

CJA eVoucher Attorney Manual



Eastern District of Washington

Questions? Please call:
Renea Grogan 509-458-3413
Or
Jaime White 509-458-3416

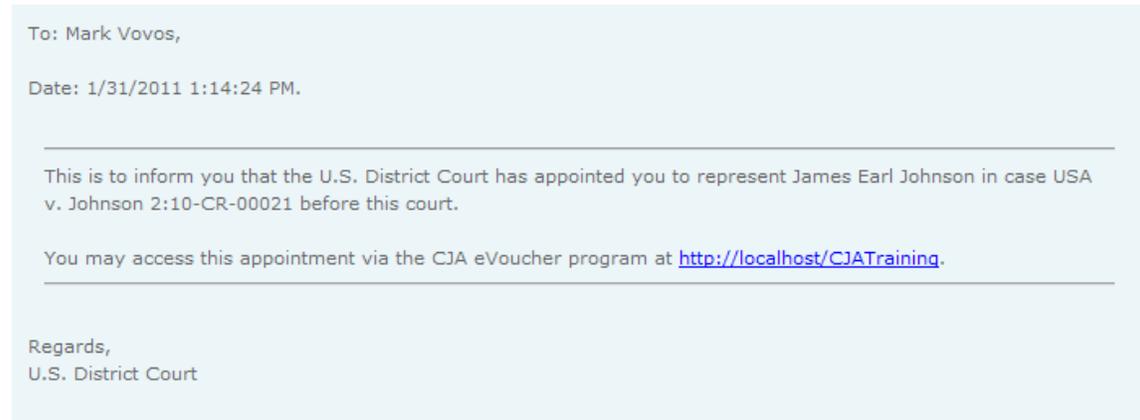


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Court Appointment

When an appointment is made, an email will be generated and sent to the appropriate attorney. The email will confirm the appointment and provide a link to the CJA eVoucher program.



Access to eVoucher (Do NOT use Mozilla Firefox or Chrome)

To access the CJA eVoucher program in Internet Explorer or Safari, either click on the link provided in the email or use your browser to access the system at <https://ecf.waed.uscourts.gov/CJA/LogOn.aspx>. You will be taken to the CJA login page. Enter the Username and Password you were provided and click



CJA eVoucher

USER LOGIN Release 1.1

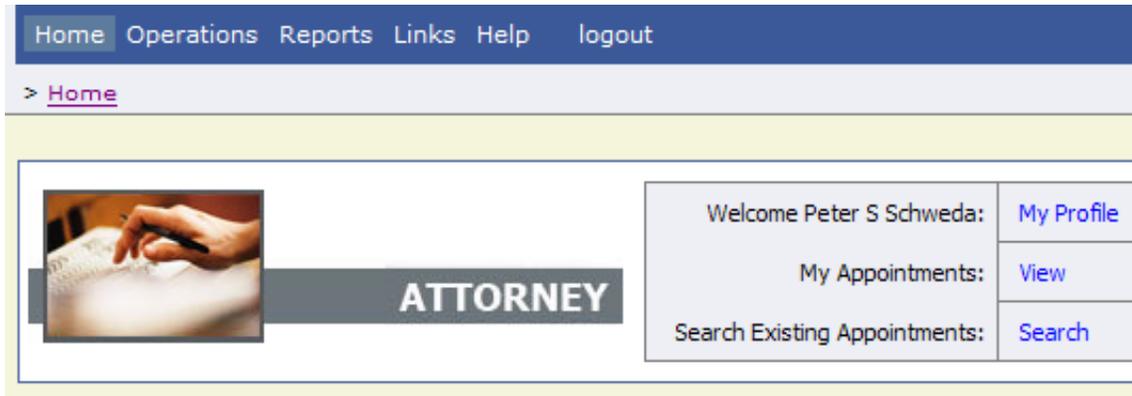
Existing user? Please log in.

Username:

Password:

Attorney Home Page

Your home page provides access to all of your appointments and vouchers. Security has been put into place that prohibits you from viewing information for anyone else. Likewise, no one else will have access to your information.



Folders on Attorney Home Page

My Active Vouchers Contains vouchers or documents that you are currently working on.

My Submitted Vouchers Contains vouchers for documents that you have completed and have been submitted to the court.

My Service Provider's Vouchers Contains vouchers for service providers that you are overseeing.

Closed Vouchers Contains vouchers or documents that have been approved or paid by the court. Closed vouchers will be displayed only for your active appointments. When your appointment has been closed, the closed vouchers associated with the appointment will not display on your homepage. You will be able to view the removed vouchers by searching for the appointment and then selecting the voucher you want.

All of the folders display basic information regarding the Case Number, the Defendant, Type of Document, and the Status of the Document. The status tells you where the document/voucher is in the process, i.e., you are still entering information, it has been submitted to the attorney, it has been submitted to the court or it is closed.

To view a specific voucher, click on the [Case Number](#) or the voucher number (i.e., [0980.0000004](#))

Case	Defendant	Type	Status
2:10-CR-00155-RCJ-... Start: 08/18/2010 End: 01/01/1900	Eric Wishart (# 3) Claimed Amount: 15,00...	AUTH Investigator	Voucher Entry Edit
2:10-CR-00155-RCJ-... Start: 08/01/2010 End: 08/19/2010	Eric Wishart (# 3) Claimed Amount: 2,914...	CJA-20 John E. French	Voucher Entry 0978,0001057 INTERIM PAYMENT 1

Adjusting Views

You can change the way information is displayed in the folders.

- **Sorting.** Click on the column header to sort by that column (clicking once will sort it low to high; clicking twice will sort it high to low).
- **Change size of Column.** Move your cursor to the line between columns until you see an arrow. Hold your left click down and drag the line in the desired direction.
- **Group by Column Header.** Click on the header for the column you would like to group by (i.e., if you want the documents grouped by case, click on the “Case” header. If you want all the documents grouped by the kind of document it is, click on the “Type” header.) Keeping the left click down, drag the column header into the identified area above the grid.

Case	Defendant	Type
2:10-CR-00092-EFS- Start: 02/01/2011 End: 02/01/2011	Ryan M Hoffman (# 1) Claimed Amount: 178.50	CJA-20 Timothy D Trageser

click header and drag here

- **Closing Folder.** Click on the “-“ next to the name of the folder you would like to close. Click on the “+” to open the folder.

Group by: Case →
Case
+ Case: 2:10-CR-00092-EFS-
1
+ District Vouchers

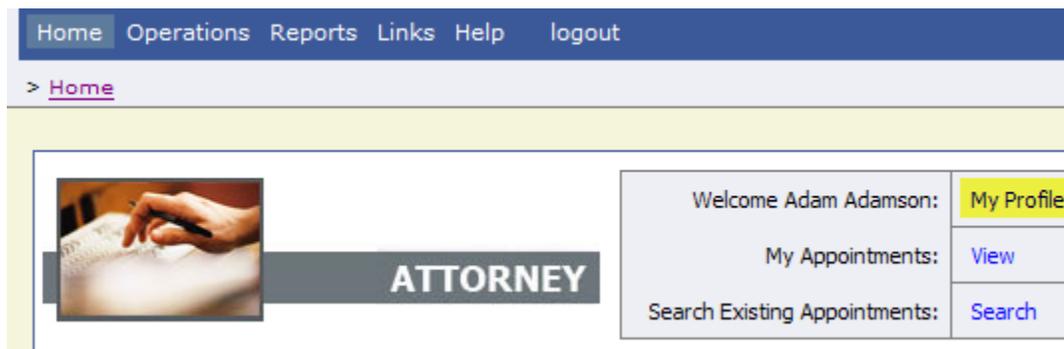
- Moving Folders. Click on the title of the folder you want to move, keeping the left click down, drag the folder to the desired location and let go.

Menu Bar

You can use the menu bar at the top of the screen to access other functions of the program.

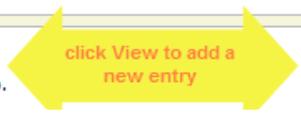
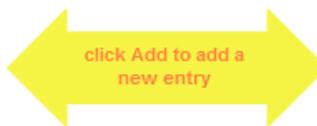
- Home: Takes you to your homepage.
- Operations: Takes you to your appointments.
- Reports. Takes you to reports you can select and run.
- Links. Takes you to other CJA related information
- Help. Takes you to: “My Profile” (another way to access your profile)
“Contact Us” a means to email the court.
“Privacy” the court’s privacy statement
- Logout. Logs you out and closes the program.

Profile Maintenance



To change your login information, password, personal information, and billing information; click on [My Profile](#) and then [Edit](#) for the section you would like to change.

Login Info Your Login information	UserName trageser.timothy.23 CM/ECF Access is NOT validated	<input type="button" value="Edit"/>
Attorney Info Your personal info	Bar Number: 18704 Your Name: Timothy D Trageser <i>Your Contact Info:</i> Phone: 509-327-3993 Fax: 509-327-3920 cja_history@waed.uscourts.gov <i>Your Address:</i> 1428 W Northwest Blvd Spokane, WA 99205-4345 US	<input type="button" value="Edit"/>
Billing Info List all available billing info records	Your default billing info is: Timothy D Trageser SSN/EIN:***-**-2388 1428 W Northwest Blvd Spokane, WA 99205-4345 - US Phone: 509-327-3993 Fax: 509-327-3920	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
Continuing Legal Education	No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>



Login Info:

- To change your Username, type new Username in the “Username” field and press [change](#).
- To change your Password, type the new password in both the “Password” and “Confirm” fields and press .
- The CM/ECF Username and Password fields are for future use to synchronize your rights between CJA eVoucher and CM/ECF. Leave as is until instructed further.

Login Info Your Login information	Username <input type="text" value="test"/> change Password <input type="password"/> * <input type="button" value="Reset"/> Confirm <input type="password"/> * cancel CM/ECF Username <input type="text"/> validate CM/ECF Password <input type="password"/> CM/ECF Access is NOT validated
---	--



Attorney Info:

It is the attorney's responsibility to maintain accurate contact information. Enter the desired information in the fields and press

Attorney Info Your personal info	Bar Number	<input type="text" value="18704"/>		
	First Name	Middle	Last Name	
	<input type="text" value="Timothy"/>	<input type="text" value="D"/>	<input type="text" value="Trageser"/>	
	Email	<input type="text" value="cja_history@waed.uscourts.gov"/>		
	Phone	Fax		
	<input type="text" value="509-327-3993"/>	<input type="text" value="509-327-3920"/>		
	Address 1	City		
	<input type="text" value="1428 W Northwest Blvd"/>	<input type="text" value="Spokane"/>		
	Address 2	State	Zip	
	<input type="text"/>	<input type="text" value="WA"/>	<input type="text" value="99205-43"/>	
Address 3	Country			
<input type="text"/>	<input type="text" value="US"/>			

Billing Info:

It is the attorney's responsibility to maintain accurate billing information. You may have multiple bill records, i.e., tax number and/or addresses.

Note: You must have billing information before a voucher can be paid.

Billing Info List all available billing info records	Your default billing info is: F. Lee Bailey SSN/EIN: ***-**-1111 101 Oak St. Las Vegas, NV 89101 - USA Phone: 702-555-5555 Fax:	<input type="button" value="Select"/> <input type="button" value="Add"/> <input type="button" value="Edit"/>
--	---	--

To add a billing record click . Enter the desired information in the fields and click . To edit a billing record, click on the for the record you would like to edit and click . Make the desired changes and click . Identify the billing information you would like to serve as your default by clicking on the for the desired record and then clicking on . The default billing record will be identified.

Your default billing info is:

F. Lee Bailey
SSN/EIN: ***-**-1111
101 Oak St.
Las Vegas, NV
89101 - USA
Phone: 702-555-5555
Fax:

CLE Records:

Attorneys can keep track of their CJA related CLE credits via the “Continuing Legal Education” section.

Continuing Legal Education No info has been stored. Please click VIEW to type your info. [View](#)

To enter a CLE credit, click on [View](#)

Continuing Legal Education [Back](#) [Edit](#) [Add](#) [Delete](#)

Search:

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				

No data

Click on [Add](#) Choose the type of credit by clicking on the arrow. Enter the date, the number of hours and a description of the program and click on [Save](#)

Continuing Legal Education [Back](#) [Save](#)

Credit

Date

Hours

Description

Document After you will save the information about this Continuing Education, you will be able to upload related documents.

Add a PDF document as an attachment by clicking on [Browse...](#) and locating and clicking on your document. The document will appear in the grid below. Click on [Save](#) to complete the entry.

Continuing Legal Education

Back Save

Credit: Sentencing

Date: 03/17/2011

Hours: 1

Description: Sentencing Guidelines 11 2010 CLE

Document: Browse...

Search:

File	Delete
No Documents	

No data

All entries will be displayed in the grid and can be accessed, edited, or deleted by clicking on the entry and choosing the action you want to take.

Continuing Legal Education

Back Edit Add Delete

Search:

Files	Credit	Date	Hours	Subject
0	Sentencing	03/17/2011	1	Sentencing Guidelines 11 2010 CLE

1

Page 1 of 1 (1 items)

Appointments

You can view your active appointments by either clicking on [View](#) at

My Appointments: [View](#) or looking in the [Appointments' List](#) folder.

Appointments' List	
Appointments	Defendant
Case: 2:10-CR-00160-ECR-RJJ Defendant #: 1 Case Title: USA v. John Smith Attorney: F. Lee Bailey	Defendant: John Smith Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/12/10 Pres. Judge: Edward C. Reed, Jr. Adm./Mag Judge: Robert J. Johnston
Case: 2:00-CR-00001-RLH-LRL Defendant #: 1 Case Title: USA vs. Eric Cartmann Attorney: F. Lee Bailey	Defendant: Eric Cartmann Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 01/01/01 Pres. Judge: Roger L. Hunt Adm./Mag Judge: Lawrence R. Leavitt

You can review a specific appointment by clicking on the [Case Number](#). Information about the appointment, as well as any vouchers or documents associated with the appointment, will be displayed.

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

[View Representation](#)

Create New Voucher

AUTH [Create](#)
 Authorization for Expert and other Services

CJA-20 [Create](#)
 Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
 Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Reports
[Appointment Report](#)
 Appointment Report for Attorneys

Appointment Info

1. CIR. DIST/ DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT DEF NUMBER	4. DIST. DKT DEF NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE MATTER OF(Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18:13-4994.F FRAUD, FALSE ENTRIES, OTHER 18:13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order Nunc Pro Tunc Date 1/1/2001 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status
2:00-CR-00001-RLH-LRL Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (= 1) Claimed Amount: 126.75	CJA-20 F. Lee Bailey	Voucher Entry Edit

Page 1 of 1 (1 items)

You can review representation information by clicking on

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

[View Representation](#)

[Create New Voucher](#)

AUTH [Create](#)
Authorization for Expert and other Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court.

Reports

[Appointment Report](#)

[Appointment Report for Attorneys](#)

Appointment Info

1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4994 F FRAUD, FALSE ENTRIES, OTHER; 18-4992 F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order 1/1/2001 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status
2:00-CR-00001-RLH-LRL Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (= 1) Claimed Amount: 126.75	CJA-20 F. Lee Bailey	Voucher Entry Edit

Page 1 of 1 (1 items)

The representation information will also display the default excess fee limit, presiding judge and magistrate judge as well as co-counsel and any previous counsel.

Representation
In this page you can access information of an existing representation.

Representation Info

1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4994 F FRAUD, FALSE ENTRIES, OTHER; 18-13-4992 F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
EXCESS FEE LIMIT \$9,700.00	PRESIDING JUDGE Roger L. Hunt	MAGISTRATE JUDGE Lawrence R. Leavitt	DESIGNEE
App.ID	Attorney	Order Type	Order Email
261	F. Lee Bailey	Appointing Counsel	01/01/01 Cindy_jensen@mvd.uscourts.gov

You can also run reports and create new vouchers and documents from this page.

To leave this page and return to your "Home" page, click on Home on the menu bar at the top of the page.



Create a Voucher / Document (CJA 20)

Note: All voucher types and documents function primarily the same. The following instructions, while showing a CJA 20, pertain to all of the voucher/document types. The few differences for other types of vouchers/documents will be identified and discussed in a separate section for each voucher/document.

- Locate the appointment for which you want to create the voucher
- Click on the [Case Number](#)

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

[View Representation](#)

Create New Voucher

Services

CJA-20 [Create](#)
Appointment of and Authority to Pay Court-Appointed Counsel

CJA-21 [Create](#)
Authorization and Voucher for Expert and other Services

CJA-26 [Create](#)
Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court

Reports

[Appointment Report](#)
Appointment Report for Attorneys

Appointment Info

1. CIR. DIST. DIV. CODE 0978		2. PERSON REPRESENTED Eric Cartmann		VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER		4. DIST. DIST. DEF. NUMBER 2-00-CR-00001-1-RLH-LRL		5. APPEALS DIST. DEF. NUMBER	
6. OTHER DIST. DEF. NUMBER		7. IN CASE MATTER OF (Case Name) USA vs. Eric Cartmann		8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	
9. TYPE PERSON REPRESENTED Adult Defendant		10. REPRESENTATION TYPE Criminal Case			
11. OFFENSE(S) CHARGED 18-13-4994.F FRAUD, FALSE ENTRIES, OTHER:18-13-4992.F FRAUD, CONSPIRACY TO DEFRAUD, OTHER					
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111			13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS			Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order 1/1/2001 New Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Vouchers on File

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

Case	Defendant	Type	Status
2:00-CR-00001-RLH-LRL Start: 01/01/2001 End: 04/29/2010	Eric Cartmann (# 1) Claimed Amount: 126.75	CJA-20 F. Lee Bailey	Voucher Entry Edit
2:00-CR-00001-RLH-LRL Start: 04/29/2010 End: 04/29/2010	Eric Cartmann (# 1) Claimed Amount: 955.65	CJA-21 Hubert J. Goodrich Investigator	Submitted to Attorney 0978.0001007

Page 1 of 1 (2 items)

- Click on “Create” for the type of voucher or document you want to create

Navigate between the pages of the voucher by clicking on the tab for pages as listed on the top:

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

Or move directionally on the bottom:

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

The following information will be displayed for all vouchers.

CJA-20 Voucher
Voucher Entry

Voucher #: [blank]
Start Date: 4/29/2010
End Date: 4/29/2010

Services: \$0.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0	\$0.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.0	\$0.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$0.00

Travel

Expense Type	Amount
Travel Miles	\$0.00
Travel Misc	\$0.00
Totals	\$0.00

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$0.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$0.00

Reports

- [Defendant Summary Report](#)
- [Defendant Detail Report](#)
- [Form CJA20](#)

Shows the type of voucher or document and the state it is in.

Shows the voucher # (note: a voucher number is assigned when the voucher is submitted) and the period of time the voucher covers.

Click on the ▾ to display a running total of the items entered for services on the voucher.

Click on the ▾ to display a running total of the items entered for expenses on the voucher.

Click on the name of a report you would like to run for this appointment.

Basic Info:

The [Basic Info](#) page will come up.

The Basic Info page displays information regarding the appointment.

The screenshot shows the 'Basic Info' section of the CJA-20 Voucher Voucher Entry page. The page has a blue sidebar on the left with 'CJA-20 Voucher Voucher Entry' at the top, followed by 'Voucher #:', 'Start Date: 4/30/2010', 'End Date: 4/30/2010', 'Services: \$0.00', 'Expenses: \$0.00', and 'Reports' with links for 'Defendant Summary Report', 'Defendant Detail Report', and 'Form CJA20'. The main content area has a yellow header with tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Basic Info' section contains a table with the following data:

1. CIR. DIST. DIV. CODE 0978	2. PERSON REPRESENTED Eric Cartmann	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 2:00-CR-00001-1-RLH-LRL	5. APPEALS DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA vs. Eric Cartmann	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 18-13-4994 F FRAUD, FALSE ENTRIES, OTHER; 18-13-4992 F FRAUD, CONSPIRACY TO DEFRAUD, OTHER			
12. ATTORNEY'S NAME AND MAILING ADDRESS F. Lee Bailey - Bar Number: 1111 123 Las NV 89101 Phone: 702-111-1111		13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> F Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Peggy A. Leen Date of Order: 3/1/2001 New Pro Test Date: Requirements: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Below the table is the 'Payment Info' section with a dropdown menu for 'Preferred Payee' set to 'F. Lee Bailey'. The dropdown list shows 'F. Lee Bailey' (selected), 'Bailey's Law Firm', and '123 Oak'. Below the dropdown is the contact information for F. Lee Bailey: 'F. Lee Bailey', 'SSN/EIN: ***-**-1111', '123 Oak', 'Las Vegas, NV', '89101 - USA', 'Phone: 702-111-1111', and 'Fax:'. At the bottom of the page are navigation buttons: '<< First', '< Previous', 'Next >', 'Last >>', 'Save', and 'Delete Draft'.

Select the Preferred Payee for the voucher by clicking on the arrow. A list of the available billing records will be displayed. Click on the payee for this voucher.

This is a close-up of the 'Payment Info' section. It shows the 'Preferred Payee' dropdown menu with 'F. Lee Bailey' selected. The dropdown list is open, showing 'F. Lee Bailey' (highlighted), 'Bailey's Law Firm', and '123 Oak'. Below the dropdown is the contact information for F. Lee Bailey: 'F. Lee Bailey', 'SSN/EIN: ***-**-1111', '123 Oak', 'Las Vegas, NV', '89101 - USA', 'Phone: 702-111-1111', and 'Fax:'.

Entering Services:

Navigate to the **Services** tab.

Services
* Required Fields

Date: 4/29/2010
Service Type: [dropdown]
Doc. # (ECF): [text]
Hours: [text] * at rate 125.00
Description: [text]
Page: [text]
Add Delete Item

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

Service Type	Date	Description	Hrs	Rate	Amt
--------------	------	-------------	-----	------	-----

- **Date:** Enter the date the service was provided (you can either type in the date or click on the calendar and select a date)
- **Service Type .** Click on the ▼ and select (click on) the type of service from the drop-down list.
- **Description.** Type a description of the service provided.
- **Hours.** Type the number of hours (note: it must be in 10ths of an hour, i.e., .1)
- Press **Add** and the entry will appear in the grid below.
- **Edit.** Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press **Add**

When you have finished making entries, press **Save** to save your entries.

Note: Press **Delete Item** to remove an item from the grid.

Entering Expenses:

Navigate to the **Expenses** tab.

Expenses
* Required Fields

Date: 4/30/2010 

Expense Type:  Description:

Miles: rate per mile is 0.8500 Amount:

Note: The rate per mile is tied to the date and will automatically be applied.

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

Expense Type	Date	Description	Mile	Rate	Amt
--------------	------	-------------	------	------	-----

- Date: Enter the date the expense was incurred (you can either type in the date or click on the calendar and select a date)
- Expense Type . Click on the  and select (click on) the type of expense from the drop-down list.
- Description. Type a description of the expense.
- Miles. Type the number of miles claimed (only if the entry is for "Travel Miles")
- Amount. Enter the amount of the expense (do **not** use the "\$" sign or commas.)
- Press and the entry will appear in the grid below.
- Edit. Select the entry you want to change by clicking on it in the grid. The entry will appear in the entry portion of the screen. Make the desired changes and press

When you have finished making entries, press to save your entries.

Note: Press to remove an item from the grid.

Claim Status:

Navigate to the [▶ Claim Status](#) tab.

Claim Status

The screenshot shows a web form titled "Claim Status". At the top, there are two date input fields: "Start Date" with the value "4/30/2010" and "End Date" with the value "4/30/2010". Below these is a section titled "Payment Claims" containing three radio button options: "Final Payment", "Interim Payment" (with a text input field labeled "(pmt.number)" next to it), and "Supplemental Payment". Underneath are three questions, each with "Yes" and "No" radio button options: "Have you previously applied to the court for compensation and/or reimbursement for this?", "If Yes, were you paid?", and "Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation or anything of value) from any other source in connection with this representation?".

- Start Date: Enter the beginning date for the time period covered by this voucher (you can either type in the date or click on the calendar and select a date).
- End Date: Enter the ending date for the time period covered by this voucher.
- Payment Claims: Click on the appropriate type of claim. If it is an interim payment make sure you enter the interim payment number in the (pmt.number) box.
- Compensation Questions: Click on the answer to the questions.

If Start and End dates are not entered correctly you will get an error

 Service and/or Expenses are out of the Voucher Start and End Dates.

To fix error so voucher can be submitted. Click [▶ Claim Status](#) and correct dates.

Documents:

Navigate to the [Documents](#) tab.

Supporting Documents

File Upload

File

Description

Description	Delete	View
Receipts	Delete	View
Justification for Services	Delete	View

All documents uploaded to the system must be in the PDF format.

- File. Use the [Browse...](#) to access your directory of files. Identify the PDF file you want to upload and click on it. The file path will be displayed in the "File" field.
- Description. Type in a description/name for the document being uploaded.
- Upload. Press [Upload](#) the file will appear in the grid below.

Delete. You can delete a document by pressing "[Delete](#)".

View. You can view a document by pressing "[View](#)".

Confirmation:

Navigate to the [Confirmation](#) tab.

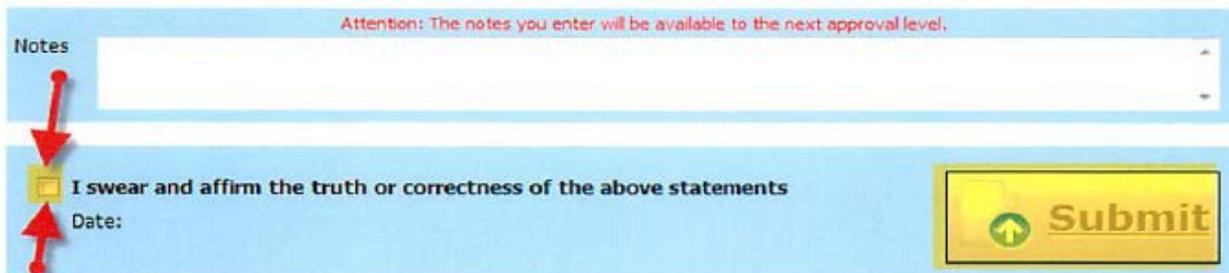
The "Confirmation" page will display the data that has been entered in the format of the voucher. As the voucher is "signed" the signature/approval information will be included on the voucher.

Submit Voucher.

At the bottom of the confirmation page you will be asked to check the box to swear to the correctness of the voucher. Click on the to sign the voucher. The  will be highlighted. Click on the button to submit the voucher to the court.

Note: Once the voucher has been submitted, you will be able to view it but you will not be able to change it, unless it is returned to you by the court.

Delete Voucher. You can delete a draft voucher by clicking on  You can not delete a voucher that has been submitted to the court unless it is returned to you.

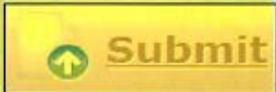


Attention: The notes you enter will be available to the next approval level.

Notes

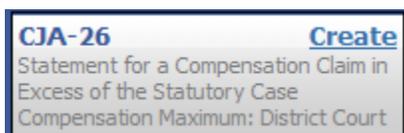
I swear and affirm the truth or correctness of the above statements

Date:



Request for Excess Fees / CJA 26

When fees in excess of the case maximum are required, the attorney must prepare and submit a CJA 26 through the system. Follow the instructions to "Create a Voucher / Document" and select the option:



CJA-26 [Create](#)
Statement for a Compensation Claim in
Excess of the Statutory Case
Compensation Maximum: District Court

Basic Info

Fill out all applicable fields. Amount Requested is required.

Amount Requested	<input type="text" value="0"/>	Amount Approved	<input type="text" value="0"/>
Pre Trial Hours	<input type="text" value="0"/>	Trial Hours	<input type="text" value="0"/>
		Sentencing Hours	<input type="text" value="0"/>
		Other In-Court Hours	<input type="text" value="0"/>
		Out-Of-Court Hours	<input type="text" value="0"/>
Number of Counts	<input type="text" value="0"/>	Number of Co-Defendants	<input type="text" value="0"/>
Other Pending Cases	<input type="text"/>		
Sentencing Guideline Range	<input type="text"/>		
Mandatory Minimum Found	<input type="checkbox"/>		

Justification

Fill out all applicable fields.

Supporting Documents

Attach any supporting documents.

Monitoring Status of Funds

You can, and are encouraged to, monitor the status of funds for your representations by reviewing budget reports.

To run a budget report:

- Identify and access a voucher for the representation for which you would like to check the funding.
- Select either the Defendant Summary Report or the Defendant Detail Report.

Reports

[Defendant Summary Budget Report](#) ← Click on the name of a report you would like to run for this appointment.
The same as the Case Summary Report except it only displays the information for the selected defendant rather than the entire case.

[Defendant Detail Budget Report](#) ←
The same as the Case Detail Report except it only displays the information for the selected defendant rather than the entire case.

These reports will display:

- Current amount approved for the representation
- CJA 26 documents approving the amounts
- Voucher amounts that have been approved
- Voucher amounts that are still pending approval
- Remaining balances
- Each authorization for expert services and the amounts listed above

The detail report will itemize each voucher. The summary report will present a summary of the vouchers

The reports will also list each authorization for expert services, the amounts approved for each authorization, and the amounts as listed above.

A sample of these reports is attached.

Voucher that Exceeds Authorized Amount:

If you attempt to submit a voucher that will exceed the amount authorized, you will receive the following message:

 There are not enough funds. Only \$ [redacted] left for Services in this representation.

Edit Voucher:

You can work on your voucher over time adding services, expenses and documents as needed.

To edit a voucher:

- Click on "Edit" for the voucher you want to access.
- Make your additions per the foregoing instructions.

Remember to the voucher each time you work on it.

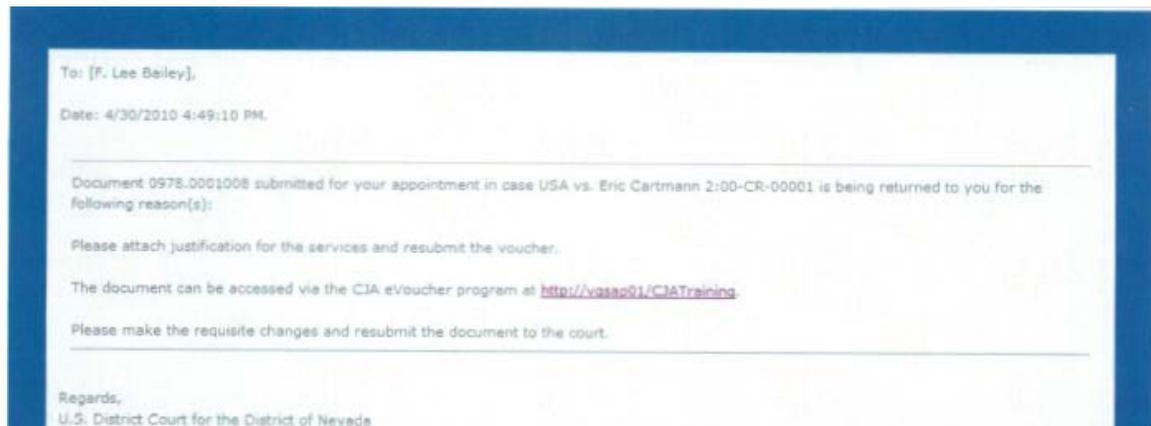
2:00-CR-00001-RLH...
Start: 01/01/2001
End: 04/29/2010

Eric Cartmann (# 1)
Claimed Amount: 12...
CJA-20
F. Lee Bailey

 Voucher Entry
Edit

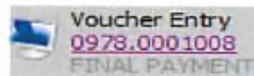
Returned Voucher / Document:

If the Court needs to return a document, an email will be generated and sent by the system notifying you of the reason the document is being returned and any instructions from the Court.



The document will appear in **gold** in the **My Active Vouchers** folder on your home page.

The voucher will retain the voucher number it received when it was submitted and the status will return to



You may access the voucher by clicking on the **voucher number**.

The Court's notes can be found on the Confirmation page.

Notes Attention: The notes you enter will be available to the next approval level.
Please attach justification for the services and resubmit the voucher.

*

Attorney Homepage:

My Active Vouchers			
To group by a particular Header, drag the column to this area.			
Case	Defendant	Type	Status
2:10-CR-00092-E... Start: 12/31/2010 End: 03/11/2011	John Smith (# 1) Claimed Amount: 60.10	CJA-21 Sally Numbers Accountant	Submitted to Attorney 0980.000002 FINAL PAYMENT
2:10-CR-00092-E... Start: 12/03/2010 End: 02/03/2011	John Smith (# 1) Claimed Amount: 1,637.50	CJA-20 F. Lee Bailey	Voucher Entry 0980.0000018 FINAL PAYMENT

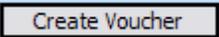
CJA 21 Specifics

Follow the instructions to “Create a Voucher / Document” and select the option:



Click Create CJA-21	
If the request does not require advance authorization (\$800 or under), or previous authorization was not obtained, click on If you have a previous authorization click on	<p>Authorization Selection You can select a previous authorization reques</p> <p> If your voucher compensation is under the statutory limit and does not require prior authorization. </p> <p> Select this option to display a list of previous authorizations and requests in this appointment. </p>

<p>If you click “Use Previous Authorization” a list of Existing Requests for Authorization appears</p>	<p>Authorization Selection You can select a previous authorization request, request a new authorization or click the “No Authorization Required” button.</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>No Authorization Required If your voucher compensation is under the statutory limit and does not require prior authorization.</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Existing Requests for Authorization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">ID Number: 22</td> <td style="padding: 2px;">Service Type: Paralegal Services</td> </tr> <tr> <td style="padding: 2px;">Order Date: 03/08/2011</td> <td style="padding: 2px;">Estimated Amount: 1500</td> </tr> <tr> <td style="padding: 2px;">Authorized Amount: 1500</td> <td style="padding: 2px;">Requested Provider:</td> </tr> </table> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Use Previous Authorization Select this option to display a list of previous authorizations and requests in this appointment.</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>New Voucher Information</p> <p>Service Type <input type="text"/></p> <p>Description <input type="text"/></p> </div> </div>	ID Number: 22	Service Type: Paralegal Services	Order Date: 03/08/2011	Estimated Amount: 1500	Authorized Amount: 1500	Requested Provider:
ID Number: 22	Service Type: Paralegal Services						
Order Date: 03/08/2011	Estimated Amount: 1500						
Authorized Amount: 1500	Requested Provider:						
<p>Click to highlight the authorization to which you will be associating the CJA 21</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Existing Requests for Authorization</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">ID Number: 22</td> <td style="padding: 2px;">Service Type: Paralegal Services</td> </tr> <tr> <td style="padding: 2px;">Order Date: 03/08/2011</td> <td style="padding: 2px;">Estimated Amount: 1500</td> </tr> <tr> <td style="padding: 2px;">Authorized Amount: 1500</td> <td style="padding: 2px;">Requested Provider:</td> </tr> </table> </div>	ID Number: 22	Service Type: Paralegal Services	Order Date: 03/08/2011	Estimated Amount: 1500	Authorized Amount: 1500	Requested Provider:
ID Number: 22	Service Type: Paralegal Services						
Order Date: 03/08/2011	Estimated Amount: 1500						
Authorized Amount: 1500	Requested Provider:						
<p>The service type will rollover from the authorization selected. If no authorization is being used, you will use the dropdown box to select the service type.</p>	<p>New Voucher Information</p> <p>Service Type Paralegal Services</p>						
<p>Enter a “Description” of the service to be provided</p> <p>This step correlates to box 13 on the CJA 21 and must be filled out.</p>	<p>Description <input style="width: 100%; height: 40px;" type="text"/></p>						
<p>Service Provider Note: Only experts registered with the service type selected will appear in the drop-down box.</p>	<p>Service Provider You can search one of the service providers already in the system OR you can enter the required information for another provider</p> <p>Expert <input style="width: 100%; height: 20px;" type="text"/></p>						

<p>If the expert you would like to use is not listed, please contact Jaime White or Renea Grogan to enter the expert in the system before you enter your voucher.</p>	<p>You will get the following error message if you try to submit a voucher without first having the court enter the new expert:</p> <div data-bbox="553 344 1442 401" style="border: 1px solid #f08080; padding: 5px; margin: 10px 0;">  You cannot submit a voucher for an expert that has not been approved by the court. </div>
<p>If the Expert you selected <u>is</u> authorized to use eVoucher the Voucher Assignment field will unlock for you to indicate the Expert will be responsible for filling in the voucher claim part.</p>	<div data-bbox="553 569 1256 863" style="background-color: #e0f0ff; padding: 10px;"> <p>Voucher Assignment This indicates who will be responsible for filling the voucher claim part</p> <div data-bbox="997 606 1219 743" style="background-color: #c0e0c0; padding: 5px; display: inline-block;"> <input type="radio"/> Attorney <input checked="" type="radio"/> Expert </div>  </div>
<p>If the Expert you selected <u>is not</u> authorized to use eVoucher the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling in the voucher claim part.</p>	<div data-bbox="553 930 1273 1136" style="background-color: #e0f0ff; padding: 10px;"> <p>Voucher Assignment This indicates who will be responsible for filling the voucher claim part</p> <div data-bbox="1062 963 1256 1100" style="display: inline-block;"> <input checked="" type="radio"/> Attorney <input type="radio"/> Expert </div> </div>
<p>Click </p> <p>Note: if all information is not entered you cannot advance to the next screen</p> <p>If the Expert you selected <u>is</u> authorized to use eVoucher you are done at this point and you may click Home or logout.</p> <p>If the Expert you selected <u>is not</u> authorized to use eVoucher you will continue filling in the voucher claim part on behalf of the expert. See page 26</p>	

Approval and submission of CJA 21 vouchers on behalf of an expert not authorized to use eVoucher

*****This is a 2 Step Process*****

Attorney Enters CJA 21 Voucher Information: The attorney will enter the services and expenses on behalf of the expert (based upon the documentation the expert provided the attorney.) The attorney will perform the first level of submission on behalf of the expert.

The voucher will appear in the attorney's "My Active Vouchers" as  Submitted to Attorney [0978.0001007](#)

The attorney will then perform the second level of approval/submission by clicking on the voucher, navigating to the "Confirmation" page and approving the voucher. The voucher will move to the attorney's "My Submitted Vouchers" folder.

CJA 30 and 31 Specifics

CJA 30 vouchers function the same as CJA 20 vouchers other than:

- They have a different "Service Type" drop down list on the "Services" page .

Service Type	Description
Doc. # (ECF)	In Court Services
Hours	a. In Court Hearings
	Out of Court Services
	b. Interviews and Conferences
	c. Witness Interviews
	d. Consulting with Investigators and Experts
	e. Obtaining and Reviewing Records
	f. Obtaining and Reviewing Evidence
	g. Consulting with Expert Counsel
	h. Legal Research and Writing
	i. Travel Time
	j. Other

- CJA 30 and 31 vouchers have a mandatory "Stage of Proceeding" drop-down box on the "Claim Status" page which the other vouchers do not have.

Claim Status

Start Date 5/3/2010 End Date 5/3/2010

Payment Claims

Final Payment

Interim Payment (pmt.number)

Supplemental Payment

Have you previously applied to the court for compensation and/or

If Yes, were you paid?

Other than from the Court, have you, or to your knowledge has a payment (compensation or anything of value) from any other source been received for this representation?

Stage of Proceeding

Capital Prosecution

a. Pre-Trial

b. Trial

c. Sentencing

d. Other Post Trial

e. Appeal

f. Petition for the US Supreme Writ of Certiorari

Habeas Corpus

g. Habeas Petition

h. Evidentiary Hearing

i. Dispositive Motions

j. Appeal

k. Petition for the US Supreme Writ of Certiorari

Other Proceeding

l. Stay of Execution

m. Appeal of Denial of Stay

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