## Import Your Service Entries

Starting with eVoucher release version 6.6, attorneys can import service entries to a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format. This allows attorneys using commercially available timekeeping and billing systems to create an output file from that system that can then be imported into the **Services** tab of a CJA-20/30 voucher—so attorneys don't have to manually enter each service line.

Exporting a .csv file from a timekeeping or billing system may not export to a correct format and may need to be customized to match the required format as illustrated in the sample spreadsheets provided. You can enter data directly into the sample templates manually or using copy/paste.

#### **IMPORTANT NOTES:**

- Court staff are not responsible for helping attorneys create or download .csv files.
- 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.

#### Step 1

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

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





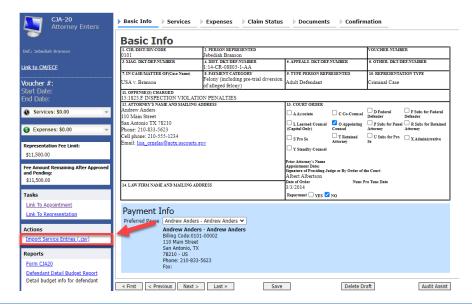
The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20.

**Note:** If you have a previously created CJA-20, review the Import Service Entries on Previously Created CJA-20s section below.

	Reports Links	Help Sign o					
Home Operations F	Reports Links	Help Sign o	ut				
Appointment	Appointme	ent Info					
In this page you will find	1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRES Thomas Watson	ENTED			VOUCHER NUM	BER
a summary about this appointment, including a	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.N 1-14-CR-08806-1		5. APPEALS. DKT/DEI	NUMBER	6. OTHER. DKT	DEF.NUMBER
list of vouchers related to	7. IN CASE/MATTER OF(Cas		nea trial dimension	9. TYPE PERSON REP	RESENTED	10. REPRESENT	
this appointment and links	USA v. Watson	of alleged felony)	pro-una urversion	Adult Defendant		Criminal Case	
to create new vouchers	11. OFFENSE(5) CHARGED 12:1738.P MORTGAGE						
View Representation	12. ATTORNEY'S NAME AND Andrew Anders 110 Main Street	) MAILING ADDRESS		13. COURT ORDER	C Co-Counsel	D Federal Defender	F Subs for Federal Defender
Create New Voucher	San Antonio TX 78210 Phone: 210-833-5623			L Learned Counsel (Capital Ouly)	O Appointing Counsel	P Subs for Papel Attorney	R Subs for Retained Attorney
AUTH Create Authorization for Expert and other Services	Cell phone: 210-555-123 Email: <u>lisa_ornelas@aot</u> s			S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrative
AUTH-24 Create Authorization for payment of transcript				Counsel Prior Attorney's Name Appointment Dates Signature of Presiding J Albert Albertson	udge or By Order of t	he Court	
BUDGETAUTH Create	14. LAW FIRM NAME AN	AILING ADDRESS		Date of Order 3/3/2014		ro Tunc Date	
Attorney Fees and/or Expert and other Services on Budgeted Case	Murchers on	File		Repayment 🗌 YES	V NO		
CJA-20 Create		r Header, drag the column to	his area.		Search	:[	
Appointment of and Authority	Case	Defendant	Туре	Sta	tus	Ľ	Date Entered
to Pay Court-Appointed Counsel CJA-21 Create	1:14-CR-08806-AA- Start: 01/23/2020 End:	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Foren	nsics Expert V 0101.00000			01/23/2020
Authorization and Voucher for	1:14-CR-08806-AA-	Thomas Watson (# 1)	CJA-20		Cubmitted to	Court	01/26/2017

### Step 3

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









The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info	Services	Expenses	Claim Status	Documents	Confirmation	
Service	es					
format. The CS	V file must contain al					
		start with a blank v	voucher. Otherwise, a	all existing service en	tries on the voucher will be overwritten with the	
- Additional Info	ormation					
Each service l	ine entry must hav	e data in the follo	wing columns:			
		6b" or "16b. Obtain	ing and Reviewing Re	ecords")		
The following	columns do not re	quire data, but sh	ould be included i	n the header row:		
<ul> <li>Doc#</li> <li>Pages</li> </ul>						
For additional ir	nformation refer to th	e eVoucher Online H	Help.			
Date, Hours, De 1/4/2021,1.0,M 1/4/2021,.5,Rev	escription, Service Ty et with client,16a. In viewed Indictment,16	pe, Doc#, Pages terviews and Confer b,4,25	ences,,			
Services eVoucher now provides the ability to import service time entries exported from a law firm billing system and sound is Gram a Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download or sample spreadsheet for the correct column headings and service type values. IMPORTANT: It is recommended to start with a blank voucher. Otherwise, all existing service entries on the voucher will be overwritten with the contents of the imported CSV file.  Additional Information Each service line entry must have data in the following columns: Description Description Service Type (EXAMPLES: "16b" or "16b. Obtaining and Reviewing Records") The following columns do not require data, but should be included in the header row: Doc#						
Date	9/3/2021 *	1	Description			
Service Type			*			
Doc.# (ECF)	Pa	ges			*	
Hours	* at	\$155.00 per hour.			Add Remove	
Required Fields						

**Note:** The sample spreadsheet is in Excel format. Once the file is populated with data, it must be saved in .csv format. View the appendix to see the required columns and information for the .csv file.







Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

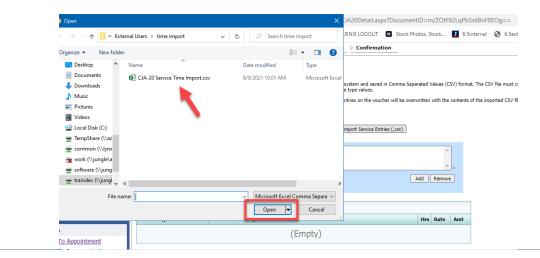
When the .csv file is ready for import, click Import Service Entries (.csv).

Basic Info	Services	Expenses	i ▶ Claim	Status 🕨 Do	cuments Con	firmation			
Service	s								
	file must contain				w firm billing system an ase download our samp				
IMPORTANT: I of the imported		d to start with a	blank voucher.	Otherwise, all exis	ting service entries on t	he voucher will be ov	erwritten with th	e contents	
+ Additional Information									
			Im	port Service Ent	ries (.csv)				
Date	8/6/2021	-		Description					
Service Type			•						
Doc.# (ECF)		Pages						-	
Hours	*	at \$155.00 per	hour.				Add Remo	ve	
* Required Fields									
To group by a p	articular Header,	drag the column	to this area.						
Service Type		Date 🔺 De	scription				Hrs Rate	Amt	
	1			(Empty	)				
No data to pag	ginate < >	V			Go to page:	View items	per page: <u>10</u> 2	25 <u>50 100</u>	

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

#### Step 6

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







#### Step 7

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

1	Basic Info Services	Expe	nses 🕴 Claim Status 🖡 E	ocuments Confirmation				
	_							
			•	CJA-20 Service Time Import_correct.	.csv	and sav	ed to t	he services table below. <u>Click here</u> to view a report for the entries imported.
	Services							
	Date 9/2/2021		L scription					
		-				~		
	Doc.# (ECF)						-	
	Hours *	at \$155.00	per hour.	A	dd	Remove		
	* Required Fields	9/2/2021       Image: Comparison of the state of the sta						
	To group by a particular Header,	drag the co	lumn to this area.					
	Service Type	Date	Description		Hrs	Rate	Amt	
	e. Investigative or Other Work	07/01/2021	Test		0.1	\$155.00	\$15.50	
	a. Arraignment and/or Plea	07/02/2021	Test		0.2	\$155.00	\$31.00	
	d. Travel Time	07/02/2021	Test		0.3	\$155.00	\$46.50	
	b. Obtaining and Reviewing							

## Import Service Entries with Associates -

To use the Import Service Entries feature on vouchers with associates, the lead attorney MUST import their entries first or they will overwrite the associate attorney's entries.

#### Step 1

The lead attorney imports their service entries to the voucher, leaving the **Associate Info** field set to the default **Not on Voucher** by following the steps above.

	Basic Info								
	1. CIR./DIST/DIV.CODE 0101		2. PERSON REPRESENTED Thomas Watson			VOUCHER NUMB	ER		
	3. MAG. DKT DEF.NUMBE	ER .	4. DIST. DKT DEFNUMBER 14-CR-08806-1-AA	5. APPEALS. DKT/DEF	NUMBER	6. OTHER. DKT DEF.NUMBER			
ink to CM/ECF	7. IN CASE/MATTER OF(	Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REP	RESENTED	10. REPRESENTATION TYPE			
/oucher #:	USA v. Watson		Felony (including pre-trial diversion of alleged felony)	Adult Defendant		Criminal Case			
Start Date:	11. OFFENSE(S) CHARGE	D							
nd Date:	12:1738.P MORTGAG			13. COURT ORDER					
Services: \$0.00	Andrew Anders			A Associate	C Co-Countel	D Federal	F Subs for Federal		
Services: 30.00	110 Main Street San Antonio TX 78210	)		L Learned Counsel	_		Defender R Subs for Retained		
S Expenses: \$0.00	Phone: 210-833-5623	Phone: 210-833-5623 Cell phone: 210-555-1234			O Appointing Counsel	Attorney	Attorney		
Expenses. 30.00		Email: lisa_omelas@aotx.uscourts.gov			T Retained Attorney	U Subs for Pro	X Administrative		
Representation Fee Limit:				Y Standby Counsel		-			
\$11,500.00				Prior Attorney's Name					
				Appointment Dates Signature of Presiding Ju	ules or By Order of s	ha Court			
Fee Amount Remaining After Approved and Pending:				Albert Albertson Date of Order Nunc Pro Tunc Date					
\$11,242.00	14. LAW FIRM NAME AND	D MAILING ADDR	255	3/3/2014					
Tasks				Repsyment 🗌 YES 🔽	NO				
Link To Appointment	Payment I	nfo		Associate	e Info				
Link To Representation	Preferred Payee	Andrew Ar	ders - Andrew Anders 🗸	Kerry Kriger	Not	on Vouch	ner 🗸		
Actions		Andrew A	nders - Andrew Anders						
Import Service Entries (.csv)			:0101-00002						
		110 Main S							
Reports		San Antonio 78210 - US	о, ТХ						
Form CJA20		Phone: 210	-833-5623						
Defendant Detail Budget Report		Fax:							
Detail budget info for defendant									







On successful import, in the Associate Info section, the lead attorney must select **On Voucher**, **Can Edit** from the drop-down list next to the associate's name.

Payment Info Preferred Payee Andrew Anders - Andrew Anders ✓ Andrew Anders - Andrew Anders Billing Code:0101-00002 110 Main Street San Antonio, TX 78210 - US Phone: 210-833-5623 Fax:	Associate Info Kerry Kriger On Voucher, Can Edit -
« First ] < Previous ] Next > ] Last » ] Save	Delete Draft Audit Assist

#### Step 3

The associate can then sign in to eVoucher and import their service entries as shown above, or add them manually.

Home	Operations Re	ports Links He	alp Sign out					
	CJA-20 Attorney Enters	Basic Info	ervices 🕨 Expen	ses 🛛 🕨 Claim Status				
Oef.: Thomas	[Read Only] Watson	Services						
		Date 8/26, Service Type Doc.# (ECF) Hours	/2022 * 2022 Pages * at \$100.00	Description  reference		Add	Remove	2
Service		* Required Fields						
Expens	es: \$8.03 👻		lar Header, drag the col					
Representat \$11,500.00	ion Fee Limit:	Service Type b. Bail and Detention He	Date A earings 11/15/2018	•			Rate \$100.00	Amt \$300.0
Fee Amount and Pending \$11,500.00		Page 1 of 1 (1 item	s) < [1] >		Go to page: View it	ems per pag	e: <u>10 25</u>	<u>50 100</u>
	pointment				t,			
'asks Link To Apr					17			





## Import Services Entries on Previously Created CJA-20s

#### Step 1

If you already have a CJA-20 created and are adding time to your services, on the Home page, in the My Active Documents section, click the **Edit** link for the appropriate CJA-20.

ome Oper	ations Reports Links	Help Sign out		
<u>ne</u> y Active Documen	ts			
	Header, drag the column to this area.		Sea	irch:
Case	Defendant	Туре	Status	Date Entered
2 <mark>:18-MJ-07088</mark> Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Vouce Entry Edit	09/03/2021
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.

CJA-20 Attorney Enters	Basic Info	Services	Expenses	aim Status	Documents	Confirm	nation	
Def.: Jebediah Branson	Basic In 1. CIR./DIST/DIV.COE 0101		2. PERSON REPRESENTE Jebediah Branson	D			VOUCHER NUMB	ER
Link to CM/ECF	3. MAG. DKT/DEF.NU 7. IN CASE/MATTER		4. DIST. DKT/DEF.NUMBI 1:14-CR-08805-1-AA 8. PAYMENT CATEGORY		5. APPEALS. DKT/DEF 9. TYPE PERSON REP		6. OTHER. DKT/D 10. REPRESENTA	
Voucher #:	USA v. Branson	Or(Case Ivame)	Felony (including pre- of alleged felony)		Adult Defendant	NESENTED	Criminal Case	IIONTIFE
Start Date: End Date:	11. OFFENSE(S) CHAI 15:1825.F INSPEC 12. ATTORNEY'S NAM	TION VIOLATIO			13 COURT ORDER			
Services: \$0.00	Andrew Anders 110 Main Street	HE AND MAILING A	DDRESS		A Associate	C Co-Counsel	D Federal Defender	<b>F</b> Subs for Federal Defender
S Expenses: \$0.00	San Antonio TX 78 Phone: 210-833-56 Cell phone: 210-55	23			L Learned Counsel (Capital Only)	O Appointing Counsel	Attorney	R Subs for Retained Attorney
Representation Fee Limit:	Email: lisa_ornelas		<u>ov</u>		S Pro Se	T Retained Attorney	U Subs for Pro Se	X Administrative
\$11,500.00 Fee Amount Remaining After Approved and Pending: \$11,500.00	14. LAW FIRM NAME	AND MAILING ADD	NDECC		Prior Attorney's Name Appointment Dates Signature of Presiding Ju Albert Albertson Date of Order		the Court Pro Tunc Date	
Tasks	14. LAW PIKA NAME	AND MAILING ADD	NE33		3/3/2014 Repayment 🗌 YES 🗹	NO		
Link To Appointment Link To Representation		Andrew Anders	- Andrew Anders 💙		•			
Actions Import Service Entries (.csv)		Andrew Anders Billing Code:0101 110 Main Street San Antonio, TX	- Andrew Anders 1-00002					
Reports Form CJA20		78210 - US Phone: 210-833- Fax:	5623					
Defendant Detail Budget Report Detail budget info for defendant	« First < Prev	rious Next >	Last »	Save		Delete D	raft	Audit Assist





#### Step 3

The Services page appears. To view or download a sample .csv file, click the **sample spreadsheet** link. Click **Additional Information** to view instructions for importing time from a .csv file.

Basic Info	5 🕨 Expe	nses  > Claim Stat	tus 🕨 🕨 Doc	uments	Confirmation			
Services								
					s <del>on and saved in com</del> a Sepai sample spreadsheet f <sup>i</sup> r the co			
IMPORTANT: It is recomment contents of the imported CSV		ith a blank voucher. Othe	rwise, all existin	ig service entr	ries on the voucher will be overw	vritten	with the	
- Additional Information								
Each service line entry mu	st have data	in the following colum	ns:					
<ul> <li>Date</li> <li>Hours</li> <li>Description</li> <li>Service Type (EXAMPL</li> </ul>	ES: "16b" or "	16b. Obtaining and Revie	wing Records")					
The following columns do	not require d	ata, but should be incl	uded in the he	ader row:				
<ul><li>Doc#</li><li>Pages</li></ul>								
For additional information refe	r to the eVouc	her Online Help.						
CSV file when opened in a Date, Hours, Description, Serv 1/4/2021,1.0,Met with client,1 1/4/2021,.5,Reviewed Indictm 1/5/2021,1.2,"Hearing on Mot	ice Type, Doc‡ 6a. Interviews ent,16b,4,25	F, Pages and Conferences,,	a					
		Import	Service Entrie	s (.csv)				
Date 9/3/2021	*	Des	cription					]
Service Type		•						
Doc.# (ECF)	Pages		L				Ψ.	*
Hours	* at \$155.00	per hour.			A	dd [	Remove	
* Required Fields								
To group by a particular Head	er, drag the co	lumn to this area.						
Service Type	Date	Description				Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court				0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court				1.0	\$155.00	\$155.00







Before you can import your .csv file, you must create and save it on your computer. The **Date**, **Hours**, **Description**, and **Service Type** fields are required for import. The **Doc. #** and **Pages** fields are optional for import, but may be required by your court.

When the .csv file is ready for import, click Import Service Entries (.csv).

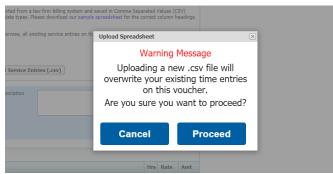
Basic Info Services	Exper	ses Claim Status	Documents	Confirmation			
Services							
eVoucher now provides the abilit format. The CSV file must contai and service type values.							
IMPORTANT: It is recommende contents of the imported CSV file		th a blank voucher. Otherwise, a	all existing service en	ries on the voucher will be overv	vritten	with the	
+ Additional Information							
		Import Servic	e Entries (.csv)				
	CT.000	_					
Date 9/3/2021	•	Description	1			-	
Service Type		*					
Doc.# (ECF)	Pages			_			]*
Hours *	at \$155.00	per hour.		A	\dd	Remove	:
Required Fields							
Required Helds							
To group by a particular Header,	drag the col	umn to this area.					
Service Type	Date	Description			Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court			0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court			1.0	\$155.00	\$155.00
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 5–7 in the Import Your Service Entries section above.





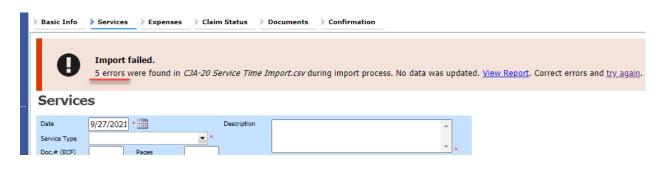


## Fix Errors in Your .csv File -

Errors in the .csv file must be corrected and saved in the original .csv file before attempting another import. If there are problems with the .csv file, the error report displays errors.



If your import fails, a message appears at the top of the page, indicating the number of errors found.



Step 2

Click the **View Report** link to view errors.

Basic	Info	Services Expenses Claim Status Documents Confirmation
	Ð	Import failed. 5 errors were found in <i>CJA-20 Service Time Import.csv</i> during import process. No data was updated. View Report.
Ser	vice	S

### Step 3

The error report opens, highlighting the errors in the file. Review the error report and correct the .csv file.

Errors	● Errors Only ○ Full Report							
	Case Number: 1:14-CR-08805			Person Represented: Jebediah Branson		<b>d</b>		
Row	Errors	ate	Hours	Description	Service Type	Doc#	Pages	
Row 3	Description is missing;	/2/2021	0.2		15a. Arraignment and/or Plea			
	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			







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



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, please see instructions for those documents.



# Appendix Excel File

For the .csv file to be successfully uploaded to and accepted by eVoucher, it must contain a header row. If the first row contains data rather than headings, the data in row 1 is ignored. Sample spreadsheets containing the correct column headings and service type values for each voucher type are available in the online help.

Your Excel file should look similar to the image below, containing all four mandatory column headings: Date, Hours, Description, and Service Type. The **Doc. #** and **Pages** fields can be included as header rows; however, they are not required unless data is provided.

**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.

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



## Save as a .csv File

To convert your Excel file into a .csv format, follow the steps below.

**Note:** Most commercially available spreadsheet applications allow users to save in .csv format.

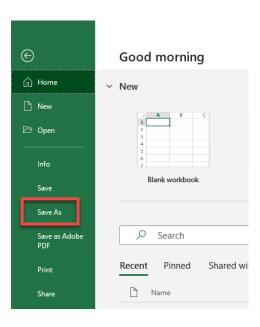


On your Excel file, click the **File** tab.

,	AutoSave 💽 Off	) 🛛 🎝 - 🤆	Copy of CJA-20_Service_Time_Import.xlsx - Saved →				
Pa	ile Home Cut Cut Copy ~ Sormat	Calibri	ge LayoutFormulasDataReviewViewHelpACROBAT $\checkmark$ 11 $\land$ $\land$ $\equiv$ $\equiv$ $\bigotimes$ $\land$ $\blacksquare$ $\blacksquare$ $\sqcup$ $\checkmark$ $\square$ $\land$ $\land$ $\blacksquare$ $\equiv$ $\equiv$ $\blacksquare$ $\bigotimes$ $\blacksquare$ $\blacksquare$ $\sqcup$ $\checkmark$ $\bigtriangleup$ $\land$ $\land$ $\blacksquare$ $\equiv$ $\equiv$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\sqcup$ $\checkmark$ $\checkmark$ $\checkmark$ $\blacksquare$ </th <th>×t ~ % 9   €.(</th>	×t ~ % 9   €.(			
	Clipboard	L2	Font الحا Alignment	Number			
F1	4 *	: × 🗸	f <sub>x</sub>				
	А	В	С				
1	Date	Hours	Description	Service Typ			
2	9/2/2021	0.1	Email to/from co-def layer re: visit with Client and need for preliminary hearing 1				
2	0/2/2021	0.0	Attand Arraignment, atavia Zoom	1Eo Arroigo			

#### Step 2

From the panel on the left, click **Save As**.







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

CJA-20 Service Time Import	
Excel Workbook (*.xlsx)	- 🖓 Save
Excel Workbook (*.xlsx)	
Excel Macro-Enabled Workbook (*.xlsm)	
Excel Binary Workbook (*.xlsb)	
Excel 97-2003 Workbook (*.xls)	
CSV UTF-8 (Comma delimited) (*.csv)	
XML Data (*.xml)	
Single File Web Page (*.mht, *.mhtml)	
Web Page (*.htm, *.html)	
Excel Template (*.xltx)	PM
Excel Macro-Enabled Template (*.xltm)	
Excel 97-2003 Template (".xit)	
Text (Tab delimited) (*.txt)	1
Unicode Text (*.txt)	
XML Spreadsheet 2003 (*.xml)	
Microsoft Excel 5 0/95 Workbook (* xls)	м
CSV (Comma delimited) (*.csv)	
Formatted Text (Space delimited) (".prn)	
Text (Macintosh) (*.txt)	n
Text (MS-DOS) (*.txt)	
CSV (Macintosh) (*.csv)	
CSV (MS-DOS) (*.csv)	
DIF (Data Interchange Format) (*.dif)	
SYLK (Symbolic Link) (*.slk)	
Excel Add-in (*.xlam)	
Excel 97-2003 Add-in (*.xla)	
PDF (*.pdf)	
XPS Document (*.xps)	
Strict Open XML Spreadsheet (*.xlsx)	
OpenDocument Spreadsheet (*.ods)	

Your document has now been converted to a .csv file.

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Documents		🔊 CJA-20 Service Time Import.csv	8/9/2021 10:01 AM	Microsoft Excel C	1 KB	
	<i>*</i>	CJA-20 Service Time Import.xlsx	8/6/2021 2:27 PM	Microsoft Excel W	12 KB	
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