

## How to Create a New CJA-20 Voucher

### Step 1

On the Home page, expand the **Appointments' List** folder and locate the appropriate appointment. Click the case link.

Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08806-AA</a> Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders <a href="#">Representation ID: 4</a> Appointment ID: 2	<b>Defendant: Thomas Watson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders <a href="#">Representation ID: 10</a> Appointment ID: 8	<b>Defendant: Thomas Howell</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
<a href="#">Case: 1:14-CR-08808-AA</a> Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders <a href="#">Representation ID: 10</a> Appointment ID: 103	<b>Defendant: Thomas Howell</b> Representation Type: Criminal Case Order Type: Associate Order Date: 08/21/18 Pres. Judge: Albert Albertson Adm./Mag Judge:

### Step 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section 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. If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30 voucher, review the Attorney Associates Functionality job aid. **Note:** Using an associate requires a court order.

Home Operations Reports Links Help Sign out

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

[View Representation](#)

**Create New Voucher**

**AUTH** [Create](#)  
Authorization for Expert and other Services

**AUTH-24** [Create](#)  
Authorization for payment of transcript

**BUDGETAUTH** [Create](#)  
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

**CJA-20** [Create](#)  
Appointment of and Authority to Pay Court-Appointed Counsel

**CJA-21** [Create](#)  
Authorization and Voucher for Expert and other Services

**CJA-24** [Create](#)

**Appointment Info**

1. CIR. DIST. DIST. CODE 0101	2. PERSON REPRESENTED Thomas Watson	3. APPEALS DIST. DEF. NUMBER	4. OTHER DIST. DEF. NUMBER
3. MAG. DIST. DEF. NUMBER 1:14-CR-08806-AA	4. DIST. DIST. DEF. NUMBER 1:14-CR-08806-AA	5. TYPE PERSON REPRESENTED Adult Defendant	6. REPRESENTATION TYPE Criminal Case
7. IN CASE MATTER OF (Case Name) USA v. Watson	8. FANSEN CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12-1738 P MORTGAGE DISCRIMINATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-2623 Cell phone: 210-255-1234 Email: <a href="mailto:andrea@atlx.accounts.gov">andrea@atlx.accounts.gov</a>			
13. COURT ORDER <input type="checkbox"/> A. Associate <input type="checkbox"/> C. Co-Counsel <input type="checkbox"/> D. Federal Defender <input type="checkbox"/> E. Learned Counsel/Digital Only <input checked="" type="checkbox"/> G. Appointing Counsel <input type="checkbox"/> F. Sub for Paid Attorney <input type="checkbox"/> H. Sub for Retained Attorney <input type="checkbox"/> I. Sub for Pre Se <input type="checkbox"/> J. Retained Attorney <input type="checkbox"/> K. Sub for Pre Se <input type="checkbox"/> L. Sub for Federal Defender <input type="checkbox"/> M. Sub for Retained Attorney <input type="checkbox"/> N. Administrative <input type="checkbox"/> O. Specialty Counsel Prior Attorney's Name Department Name Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 03/03/14 New Pre Tax Date Exemption <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
14. LAW FIRM NAME AND MAILING ADDRESS			

**Vouchers on File**

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

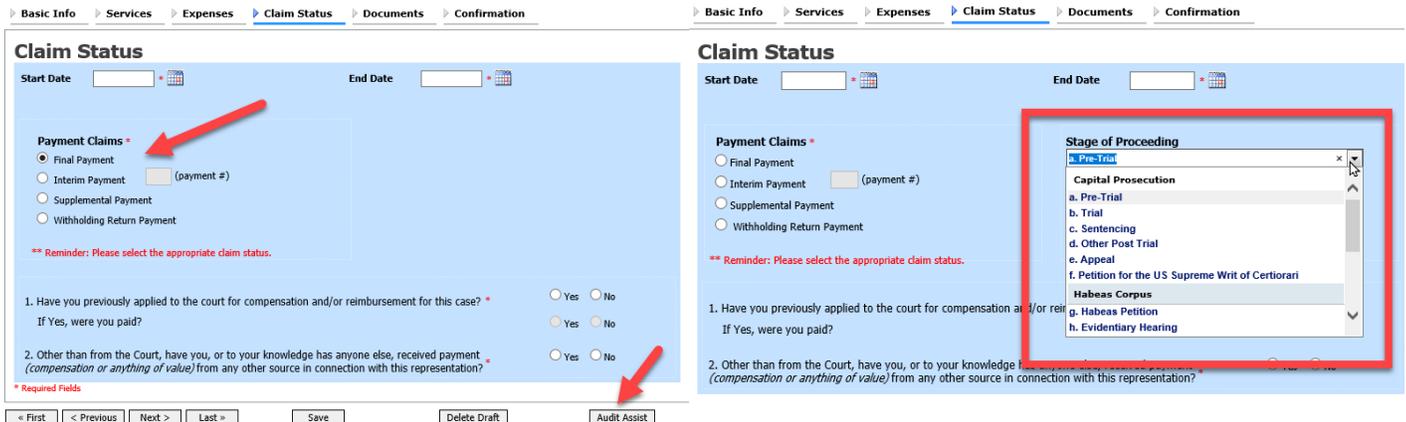
Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08806-AA</a> Start: 01/23/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court <a href="#">0101.0000034</a>	01/23/2020
<a href="#">1:14-CR-08806-AA</a> Start: 03/24/2014 End: 03/18/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000072</a> FINAL PAYMENT	01/26/2017

**Step 3**

On the **Services** and **Expenses** tabs, enter your time and expenses. . Click “add” to add each entry, then save your work. You may add time in any order. To edit: Click any entry to edit, then click “add” (or “remove” to delete). **Save. eVoucher does not have Autosave.**

Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. The Payment Claims section must be completed; be sure to click the appropriate radio button. If you click the **Interim Payment** radio button, you must also specify the payment number. You are also required to answer the two questions at the bottom of the screen.

You can 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.



If you save your voucher and do not submit it to the court, you will find your voucher 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.

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.

The services and expenses entries, by default, are grouped and sorted chronologically by date, oldest to newest. However, to group and sort by a particular category, drag the desired column header up to the blue “group by” area to group by any other column you choose. Next, click the **Expenses** tab, and repeat the steps for grouping.

**Services**

Date: 01/25/2022 \* Description:

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.

Description	Service Type	Date ▲	Hrs	Rate	Amt
Plea	a. Arraignment and/or Plea	01/05/2022	3.0	\$148.00	\$444.00
Travel	d. Travel Time	01/07/2022	0.5	\$148.00	\$74.00
Motion	c. Motion	01/10/2022	1.0	\$148.00	\$148.00
Interview	a. Interviews and Conferences	01/12/2022	1.0	\$148.00	\$148.00
Interview	a. Interviews and Conferences	01/24/2022	1.5	\$148.00	\$222.00
Research	c. Legal Research and Brief Writing	01/25/2022	2.0	\$148.00	\$296.00

These services are sorted by service type. Click the plus icon (+) to expand each type.

Service Type ▲					
Description	Date ▲	Hrs	Rate	Amt	
[-] Service Type: a. Arraignment and/or Plea					
Plea	01/05/2022	3.0	\$148.00	\$444.00	
[-] Service Type: a. Interviews and Conferences					
Interview	01/12/2022	1.0	\$148.00	\$148.00	
Interview	01/24/2022	1.5	\$148.00	\$222.00	
[-] Service Type: c. Legal Research and Brief Writing					
[-] Service Type: c. Motion					
[-] Service Type: d. Travel Time					

Click the **Documents** 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:

Description:

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

Attorneys (as well as courts) can attach documents. Attach any documentation that supports the voucher, e.g., justification for fees exceeding the case compensation maximum, expense receipts, or orders from the court. All documents must be submitted in PDF format and must be 10 MB or less. Click Browse to locate your attachment, then click Upload.

To delete a voucher, click **Delete Draft** at the bottom of the page. **Deleted vouchers cannot be retrieved.**

### 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.

