

Administrative Office of the United States Courts Department of Technology Services

# CJA eVoucher

# **Attorney User Manual**

# Release 6.10

April 2024



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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
- 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 -

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

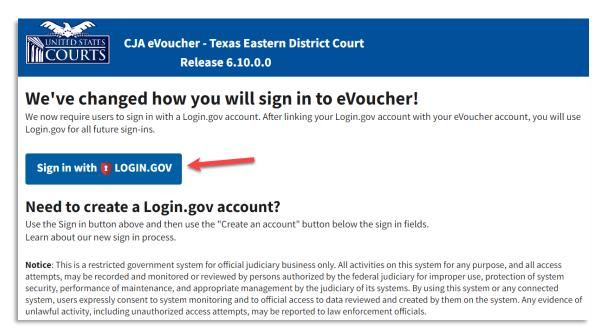
**Note:** Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <a href="https://www.login.gov/contact">https://www.login.gov/contact</a>.

Follow the instructions in the next section to create your Login.gov account. Click the following links for additional information about Login.gov and helpful tips for creating your account. <u>https://login.gov/what-is-login/</u> <u>https://login.gov/create-an-account/</u>

## Creating a Login.gov Account -

#### Step 1

On the eVoucher sign-in page, click Sign in with LOGIN.GOV.



#### Step 2

On the Login.gov page, click Create an account.

UOGIN.C					
eVoucher is using					
Login.gov to allow you to sign in to your account safely and securely.					
Sign in	Create an account				
Sigirii					
Sign in for existing users					
Email address					

Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

**Note**: Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

Create an account for n	ow usor
neate an account for n	
	ew users
nter your email address daviddattorney210gmail.com	
, 2108110001	
elect your email language preference ogin.gov allows you to receive your emai	Leonouniestie
ogin.gov allows you to receive your emai nglish, Spanish or French.	l communicatio
O English (default)	
O Español	
O Français	

Step 4

You will receive an email message at the email address you entered in step 3. In the email message, click **Confirm email address**, and then continue creating your account.

Login.gov <no-reply@identitysandbox.gov></no-reply@identitysandbox.gov>
LOGIN.GOV
Confirm your email
Thanks for submitting your email address. Please click the lini below or copy and paste the entire link into your browser. This
link will expire in 24 hours.
Confirm email address

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Next, create a password. It must contain 12 or more characters and cannot include commonly used words or phrases. In the **Password** and **Confirm password** fields, enter and confirm your password, and then click **Continue**.

Create a strong password Your password must be 12 characters or longer. Don't ur common phrases or repeated characters, like abc or 111. Password Confirm password
common phrases or repeated characters, like abc or 111. Password
•••••
Confirm password
Confirm password
•••••
Show password

Your Login.gov account is now created, and you are directed to add an authentication method. Continue to the next section and follow the instructions to complete this requirement.

**Note**: Once your Login.gov setup is complete, you will ONLY use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

## Adding an Authentication Method -

Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

### Step 1

Select your first method of authentication, and then click **Continue**. Authentication methods include security keys, government employee IDs, authentication applications, text or voice messages, or backup codes.

uthenticatio	ayer of security by selecting a multi-factor n method. We recommend you select at least options in case you lose one of your methods.
•	Authentication application Download or use an authentication app of your choice to generate secure codes.
√¢	Text or voice message Receive a secure code by (SMS) text or phone call.
□ ∰	Backup codes A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
•	Security key A physical device, often shaped like a USB drive, that you plug in to your device.
	Government employee ID PIV/CAC cards for government and military employees. Desktop only.

**Note**: Every time you sign in to eVoucher you are required to authenticate, so make sure you use an authentication method that's easy for you to access. For these instructions, the **Text or voice message** option is selected.

To authenticate by text or voice message, in the **Phone number** field, enter your phone number to receive a one-time code by text message or phone call, and then click **Send code**.

We'll	send you a one-time code	each time	you sign in.
	age and data rates may ap ) phone services or premiu		
Phon	e number		
-	210-555-5555		-
How	vou'll get vour code		
	you'll get your code Text message (SMS)	O Phor	ne call
O You c		0	

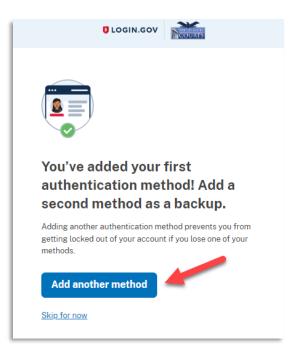
Step 3

In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

We sent a text (SMS) with a one-time code to (* This code will expire in 10 minutes.	**) *** -5555
<b>One-time code</b> Example: 123456	
555555	
Remember this browser	
Submit	
Send another code	
Having trouble? Here's what you can do:	
Having trouble? Here's what you can do: Choose another authentication method	

Once your code has been successfully authenticated, you are prompted to add another authentication method (recommended). Click **Add another method** and follow the previous steps to create a second authentication method.

**Note**: It is recommended that you use a different device for your second authentication method, even if you choose the same setup option. For example, if you chose text or voice message as your first method, you can do the same for the second, as long as you use a different phone number.



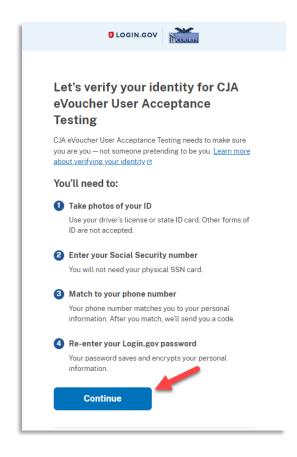
## **Identity Verification**

To access eVoucher, you must verify your identity by uploading an acceptable form of identification (driver's license or state ID). This added security measure is to ensure that you are you and not someone pretending to be you.

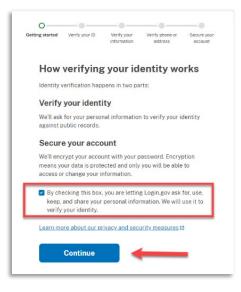
**Note**: This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

#### Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.



#### Step 3

Choose an option for adding your identification information. One option is to upload photos of your ID from your phone, and the other option is to upload them directly from your computer.

Getting started W	O     Verify your     Verify phone or     Secure your     information     address     account
How w	ould you like to add your ID?
We'll collect state-issued	information about you by reading your ID.
	Recommended
	Use your phone to take photos
	You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.
	Phone number
	Send link
	Continue on this computer
	Don't have a phone? Upload photos of your ID from this computer.
	Upload photos
Cancel	

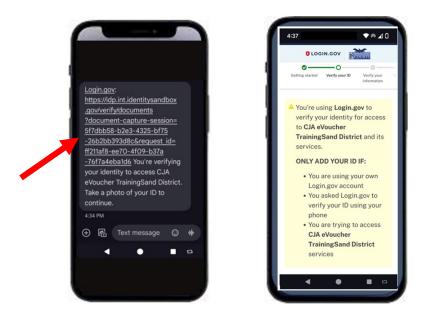
### **Option 1: Upload photos from phone (recommended)**

#### **Option 1**

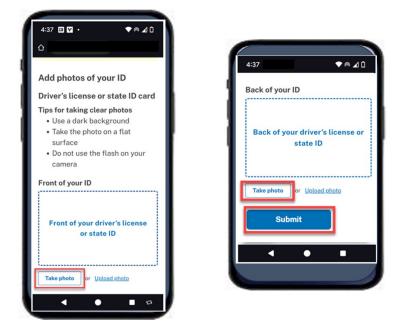
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started       Verify your ID       Verify your and the start of t	Getting started Verify your ID Verify your Verify phone or Secure your address account		
Recommended Use your phone to take photos You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera	▲ Do not close this window. The next step will load automatically.		
and a web browser. Phone number  (210) 555-5555  Send link	We sent a message to your phone         You entered: +1210-555-5555         Please check your phone and follow instructions to take a photo of your state-issued ID.		

2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



3. Tap **Take photo** to switch your phone to the camera function. Take a photo of the front of your ID card. Scroll down and tap **Take photo** again to take a photo of the back of the card. Verify that each image appears in the appropriate box, and then tap **Submit**.



4. Login.gov verifies your identity from your photos, and prompts you to switch back to your computer to complete the process.

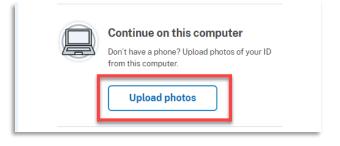


Continue to step 4 to complete the identity verification process.

### **Option 2: Upload photos from your computer**

## Option 2

1. Click **Upload photos** to upload photos of your ID from your computer.



2. You can either drag photos of the front and back of your ID from your computer and drop them in the appropriate boxes, or click the **choose from folder** link to browse for and select the photos to add. Once the photos are uploaded, click **Submit**.

ø	o			
Getting started	Verify your ID	Verify your information	Verify phone or address	Secure your account
Add (	photos of	f your ID	)	
-	's license o			
<ul> <li>Use</li> <li>Tak</li> <li>Do</li> </ul>	taking clear pho a dark backgro e the photo on a not use the flas size should be	ound a flat surface h on your cam	iera	
Front of Must be	<b>your ID</b> a JPG or PNG			
Fron		te ID	_	
	Drag file here or	<u>choose from fold</u>	ier	
Back of y Must be	<b>Your ID</b> a JPG or PNG		,	
Bac	k of your di sta	river's lice te ID	ense or	
[	Drag file here or	<u>choose from folo</u>	ier	
	Submit			

**Note**: You may see a processing screen as the upload completes and Login.gov verifies your identity.

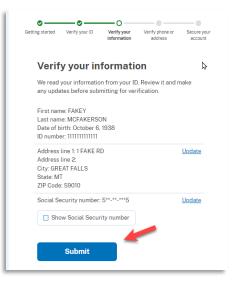
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Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

Getting started Verify your ID Verify your Verify phone or Secure your address account					
We verified your ID					
Enter your Social Security number					
We need your Social Security number to verify your name, date of birth and address. <u>Learn more about how we protect</u> your sensitive information [2]					
Don't have a Social Security number? You must have a Social Security number to finish verifying your identity. <u>Exit Login,gov and return to CJA eVoucher User</u> <u>Acceptance Testing</u>					
Social Security number Example: 123-45-6789					
Show Social Security number					
Continue					

Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note**: You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

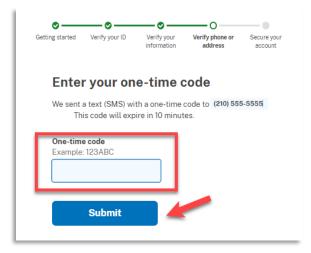


#### Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

Getting started	Verify your ID	Verify your	O Verify phone or	Secure your
		information	address	account
👁 We	verified your int	formation		
Verif	y your pl	none nu	mber	
	eck this number is is to help veri		and send you a o y.	ne-time
• Ba		d States (inclu	iding U.S. territor ou use the most o	
<u>Learn m</u>	ore about what	phone number	r to use 🛛	
Phone n	<sup>umber</sup> 210) 555-55	55		
How s	hould we se	end a code	e?	
lf you en below.	tered a landline	above, please	e select "Phone c	all"
O Tex	t message (SM	s) O	Phone call	
	Send code			

In the **One-time code** field, enter the code sent to your device, and then click **Submit**.



Step 8

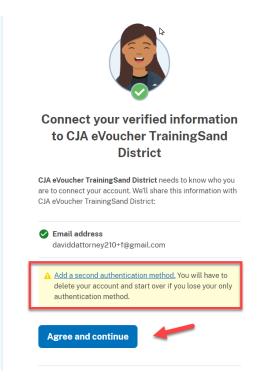
Once your phone number is verified, in the **Password** field, re-enter the password you created to access Login.gov, and then click **Continue**.

Getting started	Verify your ID	Verify your information	Verify phone or address	O Secure your account		
S We v	verified your ph	none number				
Re-e	Re-enter your Login.gov password					
This mea	Login.gov will encrypt your information with your password. This means that your information is secure and only you will be able to access or change it.					
Password	d •••••					
	password Continue		Forgotpa	sswora?		

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

information address account						
We secured your verified information						
Save your personal key						
VGCH - MCDA - CGYR - HAX8         Vour personal key was generated on January 22, 2024 at 11:33 AM         Copy <ul> <li>Download (text file)</li> <li>Print</li> </ul>						
You need your personal key if you forget your password. Keep it safe and don't share it with anyone.						
If you reset your password without your personal key, you'll need to verify your identity again.						
Learn more about the personal key 🛛						
Continue						

Your Login.gov account is now verified. Next, you are asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue** and follow the instructions in the next section to complete this connection.



**Note**: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

## Linking Your eVoucher Account to Your Login.gov Account -

#### For NEW Login.gov accounts:

After you complete your identity verification and receive your security key, you are automatically directed to your court's eVoucher linking page. Note that the email address you used to create your Login.gov account is pre-populated in the **eVoucher Email Address** field.

		xas Western District Court ndbox - Release 6.10.0.0
Enter your email addre After completing this st	ss to connect your eVou tep, you will sign in using n eVoucher administrato	cher account with your Login.gov account Login.gov going forward. r for assistance.
daviddattorney@gma	il.com	
N	ext	
access attempts, may b	e recorded and monitor	or official judiciary business only. All actived or reviewed by persons authorized by traintenance, and appropriate management

For EXISTING Login.gov accounts:

## Step 1

From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.

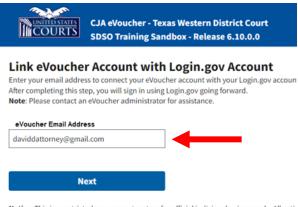


After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.

	Connect your verified information to CJA eVoucher TrainingSand District		
are t	eVoucher TrainingSand District needs to know who you o connect your account. We'll share this information with eVoucher TrainingSand District:		
· ·	<b>Email address</b> daviddattorney210+f@gmail.com		
A	Add a second authentication method. You will have to delete your account and start over if you lose your only		

**Note**: If you have not created a secondary authentication method, you are prompted to do so before continuing. Click **Add a second authentication method** and review the Adding an Authentication Method section for those instructions if you wish to complete this task.

Login.gov automatically directs you to your court's eVoucher linking page. Note that the **eVoucher Email Address** field is now pre-populated with your email address.



Notice: This is a restricted government system for official judiciary business only. All activaccess attempts, may be recorded and monitored or reviewed by persons authorized by t protection of system security, performance of maintenance, and appropriate managements of the system security.

# Linking Your Accounts Using Your SLP Email Address and Password

Existing eVoucher users who have an SLP can sign in using their SLP email address and password.

## Step 1

In the **eVoucher Email Address** field, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.

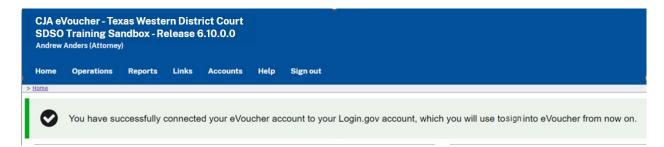
CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Link eVoucher Account with Login.gov Account Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.
eVoucher Email Address daviddattorney@firm.com
Next
<b>Notice</b> : This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password incorrectly six times or fail your security questions three times, your account locks and you must contact your eVoucher administrator.

INCOURTS	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Enter the password for ye	Account with Login.gov Account our eVoucher account to connect your eVoucher account with your Login.gov account. 9, you will sign in using Login.gov going forward.
eVoucher Password	
Forgot your password? Connect A	ccounts
access attempts, may be protection of system secu system or any connected	d government system for official judiciary business only. All activities on this system for any purpose, and all recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, rity, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system, users expressly consent to system monitoring and to official access to data reviewed and created by evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement

#### Step 3

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation - New User -

New eVoucher users who do not have an SLP can also link their accounts from the eVoucher linking page.

## Step 1

Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

COURTS	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Enter your email add	ter Account with Login.gov Account dress to connect your eVoucher account with your Login.gov account. s step, you will sign in using Login.gov going forward.
eVoucher Email Add daviddattorney@	
	Next

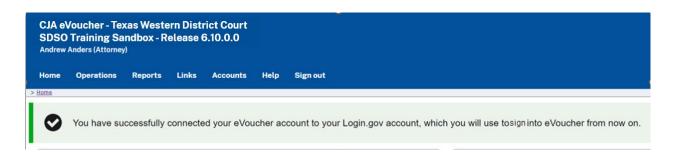
#### Step 2

A message appears, prompting you check your email and confirm that you entered the correct email address.



# Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

Dear David D Attorney,
District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.
PLEASE NOTE: If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.
Click here to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.
Regards, District of Texas Western
Step 4
If your Login.gov account is successfully linked to your eVoucher account, a success message
appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – Existing User –

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.



Do not change the Login.gov email address that's pre-populated in the **eVoucher Email Address** field. Click **Next**.

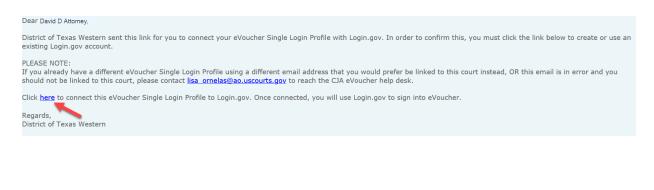
UNITED STATES COURTS	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
	er Account with Login.gov Account
After completing this s	tep, you will sign in using Login.gov going forward.
eVoucher Email Addre	255
daviddattorney@gi	mail.com
N	lext
h	ted government system for official judiciary business only. All activities on this system for any purpose, and all

Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.

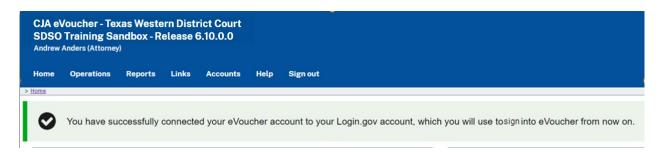
		exas Western District Court Indbox - Release 6.10.0.0		
Link eVoucher Account with Login.gov Account Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance.				
<b>O</b> Single Login	Profile not found with th	at email address. Contact your local court helpdesk.		
eVoucher Email Add daviddattorney@gr				
N	ext			

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



Step 4

If your Login.gov account is successfully linked to your eVoucher account, a success message appears at the top of your eVoucher home page. Continue to use eVoucher normally.



You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Signing In to eVoucher -

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.

### Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.

	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
	<b>Iged how you will sign in to eVoucher!</b> to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use e sign-ins.
Sign in with 🔋	LOGIN.GOV
	te a Login.gov account? n above and then use the "Create an account" button below the sign in fields. sign in process.
attempts, may be recor security, performance o system, users expressly	ted government system for official judiciary business only. All activities on this system for any purpose, and all access ded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of ding unauthorized access attempts, may be reported to law enforcement officials.

## Step 2

By default, you are directed to the Login.gov sign-in page. In the **Email address** and **Password** fields, enter the email address and password used to create your Login.gov account, and then click **Sign in**.

eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely.					
Sign in	Create an account				
Sign in for existin	ng users				
Password					
Show password					

CJA eVoucher | Version 6.10 | AO-SDSO-Training Division | April 2024

Complete the action required by your chosen authentication method. In this example, you'll authenticate using a mobile device. In the **One-time code** field, enter the one-time code sent to your device, and then click **Submit**.

Enter your one-time	code
We sent a text (SMS) with a one-time <b>5555.</b> This code will expire in 10 minu	. ,
<b>One-time code</b> Example: 123ABC	
XXXXXX	
Submit	
Send another code	

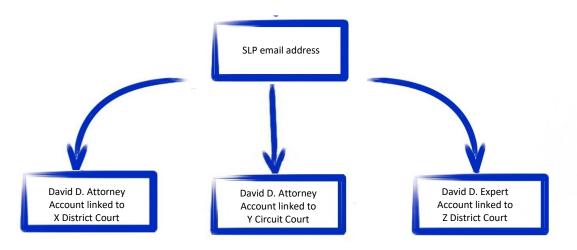
Login.gov directs you to your eVoucher home page.

CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0								
David /	David Attorney (Attorney)							
<u>Home</u>	Operations	Reports	Links	Help	Sign out			
> <u>Home</u>								
🗉 My Activ	My Active Documents							
To group by a particular Header, drag the column to this area. Search:								
Case	De	fendant	т	уре		Status		Date Entered
1.12.0	D 00000 EE D	have Charlestels (	щ 4 <b>Х</b>					04/04/2014

## Single Login Profile (SLP) -

An SLP allows you to link to your other court accounts and switch from one account to another from within the eVoucher application without needing to sign out. It is set up by court staff when your court profile is initially created in eVoucher.

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



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

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**.



## Editing Your SLP

Your SLP information is divided into two sections: Account Information and Linked eVoucher Accounts. Click the plus (+) or minus (-) signs to expand or collapse each section. **Note**: The Account Information section automatically displays when you access your SLP information.

Andrew Anders			
_			
			L-1
Middle name -	Last name Anders	Suffix -	Edit
m			Edit
<u> </u>			+
	m	- Anders	- Anders -

## Modifying Your Name -



To edit your name, in the Account Information section, click the **Edit** link to the right of your name.

Single Login Profile – Andrew Anders						
Account Information					-	
First name Andrew	Middle name -	Last name Anders	Suffix -		Edit	

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

S	Single Login Profile – Andrew Anders						
	Account Information			-			
	First name	Middle name	Last name	Suffix			
	Andrew		Anders				
	Cancel	-		Save changes			

**Note**: It is important to remember that changing your SLP name does not change the name associated with your court profile.

## Updating Your SLP Email Address

#### Step 1

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

Email address andersattorney+10@gmail.com			Edi

Step 2

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

Single Login Profile	e – Andrew Anders			
Account Information				-
Note: This em	ail change does not change the	email associated with Login.	ov	
First name Andrew	Middle name	Last name Anders	Suffix	Edit
Andrew	-	Alludia		
Email address				
aandersattorney+10@g	gmail.com			
Confirm email address				
aandersattorney@gmai	il.com			
Cancel	Save cha	inges		

**Note**: It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

## Updating Your SLP Password -

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > Single Login Profile							
Back to List Edit User	Assign Roles			Single Login Profile			
Single Login Profile – Morales Attorney							
Account Information				-			
First name	Middle name	Last name	Suffix				
Morales		Attorney		Edit			
Email address MoralesAttorney210@gm Password I LOGIN.GOV	nail.com			Edit			
Loont.cov							

**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <a href="https://www.login.gov/help">https://www.login.gov/help</a>.

## Linked eVoucher Accounts —

## Step 1

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

Single Login Profile – Andrew Anders	
Account Information	+
Linked eVoucher Accounts	+

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. Users with more than one eVoucher account have one account designated as the default.

Your default court is the court that initially appears when you sign in to eVoucher. To change your default court, click the radio button for the desired court account, and then click **Save changes**.

ome	Operations	Reports	Links	Accounts	Help	Sign out	
	<u>e Login Profile</u> le Login F	Profile –	Andre	w Ander	s		
-	ount Informat		, and e	in / inder	•		
1001							
Link	ed eVoucher	Accounts					
	ple eVoucher the <b>Accounts</b>			-	-	Profile. If more than o	ne account is linl
Acc	ount					User Type	Default
Dist	rict of Texas V	Vestern (An	ders)			Attorney	0
Dist							

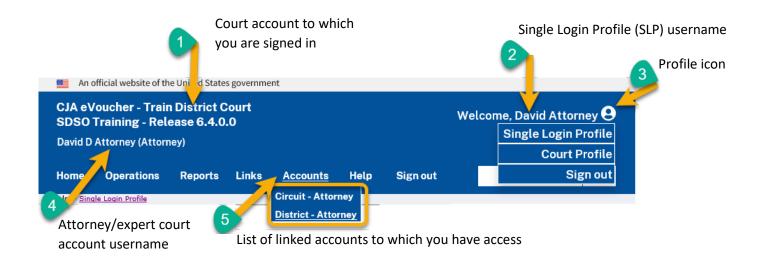
# Accessing Multiple Accounts in eVoucher —

From the **Accounts** menu, click the court account in which you wish to work.

CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0 Andrew Anders (Attorney)								
Home Operati			Help Sign out Exas Western - Attorney Court - Attorney					
To group by a particular	Header, drag the column to the	his area.	Searc	h:				
Case	Defendant	Туре	Status	Date Entered				
1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24 Andrew Anders	Voucher Entry Edit	04/14/2014				

# 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. It connects multiple eVoucher accounts a user may have.
- 3. **Profile icon** You can access your Single Login Profile (SLP) or court profile, or sign out from here. You can also access these options from the **Help** menu.
- 4. **Court account username** 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.

2/794										
Hy Active Documents					E Hy Proposed Assigns	nents				
To group by a particular Header	drag the column to this area.		Search		Appointments		De	fendant		
Case	Defendant	Туре	Status	Date Entered	1.0		Il cases have been currently assign	ed		
1:13-CR-08842-II- Start: 04/04/2014 End: 03/01/2016	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	12/02/2015					No d	
1:13-CR-08842-11- Start End:	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry	01/21/2016	E Hy Submitted Docum	rents				
1:13-CR-08842-II-	Paul William Clark (# 1)	CIA-26	- Voucher Entry	foucher Entry 03/01/2016	To group by a particular Header, drag the column to this area.			Search	Search:	
Start: End:	Claimed Amount: 0.00		Eds		Case	Defendant	Туре	Status	Date Entered	
				Page 1 of 1 (3 items)	1:13-CR-08842 Start: 08/03/2013 End: 04/04/2014	Paul William Clark (# 1) Claimed Amount: 204.45	CJA-20 David D Attorney	Submitted to Court 0101.0000020	11/09/2015	
Appointments' List					1:13-CR-08842 Start: 02/11/2022 End: 02/11/2022	Paul William Clark (# 1) Claimed Amount: 20,000.00	AUTH Paralegal Services	Submitted to Court	02/11/2022	
Appointments		Defendant	Search	1	1:13-CR-08842 Start: 11/25/2015 End: 12/10/2015	Paul William Clark (# 1) Claimed Amount: 8,800.00	CJA-26	Submitted to Court	12/10/2015	
Case: 1:13-CR-08842-II Defendant #: 1 Case Title: USA v Clark Attorney: David Attorney Representation ID: 34 Appointment ID: 32		Defendant: Paul Williar Representation Type: Crim Order Type: Appointing Co Order Date: 08/03/13 Pres. Judge: Ignacio Iglesi Adm./Mag Judge:	inal Case unsel		1:12-08-08942 Start: 12/02/2015 End: 12/02/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Submitted to Court	12/02/2015 Page 1 of 1 (4 iter	
Case: 1:16-CR-08642-AA Defendant #: 1 Case Title: USA v Wyatt		Defendant: Daria Wyat Representation Type: Expe Order Type: Associate	t ert Only		Hy Service Provider's	s Documents			Page I or I (4 lttr	
Attorney: David Attorney Representation ID: 61		Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Alberts			To group by a particular Header, drap the column to this area. Search:					
Appointment ID: 109		Adm./Mag Judge:			Case	Defendant	Туре	Status	Date Entered	
ı I				Page 1 of 1 (2 items)	1:13-CR-08842 Starts Endi	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry	12/07/2015	
					1:13-CR-08842 Sart End	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit	01/28/2016	
					1				Page 1 of 1 (2 iter	
					Closed Documents					
					To group by a particular H	teader, drag the column to this area.		Search	1	
					Case D	efendant Type	Status	Date Enter	ed	

Section Name	Contents
My Active Documents	This section contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it.
My Submitted Documents	This section 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.
My Service Provider's Documents	<ul> <li>This section contains all the vouchers for your service providers, including:</li> <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>
Closed Documents	This section 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 days after the appointment is terminated. They are still accessible on the Appointment page.

# Navigating in the CJA eVoucher Program -

SDSO.	oucher - Train Training - Rel Attorney (Attorn	ease 6.4.0					Welcome, David	d Attorney 😫
Home	Operations	Reports	Links	Accounts	Help	Sign out		Q

Menu Bar Item	Description
Home	Click to access the eVoucher home page.
Operations	Click to search for specific appointments.
Reports	Click to view selected reports you can run on your appointments.
Links	Click to access links to CJA resources such as forms, guides, publications, etc.
Accounts	Click to access your different court accounts.
Help	<ul> <li>Click to access:</li> <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>
Sign out	Click to sign out of the eVoucher program.
Search field	Enter search criteria 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 each section.

**Expand/Collapse a Section:** Click the plus sign (+) to expand a folder. Click the minus sign (-) to collapse a section.

#### Resize a Column

#### Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow  $\iff$  appears.

Step 2

Click and drag the line in the desired direction to enlarge or reduce the column size.

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

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



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



#### Step 2

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

My Active Documents		
To group by a particular Header, drag the column	to this area.	
Case Defendant	Туре	∇ Status

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

Group by: Ca	se -	2	
Case	Defendant	Type	∇ Status

# 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**.

An c	official website of th	e United States	governmer	nt		
SDS0	oucher - Trair Training - Rel Attorney (Attorr	ease 6.4.0.		Velcome, David Attorney Single Login Profile		
Daviu D	Attorney (Attorn	ieyj				Court Profile
Home	Operations	Reports	Links	Help	Sign out	Sign out
> Help > <u>Cou</u>	rt Profile					

On the Court Profile page 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 continuing legal education (CLE) attendance.

Click **Edit**, **Select**, **Add**, or **View** to the right of each section to expand the section and edit any information. Review your court profile and add any missing information as needed.

> Help > <u>Court Profile</u>		
Court Profile		
Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney Your Contact Info: Phone: 555-55555 Fax: deadmail@ao.uscourts.gov Your Address: 122 San Antonio Way San Antonio, TX 78228 US	Edit
Billing Info List all available billing info records	VS Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 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.

Attorney Info Your personal info	Bar Number: Your Name: <b>Andrew Anders</b>	Edit
	Your Contact Info: 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	

If you have a Single Login Profile (SLP) that is linked to more than one court, certain changes made to the Attorney Info section of your court profile will be applied to any of your other linked accounts with the same SSN/EIN after one business day. This information displays at the top of your Court Profile page and details the sections that are affected across any of your other linked accounts:

Court Profile								
after one business	For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN after one business day. Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.							
Step 2	ccessary changes, ar	nd then click <b>Say</b>	70					
	Attorney Info Your personal info SSN Instructions: 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. Payee Certification: 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-MICX. 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 - 1 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 Tax Identification Number: * (If, SSN: Confirm: •••••••• Confirm: •••••••• First Name * Middle Andrew Main Email * Ilisa_ornelas@aotx.uscourts.gov 2nd Email deadmai@support.aotx.uscourt 3rd Email deadmai@support.aotx.uscourt Phone * 210-633-5623 Address 1 * 110 Main Street Address 2 Address 3	on Panel)  Foreign Vendor? Last Name * Anders S.gov	Fax Zip * (US only) 78210	Save			

Select

Add

Edit

#### 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.

<b>Billing Info</b> List all available billing info records	Your default billing info is: <b>Andrew Anders</b> Billing Code:0101-00002 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax:
--	---

If you have a Single Login Profile (SLP) that is linked to more than one court, changes made to the Billing Info section of your court profile will not be applied to any of your other linked accounts with the same SSN/EIN. This information displays at the top of your Court Profile page and describes the action necessary to apply changes to any of your other linked accounts:

#### **Court Profile**

Changes made to the <u>Billing Info</u> section of this court profile will NOT be applied to any other linked accounts with the same SSN/EIN. Use the Accounts menu to switch to other linked accounts and make changes to each court profile <u>Billing Info</u> section separately.

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 biling info records	Billing Type: Self-Employed Firm Associate	Save cancel
	Tax Identification Number: EIN/TIN: Confirm:	
	Copy Address from Profile Name:	
	Phone: Fax:	
	Address 2: Address 3:	
	City:         State:         Zip Code:           Country:	

Billing Info List all available billing info records	<ul> <li>Required Fields <ul> <li>Billing Type:</li> <li>Self-Employed</li> <li>Firm</li> <li>Associate</li> </ul> </li> <li>Billing Code: Verify</li> </ul>
---	--

#### 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.

Changes made in this section are not applied to any of your other linked accounts. This information 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.

#### Step 1

In the Holding Period section, click View.

Holding Period There are 9 periods of time during which cases cannot be taken.	View	
--	------	--

### Step 2

#### Click Add.

Holding Period	Back Edit	Add Delete			
				Search	
	Starting	Ending	Notes		
				No Holding Period	
					No data

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.
	~
	~

# Continuing Legal Education (CLE) —

#### Step 1

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

Continuing Legal Education	No info has been stored. Please dick VIEW to type your info.	View
-------------------------------	---	------

Changes made in this section are not applied to any of your other linked accounts. This information 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.

#### Step 2

To add CLE information, click Add.

Continuing Legal Education	Back	Edit Add	Delete			
						Search:
	Files	Credit	Date	Hours	Subject	
				,	No Continuing Legal Education	
						No data

Click the **Credit** drop-down arrow to select CLE categories. In the corresponding fields, enter the date, the number of hours, and a description. Click **Save**.

Continuing Legal Education	Back Save	
	Date 05/01/2014	
	Document After you save the information about this Continuing Education, you will be able to upload related documents.	

**Note:** After you save information, you can upload related PDF documents.

### Step 4

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

Back Save	
Credit Sentencing-rel 🗸	
Date 05/15/2014	
Hours 0	
Description	~
Document	Browse
	1 1

Continuing Legal Education	Back	Edit Add	Delete				
						Search:	
	Files	Credit	Date	Hours	Subject		
	0	Sentencin	04/16/2020				
	1						Page 1 of 1 (1 items)

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

# Appointments' List

On your home page, in the Appointment's List section, locate the desired case.

### Step 1

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

							Search	
pintments			Defendan	t				
e: 1:14-CR-08805-AA endant #: 1 e Title: USA v. Branson rney: Andrew Anders resentation ID: 2 ointment ID: 4	1		Represent Order Type Order Date	ation Type: e: Appointi e: 03/03/14 e: Albert A	ŧ			
	Appointment In this page you will find a	Appointme						
	summary about this	1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENT Jebediah Branson			VOUCHER NU	MBER	
	appointment, including a list of	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMB 1:14-CR-08805-1-AA	ER 5.7	PPEALS, DKT/DEF NUMBER	6. OTHER. DK	T/DEF.NUMBER	
	vouchers related to this appointment and links to create	7. IN CASE/MATTER OF(Case USA v. Branson		V 01	YPE PERSON REPRESENTE ult Defendant	D 10. REPRESE Criminal Ca	STATION TYPE	
	new vouchers	11 OFFENSE(S) CHARGED	of alleged felony)	A4	un Derendam	Criminal Ca	ie	
	View Representation	12. ATTORNEY'S NAME AND	MAILING ADDRESS		COURT ORDER			
	Create New Voucher	Andrew Anders 110 Main Street		-		-Counsel D Federal Defender	F Subs for Federal Defeader	
	AUTH Create	San Antonio TX 78210 Phone: 210-833-5623		(C)	pital Only) Counsel	Attorney	anel C R Subs for Retained Attorney	
	Authorization for Expert and other Services	Cell phone: 210-555-1234 Email: lisa_omelas@aotx.	uscourts.gov		S Pro Se D T Re Attorne	ained □ U Subs for F Se	TO X Administrative	
	AUTH-24 Create			-	Y Standby Counsel			
	Authorization for payment of transcript			Pric	r Attorney's Name ointment Dates			
				Sign	ature of Presiding Judge or By sert Albertson			
	BUDGETAUTH Create Authorization for Excess Attorney	14. LAW FIRM NAME AND M	AILING ADDRESS	Dat	of Order /2014	Nunc Pro Tunc I	Date	
	Fees and/or Expert and other Services on Budgeted Case			Re	payment 🗆 YES 🗵 NO			
	CJA-20 Create	Vouchers on File						
	Appointment of and Authority to Pay Court-Appointed Counsel		Header, drag the column to this a	area.		Search:		
	CJA-21 Create	Case	Defendant	Туре	Status		Date Entered	
	Authorization and Voucher for Expert and other Services	1:14-CR-08805-AA- Start:	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Andrew Anders	: 📥 <u>Ed</u>	ucher Entry	08/01/2022	
	CJA-24 Create Authorization and Voucher for Payment of Transcript	End: <u>1:14-CR-08805-AA-</u> Start: End:	Jebediah Branson (# 1) Claimed Amount: 500.00	Chemist/Toxico AUTH Andrew Anders Chemist/Toxico	Vo	ucher Entry	07/28/2022	
	Payment or Transcript							
	CJA-26 Create Statement for a Compensation Claim in Excess of the Statutory Case	1:14-CR-08805-AA- Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley	💉 01	omitted to Court 01.0000957 IAL PAYMENT	01/25/2022	
	CJA-26 Create Statement for a Compensation Claim In Excess of the Statutory Case Compensation Maximum: District Court TRAVEL Create		Claimed Amount: 0.00 Jebediah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00	CJA-21	logist	1.0000957	01/25/2022	
	CIA-26 Create Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court TRAVEL Create Authorization for payment of Travel	Start: 01/25/2022 End: 01/25/2022 I:114-CR-08905-AA- Start: 01/25/2022 I:114-CR-08905-AA- Start: 01/25/2022	Claimed Amount: 0.00 Jebediah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00 Jebediah Branson (# 1) Claimed Amount: 900.00	CJA-21 Rick Astley Chemist/Toxico AUTH Andrew Anders Chemist/Toxico AUTH Andrew Anders	logist logist Vo logist Vo logist Vo	01.0000957 IAL PAYMENT		
	CJA-26 Create Ratement of the Statutory Cam Compensation Navimum: District Court Court Court TRAVEL Create Advantation for payment of Travel Reports Association for a layout Report	Start: 01/25/2022 End: 01/25/2022 1:14-CR-08805-AA- Start: 01/25/2022 End: 01/25/2022 1:14-CR-08805-AA-	Claimed Amount: 0.00 Jebediah Branson (= 1) Claimed Amount: 400.00 Approved Amount: 400.00 Jebediah Branson (= 1)	CJA-21 Rick Astley Chemist/Toxico AUTH Andrew Anders Chemist/Toxico AUTH	logist 21	AL PAYMENT JAL PAYMENT Jacher Closed 01.0000956	01/25/2022	
	CJA-26 Create Ratement of the Steppensol (Cam Compensation Ratement) Compensation Ratement District Court Court RAVEL Create Authorization for payment of Tavel Reports Association Report Default Could Index Report Default Outlain Index Report Detail Budget Info for defendant Default Could Index Report Totals only object info for Totals only object info for Totals only object info for	Sam 01/35/2022 End: 01/25/2022 1114-CR-08805-AA- Sam 01/25/2022 End: 01/25/2022 End: 01/25/2022 End: 01/25/2022 1114-CR-08805-AA- Same 01/25/2022	Claimed Amount: 0.00 Jebediah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00 Jebediah Branson (# 1) Claimed Amount: 900.00 Jebediah Branson (# 1) Claimed Amount: 900.00	CJA-21 Rick Astley Chemist/Toxico AUTH Andrew Anders Chemist/Toxico AUTH Andrew Anders Chemist/Toxico	logist / III kogist / Vo kogist / Vo kogist / Vo kogist / Vo kogist / Vo	21.0000957 IAL PAYMENT Unter Closed 21.0000955 Unter Closed 21.0000955 unter Closed 21.0000941	01/25/2022	
	CDA-26 Croate Balancest for a Componention Case Componention Nationum: District Court Court REAVEL Create Authorization for payment of Travel Reports Associationes Learnat Defended Learnat Defended Learnat Totala only of budget info for defendent Court Attorney Time	Sam 02/32/022 End 02/32/022 Sam 02/32/022 Sam 02/32/022 Ind 02/32/002 Ind 02/32/002	Claimed Amount: 0.00 2ebedah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00 Approved Amount: 900.00 Approved Amount: 900.00 Approved Amount: 750.00 Approved Amount: 750.00 Ap	CJA-21 Rick Astley Chemist/Toxicc AUTH Andrew Anders Chemist/Toxicc AUTH Andrew Anders Chemist/Toxicc Chamist/Toxicc CJA-21 Lucy Hall	logist Pill kogist State	21.0000957 IAL PAYMENT Unter Closed 21.0000955 Unter Closed 21.0000955 unter Closed 21.0000941	01/25/2022 01/25/2022 01/19/2022	
	CJA-26 Create Ratement for a Compensation Claim Compensation Rannum: District Court Court Court RRAVEL Create Authorization for payment of Travel Reports Appointment Report Default Order Report Default State Report Default Order Report Total only of budget info for defendant	Sam 02/32/022 End 02/52/022 Ind: 02/52/022 Ind: 02/52/022 End: 02/52/02 End: 02/52/	Claimed Amount: 0.00 Jebedish Branson (# 1) Gaimed Amount: 400.00 Approved Amount: 400.00 Jebedish Branson (# 1) Glaimed Amount: 900.00 Approved Amount: 750.00 Approved Amount: 750.00 Approved Amount: 750.00 Approved Amount: 750.00 Jebedish Branson (# 1) Glaimed Amount: 0.050.00	CJA-21 Rick Astley Chemist/Toxicc AUTH Andrew Anders Chemist/Toxicc AUTH Andrew Anders Chemist/Toxicc CA-21 Lucy Hall Litigation Supp AUTH Andrew Anders	Logist × 1 Logist	12.0000957 IAL PAYMENT IAL PAY	01/25/2022 01/25/2022 01/19/2022 12/14/2021	

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

### View Representation -

Click the **View Representation** link to display 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	Rep	resentation	Info					
In this page you can view or delete the representation.	0101	T/DIV.CODE	2. PERSON REPRESENTED Jebediah Branson					VOUCHER NUMBER
		KT/DEF.NUMBER	4. DIST. DKT/DE 1:14-CR-08805	-1-AA		. DKT/DEF.NUM		6. OTHER. DKT/DEF.NUMBER
Reports	7. IN CASE	MATTER OF(Case Name)	8. PAYMENT CA	TEGORY	9. TYPE PEF	SON REPRESEN	TED	10. REPRESENTATION TYPE
Representation Report	USA v. B		Felony (includi of alleged felor	ng pre-trial diversion ay)	Adult Defe	ndant		Criminal Case
	15:1825.F	se(s) charged 7 INSPECTION VIOLATIO	ON PENALTIES	5				
	EXCESS F1 \$11,500.0		PRESIDING JUD Albert Albertso		MAGISTRA	TE JUDGE		DESIGNEE 1
								DESIGNEE 2
	App.ID	Attorney		Order Type		Order	Email	
	4	Andrew Anders		Appointing Counsel		03/03/14	lisa_orne	elas@aotx.uscourts.gov

# 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.

CJA-20	<b>Create</b>
Appointment of and Authority	
Court-Appointed Counsel	

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

CJA-20 Attorney Enters	Basic Info           1. CIR-DIST/DIVCODE         2. PERSON REPRESENTED           0101         Kip Longoria           3. MAG. DKT DEFNUMBER         4. DIST. DKT DEFNUMBER           1. 71. CR-01989-616-AA         8. APPEALS. DKT DEFNUMER           7. IN CASE MATTER OF(Case Name)         8. PAVALENT CATEGORY           Felory (including pre-trial diversion)         9. TYPE PERSON REPRESE		Tabs appear at the top of the screen.
Start Date: End Date:	II. OFFENE(5) CHARGED     IS:1644.F CREDIT CARD FRAUD     IZ. ATTORVEY'S NAME AVD MAILING ADDRESS     IZ. COURT ORDER		
<ul> <li>Services: \$0.00</li> <li>Expenses: \$0.00</li> </ul>	Morales Attorney - Bar Number: 2222222 AAstroney - Bar Number: 2222222 Astroney - Council	C Co-Counsel D Federal Defender Defender Defender O Appointing Attorney Attorney Attorney	
Representation Fee Limit: \$11,500.00		T Retained U Subs for Pro XAdministrative rney Se	
Fee Amount Remaining After Approved and Pending: \$11,500.00	Appintment Dates Signature of Presiding Judge o Albert Albertson 14. LAW FIRM NAME AND MAILING ADDRESS 10 1/2021	r By Order of the Court Nunc Fro Tunc Date	
Tasks Link To Appointment Link To Representation	Repayment □ YES ♥ NO Payment Info Preferred Payee Morales Attorney ▼		A progress bar
Actions <u>Import Service Entries (.csv)</u>	Morales Attorney Billing Code:0101.000105 1234 Main Street San Antonio, TX		appears at the
Reports Form CJA20 Defendant Detail Budget Report Detail budget info for defendant	78209 - US Phone: 2105551234 Fax: « First < Previous Next > Last » Save	Delete Draft Audit Assist	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.



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

Basic Info	Services	Expe	nses Claim	Status 🕨 Doci	iments 🕨 Confi	rmation			
Service	es	-							
Date	4/17/2020	*		Description				*	]
Service Type			-	*					
Doc.# (ECF)		Pages						Ŧ	*
Hours	*	at \$152.00	per hour.				Add	Remove	•
Required Fields	articular Header,	drag the co	umn to this area.						
Service Type		Date 🔺	Description				Hrs	Rate	Amt
							ms		AIIIC
				(Empty)			ms		AIIIt
No data to pa	ginate < >		·	(Empty)	Go to page:	View items p			

#### 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	04/17/2020 *								esc
Service Type	•	April 2020							•
Doc.# (ECF)	×	Su	Мо	Tu	We	Th	Fr	Sa	
Hours	×	29	30	31	1	2	3	4	
	»	5	6	7	8	9	10	11	
* Required Fields	»	12	13	14	15	16	17	18	
To group by a pa	×	19	20	21	22	23	24	25	
To group by a pa		26	27	28	29	30	1	2	
Service Type	»	3	4	5	6	7	8	9	

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

Service	S	
Date	04/17/2020 *	Description
Service Type		•
Doc.# (ECF)	In Court Services	<u> </u>
Hours	a. Arraignment and/or Plea	
	b. Bail and Detention Hearings	
* Required Fields	c. Motion Hearings	
To group by a pa	d. Trial	
Service Type	e. Sentencing Hearings	

**Note:** You can add dates in any order; they will 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	04/17/2020 *			Description	First appearance an arraignment of defendant.	-
Service Type	a. Arraignment and	d/or Plea	-	*		
Doc.# (ECF)	Pag	ges		]		*
Hours	5.0 * at s	\$148.00 per ho	our.		Add Rei	nove
* Required Fields			Ť\$			

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. Be sure to click **Save**. Click an entry to edit.

Basic Info	Services	Expen	ses 🛛 🕨 Claim	Status De	ocuments	Confirmat	ion			
Service	S									
Date Service Type	04/17/2020 *	* 🎆		Description	First appearanc	e an arraignme	nt of defendant.		*	
Doc.# (ECF)	a. Arraiginnen	Pages							-	*
Hours	5.0 *	at \$148.00	per hour.				A	dd	Remove	•
Required Fields										
To group by a pa	articular Header,	drag the col	umn to this area.							
Service Type		Date 🔺	Description					Hrs	Rate	Amt
a. Arraignment an	d/or Plea	04/17/2020	First appearance an	arraignment of defe	endant.			5.0	\$148.00	\$740.00
Page 1 of 1 (1	items) < [1	1] >			Go to pa	je:	View items pe	r page	e: <u>10 25</u>	<u>50 100</u>
					-					
		N								
		ß								
« First   < Pre	evious Next	> Last	»	Save		Delete Draft	]	A	udit Assis	st

# **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. Please review the **Importing Time** job aid on the eVoucher training website for more detailed instructions for importing service entries with associates.

### Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

CJA-20 Attorney Enters	Basic Info	Expenses Claim Status	Documents	s 🕨 Confirr	nation	
	Basic Info	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMB	ER
Def.: Jebediah Branson	3. MAG. DKT/DEF.NUMBER.	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS, DKT/DEF	NUMBER	6. OTHER. DKT D	EF.NUMBER
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name) USA v. Branson	<ol> <li>PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</li> </ol>	9. TYPE PERSON REP Adult Defendant	RESENTED	10. REPRESENTA Criminal Case	TION TYPE
Voucher #: Start Date:	11. OFFENSE(5) CHARGED 15:1825.F INSPECTION VIOLAT 12. ATTORNEY'S NAME AND MAILING	TION PENALTIES	13. COURT ORDER			
End Date:	Andrew Anders 110 Main Street	AAnociate	C Co-Countel	D Federal Defender	F Subs for Federal	
Services: \$0.00	San Antonio TX 78210 Phone: 210-833-5623	L Learned Counsel (Capital Ouly)	O Appointing Counsel	Attorney	R Subs for Retained	
S Expenses: \$0.00 💌	Cell phone: 210-555-1234 Email: <u>lisa_ornelas@aotx.uscourts</u>	S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrative	
Representation Fee Limit: \$11,500.00 Fee Amount Remaining After Approved and Pendina:	14. LAW FIRM NAME AND MAILING A	DDRESS			he Court ro Tunc Date	
\$11,500.00			S/S/2014 Repayment 🗌 YES 🗹	NO		
Tasks Link To Appointment Link To Representation Actions Import Service Entries (.csy) Reports Form CIA20 Defendant Detail Budget Report Datall budget info for defendent	Andrew Billing Co 110 Main San Anto 78210 - U	nio, TX				

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

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation
Service	es				
	V file must contain a			m a law firm billing sy s. Please download o	y ten and sured in Campa Separated Values (CSV) r sample spreadsheet f
	It is recommended t imported CSV file.	o start with a blank v	voucher. Otherwise, a	II existing service en	tries on the voucher will be overwritten with the
- Additional Info	ormation				
Each service l	ine entry must ha	ve data in the follo	wing columns:		
<ul> <li>Date</li> <li>Hours</li> <li>Descrip</li> <li>Service</li> </ul>		16b" or "16b. Obtain	ing and Reviewing Re	cords")	
The following	columns do not re	equire data, but sh	ould be included i	the header row:	
<ul> <li>Doc#</li> <li>Pages</li> </ul>					
For additional in	nformation refer to th	ne eVoucher Online H	telp.		
Date, Hours, De 1/4/2021,1.0,M 1/4/2021,.5,Rev	escription, Service Ty et with client, 16a. In viewed Indictment, 16	terviews and Conference	ences,,		
			Import Servic	e Entries (.csv)	
Date	9/3/2021 *	<b>1</b>	Description		<b>A</b>
Service Type			*		
Doc.# (ECF)	Pa	iges			*
Hours	* at	\$155.00 per hour.			Add Remove
* Required Fields					

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

ormat. The CSV file mu and service type values.	the ability to import service time e st contain all required column hea	dings and data types. Ple	ase download our	sample spreadsheet f	or the correct	column h	eading
MPORTANT: It is reco if the imported CSV file	mmended to start with a blank vo	ucher. Otherwise, all exis	ting service entries	s on the voucher will t	be overwritten	with the	conten
+ Additional Information	1						
		Import Service Ent	ries (.csv)				
Date 8/6/20	21 -	Description	[				]
ervice Type							
Doc.# (ECF)	Pages					*	-
lours	* at \$155.00 per hour.				Add	Remove	•
equired fields							
	Header, drag the column to this a	rea.					
To group by a particular					Hrs	Rate	Amt
To group by a particular Service Type	Date A Descriptio	n			nis	Nate	~~~~

**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**.

) Open	>	UA20Detail.aspx?DocumentID=m/ZOtF82LqPbSs6BnF8EOg==
→ → ↑ A External Users → time import	✓ <sup>™</sup> Search time import	JENIE LOGOUT 🛚 Stock Photos, Stock 🧾 6.5internal 🔇 6.5e
Organize 🔻 New folder	Bii 🕶 🔟 👔	Confirmation
<ul> <li>□ Desktop</li> <li>□ Documents</li> <li>□ Downloads</li> <li>□ Music</li> <li>□ Fictures</li> <li>□ Videos</li> <li>□ Local Disk (C:)</li> <li>□ TempShare (\\action U\ymatheta are ymatheta are ymat</li></ul>	Date modified Type 8/9/2021 10:01 AM Microsoft Exc	yytem and saved in Comma Separated Values (CSV) format. The CSV file must be type values. ntries on the voucher will be overwritten with the contents of the imported CSV mport Service Entries (.csv)
traindev (\jung) ↓ < File name:	✓ Microsoft Excel Comma Separa ✓ Open ✔ Cancel	Add Remove
To Appointment	(Empty)	

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 <i>CIA-20 Service Time Import_correct.csv</i> and saved to the services table	e below. <u>Click here</u> to view a report for the entries imported.
Services	
Date     9/2/2021       Service Type         Doc.# (ECF)     Pages       Hours         * at \$155.00 per hour.     Add Remove	
To group by a particular Header, drag the column to this area.	
Service Type Date Description Hrs Rate Amt	
e. Investigative or Other Work 07/01/2021 Test 0.1 \$155.00 \$15.50	
a. Arraignment and/or Plea 07/02/2021 Test 0.2 \$155.00 \$31.00	
d. Travel Time 07/02/2021 Test 0.3 \$155.00 \$46.50	

# Importing Service Entries on Previously Created CJA-20s -

While it is recommended to start the Import Service Entries feature on a new or empty CJA-20 voucher, you can add time to the services table of an existing voucher.

#### Step 1

On the home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

	ions Reports Links	Help Sign out		
<u>ne</u>				
y Active Documents				
group by a particular Hea	ader, drag the column to this area.		Sea	irch:
Case	Defendant	Туре	Status	Date Entered
2:18-MJ-07088 itart: ind:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Vouce Entry Edit	09/02/2021
2:18-MJ-07088 itart: ind:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry	09/02/2021

### Step 2

When the document opens, in the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

Attorney Enters		2 PERSON REPRESENTED			VOUCHER NUME	TF		
	0101	Jebediah Branson						
Def.: Jebediah Branson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS, DKT/DEF		6. OTHER. DKT/			
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name)	S. PAYMENT CATEGORY	9. TYPE PERSON REP	RESENTED	10. REPRESENTA	TION TYPE		
	USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case			
/oucher #: Start Date:	11. OFFENSE(5) CHARGED 15:1825.F INSPECTION VIOL 12. ATTORNEY'S NAME AND MAILE	ATION PENALTIES	13. COURT ORDER			_		
End Date:	Andrew Anders 110 Main Street		A Associate	C Co-Countel	D Federal	F Subs for Federal		
Services: \$0.00			L Learned Councel	O Appointing	Print Barrie	Defender R Subs for Retaine Attorney		
	Cell phone: 210-555-1234			T Retained	U Subs for Pro			
Expenses: \$0.00 •	Email: lisa_ornelas@aotx.uscou	rts.gov	S Pro Se	Attorney	Se	XAdministrative		
			Y Staudby Counsel					
Representation Fee Limit:			Prior Amorney's Name					
\$11,500.00			Appointment Dates					
•					Signature of Presiding Judge or By Order of the Court Albert Albertson			
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING	ADDRESS	Date of Order	Nunc I	Pro Tunc Date			
and Pending: \$11,500.00			3/3/2014 Repayment 🗌 yg s 🔽					
\$11,500.00			Kepayment 🗌 YES 🔽	NO				
Tasks	Payment Info							
Link To Appointment								
Link To Representation	Preferred Prefe Andrew	v Anders - Andrew Anders 🗸						
LINK TO Representation	Andrey	v Anders - Andrew Anders						
Actions	Billing	Code:0101-00002						
		in Street						
Import Service Entries (.csv)		tonio, TX						
Pt-	78210 -							
Reports		210-833-5623						
Form CJA20	Finite.	210 000 0020						
Defendant Detail Budget Report	Fax.							
Detail hudget info for defendant	L							

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

Basic Info	Expe	ses <u>Claim Status</u> Documents Confirmation	_		
Services					
		rvice time entries exported from a law firm billing sys <mark>eem and saved in co</mark> column headings and data types. Please download ou sample spreadshee			
IMPORTANT: It is recommende contents of the imported CSV file		n a blank voucher. Otherwise, all existing service entries on the voucher w	ill be overwritter	n with the	
- Additional Information					
Each service line entry must	have data i	the following columns:			
Date     Hours     Description     Service Type (EXAMPLES	: "16b" or ":	ib. Obtaining and Reviewing Records")			
The following columns do no	t require da	a, but should be included in the header row:			
<ul> <li>Doc#</li> <li>Pages</li> </ul>					
For additional information refer t	o the eVouc	er Online Help.			
CSV file when opened in a te: Date, Hours, Description, Service 1/4/2021,1.0,Met with client,16a 1/4/2021,5,Reviewed Indictmen 1/5/2021,1.2,"Hearing on Motion	Type, Doc# . Interviews t,16b,4,25	Pages nd Conferences,,			
		Import Service Entries (.csv)			
Date 9/3/2021	= 🎆	Description			J
Service Type		*			
Doc.# (ECF)	Pages			*	*
Hours *	at \$155.00	er hour.	Add	Remove	2
* Required Fields					
To group by a particular Header,	drag the co	imn to this area.			
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

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

Basic Info	Services	Expe	nses Claim Status	Documents	Confirmation		
Service	s						
	file must contai				ystem and saved in Comma Separ our sample spreadsheet for the co		
	t is recommende imported CSV file		th a blank voucher. Otherwise,	all existing service en	tries on the voucher will be overw	ritten with the	
+ Additional Inf	ormation						
			Import Servi	ce Entries (.csv)			
Date	9/3/2021	*	Descriptio	n	-		
Service Type			*				
Doc.# (ECF)		Pages				-	*
Hours	*	at \$155.00	per hour.		A	dd Remov	e
Required Fields							
Required Heles							
To group by a p	articular Header,	drag the co	lumn to this area.				
Service Type		Date	Description			Hrs Rate	Amt
a. Arraignment ar	nd/or Plea	09/03/2021	Plea in court			0.5 \$155.00	\$77.50
c. Motion		09/03/2021	in court			1.0 \$155.00	\$155.00
a. Interviews and	Conferences	09/03/2021	interview with client			4.0 \$155.00	\$620.00

#### Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

Note: To include any existing entries, you must manually enter them in your .csv file.

Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.

orted from a law firm billing system and data types. Please download our sample erwise, all existing service entries on th	spreadsheet for the correct colum	(CSV) n headings	
: Service Entries (.csv)	Uploading a r overwrite your e on this	<b>J Message</b> new .csv file will xisting time entrie voucher. J want to proceed	
	Cancel	Proceed	

### Entering Expenses -

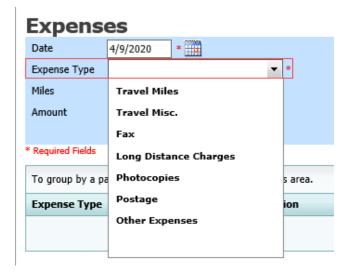
#### Step 1

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

	Add Re		
	Add Re		Miles
* Required Fields			Amount
Expense Type Date A Description Mile	Mile Ra	Date   Description	Expense Type

#### Step 2

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



#### Step 3

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

Expens	es							
Date	4/17/2020 *	• 🎆		Description	Travel to and from court.			<b>^</b>
Expense Type	Travel Miles		• *					
Miles	20 * a	at \$0.575 per	· mile.					*
Amount						Add	Remove	2
* Required Fields								
To group by a pa	articular Header,	drag the col	umn to this area.					
Expense Type		Date 🔺	Description			Mile	Rate	Amt
				(Empty)				
No data to pag	jinate < >				Go to page: View items p	er pag	e: <u>10</u> <u>25</u>	<u>50</u> <u>100</u>
« First < I	Previous	xt > La	ast »	Save	Delete Draft		Audit As	sist

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

Date 4/17/202	0 * 🎆	Description				*
Expense Type		*				- L
Miles Amount	* at \$0.575 pe	r mile.	[	\dd	Remove	_*
Required Fields	and on drage that and	una to this area		_		
To group by a particular He E <b>xpense Type</b>	Date •	Description		Milo	Rate	Amt
Fravel Miles		Travel to and from court.		20	\$0.575	\$11.
Page 1 of 1 (1 items)	< [1] →		Go to page: View items pe	r page	e: <u>10 25</u>	<u>50 1</u>

Expenses are sorted chronologically by date, oldest to newest. Click Save.

Expens	es								
Date	4/18/2020	* 🎆		Description					*
Expense Type			*						
Miles		at \$0.575 per	mile.						*
Amount	*					A	dd	Remove	•
* Required Fields									
To group by a p	articular Header,	drag the colu	imn to this area.						
Expense Type		Date 🔺	Description				Mile	Rate	Amt
Travel Miles		04/17/2020	Travel to and from co	urt.			20	\$0.575	\$11.50
Photocopies		04/18/2020	Copies - 100 pages @	.10 per page.			0	\$0.000	\$10.00
Page 1 of 1 (2	? items) < [	[1] >			Go to page:	View items pe	r page	e: <u>10 25</u>	<u>50 100</u>
« First <	Previous Ne	ext > La	ast »	Save	Delete	Draft	[	Audit A	ssist

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.

Claim S	status						
Start Date		• 🛅		End Date	*		
Payment	Claims *						
Final Pa	yment						
🔘 Interim	Payment	(payment #)					
🔘 Supplen	nental Payment						
🔘 Withhol	ding Return Payn	nent					
** Reminder	: Please select th	e appropriate claim	status.				
1. Have you r	previously applie	d to the court for	compensation and/or	reimbursement fo	r this case? *	⊖ Yes	○ No
	re you paid?					O Yes	No
2. Other than (compensation	from the Court on or anything of	, have you, or to y <i>f value)</i> from any	rour knowledge has a other source in conne	nyone else, receive ction with this repr	ed payment esentation? *	⊖ Yes	○ No
* Required Fields							

In the **Start Date** field, enter the start date from the services or the expenses entry, 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.

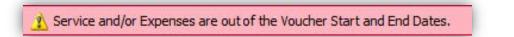
Basic Info Services Expenses	laim Status 🕨 Document	ts Confirmation	_	
Claim Status				
Start Date *	End Date	*		
Payment Claims *	]			
O Final Payment				
O Interim Payment (payment #)				
O Supplemental Payment				
O Withholding Return Payment				
** Reminder: Please select the appropriate claim status				
1. Have you previously applied to the court for comp	ensation and/or reimbursement	for this case? *	⊖ Yes	○ No
If Yes, were you paid?			O Yes	No
<ol> <li>Other than from the Court, have you, or to your k (compensation or anything of value) from any other</li> </ol>	nowledge has anyone else, rece source in connection with this re	ived payment *	⊖ Yes	○ No
* Required Fields				
« First	Save	Delete Draft	[	Audit Assist

#### Notes:

In the Payment Claims section, click one of the following 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, in the (payment #) field, 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, including incomplete dates, the following pink error message may appear:



The message disappears 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.



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

Basic Info	Services Expenses	Claim Status	Documents	Confirmation		
Support	ing Documents					
File Upload	(Only Pdf files of 10MB s	ize or less!)				
File	C:\Users\JaimeLongoria\[	Browse				
Description	Document					
					Up	load
Description					Delete	View
Document					Delete	View
« First < Prev	ious Next > Last »	Save	]	Delete Draft	Aud	it 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 are added to the voucher and appear at the bottom of the Description column.

File	C:\Users\JaimeLongoria\I Browse	
Description	Document	
		Upload
escription		Delete Vie
ocument		Delete Vie

Supporting Documents

# 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.

Confirmation		EPRESENTED				1 CHILDREN	ER NUMBER
101	Jebediah Br	anson					
MAG. DKT/DEF.NUMBER		4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA			DEF NUMBER	6. OTHE	R. DKT/DEF.NUMBER
IN CASE/MATTER OF(Case Nam	e) S. PAYMENT	8. PAYMENT CATEGORY Felony (including pre-trial diversion			REPRESENTED	10. REP	RESENTATION TYPE
SA v. Branson	of alleged f	luding pre-tria elony)	diversion Ad	ult Defendar	st	Crimin	al Case
I. OFFENSE(5) CHARGED 5:1825.F INSPECTION VIO	I ATION PENALT	TES					
2. ATTORNEY'S NAME AND MAI	LING ADDRESS	12.5	13.	COURT ORDE	2R		
ndrew Anders 10 Main Street				A Associate	C Co-Counse	Defender	
an Antonio TX 78210 hone: 210-833-5623				L Learned Cou apital Only)	nsel ☐ O Appointing Counsel	Attorney	s for Panel
ell phone: 210-555-1234			, .	S Pro Se	T Retained	D U Sub	
mail: <u>lisa_ornelas@aotx.usco</u>	ourts.gov			Y Standby Cor	Attorney	Se	
A LAW FIRM NAME AND MAILI	NG ADDRESS		Pri	or Attorney's Na pointment Date:	ame i ing Judge or By Order o		
ndrew Anders TIN: XX-XX 10 Main Street	XXXXXX		AĬ	bert Albertso	ing Judge or By Order o In		
an Antonio TX 78210 US			Dat 3/3	e of Order 1/2014		Nunc Pro	Tunc Date
none: 210-833-5623			Re	payment 🗆 YI			
CLAIMS FO	R SERVICES ANI		TOTAL			URT USE	ONLY
CATEGORIES		HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTEI HOURS	D ADJUSTED AMOUNT		REVIEW
<ul> <li>a. Arraignment and/or Ple</li> <li>b. Bail and Detention Heat</li> </ul>		1.0	\$158.00 \$316.00				
c. Motion Hearings		3.0	\$474.00	)			
d. Trial e. Sentencing Hearings		4.0	\$632.00 \$474.00				
f. Revocation Hearings		0.0	\$0.00				
g. Appeals Court h. Other		0.0	\$0.00				
	Totals	20.0	\$3,160.00	)			
<ol> <li>a. Interviews and Conference</li> <li>b. Obtaining and Reviews</li> </ol>		8.0 7.0	\$1,264.00				
c. Legal Research and Br		8.0	\$1,264.00	)			
d. Travel Time e. Investigative and Other	Work	6.0 1.3	\$948.00 \$205.40				
•	Totals	30.3	\$4,787.40				
7 Travel Expenses (lodging, mileage, etc.)	parking, meals,		\$24.53				
Other Expenses (other that	in expert,		\$4.40	,			
transcripts, etc.) GRAND TOTALS							
CLAIMED AND ADJUSTE		CONTRACT NO.	\$7,976.33		N DATE IS OTHER T		E DIGDOUTION
	2 TO: <u>11/30/202</u>	C.	ASE COMPLETI	DN DN	ON DATE IF OTHER TH	IAN 21. CAS	E DISPOSITION
		erim Payment (#)	Suppler	nental Payment	U Withholding F	ayment () (	(Total)
lave you previously applied t							
f yes, were you paid? 🛛 🗍	yes 🗆 no						
other than from the Court, ha ny other source in connection	ve you, or to your k a with this represen	nowledge has	anyone else, re YES 🗹 1	ceived paym	ent (compensation on s, please attach supp	or anything porting doe	g of value) from cumentation
Swear or affirm the truth or correct	ness of the above statem	ents.				-	
ignature of Attorney:		PROVED FO	DAVATEN	COURT		Signed:	
IN COURT COMP.	24. OUT OF COURT CO		RAVEL EXPENS		6. OTHER EXPENSES	P	7. TOTAL AMT. APPR./CERT.
SIGNATURE OF THE PRESIDIN	G JUDGE			I	DATE		28a. JUDGE CODE
	30. OUT OF COURT CO	DMP. 31. T	RAVEL EXPENS	ES 3	2. OTHER EXPENSES		33. TOTAL AMT. APPR./CERT.
	DGF. COURT OF APPE	ALS (OR DAT	F		4a. JUDGE CODE		FOTAL AMT. CERTIFIED FOR PAYMENT
SIGNATURE OF THE CHIEF III	excess of the statutory	threshold	-		ALVEDGE CODE	Ĩ	PAYMENT
ELEGATE) Payment approved in a							
ELEGATE) Payment approved in a			anter will be	available to	the next approval le	wel.	
ELEGATE) Payment approved in a nount	Attention:	The notes you	a criter will be				
ELEGATE) Payment approved in a	Attention	The notes you	o criter war de				$\sim$
ELEGATE) Payment approved in a nount	Attention	The notes you	a criter will be				$\hat{\mathbf{Q}}$
ELEGATE) Payment approved in a nount	Attention	The notes you	o enter via de				Ç
L SIGNATURE OF THE CHIEF JU ELECATE) Payment approved in a nount Public/Attorney lotes							0
ELEGATE) Payment approved in a nount				tatements			Cuburit
LECATE) Payment approved in a sount ublic/Attorney lotes				tatements			) Submit

In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Public/Attorney Notes	Attention: The n	otes you enter will be	available to the next approv	al level.
	nd affirm the truth or correct //2014 16:32:35	ness of the abov	e statements	<b>Submit</b>
«First < Prev	ious 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.

roup by a particular Header, drag	the column to this area.		Search:
Case	Defendant	Туре	Status
1:14-CR-08805-AA- Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	Submitted to Court
1:14-CR-08805-AA- Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	Submitted to Court 0101.0000001 INTERIM PAYMENT 1
1:14-CR-08805-AA- Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	Submitted to Court

**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.

🗏 My Do	cuments
To group	by a particular Header, drag the column to this area.
Case	
Start: 0	1 <u>R-08802-AA-</u> %/19/2014 \$/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 services and expenses as those entries are entered in the voucher. Expand either item by clicking the drop-down arrow to reveal specifics about the services or the expenses.

Services: \$9,400	.00		Ψ.		
In Court Services					
Service	Hours		Amt.		
Arraignment and/or Plea	6.0	\$1	,200.00		
Bail and Detention	0		\$0.00		
Hearing	0		Ş0.00		
Motion Hearings	2.0	- 1	400.00		
Trial	0		\$0.00		
Sentencing Hearing	0		\$0.00		
Revocation Hearings	0		\$0.00		
Appeals Court	0		\$0.00		
Other	0		\$0.00		
Totals	8.0	\$1	,600.00		
Out of Court Servic	es				
Service	Hours		Amt.		
Interviews and	12.0	¢7	,600.00		
Conferences	15.0	74	,000.00		
Obtaining and Reviewing	8.0	\$1	,600.00		
Records	0.0				
Legal Research and Brief	6.0	\$1	200.00		
Writing		_			
Travel Time	4.0	-	800.00		
Investigative and Other Work	8.0	\$1	,600.00		
Totals	39.0	\$7	,800.00		
<b>0 5 0</b> 045	40				
Expenses: \$215.	42		<b>•</b>		
Travel					
Expense Type		A	mount		
Travel Miles			\$90.42		
Travel Misc			\$0.00		
	tals		\$90.42		
Expenses					
Expense Type		A	mount		
Fax			\$0.00		
Long Distance Charges			\$0.00		
Photocopies		5	100.00		
Postage			\$0.00		
Other Expenses			\$25.00		
	tals	5	125.00		

The **Representation Fee Limit** field displays the current available funding for the defendant. The **Fee Amount Remaining After Approved and Pending** field displays a real-time tally of the fee amount remaining as services and expenses are being entered in the voucher and saved. If there is a negative amount, it shows in red.

CJA-20 Attorney Enters	CJA-20 Attorney Enters
Def.: Elizabeth Waverly	Def.: Elizabeth Waverly
Link to CM/ECF	Link to CM/ECF
Voucher #:	Voucher #:
Start Date:	Start Date:
End Date:	End Date:
Services: \$9,400.00	Services: \$12,600.00 -
🚯 Expenses: \$215.42 👻	Expenses: \$215.42
Representation Fee Limit:	Representation Fee Limit:
\$11,500.00	\$11,500.00
Fee Amount Remaining After Approved	Fee Amount Remaining After Approved
and Pending:	and Pending:
\$2,100.00	(\$1,100.00)

# Reports and Case Management -

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

Therefore, attorneys are encouraged to monitor the status of funds, attorney hours, and expert services by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear in the left review panel.
- Each panel, depending on the document you are viewing, can have different reports available.
- Each report can have a short description of the information received when viewing that report.
- The two main reports are the Defendant Detail Budget Report and the Defendant Summary Budget Report.

Reports
<u>Defendant Detail Budget Report</u> Detail budget info for defendant
Form CJA20 Defendant Summary Budget Report Totals only of budget info for
defendant

To find other accessible reports, from the menu bar at the top of the screen, click **Reports**.

Home	Operations	<u>Reports</u>	Links	Help	Sign out
> <u>Reports</u>					
Internal					
Attorney T	ime				
Appointme	nt Report				

## Defendant Detailed Budget Report —

This report reflects the total amount authorized for this representation, any excess payment allowed, the vouchers submitted against those authorizations, and the remaining balances.

It 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:	Crimina	al Case					
Budget Amount Requested: \$0.00							
Budget Amount Approved	Budget Amount Approved: \$9,900.00						
		Pending		Approved		Amount R	emaining

			FOI	ung			×μ	proved		Anount	emanning
Time Period For Voucher	Voucher Number	Fees	Expe	nses	Total	Fees	Expe	nses	Total	After Approved	After Approved
			Travel	Other			Travel	Other			And Pending
Attorney: Andrew Anders	(Appointing C	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
			To	tal Pending:	\$0.00		Tota	al Approved:	\$6,350.00	\$3,550.00	\$3,550.00

Expert and Other Ser	Expert and Other Services Budget - Requiring Authorization Defendant Jebedlah Branso							Jebediah Branson		
			Pending			Ap	proved		Amount R	temaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expe		Total	After Approved	After Approved
			Travel Other			Travel	Other			And Pending
Authorization Number: 0101.0000002 Amount Requested: \$1,000.00			Amoun	t Authorized: \$0.00				Attorney	y: Andrew Anders	

Grand Totals for the Representation Defendant: Jebediah Branson										
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding			Appr	oved		Combin	ned Total
vouchers as well as vouchers for	Fees	Expe	nses	Total	Fees	Expe	nses	Total	Approved a	and Pending
Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this		Travel	Other			Travel	Other		Fees	Fees and Expenses
representation. *Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

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# Defendant Summary Budget Report ———

This 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:	Jebedia	h Branson						
Type of Representation: Criminal Case									
Budget Amount Requested: \$0.00									
Budget Amount Approved: \$9,900.00									
			Pending			Approve	bd	Amount R	emaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expenses	Total	After Approved	After Approved
			Travel Other			Travel O	ther		And Pending
Attorney: Andrew Anders	(Appointing C	ounsel)		Active					
			Total Pending:	\$0.00		Total App	proved: \$6,350.00	\$3,550.00	\$3,550.0
Expert and Other Ser	vices Budge	t - Requirir	<u> </u>						Jebediah Branso
			Pending			Approve	ed	Amount F	temaining
Time Period For Voucher	Voucher Number	Fees	Expenses	Total	Fees	Expenses	Total	After Approved	After Approve
			Travel Other			Travel O	ther		And Pending
Authorization Number: 0101.0000002 Amount Requested: \$1,000.00 Amount Authorized: \$0.00 Attorney: Andrew Ander									

Grand Totals for the Represe	Grand Totals for the Representation Defendant. Jebediah Branson									
NOTE: The Grand Totals Include Counsel CJA20 or CJA30		Pen	ding			Аррг	roved		Combin	ied Total
vouchers as well as vouchers for	Fees	Expe	nses	Total	Fees	Expe	nses	Total	Approved a	and Pending
Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this		Travel	Other			Travel	Other		Fees	Fees and Expenses
representation. *Does not include Travel Auth	\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00

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## 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, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



### Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

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)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLAT	ON PENALTIES	•	
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2

#### **Authorization Selection**

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization	
ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
<b>ID Number: 920</b> Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:
No Authorization Required If your voucher compensation is under the statutory limit and does not require prior authorization.	

Note: The No Authorization Required link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until the authorization 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				
ID Number: 186 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:				

If the voucher does not require advance authorization, click the **No Authorization Required** link.



#### Associated Authorizations Unavailable

ior author

If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.

. CIR./DIST/DIV.CODE 101	2. PERSON REPRESENTED Catherine Brown		VOUCHER NUMBER		
MAG. DKT/DEF.NUMBER :14-MJ-07020-2-BB	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER		
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE		
JSA v. Roberts et al	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case		
11. OFFENSE(S) CHARGED CMP 18:13-3400.F THEFT OF U.	S. PROPERTY				
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE 1		
\$100,000.00	Barney Ball				
			DESIGNEE 2		
	, or click No Authorization Required.				
[	, or click No Authorization Required.				

The service type auto-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 Inform	New Voucher Information					
Service Type	Chemist/Toxicologist	*				
	Toxicology report.	~				
Description		$\sim$				

#### Step 4

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 active. Click the appropriate radio button to indicate whether 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 Jennings, Julie 🗸						
Expert Info	Julie Jennings					
Details 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512						
Voucher Assignment *	Voucher Assignment *   • Attorney  • Expert					
This indicates who will be responsible for filling the voucher claim part						
Create Voucher	· · · · · · · · · · · · · · · · · · ·					

#### Notes:

- Only experts assigned with the service type selected appear in the drop-down list.
- 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.

If the expert does not have an eVoucher account and profile, you must contact an eVoucher administrator to add a new provider.

New Voucher Informa	ation
Service Type	Chemist/Toxicologist 🗸 *
Description	•
Service Provider	
Search for a service provider. administrator to add a new pr	If you do not find who you are looking for, contact an eVoucher rovider.
Expert	✓
Voucher Assignment *	Attorney
This indicates who will be resp	ponsible for filling the voucher claim part
Create Voucher	
« First < Previous Ne	ext > Last » Delete Draft

#### Step 6

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 Informa	ition	
Service Type	Interpreter/Translator	*
Description		$\sim$
Service Provider	vice providers already in the system	
	vice providers already in the system I information for another provider	
Expert Campos, Cha	arlene 🗸	
Expert Info Details	Charlene Campos 110 Main Street San Antonio TX 78210 US Phone: 210-477-2344	
Voucher Assignment * This indicates who will be resp. Create Voucher	O Attorney • Expert onsible for filling the voucher claim part	

Click Create Voucher.

		110 Main Street San Antonio TX 78210 US Phone: 210-477-2344
	/oucher Assignment *	
	This indicates who will be resp	onsible 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.
- When you select the expert from the **Expert** drop-down list, 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 again after it appears in the My Active Documents section.

#### Step 8

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 entry appears at the bottom of the Services section. Click **Save**.

Basic Info	Services	Exper	ises 🕨 Clair	m Status 🕨 Do	cuments	Confirmati	on			
Service	es									
Date Service Type Doc.# (ECF) Hours	4/17/2020 *	Pages at \$152.00	per hour.	Description *				٨dd	Remove	
* Required Fields										
	oarticular Header,	drag the col	umn to this area.							
	oarticular Header,	drag the col	umn to this area. Description					Hrs	Rate	Amt
To group by a p	particular Header,	-		(Empty	)			Hrs	Rate	Amt
To group by a p		Date 🔺			) Go to page	:	View items pe			

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 entry now appears in the Expense Type column. Click **Save**.

Basic Info	Services	Experies	ises 🕨 Claim	Status 🕨 Docu	Iments Confirmation			
Expens	ses							
Date		• 🏢		Description				*
Expense Type			•					
Miles		at \$0.575 pe	mile.					*
Amount						Add	d Remove	2
* Required Fields								
To group by a p	oarticular Header,	drag the col	umn to this area.					
Expense Type		Date 🔺	Description			1	1ile Rate	Amt
				(Empty)				
No data to pa	iginate < >				Go to page: Vi	iew items per p	oage: <u>10</u> <u>25</u>	<u>50 100</u>
« First <	Previous	xt > L	ast »	Save	Delete Draft		Audit As	ssist

#### Step 10

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**.

asic Info  > Services  > Expenses  > C	aim Status Documents Confirmation
Start Date *	End Date *
	1
Payment Claims *	
<ul> <li>Final Payment</li> </ul>	
O Interim Payment (payment #)	
O Supplemental Payment	
Withholding Return Payment	
** Reminder: Please select the appropriate claim status.	
equired 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 11

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then enter a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info	Services	Expenses	🕨 Claim Statu	s Documents	5 🕨 Confirma	tion	
Suppor	ting Docu	ments	5				
File Upload	i (Only Pdf files	of 10MB s	ize or less!)				
File	C:\Users\Jaime	eLongoria\l	Browse				
Description	Document						
						Up	load
Description						Delete	View
Document						Delete	<u>View</u>
« First < Pr	evious Next >	Last »	Sav	e	Delete Draft	Audit	t Assist

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

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Confirmation					
I. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER NU	MBER
101 MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NU	(DFD	1	T/DEF.NUMBER
	1:14-CR-08805-1-AA				
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPRESI	ENTED	AV. HOLE POLODES	NTATION TYPE
JSA v. Branson	of alleged felony)	Adult Defendant		Criminal Ca	se
11. OFFENSE(5) CHARGED 15:1825 F INSPECTION VIOLAT	ION PENALTIES				
12 ATTODNEVIC CTATEMENT	ve, I hereby affirm that the services requested are neo		. Thereby even		
Authorization to obtain the service. Estima	ted compensation: \$1000.00	tessaly tot adequate representatio	AL I MEREOY REQUES	R.	
Approval of services already obtained to be	paid for by the United States from the Defender Ser	rvices Appropriation.			
ignature of Attorney					
Andrew Anders					
110 Main Street San Antonio TX 78210					
Phone: 210-833-5623					
Cell phone: 210-555-1234 Smail: <u>lisa_ornelas@aotx.uscourts.</u> ;					
3. DESCRIPTION AND JUSTIFICATION	FOR SERVICES(See instructions)	14. TYPE OF SERVICE PRO			
		<ul> <li>01 Investigator</li> <li>02 Interpreter/Translator</li> </ul>		<ul> <li>15 Other Me</li> <li>16 Voice/Au</li> </ul>	
5. COURT ORDER		03 Psychologist		10 Voice/Autorice/	
inancial eligibility of the person represented h uthorization requested in item 12 is hereby gra	aving been established by the court's satisfaction, the nted.	04 Psychiatrist		18 Computer	
ignature of Presiding Judge or By Order of the		05 Polygraph		(Hardware/Soft	
Albert Albertson		<ul> <li>06 Documents Examiner</li> <li>07 Fingerprint Analyst</li> </ul>		20 Legal Ans	
0ate of Order No 03/04/2014	inc Pro Tunc Date	07 Fingerprint Analyst 08 Accountant		21 Jury Con	ultant
Repayment 🗆 YES 🗵 NO		🗆 09 CALR (Westlaw Lexi	s, etc.)	22 Mitigation	
		10 Chemist/Toxicologist		<ul> <li>23 Duplication</li> <li>24 Other (Sp. 24 Other)</li> </ul>	
		11 Ballistics			Support Services
		<ul> <li>13 Weapons/Firearms/E Expert</li> </ul>			Forensics Expert
		14 Pathologist/Medical E	xaminer		
NOTES					
Abraham Astley					
CLAIMS FOR SER 16. SERVICES AND EXPENSES	VICES AND EXPENSES AMOUNT CLAIMED	ADJUS	FOR COUR STED AMOUNT	T USE ONLY REVIEW	
<ul> <li>Compensation</li> <li>b. Travel Expenses (lodging, parking, meals</li> </ul>	\$0.00		\$0.00		
o. 11avet Expenses (10agorg, parking, meas nileage, etc.)	40.00		\$0.00		
nileage, etc.) c. Other Expenses GRAND TOTALS	\$0.00		\$0.00		
(CLAIMED AND ADJUSTED)	\$0.00		0.0		
Abraham Astley TIN: XX-XXXXX	xx	Final Payment			
Abraham Astley TIN: XX-XXXXX 110 Main Street	xx	<ul> <li>Final Payment</li> <li>Interim Payment (#)</li> </ul>			
Abraham Astley TIN: XX-XXXXX 110 Main Street San Antonio TX 78210 US	xx		-) (Total)		
Abraham Astley TIN: XX-XXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434	NOD OF SERVICE: FROM 94/20/2020 TO 94/	Interim Payment (#)     Supplemental Payment     Withholding Payment ( 20/2020			
Abraham Astley TIN: XX-XXXX 110 Main Street San Antonio TX 78210 US Phone: 210-555-3434 CLAIMANT'S CERTIFICATION FOR PEI Incerty certify the above daim is for period on	NOD OF SERVICE: FROM 94/20/2020 TO 94/	Interim Payment (# )     Supplemental Payment     Withholding Payment (		other source for the	no services.
Abraham Ästley TIN: XX-XXXXX 10 Main Street an Antonio TX 78210 US Phone: 210-555-3434 LAIMANTS CERTIFICATION FOR PEE LAIMANTS CERTIFICATION FOR PEE Signature of Claimant/Payee:	RIOD OF SERVICE: FROM 04/20/2020 TO 04/ andered and a correct, and that I have not sought or receive Date:	Interim Payment (# ) Supplemental Payment Withholding Payment ( 20/2020 di payment (compensation or anythin)		other source for the	ne services.
Abraham Astley TIN: XX-XXXXX 10 Main Street an Antonio TX 78210 US Phone: 210-555-3434 LAIMANT 5 CERTIFICATION FOR PEE LAIMANT 5 CERTIFICATION FOR PEE Signature of Claimant/Payee: 15 CERTIFICATION OF ATTORNEY TI signature of Attorney:	RIOD OF SERVICE: FROM 04/20/2020 TO 04/	Interim Payment (# ) Supplemental Payment Withholding Payment ( 20/2020 di payment (compensation or anythin)		other source for the	ne services.
Abraham Astley TIN: XX-XXXXX 10 Main Street an Antonio TX 78210 US Phone: 210-555-3434 LAIMANT 5 CERTIFICATION FOR PEE LAIMANT 5 CERTIFICATION FOR PEE Signature of Claimant/Payee: 15 CERTIFICATION OF ATTORNEY TI signature of Attorney:	UOD OF SERVICE: FROM 0420/2020 TO 044 indicent and in certext, and that I have not swaple or receive Date: ereby certify that the services were rendered for	Interim Payment (#)     Supplemental Payment     Withholding Payment ( 20/2020     di payment (compensation or anythin this case.	g of value) from any	other source for the	ne services.
Abraham Åstley TIN: XX-XXXXX 10 Main Street San Antonio TX 78210 US Phone: 210-555-3434 CLAMANT 5 CENTIFCATION FOR PEI loody could find the does datase. In ordere as Signature of Clammat Payses 16 CENTIFICATION OF ATTORNEY TH Signature of Attorney: Date Signed:	RIOD OF SERVICE: FROM 04/20/2020 TO 04/ andered and a correct, and that I have not sought or receive Date:	Interim Payment (#)     Supplemental Payment     Withholding Payment ( 20/2020     di payment (compensation or anythin this case.	g of value) from any		ne services. IT. APPR./CERT.
Avenham Aetley TIN: XX.XXXXX 10 Main Street San Antonio TX 78210 US Phone: 210-555-3434 LALMAN'S CERTIFICATION FOR PET leady active for the data for an energy Signature of Catamant Payee: Is CERTIFICATION OF ATTOCHEV TH Signature of Antomey: Date Signed: 19 TOTAL COMP.	UOD OF SERVICE: FROM 04/20/20/3 TO 04/ sheat and a terroret, and fair have not wagter resolve Date: areby cartify that the services were readered for <u>APPROVED FOR PAYM</u> [20. TRAVEL EXPENSES	Interim Payment (#)     Supplement Payment     Withholding Payment ( 20.2020     diputional (compensation or anythin     this case.  ENT - COURT USE OI     DI OTHER EXPENSES	g of value) from any	22. TOTAL AN	IT. APPR./CERT.
Avenham Aetley TIN: XX.XXXXX 10 Main Street San Antonio TX 78210 US Phone: 210-555-3434 LALMAN'S CERTIFICATION FOR PET leady active for the data for an energy Signature of Catamant Payee: Is CERTIFICATION OF ATTOCHEV TH Signature of Antomey: Date Signed: 19 TOTAL COMP.	UOD OF SERVICE: FROM 04/20/20/3 TO 04/ sheat and a terroret, and fair have not wagter resolve Date: areby cartify that the services were readered for <u>APPROVED FOR PAYM</u> [20. TRAVEL EXPENSES	Interim Payment (#)     Supplement Payment     Withholding Payment ( 20.2020     diputional (compensation or anythin     this case.  ENT - COURT USE OI     DI OTHER EXPENSES	g of value) from any	22. TOTAL AN	IT. APPR./CERT.
Avenham Aetley TIN: XX.XXXXX 10 Main Street San Antonio TX 78210 US Phone: 210-555-3434 LALMAN'S CERTIFICATION FOR PET leady active for the data for an energy Signature of Catamant Payee: Is CERTIFICATION OF ATTOCHEV TH Signature of Antomey: Date Signed: 19 TOTAL COMP.	NOD OF SERVICE: FROM 04/20/2020 TO 04/ Indeed and a correct, and fast lines not sought or receive Date: ereby certify that the services were rendered for APPROVED FOR PAYM	Interim Payment (#)     Supplement Payment     Withholding Payment ( 20.2020     diputional (compensation or anythin     this case.  ENT - COURT USE OI     DI OTHER EXPENSES	g of value) from any	22. TOTAL AN	IT. APPR./CERT.
Abraham Astley TIN: XX XXXXX 10 Main Street Sam Antonio TX 78210 US Phone: 210-555-3434 ELMANTY CERTIFICATION FOR FE International Content of Common Content Signature of Claimant Payses: Signature of Claimant Payses (Signature of Claimant Payses) (Signature of Claimant Payses) (	IGD OF SERVICE: FROM 04/20/2010 04/ almost and a correct, and fast lines not englise transies arealy cartify that the services were readered for APPROVED FOR PAYM [3] TRAVELEXPENSES (these services does not exceed the statutory maging the fast services does not exceed the statutory maging they are almost and the services of the statutory maging they are almost and the services of the statutory maging they are almost and the services of the statutory maging they are almost and the services of the statutory maging they are almost and the services of the services of the services of the services of the services of the services of the services of the services of the services of the services of the	Interim Payment (*)     Supplemental Payment (*)     Withholding Payment (*** 207030     dup union (componation or any thin this case.     ENT - COURT USE 00     PL OTHER EXPENSES     DL OTHER EXPENSES     by procurement of these accesses	g of value) from any NLY btnined. ry services could m	22. TOTAL AN	IT. APPR/CERT.
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Abraham Astley TIN: XX XXXXX 10 Main Street Sam Antonio TX 78210 US Phone: 210-555-3434 TLANAATS CERTIFICATION OR PET Instantiant of Claimant Payee: Signature of Claimant Payee: Jan Signature of Claimant Payee BI COTAL COMP. Signature of Claimant Payee Data Signed: Data Signed: Data Signed: Data Signed: Data Signed: Signature of Antoney: Data Signed: Signature of Antoney: Data Signed: Signature of Antoney: Data Signed: Signature of Antoney: Data Signed: Signature of Antoney: Signature of Antoney: Sign	UOD OF SERVICE: TROM 64/29/203 TO 64/ should add in correct, and flue 1 have not weight or review patter. The services were readered for APPROVED FOR PAYM [2], TRAVEL EXPENSES of these services does not opcode the statutory magine up in the attention of the service of the statutory magine anture of Presiding Judge [3], TRAVEL EXPENSES [3], TRAVEL EXPENSES [4], TRAVEL EXPENSES	Intering Paymate (*)     Supplemental Paymate (*)     Witholding Paymate (*-)	g of value) from any NLY btnined. ry services could m	22. TOTAL AX ot await prior aut 	IT. APFR./CERT. horization, even though the Judge Code IOUNT
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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.

Juccess
our voucher has been submitted for payment. You will receive a notification if we need more details.
lease keep the following voucher number for your own records:
0101.0000154
Back to:
tome Page Appointment Page
spontener ruge

## 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	
	Search:
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <u>Representation ID: 2</u> Appointment ID: 4	Defendant: Jebediah Branson 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.

Authorization for Expert and	Create other
Services	

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#### 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

Basic Info Documents Confirmation

• Notes field

Click Save.

1. CIR./DIST/DIV.CODE )101	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUM	BER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.	NUMBER	6. OTHER. DKT/	DEF.NUMBER
7. IN CASE/MATTER OF(Case Nam	1:14-CR-08805-1-AA e) 8. PAYMENT CATEGORY	9. TYPE PERSON REPE	POPATED	10. REPRESENT/	TION TIME
JSA v. Branson	Felony (including pre-trial diversion	Adult Defendant	LSENTED	Criminal Case	CHON TYPE
11. OFFENSE(S) CHARGED	of alleged felony)	Fuun Derendant		Criminal Case	
5:1825.F INSPECTION VIO					
12. ATTORNEY'S NAME AND MAI	LING ADDRESS	13. COURT ORDER			
Andrew Anders 110 Main Street		AAssociate	C Co-Counsel	D Federal Defender	F Subs for Feder Defender
San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234		L Learned Counsel (Capital Only)	O Appointing Counsel	P Subs for Panel Attorney	R Subs for Retained Attorney
3mail: <u>lisa_ornelas@aotx.usco</u>	purts.gov	🗆 S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrativ
		U Standby Counsel			
14. LAW FIRM NAME AND MAILE	NG ADDRESS	Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014		he Court ro Tunc Date	
		Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order	Nunc P		
14. LAW FIRM NAME AND MAILE Master Authorization		Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014	Nunc P		
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Master Authorization	Information	Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014	Nunc P		
Master Authorization	Information	Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014	Nunc P		
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Master Authorization Order Date Nunc Pro Tunc Date Repayment Estimated Amount	Information \$ 8,000.00 * \$ Deactivated	Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014	Nunc P		
Master Authorization Order Date Nunc Pro Tunc Date Repayment Estimated Amount Basis of Estimate	Information \$ 8,000.00 * \$ Deactivated	Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order 3/3/2014	Nunc P		

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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 are added to the voucher and appear at the bottom of the Description column.

Basic Info	Documents	Confirmation					
Suppor	ting Docu	iments					
File Upload	d (Only Pdf files	of 10MB size or	less!)				
File	C:\Users\Jaim	eLongoria\l Brows	e				
Description	Document						
						Upl	oad
Description						Delete	View
Document						Delete	<u>View</u>
« First < Pr	revious Next >	Last »	Save	Delet	te Draft	Audit	Assist

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

1. CER/DIST/DIV.CODE	2. PERSON REPRESENTED		10	UCHER NUMBER
0101 3 MAG DKT/DEF NUMBER	Jebediah Branson 4 DIST. DKUDEF NUMBER	6 APPEALS DRT		OTHER DET DET NUMBER
3. MAG. DRI'DES NUMBER	1:14-CR-08805-1-AA	A APPEALS DEL	OIL NUMBER 6.	OTHER DELIDES NUMBER
7. IN CASE MATTER OF (Care Name)	8. PAYMENT CATEGORY	9. TYPE PERSON	REPRESENTED	REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diver-	ion Adult Defendant		iminal Care
11. OFTENSE(5) CHARGED	of alleged felony)	From Derebra	~ ·	mana cure
15:1272 BPVECTION VIG.0.14.1 15:1272 BPVECTION VIG.0.14.1 2 Advances to a provide second second second second 2 Advances to a provide second seco	1 Landy Ends dar fin anvien repeated a companying the and for by the United Strain Store the Darked Text Star (SES) Star to Star (Ses) OK SERVICES(See to Star (Ses))	Services Appropriation     Marcological Services     OL Development     OL Development     OL Development     OF Psychological     OF Psychological     OF Psychological     OF Psychological     OF Development     OF D	NCE PROVIDER Translater 0 Translater 0 Kuniner 0 Analyst 0 stochgtd 0 St	Li Ohne Molical V Vanz' Aufa Marger V Vanz' Aufa Marger V Congress D Pachaga Bertonia D P
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	-
Public/Attorney	Attention: The notes you enter	r will be available to	the next approval leve	
I swear and affirm the t	ruth or correctness of the a	above statement	s [	o Submit

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

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: 0101.0000152
Back to: Home Page Appointment Page

## Creating an Authorization for Transcripts (AUTH-24) -

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

### Step 1

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



## Step 2

On the Basic Info page, enter the details for the required transcript. Click **Save**.

101	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 Nam JSA v. Branson	<ul> <li>8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</li> </ul>	9. TYPE PERSON REPRESENTED 2011 Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 5:1825 F INSPECTION VIO 12. ATTORNEY'S NAME AND MAIL Indrew Anders 10 Main Street 3an Antonio TX 78210 CORP. CORP. CORP.		13. COURT ORDER  AAssociate C Co-Coun L Learned Counsel Capital Outy Counsel	ing P Subs for Panel R Subs for Retain
hone: 210-833-5623 !ell phone: 210-555-1234 imail: <u>lisa_ornelas@aotx.usec</u>	<u>urts.gov</u>	S Pro Se T Retained Attorney Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order Albert Albertson	Se X Administrative
4. LAW FIRM NAME AND MAILIN	IG ADDRESS	Date of Order Nu 3/3/2014 Repayment VES VNO	nc Pro Tunc Date
			A
Proceeding in Which Transcript is to be Ised			*
ranscript is to be			*
ranscript is to be sed roceeding To Be			*

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 are added to the voucher and appear in the Description column. Click **Save**.

Supporting Documents         File Upload (Only Pdf files of 10MB size or less!)         File       Browse         Description         Description         Description         Proposed Order.pdf	
File Browse Description Description Description Description	
Description Description Delet	
Description Delet	
Description Delet	
	bload
Proposed Order.pdf Delete	View
	View
« First < Previous Next > Last »     Save Delete Draft A	

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

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info 🔰 Documents	Confirmation			
Confirmation				
1. CIR./DIST/DIV.CODE	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMBER
101 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) JSA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial dive of alleged felony)	argion	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
1. OFFENSE(5) CHARGED 5:1825 F INSPECTION VIOLATIO	6 //			1
2. PROCEEDING IN WHICH TRANSCRIP		HORIZ	ATION FOR TRANSCRIPT	
3. PROCEEDING TO BE TRANSCRIBED (Dri		nts and suff	to include accounting commiss statement defense	Analise Manager Brand State
rgument, defense argument, prosecution rebuttal, 1	oir dire or jury instructions, unless specifica	ally authori	in the same prostenation opening statement, algerise ized by the Court (see Item 14).	
14. SPECIAL AUTHORIZATIONS				JUDGE'S INITIALS
A. Apportioned Cost % of transc	ript with			
B. 🗆 14-Day 🗆 Expedited	□ 3-Day □ Daily □	Hourly	Realtime Unedited	
C. Defense Opening Statement	ent <ul> <li>Prosecution Argument</li> <li>Defense Argument</li> </ul>		secution Rebuttal r Dire 🛛 Jury Instructions	
transcript services to persons pr			l impede the delivery of accelerated rt.	
6. ATTORNEY'S STATEMENT As the attorney for the person rep hereby affirm that the transcript r representation. I, therefore, request services at the expense of the Uni Justic	equested is necessary for adequ authorization to obtain the trans	e, I iate script	the Court's satisfaction the authori	epresented having been established zation requested in Item 15 is heret inted.
			Signature of Presiding Ju	dge or By Order of the Court
Signature of Atto	mey Da	ste		
Andrew Ande	rs		Date of Order	Nunc Pro Tunc Date
Printed Name	;			
Telephone Number: 210-833-5623				
Public/Attorney Notes	Attention: The notes you er	nter will	be available to the next approval I	evel.
✓ I swear and affirm the t Date: 4/20/2020 21:49:45	ruth or correctness of the	e abov	e statements	<u>o</u> Submit
First < Previous Next >	Last »	Save	Delete Dr	aft Audit Ass

#### Step 5

A confirmation screen appears, indicating that the previous action was successful, and the authorization request has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success
This document has been submitted.
Please keep the following document number for your own records:
0101.0000626
Back to: <u>Home Page</u> <u>Appointment Page</u>

## Creating a CJA-24 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, from the CJA-24 voucher template, click the **Create** link. The Basic Info page appears.



### Step 2

Creating a CJA-24 voucher is similar to creating a CJA-21, as outlined in the CJA-21 section. The Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

1. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED		VOUCHER NUMBER
101 3 MAG DET DEF NUMBER	Jebediah Branson 4 DIST DKT DEF NUMBER	5 APPEALS DKT DEF NUMBER	6 OTHER DET DEF NUMBER
A MAG. DRI DELIVEMBER	1:14-CR-08805-1-AA	CATTERES DRI DELAGABER	V. OTHER, DRT DET. VOADER
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(5) CHARGED 15:1825 F INSPECTION VIOLAT			1
EXCESS FEE LIMIT	PRESIDING JUDGE	MAGISTRATE JUDGE	DESIGNEE 1
\$11,500.00	Albert Albertson		
			DESIGNEE 2
		1	DESIGNEE 2
Please Select the Associated ID Number: 513	Service Type: Court Re	porter / Transcript	
Please Select the Associated	Authorization Service Type: Court Re Special Handling: 0	porter / Transcript	
Please Select the Associated a ID Number: 513 Order Date: 01/23/2020	Authorization Service Type: Court Re Special Handling: 0		
Please Select the Associated a ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceddi Prosecution Opening	Authorization Service Type: Court Re Special Handling: 0	n Rebuttal	
Please Select the Associated / ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceddi Prosecution Opening Defense Opening Statement In this multi-defendant case, com	Authorization Service Type: Court Re Special Handling: 0 ng iProsecution Argument Prosecution	n Rebuttal ctions Voir Dire pede the delivery of	
Please Select the Associated / ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceddi Prosecution Opening Defense Opening Statement In this multi-defendant case, com	Authorization Service Type: Court Re Special Handling: 0 ng Prosecution Argument Defense Argument Dury Instru mercial duplication of transcripts will im	n Rebuttal ctions Voir Dire pede the delivery of Justice Act.	
Please Select the Associated ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceddi Prosecution Opening Defense Opening Statement In this multi-defendant case, com accelerated transcript services to ID Number: 736	Authorization Service Type: Court Re Special Handling: 0 ng Defense Argument Prosecution Defense Argument Dury Instru mercial duplication of transcripts will im persons proceeding under the Criminal Service Type: Court Re	n Rebuttal ctions Voir Dire pede the delivery of Justice Act.	
Please Select the Associated - ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceeding Defenses Opening Defenses Opening Statement In this multi-defendent case, com accelerated transcript services ID Number: 736 Order Date: 02/47/2021	Authorization Service Type: Court Re Special Handling: 0 ng Defense Argument Prosecution Defense Argument Dury Instru mercial duplication of transcripts will im persons proceeding under the Criminal Service Type: Court Re	n Rabuttal ctions Voir Dire pede the delivery of Justice Act. porter / Transcript	
Please Select the Associated ID Number: 513 Order Date: 01/23/2020 Proceeding Transcribed: proceeding Prosecution Opening Defense Opening Statement In this multi-defendant case, com accelerated transcript services to ID Number: 736 Order Date: 02/24/2021 Proceeding Transcribed: vyz Proceeding Transcribed: vyz	Authorization Service Type: Court Re Special Handling: 0 Prosecution Argument Prosecution Argument Defense Argument Dury Instru mercial duplication of transcripts will mercial duplication of transcripts will Service Type: Court Re Special Handling: 0	n Rebuttal ctions Voir Dire pede the delivery of Justice Act. porter / Transcript	

**Note:** The **No Existing Authorization in eVoucher** link is located below the authorization choices.

If you are using an approved authorization, click the desired authorization, which is then highlighted in blue. *You cannot continue until it is highlighted*.

Please Select the Associate	d Authorization		
ID Number: 513 Order Date: 01/23/2020		Type: Court Reporter / T Handling: 0	ranscript
Proceeding Transcribed: proce	dding		
Prosecution Opening	Prosecution Argument	Prosecution Rebuttal	
Defense Opening Statement	Defense Argument	Jury Instructions	Voir Dire
In this multi-defendant case, c accelerated transcript services			
ID Number: 736 Order Date: 02/24/2021		: Type: Court Reporter / T Handling: 0	ranscript
Proceeding Transcribed: xyz			
Prosecution Opening	Prosecution Argument	Prosecution Rebuttal	
Defense Opening Statement	Defense Argument	Jury Instructions	Voir Dire
In this multi-defendant case, c accelerated transcript services			

If your court does not require an AUTH-24, click the **No Existing Authorization in eVoucher** link.



#### Associated Authorizations Unavailable

If there are no associated authorizations available, a "No Authorization Requests Found" message displays, and you must click the **No Existing Authorization in eVoucher** link to proceed.

I. CIR/DIST/DIV.CODE 101	2. PERSON REPRESENTED Ernest Hornblatz		VOUCHER NUMBER
MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:52-CR-00652-98-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
Hornblatz vs USA	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 15:1.F ANTITRUST VIOLATION	VS		
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2
Authorization Sele elect the Associated Authorizatio Please Select the Associated	n, or click No Authorization Required.		
	No Authorization Requests Found		

Click the **Expert** drop-down arrow and select the court reporter. In the Voucher Assignment section, click the appropriate radio button to indicate whether the attorney or the court reporter will enter information. Click **Create Voucher**.

New Vouch	er Informa	ation		
Description			Ç	
Court Repor	ter/Transcr	iber Status		
• Official	Contract	Transcriber 🔿 Other		
	n one of the se	vice providers already in the sy d information for another provi 7ar		
Expert II Details	nfo	LeVar Expert AO-CMSO Washington DC 20544 US Phone: 202-502-2965		
		• Attorney C Expert	claim part	
Create Vouch	ier			

Notes:

- When you select a court reporter from the **Expert** drop-down list, their information automatically populates.
- Click the **Attorney** or **Expert** radio button to indicate whether you or the expert (in this case, the court reporter) will complete the voucher claim portion.
- If the attorney clicks the **Expert** radio button, the expert completes the required expense information and submits the form. The attorney then approves and submits to the court.

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, service type, number of pages, rate per page, and a description, and then click **Add**. The entry appears in the Service Type column. Click **Save**.

Date Service Ty	vpe	4/20/2020 *	1	Des	scription					÷.
	age Numbers			<b>.</b>						
No. of Pa Less Amo	ges unt Apportior	Rate P	er Page	*						
	unt Adjusted							Ad	d Delete It	em
Required F	Fields							Ľ		
To group	by a particul	ar Header, drag the colum	n to this area.					_		
	-		Incl.		Rate					
Service			Page	No. of	Per					Audit
	Date 1	Description Transcription	Numbers	Pages 15	Page 10.00	Apportioned	Adjusted	Total 150.00	Audit Notes	Amt
				15	10.00			150.00		
<b>Type</b> Original	04/20/2020									
	04/20/2020	·								
	04/20/2020	·							er page: <u>10 2</u> 9	

#### Step 5

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

Expense Type		•	Descrip	tion				<b>^</b>
4iles	* at \$0.	.575 per mile.					Add Rer	* nove
								love
Required Fields								
To group by a particula	ar Header, drag	g the column to thi	s area.					
Expense Type	Date 🕇	Description	Mile	e Rate	Amt	Audit Notes	Audit Miles	Audit Amt
ravel Miles	04/20/20	Travel to court.	2	20 0.575	11.5			

Click the **Documents** tab, or click **Next** on the progress bar. Click **Browse** to locate your file, and then enter a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

suppor	ting Documents	
File Upload	i (Only Pdf files of 10MB size or less!)	
File	C:\Users\JaimeLongoria\I Browse	
Description	Document	
		Upload
Description		Delete View

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

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info > Services	Expenses	Documents	Confirmatio	n		
Confirmation						
. CIR./DIST/DIV.CODE	2. PERSON REPRES	ENTED			VOUCHER NUMBER	
0101 3. MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.N		5. APPEALS. DKT/DE	NUMBER	6. OTHER. DKT/DEF	NUMBER
7. IN CASE/MATTER OF(Case Name)	1:14-CR-08805-1 8. PAYMENT CATE	-AA GORV	9. TYPE PERSON REF	RESENTED	10. REPRESENTATION	ON TYPE
USA v. Branson	Felony (including of alleged felony)	pre-trial diversion	Adult Defendant		Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATIO	ON PENALTIES					
12. PROCEEDING IN WHICH TRANSCRIP	REQUES	T AND AUTHORIZ	ZATION FOR TRA	NSCRIPT		
Transcipt		T. T				
13. PROCEEDING TO BE TRANSCRIBED (De trgument, defense argument, prosecution rebuttal)	scribe specifically). NOI: voir dire or jury instructi	E: The trial transcripts are ions, unless specifically aut	not to include prosecution horized by the Court (see It	opening statement, aefer em 14).	ise opening statement, pro	
14. SPECIAL AUTHORIZATIONS					JUDGE'S	INITIALS
A. Apportioned Cost % of transc	ript with					
B. 🗆 14-Day 🛛 Expedited	□ 3-Day □	Daily 🗆 Hourly	🗆 🗆 Realtime Un	edited		
C. Defense Opening Statem						
<ol> <li>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.</li> </ol>						
15. ATTORNEY'S STATEMENT	oceeding under in	e Criminal Justice A	16. COURT ORDER			
As the attorney for the person rep hereby affirm that the transcript r representation. I, therefore, request services at the expense of the Uni	equested is necess authorization to ob	ary for adequate stain the transcript	the Court's satisf	action the authoriz	presented having b ation requested in ated.	
Justic	e Act.		Albert Albertson			
Andrew Anders /S/	1/21/201	6 14:48:16	-	e of Presiding Jud	ge or By Order of t	he Court
Signature of Attorney		Date	01/21/2016			
Andrew Anders			Date of 0	rder	Nunc Pro T	unc Date
Printed Name						
Telephone Number: 210-833-5623						
17.COURT REPORTER/TRANSCRIBER ST	ATUS	CLAIMS FO	R SERVICES 18. PAYEE'S NAME A	ND ADDRESS		
		Other	LeVar Expert, Inc			
	Transcriber		AO-CMSO Washington DC 2	0544 US		
19. SOCIAL SECURITY NUMBER OR EMP TIN: XX-XXXXXXX	LOYER ID NUMBER	OF PAYEE	Phone: 202-502-2	965		
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail see detail	0	see detail see detail	\$0.00 \$0.00	see detail see detail	\$0.00 \$0.00
Copy Expenses (Itemize)	see detail	0	see detail		AMOUNT CLAIMED	\$0.00
21. CLAIMANT CERTIFICATION OF SER	VICE PROVIDED	t I have not sought or received	annan than an all a sec			
Signature of Claimant/Payee:	tered and is correct, and that	t i have not sought of received	i payment (compensation or a	synthe of same, non any	Date:	cs.
		ATTORNEY CI	ERTIFICATION		Date.	
22. CERTIFICATION OF ATTORNEY OR (	CLERK I hereby certif	y that the services were r	endered and that the tra	iscript was received.		
Signati	ire of Attorney or	Clerk VED FOR PAYME	NT - COURT USE	Date ONL V		
23. APPROVED FOR PAYMENT	AITRO	VED TORTATIVE	141 - COOKI OSI			
				24. AMOUNT APPRO	OVED	
Signature of Judge or O	lerk of Court		Date		\$0.00	
	Attention: The	notes you enter wi	I be available to th	e next approval le	vel.	
Public/Attorney Notes						$\langle \rangle$
✓ I swear and affirm the t Date: 4/20/2020 22:12:0	ruth or correct	ness of the abo	ve statements		<u>o</u> <u>S</u>	<u>ıbmit</u>
	3		_			
« First < Previous Next >	Last »	Save		Delete Dra	ft	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.

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:
0101.0000165
Back to:
Home Page Appointment Page

## Creating a Budget Auth

The Budget AUTH document type allows you to request additional attorney funds and/or to request service providers on a budgeted case. Attorneys should coordinate the submission of this document with the circuit's case budgeting attorney and/or the court's CJA administrator.

#### Step 1

On the Appointment Info page, click the link for the case from which you want to create the budget auth.

	Search:	
Appointments	Defendant	
Case: 1:17-CR-01111-AA Defendant #: 1 Case Title: USA vs Hall Attorney: David Attorney Representation ID: 108 Appointment ID: 88	Defendant: Jennifer Hall Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/31/17 Pres. Judge: Albert Albertson Adm./Mag Judge:	
Case: 1:55-CR-55555-LR) Defendanc #: 5555 Case Title: USA VS Bob Smith Attorney: David Attorney Representation ID: 120 Appointment ID: 116	Defendant: Bob Smith Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/09/18 Pres. Judge: LeVar Judge Adm./Mag Judge:	

#### Step 2

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

Appointment	Appointment In	ıfo	
In this page you will find	1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Bob Smith	
a summary about this appointment, including a	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-55555-5555-LRJ	5. APPE
list of vouchers related to this appointment and links	7. IN CASE/MATTER OF(Case Name) USA VS Bob Smith	8. PAYMENT CATEGORY Misdemeanor (including pre-trial diversion of alleged misdemeanor)	9. TYPE Adult 1
to create new vouchers	11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF STA 12. ATTORNEY'S NAME AND MAILING A	TUS AS INSURED BANK	13 COL
<b><u><b>Diew Representation</b></u></b>	David D Attorney - Bar Number: TX 113 Minor Street		
Create New Voucher	San Antonio TX 78209 Phone: 210-555-6781		L: (Capital
AUTH <u>Create</u> Authorization for Expert and other Services	Email: <u>daviddattorney210@gmail.co</u>	<u>om</u>	□ s1 □ ¥:
AUTH-24 Create Authorization for payment of			Prior An Appoint Signatur LeVar
transcript	14. LAW FIRM NAME AND MAILING ADI	DRESS	Date of ( 10/9/2)
BUDGETAUTH Create			Repaym
Attorney Fees and/or Expert and other Services on	Vouchers on File		
Budgeted Case	To group by a particular Header, d	rag the column to this area.	

CJA eVoucher | Version 6.10 | AO-SDSO-Training Division | April 2024

On the **Basic Info** tab of the budget auth, the **Budget Phase/Stage** (e.g., Pretrial/Trial/ Clemency, or One/Two, etc.) and **Requested Additional Attorney Fees** fields are required. Optionally, in the **Notes** field, you can add notes to be viewed with the requested amounts (you still have an opportunity to include notes on the **Confirmation** tab).

**Note:** If no attorney fees are being requested in this request, you MUST enter **\$0** to submit the budget auth.

	Basic Info					
	1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Bob Smith			VOUCHER NUMB	ER
Def.: Bob Smith	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-55555-5555-LRJ	5. APPEALS, DKT/DEI	NUMBER	6. OTHER. DKT/D	EFNUMBER
	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REP	RESENTED	10. REPRESENTA	TION TYPE
ink to CM/ECF	USA VS Bob Smith	Misdemeanor (including pre-trial diversion of alleged misdemeanor)	Adult Defendant		Criminal Case	
/oucher #:	11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF S	TATUS AS INSURED BANK				
equest	12. ATTORNEY'S NAME AND MAILIN	G ADDRESS	13. COURT ORDER			
ate:	David D Attorney - Bar Number:	TX125567	AAmeriate	C Co-Counsel	D Federal	🗆 F Subs for Federal
Decision	113 Minor Street San Antonio TX 78209		-			Defender
	Phone: 210-555-6781		L Learned Counsel (Capital Only)	Counsel	P Subs for Panel     Attorney	R Subs for Retained Attorney
Date:	Email: <u>daviddattornev210@gmai</u>	1.com	S Pre Sc	T Retained	U Subs for Pro	X Administrative
			U Y Standby Counsel			
Tasks			Prior Attorney's Name			
Link To Appointment			Appointment Dates Signature of Presiding J	adge or By Order of	the Court	
			LeVar Judge Date of Order		re Tune Date	
Link To Representation	14. LAW FIRM NAME AND MAILING A	ADDRESS	10/9/2018	Nunel	re lunc Date	
			Repayment 🗌 YES 🗹	NO		
Reports						
Budget Auth Form- Attorney	Order Date					
Budget Auth Form- Attorney	Nunc Pro Tunc Date					
	Budget Phase/Stage	Pretria		•		
Budget Auth Form- Attorney						
	Attorney Funding Info	rmation				
	Representation Limit Lloop Subr	mission \$ 3,300,00				
	Requested Additional Attorney A	Fees \$ 50,000,00				
	Requested Additional Actomey (	-ees				
	Autorized Autorial Autority (	- CC3				
	Notes	Optional Notes				

On the **Authorization Request** tab, from the **Service Provider Type** drop-down list, select the service provider(s) type you are requesting, if any. Any previous authorizations for that provider type display. Click the previous authorization to add the additional amount requested, and then click **Add**. The provider request appears in the grid below. Continue to add service providers.

Basic Info Authorization	on Request Docum	ents Confirmation
Request For Se	rvice Provid	ers
Service Provider Type	Interpreter/Translator	× *
	<ul> <li>Previous Author</li> </ul>	rizations for this Provider Type:
-	ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.0 Grand Total Amount: \$100.	
Descionale Arabatical Associat	¢100.00	
Additional Amount Requested	10000.00	
Additional Amount Authorized		
Description		▲
Notes		
Court Notes		
1		
* Required Folds		Add

#### Step 5

If there is no prior auth for the provider type being requested, you only need to enter an amount requested in the **Additional Amount Requested** field.

equest For Se	ervice Providers
ervice Provider Type	Documents Examiner
	Previous Authorizations for this Provider Type:
	No Previous Authorizations Found
Dravioucly Authorized Amount	£0.00
Additional Amount Requested	10000.00 ·
Description	
	· · · · · · · · · · · · · · · · · · ·
Notes	
Court Notes	

On the **Documents** tab, upload any relevant documents, and then click the **Confirmation** tab.

Basic Info	Authorization Reques	Documents	Confirmation	
Support	ting Documen	ts		
File Upload	(Only Pdf files of 10M	8 size or less!)		
File	Choose File No fi	le chosen		
Description				
				Upload
Description				Delete View
		No. Allon		

No Attachments

On the **Confirmation** tab, review and confirm that all information is correct as requested on the prior pages. In the **Public/Attorney Notes** field, include any additional information to the court.

Select the check box to swear and affirm the accuracy of the voucher, which will automatically be time stamped. Click **Submit**.

. CIR/DIST/DIV.CODE	2. PERSON RE Jahadiah Das					VOUCHER	NUMBER
101 . MAG. DKT/DEF.NUMBER	Jebediah Bra 4. DIST. DKT/D	EF.NUMBER	5. APPEAL	S. DKT/DEF	NUMBER	6. OTHER.	OKT/DEF.NUMBER
IN CASE/MATTER OF(Case Nam	1:14-CR-088 (c) 8. PAYMENT C	05-1-AA	0 TVPF PI	RSON REPI	DESENTED	10 DEPDES	ENTATION TYPE
JSA v. Branson	Felony (inclu	ding pre-trial dive				Criminal (	
1. OFFENSE(S) CHARGED	of alleged fel	ony)	. Idait De			Contraction	
5:1825.F INSPECTION VIO		3S	13. COURT				
2. ATTORNEY'S NAME AND MAI ndrew Anders	LING ADDRESS		_		_		F Subs for Federal
10 Main Street			AA1100		C Co-Counsel	Defender	Defender
an Antonio TX 78210 hone: 210-833-5623			Capital Or	ed Counsel	O Appointing Counsel	P Subs for Attorney	Panel R Subs for Retained Attorney
ell phone: 210-555-1234			SPres		T Retained	U Subs fo	r Pro 🗌 X Administrative
mail: <u>lisa_omelas@aotx.uscourts.gov</u>			_		Attorney	Se	
			U Y Stand	iby Counsel			
			Prior Attorn Appointmen	t Dates			
			Signature of Albert Al	Presiding Ju	idge or By Order of i	the Court	
LAW FIRM NAME AND MAILI?	NG ADDRESS		Date of Ord 3/3/2014	er	Nune I	ro Tune Date	
				VES 🗹	NO		
Attorney Funding Information equested Additional Attorney Fees			Paratasania	tion Limit III	non Submission		\$11,500.00
equested Additional Attorney Fees			Representation Limit Upon Submission \$11, Authorized Additional Attorney Fees				
equested Additional Automey Fees				Additional A			\$11,500.00
OTES:		1	Authorized Grand Tota				\$11,500.00
otes: Requests For Service Pr		Additional Amount Requested	Authorized		Attorney Fees Attorney Fees		
OTES: Lequests For Service Pr rrice Provider Type hemist/Toxicologist	oviders Pretiously Authorized Amount \$1,500.0	Amount Requested 0 \$5,000.00	Authorized Grand Tota Additional Amount Authorized	I Authorized	Attorney Fees Attorney Fees		
OTES: lequests For Service Pr rvice Provider Type hemist/Toxicologist ocuments Examiner	roviders Previouly Authorized Amount \$1,500.0 \$0.0	Amount Requested 0 \$5,000.00 0 \$10,000.00	Authorized Grand Tota Additional Amount Authorized	I Authorized	Attorney Fees Attorney Fees		
OTES: lequests For Service Pr rvice Provider Type hemist/Toxicologist ocuments Examiner	oviders Pretiously Authorized Amount \$1,500.0	Amount Requested 0 \$5,000.00 0 \$10,000.00	Authorized Grand Tota Additional Amount Authorized	I Authorized	Attorney Fees Attorney Fees		
OTES: Requests For Service Pr ervice Provider Type hemist/Toxicologist occuments Examiner otals	roviders Previously Authorized Amount \$1,500.0 \$1,500.0 \$1,500.0	Amount Requested 0 \$5,000.00 0 \$10,000.00	Authorized Grand Tota Additional Amount Authorized	Description	Attorney Fees Attorney Fees		
OTES: Cequests For Service Pr ervice Provider Type hemist/toxicologist bocuments Examiner otals rider Date ignature of Attorney	roviders Previously Authorized Amount \$1,500.0 \$1,500.0 \$1,500.0	Amount Requested 0 \$5,000.00 0 \$10,000.00 0 \$15,000.00	Authorized Grand Tota Additional Amount Authorized	Description	Attorney Fees Attorney Fees	Requested A	\$11,500.00
OTES: lequests For Service Pr rrice Provider Type hemist/Toxicologist ocuments Examiner otals rider Date gasture of Attorney	roviders Previously Authorized Amount \$1,500.0 \$1,500.0 \$1,500.0	Amount Requested 0 \$5,000.00 0 \$10,000.00 0 \$15,000.00 Ranc Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe	Description se/Stage	Attorney Fees Attorney Fees		\$11,500.00 mount \$15,000.00
OTES: lequests For Service Pr rrice Provider Type hemist/Toxicologist ocuments Examiner otals rider Date gasture of Attorney	roviders Previously Authorized Amount \$1,500.0 \$1,500.0 \$1,500.0	Amount Requested 0 \$5,000.00 0 \$10,000.00 0 \$15,000.00	Authorized Grand Tota Additional Amount Authorized Hudget Pha	Description se/Stage	Attorney Fees Attorney Fees	Requested A Approved A	\$11,500.00 mount \$15,000.00
OTES: Requests For Service Pr rrice Provider Type hemist Toxicologist occurrents Examiner otals otals rder Date gnature of Attorney gnature of Presiding Judge	voviders Previously Authorized Amount \$1,500.0 \$1,500.0 \$1,500.0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Amount Requested 0 \$5,000.00 0 \$10,000.00 0 \$15,000.00 Ranc Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe	Description se/Stage	Attorney Fees Attorney Fees		s11,500.00 mount \$15,000.00
OTES: Requests For Service Pr rrice Provider Type hemist Toxicologist occurrents Examiner otals otals rder Date gnature of Attorney gnature of Presiding Judge	Previously Authorized Amount \$1,500.0 \$	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rame Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	511,500.00 mount \$15,000.00 mount
DTES: lequests For Service Pr rrice Provider Type hemist/Toxicologist ocuments Examiner otals rder Date gnature of Attorney gnature of Presiding Judge gnature of Chief Judge, Court of A	voviders Previously Authorized Amount \$1,500.0 \$1,500.0 \$1,500.0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rame Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.
DTES: Lequests For Service Pr rrice Provider Type hemist/Toxicologist comments Examiner otals ther Date gnature of Attorney gnature of Presiding Judge gnature of Chief Judge, Court of A ublic/Attorney	Previously Authorized Amount \$1,500.0 \$	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rame Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	511,500.00 mount \$15,000.00 mount
DTES: Lequests For Service Pr rrice Provider Type hemist/Toxicologist comments Examiner otals ther Date gnature of Attorney gnature of Presiding Judge gnature of Chief Judge, Court of A ublic/Attorney	Previously Authorized Amount \$1,500.0 \$	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rance Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.
DTES: Lequests For Service Pr rrice Provider Type hemist/Toxicologist comments Examiner otals ther Date gnature of Attorney gnature of Presiding Judge gnature of Chief Judge, Court of A ublic/Attorney	Previously Authorized Amount \$1,500.0 \$	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rance Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.
DTES: Lequests For Service Pr rrice Provider Type hemist/Toxicologist comments Examiner otals ther Date gnature of Attorney gnature of Presiding Judge gnature of Chief Judge, Court of A ublic/Attorney	Previously Authorized Amount \$1,500.0 \$	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rance Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.
OTES: Lequests For Service Pr price Provider Type hemist/Toxicologist couments Examiner otals rder Date gnature of Attorney gnature of Presiding Judge gnature of Chief Judge, Court of A ublic/Attorney	Previously Authorized Amount \$1,500.0 \$	Amount           Requested           0         \$5,000.00           0         \$10,000.00           0         \$15,000.00           Rance Pro Tunc Date	Authorized Grand Tota Additional Amount Authorized Hudget Pha Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.
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A confirmation screen appears, indicating the previous action was successful and the budget auth has been submitted to the court. Click the **Home Page** link to return to the home page, or click the **Appointment Page** link to create an additional document for this appointment.

#### Success

This document has been submitted.

Please keep the following document number for your own records:

## 0101.0001122

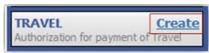
Back to: <u>Home Page</u> <u>Appointment Page</u>

## Creating a Travel 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, in the Create New Voucher section, click the **Create** link next to TRAVEL.



#### Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-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 Do Request For Travel*	cuments Cont	firmation					
Request FOI TTAVEI***							
Name and Title of Person Traveling:	Andrew Anders				*		
Address of Person Traveling:	123 Way San Antonio, TX 782	29			0		
Travel From Location:	San Antonio, TX	San Antonio, TX					
Travel To Location:	Los Angeles, CA				•		
Estimated Dates of Travel:	5/25-5/28						
Travel Requested: *	Estimated Cost:	Instructions fo	or requesting a	amounts for	the travel items:		
Airline Tickets via CJA Government Travel Agency:	300.00	Complete the	estimated do	llar amount f	or each applicable line.		
Ground Transportation:	20.00				matically calculated based		
Subsistence (Hotels & meals):	100.00 on the estimated amounts entered in the Travel line items.						
Other:		Complete inf	ormation for o	ne traveler p	er form.		
Total Estimated Cost:	420.00						
Total Authorized:							
Purpose and Justification:	Travel to talk to with	iess.			<b>•</b>		
Court Notes:					Û		
* All travel and expenses must be in compliance with gover	nment travel regulation:	s. Actual cost of h	otel and meals u	up to the estab	Add Remove		
or travel for one day or last day is up to the M&IE rate.	rea.						
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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		
Support	ing Document	s			
File Upload	(Only Pdf files of 10MB	size or less!)			
File	C:\Users\JaimeLongoria\I	Browse			
Description	Travel Receipts			]	
					Upload
Description					Delete View
Travel Receipts					Delete View
<< First < Prev	vious Next> Last>>	Save	Delete I	Draft	Audit Assist

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

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 to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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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.

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:
0101.0000162
Back to:
Home Page Appointment Page

# Creating a CJA-26 Voucher -

This is a request and justification for expenses outside the statutory limits.

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

Step 1

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



Step 2

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

1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson			VOUCHER NUMB	ER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14.CR.08805.1.AA	5. APPEALS, DKT/DEF	NUMBER	6. OTHER. DKT/D	EF.NUMBER
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPR	RESENTED	10 REPRESENTA	TION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
11. OFFENSE(5) CHARGED 15:1825 F INSPECTION VIOLAT	TON PENALTIES				
12. ATTORNEY'S NAME AND MAILING		13. COURT ORDER			
Andrew Anders 110 Main Street		A Associate	C Co-Counsel	D Federal Defender	F Subs for Federal     Defeader
San Antonio TX 78210 Phone: 210-833-5623		<ul> <li>L Learned Counsel (Capital Only)</li> </ul>	O Appointing Counsel	D P Subs for Panel Attorney	R Subs for Retained     Attorney
Cell phone: 210-555-1234		S Pro Se	T Retained     Attorney	U Subs for Pro	X Administrative
Email: <u>lisa_ornelas@aotx.uscourt</u> s	. <u>gov</u>	I Y Standby Counsel	Anoraey	34	
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson	adge or By Order of t		
14. LAW FIRM NAME AND MAILING A	DDRESS	Date of Order 3/3/2014		Nunc Pro Tunc Date	
		Repayment 🗆 YES 🛛	NO		
Amount Requested	*	Amount Approved			
Pre Trial Hours 0 Trial Ho	urs 0 Sentencing Hours 0	Other In-Court Ho	urs 0 O	ut-Of-Court Hours	0
Number of Counts	0 Number of Co-Defendan	ts 0			
Other Pending Cases					
Sentencing Guideline Range					

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

Basic Info	Justification	Documents	Confirmation		
ustific	ation				
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re a notewortl		er of hours claimed	and which were drafted	g documents, or legal research not r d originally for this case (do not inclu	
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	nvestigation and case hich are a noteworthy			y of witnesses interviewed, record co	llection, document
<u>,</u>	,				~
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Explain, if no	oteworthy, impact on t	the number of hours	s claimed of investigativ	ve, expert, or other services used (C	IA 21 voucher)
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					_
			ations are a noteworthy ccessibility of client, or	factor in the number of hours claim other	ed and explain each:
					~
e de la compañía	<i>(</i> 1,, , <b>, , ,</b> , , <b>, , , ,</b> , , <b>, , , , , , , , ,</b>	10-64-631.00-		500	_
Explain any o	expense (items 17 and	18 of the CJA 20 \	oucher) greater than \$	500	_
					~
clude, if applic mplexity; (c) i owledge, skill	able: (a) negotiations w responsibilities involved i efficiency, professionali:	ith U.S. attorney's of measured by the mag sm, and judgment red	fice or law enforcement a mitude and importance o quired of and used by cou	esentation provided to support this o gency; (b) complexity or novelly of lega f the case; (d) manner in which duties v nsel; (e) nature of counsel's practice an factors under which services were rende	l issues and factual vere performed and nd hardship or injury
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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.

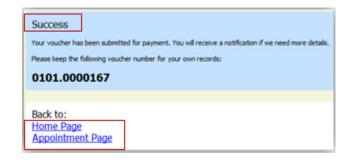
Basic Info	Justification	Documents	Confirmation		
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Note: All documents must be submitted in PDF format and must be 10 MB or less.

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**.

ACCESSIBILITY OF CLIENT, OTHER.	S	nfirmation			
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1 TORNEY NAME: Andrew Andrew             Sex NAME: USA, Namean             OCKET NUMBER: 1-14-CR 4880-5AA             DEFENDANT NUMBER: 1             VOUCHER NUMBER: 1-14-CR 4880-5AA             DETENDANT NUMBER: 1             VOUCHER NUMBER: 0             SEXTENCING HEARINGS, 0             ALL OTHER INCOURT HOURS: 0             TOTAL NUMBER: 0             OFFENSES CHARGED: 15:123 INSPECTION VIOLATION PENALTIES             NUMBER OF COUNTS CHARGED: 0             SIXTENCING HEARINGS, 0             DIVENTION CASES IDOCKET NUMBERS (OF DEFENDANT INCOURT: 0             DIVENTION CASES IDOCKET NUMBERS) (OF DEFENDANT PENALTIES             NUMBER OF COUNTS CHARGED: 0             SIXTENCING COUNTS CHARGED OF HUB CALL             SIXTENCING COUNTS CHARGED ON OT DELLIDE STANDADDUED MOTIONS, ETC., UNLESS             SIXTENCING CHARGED ON OT DELLIDE STANDADDUED MOTIONS, ETC., UNLESS             SIXTENCING CHARGED ON OT DELLIDE STANDADDUED MOTIONS, ETC., UNLESS             SIXTENCING CHARGED ON OT DELLIDE STANDADDUED MOTIONS, ETC., UNLESS             SIXTENCING CLARED.	(2)	OF THOSE GUIDELINES, AN	ID DOES NOT REPLACE ANY	OTHER DOCUMENTATION REG	QUIRED TO SUPPORT THE PAYMENT
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	ASE	E NAME: USA v. Branson			
TOTAL NUMBER OF INCOURT HOURS: 0       SENTENCING HEARINGS: 0       ALL OTHER INCOURT: 0         TOTAL NUMBER OF OUL-OF-COURT HOURS: 0       INVIGER OF COUNTS CHARGED: 5:13:25       INVIGER OF COUNTS CHARGED: 5:13:25         OFFENSE CHARGED: 5:13:25:15 INSECTION VIOLATION PENALTIES       INVIGER OF COUNTS CHARGED: 5:13:25       INVIGER OF COUNTS CHARGED: 5:13:25         OTHER PERDING CASES (DOCKET NUMBERS) OF DEFENDANT DERING REPERSIENTATION       IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING:         WAS A MANDATOR Y MINIMUM POUND OR AT TEAM TO THE REPERSIENT ATION       IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND SY THE COURT FOR SENTENCING:         WAS A MANDATORY XIMIMUM POUND OR AT TEAM TO THE ADD VOLUME) AND OR DISCOVERY PRACTICES WHICH ARE A         MOTEWORTHY FACTOR IN THE WUMBER OF HOURS CLAMED.         Issearce in the standard state of the NUMBER OF HOURS CLAMED.         Issearce in the SUCH STANDARD LY OR THIS CASE, DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY):         SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEW, ESTORTON AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEW, ESTORTON, DOCLECTON, DOCUMENT ORGANIZATION, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CAS 1 VOUCHER).         INTERVIEWED, ESTORTON AND CLECTON, DOCLEVENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAMED.         INTERVIEWED, ESTORTON, OF THE SULLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER	0C.			MBER: 1 VOU	JCHER NUMBER:
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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.



## Appendix A: Correcting Errors in Your .csv File

If your import fails, you must correct errors in the original .csv file before attempting another import.

## Step 1

A message appears at the top of the page, indicating the number of errors found. Click the **View Report** link to view errors.



#### Step 2

The Errors Only report opens by default, with the errors in the file highlighted. Review the error report and correct the original .csv file.

Errors Or	nly ○ F	ull Report

	Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson	3		
Row	Errors	ate	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	/11/2021		Test	16c. Legal research and brief writing		
	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	/12/2021	0.9	Test	15c. Motion Hearings	•	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	/14/2021	1.1	Test<>	16a. Interviews and Conferences		

**Note:** Click the **Full Report** radio button to view an error report that includes all imported service lines.

#### Step 3

Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.

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# Appendix B: Creating the Excel File for Import

Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

4	А	В	c	D	E	F
1	Date	Hours	Description	Service Type	Doc.#	Pages
2	9/2/2021	0.1	Email to/from co-det layer re: visit with Client and need for preliminary hearing	16e. Investigative and other work		
3	9/3/2021	0.2	Attend Arraignment, etc via Zoom	15a. Arraignment and/or Plea		
4	9/4/2021	0.3	Travel time from Other to Newtown to SA for initial appearance and conference	16d. Travel time	3	3 10
5	9/5/2021	0.4	Review of court filings as a result of prelim hearing; Copy to Client	16b. Obtaining and reviewing records	(	5 12
6	9/6/2021	0.5	Receiving, reviewing and copying to client all paperwork as a result of arraignme	16b. Obtaining and reviewing records	5	i
7	9/7/2021	0.6	Receive & review order scheduling preliminary hearing; Copy to Client	16e. Investigative and other work		
8	9/8/2021	0.7	Reviewed 3:20-mj-46, 3:20-cr-06	16c. Legal research and brief writing		
9	9/9/2021	1	Reviewed Co. discovery documents, Fed.R.E., and 18 U.S.C. §2251, 2252,	16c. Legal research and brief writing		
10	9/11/2021	1	Travel from Pgh to SSJ (no return travel due to travel to ICJ on CJA )	16d. Travel time		
11	9/12/2021	1.1	Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021	1.3	Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	1
13						
14						

**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

## Appendix C: Converting the Excel File to .csv Format -

Most commercially available spreadsheet applications allow you to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

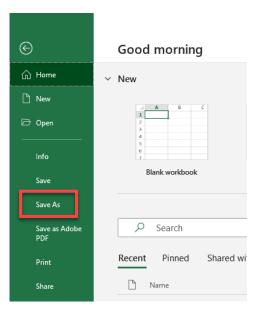


In your Excel file, click the File tab.

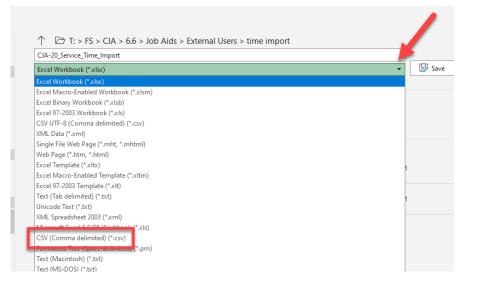
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F1	4 -	: × 🗸	f <sub>x</sub>							
	А	В			с					
1	Date	Hours	Description						Servi	e Typ
2	9/2/2021	0.1	Email to/from co-def la	yer re	: visit with C	lient and	d need for prelin	ninary h	earing 16e. I	nvest
2	0/2/2021	0.0	Attend Arraignment	to via 7					150 /	reale

### Step 2

From the navigation menu on the left, click Save As.



On the Save As page, click the drop-down arrow and select CSV (Comma delimited) (\*.csv).



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

			20 S. A.				
1 Orishaaaa		^	Name		Date modified	Туре	Size
Quick access Ocuments			CJA-20 Service Time Import.csv		8/9/2021 10:01 AM	Microsoft Excel C	1 KB
_			CJA-20 Service Time Import.xls	ĸ	8/6/2021 2:27 PM	Microsoft Excel W	12 KB
👆 Downloads	•	*	FOR THE THE T	1.0	0/0/2021 11 20 414	NE 05 10	4.125