

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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Nota Bene: Edit Before Using! -

We are distributing this manual in Word format to make it easier for you to customize the content to follow your local rules and CJA rules. Consider the following questions when customizing your information:

- Do you wish to include CJA administrator contact information for attorneys or include a website link?
- ° Are you using the CM/ECF link in eVoucher?
- Are attorneys allowed to edit their own profiles and billing information, or enter holding periods?
- ° Do attorneys still file any CJA-related documents in CM/ECF?
- ° What is your policy about interim payments?
- How does your site handle the CJA-24 Auth and the CJA-24 voucher? Are court reporters involved as experts? Does the attorney create the CJA-24?
- Oo the panel attorneys use the Continuing Legal Education (CLE) tracking feature in eVoucher?
- ° Do the attorneys complete the travel authorization provided in eVoucher?
- ^o Do you use the email proposed appointments available in eVoucher? How are attorneys notified of appointments?
- Can you provide more specific information about the kinds of documents you wish the attorney to attach for each document type?

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.

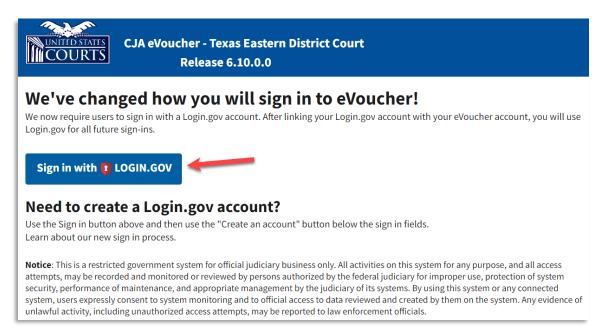
Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at https://www.login.gov/contact.

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.

Confirm your email Inbox ×
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

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**.

	You have confirmed your email address	
	Tou have commissi your email address	
(Create a strong password	
	our password must be 12 characters or longer ommon phrases or repeated characters, like a	
F	Password	
	•••••	
c	Confirm password	
	•••••	
C	Show password	
	Continue	

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.

uthenticatior	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 apply. Do not use web-based ?) phone services or premium rate (toll) phone number
Phon	e number
•	210-555-5555
How	you'll get your code
O You c	Text message (SMS) O Phone call an change this anytime. If you use a landline number, t "Phone call."

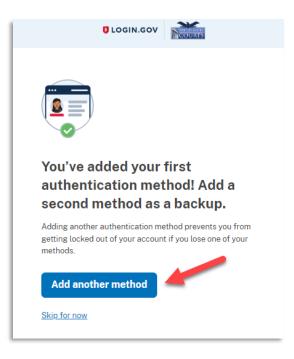
Step 3

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 code to (***) * This code will expire in 10 minutes.	** -55555.
One-time code Example: 123456	
555555	
Remember this browser	
Submit	
Send another code	
Having trouble? Here's what you can do:	
Choose another authentication method	:
I didn't receive my one-time code 🛛	;
Learn more about authentication options 🛛	;

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.



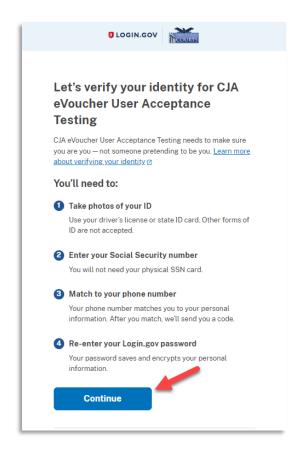
Identity Verification

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.

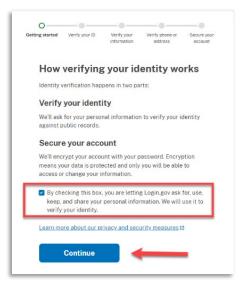
Note: This is a one-time identity verification; if you have previously proven your identity through Login.gov, you are not required to do this again.

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	

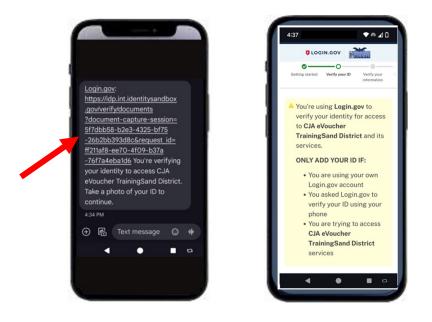
Option 1: Upload photos from phone (recommended)

Option 1

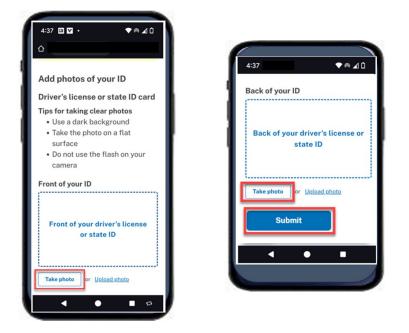
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.

Getting started Verify your ID Verify your werify the or address Secure your account information Verify the or address Secure your account We'll collect information about you by reading your state-issued ID.	Getting started Verify your ID Verify your Verify phone or Secure your information 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 and a web browser.	Do not close this window. The next step will load automatically. We sent a message to your phone		
Phone number	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.

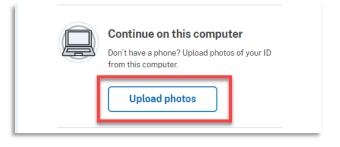


Continue to step 4 to complete the identity verification process.

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			
 Use Tak Do 	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	your ID a JPG or PNG			
Fron		te ID	_	
	Drag file here or	<u>choose from fold</u>	ier	
Back of y Must be	/our ID 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.

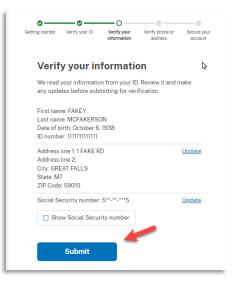
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Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.

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.

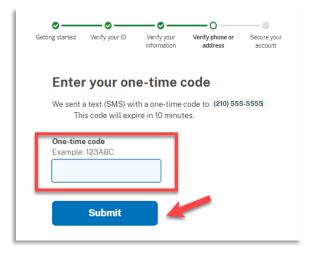


Step 6

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	^{umber} 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**.

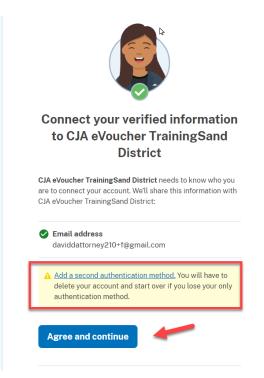
Getting started	Verify your ID	Verify your information	Verify phone or address	O Secure your account	
S We v	verified your ph	none number			
Re-e	nter you	r Login.g	gov passv	vord	
This mea	Login.gov will encrypt your information with your password. This means that your information is secure and only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

10

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**.

Getting started Verify your ID Verify your Verify phone or Secure your 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 Copx Download (text file) = Print				
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.

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 acc After completing this step, you will sign in using Login.gov going forward. Note: Please contact an eVoucher administrator for assistance. eVoucher Email Address	oun
daviddattorney@gmail.com	
Next	
Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized protection of system security, performance of maintenance, and appropriate manage	l by t

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.

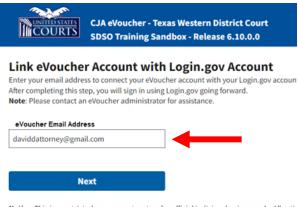


After successful Login.gov account sign-in and authentication, you are then asked to connect, or link, your Login.gov account with your eVoucher account. Click **Agree and continue**.

	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:		
-	E mail address daviddattorney210+f@gmail.com		
	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.

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**.

	S CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Enter your email	cher Account with Login.gov Account address to connect your eVoucher account with your Login.gov account. this step, you will sign in using Login.gov going forward.
eVoucher Email / daviddattorney	
	Next
access attempts, protection of syst system or any cor	estricted government system for official judiciary business only. All activities on this system for any purpose, and all may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, em security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this inected system, users expressly consent to system monitoring and to official access to data reviewed and created by em. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement

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.

INCOLIDES .	JA eVoucher - Texas Western District Court
	DSO Training Sandbox - Release 6.10.0.0
Enter the password for yo	Account with Login.gov Account ur eVoucher account to connect your eVoucher account with your Login.gov account. , you will sign in using Login.gov going forward.
eVoucher Password	

Connect A	ccounts
access attempts, may be r protection of system secu	I government system for official judiciary business only. All activities on this system for any purpose, and all ecorded 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

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**.

	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0
Enter your email a	cher Account with Login.gov Account address to connect your eVoucher account with your Login.gov account. this step, you will sign in using Login.gov going forward.
eVoucher Email A daviddattorney	
	Next
	estricted government system for official judiciary business only. All activities on this system for any purpose, and all may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, em security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this

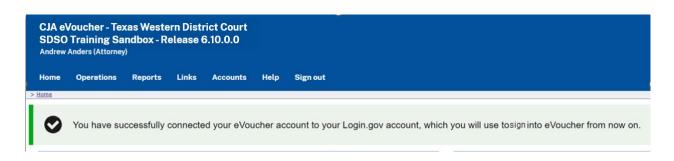
Step 2

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
f 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**.

MCOURTS	:JA eVoucher - Texas Western District Court DSO Training Sandbox - Release 6.10.0.0
Enter your email address	Account with Login.gov Account s to connect your eVoucher account with your Login.gov account. p, you will sign in using Login.gov going forward.
eVoucher Email Address daviddattorney@gma	
Ne	
access attempts, may be	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, urity, performance of maintenance, and appropriate management by the judiciary of its systems. By using this

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
Enter your email addre After completing this st	ss to connect your eVouc	Login.gov Account her account with your Login.gov account. Login.gov going forward. for assistance.
O Single Login	Profile not found with th	at email address. Contact your local court helpdesk.
eVoucher Email Add daviddattorney@gr		
N	ext	

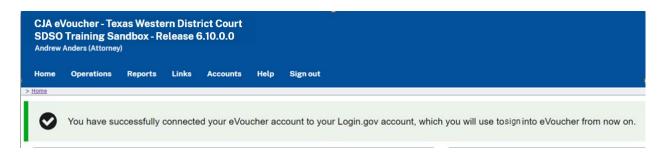
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If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.



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
	nged how you will sign in to eVoucher! s to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use re sign-ins.
Sign in with 🚦	LOGIN.GOV
	ate a Login.gov account?
Use the Sign in butto Learn about our new	n above and then use the "Create an account" button below the sign in fields. sign in process.
attempts, may be reco security, performance system, users expressl	ted government system for official judiciary business only. All activities on this system for any purpose, and all access rded 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 y 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**.

t	eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely.					
	Sign in	Create an account				
Sigr	n in for existin	g users				
Passwo	ord					
Short	w password					

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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 5555. This code will expire in 10 minu	. ,
One-time code Example: 123ABC	
XXXXXX	
Submit	
Send another code	

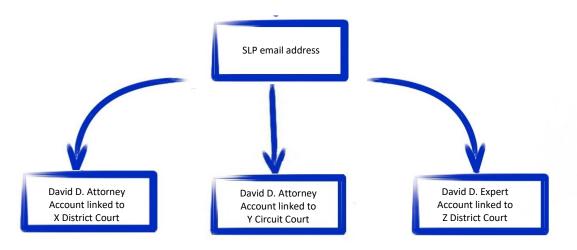
Login.gov directs you to your eVoucher home page.

	CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0							
David /	Attorney (Attorn	ey)						
<u>Home</u>	Operations	Reports	Links	Help	Sign out			
> <u>Home</u>	> <u>Home</u>							
🗉 My Activ	My Active Documents							
To group b	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 4Х —					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 Prof	file – 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 aandersattorney+10@gmail.com			Ed

Step 2

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

Single Login Profi	le – Andrew Anders			
Account Information				-
Note: This er	mail change does not change the	email associated with Login.	gov	
First name Andrew	Middle name -	Last name Anders	Suffix -	Edit
Email address	gmail.com			
Confirm email address				
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 Morales	Middle name -	Last name Attorney	Suffix -	Edit
Email address MoralesAttorney210@gmail	l.com			Edit
Password				
U LOGIN.GOV				

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

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**.

Jle Login Profile – Andrew Anders count Information ked eVoucher Accounts tiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is lir the Accounts menu to switch between accounts.
count Information ked eVoucher Accounts tiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is line the Accounts menu to switch between accounts.
ked eVoucher Accounts tiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is lir the Accounts menu to switch between accounts.
tiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is line the Accounts menu to switch between accounts.
the Accounts menu to switch between accounts.
count User Type Default
trict of Texas Western (Anders) Attorney
th Circuit Court (Anders) Attorney

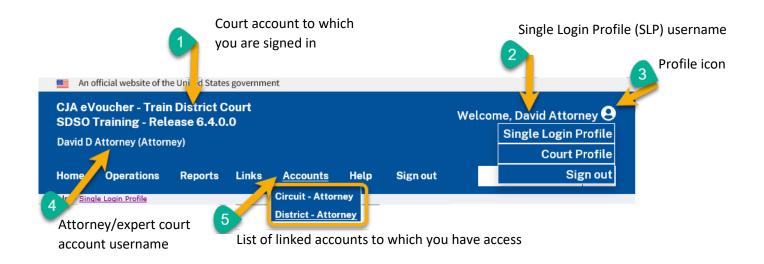
Accessing Multiple Accounts in eVoucher —

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

	Texas Western Disti Sandbox - Release (torney)			
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.

0.6									
Hy Active Documents					E Hy Proposed Assign	nents			
o group by a particular Heade	r, drag the column to this area.		Search		Appointments		D	efendant	
Case	Defendant	Туре	Status	Date Entered		2	Il cases have been currently assign	ed	
1:13-CR-08842-II- Start: 04/04/2014 Evd: 03/01/2016	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	12/02/2015					No di
1:13-CR-08842-II- 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	03/01/2016	To group by a particular b	seader, drag the column to this area.		Search	1
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		1:13-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		1:13-CR-08942 Sart 12/02/2015 End: 12/02/2015	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Submitted to Court	12/02/2015
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		T Hy Service Provider's	Discusseds			Page 1 of 1 (4 iten
Attorney: David Attorney Representation ID: 61		Order Type: Associate Order Date: 08/07/18 Pres. Judge: Albert Alberts			1	teader, drag the column to this area.		Search	1
Appointment ID: 109		Adm./Mag Judge:			Case	Defendant	Туре	Status	Date Entered
				Page 1 of 1 (2 items)	1:13-CR-08842 Starts End	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry	12/07/2015
					1:13-CR-088H2 Sart Endi	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit	01/28/2016
					1				Page 1 of 1 (2 item
					E Closed Documents				
					To group by a particular H	leader, drag the column to this area.		Search	
					Case D	Pefendant Type	Status	Date Enter	bb

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	 This section contains all the vouchers for your service providers, including: Vouchers in progress by the experts. Vouchers submitted to the attorney for approval and submission to the court. Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This 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, D	David 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	 Click to access: Another link to your Single Login Profile (SLP). Another link to your court profile. Contact Us email. Privacy notice. eVoucher help documentation for attorneys and experts.
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: Cas	- A	
Group by: Cus	SC .	

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		
SDSO	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>		
Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney Your Contact Info: Phone: 555-5555 Fax: deadmail@ao.uscourts.gov Your Address: 123 San Antonio Way San Antonio, TX 78228 US	Edit
Billing Info List all available biling info records	Your default billing info is: David D Attorney Billing Code:0101-000077 123 San Antonio Way San Antonio, TX 78228 - US Phone: 555-555 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: Andrew Anders	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		-		and Fax WILL be applied to a	any linked accounts with the same SSN/EIN
Step 2	ccessary changes, ar	nd then click Say	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.

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

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 1:	
	Address 2:	
	City: State: Zip Code:	
	Country: UNITED STATES	

Billing Info List all available billing info records	 * Required Fields Billing Type: Self-Employed Firm Associate Billing Code: Verify
--	---

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 111
	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 click 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

0			-	
5	te	n	- 5	
-		P .	-	

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 Hours 0 Description	
	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 V	
Date 05/15/2014	
Hours 0	
Description	~
	Q
Document	Browse

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.

					Searc	h:
opointments		Defendan	t			
ase: 1:14-CR-08805-AA efendant #: 1 ase Title: USA v. Branson torney: Andrew Anders epresentation ID: 2 oppointment ID: 4		Representa Order Type Order Date	t: Jebediah B ation Type: Crin a: Appointing Co a: 03/03/14 e: Albert Albert Judge:	ninal Case ounsel		
Appointment In this page you will find a		2. PERSON REPRESENTE	D		NOUCHERNUMBER	
summary about this appointment, including a list of	0101 3. MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT DEF NUMBE	R 5 APPEALS	DKT/DEF NUMBER	6. OTHER. DKT/DEF.NUMBER	
vouchers related to this appointment and links to create	7. IN CASE/MATTER OF(Case	1:14-CR-08805-1-AA	9. TYPE PER	SON REPRESENTED	10. REPRESENTATION TYPE	
new vouchers	USA v. Branson 11. OFFENSE(S) CHARGED	of alleged felony)	rial diversion Adult Defe	ndant	Criminal Case	
<u>Diew Representation</u>	12. ATTORNEY'S NAME AND	VIOLATION PENALTIES MAILING ADDRESS	13. COURT O			
Create New Voucher	Andrew Anders 110 Main Street		A Associa		D Federal Defeader Defeader	
AUTH Create	San Antonio TX 78210 Phone: 210-833-5623		Capital Only) Counsel	P Subs for Panel R Subs for Retained Attorney Attorney	
Authorization for Expert and other Services	Cell phone: 210-555-1234 Email: lisa_ornelas@aotx.	uscourts.gov	🗆 S Pro Se		© U Subs for Pro © X Administrative Se	
AUTH-24 Create Authorization for payment of transcript			V Standby Prior Attorner Appointment Signature of P	r's Name Dates residing Judge or By Order of ti	be Court	
BUDGETAUTH Create	14. LAW FIRM NAME AND MAILING ADDRESS			ertson		
Fees and/or Expert and other Services on Budgeted Case			3/3/2014 Repayment	□ YES ⊠ NO		
CJA-20 Create	Vouchers on File					
Appointment of and Authority to Pay Court-Appointed Counsel	To group by a particular	Header, drag the column to this a	rea.	Search	:	
CJA-21 Create	Case	Defendant	Туре	Status	Date Entered	
Authorization and Voucher for Expert and other Services CJA-24 Create	1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher En	try 08/01/2022	
Authorization and Voucher for Payment of Transcript	1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 500.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher En	try 07/28/2022	
CJA-26 Create Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District	1:14-CR-08805-AA- Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Rick Astley Chemist/Toxicologist	Submitted 1 0101.00009 FINAL PAYI	to Court 01/25/2022 157 HENT	
Court TRAVEL Create	1:14-CR-08805-AA- Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 400.00 Approved Amount: 400.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Cla 0101.00009	osed 01/25/2022	
Authorization for payment of Travel Reports	1:14-CR-08805-AA- Start: 01/25/2022 End: 01/25/2022	Jebediah Branson (# 1) Claimed Amount: 900.00 Approved Amount: 900.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Clo 0101.00009	osed 01/25/2022	
Appointment Report Defendant Detail Budget Report Detail Budget info for defendant	1:14-CR-08805-AA- Start: 01/19/2022 End: 01/19/2022	Jebediah Branson (# 1) Claimed Amount: 750.00 Approved Amount: 750.00	AUTH Andrew Anders Chemist/Toxicologist	Voucher Clo 0101.00009	osed 01/19/2022	
Defendant Summary Budget Report	1:14-CR-08805-AA- Start: End:	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Lucy Hall Litigation Support Servi	Voucher En	try 12/14/2021	
Totals only of budget info for	1:14-CR-08805-AA- Start: 12/14/2021	Jebediah Branson (# 1) Claimed Amount: 10.500.00	AUTH Andrew Anders	Voucher Clo 0101.00009	ased 12/14/2021	
Totals only of budget info for defendant <u>Attorney Time</u>	Start: 12/14/2021 End: 12/14/2021	Approved Amount: 10,000.00	Psychologist	-		
Totals only of budget info for defendant	Start: 12/14/2021 End: 12/14/2021 1:14-CR-08805-AA- Start: 12/14/2021 End: 12/14/2021 1:14-CR-08805-AA-	Approved Amount: 10,000.00 Jebediah Branson (# 1) Claimed Amount: 1,200.00 Approved Amount: 1,200.00 Jebediah Branson (# 1)	Psychologist AUTH Andrew Anders Chemist/Toxicologist	Voucher Cla 0101.00009	used 12/14/2021	

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

View Representation -

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 REPR Jebediah Brans	on				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 (including pre-trial diversion of alleged felony)		Adult Defendant			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	Create
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		
 Services: \$0.00 Expenses: \$0.00 	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 👂 Clain	n Status	Documents	Confirmatio	on			
Service	es									
Date Service Type Doc.# (ECF) Hours	, *	Pages at \$152.00	per hour.	Description *			A	vdd (Remove	3
Service Type	,	Date 🔺	Description					Hrs	Rate	Amt
			1	(Emp	oty)					
No data to pa	ginate < >				Go to	page:	View items pe	r page	e: <u>10 25</u>	<u>50 100</u>
« First <	Previous Nex	xt >	ast »	Save		Delete Draft]	[Audit As	sist

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	•			Apr	il 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/or Plea	-	*	
Doc.# (ECF)	Pages			*
Hours	5.0 * at \$148.00 per l	hour.		Add Remove
* Required Fields		÷.		

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	tion			
Service	s									
Date	04/17/2020	• 🛄		Description	First appearan	ce an arraignme	ent of defendant.		*	
Service Type	a. Arraignment	t and/or Plea	•	*						
Doc.# (ECF)		Pages							-	*
Hours	5.0 *	at \$148.00	per hour.				4	١dd	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	nd/or Plea	04/17/2020	First appearance ar	arraignment of def	endant.			5.0	\$148.00	\$740.00
Page 1 of 1 (1	items) < [1	1] >		K	Go to pa	ige:	View items pe	r pag	e: <u>10 25</u>	<u>50 100</u>
		2								
« First < Pr	evious Next	> Last		Save		Delete Draft	_	_	udit Assi	_

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 Confirm	mation
Def.: Jebediah Branson	1. CIR. DIST DR. CODE 0101 3. MAG. DKT DEF. NUMBER	2. PERSON REPRESENTED Jebediah Branson 4. DIST. DKT DEFNUMBER	5. APPEALS, DKT/DEFNUMBER	VOUCHER NUMBER 6. OTHER. DKT DEFNUMBER
Link to CM/ECF	7. IN CASE/MATTER OF(Case Name) USA v. Branson	1:14-CR-08805-1-AA 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
Voucher #: Start Date: End Date: Services: \$0.00	11. OTENSE(5) CHAROED 15:1825 FN SPECTION VIOLAT 12. ATTORNEY SNAR AND MAILING Andrew Anders 110 Main Street San Antonio TX 78210 Pione: 210-335-18210 Pione: 210-335-1824 Email: <u>lisa ornelai@acts.uscourti</u> 14. LAW FIRM NAME AND MAILING A	ADDRESS	Lourst OKDER Axisociate Loursed Council Loursed Council Council District Council Trained Axisociate Trained Axisociate Trained Axisociate Sone Sa Axisociate Sone Sa Sone	D Federal P Sub, for Foderal Defeader Defeader P Sub, for Park (K. Sub, for Keniked Anterary Anterary Se Court Se Court Yo Tauc Date
Tasks Link To Appointment Link To Representation Actions Import Service Entries (.csv) Reports Form CIA20 Defendant Detail Budget Report Datal Budget Report	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		ime entries exported fro n headings and data typ		y terr and event in General Separated Values (CSV) or sample spreadsheet f
	It is recommended imported CSV file.	l to start with a bla	nk voucher. Otherwise,	all existing service en	tries on the voucher will be overwritten with the
- Additional Inf	ormation				
Each service	ine entry must h	ave data in the f	ollowing columns:		
 Date Hours Descrip Service 		"16b" or "16b. Ob	taining and Reviewing R	ecords")	
The following	columns do not	require data, but	t should be included i	n the header row:	
 Doc# Pages 					
For additional in	nformation refer to	the eVoucher Onlin	ne Help.		
Date, Hours, De 1/4/2021,1.0,M 1/4/2021,.5,Re	escription, Service let with client,16a. viewed Indictment,	t editor might loo Type, Doc#, Pages Interviews and Cor 16b,4,25 to Dismiss, includin	ferences,,		
			Import Servic	e Entries (.csv)	
Date	9/3/2021 *		Description	ı 📃	
Service Type			*		
Doc.# (ECF)		Pages			*
Hours	*	at \$155.00 per hou	r.		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 ti st contain all required column mmended to start with a blar	headings and data typ	es. Please download	our sample spreadsheet f	or the correct	column he	ading
of the imported CSV file.		ik touche. Outermac,	an existing service e	tares on the voucher min	or overmitten	mar une s	oncen
Additional Information							
		Import Servic	e Entries (.csv)				
		-					_
Date 8/6/20	21 .	Description	1			*	
ervice Type							
0oc.# (ECF)	Pages					*	-
/UC.# (ECF)	at \$155.00 per hou	r.			Add	Remove	
	at \$155.00 per nou						
	at \$155.00 per nou						
lours	ar \$133.00 bei ilou						
Hours	Header, drag the column to t	his area.					
Hours					Hrs	Rate	Amt

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				×	C DA	A20Detail.aspx?D	ocumentli	D=m/ZO	tF82	LqPbS	s6BnF8	BEOg==
🛧 📙 « External Use	ers → time import	ڻ ~		e import	JE	NIE LOGOUT	Stock Phot	os, Stock		J 6.5i	nternal	3 6.5e
Organize 🔻 New folder			B	· · · · ·	-	Confirmation	_					
Desktop ∧ Name	JA-20 Service Time Import.csv		te modified 9/2021 10:01 AM	Type Microsoft Exce	sy: e t nti	stem and saved in Co type values. ries on the voucher w port Service Entries (;	ill be overwr					
TempShare (\\ac common (\\yms work (\jungle\a software (\jungl traindev (\)jungl <					>		Ad	d Rem	÷ .	•		
File name:		Ĭ	Microsoft Excel Open	Comma Separa ∨ Cancel				Hrs Rate	e /	Amt		
To Appointment			(Empty)								

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

ļ	Basic Info 🕨 Ser	rvices Ex	oenses 🕴 Claim Status 🕴	Documents Confirmation				
Г	_							
			have been updated! been successfully added from	CJA-20 Service Time Import_correct.	CSV a	and sav	ved to t	he services table below. <u>Click here</u> to view a report for the entries imported.
	Services							
	Date 9/2/2 Service Type	Pages * at \$155	e cription	A	dd (Remove].	1
	To group by a particular	r Header, drag the	column to this area.					
	Service Type	Date	Description		Hrs	Rate	Amt	
	e. Investigative or Other W	Nork 07/01/2	121 Test		0.1	\$155.00	\$15.50	
	a. Arraignment and/or Plea	a 07/02/2	121 Test		0.2	\$155.00	\$31.00	
	d. Travel Time	07/02/2	121 Test		0.3	\$155.00	\$46.50	
	b. Obtaining and Reviewing	a						

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 Barrier	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 Ju Albert Albertson	adge or By Order of	the Court		
Fee Amount Remaining After Approved and Pending:	14. LAW FIRM NAME AND MAILING	ADDRESS	Date of Order Nunc 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	Services	Exper	ises	Claim Status	_	ocuments	Confirmation			
Service	s									
	file must contai						ys on and suved in comp a Sepa sample spreadsheet <mark>f</mark> ir the c			
IMPORTANT: It contents of the in			th a blank	voucher. Otherwise	e, all exi	isting service en	tries on the voucher will be over	writter	n with the	
- Additional Inform	mation									
Each service lin	e entry must	have data i	n the foll	owing columns:						
 Date Hours Description Service Trees 		: "16b" or "1	L6b. Obtair	ning and Reviewing	Record	s")				
The following o	olumns do no	t require da	ata, but sl	hould be included	l in the	header row:				
Doc#Pages										
For additional info	ormation refer t	o the eVouch	ner Online	Help.						
CSV file when o Date, Hours, Deso 1/4/2021,1.0,Met 1/4/2021,.5,Revie 1/5/2021,1.2,"Het	with client, 16a with client, 16a	Type, Doc# . Interviews t,16b,4,25	, Pages and Confe	rences,,						
				Import Serv	rice Ent	tries (.csv)	·			
Date	9/3/2021	• 🎬		Descript	ion				*]
Service Type	-			*						
Doc.# (ECF)		Pages							· ·]*
Hours	*	at \$155.00	per hour.					Add	Remove	:
* Required Fields										
To group by a pa	rticular Header,	drag the co	lumn to thi	is area.						
Service Type		Date	Descript	tion				Hrs	Rate	Amt
a. Arraignment and	l/or Plea	09/03/2021	Plea in co	urt				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	Exper	ses Claim Status	Documents	Confirmation		
Service	s						
	/ file must contai				ystem and saved in Comma Separa our sample spreadsheet for the co		
	It 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 Info	ormation						
			Import Servio	ce Entries (.csv)			
Date	9/3/2021	*	Descriptio	in 🗌	-]
Service Type			*				
Doc.# (ECF)		Pages				T	*
Hours	*	at \$155.00	per hour.		Ac	ld Remove	:
Required Fields							
To group by a p	articular Header,	drag the co	umn 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	J Message new .csv file will xisting time entrie voucher. J want to proceed	
	Cancel	Proceed	

Entering Expenses -

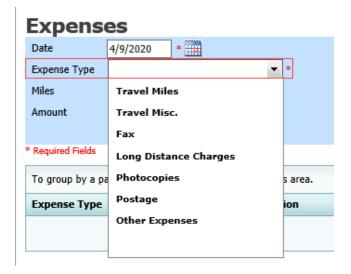
Step 1

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

Expense Type	020 * 🔢	• *	Description			
Miles	at \$0.575 p	er mile.				
Amount					Add	Remo
To group by a particular						
Expense Type	Date 🔺	Description			Mile	Rate
			(Empty)			

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**.

Expense	es							
Date	4/17/2020 *	• 🎹		Description	Travel to and from court.			^
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>50 100</u>
« First < I	Previous	xt > L	ast »	Save	Delete Draft		Audit As	ssist

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

Date 4/17/2020 Expense Type	0 * 🧰	Description				^
Miles	* at \$0.575 per					• *
Amount				Add	Remove	
Required Fields						
To group by a particular He	ader, drag the col	umn to this area.				
Expense Type	Date 🔺	Description		Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.		20	\$0.575	\$11
Page 1 of 1 (1 items)	< [1] →		Go to page: View items p	er page	e: <u>10 25</u>	<u>50 1(</u>

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

Expense	es								
Date	4/18/2020	* 🏢		Description					-
Expense Type			• *						
Miles		at \$0.575 per	mile.					_	*
Amount	*					A	dd	Remove	•
* Required Fields									
To group by a pa	articular Header,	drag the colu	umn to this area						
Expense Type		Date 🔺	Description				Mile	Rate	Amt
Travel Miles		04/17/2020	Travel to and fro	m court.			20	\$0.575	\$11.50
Photocopies		04/18/2020	Copies - 100 pag	jes @ .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 < I	Previous Ne	ext > La	ast »	Save	Delete Di	raft	[Audit As	sist

Notes:

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

Claim Status ———

Step 1

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

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation		
Claim S	Status						
Start Date		* 🇰		End Date	*		
	Claims *						
Final P	ayment						
Interim	n Payment	(payment #)					
🔘 Supple	mental Payment						
🔾 Withho	lding Return Payn	nent					
** Reminde	r: Please select the	e appropriate claim	status.				
1. Have you	previously applie	ed to the court for	compensation and/or	reimbursement for	this case? *	○ Yes	○ No
If Yes, we	ere you paid?					O Yes	No
,						103	
2. Other that	n from the Court	, have you, or to y	vour knowledge has a	nyone else, receive	d payment	○ Yes	O No
(compensati	ion or anything o	<i>f value)</i> from any	other source in conne	ction with this repr	esentation?		
* Required Fields							
" First	Previous Next	Last v	Sava	1	Delete Draft		Audit Assist
« First < F	Previous Next	t > Last »	Save]	Delete Draft		Audit Assist

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.

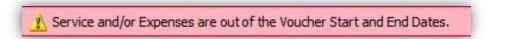
Basic Info	Services	Expenses	Claim Status	Documents	Confirmation	1	
Claim S	Status						
Start Date		• 🏢		End Date	*		
Payment	Claims *						
O Final Pa	ayment						
Interim	Payment	(payment #)					
Suppler	nental Payment						
O Withhol	lding Return Paym	ient					
** Reminder	: Please select the	e appropriate claim	status.				
1. Have you	previously applie	d to the court for	compensation and/or	reimbursement fo	or this case? *	🔾 Yes	○ No
If Yes, we	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 (our knowledge has a other source in conne	nyone else, receiv ction with this rep	ed payment *	⊖ Yes	○ No
* Required Fields							
« First < P	revious Next	> Last »	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 Expe	nses 🛛 🕨 Claim Statu	s Documents	Confirmation		
Support	ing Docume	ents				
File Upload	(Only Pdf files of 1	0MB size or less!)				
File	C:\Users\JaimeLong	oria\l Browse				
Description	Document					
					Upl	oad
Description					Delete	View
Document					Delete	View
« First < Pre	vious Next > La	st » Save	2	Delete Draft	Audi	t 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		
			oad
escription		Delete	View
ocument		Delete	View

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 1:14-CR-08	DEF.NUMBER 805-1-A.A	5. /	APPEALS, DKI	DEF NUMBER	6. OTHE	R. DKT/DEF.NUMBER
IN CASE/MATTER OF(Case Nam	e) S. PAYMENT	CATEGORY		TYPE PERSON	REPRESENTED	10. REP	RESENTATION TYPE
SA v. Branson	of alleged f	luding pre-trial 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
 a. Arraignment and/or Ple b. Bail and Detention Heat 		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)			
 a. Interviews and Conference b. Obtaining and Reviews 		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 IF 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	Submit
«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.

o group 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		
In Court Services			
Service	Hours		Amt.
Arraignment and/or Plea	6.0	\$1	,200.00
Bail and Detention	0		\$0.00
Hearing			30.00
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	13.0	\$7	,600.00
Conferences	10.0	72	,000.00
Obtaining and Reviewing	8.0	\$1	,600.00
Records			
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
A	40		
Expenses: \$215.	42	_	× 1
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 #: Start Date: End Date:	Voucher #: Start 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 and Pending: \$2,100.00	Fee Amount Remaining After Approved and Pending: (\$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	Defendan	nt: Jebediah Branson			
Type of Representation:	Crimina	al Case			
Budget Amount Requeste	1: \$0.00				
Budget Amount Approved	\$9,900.0	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	vices Budge	t - Requirir	ng Authorization						Defendant	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: 01 Specialty: Chemist, Toxic		Amoun	t Requested: \$1,000.00	Amoun	t Authorized:	\$0.00			Attorney	y: Andrew Anders

Grand Totals for the Represe	entation								Defendar	nt: Jebedlah 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 Sun 1:	nmary Bud 14-CR-088			У		
Counsel Budget	Defendant:	Jebedia	h Branson						
Type of Representation:	Criminal	Case							
Budget Amount Requested	1: \$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
uthorization Number: 010 peciality: Chemist, Toxico		Amoun	t Requested: \$1,000.00	Amount	t Authorized:	\$0.00		Attorne	r: Andrew Ande

Grand Totals for the Represe	entation								Defendar	nt: Jebedlah 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:
ID Number: 920 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 Authoriz	ration
ID Number: 4 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

or autho

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 Information			
	Service Type	Chemist/Toxicologist	*
		Toxicology report.	~
	Description		~
l			

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				
	service providers already in the system ired 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 * This indicates who will be re	Attorney Expert esponsible 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 Inform	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 ovider.
Expert	✓
Voucher Assignment *	Attorney
This indicates who will be resp	onsible 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 Information				
Service Type	Interpreter/Translator	*		
Description		\sim		
	vice providers already in the system l 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 responded	• 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 Doci	uments Confirmation		
Expens	ses						
Date	4/17/2020	* 🇰		Description			*
Expense Type			*				
Miles		at \$0.575 pe	mile.				*
Amount						Add R	emove
* Required Fields							
To group by a p	oarticular Header,	drag the col	umn to this area.				
Expense Type		Date 🔺	Description			Mile R	ate Amt
				(Empty)			
No data to pa	iginate < >				Go to page: View it	tems per page: 1	<u>10 25 50 100</u>
« First <	Previous	xt > L	ast »	Save	Delete Draft	Au	udit Assist

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**.

Basic In	fo Services	Expenses	laim Status	Documents	Confirmation	_
Clain	n Status					
Start D	ate	*		End Date	*	
Paym	ent Claims *					
O Fin	al Payment					
O Int	erim Payment	(payment #)				
O Sup	plemental Payment					
O wit	hholding Return Paym	ient				
** Remi	nder: Please select the	e appropriate claim status.				
* Required Fi	elds					
« First	< Previous Next	t > 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					
. CIR/DIST/DIV.CODE	2. PERSON REPRESENTED			VOUCHER N	MBER
101 MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NU	MPEP	6 OTHER DI	T/DEF.NUMBER
	1:14-CR-08805-1-AA			1	
. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY Felony (including pre-trial diversion	9. TYPE PERSON REPRES	ENTED		NTATION TYPE
JSA v. Branson	of alleged felony)	Adult Defendant		Criminal Ca	se
11. OFFENSE(S) CHARGED 5:1825.F INSPECTION VIOLAT	TON PENALTIES				
2. ATTORNEY'S STATEMENT	we, I hereby affirm that the services requested are nec	autor for adaptista representati	on Thereby recover		
Authorization to obtain the service. Estim	ated compensation: \$1000.00	contrary and another representation	un ranco, reques	n.	
Approval of services already obtained to b	e paid for by the United States from the Defender Ser	vices Appropriation.			
ignature of Attorney					
Andrew Anders 10 Main Street					
an Antonio TX 78210					
Phone: 210-833-5623 Cell phone: 210-555-1234					
imail: <u>lisa_ornelas@aotx.uscourts</u>	gov				
3. DESCRIPTION AND JUSTIFICATIO		14. TYPE OF SERVICE PR	OVIDER		
5. DESCRIPTION AND JUSTIFICATIO	A FOR SERVICES(SREIBURGHODS)	 01 Investigator 		15 Other Me	dical
		02 Interpreter/Translate		🗆 16 Voice/Au	
5. COURT ORDER	having been established by the court's satisfaction, the	03 Psychologist		🗆 17 Hair/Fib	
intercent englouity of the person represented uthorization requested in item 12 is hereby g	anted.	04 Psychiatrist 05 Palaanab		18 Compute (Hardware/Soft)	r sare/Systems)
ignature of Presiding Judge or By Order of ti		 05 Polygraph 06 Documents Examines 	r	🗆 19 Paralegal	Services
Albert Albertson	lunc Pro Tunc Date	 07 Fingerprint Analyst 			alyst/Consultant
3/04/2014		08 Accountant		 21 Jury Con 22 Mitigatio 	
Repayment 🗆 YES 🗵 NO		 09 CALR (WestlawLex 10 Chemist/Toxicologist 	as, etc.)	 22 Mitigatio 23 Duplicati 	
		☐ 10 Chemist/Toxicologist ☐ 11 Ballistics		24 Other (Sp	
		13 Weapons/Firearms/E			Support Services
		Expert 14 Pathologist/Medical I 		26 Compute	r Forensics Expert
		14 Pathologist/Aledical J	2.xaminer		
NOTES					
Abraham Astley CLAIMS FOR SEI	RVICES AND EXPENSES		FOR COUR STED AMOUNT	T USE ONLY	
6. SERVICES AND EXPENSES a. Compensation	AMOUNT CLAIMED \$0.00	ADJU	STED AMOUNT \$0.00	REVIEW	
	lt, \$0.00		\$0.00		
o. Iravel Expenses villeage, etc.) c. Other Expenses	\$0.00		\$0.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00		0.0		
7. PAYEE'S NAME Abraham Astley TIN: XX-XXXX					
10 Main Street		 Final Payment Interim Payment (#) 			
San Antonio TX 78210 US Phone: 210-555-3434		 Supplemental Payment Withholding Payment (-) (Total)		
			-)(10(al)		
hereby certify that the above claim is for services	RIOD OF SERVICE: FROM 04/20/2020 TO 04/ rendered and is correct, and that I have not sought or receive Date:	20/2020 d payment (compensation or anythir	ag of value) from any	other source for th	ese services.
Signature of Claimant/Payee:	Dute.				
8. CERTIFICATION OF ATTORNEY I Signature of Attorney:	hereby certify that the services were rendered for	this case.			
Date Signed:					
9 TOTAL COMP	APPROVED FOR PAYM 20. TRAVEL EXPENSES	ENT - COURT USE O 21. OTHER EXPENSES	NLY	22 TOTAL AN	IT. APPR/CERT.
 Either the cost (excluding expenses) Prior authorization was not obtained 	of these services does not exceed the statutory maxim , but in the interest of justice the Court finds that time	um, or prior authorization was only procurement of these necessa	obtained. ry services could n	iot await prior au	horization, even though the
(excluding expenses) exceeds the sti	tutory maximum.				
S	gnature of Presiding Judge		Date		Judge Code
4. TOTAL COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES		27. TOTAL AN	IOUNT
8. PAYMENT APPROVED IN EXCESS (OF THE STATUTORY THRESHOLD				
Signature of Chief Judge, Court of	Appeals (or Delegate) D	ate J	udge Code	Total Ar	at. Certified For Payment
D. 1.1. (11)	Attention: The notes you enter w	ill be available to the ne	ext approval le	vel.	
Public/Attorney Notes					
			_		
✓ I swear and affirm the	e truth or correctness of the abo	ve statements			
Date: 4/20/2020 21:27:3				-	Submit
Date: 1/20/2020 21:2/					
« First < Previous Next	> Last » Save	_	Delete Dra	0	Audit As

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 submittee	d for payment. You will receive a notification if we need more details.
Please keep the following vouche	r number for your own records:
0101.0000154	
Back to: Home Page Appointment Page	

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 Representation ID: 2 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	

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 NUME	BER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.N	UMBER	6. OTHER. DKT/I	DEF.NUMBER
7. IN CASE/MATTER OF(Case Nan		9. TYPE PERSON REPRE	SENTED	10. REPRESENTA	TION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)			Criminal Case	
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIO	LATION PENALTIES				
12. ATTORNEY'S NAME AND MAI		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
Email: lisa_ornelas@aotx.usc	ourts.gov	S Pro Se	T Retained	U Subs for Pro Se	X Administrative
		U Standby Counsel			
		Prior Attorney's Name			
14. LAW FIRM NAME AND MAILI	NG ADDRESS	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014		ne Court ro Tunc Date	
		Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order	Nunc Pr		
14. LAW FIRM NAME AND MAILI Master Authorization		Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
		Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
Master Authorization Order Date	Information	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
Master Authorization Order Date Nunc Pro Tunc Date	Information	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
Master Authorization Order Date Nunc Pro Tunc Date Repayment	Information	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
Master Authorization Order Date Nunc Pro Tunc Date Repayment Estimated Amount	Information	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
Master Authorization Order Date Nunc Pro Tunc Date Repayment Estimated Amount Authorized Amount	Information \$ 8,000.00 * \$ Deactivated	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		
Master Authorization Order Date Nunc Pro Tunc Date Repayment Estimated Amount Authorized Amount Basis of Estimate	Information \$ 8,000.00 * \$ Deactivated	Appointment Dates Signature of Presiding Judg Albert Albertson Date of Order 3/3/2014	Nunc Pr		

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 o	or less!)				
File	C:\Users\Jaim	eLongoria\l Brow	/se				
Description	Document						
						Upl	oad
Description						Delete	View
Document						Delete	<u>View</u>
« First < Pr	revious Next >	Last »	Save	Delet	e 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		100	CHER NUMBER
0101 3 MAG DKT DEF NUMBER	Jebediah Branson 4 DEST DET DET NUMBER	6 APPEALS DRT		THER DET DET NUMBER
3. MAG. DRUDES NUMBER	1:14-CR-08805-1-AA	E APPEALS DEL	DIS NUMBER 0.0	THER DELIDES NUMBER
7. IN CASE MATTER OF (Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON	REPRESENTED 10.5	EPRESENTATION TYPE
USA v. Branson	Felony (including pre-trial diver-	sion Adult Defendant	t Crir	ninal Care
11. OFTENSI(5) CHARGED	of alleged felony)			
La processo particular de la processo de la proceso de la processo de la processo de la proceso	el compensión: 1 prof de try tou l'hand Stran Store fou Dielock prof 708: EERIYCESSiler incorrection;) rong Yone, encludade (ty des courts antidecte and	Al TYPE OF SEE OL Exceptorise OL Exceptories OL Exceptories OL Exceptories OL Exceptories OF Psychologie OF Psychologie OF Psychologie OF Psychologie OF Desceptories OL Exceptories OL Desceptories OL Desceptories	NCT PROVIDER 7 Transiner 0 H 7 Transiner 0 H 8 Transiner 0 H 7 Transin	Oter Makad Vila Lako Angy H Mar Tao Egori Compton Delay La Compton Delay La Compton Lago Lako Comstan Magina Special Vila Combata Magina Special Vila Combata Magina Special Vila Combata Magina Special Vila Combata Magina Special Vila Combata Vila Comba
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	
Abhenn (or nessigne)				
Public/Attorney Notes	Attention: The notes you entr	er will be available to	the next approval level.	(

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**.

I. CIR/DIST/DIV.CODE 101	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
. IN CASE/MATTER OF(Case Name) 8. PAYMENT CATEGORY	9. TYPE PERSON REPI	RESENTED	10. REPRESENTA	TION TYPE
JSA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case	
1. OFFENSE(S) CHARGED 5:1825.F INSPECTION VIOI	ATION PENALTIES				
2. ATTORNEY'S NAME AND MAIL	ING ADDRESS	13. COURT ORDER			
ndrew Anders 10 Main Street		AAssociate	C Co-Counsel	D Federal Defender	F Subs for Federa
an Antonio TX 78210 hone: 210-833-5623		L Learned Counsel (Capital Only)	_		R Subs for Retain
ell phone: 210-555-1234		S Pro Se	T Retained	U Subs for Pro	X Administrative
mail: <u>lisa_ornelas@aotx.usco</u>	<u>urts.gov</u>	☐ Y Standby Counsel	Attorney	Se	
		Courses			
		Prior Attorney's Name Appointment Dates Signature of Presiding Ju	dge or By Order of th	e Court	
4 LAW FIRM NAME AND MAILIN	- 1888-844	Albert Albertson Date of Order	Nunc Pr	ro Tunc Date	
4. LAW FIRM NAME AND MAILIN	GADDRESS	3/3/2014			
		Repayment 🗌 YES 🗹	NO		
roceeding in Which					_
ranscript is to be sed					*
roceeding To Be					*
ranscribed					*
pportioned Cost (%)					
pportioned Case and efendant					
pecial Transcript andling	None 🗸 *				
	Prosecution Opening Statement	Prosecution Argum	ient	Prosecutio	n Rebuttal
ranscripts	rescention opening statement				

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**.

Basic Info	Documents	Confirmation				
Suppor	ting Docu	ments				
File Uploa	d (Only Pdf files	of 10MB size or l	ess!)			
File		Browse.				
Description						
]	Upload
Description						Delete View
Proposed Order	.pdf					Delete View
« First < P	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.

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		into and such	to include accounting commiss statement defense	Analise Managert 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 Prosecution Argument Defense Argument 		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	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: Home Page Appointment Page

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*.

ID Number: 513 Order Date: 01/23/2020		e Type: Court Reporter / Tra Handling: 0	anscript
Proceeding Transcribed: proce			
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	to persons proceeding und		
Order Date: 02/24/2021		Handling: 0	
Proceeding Transcribed: xyz			
Prosecution Opening	Prosecution Argument	Prosecution Rebuttal	
Defense Opening Statement	Defense Argument	Jury Instructions	Voir Dire
	ommercial duplication of tr		

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.

1. CIR/DIST/DIV.CODE)101	2. PERSON REPRESENTED Ernest Hornblatz	VOUCHER NUMBER	
3. 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
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED	10. REPRESENTATION TYPE
Homblatz vs USA	Felony (including pre-trial diversion of alleged felony)	Adult Defendant	Criminal Case
11. OFFENSE(S) CHARGED 15:1.F ANTITRUST VIOLATION			
EXCESS FEE LIMIT \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1
			DESIGNEE 2
Authorization Sele elect the Associated Authorization Please Select the Associated	n, or click No Authorization Required.		-1
	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	Court Reporter/Transcriber Status							
• Official	Official O Contract O Transcriber O 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	700		4/20/2	020 • 🏢		Des	cription					÷.
Include Pa		oers										*
No. of Pag	ges			* Rate Per F	age 📃	-*						
Less Amo			ed									
Less Amoi Required F		ted								Ad	d Delete It	em
to group	by a part	icula	r Header, dr	ag the column t	o this area.							
_	by a part	icula	r Header, dr	ag the column t	Incl.		Rate					
ervice					Incl. Page	No. of	Per	Amortioned	Adjusted	Tatal	Audit Notoo	Audit
Service Type	Date	t	Descriptio	in	Incl.	Pages	Per Page	Apportioned	Adjusted	Total	Audit Notes	
ervice ype		t		in	Incl. Page		Per Page		Adjusted	Total 150.00		
ervice ype	Date	t	Descriptio	in	Incl. Page	Pages	Per Page		Adjusted			
ervice ype	Date	t	Descriptio	in	Incl. Page	Pages	Per Page		Adjusted			
ervice ype	Date	t	Descriptio	in	Incl. Page	Pages	Per Page		Adjusted			
ervice ype	Date	t	Descriptio	in	Incl. Page	Pages	Per Page		Adjusted			
ervice	Date	t	Descriptio	in	Incl. Page	Pages	Per Page		Adjusted			

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				-
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		
Confirma	tion						
CIR/DIST/DIV.CODE		2. PERSON REPRES				VOUCHER NUMBER	
101 MAG. DKT/DEF.NUM	IBFR	Jebediah Branson 4. DIST. DKT/DEF.N	UMBER	5. APPEALS. DKT/DE	NUMBER	6. OTHER. DKT/DEF	NUMBER
		1:14-CR-08805-1 8 PAYMENT CATE	-AA				
. IN CASE/MATTER O JSA v. Branson	r(Case Name)		pre-trial diversion	9. TYPE PERSON REF Adult Defendant	RESENTED	10. REPRESENTATI Criminal Case	JN TYPE
I. OFFENSE(S) CHAR 5:1825.F INSPECT	GED TON VIOLATIC						
		REQUES	T AND AUTHORIZ	ZATION FOR TRA	NSCRIPT		
2. PROCEEDING IN W Transcipt							
3. PROCEEDING TO BE gument, defense argumen	TRANSCRIBED (De. t. prosecution rebuttal.	scribe specifically). NOT 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, defer em 14).	ise opening statement, pro	secution
4. SPECIAL AUTHORI							INITIALS
A. Apportioned C	ost % of transc	ript with					
B. 🗆 14-Day	Expedited		Daily 🗆 Hourly	🗆 Realtime Un	edited		
	•		n Argument 🗆 Pro				
Defense Ope	ening Statement	Defense A	rgument 🗆 Vo	ir Dire 🗆 Jury Inst			
transcript servi	ces to persons pr	nmercial duplicati oceeding under the	ion of transcripts wil e Criminal Justice A	ct.	ry of accelerated		
5. ATTORNEY'S STAT				16. COURT ORDER			
hereby affirm that	at the transcript re	resented who is m equested is necess	ary for adequate	financial eligibili the Court's satisfi	action the authoriz	presented having b ation requested in	een established to Item 15 is hereby
representation. I, th	erefore, request	authorization to ob ted States pursuan	otain the transcript		gra	ated.	
services at the ex	Justic	e Act.	t to the Criminal	Albert Albertson			
Andrev	v Anders /S/	1/21/201	6 14:48:16	Signatur	e of Presiding Jud	ge or By Order of t	he Court
Signatur	e of Attorney		Date	01/21/2016			
Andr	ew Anders			Date of 0	Irder	Nunc Pro T	unc Date
Print	ed Name						
Telephone Number	: 210-833-5623						
7.COURT REPORTER	TDANC/DIDED CT	ATTIC	CLAIMS FO	R SERVICES 18. PAYEE'S NAME A	ND ADDDFCC		
WOOKI REPORTER	IKANSURIBER 51	AIUS					
Ø Official	Contract	Transcriber	Other	LeVar Expert, Inc AO-CMSO			
9. SOCIAL SECURITY		LOYER ID NUMBER	OF PAYEE	Washington DC 2 Phone: 202-502-2	0544 US 965		
TIN: XX-XXXXX		INCLUDE PAGE				LESS AMOUNT	
20. TRANSC Origin		NUMBERS see detail	NO. OF PAGES	RATE PER PAGE see detail	SUB-TOTAL \$0.00	APPORTIONED see detail	TOTAL \$0.0
Copy	í -	see detail	0	see detail	\$0.00	see detail	\$0.0
Expenses (J					TOTAL	AMOUNT CLAIMED	00.0
 CLAIMANT CERTII hereby certify that the above 	FICATION OF SERV claim is for services rend	'ICE PROVIDED ered and is correct, and that	t I have not sought or received	payment (compensation or a	nything of value) from any	other source for these service	xs.
Signature of Claim:	ant/Payee:					Date:	
2. CERTIFICATION O	F ATTORNEY OR C	LERK I hereby certif	ATTORNEY CE y that the services were r	ERTIFICATION endered and that the tra	ascript was received.		
	Signatu	re of Attorney or	Clerk		Date		
	-		VED FOR PAYME	NT COURT USE	ONLY		
23. APPROVED FOR PA	YMENT				24. AMOUNT APPRO	IVED	
Signa	ture of Judge or C	lerk of Court		Date		\$0.00	
Public/Attorney		Attention: The	notes you enter wil	I be available to the	e next approval le	vel.	
Notes							^
							\sim
					[
		ruth or correct	ness of the abov	e statements		0	, ha ma i te
Date: 4/20/	2020 22:12:0						<u>ıbmit</u>
				7		0	. In c
« First < Previ	ous Next >	Last »	Save		Delete Dra	nt	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 I	nfo	
In this page you will find a summary about this	1. CIR./DIST/DIV.CODE 0101	2. PERSON REPRESENTED Bob Smith	
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	7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPI
this appointment and links	USA VS Bob Smith	Misdemeanor (including pre-trial diversion of alleged misdemeanor)	Adult 1
to create new vouchers	11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF ST		
View Representation	12. ATTORNEY'S NAME AND MAILING David D Attorney - Bar Number: T		13. COT
	113 Minor Street		П.
Create New Voucher	San Antonio TX 78209 Phone: 210-555-6781		
	Email: daviddattorney210@gmail.c	<u>iom</u>	(Capital
AUTH <u>Create</u> Authorization for Expert and			🗆 S1
other Services			🗆 ¥:
AUTH-24 Create			Prior An Appoint
Authorization for payment of			Signatur LeVar
transcript	14. LAW FIRM NAME AND MAILING AD	DRESS	Date of (
BUDGETAUTH Create			10/9/20 Керауш
Authorization for Excess			a copaym
Attorney Fees and/or Expert and other Services on	Vouchers on File		
Budgeted Case	To group by a particular Header, o	drag the column to this area.	

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	× *
	 Previous Author 	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.

Request For Service 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 Documer	nts	· · ·	
File Upload	(Only Pdf files of 10M	IB size or less!)		
File	Choose File No 1	file chosen		
Description]
				Upload
Description				Delete View
		No Attes		

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			Culture	
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_ornelas@aotx.usco</u>	ourts.gov		_		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	pon Submission		\$11,500.00
equested Additional Automey Fees				Additional A	Attorney Fees		\$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 price Provider Type hemist Toxicologist occuments Examiner otals otals guature of Attorney guature 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 price Provider Type hemist Toxicologist occuments Examiner otals otals guature of Attorney guature 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 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	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	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 \$1,500.0 \$1,500.0 \$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	s11,500.00 mount \$15,000.00 mount el.
OTES:	Voviders Previously Authorized Amount \$1,500.0 \$0.0 \$1,500.0 \$ Appeals(or Delegate) L Attention: The r	Amount Requested 0 \$5,000.00 0 \$10,000.00 0 \$15,000.00 image: state st	Authorized Grand Tota Additional Amount Authorized Hudget Phe Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.
OTES: Requests For Service Pr rrice Provider Type hemist/Toxicologist cournents Examiner otals	Voviders Previously Authorized Amount \$1,500.0 \$0.0 \$1,500.0 \$ Appeals(or Delegate) L Attention: The r	Amount Requested 0 \$5,000.00 0 \$10,000.00 0 \$15,000.00 image: state st	Authorized Grand Tota Additional Amount Authorized Hudget Phe Date Signe Judge Code Judge Code	Description	Attorney Fees	Approved A	s11,500.00 mount \$15,000.00 mount el.

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

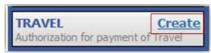
Back to: <u>Home Page</u> <u>Appointment Page</u>

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	cuments De Cont	firmation							
Request For Travel*									
Required Fields									
Name and Title of Person Traveling:	Andrew Anders								
Address of Person Traveling:	123 Way San Antonio, TX 782	29							
Travel From Location:	San Antonio, TX				•				
Travel To Location:	Los Angeles, CA				•				
Estimated Dates of Travel:	5/25-5/28				•				
Travel Requested: *	Estimated Cost:	Instructions f	or requesting	amounts for	the travel items:				
Airline Tickets via CJA Government Travel Agency:	300.00	Complete the	e estimated do	llar amount	for each applicable line.				
Ground Transportation:	20.00	The "Total Es	timated Cost"	field is auto	matically calculated based				
Subsistence (Hotels & meals):	100.00	on the estim	ated amounts	entered in th	e 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	ess.			Û.				
Court Notes:					Û				
* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MBLE rate.									
To group by a particular Header, drag the column to this ar	ea.								
Traveler Travel From Travel To Tra	vel Dates	rpose and stification	Estimated	Authorized	Court Notes				
Andrew Anders San Antonio, TX Los Angeles, CA	5/25-5/28 Travel to t	alk to witness.	420.00						
1					Page 1 of 1 (1 items)				
< First < Previous Next> Last>>	Save	Del	ete Draft		Audit Assist				

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]		
					Up	load
Description					Delete	View
Travel Receipts					<u>Delete</u>	View
<< First < Prev	vious Next> Last>>	Save	Delete	Draft	Audi	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**.

Basic Info > Services	Expenses	Documents	Confirmation	n		
Confirmention.						
Confirmation	2. PERSON REPRES	ENTED			VOUCHER NUMBER	
101 MAG. DKT/DEF.NUMBER	Jebediah Branson 4. DIST. DKT/DEF.N		5. APPEALS. DKT/DE	C NID (DED	6. OTHER. DKT/DEF.	
	1:14-CR-08805-1	-AA				
IN CASE/MATTER OF(Case Name)	8. PAYMENT CATE Felony (including	GORY pre-trial diversion	9. TYPE PERSON REI Adult Defendant	RESENTED	10. REPRESENTATIO	ON TYPE
ISA v. Branson 1. OFFENSE(S) CHARGED	of alleged felony)	-	Adult Defendant		Criminal Case	
5:1825.F INSPECTION VIOLA						
2. PROCEEDING IN WHICH TRANSC	REQUES' RIPT IS TO BE USED	T AND AUTHORIZ	ZATION FOR TRA	NSCRIPT		
Transcipt 3. PROCEEDING TO BE TRANSCRIBE		OTE. The sid service	· · · · · · · · · · · · · · · · · · ·			
ranscription	.D (Describe specifically). N	OIL. The trai transcript	is are not to include prose	cauon opening	-	
4. SPECIAL AUTHORIZATIONS					JUDGE'S	INITIALS
A. Apportioned Cost % of trai	ascript with					
B. n 14-Day n Expedited	i o 3-Day o	Daily n Hourly	🗆 🗆 Realtime Ur	uedited		
C. Prosecution Opening State Defense Opening Stateme		n Argument □ Pro rgument □ Vo	osecution Rebuttal oir Dire 🛛 Jury Inst	ructions		
D. In this multi-defendant case,						
transcript services to persons			.ct.	-		
5. ATTORNEY'S STATEMENT As the attorney for the person	represented who is m	anaged shows. I	16. COURT ORDER Einancial aligibili	ty of the nerson re	presented having be	aan aetablichad t
hereby affirm that the transcrip	ot requested is necessa	ary for adequate		action the authoriz	ation requested in l	
representation. I, therefore, requi services at the expense of the U	st authorization to ob United States pursuan	t to the Criminal		gran	ated.	
	stice Act.		Albert Albertson			
Andrew Anders /S/	1/21/201	6 14:48:16	Signatur	e of Presiding Judg	ge or By Order of t	he Court
Signature of Attorney		Date	01/21/2016			
Andrew Anders			Date of 0)rder	Nunc Pro Ti	unc Date
Printed Name						
Telephone Number: 210-833-562	13					
7 COURT REPORTER/TRANSCRIBER	STATUS	CLAIMS FO	R SERVICES 18. PAYEE'S NAME A	ND ADDPFSS		
COURT REPORTER TRANSCRIBER	SIAIUS					
Ø Official Contract	Transcriber	Other	LeVar Expert, Inc AO-CMSO			
9. SOCIAL SECURITY NUMBER OR E	MPLOYER ID NUMBER	OF PAYEE	Washington DC 2 Phone: 202-502-2			
TIN: XX-XXXXXX	INCLUDE PAGE		1 1010. 202-302-2		LESS AMOUNT	
0. TRANSCRIPT	NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	APPORTIONED	TOTAL
Original Copy	see detail see detail	0	see detail see detail	\$0.00 \$0.00	see detail see detail	\$0. \$0.
Expenses (Itemize)				TOTAL	AMOUNT CLAIMED:	\$0. \$0.
 CLAIMANT CERTIFICATION OF S acreby certify that the above claim is for services 	ERVICE PROVIDED rendered and is correct, and that	t I have not sought or received	d payment (componation or c	enything of value) from any	other source for these servic	x8.
Signature of Claimant/Payee:					Date:	
2. CERTIFICATION OF ATTORNEY O	R CLERK I hereby certif	ATTORNEY CI v that the services were r	ERTIFICATION rendered and that the tra	nscript was received.		
		,				
Sign	ature of Attorney or (Clerk		Date		
-		VED FOR PAYME	NT COURT USI			
3. APPROVED FOR PAYMENT						
Signat	ure of Judge or Clerk	of Court		Date	App	proved Amount
5. b ll - /	Attention: The	notes you enter wi	ll be available to th	e next approval le	vel.	
Public/Attorney Notes						^
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_				Γ		
I swear and affirm th		ness of the abo	ve statements		C.	. In such the
Date: 4/20/2020 22:12:)				0 <u>St</u>	<u>ıbmit</u>
				l		
		-	_		•	
First < Previous Next	:> Last »	Save		Delete Dra	.ft	Audit Assis

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		 L Learned Counsel (Capital Only) 	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					

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	🕨 Jus	tification	Docum	nents	Confirma	tion			
Justifi	catio	n							
3. Describe o claimed.	liscovery n	naterials (nati	ure and vol	ume) and/o	or discovery	practices which are	a noteworthy fa	ctor in the num	ber of hours
									~
									~
are a notewo	orthy factor		er of hours	claimed ar		entencing documer e drafted originally			
	-								~
									\sim
5. Summariz organization	e investiga) which are	tion and case a noteworth	e preparatio v factor in 1	n (e.g., nu the numbe	mber and ac r of hours cla	cessibility of witness imed.	ses interviewed,	record collectio	n, document
			,						~
									\sim
6. Explain, if	noteworth	ıy, impact on	the numbe	r of hours (claimed of in	vestigative, expert,	or other services	s used (CJA 21	voucher)
									~
									\sim
						teworthy factor in tl client, or other	he number of ho	ours claimed an	d explain each:
									~
									\sim
8. Explain an	v expense	(items 17 an	d 18 of the	CJA 20 vo	ucher) great	er than \$500			
		(~
Include, if app complexity; (a knowledge, si	olicable: (a) c) responsib kill efficiency	negotiations v vilities involved v, professional	with U.S. atto I measured b lism, and jud	orney's offic by the magni Igment requ	e or law enfoi itude and imp ired of and us	the representation coment agency; (b) c ortance of the case; (ed by counsel; (e) na or other factors under	complexity or nove (d) manner in white ture of counsel's	elty of legal issue ich duties were p practice and hard	es and factual erformed and
									^
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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.

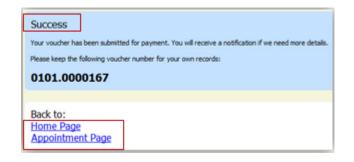
Basic Info	Justification	Documents	Confirmation		
Support	ing Docu	ments			
File Upload	(Only Pdf files	of 10MB size o	or less!)		
File	C:\Users\Jaimel	Longoria\l Brow	/se		
Description	Document			×	
					Upload
Description					Delete View
Document					Delete View
× First < Pre	vious Next >	Last »	Save	Delete 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 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 IOOCACHE NUMBERS) OF DEFENDANT INCOURT: 0 DIVENTION CASES IOOCACHE NUMBERS) OF DEFENDANT INCOURT: 0 SEXTENCING REPRESENTION: VAS A MANDRO CASES IOOCACHE NUMBERS) OF DEFENDANT INCOURT ONE REPRESENTATION: IF APPLICABLE, ENTENNING GUIDELINE RANGE FOOND BY THE COURT FOR REPRESENTATION: IF APPLICABLE, ENTENNING GUIDELINE RANGE FOOND BY THE COURT ONE REPRESENTATION: IF APPLICABLE, ENTENNING GUIDELINE RANGE FOOND BY THE COURT ONE REPRESENTATION: IF APPLICABLE, ENTENNING GUIDELINE RANGE FOOND BY THE COURT ONE REPRESENTATION: INTERVICE AND TOOR TORY INITIATION OF DUE OF HOURS CLADAED. VAS A MANDRO TORY ANIMUMA FOUND OR AT ISSUE AT THE NUMBER OF HOURS CLADAED. VAS A MANDRO TORY ANIMUMA FOUND OR AT ISSUE AT THE NUMBER OF HOURS CLADAED. VIDENT WAS MODIFIED SIGNIFICANTLY. SUMMARIZE INVESTIGATION AND CASE PREPARATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLADAED. VIDENT ORGANIZATION (E.G., NUMBER AND ACCESSIBILITY OF WITNESSES INTERVIEWED, RECORD COLLECTION, DOCUMENT ORGANIZATION) WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLADAED. VIDENT WAS MODIFIED SIGNIFICANTLY. VIDENT WAS MODIFIED SIGNIFICANTLY. YOUCHERY. VID	(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			
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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.

	Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson			
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		
Row 10	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.

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	с	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		1
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 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		6 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
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
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.

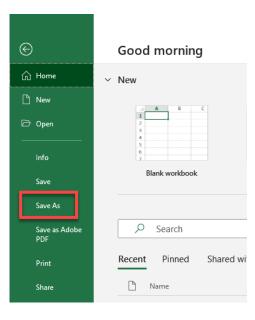


In your Excel file, click the **File** tab.

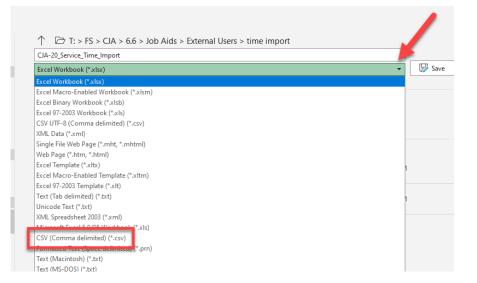
ļ	AutoSave 💽 Off) 🖪 🍤 · 🤆	· ► -	(Copy of CJA-20)_Service_	Time_Import.xls	k - Saved	•		
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1	Date	Hours	Description						Service Typ		
2	9/2/2021	0.1	Email to/from co-def la	mail to/from co-def layer re: visit with Client and need for preliminary hearing 16e.							vest
2	0/2/2021 0.2 Attand Arraignment stavia Zeem								1Eo Arroigo		

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.

· · · · ·					
10:1	^	Name ^	Date modified	Туре	Size
📌 Quick access		🔊 CJA-20 Service Time Import.csv	8/9/2021 10:01 AM	Microsoft Excel C	1 KB
_	*	CJA-20 Service Time Import.xlsx	8/6/2021 2:27 PM	Microsoft Excel W	12 KB
👆 Downloads	► *	FRANCIST I I I	0/0/2021 11 20 414	NE 0.5 10	4.120