



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

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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 profile 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?
- Do the panel attorneys use the Continuing Legal Education (CLE) tracking feature in eVoucher?
- Do the attorneys complete the travel authorization provided in eVoucher?
- 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.

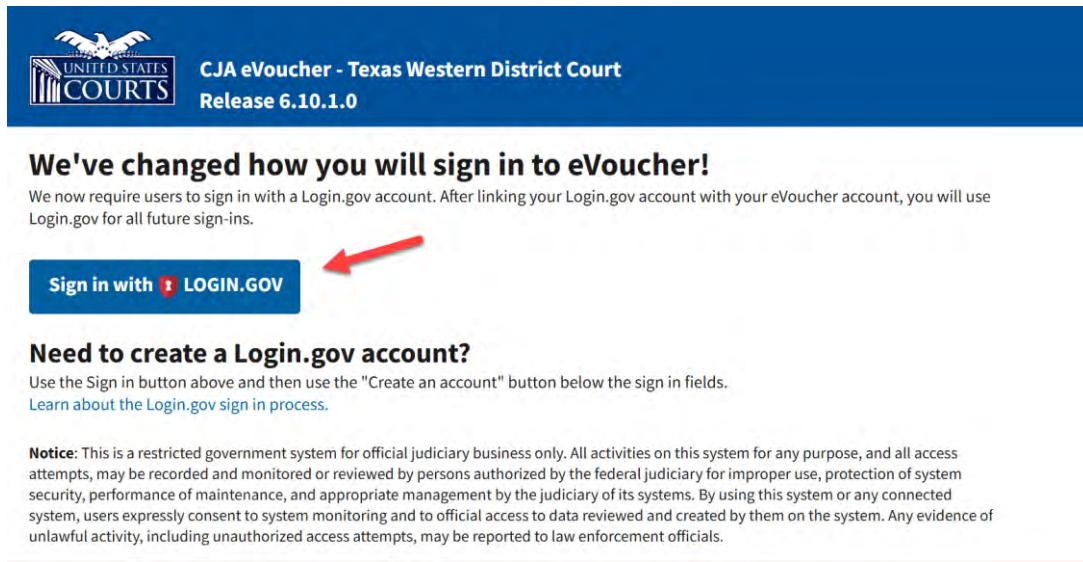
<https://login.gov/what-is-login/>

<https://login.gov/create-an-account/>

Creating a Login.gov Account

Step 1

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



We've changed how you will sign in to eVoucher!
We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

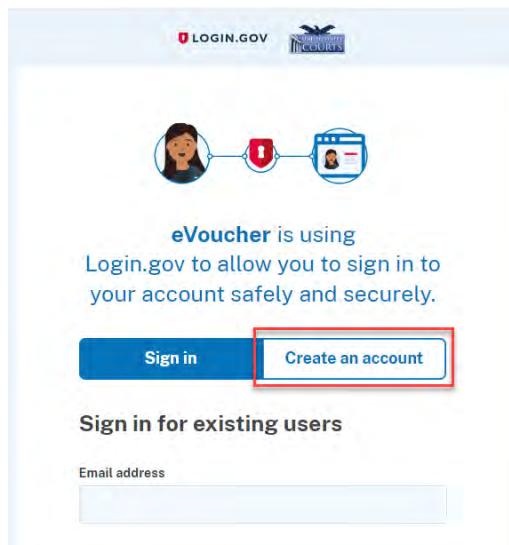
Sign in with LOGIN.GOV

Need to create a Login.gov account?
Use the Sign in button above and then use the "Create an account" button below the sign in fields.
[Learn about the Login.gov sign in process.](#)

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

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



eVoucher is using Login.gov to allow you to sign in to your account safely and securely.

Create an account

Sign in for existing users

Email address

Step 3

Enter your email address and 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.

Sign in Create an account

Create an account for new users

Enter your email address
daviddattorney210@gmail.com

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default) ←

Espanol

Français

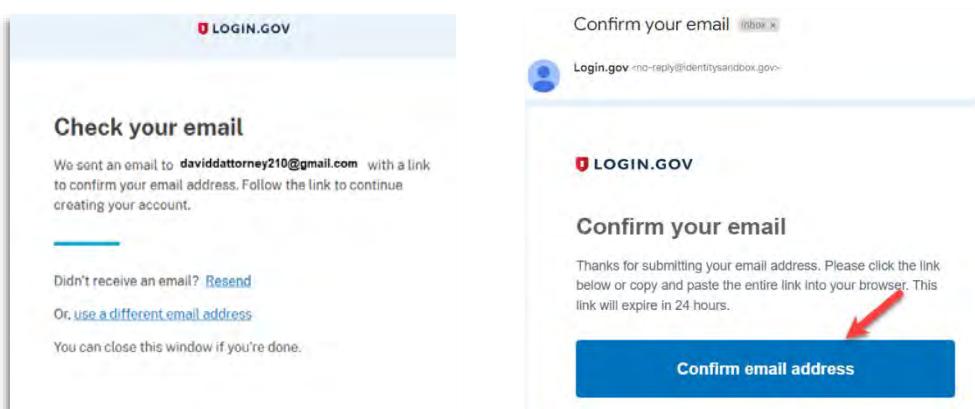
中文 (简体)

I read and accept the Login.gov [Rules of Use](#) ←

Submit ←

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.



Step 5

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

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password
••••••••••••

Confirm password
••••••••••••

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

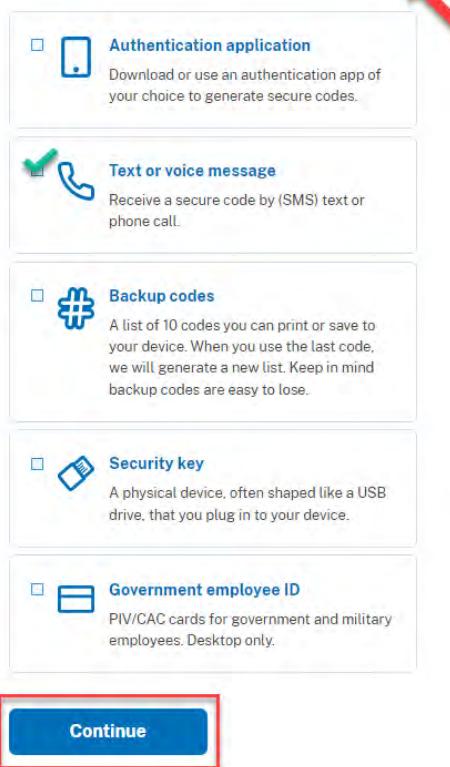
Login.gov requires that you set up at least one authentication method when creating your account. However, it is recommended that you select **at least two authentication methods** on different devices so that you have an alternative way(s) to sign in to eVoucher if your primary method becomes unavailable.

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, and backup codes.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different 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.

Continue

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.

Step 2

To authenticate by text or voice message, 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**.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code[Mobile terms of service](#)**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 (***-***-5555).
This code will expire in 10 minutes.

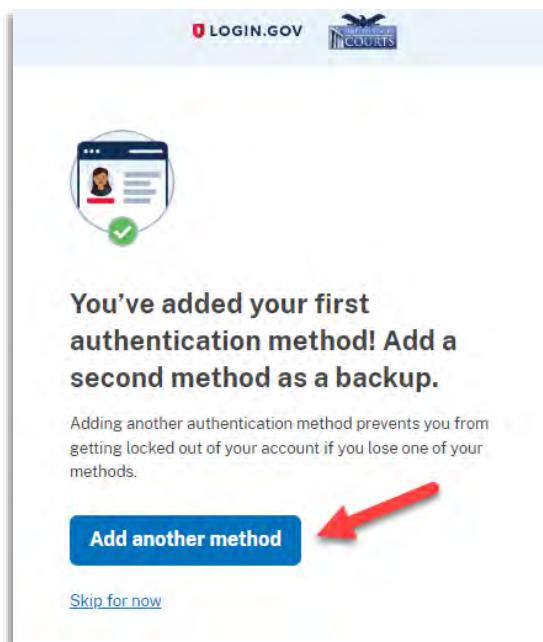
One-time code
Example: 123456

 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](#)

Step 4

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.



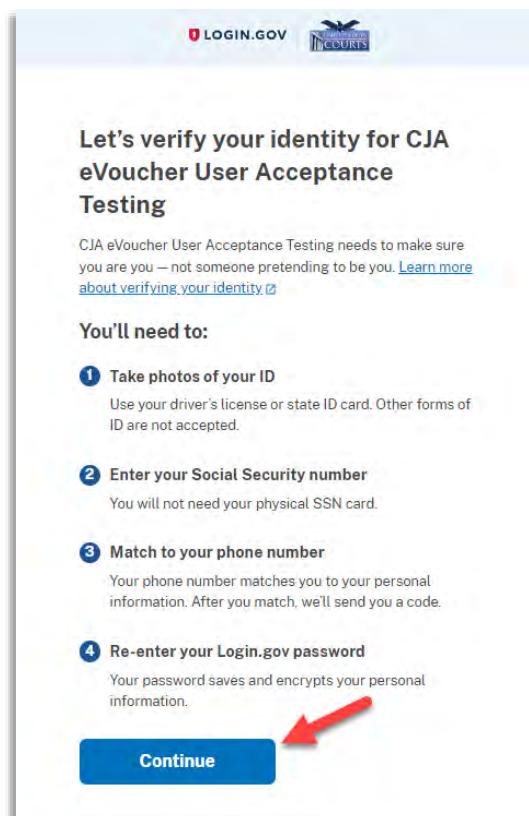
Identity Verification

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 not someone else pretending to be you.

Note: This is a one-time identity verification; if you have already 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**.



Step 2

Select the check box to allow Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

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 Verify your ID Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued 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.

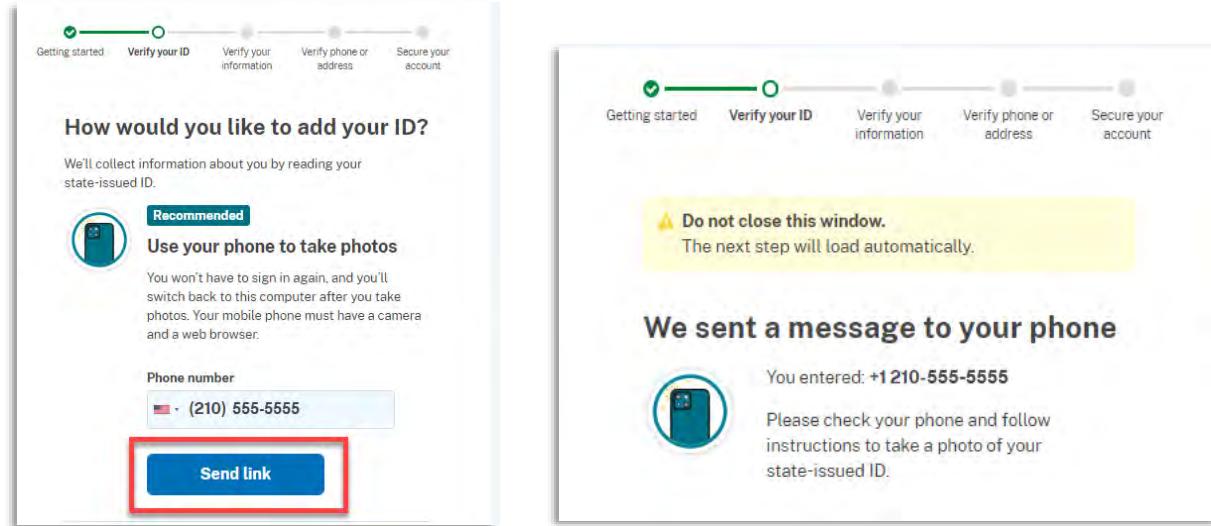
Upload photos

[Cancel](#)

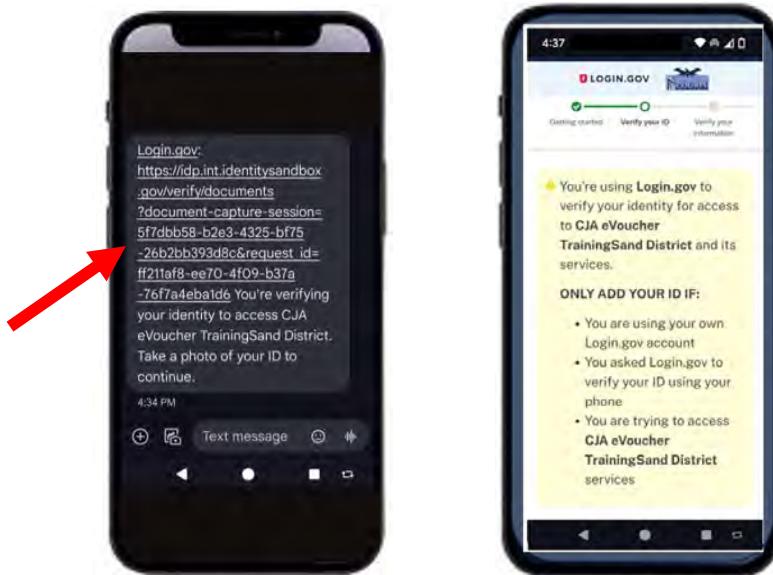
Option 1: Upload photos from phone (recommended)

Option 1

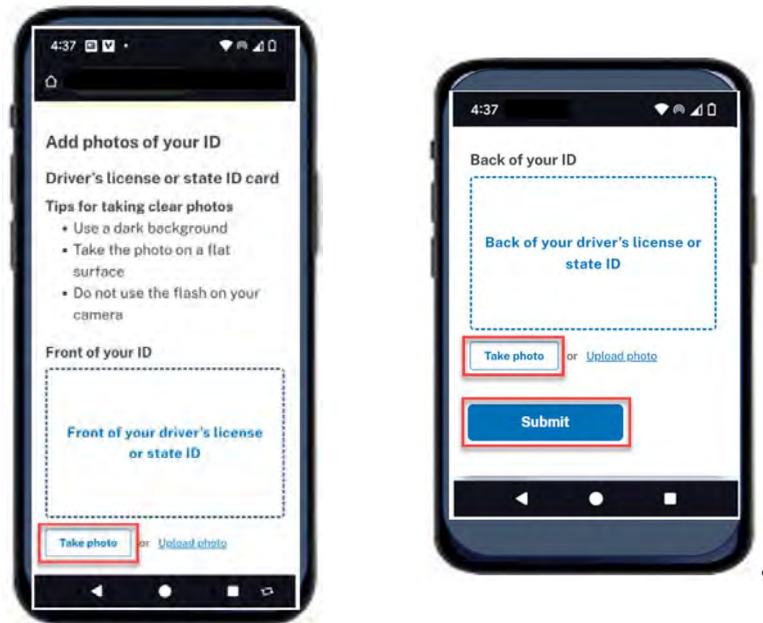
1. Click **Send link**. A message appears, prompting you to check your device for a text message with instructions for taking a photo of your ID to verify your identity.



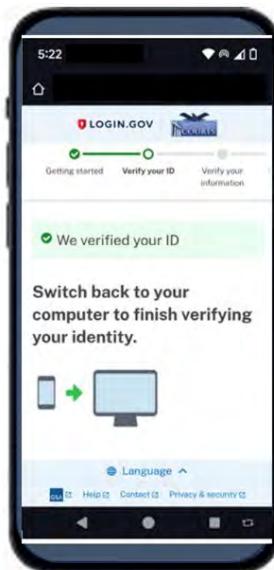
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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.

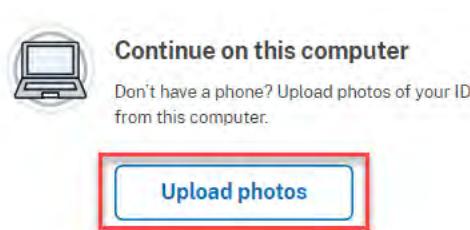


Continue to step 4 to complete the identity verification process.

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**.



Add photos of your ID

Driver's license or state ID card

Tips for taking clear photos

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID

Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID

Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit



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

Step 4

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**.



We verified your ID

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Don't have a Social Security number?

You must have a Social Security number to finish verifying your identity. [Exit Login.gov and return to CJA eVoucher User Acceptance Testing](#)

Social Security number
Example: 123-45-6789

Show Social Security number

Continue



Step 5

Your name, date of birth, and address are imported from your ID; verify that the information is correct. If there are any errors, click the **Update** link next to the appropriate information and edit as needed. 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.

Getting started Verify your ID Verify your information Verify phone or address Secure your account

Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY
Last name: MCFAKERSON
Date of birth: October 6, 1938
ID number: 111111111111

Address line 1: 1 FAKE RD [Update](#)
Address line 2:
City: GREAT FALLS
State: MT
ZIP Code: 59010

Social Security number: 5**-**-***5 [Update](#)
 Show Social Security number

Submit

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 information Verify phone or address Secure your account

We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number

How should we send a code?

If you entered a landline above, please select "Phone call" below.

Text message (SMS) Phone call

Send code

Step 7

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

Getting started Verify your ID Verify your information Verify phone or address Secure your account

Enter your one-time code

We sent a text (SMS) with a one-time code to (***-***-**5555**). This code will expire in 10 minutes.

One-time code
Example: 123ABC

Submit

Step 8

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

Getting started Verify your ID Verify your information Verify phone or address Secure your account

We verified your phone number

Re-enter your Login.gov password

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.

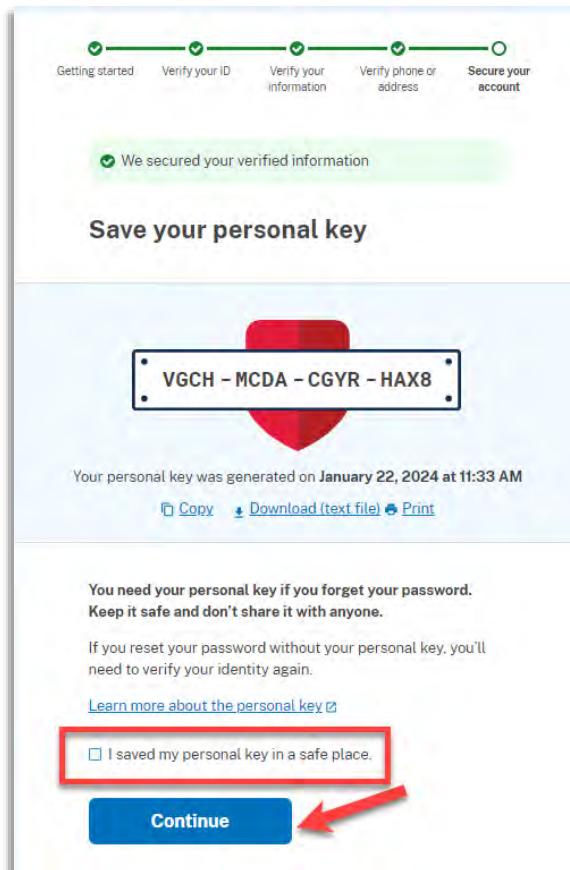
Password

Show password [Forgot password?](#)

Continue

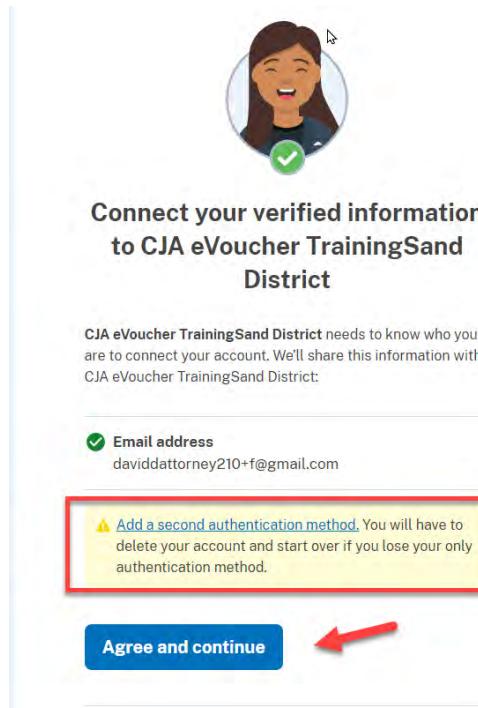
Step 9

The system generates a personal key, which you'll need 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**.



Step 10

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.



For EXISTING Login.gov accounts:

Step 1

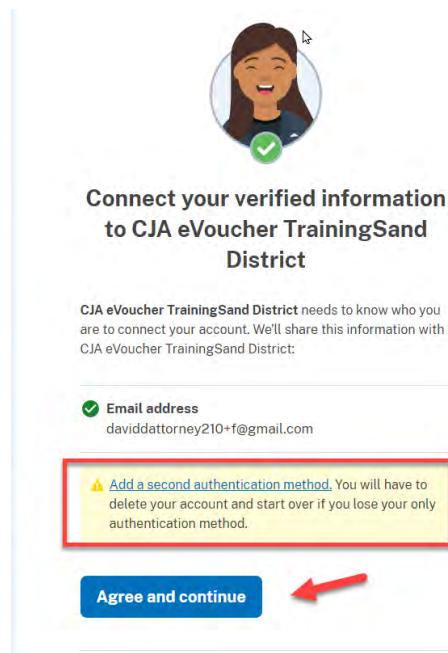
From your court's eVoucher sign in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



Step 2

Next, you are asked to connect, or link, your Login.gov account with your eVoucher account.

Click **Agree and continue**.



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.



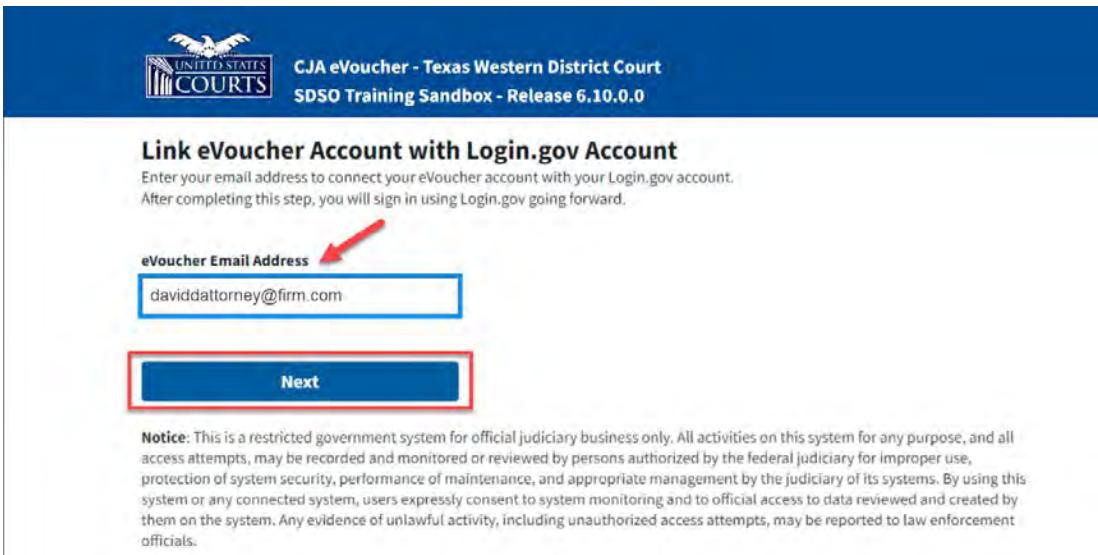
Notice: This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized by the protection of system security, performance of maintenance, and appropriate management.

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, enter your eVoucher SLP email address, and then click **Next**.

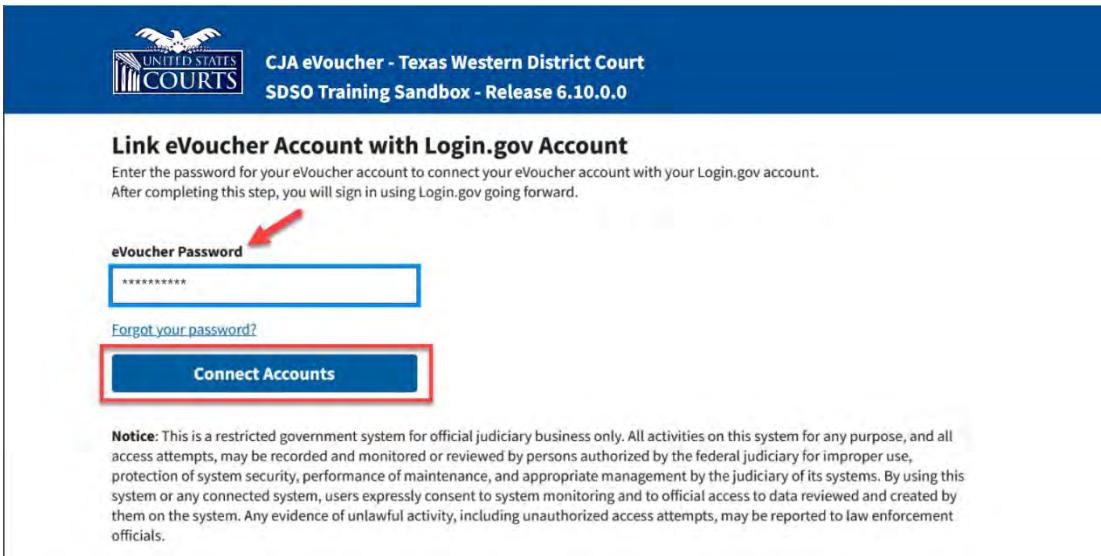


The screenshot shows a web-based application for linking eVoucher accounts. At the top, there is a header with the United States Courts logo and text indicating the system is the CJA eVoucher - Texas Western District Court SDSO Training Sandbox - Release 6.10.0.0. Below the header, a section titled "Link eVoucher Account with Login.gov Account" is displayed. It contains instructions: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." A text input field is labeled "eVoucher Email Address" and contains the email "daviddattorney@firm.com". A red arrow points to this input field. Below the input field is a blue "Next" button, which is also highlighted with a red box. At the bottom of the page, there is a "Notice" section with a detailed disclaimer about the restricted nature of the system and its monitoring.

Note: This field defaults to display your Login.gov email address. Update this field if your SLP email address is different than what is displayed here.

Step 2

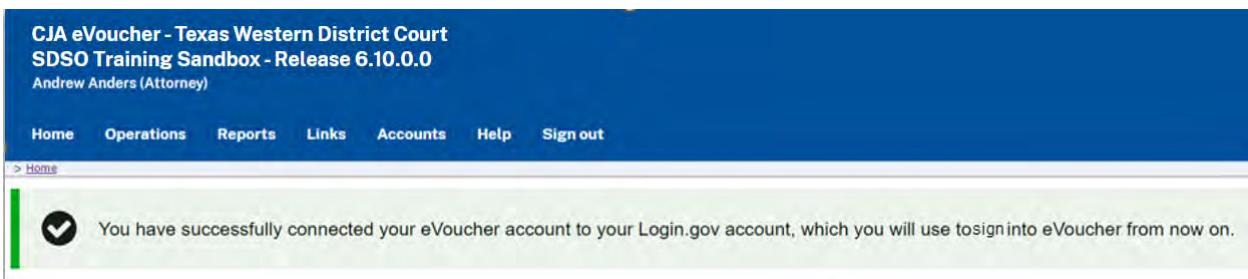
In the **eVoucher Password** field, enter your eVoucher SLP password (the password you normally use to access eVoucher), and then click **Connect Accounts**. If you don't remember your password, click the **Forgot your password?** link and follow the security question prompts. If you enter your password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



The screenshot shows a web page titled "Link eVoucher Account with Login.gov Account". The page header includes the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". The main content area has a heading "Link eVoucher Account with Login.gov Account" and a sub-instruction: "Enter the password for your eVoucher account to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." Below this, there is a password input field containing "*****" with a red arrow pointing to it. Below the input field is a link "Forgot your password?". At the bottom of the form is a blue "Connect Accounts" button, which is also highlighted with a red box. A notice at the bottom states: "Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.".

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 as you normally would.



The screenshot shows the eVoucher home page with a blue header bar containing the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header is a user profile section for "Andrew Anders (Attorney)". A navigation menu at the top includes "Home", "Operations", "Reports", "Links", "Accounts", "Help", and "Sign out". A breadcrumb trail at the top left shows "Home". The main content area features a green banner with a checkmark icon and the text: "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on.".

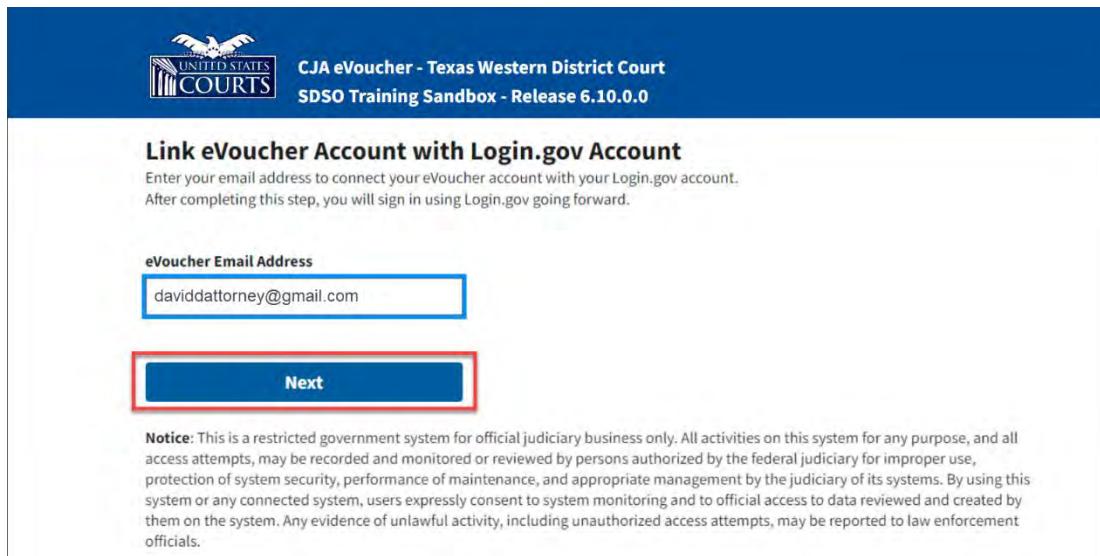
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

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**.



Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

eVoucher Email Address

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

Step 2

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



i Check your email

An email has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile.

Step 3

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.

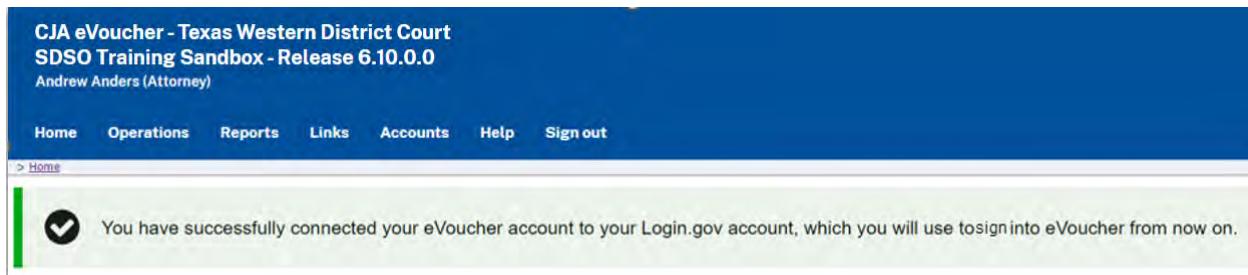
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa.ornelas@ao.uscourts.gov to reach the CJA eVoucher help desk.

[CLICK HERE](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign in to eVoucher.

Regards,
District of Texas Western

Step 4

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



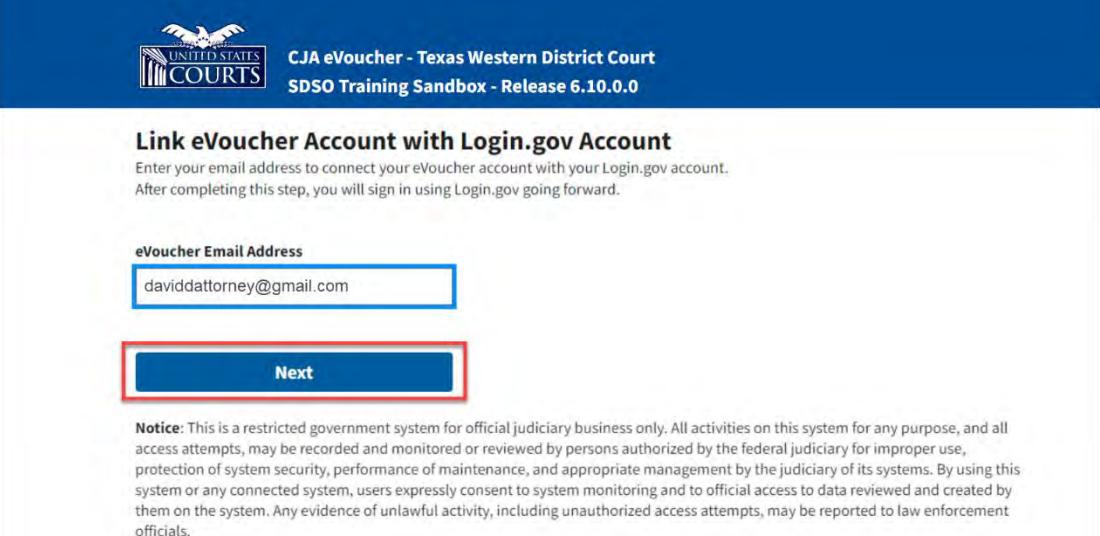
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

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.

Step 1

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



UNITED STATES COURTS

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

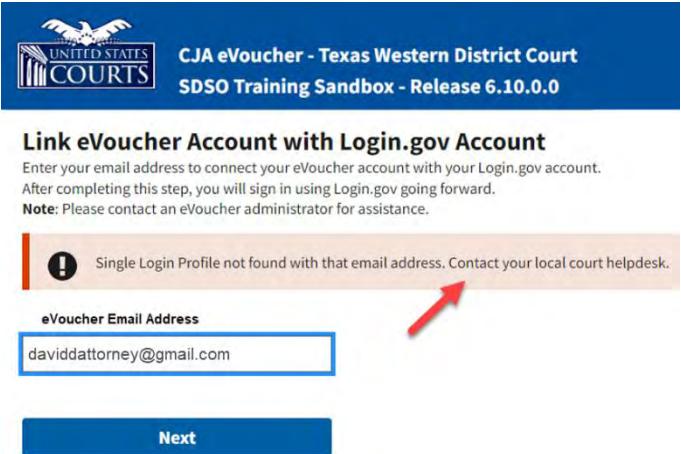
eVoucher Email Address
daviddattorney@gmail.com

Next

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

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.



UNITED STATES COURTS

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

Link eVoucher Account with Login.gov Account
Enter your email address to connect your eVoucher account with your Login.gov account.
After completing this step, you will sign in using Login.gov going forward.

Note: Please contact an eVoucher administrator for assistance.

! Single Login Profile not found with that email address. Contact your local court helpdesk.

eVoucher Email Address
daviddattorney@gmail.com

Next

Step 3

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.

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 in to eVoucher.

Regards,
District of Texas Western

Step 4

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

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0
Andrew Anders (Attorney)

Home Operations Reports Links Accounts Help Sign out

> Home

You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on.

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**.



We've changed how you will sign in to eVoucher!

We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

Sign in with LOGIN.GOV

Need to create a Login.gov account?

Use the Sign in button above and then use the "Create an account" button below the sign in fields.
Learn about our new sign in process.

Notice: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.

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**.

Step 3

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 code to (***)-***-5555.
This code will expire in 10 minutes.

One-time code
Example: 123ABC

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 (Attorney)

[Home](#) [Operations](#) [Reports](#) [Links](#) [Help](#) [Sign out](#)

> [Home](#)

My Active Documents

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

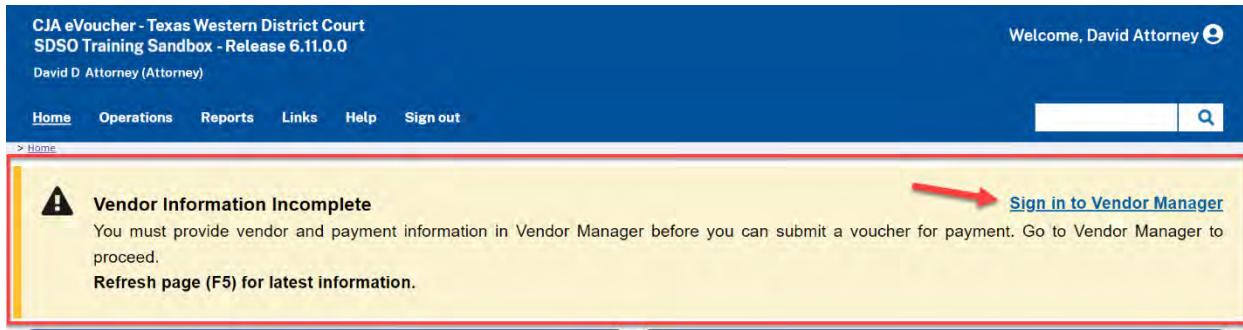
Case	Defendant	Type	Status	Date Entered
1:12 CR 00002 FF	Barbara Chodnick (12/13)	CJA-20		01/01/2014

Vendor Manager System (VMS)

Beginning with release 6.11, you must create an account in the Vendor Manager System (VMS) to manage your payment account information, including electronic file transfer (EFT) payments for your services. This VMS account must be created and linked to your eVoucher account before you can submit a voucher for payment.

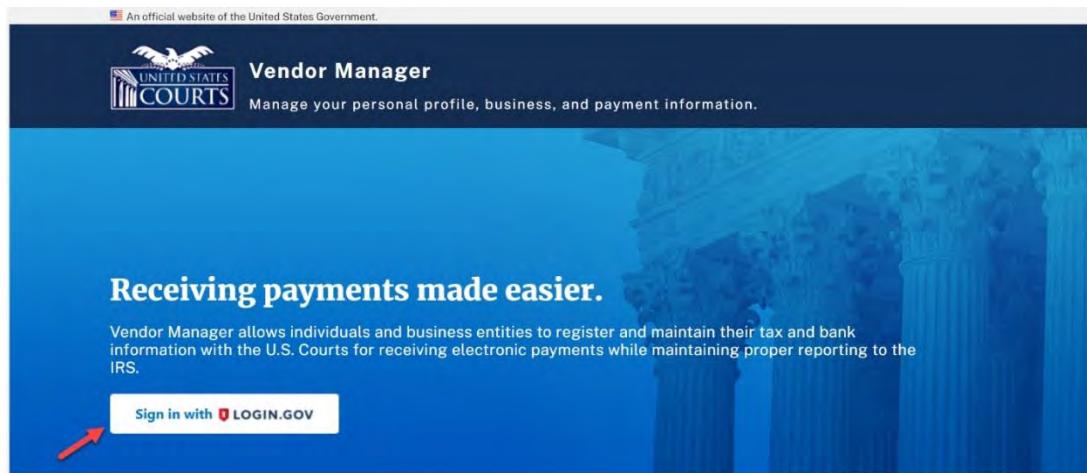
Step 1

A banner directing you to complete your vendor information in VMS displays on every page in eVoucher until you set up at least one payment account in VMS. Click the **Sign in to Vendor Manager** link to access VMS.



Step 2

On the VMS landing page, click **Sign in with LOGIN.GOV** to begin creating your account.



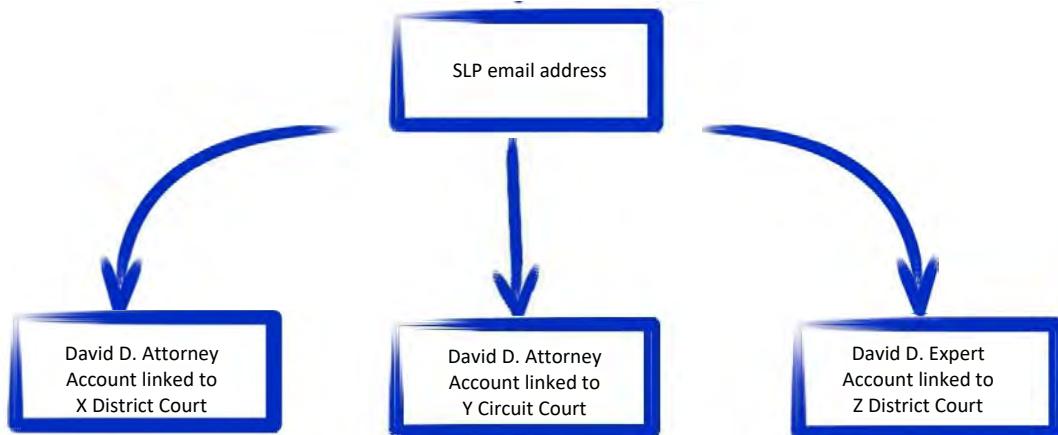
Step 3

Review the VMS job aids for all the information necessary to create your VMS account.

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.
- Access VMS to view and edit your payment account information.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, on 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 three sections: Account Information, Billing 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.

Single Login Profile – David Attorney

Account Information				Edit
First name David	Middle name D	Last name Attorney	Suffix -	Edit
Email address daviddattorney210@gmail.com				Edit
Password  LOGIN.GOV				
Billing Information				+
Linked eVoucher Accounts				+

Modifying Your Name

Step 1

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

Single Login Profile – David Attorney

Account Information

First name	Middle name	Last name	Suffix	Edit
David	D	Attorney	-	

Step 2

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

Single Login Profile – David Attorney

Account Information

First name	Middle name	Last name	Suffix
<input type="text" value="David"/>	<input type="text" value="D"/>	<input type="text" value="Attorney"/>	<input type="text"/>
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
daviddattorney210@gmail.com

[Edit](#)

Step 2

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

Single Login Profile – David Attorney

Account Information

A Note: This email change does not change the email associated with Login.gov

First name David	Middle name D	Last name Attorney	Suffix -	Edit
Email address <input type="text" value="daviddattorney@gmail.com"/> 				
Confirm email address <input type="text" value="daviddattorney@gmail.com"/> 				
Cancel		Save changes		

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 forgotten password requests. The Login.gov logo is visible in the Password section of your SLP account information, but you can't edit your password from here.

Single Login Profile – David Attorney

Account Information

First name David	Middle name D	Last name Attorney	Suffix -	Edit
---------------------	------------------	-----------------------	-------------	----------------------

Email address
daviddattorney@gmail.com [Edit](#)

Password
 LOGIN.GOV

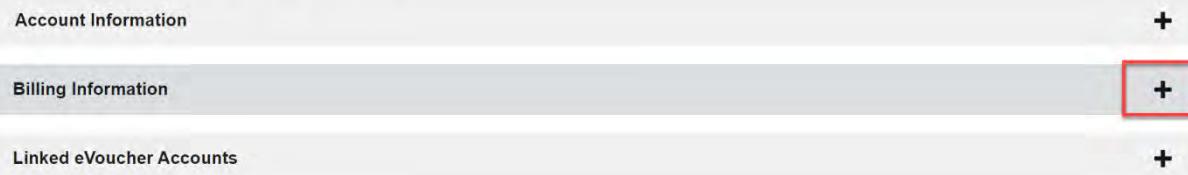
Note: Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help>.

Viewing Billing Information

Step 1

Click the plus sign (+) to expand the Billing Information section.

Single Login Profile – David Attorney



Step 2

View read-only payment account information from VMS in this section. Click the **go to Vendor Manager** link to go to VMS to edit your billing and payment information there.

Single Login Profile – David Attorney



Viewing 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 – David Attorney



Account Information +

Billing Information +

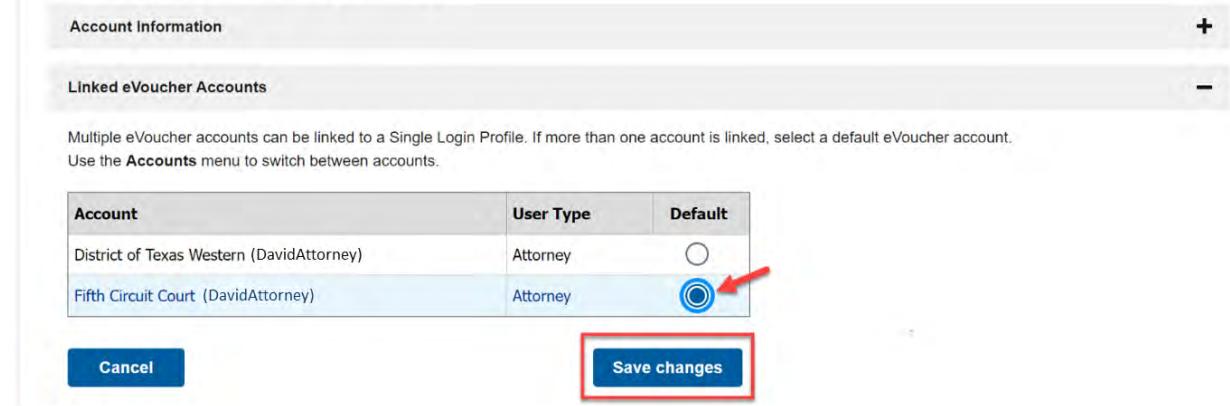
Linked eVoucher Accounts +

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.

Step 2

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

Single Login Profile – David Attorney



Account Information +

Linked eVoucher Accounts -

Multiple eVoucher accounts can be linked to a Single Login Profile. If more than one account is linked, select a default eVoucher account. Use the **Accounts** menu to switch between accounts.

Account	User Type	Default
District of Texas Western (DavidAttorney)	Attorney	<input type="radio"/>
Fifth Circuit Court (DavidAttorney)	Attorney	<input checked="" type="radio"/>

Cancel **Save changes**

Accessing Multiple Accounts in eVoucher

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

CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.10.0.0

David D Attorney (Attorney)

Home Operations Reports Links **Accounts** Help Sign out

> Home

District of Texas Western - Attorney

Fifth Circuit Court - Attorney

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

Case	Defendant	Type	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.

An official website of the United States government

CJA eVoucher - Train District Court
SDSO Training - Release 6.10.0.0

David D Attorney (Attorney)

Home Operations Reports Links **Accounts** Help Sign out

Welcome, David Attorney (1)

Single Login Profile

Court Profile

Sign out

4 Attorney/expert court account

5 List of linked accounts to which you have access

- Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
- Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
- Profile icon** – You can access your SLP or court profile, or sign out from here. You can also access these options from the **Help** menu.
- 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.
- Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

Home Page

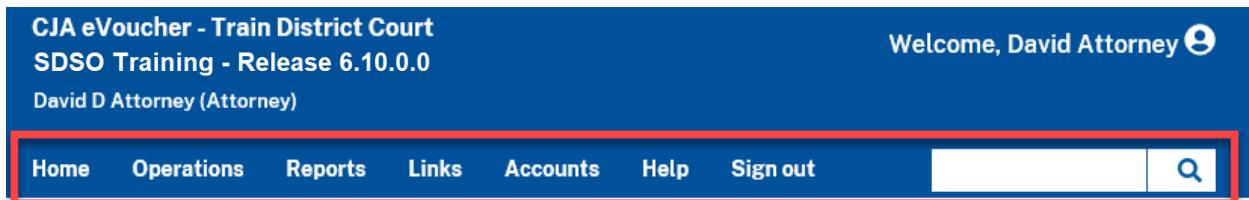
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with the following sections:

- My Active Documents:** Shows three entries for Paul William Clark (P-1) with various voucher types and statuses.
- My Proposed Assignments:** Shows no cases currently assigned.
- My Submitted Documents:** Shows four entries for Paul William Clark (P-1) with different types and statuses.
- My Service Provider's Documents:** Shows two entries for Paul William Clark (P-1) with types CJA-24 and AUTH.
- Closed Documents:** Shows no rows recorded on the database.

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	<p>This section contains all the vouchers for your service providers, including:</p> <ul style="list-style-type: none"> • 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 until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment Info page.

Navigating the CJA eVoucher Program



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: <ul style="list-style-type: none"> • Another link to your 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 (↔) appears.

Step 2

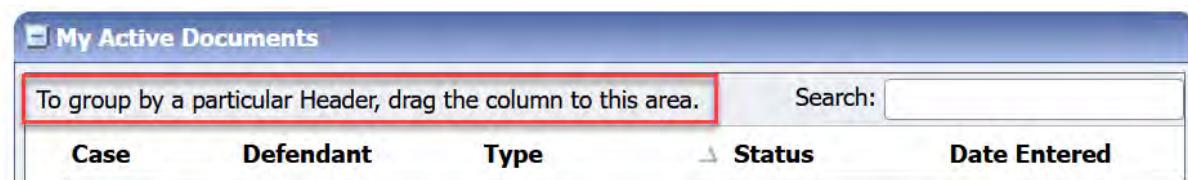
Click and drag the line in the desired direction to enlarge or reduce the column size.

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.

Step 1

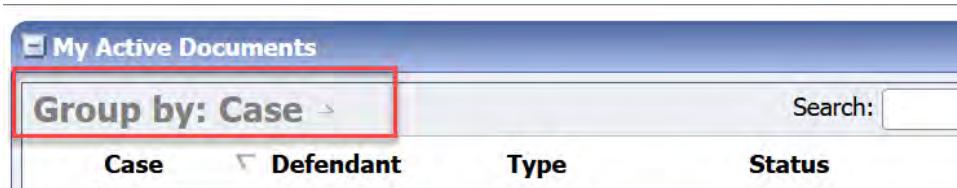
Click in the header for the column by which you wish to group.

**Step 2**

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



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



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**.



On the Court Profile page, you can:

- Edit your contact information, phone number, email address, and/or physical address in the Attorney Info section.
- Manage your payment accounts, Social Security number (SSN), and/or employee identification number (EIN) from the VMS. Additionally, any changes to the SSN or EIN must be completed in VMS.
- 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** or **View** to the right of the Attorney Info, Holding Period, and Continuing Legal Education sections to expand these sections and edit any information. Review your court profile and add any missing information as needed.

Court Profile

Attorney Info
This is the contact information that will appear on payment vouchers.

Bar Number:
Name: **Andrew Anders**

Contact Info:
Phone: 210-555-1234 | Cell Phone: 210-555-2400
aandersattorney@gmail.com
deadmail@support.aotx.uscourts.gov

Address:
110 Main Street
San Antonio, TX 78210
US

Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

Holding Period

No info has been stored.
Please click VIEW to type your info.

Continuing Legal Education

No info has been stored.
Please click VIEW to type your info.

Manage at Vendor Manager

Attorney Info

Step 1

In the Attorney Info section, click **Edit** to access your personal information.

Attorney Info
This is the contact information that will appear on payment vouchers.

Bar Number: **Andrew Anders** Edit

Contact Info:
Phone: 210-555-1234 | Cell Phone: 210-555-2400
andersattorney@gmail.com
deadmail@support.aotx.uscourts.gov

Address:
110 Main Street
San Antonio, TX 78210
US

If you have an SLP that is linked to more than one court, certain changes made to the Attorney Info section of your court profile are 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

1 For Attorney Info or Expert Info section of this court profile, changes made to Address lines, City, State, Zip, Country, Phone and Fax WILL be applied to any linked accounts with the same SSN/EIN after one business day.
Changes made to Name, Email, and Bar Number will NOT be applied to any other linked accounts with the same SSN/EIN.

Step 2

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

Attorney Info
This is the contact information that will appear on payment vouchers.

*** Required Fields**

Bar Number

First Name * Middle Last Name *

Main Email *
2nd Email
3rd Email

Phone * Cell Phone

Address 1 * City *
Address 2 State * (US only) Zip * (US only)
Address 3 Country * Foreign Vendor?

Save cancel

Notes:

- 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. SSN/EIN information displays in the Attorney Info section for foreign vendor accounts.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

Billing Info

In the Billing Info section of your court profile, you can view and manage your payment account information in one of two ways.

Note: Beginning with release 6.11, you can no longer add or edit your billing information on eVoucher's Court Profile page. Additionally, read-only billing information displays in the Billing Info section if your account included billing information prior to the 6.11 release.

Step 1

Click **View SLP** to access your SLP section in eVoucher.

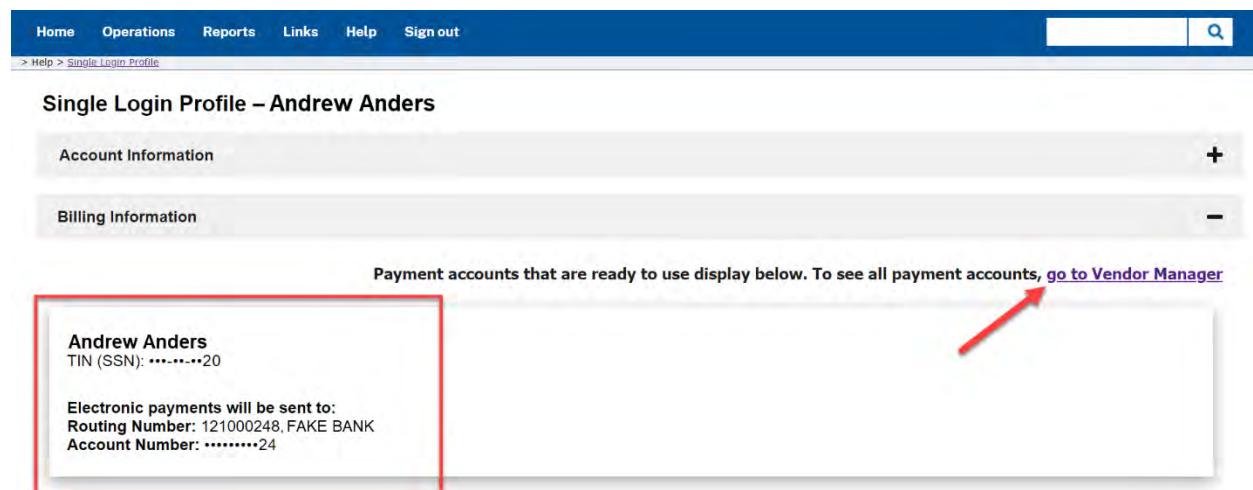


Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

View SLP

[**Manage at Vendor Manager**](#)

Payment account(s) you have set up in VMS display in the Billing Information section. Click the **go to Vendor Manager** link to view and edit your payment information there.



Home Operations Reports Links Help Sign out

> Help > Single Login Profile

Single Login Profile – Andrew Anders

Account Information +

Billing Information -

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

Andrew Anders
TIN (SSN):20

Electronic payments will be sent to:
Routing Number: 121000248, FAKE BANK
Account Number:24

Step 2

Click the **Manage at Vendor Manager** link to access VMS.

Billing Info
View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.

[View SLP](#)

[**Manage at Vendor Manager**](#)

Click **Sign in with LOGIN.GOV** to view and edit your payment account information there.



Note: Payment account information must be entered in VMS before any payments can be made.

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

No info has been stored.
Please click VIEW to type your info.

View

Step 2

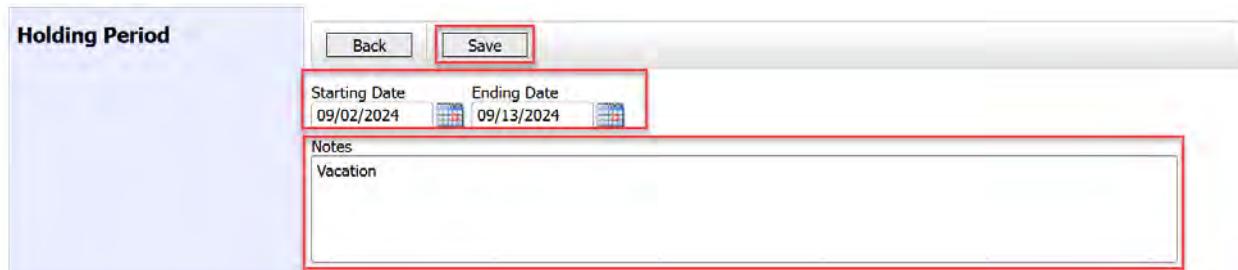
Click **Add**.

Holding Period		
Starting	Ending	Notes
No Holding Period		
No data		

Back

Step 3

In the corresponding fields, enter the starting and ending dates, along with any applicable notes. Click **Save**.

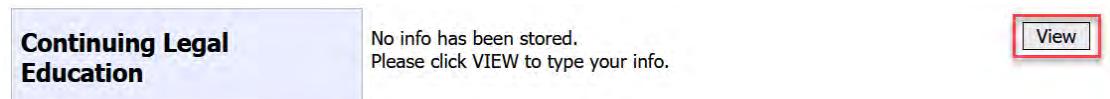


The screenshot shows a software window titled "Holding Period". At the top, there are "Back" and "Save" buttons, with "Save" being highlighted by a red box. Below these are two date input fields: "Starting Date" (09/02/2024) and "Ending Date" (09/13/2024), each with a calendar icon. A large red box encloses a "Notes" section containing the word "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

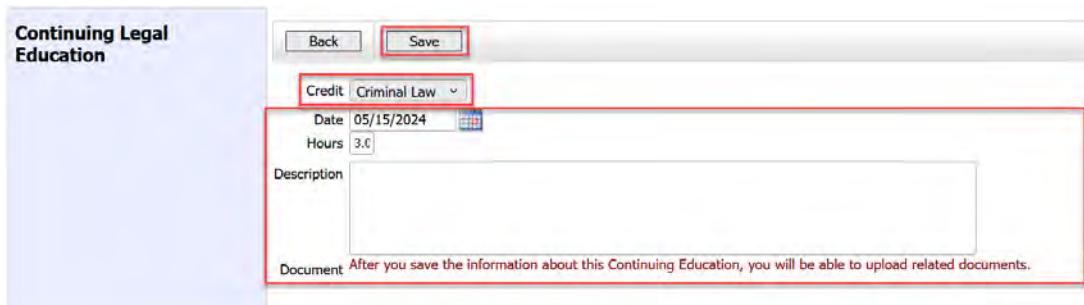
Back Add

Files	Credit	Date	Hours	Subject
No Continuing Legal Education				

Search: No data

Step 3

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

Credit: Criminal Law

Date: 05/15/2024

Hours: 3.0

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: Criminal Law

Date: 05/15/2024

Hours: 3.0

Description:

Document: **Browse...** No file selected.

Continuing Legal Education

Back **Edit** Add Delete

Search:

Files	Credit	Date	Hours	Subject
1	Criminal L...	05/15/2024	3	
CLE Documentation.pdf				

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 Appointments' List section, locate the desired case.

Step 1

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

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.

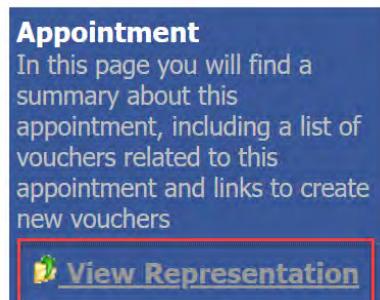
View Representation

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		Representation Info													
In this page you can view or delete the representation.															
Reports Representation Report		<table border="1"> <tr> <td>1. CIR. DIST/DIV.CODE 0101</td><td>2. PERSON REPRESENTED Jebediah Branson</td><td>3. MAG. DKT/DEF.NUMBER 7. IN CASE/MATTER OF(Case Name) USA v. Branson</td><td>4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA</td><td>5. APPEALS. DKT/DEF.NUMBER 6. OTHER. DKT/DEF.NUMBER</td><td>7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)</td><td>8. TYPE PERSON REPRESENTED Adult Defendant</td><td>9. TYPE PERSON REPRESENTED Adult Defendant</td><td>10. REPRESENTATION TYPE Criminal Case</td></tr> </table>				1. CIR. DIST/DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. MAG. DKT/DEF.NUMBER 7. IN CASE/MATTER OF(Case Name) USA v. Branson	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER 6. OTHER. DKT/DEF.NUMBER	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case	
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11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES EXCESS FEE LIMIT \$11,500.00		<table border="1"> <tr> <td>PRESIDING JUDGE Albert Albertson</td><td>MAGISTRATE JUDGE</td><td>DESIGNEE 1</td><td>DESIGNEE 2</td></tr> </table>				PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1	DESIGNEE 2						
PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1	DESIGNEE 2												
<table border="1"> <thead> <tr> <th>App.ID</th><th>Attorney</th><th>Order Type</th><th>Order</th><th>Email</th></tr> </thead> <tbody> <tr> <td>4</td><td>Andrew Anders</td><td>Appointing Counsel</td><td>03/03/14</td><td>lisa_ornelas@aoeb.uscourts.gov</td></tr> </tbody> </table>						App.ID	Attorney	Order Type	Order	Email	4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aoeb.uscourts.gov
App.ID	Attorney	Order Type	Order	Email											
4	Andrew Anders	Appointing Counsel	03/03/14	lisa_ornelas@aoeb.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.



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

Basic Info

1. CIR-DIST-DIV.CODE: 0542 2. PERSON REPRESENTED: Jebediah Branson

3. MAG. DKT/DEF.NUMBER: 4. DIST. DKT/DEF.NUMBER: 5.78-CR-00210-88-AA

5. APPEALS. DKT/DEF.NUMBER: 6. OTHER. DKT/DEF.NUMBER:

7. IN CASE/MAITER OF(Case Name): USA v. Branson 8. PAYMENT CATEGORY: Felony (including pre-trial diversion of alleged felony)

9. TYPE PERSON REPRESENTED: Adult Defendant 10. REPRESENTATION TYPE: Criminal Case

11. OFFENSE(S) CHARGED: 12.457-M PENALTIES - PROHIBITED ACTIVITIES

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

13. COURT ORDER: A Associate C Co-Counsel D Federal Defender F Subs for Federal Defender
 L Learned Counsel O Appointing Counsel P Subs for Panel Attorney R Subs for Retained Attorney
 S Pro Se T Retained Attorney U Subs for Pro Se X Administrative
 Y Standby Counsel

Prior Attorney's Name:
Appointment Date:
Signature of Presiding Judge or By Order of the Court: Albert Albertson
Date of Order: 7/1/2024 Nunc Pro Tunc Date:
Repayment: YES NO

14. LAW FIRM NAME AND MAILING ADDRESS:

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

David D Attorney

David D Attorney
TIN (SSN): *****-00

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

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

Tabs appear at the top of the screen.

A progress bar appears at the bottom of the screen.

Notes:

- To avoid data loss, frequently save any entries made to a voucher.
- To delete a voucher, click **Delete Draft** at any time prior to submitting it.
- To check for warnings or errors in the document, click **Audit Assist** at any time.
- To navigate, click the tabs or the navigation buttons in the progress bar.

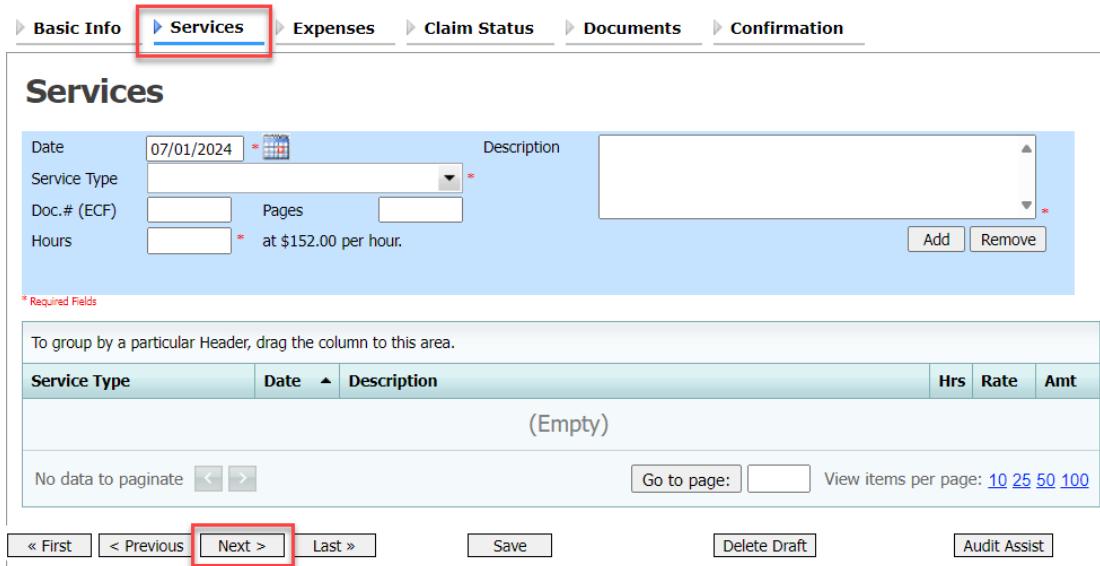
Entering Services

Line-item time entries should be entered on the Services page. Both in-court and out-of-court time should be recorded here.

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

Step 1

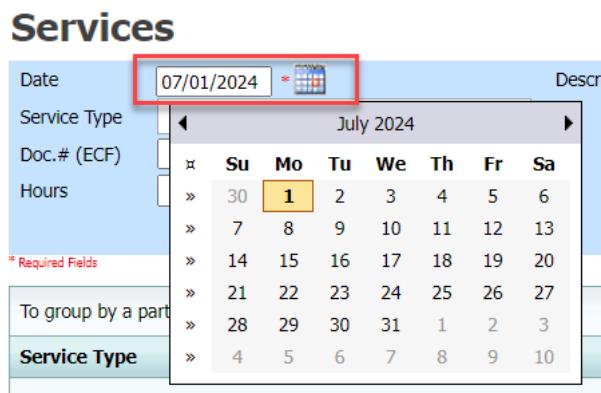
Click the **Services** tab, or click **Next** on the progress bar.



The screenshot shows the 'Services' tab selected in a progress bar. The main area contains input fields for Date (07/01/2024), Service Type, Doc.# (ECF), and Hours, along with a description text area. Below this is a table for service details, currently empty. Navigation buttons at the bottom include 'Next' (highlighted with a red box), 'Save', 'Delete Draft', and 'Audit Assist'.

Step 2

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



The screenshot shows a date picker for the 'Date' field. The date 07/01/2024 is selected and highlighted with a red box. A calendar overlay for July 2024 is displayed, with the 1st of the month highlighted in orange. Navigation arrows for the calendar are visible at the top.

Step 3

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

Services

Date	07/01/2024 	Description
Service Type		
Doc.# (ECF)		
Hours		

* Required Fields

To group by a party

Service Type

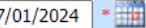
In Court Services

- a. Arraignment and/or Plea
- b. Bail and Detention Hearings
- c. Motion Hearings
- d. Trial
- e. Sentencing Hearings

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

Step 4

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

Date	07/01/2024 	Description	First appearance an arraignment of defendant.
Service Type	a. Arraignment and/or Plea 		
Doc.# (ECF)		Pages	
Hours	5.0 * at \$152.00 per hour.		 

* Required Fields

Step 5

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

► Basic Info ► Services ► Expenses ► Claim Status ► Documents ► Confirmation

Services

Date	07/01/2024 	Description
Service Type		
Doc.# (ECF)	<input type="text"/>	Pages <input type="text"/>
Hours	<input type="text"/> *	at \$152.00 per hour.
 		

* Required Fields

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

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

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



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

Importing Service Entries

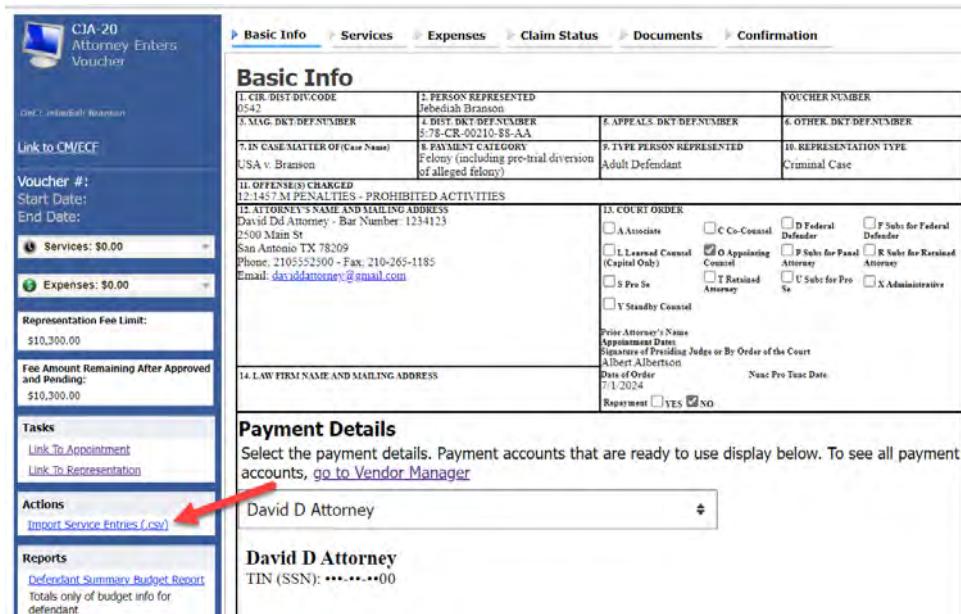
Attorneys using commercially available timekeeping and billing systems can directly import multiple service entries into a CJA-20/30 voucher from a file saved in comma-separated value (.csv) format.

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

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

Step 1

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



The screenshot shows the CJA-20 Attorney Enters Voucher interface. The main area displays the 'Basic Info' tab, which contains various fields for entering service entries. On the left side, there is a sidebar with sections for 'Voucher #' (Start Date: End Date:), 'Services' (\$0.00), 'Expenses' (\$0.00), 'Representation Fee Limit' (\$10,300.00), and 'Fee Amount Remaining After Approved and Pending' (\$10,300.00). The 'Actions' section on the left is highlighted with a red arrow pointing to the 'Import Service Entries (.csv)' link. The 'Reports' section at the bottom shows a link to 'Defendant Summary Budget Report'.

Step 2

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

► Basic Info ► **Services** ► Expenses ► Claim Status ► Documents ► Confirmation

Services

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

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

- Additional Information

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

- Date
- Hours
- Description
- Service Type (EXAMPLES: "15b" or "(30) 15b. Interviews and Conferences with Client")

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

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

A CSV file when opened in a text editor might look like this:

Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,(30) 15b. Interviews and Conferences with Client,,
1/4/2021,.5,Reviewed Indictment,15f,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15a,,

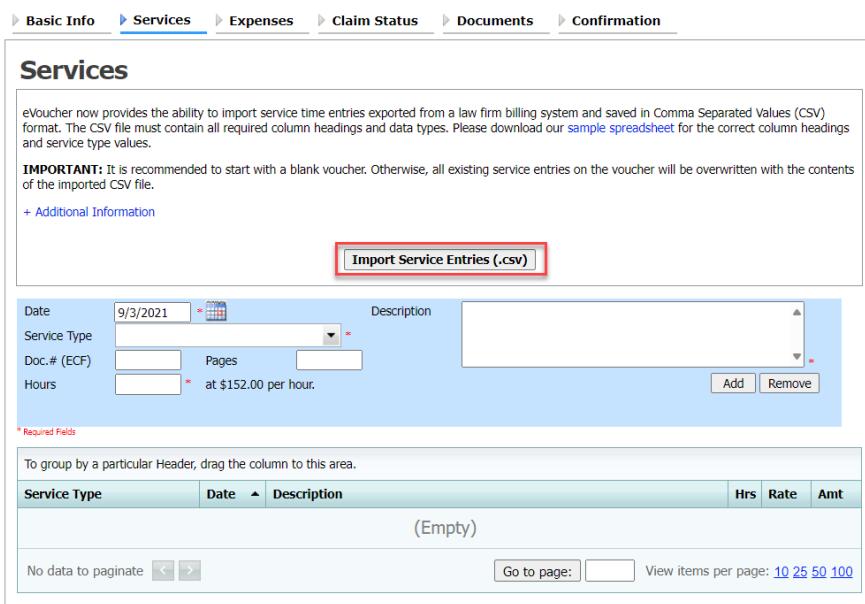
Import Service Entries (.csv)

Date	9/3/2021	*	Description	
Service Type				*
Doc.# (ECF)		Pages		*
Hours		* at \$197.00 per hour.		
Add Remove				

* Required Fields

Step 3

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

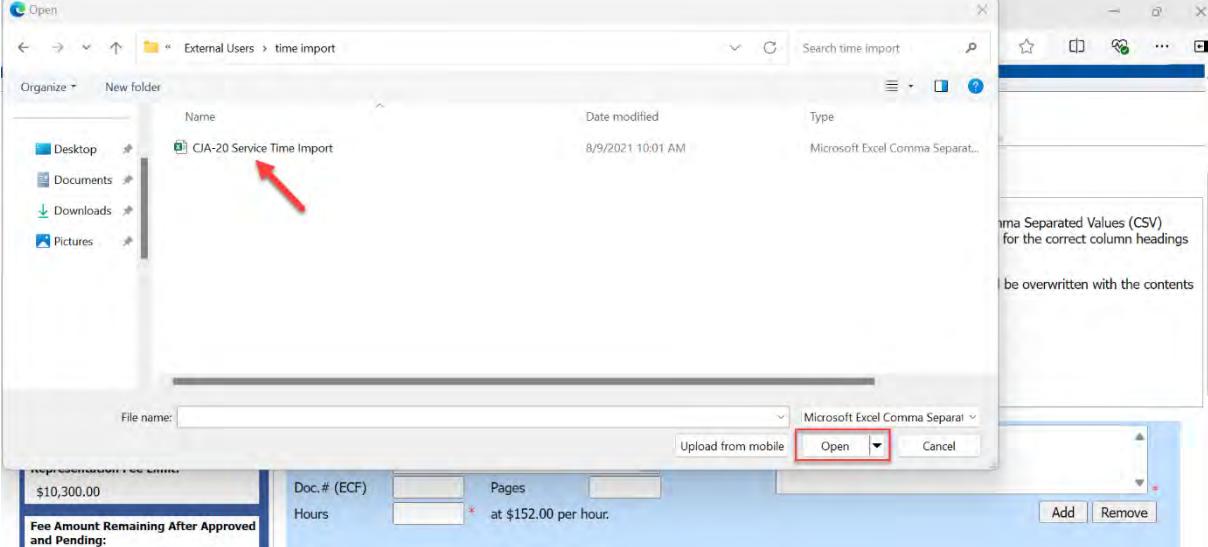


The screenshot shows the 'Services' section of the CJA eVoucher interface. At the top, a message states: 'eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.' Below this, a note says: '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.' A 'Import Service Entries (.csv)' button is highlighted with a red box. Below the button is a table with columns for Date, Service Type, Doc.# (ECF), and Hours. A message at the bottom of the table says: 'To group by a particular Header, drag the column to this area.' A table below shows columns for Service Type, Date, Description, Hrs, Rate, and Amt. The 'Description' column is currently empty, indicated by '(Empty)'. At the bottom, there are buttons for 'Go to page:' and 'View items per page: 10 25 50 100'.

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

Step 4

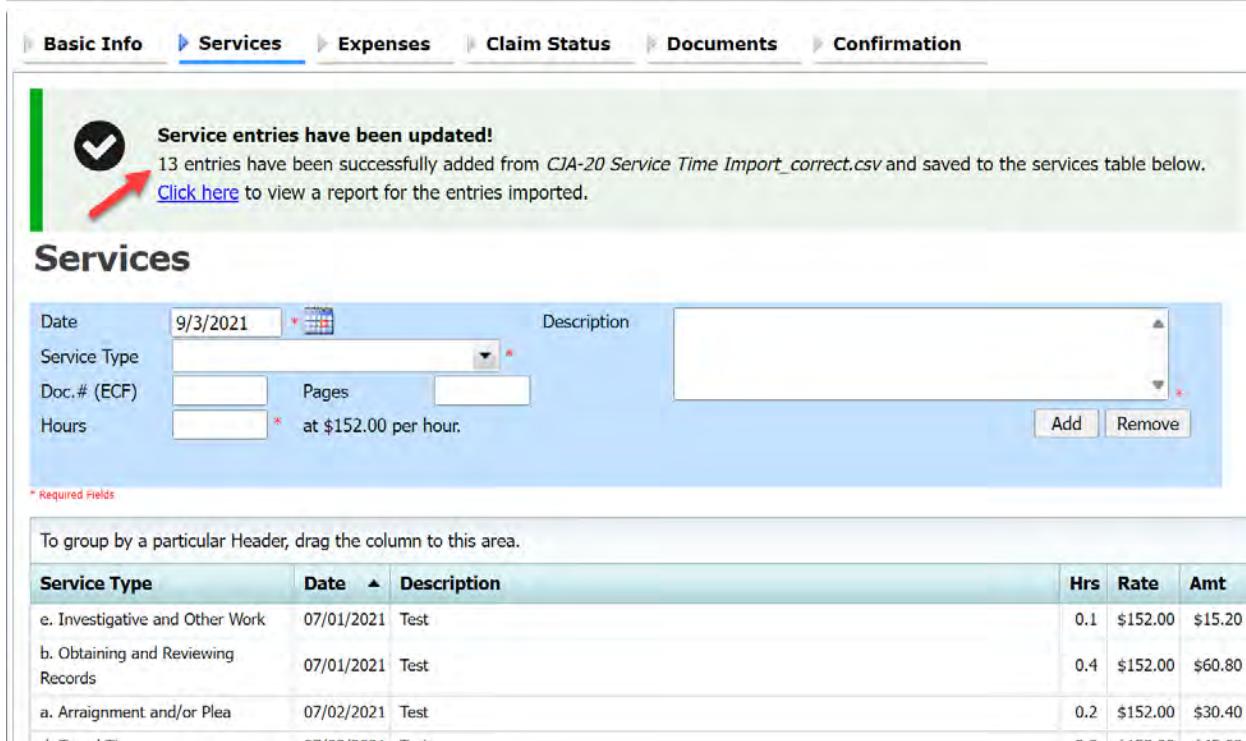
Your file directory browser opens. Click the correct .csv file, and then click **Open**.



The screenshot shows a Windows file browser window titled 'Open' with the path 'External Users > time import'. Inside the folder, there is a file named 'CJA-20 Service Time Import'. A red arrow points to this file. At the bottom of the browser, there is a 'File name:' dropdown, an 'Upload from mobile' button, and an 'Open' button highlighted with a red box. To the right of the browser, a tooltip provides instructions: 'eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.' Below the tooltip, a note says: '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.'

Step 5

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



Service entries have been updated!

13 entries have been successfully added from *CJA-20 Service Time Import_correct.csv* and saved to the services table below.

[Click here](#) to view a report for the entries imported.

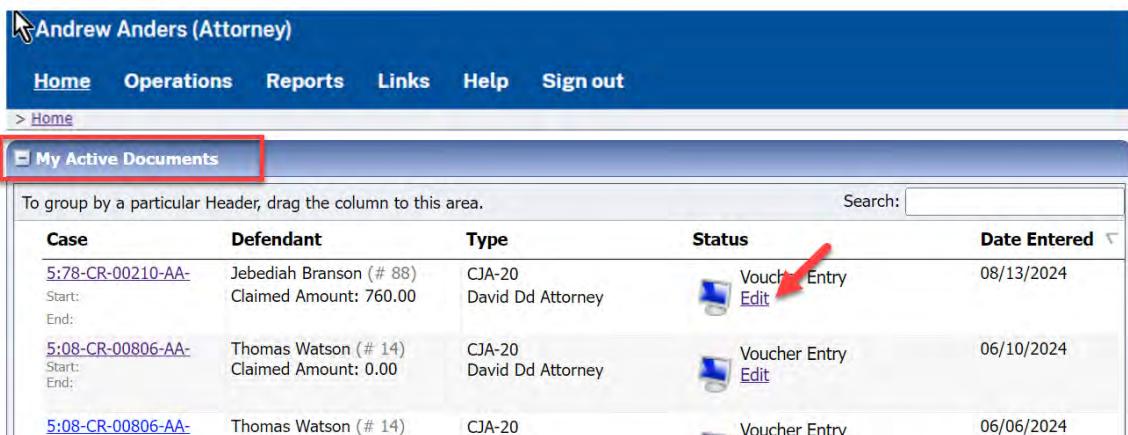
Service Type	Date	Description	Hrs	Rate	Amt
e. Investigative and Other Work	07/01/2021	Test	0.1	\$152.00	\$15.20
b. Obtaining and Reviewing Records	07/01/2021	Test	0.4	\$152.00	\$60.80
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40

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.



Andrew Anders (Attorney)

Home Operations Reports Links Help Sign out

> Home

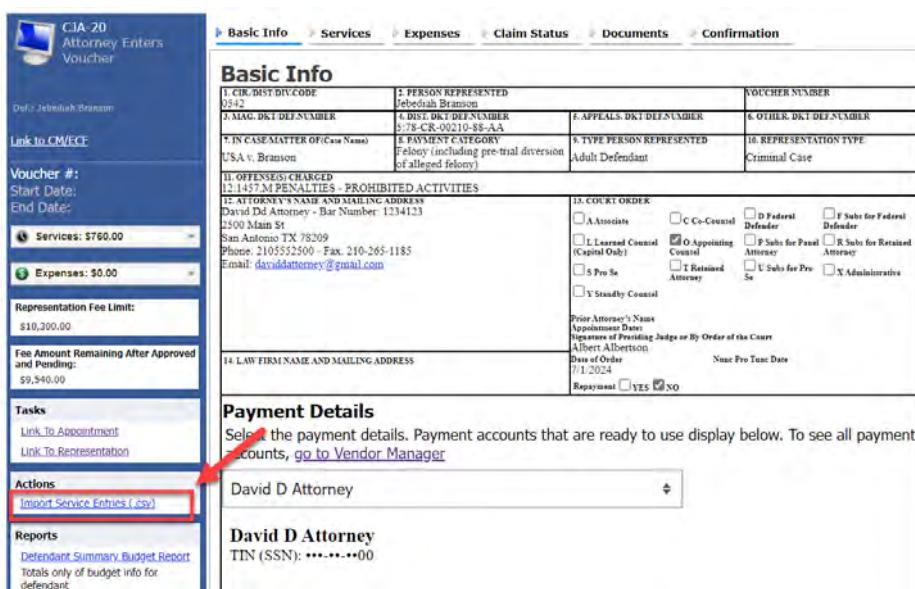
My Active Documents

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

Case	Defendant	Type	Status	Date Entered
5:78-CR-00210-AA- Start: End:	Jebediah Branson (# 88) Claimed Amount: 760.00	CJA-20 David Dd Attorney	Voucher Entry Edit	08/13/2024
5:08-CR-00806-AA- Start: End:	Thomas Watson (# 14) Claimed Amount: 0.00	CJA-20 David Dd Attorney	Voucher Entry Edit	06/10/2024
5:08-CR-00806-AA-	Thomas Watson (# 14)	CJA-20	Voucher Entry	06/06/2024

Step 2

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



CJA-20 Attorney Entries Voucher

Def: Jebediah Branson

Link to CM/ECF

Voucher #: Start Date: End Date:

Services: \$760.00

Expenses: \$0.00

Representation Fee Limit: \$10,200.00

Fee Amount Remaining After Approved and Pending: \$9,540.00

Tasks

Link To Appointment
Link To Representation

Actions

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

Reports

Defendant Summary Budget Report
Totals only of budget info for defendant.

Basic Info Services Expenses Claim Status Documents Confirmation

Basic Info

1. CRIM. DIST/ DIV. CODE 0542	2. PERSON REPRESENTED Jebediah Branson	3. VOUCHER NUMBER
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-88-AA	5. APPEALS- DKT. DEF. NUMBER
7. IN CASE/ MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
12. OFFENSE(S) CHARGED 12-1457 M PENALTIES - PROHIBITED ACTIVITIES	10. REPRESENTATION TYPE Criminal Case	11. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> E Learned Counsel <input type="checkbox"/> F Appointing Counsel <input type="checkbox"/> G Subs for Panel <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> G Pro Se <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> J Standby Counsel
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105522500 - Fax: 210-265-1185 Email: daavidattorney@gmail.com	13. PRIOR ATTORNEY'S NAME Appointment Date: Signature of Presiding Judge or By Order of this Court Alberta D. D'Alberto	14. LAW FIRM NAME AND MAILING ADDRESS Date of Order 7/1/2024 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Next Pro Test Date

Payment Details

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

David D Attorney

David D Attorney
TIN (SSN): *****00

Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

Services

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

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

- Additional Information

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

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

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

- Doc#
- Pages

For additional information refer to the [eVoucher Online Help](#).

CSV file when opened in a text editor might look like this:

```
Date, Hours, Description, Service Type, Doc#, Pages
1/4/2021,1.0,Met with client,16a. Interviews and Conferences,,,
1/4/2021,.5,Reviewed Indictment,16b,4,25
1/5/2021,1.2,"Hearing on Motion to Dismiss, including wait time",15c,,
```

Import Service Entries (.csv)

Date: 7/15/2021 Description:
 Service Type: * Description:
 Doc.# (ECF): Pages:
 Hours: * at \$152.00 per hour. Add Remove

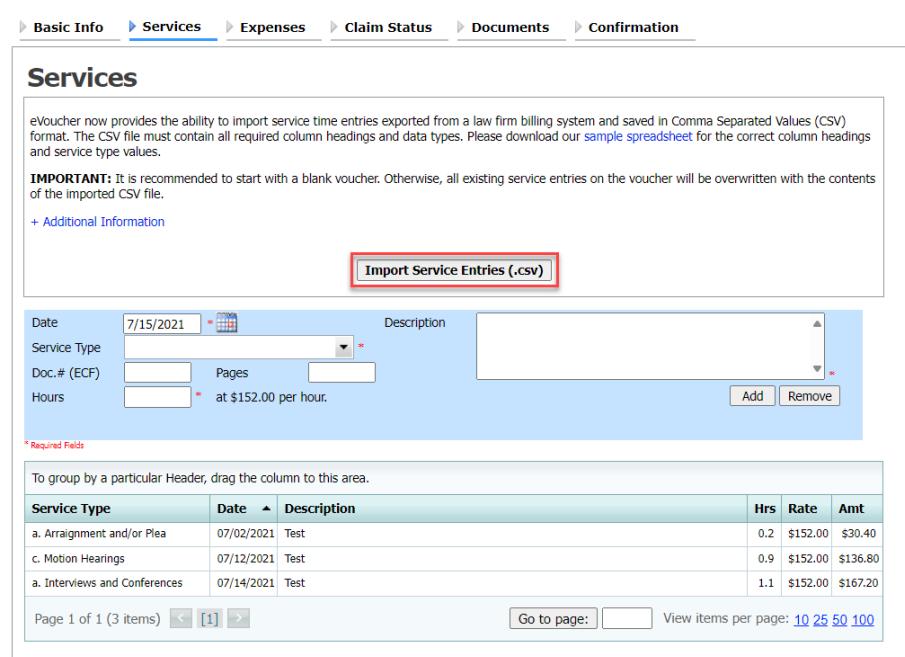
* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40
c. Motion Hearings	07/12/2021	Test	0.9	\$152.00	\$136.80

Step 4

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



The screenshot shows the 'Services' tab selected in the navigation bar. Below the tab, a note states: 'eVoucher now provides the ability to import service time entries exported from a law firm billing system and saved in Comma Separated Values (CSV) format. The CSV file must contain all required column headings and data types. Please download our [sample spreadsheet](#) for the correct column headings and service type values.' An 'IMPORTANT' note says: '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.' A link '+ Additional Information' is present. The 'Import Service Entries (.csv)' button is highlighted with a red box. Below the button is a table for entering service entries with columns for Date, Service Type, Doc. # (ECF), and Hours. A note at the bottom left says: '* Required Fields'. A table of imported service entries is shown with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table data is as follows:

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	07/02/2021	Test	0.2	\$152.00	\$30.40
c. Motion Hearings	07/12/2021	Test	0.9	\$152.00	\$136.80
a. Interviews and Conferences	07/14/2021	Test	1.1	\$152.00	\$167.20

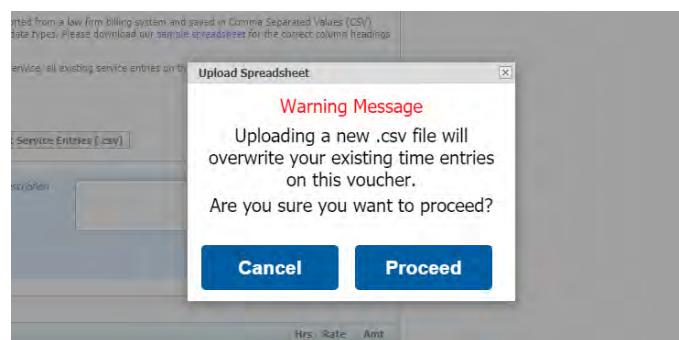
Page 1 of 1 (3 items) [\[1\]](#) [\[2\]](#) Go to page: View items per page: [10](#) [25](#) [50](#) [100](#)

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.

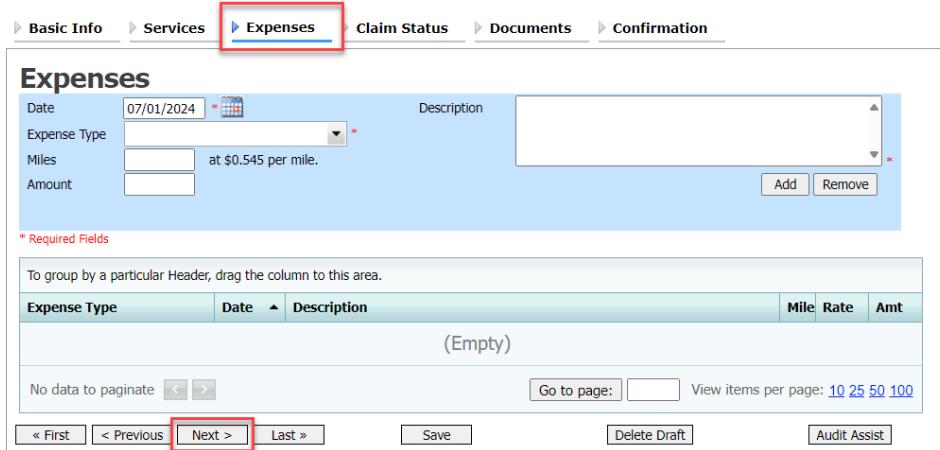
Click **Proceed** and continue by following steps 3–5 in the Importing Service Entries section above.



Entering Expenses

Step 1

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



Basic Info Services Expenses Claim Status Documents Confirmation

Expenses

Date: 07/01/2024 Description:

Expense Type: Miles: at \$0.545 per mile. Amount:

* Required Fields

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

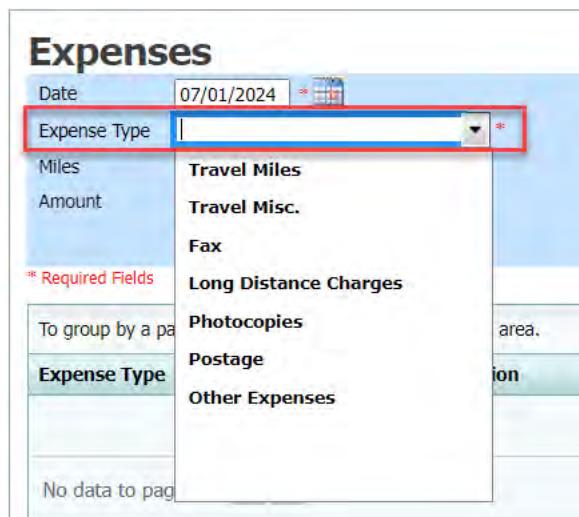
Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

Step 2

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



Expenses

Date: 07/01/2024

Expense Type: (highlighted with a red box)

Miles

Amount

* Required Fields

To group by a pa

Expense Type

No data to pag

Travel Miles

Travel Misc.

Fax

Long Distance Charges

Photocopies

Postage

Other Expenses

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**.

Expenses

Date	07/01/2024	Description	Travel to and from court.
Expense Type	Travel Miles	Add Remove	
Miles	20 * at \$0.545 per mile.		
Amount			

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

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

Expenses

Date	07/01/2024	Description
Expense Type		
Miles	20 * at \$0.545 per mile.	
Amount		

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	07/01/2024	Travel to and from court.	20	\$0.545	\$10.90

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

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

Step 4

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

Expenses

Date	07/08/2024 <input type="button" value="Calendar"/>	Description			
Expense Type					
Miles	at \$0.545 per mile.				
Amount					
<input type="button" value="Add"/> <input type="button" value="Remove"/>					

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	07/01/2024	Travel to and from court.	20	\$0.545	\$10.90
Photocopies	07/08/2024	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

Page 1 of 1 (2 items)

Notes:

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

Claim Status

Step 1

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

Claim Status

Basic Info Services Expenses **Claim Status** Documents Confirmation

Start Date <input type="text"/>	End Date <input type="text"/>
Payment Claims * <input type="radio"/> Final Payment <input type="text" value="(payment #)"/> <input type="radio"/> Interim Payment <input type="radio"/> Supplemental Payment <input type="radio"/> Withholding Return Payment	
<small>** Reminder: Please select the appropriate claim status.</small>	
1. Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="radio"/> Yes <input type="radio"/> No <small>If Yes, were you paid?</small>	
2. 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? <input type="radio"/> Yes <input type="radio"/> No	
<small>* Required Fields</small>	
<input type="button" value="< Previous"/> <input type="button" value="Next >"/> <input type="button" value="Last >"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>	

Step 2

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

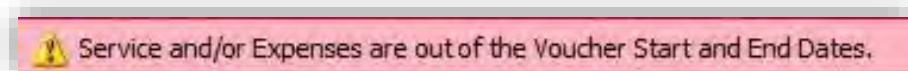
The screenshot shows the 'Claim Status' tab of the CJA eVoucher software. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status' (which is selected and highlighted in blue), 'Documents', and 'Confirmation'. Below the tabs, there are 'Start Date' and 'End Date' fields with calendar icons. The 'Payment Claims' section is highlighted with a red box. It contains four radio buttons: 'Final Payment', 'Interim Payment', 'Supplemental Payment', and 'Withholding Return Payment'. Below these buttons is a pink error message: '** Reminder: Please select the appropriate claim status.' At the bottom of the page, there is a pink error message box with a yellow warning icon that says: 'Service and/or Expenses are out of the Voucher Start and End Dates.'

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:



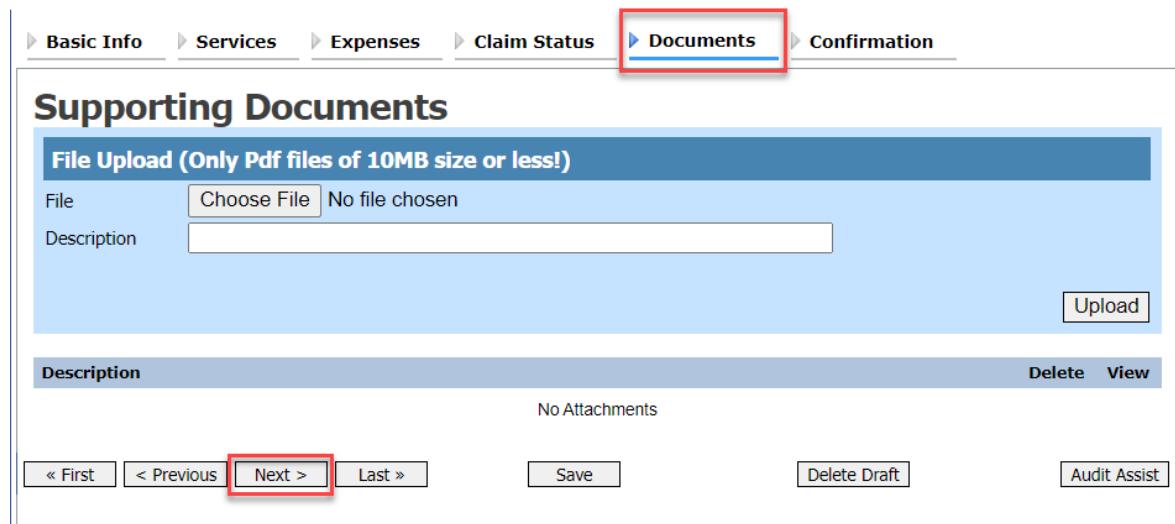
The message disappears when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

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.

Step 1

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



Basic Info Services Expenses Claim Status Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File No file chosen

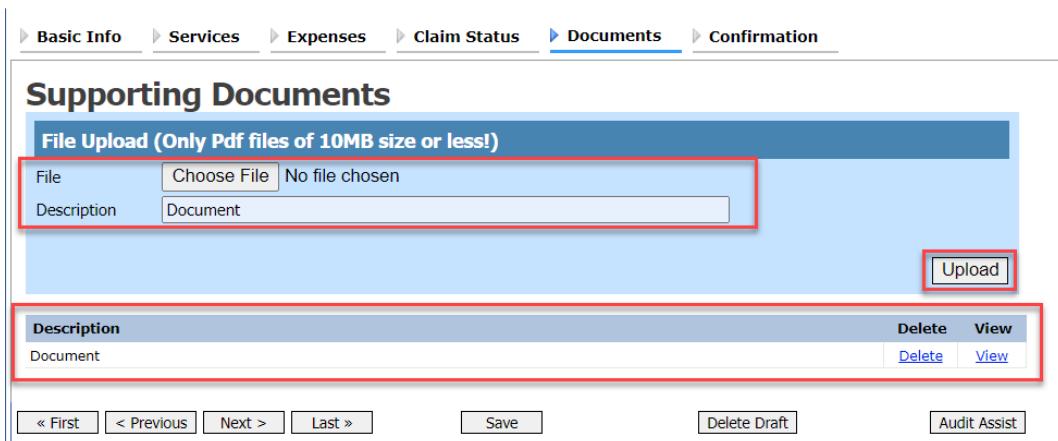
Description

Description	Delete	View
No Attachments		

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

Step 2

To add an attachment, click **Choose File** to locate your file. In the **Description** field, enter 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 Services Expenses Claim Status Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File No file chosen

Description

Description	Delete	View
Document	Delete	View

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

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.

Basic Info Services Expenses Claim Status Documents **Confirmation**

Confirmation

1. CJA DIST DIV CODE 054-2	2. PERSON REPRESENTED David D Attorney	3. VOUCHER NUMBER	
4. MAG. DKT. DKT. NUMBER 0-78-CR-00210-35-AA	5. APPEALS. DKT. DKT. NUMBER	6. OTHER DKT. DKT. NUMBER	
7. IS CASE MATTER OF (Case Name) USA v. Brandon	8. PAYMENT CATEGORY Felony (including pre-trial diversion or alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 2 145.1 M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David D Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 210552500 - Fax: 210-555-1185 Email: daavidattorney@gmail.com			
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> E Learned Counsel <input checked="" type="checkbox"/> F Appointing Counsel <input type="checkbox"/> G Subs for Federal Attorney <input type="checkbox"/> H Subs for Retained Attorney <input type="checkbox"/> I Pro Se <input type="checkbox"/> J Retired <input type="checkbox"/> K Subs for Pro Se <input type="checkbox"/> L Adminstrative <input type="checkbox"/> M Standby Counsel			
Prior Attorney's Name: Appointment Date: Signature of Presiding Judge or By Order of the Court: Albert Robertson Date of Order: 7/1/2024 None Pre Tax Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES FOR COURT USE ONLY			
CATEGORIES HOURS CLAIMED TOTAL AMOUNT CLAIMED ADJUSTED HOURS ADJUSTED AMOUNT REVIEW			
15. a. Arraignment and/or Plea b. Bail and Detention Hearings c. Motion Hearings d. Trial e. Sentencing Hearings f. Revocation Hearings g. Appeals Court h. Other		Totals 6.0 \$912.00	
16. a. Interviews and Conferences b. Obtaining and Reviewing Records c. Legal Research and Brief Writing d. Travel Time e. Investigative and Other Work		Totals 4.0 \$608.00	
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$10.90	
18. Other Expenses (other than expert, transcript, etc.)		\$10.00	
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$1,540.90	
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 07-01-2024 TO: 07-08-2024		20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	
21. LAW FIRM NAME AND MAILING ADDRESS David D Attorney TIN (SSN): ****-****00			
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: *****89			
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment <input type="checkbox"/> Total <input type="checkbox"/>			
Have you previously applied to the court for compensation and/or reimbursement for this case? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, were you paid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please attach supporting documentation I swear or affirm the truth or correctness of the above statement. Signature of Attorney: _____ Date Signed: _____			
APPROVED FOR PAYMENT - COURT USE ONLY			
23. IN COURT COMP.	24. OUT OF COURT COMP.	25. TRAVEL EXPENSES	26. OTHER EXPENSES
27. SIGNATURE OF THE PRESIDING JUDGE		DATE	28. JUDGE CODE
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES
33. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount	DATE	34. JUDGE CODE	35. TOTAL AMT. APPROVED FOR PAYMENT
Attention: The notes you enter will be available to the next approver level. Public/Attorney Notes			
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate.			
<input type="checkbox"/> Submit			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/>			

Step 2

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**.

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

Public/Attorney Notes

Notes

I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate.

Date: 8/13/2024 18:3:30

Submit

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

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

This document has been submitted.

Please keep the following document number for your own records:

1010.0000150

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.

My Submitted Documents				
To group by a particular Header, drag the column to this area.				
Case	Defendant	Type	Status	Date Entered
5:78-CR-00210	Jebediah Branson (# 88)	CJA-20	Submitted to Court 0542.0592905 FINAL PAYMENT	08/13/2024
Start: 07/01/2024 End: 07/08/2024	Claimed Amount: 1,540.90	David D Attorney		
5:02-CR-01533	Jessica Hall (# 1)	CJA-20	Submitted to Court 0542.0592841 FINAL PAYMENT	07/03/2024
Start: 06/19/2024 End: 07/03/2024	Claimed Amount: 3,968.35	David D Attorney		

1

Page 1 of 1 (2 items)

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 Documents				
To group by a particular Header, drag the column to this area.				
Case	Defendant	Type	Status	Date Entered
1:14-CR-08802-AA-				
Start: 06/19/2014 End: 06/19/2014				

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.



The screenshot shows the CJA eVoucher software interface with two main sections: **Services** and **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		
Motion Hearings	2.0	\$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 Services

Service	Hours	Amt.
Interviews and Conferences	13.0	\$2,600.00
Obtaining and Reviewing Records	8.0	\$1,600.00
Legal Research and Brief Writing	6.0	\$1,200.00
Travel Time	4.0	\$800.00
Investigative and Other Work	8.0	\$1,600.00
Totals	39.0	\$7,800.00

Expenses: \$215.42

Travel

Expense Type	Amount
Travel Miles	\$90.42
Travel Misc	\$0.00
Totals	\$90.42

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$100.00
Postage	\$0.00
Other Expenses	\$25.00
Totals	\$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

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$9,400.00

Expenses: \$215.42

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
\$2,100.00



CJA-20
Attorney Enters

Def.: Elizabeth Waverly

[Link to CM/ECF](#)

Voucher #:
Start Date:
End Date:

Services: \$12,600.00

Expenses: \$215.42

Representation Fee Limit:
\$11,500.00

Fee Amount Remaining After Approved and Pending:
(\$1,100.00)

Reports and Case Management

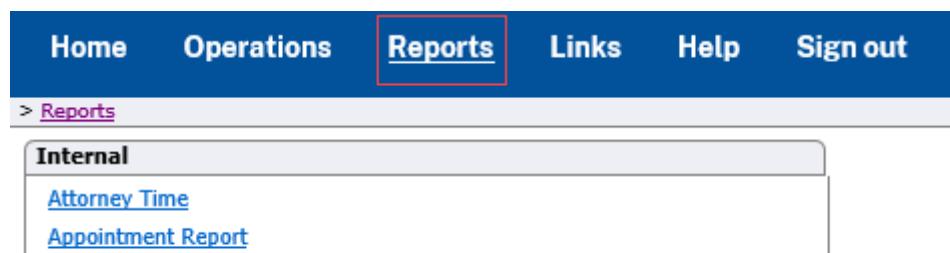
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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.



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



Defendant Detailed Budget Report

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

It provides the information in two sections: attorney appointment and authorized expert service.

Defendant Detail Budget Report - Attorney

1:14-CR-08805-1-AA

Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:		Criminal Case									
Budget Amount Requested:		\$0.00									
Budget Amount Approved:		\$9,900.00									
Time Period For Voucher	Voucher Number	Fees	Pending		Total	Fees	Approved		Total	After Approved	Amount Remaining
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Attorney: Andrew Anders (Appointing 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
		Total Pending:		\$0.00		Total Approved:		\$6,350.00	\$3,550.00	\$3,550.00	

Expert and Other Services Budget - Requiring Authorization							Defendant: Jebediah Branson				
Time Period For Voucher	Voucher Number	Fees	Pending		Total	Fees	Approved		Total	After Approved	Amount Remaining
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002			Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders		

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

Defendant Summary Budget Report

This report contains the same information as the Defendant Detailed Budget Report without the individual voucher data.

Defendant Summary Budget Report - Attorney 1:14-CR-08805-1-AA

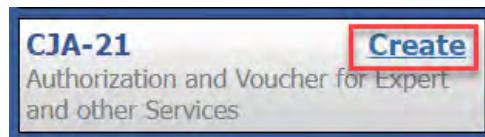
Counsel Budget		Defendant: Jebediah Branson																	
Type of Representation:		Criminal Case																	
Budget Amount Requested:		\$0.00																	
Budget Amount Approved:		\$9,900.00																	
Time Period For Voucher	Voucher Number	Fees	Pending		Total	Fees	Approved		Total	After Approved	Amount Remaining								
				Travel	Other			Travel	Other										
Attorney: Andrew Anders (Appointing Counsel)		Active																	
				Total Pending:		\$0.00		Total Approved:		\$6,350.00	\$3,550.00								
Expert and Other Services Budget - Requiring Authorization																			
Time Period For Voucher		Voucher Number	Pending			Approved			Amount Remaining										
				Fees	Expenses		Total	Fees	Expenses		Total								
						Travel	Other			Travel	Other								
Authorization Number: 0101.0000002			Amount Requested: \$1,000.00			Amount Authorized: \$0.00			Attorney: Andrew Anders										
Grand Totals for the Representation																			
Defendant: Jebediah Branson			Combined Total																
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not Include Travel Auth			Pending			Approved			Approved and Pending										
			Fees	Expenses		Total	Fees	Expenses		Total	Fees and Expenses								
					Travel	Other			Travel	Other									
			\$0.00	\$0.00	\$0.00	\$0.00	\$6,350.00	\$0.00	\$0.00	\$6,350.00	\$6,350.00	\$6,350.00							

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 Info page, in the Create New Voucher section, click the **Create** link next to CJA-21 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.

Basic Info

1. CIR-DIST/DIV.CODE	2. PERSON REPRESENTED	VOUCHER NUMBER
0542	Jebediah Branson	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER	5. APPEALS. DKT/DEF.NUMBER
	5:12-CR-00210-14-AA	
7. IN CASE/MATTER OF(Case Name)	8. PAYMENT CATEGORY	9. TYPE PERSON REPRESENTED
USA v. Branson	Felony (including pre-trial diversion of alleged felony)	Adult Defendant
11. OFFENSE(S) CHARGED		10. REPRESENTATION TYPE
15:1825.F INSPECTION VIOLATION PENALTIES		Criminal Case
EXCESS FEE LIMIT \$10,300.00	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 <small>If your voucher compensation is under the statutory limit and does not require prior authorization.</small>	

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

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

Please Select the Associated Authorization	
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.

No Authorization Required
If your voucher compensation is under the statutory limit and does not require prior authorization.

Associated Authorizations Unavailable

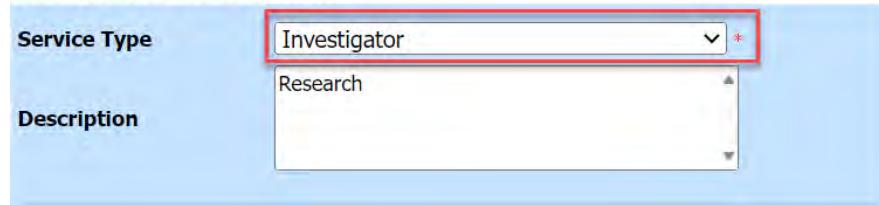
If there are no associated authorizations available, a message appears stating that no authorization requests were found, and you must click the **No Authorization Required** link to proceed.

Basic Info								
1. CIR/DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER				
6. OTHER. DKT/DEF.NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case				
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES								
EXCESS FEE LIMIT \$10,300.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1	DESIGNEE 2				
Authorization Selection								
Select the Associated Authorization, or click No Authorization Required.								
<table border="1"> <tr> <td>Please Select the Associated Authorization</td> </tr> <tr> <td>No Authorization Requests Found</td> </tr> <tr> <td>No Authorization Required</td> </tr> <tr> <td>If your voucher compensation is under the statutory limit and does not require prior authorization.</td> </tr> </table>					Please Select the Associated Authorization	No Authorization Requests Found	No Authorization Required	If your voucher compensation is under the statutory limit and does not require prior authorization.
Please Select the Associated Authorization								
No Authorization Requests Found								
No Authorization Required								
If your voucher compensation is under the statutory limit and does not require prior authorization.								

Step 3

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	Investigator
Description	Research

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, and then click **Create Voucher**.



Service Provider	
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.	
Expert	Jennings, Julie
Expert Info	Julie Jennings 110 Main Street San Antonio TX 78210 US Phone: 210-452-5512
Voucher Assignment * <input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>	
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.

Step 5

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

New Voucher Information

Service Type	Investigator
Description	
Service Provider	
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.	
Expert	<input type="text" value="Campos, Charlene"/>
Voucher Assignment * <input type="radio"/> Attorney <input checked="" type="radio"/> Expert	
<i>This indicates who will be responsible for filling the voucher claim part</i>	
<input type="button" value="Create Voucher"/>	

« First < Previous Next > Last »

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	Investigator
Description	
Service Provider	
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.	
Expert	Campos, Charlene
Expert Info Details	Charlene Campos 110 Main Street San Antonio TX 78210 US Phone: 210-555-5900
Voucher Assignment * <input type="radio"/> Attorney <input checked="" type="radio"/> Expert	
<i>This indicates who will be responsible for filling the voucher claim part</i>	
<input type="button" value="Create Voucher"/>	

Step 7

Click **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**.

Date	Description	Units	Rate	Amt
(Empty)				

Step 9

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**.

Expenses

Date: 04/17/2024 Description:

Expense Type:

Miles: at \$0.545 per mile.

Amount:

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
(Empty)					

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

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

Claim Status

Start Date * End Date *

Payment Claims *

Final Payment (payment #)

Interim Payment

Supplemental Payment

Withholding Return Payment

** Reminder: Please select the appropriate claim status.

* Required Fields

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

Notes:

- Final payment is requested after all services have been completed.
- Interim payment allows for payment in segments, but each court's practice may differ. If using this type of payment, indicate the payment number for this request.
- 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 **Choose File** 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**.

The screenshot shows the 'Documents' tab selected in a progress bar. The main area is titled 'Supporting Documents'. It features a 'File Upload' section with a 'Choose File' button and a 'Description' input field. Below this is a table listing a single document with columns for 'Description', 'Delete', and 'View'. At the bottom are navigation buttons for 'First', 'Previous', 'Next', 'Last', 'Save', 'Delete Draft', and 'Audit Assist'.

Description	Delete	View
Document	Delete	View

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

Step 12

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**.

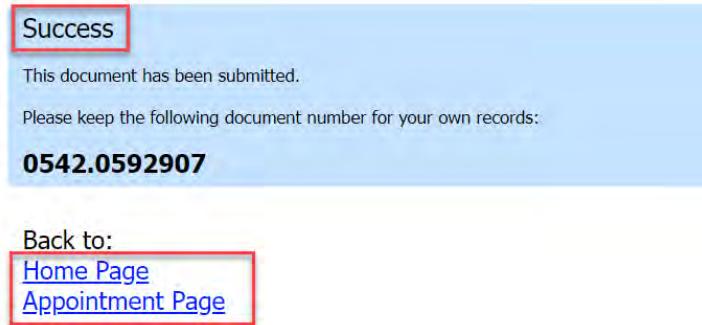
Basic Info Services Expenses Claim Status Documents **Confirmation**

Confirmation

1. CIR. DIST. DIV. CODE 05-42	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER																									
3. MAG. DKT. DEF. NUMBER 12345678901234567890	4. DIST. DKT. DEF. NUMBER 12345678901234567890	5. APPEALS DKT. DEF. NUMBER 12345678901234567890	6. OTHER DKT. DEF. NUMBER																								
7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case																								
11. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES																											
12. ATTORNEY'S STATEMENT As my Attorney, for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request: <input type="checkbox"/> Authorization to obtain the services. Estimated compensation: \$ <input checked="" type="checkbox"/> Approval of services already obtained to be paid for by the United States from the Defender Services Appropriation.																											
<p>Signature of Attorney Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com</p>																											
13. DESCRIPTION AND JUSTIFICATION FOR SERVICES(S) (see instructions)		14. TYPE OF SERVICE PROVIDER																									
<p>15. COURT ORDER Financial eligibility of the person represented having been established by the court's satisfaction, the authorization requested in item 12 is hereby granted. Signature of Presiding Judge or By Order of the Court</p> <p>Date of Order: _____ Name Pro Tem Date: _____</p> <p>Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>		<input checked="" type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Interpreter/Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 C.R.L.R. (Westlaw, Lexis, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Firearms/Explosive Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner <input type="checkbox"/> 14 Pathologist/Medical Examiner																									
NOTES																											
<table border="1"> <thead> <tr> <th colspan="2">CLAIMS FOR SERVICES AND EXPENSES</th> <th colspan="2">FOR COURT USE ONLY</th> </tr> <tr> <th>16. SERVICES AND EXPENSES</th> <th>AMOUNT CLAIMED</th> <th>ADJUSTED AMOUNT</th> <th>REVIEW</th> </tr> </thead> <tbody> <tr> <td>a. Compensation</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>b. Travel Expenses (lodging, parking, meal, mileage etc.)</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>c. Other Expenses</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td>GRAND TOTALS (CLAIMED AND ADJUSTED)</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table>				CLAIMS FOR SERVICES AND EXPENSES		FOR COURT USE ONLY		16. SERVICES AND EXPENSES	AMOUNT CLAIMED	ADJUSTED AMOUNT	REVIEW	a. Compensation	\$0.00	\$0.00		b. Travel Expenses (lodging, parking, meal, mileage etc.)	\$0.00	\$0.00		c. Other Expenses	\$0.00	\$0.00		GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	\$0.00	
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c. Other Expenses	\$0.00	\$0.00																									
GRAND TOTALS (CLAIMED AND ADJUSTED)	\$0.00	\$0.00																									
17. PAYEE'S NAME Charlene Campos TIN (SSN): *****-**00																											
<p>Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: *****-22</p> <p><input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (s) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (s) (Total ---)</p>																											
<p>CLAIMANT'S CERTIFICATION FOR PERIOD OF SERVICE: FROM TO <input type="checkbox"/> I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant Payee: _____ Date: _____</p>																											
<p>18. CERTIFICATION OF ATTORNEY: I hereby verify that the services were rendered for this case. Signature of Attorney: Date Signed: _____</p>																											
<p style="text-align: center;">APPROVED FOR PAYMENT - COURT USE ONLY</p> <table border="1"> <thead> <tr> <th>19. TOTAL COMP.</th> <th>20. TRAVEL EXPENSES</th> <th>21. OTHER EXPENSES</th> <th>22. TOTAL AMT. APPR. CERT.</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Total cost (including expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> This authorization was not obtained, but in the event of justice the Court finds that timely procurement of these necessary services did not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				19. TOTAL COMP.	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. TOTAL AMT. APPR. CERT.	<input type="checkbox"/> Total cost (including expenses) of these services does not exceed the statutory maximum, or prior authorization was obtained. <input type="checkbox"/> This authorization was not obtained, but in the event of justice the Court finds that timely procurement of these necessary services did not await prior authorization, even though the cost (excluding expenses) exceeds the statutory maximum.																			
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<p>Signature of Presiding Judge _____ Date _____ Judge Code _____</p>																											
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<p>28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD _____</p>																											
<p>Signature of Chief Judge, Court of Appeals (or Delegate) _____ Date _____ Judge Code _____ Total Amt. Certified For Payment _____</p>																											
<p>Public/Attorney Notes Attention: The notes you enter will be available to the next approval level.</p>																											
<p><input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate. Date: 8/14/2024 12:54:10</p>																											
<input style="border: 2px solid red; padding: 5px; border-radius: 10px; background-color: white; color: green; font-weight: bold; font-size: 10pt; margin-right: 10px;" type="button" value="Submit"/>																											
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 10px;" type="button" value="Next >"/> <input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Last >"/> <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value="Save"/> <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value="Delete Draft"/> <input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value="Audit Assist"/>																											

Step 13

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 to create an additional document for this appointment.



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.

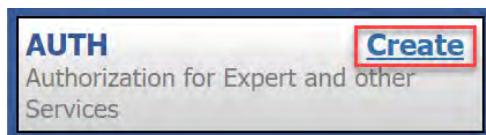
Step 1

In the Appointments' List section, click the case number link to open the appointment record.

Appointments' List	
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 Info page, in the Create New Voucher section, click the **Create** link next to AUTH.



Step 3

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. In the corresponding fields, enter the estimated amount and basis of estimate, select the service type, enter any notes, and then click **Save**.

Basic Info Documents Confirmation

Basic Info

1. CIR/C DIST/DIV/CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER
3. MAG. DKT/DEF/NUMBER 5:12-CR-00210-14-AA	4. DIST. DKT/DEF/NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF/NUMBER
7. IN CASE/MATTER Of(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES	10. REPRESENTATION TYPE	12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com
14. LAW FIRM NAME AND MAILING ADDRESS	13. COURT ORDER	<input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel
	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson	Date of Order 4/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Master Authorization Information

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ 8,000.00 *
Authorized Amount	\$ <input type="text"/> Deactivated
Basis of Estimate	<input type="text"/> 100 hours at \$80/hour
Description	<input type="text"/>
Service Type	Investigator
Notes	<input type="text"/> John Doe

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

Step 5

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** 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.

The screenshot shows the 'Supporting Documents' section of the eVoucher interface. At the top, there are tabs for 'Basic Info', 'Documents' (which is selected and highlighted in blue), and 'Confirmation'. Below the tabs, the title 'Supporting Documents' is displayed. A sub-section titled 'File Upload (Only Pdf files of 10MB size or less!)' contains fields for 'File' (with 'Choose File' and 'Document.pdf' selected) and 'Description' (with 'Document' entered). A red box highlights this area. To the right of the file upload area is a 'Upload' button. Below this, a table lists a single document entry: 'Description' (Document), 'Delete' (Delete), and 'View' (View) buttons. A red box highlights this table. At the bottom of the section are navigation buttons ('First', 'Previous', 'Next >', 'Last', 'Save', 'Delete Draft', and 'Audit Assist').

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

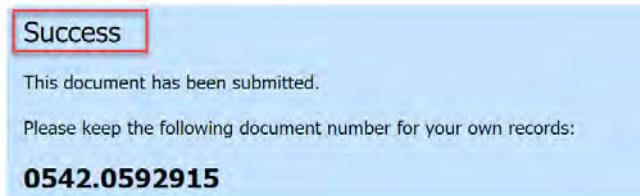
Step 6

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**.

The screenshot shows the 'Confirmation' tab of the eVoucher interface. At the top, there are tabs for 'Basic Info', 'Documents', and 'Confirmation' (which is selected and highlighted in blue). Below the tabs, the title 'Confirmation' is displayed. A table lists service providers: 'JUDGE/ATTORNEY/PROSECUTOR' (JUDGE, Docket Number: 12-00010-14-AX), 'OFFICE/PERSON REPRESENTED' (Other Person Represented: 12-00010-14-AX), 'COURT/DEFENDANT' (Other Person Represented: Other Person Represented: 12-00010-14-AX), and 'REPRESENTATIVE TYPE' (Other Person Represented: Other Person Represented: Criminal Case). A red box highlights this table. Below the table, there is a section for 'DESCRIPTION AND AUTHENTICATION FOR THIS VOUCHER (see notes)'. It includes fields for 'Date issued at SDOT home' (08/15/2024), 'Signature of Clerk/Judge, Court of Appeals (or Delegated)' (Signature of Clerk/Judge, Court of Appeals (or Delegated)), and 'Signature of Clerk/Judge, Court of Appeals (or Delegated)' (Signature of Clerk/Judge, Court of Appeals (or Delegated)). A red box highlights this section. At the bottom, there is a note: 'Attention: The notes you enter will be available in the next approval level.' Below this is a checkbox for 'I swear and affirm the truth or correctness of the above statements' (checked) and a 'Submit' button. At the very bottom are navigation buttons ('First', 'Previous', 'Next >', 'Last', 'Save', 'Delete Draft', and 'Audit Assist').

Step 7

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.



Back to:

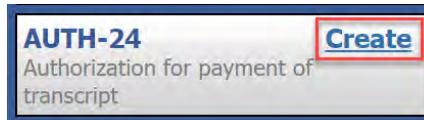
[Home Page](#)
[Appointment Page](#)

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 Info 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**.

Basic Info

1. CIR./DIST./DIV. CODE 0542	2. PERSON REPRESENTED Lebediah Branson	3. VOUCHER NUMBER		
4. MAG. DKT/DEF.NUMBER	5. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	6. OTHER DKT/DEF.NUMBER		
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant		
10. REPRESENTATION TYPE Criminal Case				
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBITED ACTIVITIES				
<table border="1"> <tr> <td>12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: davidddattorney@gmail.com</td> <td>13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson </td> </tr> </table>			12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: davidddattorney@gmail.com	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson
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<table border="1"> <tr> <td>14. LAW FIRM NAME AND MAILING ADDRESS</td> <td>Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</td> </tr> </table>			14. LAW FIRM NAME AND MAILING ADDRESS	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
14. LAW FIRM NAME AND MAILING ADDRESS	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 7/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)
Sentencing hearing scheduled for 10/25/2024

PROCEEDINGS TO BE TRANSCRIBED (Describe specifically). NOTE: For trial transcripts, specify, e.g., *voir dire*, prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.
Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including *voir dire*, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

Apportioned Cost (%)
 Apportioned Case and Defendant
 Special Transcript Handling *

Step 3

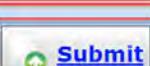
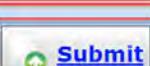
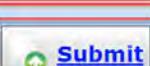
Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Choose File** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

The screenshot shows a web-based application for managing supporting documents. At the top, there are three tabs: 'Basic Info', 'Documents' (which is highlighted with a blue border), and 'Confirmation'. Below the tabs, the page title is 'Supporting Documents'. A prominent header says 'File Upload (Only Pdf files of 10MB size or less!)'. Below this, there are two input fields: 'File' (with a 'Choose File' button and a message 'No file chosen') and 'Description' (with the value 'Proposed Order'). To the right of these fields is a red-bordered 'Upload' button. Below this section is a table with a single row. The table has columns for 'Description' (containing 'Proposed Order.pdf'), 'Delete' (with a red-bordered 'Delete' link), and 'View' (with a red-bordered 'View' link). At the bottom of the page are navigation buttons: '< First', '< Previous', 'Next >' (which is red-bordered), 'Last >', 'Save' (which is red-bordered), 'Delete Draft', and 'Audit Assist'.

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

Step 4

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																																																																												
<h2>Confirmation</h2>																																																																															
<table border="1"> <tr> <td>1. CIR. DIST DIV CODE 0542</td> <td>2. PERSON REPRESENTED #460000000000000000</td> <td colspan="2">VOUCHER NUMBER</td> </tr> <tr> <td>3. MAG. DKT DIV NUMBER</td> <td>4. JUR. DKT DIV NUMBER S. 8.C.R.00210.33-AA</td> <td>5. APPEALS DKT DIV NUMBER</td> <td>6. OTHER DKT DIV NUMBER</td> </tr> <tr> <td colspan="2">7. IN CASE MATTER OF (Case Name) USA v. Branson</td> <td colspan="2">8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felonies)</td> </tr> <tr> <td colspan="2">9. TYPE PERSON REPRESENTED Adult Defendant</td> <td colspan="2">10. REPRESENTATION TYPE Criminal Case</td> </tr> <tr> <td colspan="4"> 11. OFFENSE(S) CHARGED 12. 1457M PENALTIES - PROHIBITED ACTIVITIES </td> </tr> <tr> <td colspan="4" style="text-align: center;"> REQUEST AND AUTHORIZATION FOR TRANSCRIPT </td> </tr> <tr> <td colspan="4"> 13. PROFESSIONAL TRANSCRIPT SERVICES USED (Check If Applicable) Secretaria transcriber scheduled for 10/25/2024 </td> </tr> <tr> <td colspan="4"> 14. PROCEEDING TO BE TRANSCRIBED (Check If Applicable) NOTE: For trial transcript, speeds, e.g., ver. dict., prosecution opening statement, defense opening statement, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences. Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including your date, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences. </td> </tr> <tr> <td colspan="2">14. SPECIAL AUTHORIZATIONS</td> <td colspan="2">JUDGE'S INITIALS</td> </tr> <tr> <td colspan="4"> A. Apportioned Cost % of transcript with </td> </tr> <tr> <td colspan="4"> B. <input checked="" type="checkbox"/> 14-Day Transcript <input type="checkbox"/> 7-Day <input checked="" type="checkbox"/> 3-Day <input type="checkbox"/> Next Day <input type="checkbox"/> 2-Hour <input type="checkbox"/> Realtime Unedited </td> </tr> <tr> <td colspan="4"> C. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act. </td> </tr> <tr> <td colspan="4"> 15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. 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Signature of Presiding Judge or By Order of the Court Date of Order None Pro Temp Date </td> </tr> <tr> <td colspan="4"> Attention: The notes you enter will be available to the next approval level. </td> </tr> <tr> <td colspan="4"> Public/Attorney Notes <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px; height: 100px;"></div> </td> </tr> <tr> <td colspan="4"> <input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 10/25/2024 9:57:49 </td> </tr> <tr> <td colspan="4" style="text-align: right;">  </td> </tr> <tr> <td colspan="2"> <input type="button" value="First"/> < Previous <input checked="" type="button" value="Next >"/> Last = <input type="button" value="Save"/> </td> <td colspan="2"> <input type="button" value="Delete Draft"/> <input type="button" value="Audit Assist"/> </td> </tr> </table>				1. CIR. DIST DIV CODE 0542	2. PERSON REPRESENTED #460000000000000000	VOUCHER NUMBER		3. MAG. DKT DIV NUMBER	4. JUR. 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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:

0542.0593051

Back to:

[Home Page](#)

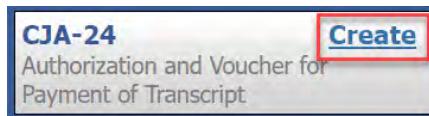
[Appointment Page](#)

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 Info page, in the Create New Voucher section, click the **Create** link next to CJA-24 to open the Basic Info page.



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.

 A screenshot of the 'Basic Info' page for a CJA-24 Voucher. The page is divided into sections: 'Basic Info' (containing case details like CIR. DIST/DIV.CODE 0542, Person Represented (Jebediah Branson), and Offense Charged (12:1457.M PENALTIES - PROHIBITED ACTIVITIES)), 'Authorization Selection' (containing a list of available authorizations with ID numbers 593051 and 593052, and a link for 'No Existing Authorization in eVoucher'), and 'Proceedings' (containing details like Presiding Judge (Albert Albertson), Magistrate Judge, and Designees).

1. CIR. DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457.M PENALTIES - PROHIBITED ACTIVITIES			
EXCESS FEE LIMIT \$10,300.00	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: 593051 Order Date: 10/25/2024 Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, pros	Service Type: Court Reporter / Transcript Special Handling: 3-Day
ID Number: 593052 Order Date: 10/25/2024 Proceeding Transcribed: 08/14/2024, Dkt # 37 - Arraignment on Superseding Indictment and Entry of Plea Hearing	Service Type: Court Reporter / Transcript Special Handling: 7-Day

No Existing Authorization in eVoucher
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

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

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

Please Select the Associated Authorization	
ID Number: 593051 Order Date: 10/25/2024 Proceeding Transcribed: Trial days 1-3, 09/16/2024, 09/17/2024, and 09/18/2024, including voir dire, witness testimony, pros	Service Type: Court Reporter / Transcript Special Handling: 3-Day
ID Number: 593052 Order Date: 10/25/2024 Proceeding Transcribed: 08/14/2024, Dkt # 37 - Arraignment on Superseding Indictment and Entry of Plea Hearing	Service Type: Court Reporter / Transcript Special Handling: 7-Day

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

No Existing Authorization in eVoucher
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.

Associated Authorizations Unavailable

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

Basic Info			
1. CIR./DIST./DIV./CODE 0542	2. PERSON REPRESENTED Jebediah Branson	3. MAG. DKT./DEF. NUMBER 5:78-CR-00210-88-AA	4. DIST. DKT./DEF. NUMBER 5:78-CR-00210-88-AA
5. APPEALS. DKT./DEF. NUMBER 6. OTHER. DKT./DEF. NUMBER	7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. REPRESENTATION TYPE Criminal Case	11. OFFENSE(S) CHARGED 12:1457 M PENALTIES - PROHIBITED ACTIVITIES	EXCESS FEE LIMIT \$10,300.00	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			
No Authorization Requests Found			
No Existing Authorization in eVoucher			
If you do not have an existing authorization in eVoucher, you may proceed by clicking here.			

Step 3

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 Voucher Information

Description

Court Reporter/Transcriber Status
 Official Contract Transcriber Other

Service Provider
Search for a service provider. If you do not find who you are looking for, contact an eVoucher administrator to add a new provider.

Expert

Expert Info Details	LeVar Expert 2600 Main Street San Antonio TX 78210 US Phone: 210-555-2600
-------------------------------	---

Voucher Assignment * Attorney Expert
This indicates who will be responsible for filling the voucher claim part

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.

Step 4

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**.

Service Type	Date	Description	Incl. Page Number	No. of Pages	Rate Per Page	Apportioned	Adjusted	Total
Original	04/22/2024	Transcription	15	15	10.00			150.00

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	Date	Description	Mile	Rate	Amt
Travel Miles	04/22/2024	Travel to court.	20	0.545	10.9

Step 6

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

Basic Info Services Expenses Documents Confirmation

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File	Choose File	No file chosen
Description	Document	

Upload

Description	Delete	View
Document.pdf	Delete	View

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

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

Step 7

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**

Confirmation

1. CIR. DIST. DIV. CODE 042	2. PERSON REPRESENTED LeVar Branson	4. DIST. DKT. DEF. NUMBER 5:78-CR-00210-88-AA	5. APPEALS DKT. DEF. NUMBER 5:78-CR-00210-88-AA	6. OTHER DKT. DEF. NUMBER
3. MAG. DKT. DEF. NUMBER	7. IN CASE MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457 M PENALTIES - PROHIBITED ACTIVITIES	REQUEST AND AUTHORIZATION FOR TRANSCRIPT			
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly) Sentencing hearing scheduled for 10/25/2024				
14. SPECIAL AUTHORIZATIONS JUDGE'S INITIALS A. Apportioned Cost % of transcript with B. <input type="checkbox"/> 14-Day Transcript <input type="checkbox"/> 7-Day <input checked="" type="checkbox"/> 3-Day <input type="checkbox"/> Next-Day <input type="checkbox"/> 2-Hour <input type="checkbox"/> Realtime Unedited AA C. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.				
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act.		16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in Item 15 is hereby granted. Albert Albertson Signature of Presiding Judge or By Order of the Court 10/25/2024 09:49:10 Date of Order Nunc Pro Tunc Date		
17. PAYEE'S NAME AND ADDRESS 18. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE LeVar Expert TIN (EIN): *****40				
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number: *****22				
19. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other				
20. CLAIMANT CERTIFICATION OF SERVICE PROVIDED I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services. Signature of Claimant Payee Date				
21. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received. Signature of Attorney or Clerk Date				
22. APPROVED FOR PAYMENT - COURT USE ONLY				
Signature of Judge or Clerk of Court Date		23. AMOUNT APPROVED		
Submit				
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate. Date: 10/25/2024 12:18:15				

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

Public/Attorney Notes

< First < Previous **Next >** Last > Save Delete Draft Audit Assist

Step 8

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

This document has been submitted.

Please keep the following document number for your own records:

0542.0592923

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 your home page, in the Appointments' List section, click the link for the case from which you want to create the budget auth.

Appointments' List

Appointments		Defendant
<p>Case: 5:12-CR-00210-AA Defendant #: 14 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 319034 Appointment ID: 325416</p> <p>Case: 1:55-CR-05555-AA Case: 1:55-CR-05555-AA Defendant #: 101 Case Title: USA v. Bob Smith Attorney: Andrew Anders Representation ID: 319036 Appointment ID: 325418</p>	<p>Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 04/01/24 Pres. Judge: Albert Albertson Adm./Mag Judge:</p> <p>Defendant: Bob Smith Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 10/09/23 Pres. Judge: Albert Albertson Adm./Mag Judge:</p>	

1 Page 1 of 1 (2 items)

Step 2

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

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	
AUTH-24	Create
Authorization for payment of transcript	
BUDGETAUTH	Create
Authorization for Excess Attorney Fees and/or Expert and other Services on Budgeted Case	

Appointment Info [Edit Appointment](#) [Delete](#) [Add Associate](#)

1. CIR./DIST/DIV.CODE 0542	2. PERSON REPRESENTED Bob Smith
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-05555-101-AA
5. APPEALS. DKT/DE	
7. IN CASE/MATTER OF(Case Name) USA v. Bob Smith	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)
9. TYPE PERSON RE Adult Defendant	
11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF STATUS AS INSURED BANK	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com	
13. COURT ORDER	
<input type="checkbox"/> A Associate <input type="checkbox"/> L Learned Counsel (Capital Only) <input type="checkbox"/> S Pro Se <input type="checkbox"/> Y Standby Counsel	
Prior Attorney's Name Appointment Dates Signature of Presiding J Albert Albertson	
Date of Order 10/9/2023	
14. LAW FIRM NAME AND MAILING ADDRESS	

Step 3

On the Basic Info page 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. In the **Notes** field, you can optionally add notes to be viewed with the requested amounts (you still have an opportunity to include notes on the Confirmation page).

Note: If no attorney fees are being requested, you MUST type **0** in the **Requested Additional Attorney Fees** field before submitting the budget auth.

BUDGETAUTH Request Entry

Def.: Bob Smith

Link to CM/ECF

Voucher #:
Request Date:
Decision Date:

Tasks

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

Reports

[Form Budget Auth](#)
[BUDGETAUTH - Reject](#)
[BUDGETAUTH - Attorney](#)
[Case Summary Report](#)
[Case Summary Report](#)

Basic Info

1. CIR/ DIST/ DIV/ CODE 0542	2. PERSON REPRESENTED Bob Smith	VOUCHER NUMBER
3. MAG. DKT/ DEF. NUMBER 1:55-CR-05555-101-AA	4. DIST. DKT/ DEF. NUMBER 1:55-CR-05555-101-AA	5. APPEALS. DKT/ DEF. NUMBER
7. IN CASE/ MATTER OF/ Case Name USA v. Bob Smith	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
11. OFFENSE/ S. CHARGED 12-1818.F TERMINATION OF STATUS AS INSURED BANK	12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@gmail.com	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> S Subs for Panel <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel
14. LAW FIRM NAME AND MAILING ADDRESS	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 10/9/2023 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Order Date

Nunc Pro Tunc Date

Budget Phase/Stage

Attorney Funding Information

Representation Limit Upon Submission \$	10,300.00
Requested Additional Attorney Fees \$	<input type="text" value="50,000.00"/> *
Authorized Additional Attorney Fees \$	
Grand Total Authorized Attorney Fees \$	10,300.00

Notes

« First < Previous Next > Last » Save Delete Draft

Step 4

Click the **Authorization Request** tab. On the Request For Service Providers page, 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 Request Documents Confirmation

Request For Service Providers

Service Provider Type: Interpreter/Translator

▲ Previous Authorizations for this Provider Type:

ID Number: 592927	Service Type: Interpreter/Translator
Order Date: 02/01/2024	Estimated Amount: \$5,000,000.00
Authorized Amount: \$100.00	Notes:
Grand Total Amount: \$100.00	

Previously Authorized Amount: \$0.00

Additional Amount Requested: \$10,000.00

Additional Amount Authorized:

Description:

Notes:

Court Notes:

Add Remove

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

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Description
Interpreter/Translator	\$0.00	\$10,000.00	

Step 5

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

Basic Info Authorization Request Documents Confirmation

Request For Service Providers

Service Provider Type: Documents Examiner

▲ Previous Authorizations for this Provider Type:

No Previous Authorizations Found	
----------------------------------	--

Previously Authorized Amount: \$0.00

Additional Amount Requested: \$1,000.00

Additional Amount Authorized:

Description:

Notes:

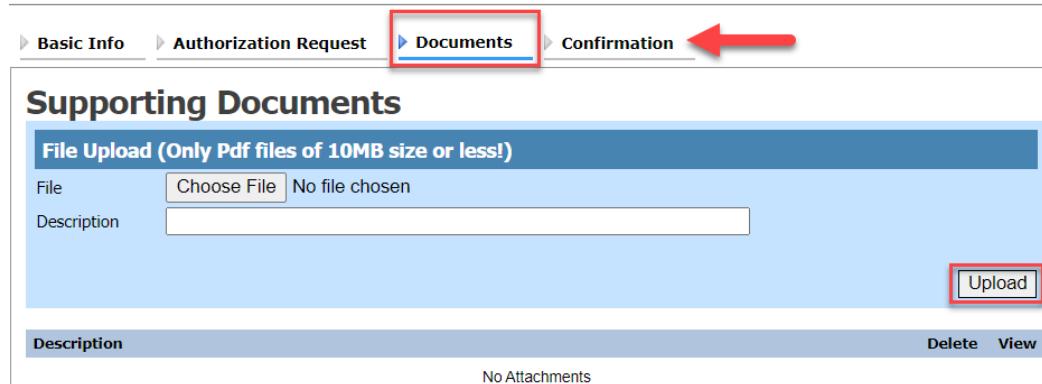
Court Notes:

Add Remove

* Required Fields

Step 6

Click the **Documents** tab. On the Supporting Documents page, upload any relevant documents.



The screenshot shows a navigation bar with four tabs: 'Basic Info', 'Authorization Request', 'Documents' (which is highlighted with a blue underline and a red box), and 'Confirmation'. A red arrow points to the 'Confirmation' tab. Below the tabs, the page title is 'Supporting Documents'. A section titled 'File Upload (Only Pdf files of 10MB size or less!)' contains fields for 'File' (with a 'Choose File' button and a message 'No file chosen') and 'Description' (with an empty input field). To the right of these fields is a 'Upload' button. At the bottom of the page, there is a table with columns 'Description' and 'Delete' (with a 'Delete' link) and 'View' (with a 'View' link). The message 'No Attachments' is displayed below the table.

Step 7

Click the **Confirmation** tab. On the Confirmation page, 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 automatically time stamps it. Click **Submit**.

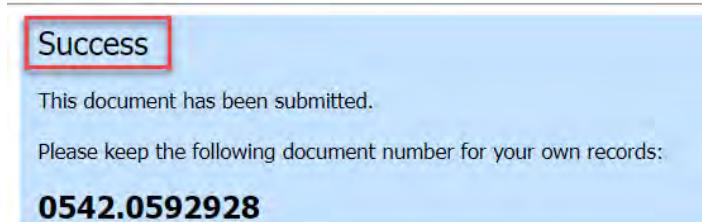
Basic Info Authorization Request Documents **Confirmation**

Confirmation

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Bob Smith	VOUCHER NUMBER																																	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:55-CR-05555-101-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER																																
7. IN CASE/MATTER OF(Case Name) USA v. Bob Smith	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case																																
11. OFFENSE(S) CHARGED 12:1818.F TERMINATION OF STATUS AS INSURED BANK																																			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 10/9/2023 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																																	
14. LAW FIRM NAME AND MAILING ADDRESS																																			
Attorney Funding Information <table border="1"> <tr> <td>Requested Additional Attorney Fees</td> <td>\$50,000.00</td> <td>Representation Limit Upon Submission</td> <td>\$10,300.00</td> </tr> <tr> <td></td> <td></td> <td>Authorized Additional Attorney Fees</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Grand Total Authorized Attorney Fees</td> <td>\$10,300.00</td> </tr> </table> NOTES: Optional Notes				Requested Additional Attorney Fees	\$50,000.00	Representation Limit Upon Submission	\$10,300.00			Authorized Additional Attorney Fees				Grand Total Authorized Attorney Fees	\$10,300.00																				
Requested Additional Attorney Fees	\$50,000.00	Representation Limit Upon Submission	\$10,300.00																																
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		Grand Total Authorized Attorney Fees	\$10,300.00																																
Requests For Service Providers <table border="1"> <thead> <tr> <th>Service Provider Type</th> <th>Previously Authorized Amount</th> <th>Additional Amount Requested</th> <th>Additional Amount Authorized</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Interpreter/Translator</td> <td>\$0.00</td> <td>\$10,000.00</td> <td></td> <td></td> </tr> <tr> <td>Documents Examiner</td> <td>\$0.00</td> <td>\$1,000.00</td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td>\$0.00</td> <td>\$11,000.00</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Order Date</th> <th>Nunc Pro Tunc Date</th> <th>Budget Phase/Stage</th> </tr> </thead> <tbody> <tr> <td>Signature of Attorney</td> <td>Date Signed</td> <td>Pretrial</td> </tr> <tr> <td>Signature of Presiding Judge</td> <td>Date Signed</td> <td>Judge Code</td> </tr> <tr> <td>Signature of Chief Judge, Court of Appeals(or Delegate)</td> <td>Date Signed</td> <td>Judge Code</td> </tr> </tbody> </table> <p>Attention: The notes you enter will be available to the next approval level.</p> <p>Public/Attorney Notes</p>				Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description	Interpreter/Translator	\$0.00	\$10,000.00			Documents Examiner	\$0.00	\$1,000.00			Totals	\$0.00	\$11,000.00			Order Date	Nunc Pro Tunc Date	Budget Phase/Stage	Signature of Attorney	Date Signed	Pretrial	Signature of Presiding Judge	Date Signed	Judge Code	Signature of Chief Judge, Court of Appeals(or Delegate)	Date Signed	Judge Code
Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description																															
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Signature of Presiding Judge	Date Signed	Judge Code																																	
Signature of Chief Judge, Court of Appeals(or Delegate)	Date Signed	Judge Code																																	
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 8/15/2024 16:32:43																																			
																																			

Step 8

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.



Back to:

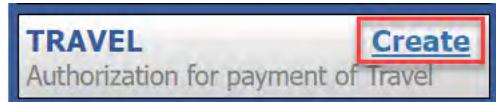
[Home Page](#)
[Appointment Page](#)

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 Info 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.

 A screenshot of the 'Basic Info' page. The 'Travel Agency to be Used' section is highlighted with a red box. It shows 'National Travel Service (NTS)' selected. Below this, there is contact information for National Travel Service (NTS): 707 Virginia Street East, Suite 100, Charleston, WV 25301, Phone: (800) 445-0668, Fax: [redacted], Email: [redacted]. At the bottom of the page, there are buttons for 'Save', 'Delete Draft', and 'Audit Assist'.

Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. On the Request For Travel page, 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**.

Request For Travel*

Required Fields

Name and Title of Person Traveling:	Andrew Anders
Address of Person Traveling:	123 Way San Antonio, TX 78210
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 for requesting amounts for the travel items:
Airline Tickets via CJA Government Travel Agency:	400.00	Complete the estimated dollar amount for each applicable line.
Ground Transportation:	30.00	The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.
Subsistence (Hotels & meals):	150.00	Complete information for one traveler per form.
Other:		

Total Estimated Cost: 580.00

Total Authorized:

Purpose and Justification: Travel to meet with witness.

Court Notes:

Add **Remove**

* 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 M&IE rate.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to meet with witness.	580.00		

Page 1 of 1 (1 items)

<< First | < Previous | **Next>** | Last>> | **Save** | Delete Draft | Audit Assist

Step 4

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** 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.

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File	Choose File	No file chosen
Description	Travel Receipts	

Description

Travel Receipts	Delete	View
-----------------	--------	------

<< First | < Previous | **Next>** | Last>> | **Save** | Delete Draft | Audit Assist

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

Step 5

Click the **Confirmation** tab, or click **Next** on the progress bar. On the Confirmation page, 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**.

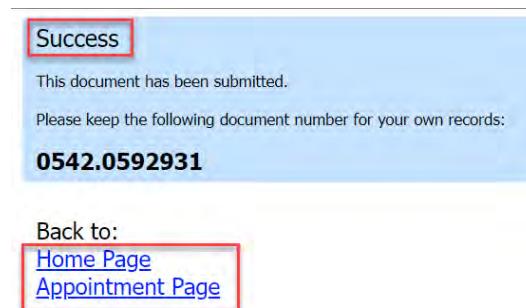
Basic Info Authorization Request Documents **Confirmation**

Confirmation

1. CIR/DIST/DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER					
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER				
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case				
11. OFFENSE(S) CHARGED 15:1825.5 INSPECTION VIOLATION PENALTIES							
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson					
14. LAW FIRM NAME AND MAILING ADDRESS		Date of Order 4/1/2024	Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
REQUESTS FOR TRAVEL							
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to meet with witness.	\$580.00		
TOTALS:					\$580.00		
I SWEAR OR AFFIRM THE TRUTH OR CORRECTNESS OF THE ABOVE STATEMENTS.							
Signature of Attorney: Andrew Anders /s/				Date Signed:			
Signature of Presiding Judge		Date Signed		Judge Code		Approved Amount	
Signature of Chief Judge, Court of Appeals (or Delegate)		Date Signed		Judge Code		Approved Amount	
Attention: The notes you enter will be available to the next approval level.							
Public/Attorney Notes <div style="border: 1px solid #ccc; padding: 5px; height: 100px; margin-top: 10px;"></div>							
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;"> <p><input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements</p> <p>Date: 8/15/2024 17:14:43</p> <div style="text-align: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #fff;"> Submit </div> </div>							
<< First		< Previous		Next>		Last>	
<input type="button" value="Save"/>				<input type="button" value="Delete Draft"/>			
<input type="button" value="Audit Assist"/>							

Step 6

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.



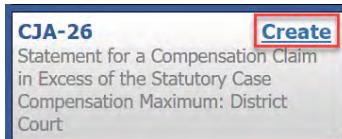
Creating a CJA-26 Voucher

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 Info 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, and then click **Save**.

► Basic Info ► Justification ► Documents ► Confirmation

Basic Info

1. CIR/DIST/DIV/CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> I Learned Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 4/1/2024 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Amount Requested * Amount Approved
 Pre Trial Hours 0 Trial Hours 0 Sentencing Hours 0 Other In-Court Hours 0 Out-Of-Court Hours 0
 Number of Counts 0 Number of Co-Defendants 0
 Other Pending Cases
 Sentencing Guideline Range
 Mandatory Minimum Found

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

Step 3

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

Basic Info **Justification** Documents Confirmation

Justification

3. Describe discovery materials (nature and volume) and/or discovery practices which are a noteworthy factor in the number of hours claimed.

4. List and describe motions, legal memoranda, jury instructions, and sentencing documents, or legal research not resulting in such, which are a noteworthy factor in the number of hours claimed and which were drafted originally for this case (do not include standardized motions, etc., unless content was modified significantly).

5. 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 claimed.

6. Explain, if noteworthy, impact on the number of hours claimed of investigative, expert, or other services used (CJA 21 voucher)

7. Describe whether any of the following client considerations are a noteworthy factor in the number of hours claimed and explain each: communication with client/family, language difference, accessibility of client, or other

8. Explain any expense (items 17 and 18 of the CJA 20 voucher) greater than \$500

9. Explain any other noteworthy circumstances regarding the case and the representation provided to support this compensation request. *Include, if applicable: (a) negotiations with U.S. attorney's office or law enforcement agency; (b) complexity or novelty of legal issues and factual complexity; (c) responsibilities involved measured by the magnitude and importance of the case; (d) manner in which duties were performed and knowledge, skill efficiency, professionalism, and judgment required of and used by counsel; (e) nature of counsel's practice and hardship or injury resulting from the representation; and (f) any extraordinary pressure of time or other factors under which services were rendered.*

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

Step 4

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** 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

Supporting Documents

File Upload (Only Pdf files of 10MB size or less!)

File	<input type="button" value="Choose File"/>	No file chosen
Description	Document	

Upload

Description	Delete	View
Document.pdf	Delete	View

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

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

Step 5

Click the **Confirmation** tab, or click **Next** on the progress bar. On the Confirmation page, in the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Justification Documents **Confirmation**

Confirmation

SUPPLEMENTAL INFORMATION STATEMENT FOR A COMPENSATION CLAIM IN EXCESS OF THE STATUTORY CASE COMPENSATION MAXIMUM: DISTRICT COURT

THIS FORM PROVIDES INFORMATION TO SUPPORT COUNSEL'S CLAIM THAT THE REPRESENTATION GIVEN WAS IN AN EXTENDED OR COMPLEX CASE, AND THAT THE EXCESS PAYMENT IS NECESSARY TO PROVIDE FAIR COMPENSATION. PARAGRAPH 2.22(B) OF THE GUIDELINE FOR THE ADJUSTMENT OF THE CRIMINAL JUSTICE ACT VOLUME VII, GUIDE TO JUDICIAL PAYMENT AND PRACTICE, DISCUSSES THE TERMS EXPECTED AND CONSIDERED AS A SUBSTANTIAL CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22(C) OF THOSE GUIDELINES, AND DOES NOT REPLACE ANY OTHER DOCUMENTATION REQUIRED TO SUPPORT THE PAYMENT REQUEST. IF EXTRA SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS OF PAPER.

ATTORNEY NAME: Andrew Anders	CASE NAME: USA v. Brandon	DOCKET NUMBER: 512-CR-00210-AA	DEFENDANT NUMBER: 14	VOUCHER NUMBER:
1. PERIOD OF APPOINTMENT (DATES): 4/1/2024				
TOTAL NUMBER OF IN-COURT HOURS: 0 PRETRIAL HEARINGS: 0 TRIAL: 0 SENTENCING HEARINGS: 0 ALL OTHER IN-COURT: 0 TOTAL NUMBER OF OUT-OF-COURT HOURS: 0				
2. OFFENSES CHARGED: 15-1825 F INSPECTION VIOLATION PENALTIES NUMBER OF COUNTS CHARGED: 0 NUMBER OF CO-DEFENDANTS: 0 OTHER PENDING CASES (DOCKET NUMBERS) OF DEFENDANT DURING REPRESENTATION: IF APPLICABLE, SENTENCING GUIDELINE RANGE FOUND BY THE COURT FOR SENTENCING: WAS A MANDATORY MINIMUM FOUND OR AT ISSUE AT SENTENCING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
3. DESCRIBE DISCOVERY MATERIALS (NATURE AND VOLUME) AND/OR DISCOVERY PRACTICES WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED:				
4. LIST AND DESCRIBE MOTIONS, LEGAL MEMORANDA, JURY INSTRUCTIONS, AND SENTENCING DOCUMENTS, OR LEGAL RESEARCH NOT RESULTING IN SUCH, WHICH ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND WHICH WERE DRAFTED ORIGINALLY FOR THIS CASE (DO NOT INCLUDE STANDARDIZED MOTIONS, ETC., UNLESS CONTENT WAS MODIFIED SIGNIFICANTLY):				
5. 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 CLAIMED:				
6. EXPLAIN, IF NOTEWORTHY, IMPACT ON THE NUMBER OF HOURS CLAIMED OF INVESTIGATIVE, EXPERT, OR OTHER SERVICES USED (CJA 21 VOUCHER):				
7. CHECK WHETHER ANY OF THE FOLLOWING CLIENT CONSIDERATIONS ARE A NOTEWORTHY FACTOR IN THE NUMBER OF HOURS CLAIMED AND EXPLAIN EACH: COMMUNICATION WITH CLIENT/FAMILY, LANGUAGE DIFFERENCE, ACCESSIBILITY OF CLIENT, OTHER:				
8. EXPLAIN ANY EXPENSE (ITEMS 17 AND 18 OF THE CJA 20 VOUCHER) GREATER THAN \$500:				
9. EXPLAIN ANY OTHER NOTEWORTHY CIRCUMSTANCES REGARDING THE CASE AND THE REPRESENTATION PROVIDED TO SUPPORT THIS COMPENSATION REQUEST:				
10. LIST AND DESCRIBE THE FOLLOWING: (A) LENGTH OF CASE, (B) COMPLEXITY OF THE CASE, (C) UNUSUAL OR UNCOMMON NATURE OF THE CASE, (D) MAGNITUDE AND IMPORTANCE OF THE CASE, (E) MANNER IN WHICH DUTIES WERE PERFORMED AND KNOWLEDGE, SKILL, EFFICIENCY, PROFESSIONALISM, AND JUDGMENT REQUIRED OF AND USED BY COUNSEL; (F) NATURE OF COUNSEL'S PRACTICE AND HARSHNESS OR INJURY RESULTING FROM THE REPRESENTATION; AND (G) ANY EXTRAORDINARY PRESSURE OF TIME OR OTHER FACTORS UNDER WHICH SERVICES WERE RENDERED.				
Signature of Attorney Andrew Anders		Date Signed	Requested Amount	
Signature of Presiding Judge		Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)		Date Signed	Judge Code	Approved Amount
Attention: The notes you enter will be available to the next approval level.				
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 8/16/2024 9:23:52				
 Submit				
< First < Previous Next > Last > Save Delete Draft Audit Assess				

Step 6

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:

0542.0592940

Back to:

[Home Page](#)
[Appointment Page](#)

Appendix A: Correcting Errors in Your .csv File

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

Step 1

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



Step 2

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

Errors Only Full Report

Case Number: 1:14-CR-08805

Row	Errors	Date	Hours	Description	Service Type	Doc#	Pages
Row 3	Description is missing;	7/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	7/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	7/12/2021	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

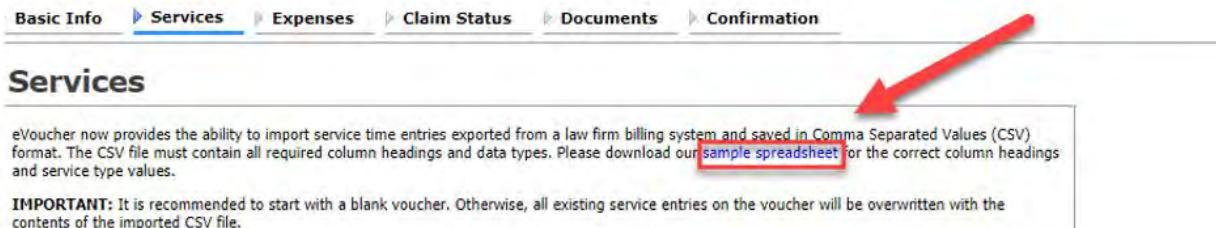
Return to the Services page, click the **try again** link, and then follow steps 4–5 in the Importing Service Entries on Previously Created CJA-20s section to attempt the import again.



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 (.xlsx) format that must be saved in .csv format.



The screenshot shows the 'Services' tab selected in the top navigation bar. Below the tab, a message box contains text about importing service time entries from a CSV file. A red arrow points to the link 'sample spreadsheet' which is highlighted with a red box.

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

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

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 import into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

	A	B	C	D	E	F
1	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	
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 arraignment	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 ICI 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						

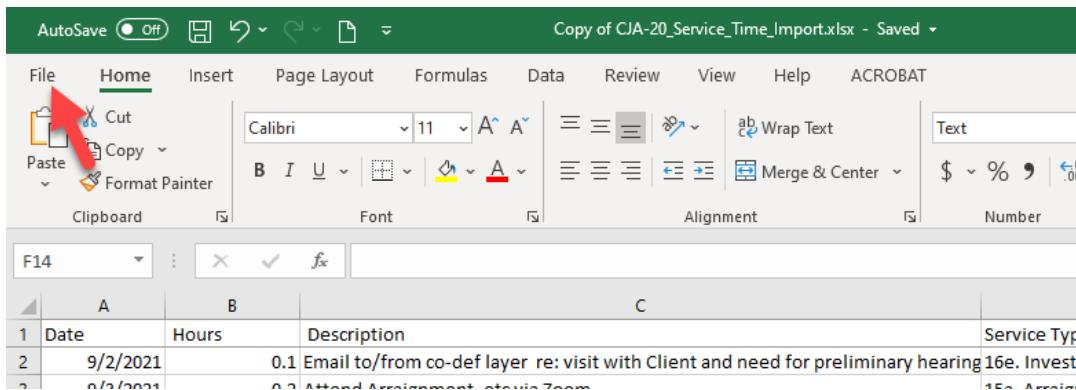
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

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 (.xlsx) format, follow these steps to create your .csv import file.

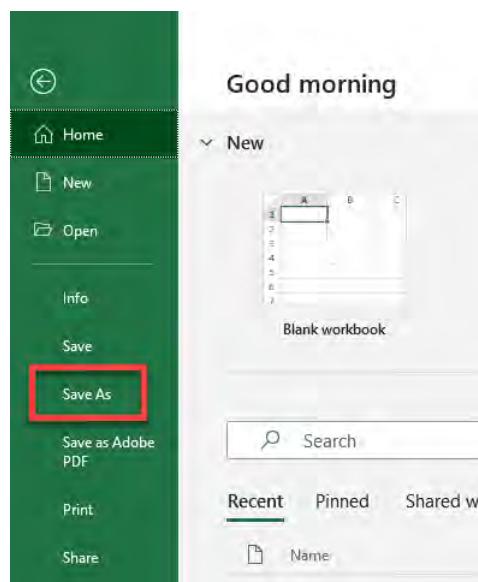
Step 1

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

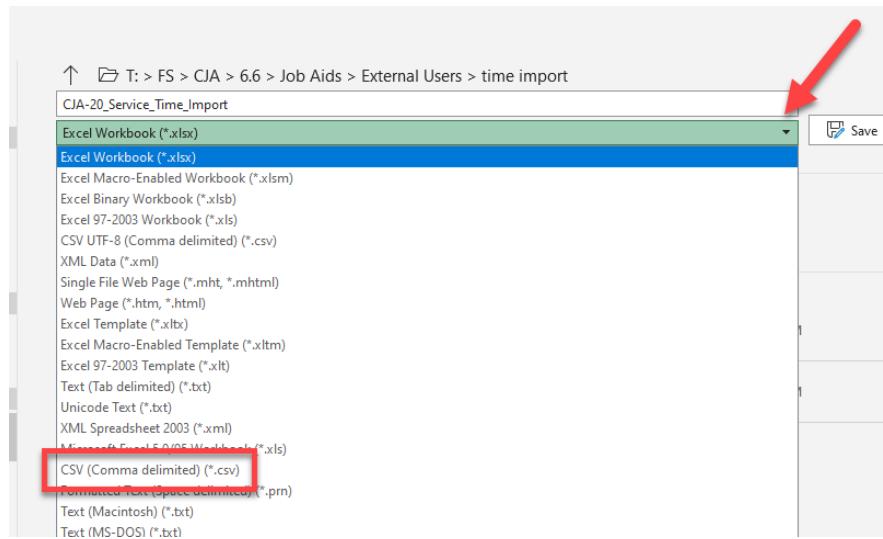


Step 2

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



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



Your .xlsx 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.

