

# United States Court of Appeals for the Fourth Circuit



## CJA eVoucher Attorney Manual

v.6.4

January 2021

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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

When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

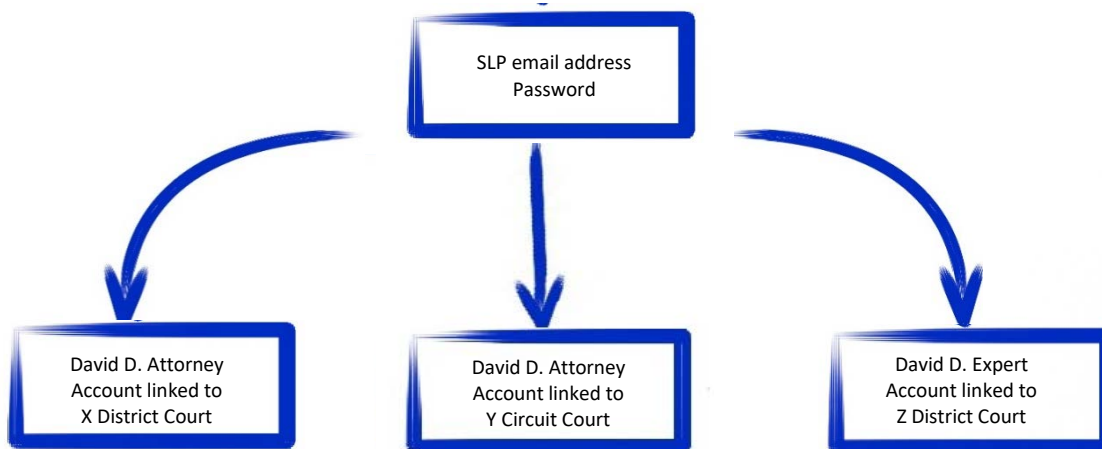
Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

## Accessing the CJA eVoucher Program

Prior to version 6.4, if you had eVoucher accounts in multiple courts, you were required to sign out and sign in to each individual court account in which you wanted to work. You had a separate user name and password assigned by each individual court. Starting with version 6.4, you can now create a Single Login Profile (SLP) with a single email address and password that can be linked to each eVoucher account you have. You can now switch from one eVoucher account to another from within the eVoucher application without the need to log off.

**Note:** Users with more than one eVoucher account must designate one account as the default account; the court used to create your Single Login Profile (SLP) automatically becomes your default court, unless you change it.

**Single Login Profile for David D. Attorney**

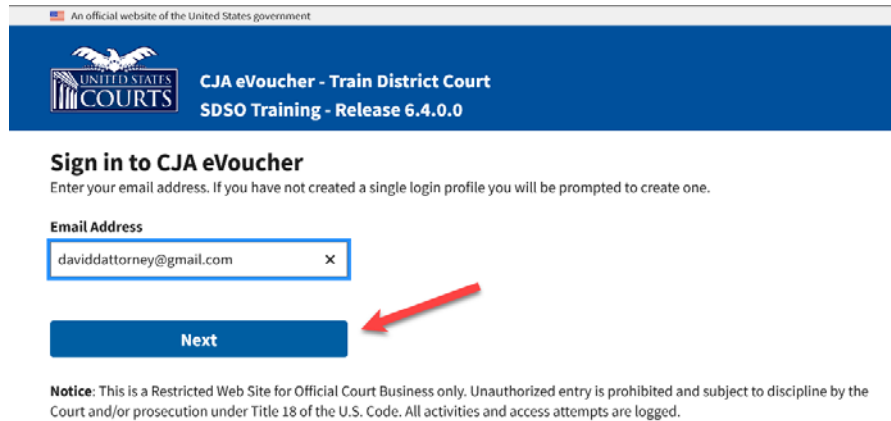


## Creating a Single Login Profile (SLP)

Creating your Single Login Profile (SLP) only has to be done once, or whenever you need to relink your account to your default court. To create your Single Login Profile (SLP), visit the eVoucher site for the district or circuit in which you already have an eVoucher account.

### Step 1

In the **Email Address** field, enter your email address, and then click **Next**.



An official website of the United States government

**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

**Email Address**

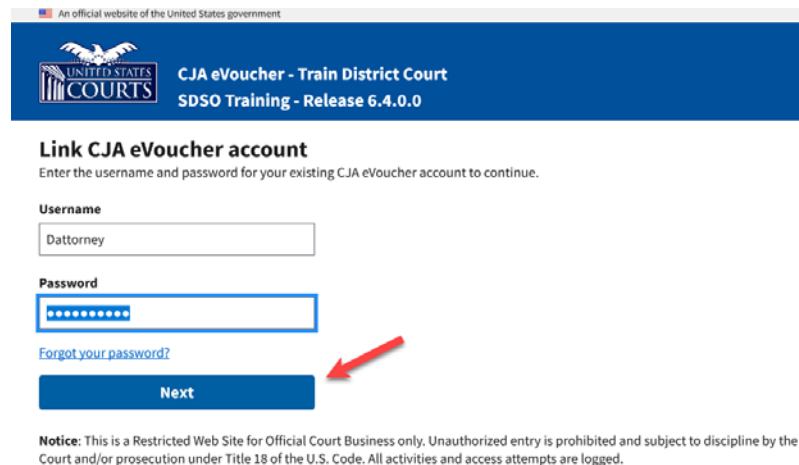
davidattorney@gmail.com X

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Step 2

If you use more than one court account, choose one, and then click **Next**.



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SDSO Training - Release 6.4.0.0

### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

**Username**

Dattorney

**Password**

••••••••

[Forgot your password?](#)


**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Step 3

On the Create New Single Login Profile screen, complete the **First name**, **Middle name**, **Last name**, and **Suffix** (if applicable) fields, and then enter and confirm your email address.

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 **CJA eVoucher - Train District Court**  
SDSO Training - Release 6.4.0.0

### Create New Single Login Profile

You will use the email address entered below to log into all of your assigned eVoucher accounts.  
If you have multiple accounts, you will be given an opportunity to link them to your single login profile.

<b>First name</b>	<b>Middle name</b>	<b>Last name</b>	<b>Suffix</b>
<input type="text" value="David"/>	<input type="text" value="D"/>	<input type="text" value="Attorney"/>	<input type="text" value="Jr."/> ⌵

**Email address**

**Confirm email address**

### Step 4

Next, answer the security questions. In the Security Questions section, select a question from each question drop-down list, and then type your answer in the corresponding answer field. Click **Next**.

#### Security Questions

Select three security questions and enter your answers.

##### Question 1

In what city or town was your first job? ⌵

##### Answer 1

Boston

##### Question 2

What was your childhood nickname? ⌵

##### Answer 2

Davey

##### Question 3

What was your first car? ⌵

##### Answer 3

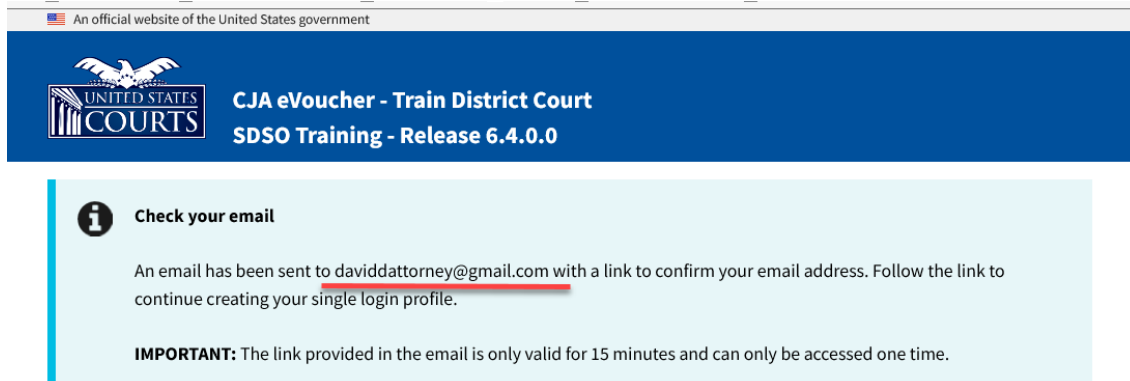
Saturn ✕

When you click Next, we will send an email with a link to confirm your email address.

**Next**

### Step 5

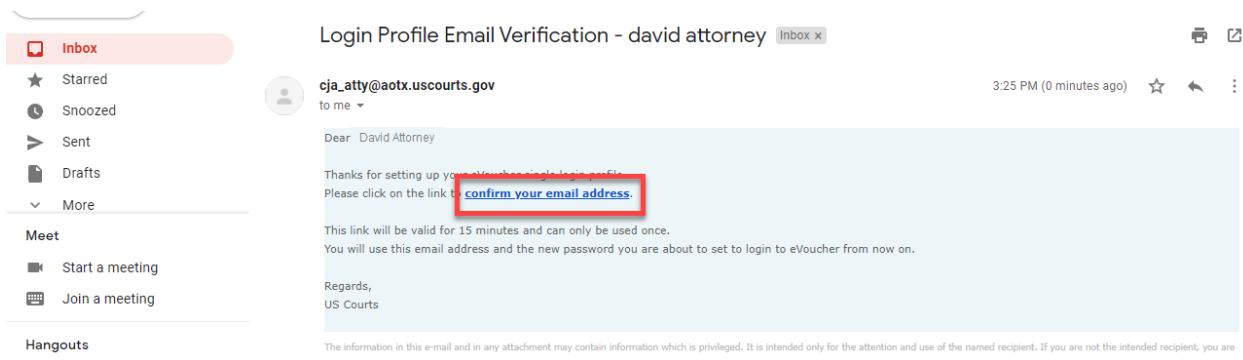
A message appears, stating that an email was sent to the email address you provided when creating your Single Login Profile (SLP).



### Step 6

Go to your email account. Click the link in the email message to continue creating the profile.

**Note:** The email is valid for only 15 minutes and can be used only once. In the email message, click the **confirm your email address** link.



### Step 7

Enter a new password to be used for your Single Login Profile (SLP). The new password must:

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

To view current password requirements, click the plus sign (+) icon to expand the **Password Requirements** section. You must change your password every 180 days. Verify the password, and then click **Next**.

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**UNITED STATES COURTS** CJA eVoucher - Train District Court  
SDSO Training - Release 6.4.0.0

### Enter password

Enter the password your single login profile will use to access eVoucher.

Enter password

Verify password

Next

Password Requirements

## Step 8

A success message appears, and you are directed to the eVoucher home page. Your email address and new password are now your new login credentials. You have now successfully created your Single Login Profile (SLP), and can use the email address you entered when setting up your Single Login Profile (SLP) to log in to all your CJA eVoucher accounts going forward.

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**UNITED STATES COURTS** CJA eVoucher - Texas Western District Court  
TSD NV1 - Release 6.4.0.0

You have successfully created your eVoucher single login profile, which you will use to log into eVoucher from now on.

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Please wait ...



## Forgotten Password – Legacy


If you have forgotten your current court password or entered it incorrectly, a login failed message appears. To recover your password, click the **Forgot your password** link. Please note that you should follow this same process if you have not reset your password in the last 180 days. If you entered your password incorrectly more than six times and your account is locked, or if you are still unable to recover your password, contact your court administrator.

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 **CJA eVoucher - Train District Court**  
**SDSO Training - Release 6.4.0.0**

### Link CJA eVoucher account

Enter the username and password for your existing CJA eVoucher account to continue.

 **Login failed.**  
Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

**Username**

**Password**

[Forgot your password?](#)

**Next**

### Step 1

Click the **Forgot your password?** link.

**Username**

**Password**

[Forgot your password?](#)

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Use of this site is subject to the provisions of the Federal Court and/or prosecution under Title 18 of the U.S. Code. All activities

## Step 2

In the **Username** and **Email** fields, enter your information, and then click **Recover Logon**.

### Forgot your Login?

Please tell us your username AND email address. We will send you an email to reset your password if there is a match in our records.

Username

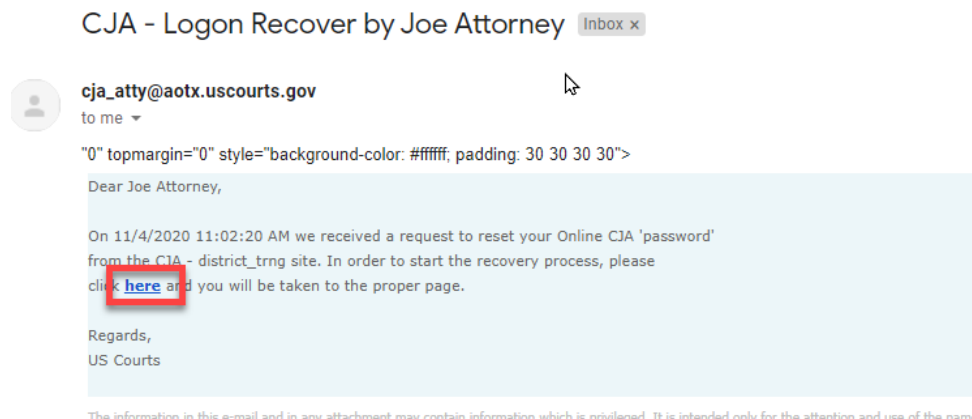
Email

[Back to sign in](#)

**Recover Logon**

## Step 3

In the email message, click the **here** link to create a new password.



**Note:** The password link expires after 15 minutes and can only be used once. If you don't reset your password within that time, you must return to the login page and repeat the process.

## Step 4

You are taken to the Reset your password page, where you must create a new password to complete the Single Login Profile (SLP) process. Enter and confirm your new password, user name, and email, and then click **Reset**.

**i IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your login" to repeat the process.

### Reset your password

**New Password**

**Confirm Password**

**Username**

**Email**

**Reset**

**Password Requirements**

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

## Step 5

Your password is now reset. A success message appears, and you can either continue creating your Single Login Profile (SLP), or if you have already created one, enter your email address and sign in to eVoucher.

### Sign in to CJA eVoucher

Enter your email address. If you have not created a single login profile you will be prompted to create one.

**✓ Password updated.**  
Your password was successfully updated.

**Email Address**

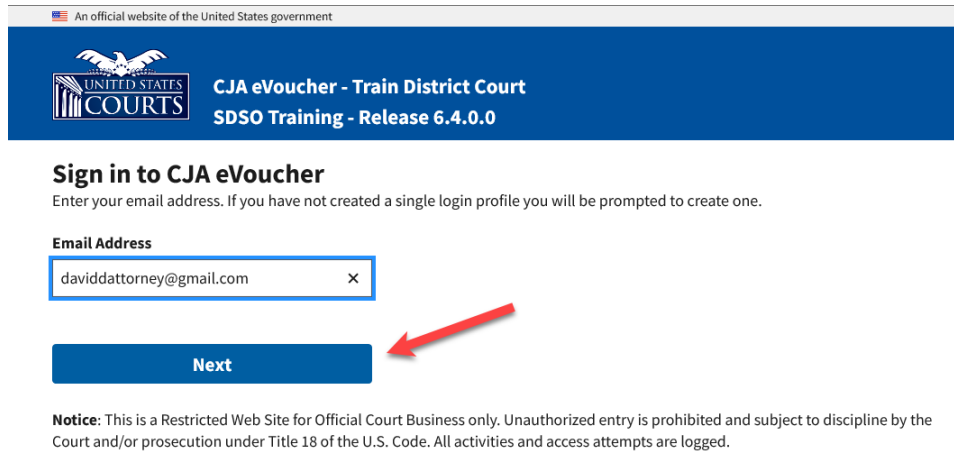
**Next**

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## Signing In to eVoucher with Single Login Profile (SLP)

### Step 1

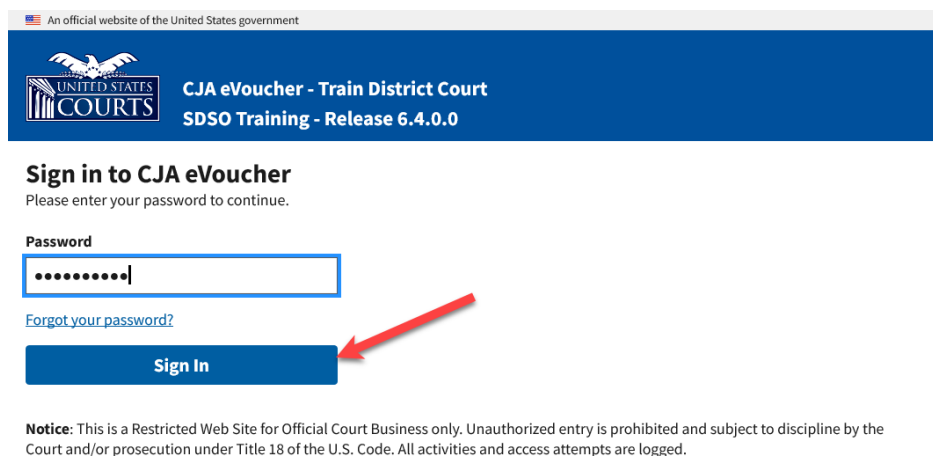
From the eVoucher webpage, enter the email address you used to create your Single Login Profile (SLP), and then click **Next**. If you forget this email address, contact the security administrator for your court.



The screenshot shows the CJA eVoucher login interface. At the top, it says "An official website of the United States government" and "CJA eVoucher - Train District Court SDSO Training - Release 6.4.0.0". Below this is the "Sign in to CJA eVoucher" heading and a subtext: "Enter your email address. If you have not created a single login profile you will be prompted to create one." There is an "Email Address" label above a text input field containing "davidattorney@gmail.com". Below the input field is a blue "Next" button, which is pointed to by a red arrow. At the bottom, there is a "Notice" paragraph: "This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

### Step 2

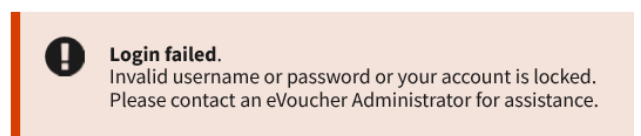
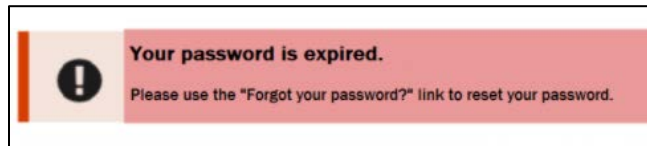
Enter your password, and then click **Sign In**. You have now successfully signed in to eVoucher.



The screenshot shows the CJA eVoucher login interface for the password step. It has the same header as Step 1. Below the "Sign in to CJA eVoucher" heading, it says "Please enter your password to continue." There is a "Password" label above a text input field filled with dots. Below the input field is a blue "Sign In" button, which is pointed to by a red arrow. There is also a link that says "Forgot your password?". At the bottom, there is a "Notice" paragraph: "This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

## Forgotten or Expired Passwords

If your password is expired, entered incorrectly, or you have forgotten it, an error message appears, stating that your password is expired, invalid, or locked.



### Step 1

To reset your password, click the **Forgot your password?** link.

**Note:** You should follow this same process if you have not reset your password in the last 180 days.

### Sign in to CJA eVoucher

Please enter your password to continue.

Password

[Forgot your password?](#)

Sign In

### Step 2

On the Reset your password? page, the email address you entered for your Single Login Profile (SLP) displays. You are prompted to reset your password by answering one of the challenge questions you selected when creating your Single Login Profile (SLP). Enter the correct answer, and then click **Reset your password**. You will receive an email notifying you that an unsuccessful attempt was made to sign in to your account and that you must reset your password.

### Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.

Email

daviddattorney@gmail.com

Question: In what city or town was your first job?

Answer

[Back to sign in](#)

Reset your password

**Note:** If you incorrectly answer the first security question, you must answer one of the two remaining security questions. If you incorrectly answer all security questions, your account locks, and you must contact your court to unlock it.

### Step 3

A message appears, telling you to check your email. Go to your email account and locate the email message containing a link to reset your password.

**Note:** The link expires after 15 minutes and can only be used once.

### Reset your password?

Please answer the following challenge question to have a password reset link sent to your email.



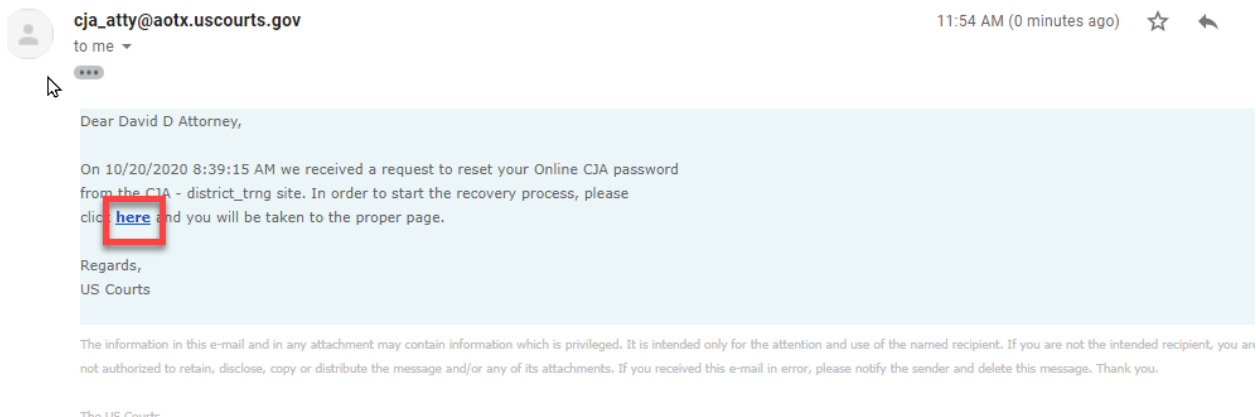
#### Check your email

If the information entered matches our records, we will send an email with instructions on how to reset your password. If you do not receive this email, please check the information provided for accuracy, or contact an eVoucher Administrator for further assistance.

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time.

### Step 4

In the email message, click the **here** link to create a new password. You are taken to the Reset your password page, where you must create a new password for your Single Login Profile (SLP).



**Step 5**

Enter your new password, and then confirm it by entering it again. Enter the email address associated with your Single Login Profile (SLP), and then click **Reset**.

**IMPORTANT:** The link provided in the password reset email is only valid for 15 minutes and can only be accessed one time. If necessary, return to the login page and click "Forgot your password? link" to repeat the process.

### Reset your password

**New Password**

**Confirm Password**

**Email**

**Reset**

←

Password Requirements +

**Step 6**

A message appears, stating that your password was successfully updated. You can now enter your email address, click **Next**, and then enter your new password to sign in.

**Sign in to CJA eVoucher**

Enter your email address. If you have not created a single login profile you will be prompted to create one.

**✓ Password updated.**  
Your password was successfully updated.

**Email Address**

**Next**

**Notice:** This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

## Locked Accounts

You can attempt to create a Single Login Profile (SLP) or sign in with an existing Single Login Profile (SLP) a maximum of six times. If you attempt a seventh time and are unsuccessful, your account locks and you can no longer enter a correct password at this time. You must contact your eVoucher administrator to unlock your account. Additionally, you will receive an email notifying you that an unsuccessful attempt was made to reset your password.

**Login failed.**

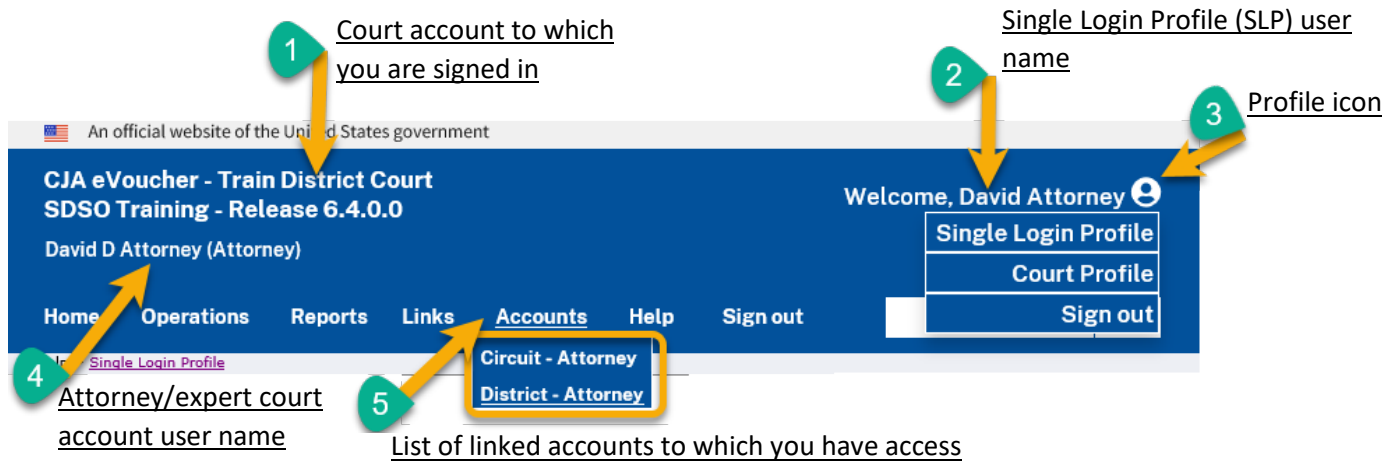
Invalid username or password or your account is locked.  
Please contact an eVoucher Administrator for assistance.

**Note:** If you make fewer than seven consecutive attempts, the allowed number of unsuccessful creation attempts resets to zero after 30 minutes.



## Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in, and who you are within that court.



1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. Regardless of the court account you are accessing, you must always be signed in to your Single Login Profile (SLP).
3. **Profile icon** – You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these areas from the **Help** menu.
4. **Court account user name** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

## Home Page

Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

### My Active Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	12/11/2019
3:19-MJ-04562-... Start: 06/10/2019 End: 07/31/2019	Mister Badman (# 4562) Claimed Amount: 0.00	TRAVEL	Voucher Entry <a href="#">Edit</a>	01/28/2020

1 2 3 Page 1 of 3 (30 items)

### Appointments' List

Appointments	Defendant
<a href="#">Case: 3:19-MJ-04562-JL</a> Defendant #: 4562 Case Title: USA vs Badman Attorney: Atty Longoria	<b>Defendant: Mister Badman</b> Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
<a href="#">Case: 1:19-MJ-96325-JL</a> Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	<b>Defendant: Practice Voucher</b> Representation Type: DRA - Drug Minus 2 Appeal Order Type: Appointing Counsel Order Date: 06/10/19 Pres. Judge: Judge Longoria Adm./Mag Judge:

1 Page 1 of 1 (10 items)

### My Proposed Assignments

Appointments	Defendant
All cases have been currently assigned	

No data

### My Submitted Documents

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

Case	Defendant	Type	Status	Date Entered
1:19-MJ-963-... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 263.38	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000389</a> FINAL PAYMENT	07/24/2019
1:19-MJ-963-... Start: 06/10/2019 End: 07/31/2019	Practice Voucher (# 98...) Claimed Amount: 600.00	CJA-21 Longoria Expert Accountant	Submitted to Court <a href="#">0101.0000391</a> FINAL PAYMENT	07/24/2019

1 2 3 4 Page 1 of 4 (34 items)

### My Service Provider's Documents

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

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04-... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019
3:19-MJ-04-... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 0.00	CJA-21 Misses Expert Chemist/Toxicologist	Voucher Closed <a href="#">0101.0000387</a>	07/23/2019

1 2 Page 1 of 2 (16 items)

### Closed Documents

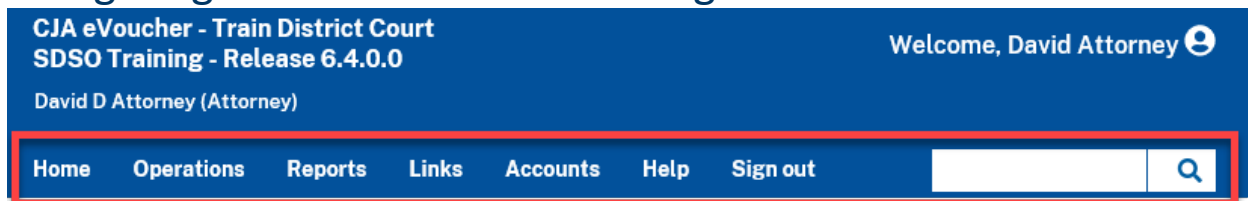
To group by a particular Header, drag the column to this area. Search:

Case	Defendant	Type	Status	Date Entered
3:19-MJ-04562-... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 4,234.21 Approved Amount: 4,234.21	CJA-20 Atty Longoria	Voucher Closed <a href="#">0101.0000378</a> FINAL PAYMENT	06/07/2019
3:19-MJ-04562-... Start: 06/06/2019 End: 06/07/2019	Mister Badman (# 4562) Claimed Amount: 730.35 Approved Amount: 730.35	CJA-21 Misses Expert Computer Forensics Expert	Voucher Closed <a href="#">0101.0000384</a> FINAL PAYMENT	06/07/2019

1 2 3 4 5 Page 1 of 5 (48 items)

Folder Name	Contents
<b>My Active Documents</b>	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.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this folder if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	This folder contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
<b>My Service Provider's Documents</b>	This folder contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>• Vouchers in progress by the experts.</li> <li>• Vouchers submitted to the attorney for approval and submission to the court.</li> <li>• Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	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
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you may run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy Notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.
<b>Search field</b>	Use this field to look up any of your cases.

## Customizing the Home Page

You can customize your home page to change the way your information displays in the folders.

**Expand/Collapse a Folder:** Click the plus sign (+) icon 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.), point to the line between the columns until a double arrow ⇄ appears.

#### Step 2

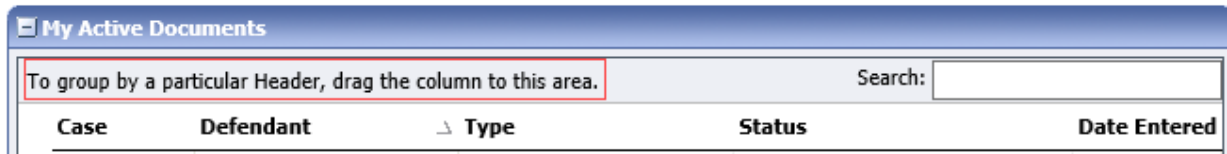
Drag the line in the desired direction to enlarge or reduce the column size.

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

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

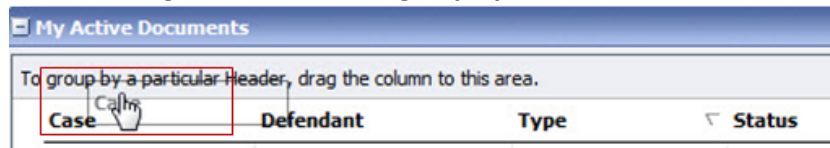
### Step 1

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



### Step 2

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



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

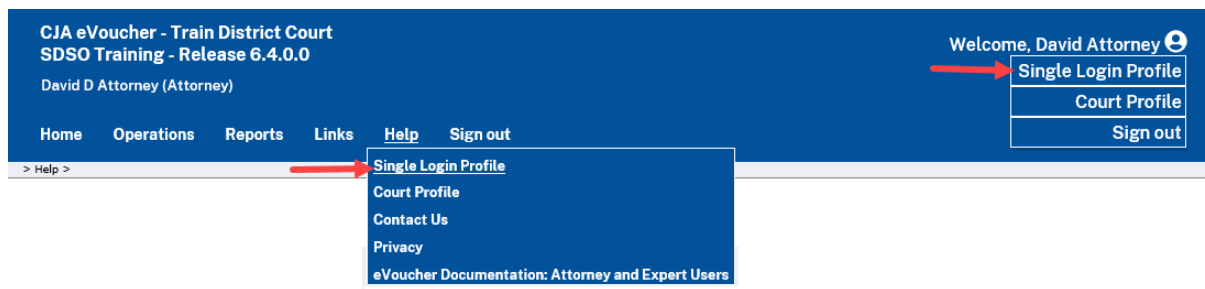


## Accessing Single Login Profile (SLP)

On the Single Login Profile page, you can:

- Edit first, middle, and last name.
- Edit mail address.
- Edit Single Login Profile (SLP) password.
- Edit security questions.
- View your linked eVoucher accounts.
- Link your eVoucher accounts to your Single Login Profile (SLP).

To access the Single Login Profile page, from the menu bar, click **Help** and then click **Single Login Profile**, or point to the profile icon and then click **Single Login Profile**.



## Account Information

In the account information section, you can change your name, email address, and password.

The screenshot shows the "Single Login Profile" page. The header is the same as the previous screenshot. Below the header, there is a section titled "Single Login Profile" with a sub-section "Account Information". The "Account Information" section contains three rows of information, each with an "Edit" link to its right. The first row is for the user's name, with fields for First name (David), Middle name (B), Last name (Attorney), and Suffix (-). The second row is for the Email address (attorney210@gmail.com). The third row is for the Password (represented by asterisks). The "Edit" links for the name, email address, and password are highlighted with red boxes.

First name	Middle name	Last name	Suffix	
David	B	Attorney	-	<a href="#">Edit</a>
Email address attorney210@gmail.com				<a href="#">Edit</a>
Password *****				<a href="#">Edit</a>

## Modifying Your Name

### Step 1

To edit your name, click the **Edit** link to the right of your name.

#### Single Login Profile

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -

[Edit](#)

### Step 2

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

Account Information			
First name David	Middle name B	Last name Attorney	Suffix -Select-

[Cancel](#)
[Save changes](#)

## Updating Your Email Address

### Step 1

Click the **Edit** link to the right of your email address.

Email address attorneyl210@gmail.com
---

[Edit](#)

### Step 2

Enter your new email address, confirm it, and then click **Save changes**.

Email address attorneyl210@gmail.com
Confirm email address attorneyl210@gmail.com

[Cancel](#)
[Save changes](#)

## Updating Your Password

### Step 1

Click the **Edit** link to access your password.

Password  
\*\*\*\*\*

Edit

### Step 2

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

#### Password Requirements

- Password must be at least 8 characters.
- Password must be alpha-numeric.
- Password must contain at least one lower case and one upper case character.
- Password must contain at least one special character.
- Password cannot be a password used within the past 365 days.

Password

Confirm password

Cancel

Save changes

## Updating Your Security Questions

### Step 1

To access your security questions, click the plus sign (+) icon to expand the **Security Questions** section.

#### Single Login Profile

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

### Step 2

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

#### Security Questions

Select three security questions and enter your answers.

 [Show my Answers](#)

##### Question 1

In what city or town was your first job?

##### Answer 1

.....

##### Question 2

What street did you live on in third grade?

##### Answer 2

.....

##### Question 3

In what year (YYYY) did you graduate from high school?

##### Answer 3

.....

Cancel

Save changes

**Note:** The answers to the security questions are hidden. To view your answers, click the **Show my Answers** link.



# Linked eVoucher Accounts

Step 1

Click the plus sign (+) icon to expand the **Linked eVoucher Accounts** section and view any accounts that are currently linked.

Account Information

+

Security Questions

+

Linked eVoucher Accounts

+

Link your eVoucher Accounts to your Single Login Profile

+

If this is your first time in the system, your only linked account is the one with the court you just logged in as. This is your default account.

**Note:** You can also change your default court from the Linked eVoucher Accounts section, but you will always initially be logged in through your default account.

Linked eVoucher Accounts

-

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
Massachusetts (DDAttorney)	Attorney	<input checked="" type="radio"/>

Link your eVoucher Accounts to your Single Login Profile

+

## Link Your eVoucher Accounts to Your Single Login Profile (SLP)

### Step 1

If you need to sign in to other district or appellate courts, you must link to those accounts. Click the plus sign (+) icon to expand the **Link your eVoucher Accounts to your Single Login Profile** section.

Account Information	+
Security Questions	+
Linked eVoucher Accounts	+
Link your eVoucher Accounts to your Single Login Profile	+

### Step 2

Click **District** or **Appellate** for the type of court you want to link to. From the **Court** drop-down list, select your court, and then enter your user name and password for that court in the corresponding fields.

Link your eVoucher Accounts to your Single Login Profile

Do you have an eVoucher Account with a court that you would like to link to your Single Login Profile? You will be able to access all your eVoucher Accounts through a Single Login Profile and switch between accounts without having to log out.

Enter the information for the eVoucher Account to link to your Single Login Profile

District

Appellate

Court

Select

Train District Court

Court login username

Court login password

Cancel

Link Account

### Step 3

Click **Link Account**.

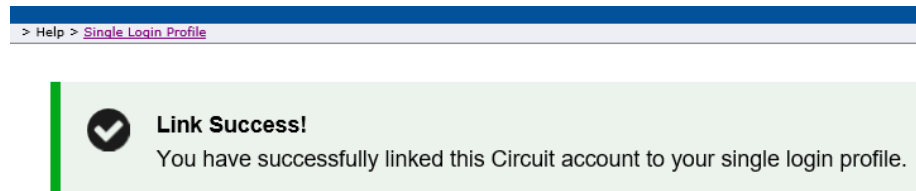
Court

Court login username

Court login password

[Cancel](#) [Link Account](#)

A success message appears, stating that your account(s) is now linked.



## Court Profile

If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



In the Court Profile you can:

- Edit contact information, phone, email, and/or physical address in the Attorney Info section.
- Update the Social Security number (SSN) or employee identification number (EIN), and any firm affiliation in the Billing Info section. Copies of a W-9 must be provided to the court, and 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 in the Holding Period section.
- Document any CLE attendance.

Changes made to your court profile are not applied to any of your other linked accounts. This is noted at the top of your court profile page.

## Court Profile



**Changes made to this court profile will not be applied to any other linked accounts.**

Use the Accounts menu to switch to other linked accounts and make changes to each court profile separately.

### Attorney Info

Bar Number: TX125568  
Your Name: David D Attorney

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to open the section and make any edits. Review your court profile and, if applicable, add any missing information.

> Help > [Court Profile](#)

## Court Profile

### Attorney Info

Your personal info

Bar Number: TX125568  
Your Name: **David D Attorney**

*Your Contact Info:*  
Phone: 555-555-5555  
Fax:  
deadmail@aoc.uscourts.gov

*Your Address:*  
123 San Antonio Way  
San Antonio, TX 78228  
US

Edit

### Billing Info

List all available billing info records

Your default billing info is:  
**David D Attorney**  
Billing Code:0101-000077  
123 San Antonio Way  
San Antonio, TX  
78228 - US  
Phone: 555-555-5555  
Fax:

Select

Add

Edit

### Holding Period

No info has been stored.  
Please click VIEW to type your info.

View

### Continuing Legal Education

No info has been stored.  
Please click VIEW to type your info.

View

## Attorney Info

### Step 1

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

<b>Attorney Info</b> Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	<div>Edit</div>
	<i>Your Contact Info:</i> Phone: 210-833-5623   Cell Phone: 210-555-1234 Fax: lisa_ornelas@aotx.uscourts.gov deadmail@support.aotx.uscourts.gov deadmail@support.aotx.uscourts.gov	
<i>Your Address:</i> 110 Main Street San Antonio, TX 78210 US		

### Step 2

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

<b>Attorney Info</b> Your personal info <b>SSN Instructions:</b> If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.  If you are an associate only, do not enter your Social Security Number in the SSN field.  <b>Payee Certification:</b> This message informs you that the Name and TIN entered are collected pursuant to IRS Guidelines that govern what information must be collected by the judiciary for payments made to non-employees and other entities for services provided and for purposes of issuing a Form 1099-MISC. You have provided this information under penalties of perjury and certify that: 1 - The number entered as my SSN or EIN is my correct taxpayer identification number; and 2 - I am a U.S. citizen, U.S. resident alien, or other U.S. person (a partnership, corporation, company, or association created or organized in the U.S. or under the laws in the U. S.).	* Required Fields Bar Number <input type="text"/>		<div>Save</div> <div>cancel</div>
	Tax Identification Number: * (If on Panel) <input type="checkbox"/> Foreign Vendor? SSN: <input type="text"/> Confirm: <input type="text"/>		
First Name * <input type="text"/> Andrew Middle <input type="text"/> Last Name * <input type="text"/> Anders			
Main Email * <input type="text"/> lisa_ornelas@aotx.uscourts.gov			
2nd Email <input type="text"/> deadmail@support.aotx.uscourts.gov			
3rd Email <input type="text"/> deadmail@support.aotx.uscourts.gov			
Phone * <input type="text"/> 210-833-5623		Cell Phone <input type="text"/> 210-555-1234	Fax <input type="text"/>
Address 1 * <input type="text"/> 110 Main Street		City * <input type="text"/> San Antonio	
Address 2 <input type="text"/>		State * (US only) <input type="text"/> TEXAS	Zip * (US only) <input type="text"/> 78210
Address 3 <input type="text"/>		Country * <input type="text"/> UNITED STATES	

### 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.
- Foreign vendors should select the **Foreign Vendor** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

## Billing Info

### Step 1

In the Billing Info section, click **Add** if no billing information is available. Click **Edit** to change the information already entered.

**Billing Info**  
List all available billing info records

Your default billing info is:  
**Andrew Anders**  
Billing Code:0101-00002  
110 Main Street  
San Antonio, TX  
78210 - US  
Phone: 210-833-5623  
Fax:

Select

Add

Edit

### Step 2

Make any necessary changes and click **Save**. If applicable, add billing information for a firm or an associate by clicking the corresponding radio button.

**Billing Info**  
List all available billing info records

Billing Type:  
☐ Self-Employed  
☒ Firm  
☐ Associate

Tax Identification Number:  
EIN/TIN:  
Confirm:

Save  
cancel

☒ Copy Address from Profile

Name:

Phone:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Country:  
UNITED STATES

### Billing Info

List all available billing info records

**\* Required Fields**

Billing Type:

☐ Self-Employed  
☐ Firm  
☒ Associate

Billing Code:

### Notes:

- Attorneys with preexisting agreements must enter the firm's EIN and name.
- Associates do not need to enter an SSN. When you click the **Associate** radio button for the billing type, no information is required in the **Billing Code** field. Once you save, the screen displays **Associate- No Billing Info**.
- See the Associates Functionality document to learn more about creating vouchers as an associate.
- Billing information must be entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- Select the **Copy Address from Profile** check box if your billing address is the same as your attorney info address.

## 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**.

### Holding Period

There are 9 periods of time during which cases cannot be taken.

### Step 2

Click **Add**.

### Holding Period

Search:

Starting	Ending	Notes
No Holding Period		
No data		

## Step 3

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

Holding Period

Back

Save

Starting Date

Ending Date

4/27/2020

5/1/2020

Notes

Vacation.

## Appointments' List

On your home page, locate the Appointments column in the Appointments' List section.

## Step 1

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

Appointments' List

Appointment

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

View Representation

Create New Voucher

AUTH

Authorization for Expert and other Services

AUTH-24

Authorization for payment of Transcript

BUDGET AUTH

Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case

CJA-20

Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21

Authorization and Voucher for Expert and other Services

CJA-24

Authorization and Voucher for Payment of Transcript

CJA-26

Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximums: District Court

TRAVEL

Authorization for payment of Travel

Reports

Appointment Report

Defendant Detail Budget Report

Defendant Summary Budget Report

Attorney Time

Case Detail Budget Report

Appointment Info

1. CRIMINAL CODE

0101

2. PERSON REPRESENTED

Jebedah Branson

3. VOUCHER NUMBER

1-14-CR-08805-1-AA

4. APPEALS ONLY DEF NUMBER

5. OTHER ONLY DEF NUMBER

6. IN CASE MATTER OF (Case Name)

USA v. Branson

7. FANSNEY CATEGORY

Felony (including pre-trial diversion of alleged felony)

8. TYPE PERSON REPRESENTED

Adult Defendant

9. REPRESENTATION TYPE

Criminal Case

10. OFFENSES: CHARGED

15-1853 F INSPECTION VIOLATION PENALTIES

11. ATTORNEY'S NAME AND MAILING ADDRESS

Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-811-5623  
Cell phone: 210-555-1234  
Email: jua\_rosses@aetia.mtsozta.gov

12. COURT ORDER

☐ A Associate  
☐ B Licensed Counsel (Capital Only)  
☐ C Co Counsel  
☐ D Federal Defender  
☐ E Appointing Counsel  
☐ F Sub for Paid Attorney  
☐ G Sub for Retained Attorney  
☐ H Sub for Pro Se  
☐ I Sub for Administrative  
☐ J Trial Court  
☐ K Trial Court  
☐ L Trial Court  
☐ M Trial Court  
☐ N Trial Court  
☐ O Trial Court  
☐ P Trial Court  
☐ Q Trial Court  
☐ R Trial Court  
☐ S Trial Court  
☐ T Trial Court  
☐ U Trial Court  
☐ V Trial Court  
☐ W Trial Court  
☐ X Trial Court  
☐ Y Trial Court  
☐ Z Trial Court

13. LAW FIRM NAME AND MAILING ADDRESS

None

14. ATTORNEY'S NAME

Albert A. Roberts

15. ATTORNEY'S DATE

03/2014

16. ATTORNEY'S SIGNATURE

None

17. ATTORNEY'S SIGNATURE DATE

None

18. ATTORNEY'S SIGNATURE

None

19. ATTORNEY'S SIGNATURE

None

20. ATTORNEY'S SIGNATURE

None

21. ATTORNEY'S SIGNATURE

None

22. ATTORNEY'S SIGNATURE

None

23. ATTORNEY'S SIGNATURE

None

24. ATTORNEY'S SIGNATURE

None

25. ATTORNEY'S SIGNATURE

None

26. ATTORNEY'S SIGNATURE

None

27. ATTORNEY'S SIGNATURE

None

28. ATTORNEY'S SIGNATURE

None

29. ATTORNEY'S SIGNATURE

None

30. ATTORNEY'S SIGNATURE

None

31. ATTORNEY'S SIGNATURE

None

32. ATTORNEY'S SIGNATURE

None

33. ATTORNEY'S SIGNATURE

None

34. ATTORNEY'S SIGNATURE

None

35. ATTORNEY'S SIGNATURE

None

36. ATTORNEY'S SIGNATURE

None

37. ATTORNEY'S SIGNATURE

None

38. ATTORNEY'S SIGNATURE

None

39. ATTORNEY'S SIGNATURE

None

40. ATTORNEY'S SIGNATURE

None

41. ATTORNEY'S SIGNATURE

None

42. ATTORNEY'S SIGNATURE

None

43. ATTORNEY'S SIGNATURE

None

44. ATTORNEY'S SIGNATURE

None

45. ATTORNEY'S SIGNATURE

None

46. ATTORNEY'S SIGNATURE

None

47. ATTORNEY'S SIGNATURE

None

48. ATTORNEY'S SIGNATURE

None

49. ATTORNEY'S SIGNATURE

None

50. ATTORNEY'S SIGNATURE

None

51. ATTORNEY'S SIGNATURE

None

52. ATTORNEY'S SIGNATURE

None

53. ATTORNEY'S SIGNATURE

None

54. ATTORNEY'S SIGNATURE

None

55. ATTORNEY'S SIGNATURE

None

56. ATTORNEY'S SIGNATURE

None

57. ATTORNEY'S SIGNATURE

None

58. ATTORNEY'S SIGNATURE

None

59. ATTORNEY'S SIGNATURE

None

60. ATTORNEY'S SIGNATURE

None

61. ATTORNEY'S SIGNATURE

None

62. ATTORNEY'S SIGNATURE

None

63. ATTORNEY'S SIGNATURE

None

64. ATTORNEY'S SIGNATURE

None

65. ATTORNEY'S SIGNATURE

None

66. ATTORNEY'S SIGNATURE

None

67. ATTORNEY'S SIGNATURE

None

68. ATTORNEY'S SIGNATURE

None

69. ATTORNEY'S SIGNATURE

None

70. ATTORNEY'S SIGNATURE

None

71. ATTORNEY'S SIGNATURE

None

72. ATTORNEY'S SIGNATURE

None

73. ATTORNEY'S SIGNATURE

None

74. ATTORNEY'S SIGNATURE

None

75. ATTORNEY'S SIGNATURE

None

76. ATTORNEY'S SIGNATURE

None

77. ATTORNEY'S SIGNATURE

None

78. ATTORNEY'S SIGNATURE

None

79. ATTORNEY'S SIGNATURE

None

80. ATTORNEY'S SIGNATURE

None

81. ATTORNEY'S SIGNATURE

None

82. ATTORNEY'S SIGNATURE

None

83. ATTORNEY'S SIGNATURE

None

84. ATTORNEY'S SIGNATURE

None

85. ATTORNEY'S SIGNATURE

None

86. ATTORNEY'S SIGNATURE

None

87. ATTORNEY'S SIGNATURE

None

88. ATTORNEY'S SIGNATURE

None

89. ATTORNEY'S SIGNATURE

None

90. ATTORNEY'S SIGNATURE

None

91. ATTORNEY'S SIGNATURE

None

92. ATTORNEY'S SIGNATURE

None

93. ATTORNEY'S SIGNATURE

None

94. ATTORNEY'S SIGNATURE

None

95. ATTORNEY'S SIGNATURE

None

96. ATTORNEY'S SIGNATURE

None

97. ATTORNEY'S SIGNATURE

None

98. ATTORNEY'S SIGNATURE

None

99. ATTORNEY'S SIGNATURE

None

100. ATTORNEY'S SIGNATURE

None

Vouchers on File

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

Search:

Case

Defendant

Type

Status

Date Entered

1-14-CR-08805-AA

Jebedah Branson (# 1)

CJA-20

Voucher Closed

03/17/2016

1-14-CR-08805-AA

Jebedah Branson (# 1)

AUTH

Voucher Closed

11/16/2017

1-14-CR-08805-AA

Jebedah Branson (# 1)

AUTH-24

Voucher Entry

04/14/2014

1-14-CR-08805-AA

Jebedah Branson (# 1)

CJA-20

Voucher Entry

11/05/2015

1-14-CR-08805-AA

Jebedah Branson (# 1)

CJA-20

Voucher Entry

11/05/2015

1-14-CR-08805-AA

Jebedah Branson (# 1)

AUTH-24

Voucher Closed

01/21/2016

1-14-CR-08805-AA

Jebedah Branson (# 1)

TRAVEL

Voucher Entry

01/21/2016

1-14-CR-08805-AA

Jebedah Branson (# 1)

CJA-20

Voucher Entry

01/21/2016

1-14-CR-08805-AA

Jebedah Branson (# 1)

CJA-20

Voucher Entry

03/22/2016

1-14-CR-08805-AA

Jebedah Branson (# 1)

AUTH-24

Voucher Closed

03/22/2016

Page 1 of 7 (70 items)



Section Name	Contents
<b>Appointment Info</b>	This section contains all information about the appointment.
<b>Vouchers on File</b>	This section contains all vouchers for the appointment.
<b>View Representation</b>	Click the <b>View Representation</b> link to view the Representation Info page.
<b>Create New Voucher</b>	Click the <b>Create</b> link next to the voucher to create a voucher for the appointment.
<b>Reports</b>	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.

Representation

In this page you can view or delete the representation.

Reports

[Representation Report](#)

Representation 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			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

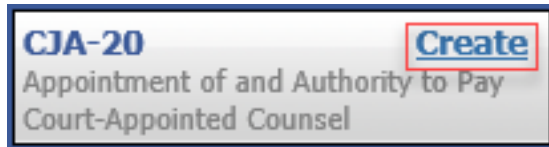
App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aobx.uscourts.gov

## 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.

**CJA-20 Attorney Enters**  
Def.: Jebediah Branson  
[Link to CM/ECF](#)

Voucher #:   
Start Date: 6/11/2014  
End Date: 6/11/2014

Services: \$0.00  
Expenses: \$0.00

**Reports**  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant  
[Form CJA20](#)  
[Defendant Summary Budget Report](#)  
Totals only of budget info for defendant

**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 - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> V 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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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

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

Tab headings appear at the top of the screen.

A progress bar appears at the bottom of the screen.

### 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 the 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.

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

**Services**

Date 4/17/2020 \* Description

Units \*

Rate \*

Add Remove

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

### 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.

**Services**

Date 4/17/2020 \* Description

Units \*

Rate \*

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	<b>17</b>	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

### Step 3

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

The screenshot shows the 'Services' form with the following fields and values:

- Date:** 4/17/2020
- Service Type:** A dropdown menu is open, showing options: 'In Court Services', 'a. Arraignment and/or Plea', 'b. Bail and Detention Hearing', 'c. Motion', 'd. Trial', and 'e. Sentencing Hearings'.
- Doc.# (ECF):** (Empty)
- Hours:** (Empty)
- Description:** (Empty)

A red box highlights the Service Type dropdown arrow. A red asterisk indicates required fields.

**Note:** You can add dates in any order, or sort in chronological order at any time.

### Step 4

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

The screenshot shows the 'Services' form with the following fields and values:

- Date:** 4/17/2020
- Service Type:** a. Arraignment and/or Plea
- Doc.# (ECF):** (Empty)
- Pages:** (Empty)
- Hours:** 5.0
- Description:** First appearance an arraignment of defendant.

A red box highlights the Hours field. The text 'at \$148.00 per hour.' is displayed next to the Hours field. The 'Add' and 'Remove' buttons are visible. A red asterisk indicates 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.

## Entering Expenses

### Step 1

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

**Expenses**

Date: 4/17/2020 \*

Expense Type: \*

Miles:  at \$0.535 per mile.

Amount:

**\* Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

### Step 2

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

**Expenses**

Date: 4/9/2020 \*

Expense Type: \*

Miles:

Amount:

**\* Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					


**Expense Type Options:**

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

### 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  \* 

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
(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  \* 

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

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

## Expenses

Date  \*  Description  \*

Expense Type  \*

Miles  \* at \$0.535 per mile.

Amount

\* 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 »

## Notes:



- If you choose photocopies or fax 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.

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

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



« First < Previous **Next >** Last »

## 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.

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

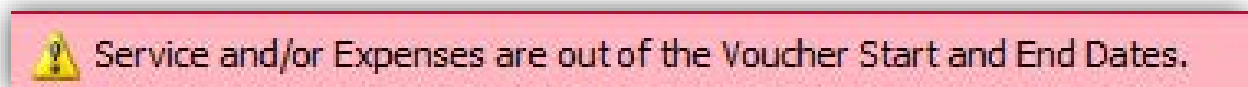
« First < Previous Next > Last » Save Delete Draft **Audit Assist**

## 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, but each court's practice may differ. If using this type of payment, indicate the number of interim payments.
- **Supplemental Payment** 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:



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 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.

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

### Supporting Documents

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

File: C:\Users\JaimeLongoria\ 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\JaimeLongoria\ Browse...

Description: Document

Upload

Description	Delete	View
Document	Delete	View

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

# 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 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 15:1823 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: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.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"/> F Subs for Federal Defender <input type="checkbox"/> I Learned Counsel (Capital Only) <input type="checkbox"/> O Appointing Counsel <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"/> Y Standby Counsel	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TID: 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 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			
<b>Totals</b>	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			
<b>Totals</b>	0	\$0.00			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$0.00			
18. Other Expenses (other than expert, transcripts, etc.)		\$0.00			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$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		
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: \_\_\_\_\_



[« 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**.

Public/Attorney Notes

Notes

☒ I swear and affirm the truth or correctness of the above statements

Date: 6/12/2014 16:32:35

Submit

< First < Previous Next > Last > Save Delete Draft

## Step 3

A confirmation screen appears, 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.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details. Please keep the following voucher number for your own records:

**0101.0000150**

Back to:

[Home Page](#)

[Appointment Page](#)

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

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000150</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court <a href="#">0101.0000002</a>

Page 1 of 1 (3 items)

**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.

Case
<a href="#">1:14-CR-08802-AA-</a> Start: 06/19/2014 End: 06/19/2014

## 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.

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
<b>Totals</b>	<b>0.5</b>	<b>\$63.00</b>

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
<b>Totals</b>	<b>0.0</b>	<b>\$0.00</b>

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
<b>Totals</b>	<b>\$11.20</b>

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
<b>Totals</b>	<b>\$15.00</b>

## Reports and Case Management

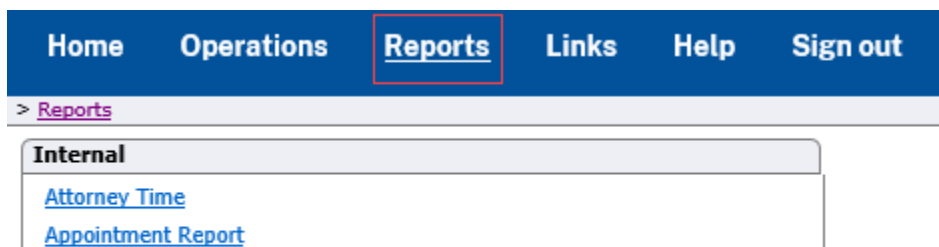
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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	

## 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

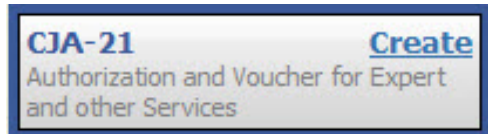
Counsel Budget Defendant: Jebediah Branson											
Type of Representation:		Criminal Case									
Budget Amount Requested:		\$0.00									
Budget Amount Approved:		\$9,900.00									
Time Period For Voucher	Voucher Number	Pending				Approved			Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing Counsel) Active											
		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

## Creating a CJA-21 Voucher

**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 the request does not require advance authorization, click **No Authorization Required**. If you have a previously approved authorization, click **Use Existing Authorization**.

► **Basic Info**

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			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

**Authorization Selection**

You can click the **Use Existing Authorization** button to select from a list of approved authorizations, or click the **No Authorization Required** button if under the statutory limit.

**No Authorization Required**  
If your voucher compensation is under the statutory limit and does not require prior authorization.

**Use Existing Authorization**  
Select this option to display and select from a list of approved authorizations for this appointment.

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



### 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.*

Please Select the Associated Authorization	
<b>ID Number: 4</b> Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
<b>ID Number: 186</b> Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

### 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.

New Voucher Information	
Service Type	Chemist/Toxicologist *
Description	Toxicology report

### 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 enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

Service Provider	
You can search one of the service providers already in the system OR you can enter the required information for another provider	
Expert	Astley, Rick
<b>Expert Info</b> Details	<b>Rick Astley</b> 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434
<b>Voucher Assignment *</b> <input checked="" type="radio"/> Attorney <input type="radio"/> Expert	
<i>This indicates who will be responsible for filling the voucher claim part</i>	
<input type="button" value="Create Voucher"/>	

## Notes:

- Only experts registered with the service type selected appear in the drop-down list. To submit a person for approval, steps on how to add an expert are outlined in the next section.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second level 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, you must fill in their information. In the Voucher Assignment section, the **Attorney** radio button is automatically selected. Fill in all required information for the person you wish to submit for approval.

**Service Type** Interpreter/Translator \*

**Description**

**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert**

**First Name**  **Middle Name**  **Last Name \***

**Email \***

**Phone \***  **Fax**

**Address 1 \***  **City \***

**Address 2**  **State (U.S. Only\*)**  **Zip \***

**Address 3**  **Country \*** UNITED STATES

**Voucher Assignment \*** ☒ Attorney ☐ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Create Voucher**

## Step 7

If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

## New Voucher Information

**Service Type** Interpreter/Translator \*

**Description**

**Service Provider**  
You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert** Campos, Charlene

**Expert Info**  
Details

**Charlene Campos**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-477-2344

**Voucher Assignment \*** ☐ Attorney ☒ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Create Voucher**

## Step 8

Once you have made your selection, click **Create Voucher**.

**110 Main Street**  
San Antonio TX 78210 US  
Phone: 210-477-2344

**Voucher Assignment \*** ☐ Attorney ☒ Expert  
*This indicates who will be responsible for filling the voucher claim part*

**Create Voucher**

## Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- You can select the expert from the **Expert** drop-down list and their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice; once while sending it for the expert and a second time after it appears in the My Active Documents section.

## Step 9

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**.

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

### Services

Date: 04/17/2020 \* Units: \* Rate: \* Description: \*

**Add** **Remove**

\* Required Fields

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

Date	Description	Units	Rate	Amt
(Empty)				

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

## Step 10

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**.

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

### 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
(Empty)					

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

## Step 11

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**.

**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.**

\* Required Fields

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

## Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

## Step 12

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**.

**Supporting Documents**

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

File C:\Users\JaimeLongoria\... Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

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

## Step 13

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**.

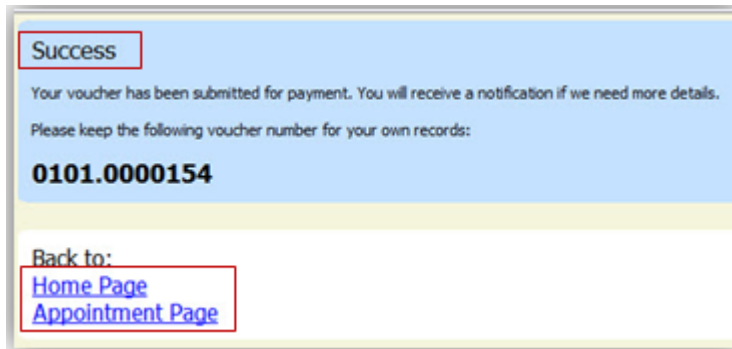
Basic Info Services Expenses Claim Status Documents **Confirmation**

### Confirmation

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAC. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 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 15.1225 F. INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S STATEMENT As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the service. Estimated compensation: \$1,000.00 <input type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.			
Signature of Attorney: Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:hua_cornelas@aotx.uscourts.gov">hua_cornelas@aotx.uscourts.gov</a>			
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)		14. TYPE OF SERVICE PROVIDER	
15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert A. Berthoin Date of Order: 03/04/2014 Nunc Pro Tunc Date Repayment: <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Documents Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALR (Westlaw/Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 14 Pathologist/Medical Examiner <input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Voice/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/Systems) <input type="checkbox"/> 19 Paralegal Services <input type="checkbox"/> 20 Legal Analyst/Consultant <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Mitigation Specialist <input type="checkbox"/> 23 Duplication Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Litigation Support Services <input type="checkbox"/> 26 Computer Forensics Expert	
NOTES Abraham Astley			
16. SERVICES AND EXPENSES		FOR COURT USE ONLY	
AMOUNT CLAIMED		ADJUSTED AMOUNT REVIEW	
a. Compensation	\$0.00	\$0.00	
b. Travel Expenses (lodging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
c. Other Expenses	\$0.00	\$0.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	0.0	
17. PAYEE'S NAME Abraham Astley TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (0) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)			
CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM 04/20/2020 TO 04/20/2020 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: _____ Date: _____			
18. CERTIFICATION OF ATTORNEY I hereby certify that the services were rendered for this case. Signature of Attorney: Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR./CERT.
23. <input type="checkbox"/> Either the cost (excluding expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> Prior authorization was not obtained, but in the interest of justice the Court finds that timely procurement of these necessary services could not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.			
Signature of Presiding Judge		Date	Judge Code
24. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT
28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD			
Signature of Chief Judge, Court of Appeals (or Delegate)		Date	Judge Code Total Amt. Certified For Payment

## Step 14

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.



## 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.

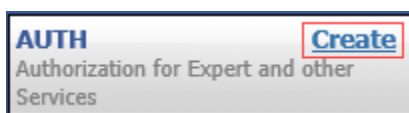
## Step 1

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

Appointments' List	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	<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:

## 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**.

#### Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.

##### **Create New Authorization**

Use this button to create a new authorization.

##### **Request Additional Funds**

Use this button to select an approved authorization that you would like to request additional funds for.

### 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
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Requested Provider** field



Click **Save**.

Basic Info 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 P:14-CR-08905-1-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	
		13. COURT ORDER	

Basic Info Documents Confirmation

### Supporting Documents

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

File C:\Users\JaimeLongoria\ Browse...

Description Document

Upload

Description	Delete	View
Document	Delete	View

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

Service Type Investigator \*

Requested Provider John Doe

« First < Previous Next > Last » Save Delete Draft

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 at the bottom of the Description column.

**Note:** 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**.

## Step 7

The Basic Info page appears.

## Success

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

## Step 2

## Create

The Basic Info page appears. The Travel Agency to be Used section automatically populates.

### Step 3

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**.

Basic Info | **Authorization Request** | Documents | Confirmation

#### Request For Travel\*

**\* Required Fields**

Name and Title of Person Traveling: Andrew Anders \*

Address of Person Traveling: 123 Way San Antonio, TX 78229 \*

Travel From Location: San Antonio, TX \*

Travel To Location: Los Angeles, CA \*

Estimated Dates of Travel: 5/25-5/28 \*

Travel Requested: \*

Airline Tickets via CJA Government Travel Agency: 300.00

Ground Transportation: 20.00

Subsistence (Hotels & meals): 100.00

Other:

Estimated Cost: 420.00

Total Estimated Cost: 420.00

Total Authorized:

Purpose and Justification: Travel to talk to witness. \*

Court Notes:

**Instructions for requesting amounts for the travel items:**  
Complete the estimated dollar amount for each applicable line.  
The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.  
Complete information for one traveler per form.

**\* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the M&JE rate.**

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorize	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

1 Page 1 of 1 (1 items)

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

### 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.

Basic Info | Authorization Request | **Documents** | Confirmation

#### Supporting Documents

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

File: C:\Users\JaimeLongoria\ Browse...

Description: Travel Receipts

Upload

Description	Delete	View
Travel Receipts	Delete	View

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

**Note:** 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

Basic Info Services Expenses Documents **Confirmation**

## Confirmation

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				
REQUEST AND AUTHORIZATION FOR TRANSCRIPT				
12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED Transcript				
13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). NOTE: The trial transcripts are not to include prosecution opening transcription				
14. SPECIAL AUTHORIZATIONS			JUDGE'S INITIALS	
A. Apportioned Cost % of transcript with				
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> 3-Day <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited				
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions				
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.				
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.  Andrew Anders /S/ 1/21/2016 14:48:16  Signature of Attorney Date Andrew Anders  Printed Name Telephone Number: 210-833-5623		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted.  Albert Albertson  Signature of Presiding Judge or By Order of the Court 01/21/2016  Date of Order Nunc Pro Tunc Date		
CLAIMS FOR SERVICES				
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other		18. PAYEE'S NAME AND ADDRESS LeVar Expert, Inc. AO-CMSO Washington DC 20544 US Phone: 202-502-2965		
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE TIN: XX-XXXXXXX				
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL
Original	see detail	0	see detail	\$0.00
Copy	see detail	0	see detail	\$0.00
Expenses (Normalize)				\$0.00
TOTAL AMOUNT CLAIMED: \$0.00				
21. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant/Payee: Date:				
ATTORNEY CERTIFICATION				
22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.  Signature of Attorney or Clerk Date				
APPROVED FOR PAYMENT -- COURT USE ONLY				
23. APPROVED FOR PAYMENT  Signature of Judge or Clerk of Court Date Approved Amount				

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: 4/20/2020 22:12:0



< First

< Previous

Next >

Last >

Save

Delete Draft

Audit Assist

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.