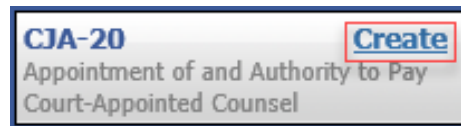


Creating a CJA-20 Voucher

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 Create New Voucher 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 Voucher

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
 Start Date:
 End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$10,300.00

Fee Amount Remaining After Approved and Pending: \$10,300.00

Tasks
[Link To Appointment](#)
[Link To Representation](#)

Actions
[Import Service Entries \(.csv\)](#)

Reports
[Defendant Summary Budget Report](#)
 Totals only of budget info for defendant
[Defendant Detail Budget Report](#)
 Detail budget info for defendant
[CJA20 - Attorney](#)
[CJA20 - Rejected](#)
[CJA20 - Transfer](#)

Basic Info

1. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-88-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
12.1457.M PENALTIES - PROHIBITED ACTIVITIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
David D Attorney - Bar Number: 1234123
2500 Main St
San Antonio TX 78209
Phone: 2105552500 - Fax: 210-265-1185
Email: daviddattorney@gmail.com

13. COURT ORDER
☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender
☒ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney
☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative
☐ Y Standby Counsel
 Prior Attorney's Name
 Appointment Date
 Signature of Presiding Judge or By Order of the Court
 Albert Albertson
 Date of Order
 7/1/2024
 Nunc Pro Tunc Date
 Repayment ☐ YES ☒ NO

14. LAW FIRM NAME AND MAILING ADDRESS

Payment Details
 Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

David D Attorney

David D Attorney
 TIN (SSN):00

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:89

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

Tabs 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 tabs 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: 07/01/2024 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$152.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate View items per page: [10](#) [25](#) [50](#) [100](#)

<< First < Previous **Next >** Last >>

Step 2

Enter the date of the service. The default date is always the current date. You can either type the date in the **Date** field or click the calendar icon and select a date from the pop-up calendar.

Services

Date: 07/01/2024 * Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$152.00 per hour.

* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate View items per page: [10](#) [25](#) [50](#) [100](#)

<< First < Previous **Next >** Last >>

Step 3

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

Services

Date	Service Type	Doc.# (ECF)	Hours	Description
07/01/2024	In Court Services			
	a. Arraignment and/or Plea			
	b. Bail and Detention Hearings			
	c. Motion Hearings			
	d. Trial			
	e. Sentencing Hearings			

* Required Fields

To group by a page

Service Type

Note: You can add dates in any order; they automatically sort in chronological order, oldest to newest, as they are entered.

Step 4

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

Date	Service Type	Doc.# (ECF)	Pages	Hours	Description
07/01/2024	a. Arraignment and/or Plea			5.0	First appearance an arraignment of defendant.

* Required Fields

at \$152.00 per hour.

Add Remove

Step 5

The entry is added to the voucher and appears at the bottom of the Service Type column. The default sort for services is chronological by date, oldest to newest. Click an entry to edit and then click **Save** to save your changes.

[Basic Info](#)
[Services](#)
[Expenses](#)
[Claim Status](#)
[Documents](#)
[Confirmation](#)

Services

Date: 07/01/2024 *
Service Type: *
Description:
Doc.# (ECF): Pages:
Hours: * at \$152.00 per hour.
Add Remove

* Required Fields

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

Service Type	Date ▲	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	07/01/2024	First appearance an arraignment of defendant.	5.0	\$152.00	\$760.00

Page 1 of 1 (1 items) < [1] > Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

[« First](#)
[< Previous](#)
[Next >](#)
[Last »](#)
[Save](#)
[Delete Draft](#)
[Audit Assist](#)

Importing Service Entries

Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

As a best practice, the Import Service Entries feature should be started on a new or empty CJA-20 voucher. If you have service lines already entered on a voucher, they will be overwritten with the data imported from the .csv file.

Note: If you have an associate on your voucher and want to use the import service entry function, the lead attorney **MUST** import their entries first or they will overwrite the associate attorney's entries. Review the Importing Time job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

Step 1

Select the appropriate appointment and click the **Create** link for the CJA-20 voucher to open the document. In the Actions section on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters Voucher

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
 Start Date:
 End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$10,300.00

Fee Amount Remaining After Approved and Pending: \$10,300.00

Tasks

[Link To Appointment](#)

[Link To Representation](#)

Actions

[Import Service Entries \(.csv\)](#)

Reports

[Defendant Summary Budget Report](#)

Totals only of budget info for defendant

Basic Info

1. CIR. DIST. DIV. CODE 2542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-S8-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
12-1457.M PENALTIES - PROHIBITED ACTIVITIES

12. ATTORNEY'S NAME AND MAILING ADDRESS
David Dd Attorney - Bar Number: 1234123
2500 Main St
San Antonio TX 78209
Phone: 2105552500 - Fax: 210-265-1185
Email: daviddattorney@gmail.com

13. COURT ORDER

☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender

☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney

☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative

☐ Y Standby Counsel

Prior Attorney's Name
Appointment Dates
Signature of Presiding Judge or By Order of the Court
A. Thert Albertson

14. LAW FIRM NAME AND MAILING ADDRESS

Date of Order: 7/1/2024
Nunc Pro Tunc Date

Repayment ☐ YES ☒ NO

Payment Details

Select the payment details. Payment accounts that are ready to use display below. To see all payment accounts, [go to Vendor Manager](#)

David D Attorney

David D Attorney
TIN (SSN):00

Step 2

The Services page appears. To download and view a sample file, click the **sample spreadsheet** link. The sample spreadsheet is in Excel (.xlsx) format that must be saved in .csv format. Click **Additional Information** to expand the section and view instructions for importing time from a .csv file.

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

- Additional Information

Each service line entry must have data in the following columns:

- Date
- Hours
- Description
- Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records")

The following columns do not require data, but should be included in the header row:

- Doc#
- Pages

CSV file when opened in a text editor might look like this:
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,
1/4/2021,,5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,

Import Service Entries (.csv)

Date
9/3/2021
Service Type
Doc.# (ECF)
Hours

Pages

Description

at \$155.00 per hour.
Add
Remove

* Required Fields

Step 3

When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

Services

eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.

IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.

[+ Additional Information](#)

Import Service Entries (.csv)

Date: 9/3/2021
 Service Type:
 Doc.# (ECF):
 Pages:
 Hours: * at \$152.00 per hour.

Required Fields

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

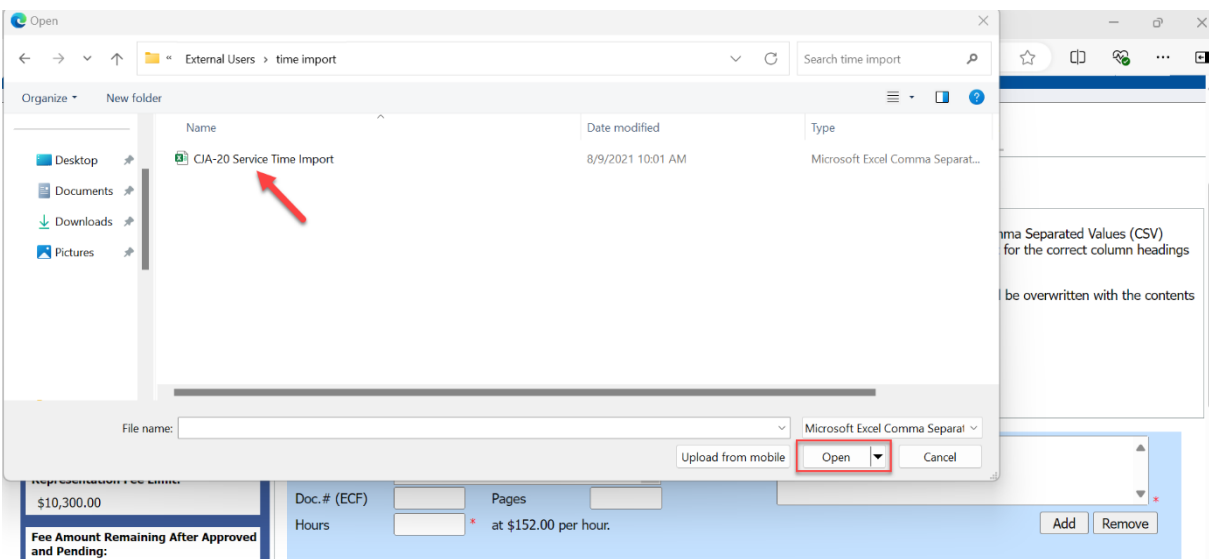
Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

No data to paginate | Go to page: | View items per page: 10 25 50 100

Note: The service types for the CJA-30 sample spreadsheet differ slightly to match the information needed for that document type.

Step 4

Your file directory browser opens. Click the correct .csv file, and then click **Open**.



Step 5

A success message appears, indicating the number of entries that were imported and saved to the services table.

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation



Service entries have been updated!
13 entries have been successfully added from *CJA-20 Service Time Import_correct.csv* and saved to the services table below.
[Click here](#) to view a report for the entries imported.

Services

Date: 9/3/2021 * 
Description: *

Service Type: *

Doc.# (ECF):
Pages:

Hours: * at \$152.00 per hour.

Add Remove

* Required Fields

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

Service Type	Date ▲	Description	Hrs	Rate	Amt
e. Investigative and Other Work	07/01/2021	Test	0.1	\$152.00	\$15.20
b. Obtaining and Reviewing Records	07/01/2021	Test	0.4	\$152.00	\$60.80
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40