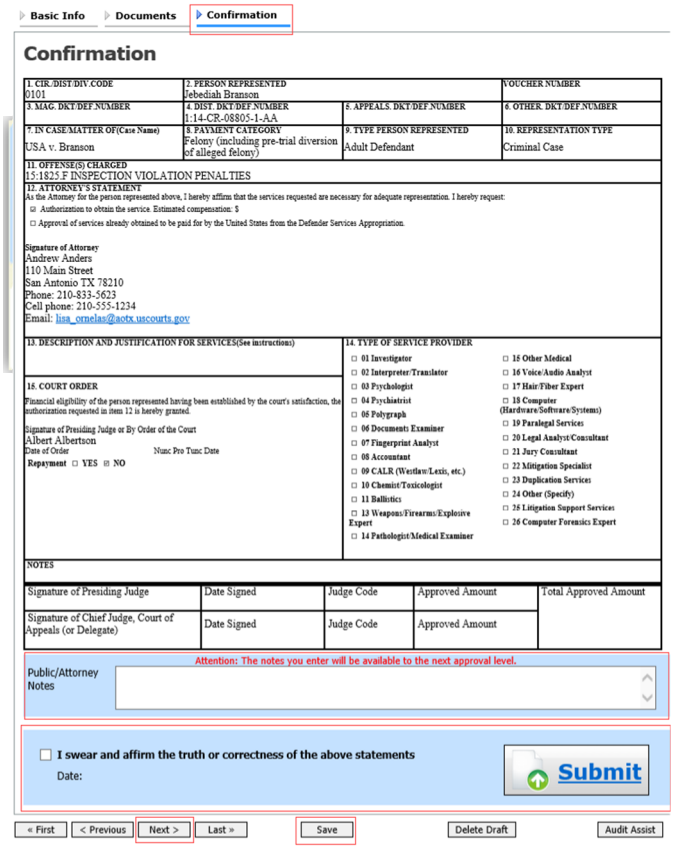


Click the **Documents** tab or click **Next** on the progress bar. To add your ex parte request for funds, click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description is added to the voucher and appears at the bottom of the Description column. All documents must be submitted in PDF format and must be 10 MB 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 automatically time stamps it. Click **Submit**.



Step 6

A confirmation screen appears, 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.

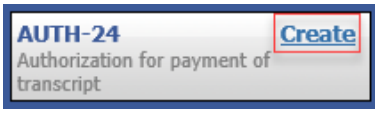
Requesting a Transcript (AUTH-24)

Check the docket! The transcript you are requesting may be available for free download with your fee-exempt PACER account.

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

Step 1

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

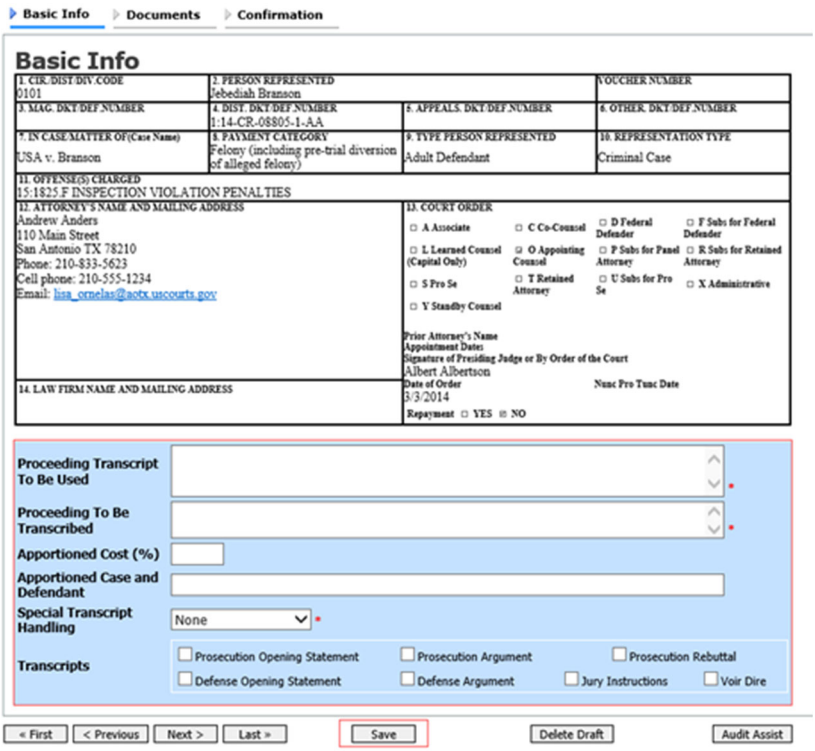


Step 2

The authorization opens to the Basic Info page. Click the **No Authorization Required** link.

Step 3

On the Basic Info page, enter the reason for requesting the transcript **(Proceeding Transcript to be Used)** and the date and type of proceeding **(Proceeding to be Transcribed)**.

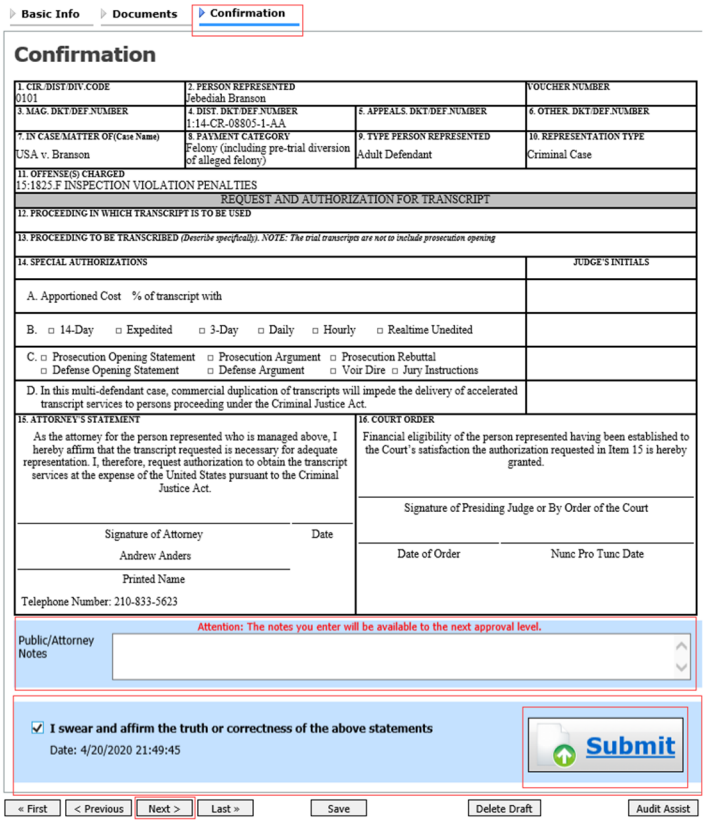


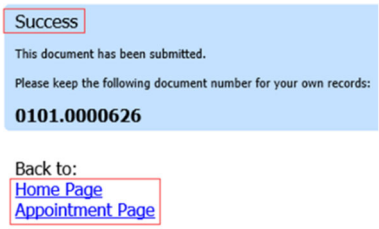
Step 4

Click the **Documents** tab or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, add a description and click **Upload**. Click **Save**.

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 automatically time stamps it. Click **Submit.**





A confirmation screen appears, 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.

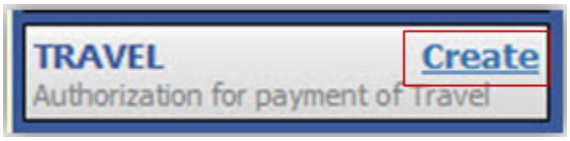
Note: The Court creates CJA-24s (Payment for Court Reporter). After the court reporter completes the form, you will receive an automated email notification to approve the voucher.

Requesting Approval for Out of District Travel

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

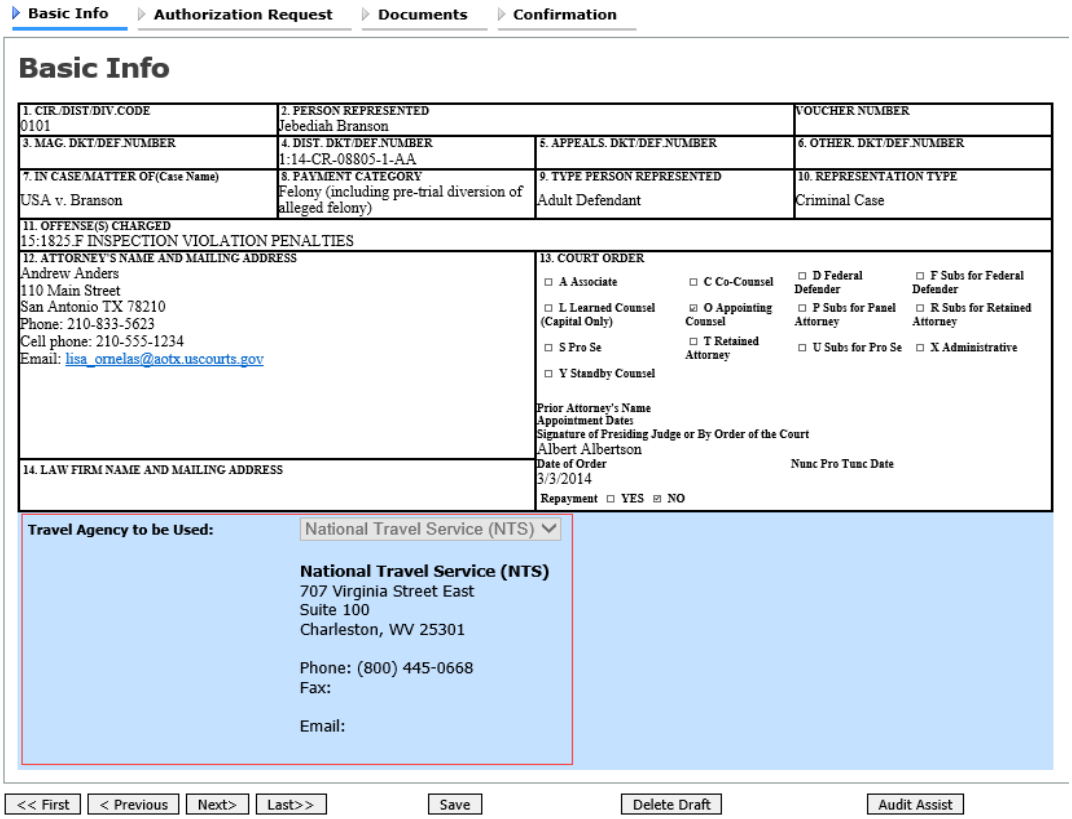
Step 1

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



The Basic Info page appears. The Travel Agency to be Used section automatically populates regardless of air travel being requested.

Step 2



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 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@aotx.uscourts.gov

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☐ L Learned Counsel (Capital Only) ☑ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative
☐ 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 Nunc Pro Tunc Date
Repayment ☐ YES ☑ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Travel Agency to be Used: National Travel Service (NTS)

National Travel Service (NTS)
707 Virginia Street East
Suite 100
Charleston, WV 25301

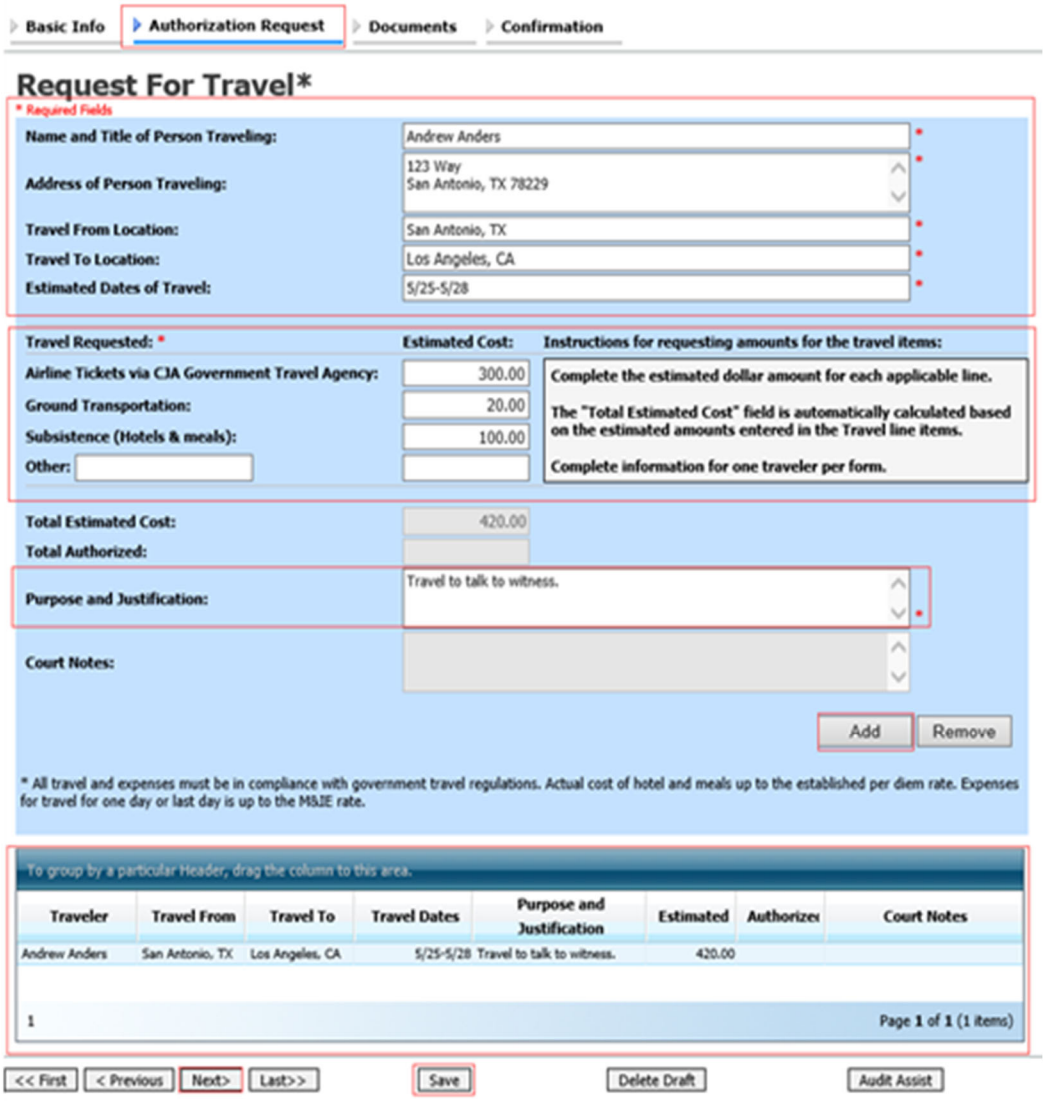
Phone: (800) 445-0668
Fax:

Email:

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

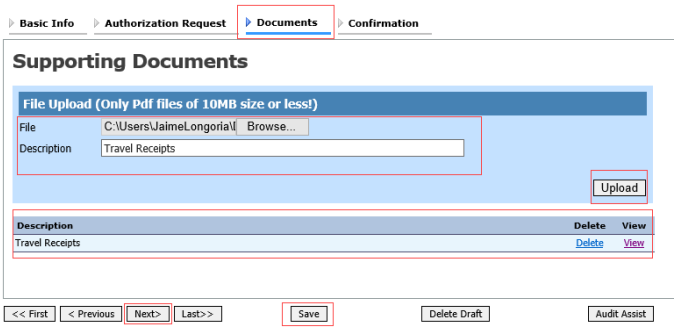
Step 4

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**.



Step 5

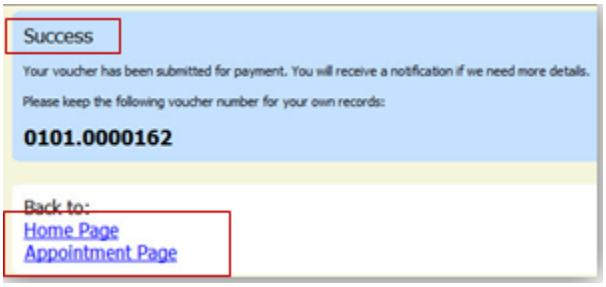
Click the **Documents** tab or click **Next** on the progress bar. Click **Browse** to locate your file, and then add a description of your supporting document. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. All documents must be submitted in PDF format and must be 10 MB or less.



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 automatically time stamps it. Click **Submit**.

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.



Note: Air travel must be arranged by the Court. Contact the CJA Clerk after judge approval of your Travel Authorization.

Creating a CJA-26 Voucher

This is a request and justification for attorney's fees outside the following statutory limits.

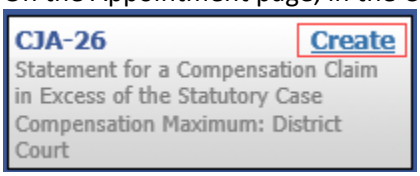
Felony	$11,800
Supervised Release Hearing	$ 2,500
Probation Violation	$ 2,500
Other (target letter, witness, remand to District Court for resentencing)	$ 2,500

CJA-26s submitted via eVoucher will be returned to you after processing. Alternatively, you have the option to upload a supporting letter or form CJA-26 from the Court's website in lieu of submitting the form in eVoucher. https://www.uscourts.gov/forms/attorney-excess-compensation-claims/statement-compensation-claim-excess-statutory-case

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

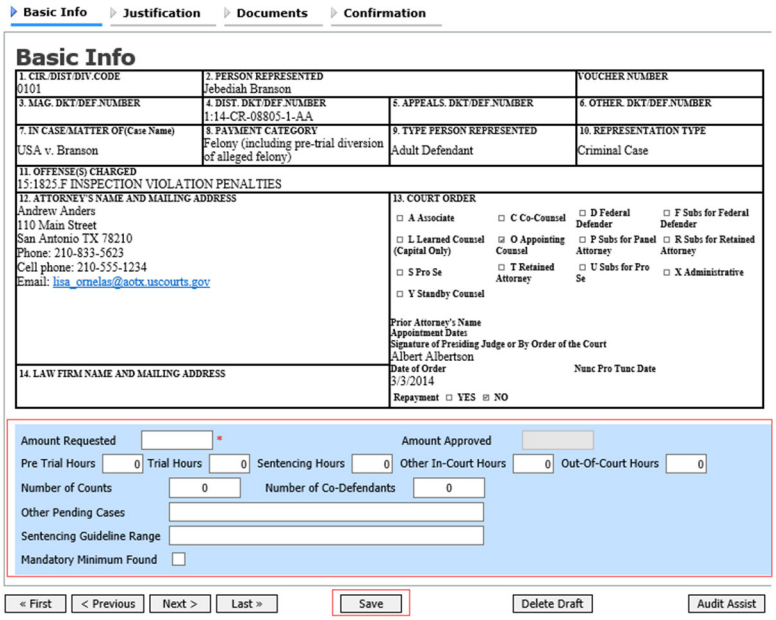
Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-26.



Step 2

The Basic Info page appears. Enter the details for information required. Click **Save**.



Step 3

Click the **Justification** tab or click **Next** on the progress bar. On the Justification page, enter information in the text fields, and then click **Save**.

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. All documents must be submitted in PDF format and must be 10 MB 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 automatically time stamps it. Click **Submit**.

Step 6

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.