

How to Create a New CJA-20 Voucher

STEP 1

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

Appointments' List	
Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08806-AA Defendant #: 1 Case Title: USA v. Watson Attorney: Andrew Anders	Defendant: Thomas Watson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell Attorney: Andrew Anders	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08808-AA Defendant #: 1 Case Title: USA v Howell	Defendant: Thomas Howell Representation Type: Criminal Case Order Type: Associate

STEP 2

The Appointment Info page displays any vouchers that were created for this appointment. In the Create New Voucher section on the left side of the page, click the **Create** link for CJA-20, unless you see an existing CJA-20 voucher that you have already created in the Vouchers on File section. If you have an associate on your voucher, they appear on the Basic Info page of your voucher. For more information on adding services/expenses on a CJA-20/30, review the Attorney Associates Functionality job aid.

Home Operations Reports Links Help Sign out	<h3>Appointment Info</h3> <table border="1"> <tr> <td>1. CJA DISTRICT CODE</td> <td>2. PERSON REPRESENTED</td> <td>3. VOUCHER NUMBER</td> </tr> <tr> <td>0101</td> <td>Thomas Watson</td> <td>0101</td> </tr> <tr> <td>4. DIST. DIST. DEF. NUMBER</td> <td>5. APPEALS DIST. DEF. NUMBER</td> <td>6. OTHER DIST. DEF. NUMBER</td> </tr> <tr> <td>1:14-CR-08806-1-AA</td> <td></td> <td></td> </tr> <tr> <td>7. INST. CASE MATTER (Offense Name)</td> <td>8. TYPE PERSON REPRESENTED</td> <td>9. REPRESENTATION TYPE</td> </tr> <tr> <td>USA v. Watson</td> <td>Felony (including pre-trial diversion of alleged felony)</td> <td>Criminal Case</td> </tr> <tr> <td>10. OFFENSE CHARGE</td> <td>11. COURT ORDER</td> <td></td> </tr> <tr> <td>12-1738 P.MORTGAGE DISCRIMINATION</td> <td> <input type="checkbox"/> A Associate <input checked="" type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Learned Counsel (Capital Only) <input type="checkbox"/> F Pro Se <input type="checkbox"/> G Disability Counsel <input type="checkbox"/> H Appointing Counsel <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> J Pro Se <input type="checkbox"/> K Disability Counsel </td> <td> <input type="checkbox"/> F State for Federal Defender <input type="checkbox"/> R State for Retained Attorney <input type="checkbox"/> X Administrative </td> </tr> <tr> <td>12. ATTORNEY'S NAME AND MAILING ADDRESS</td> <td>13. ATTORNEY'S NAME AND MAILING ADDRESS</td> <td></td> </tr> <tr> <td>Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-5623 Cell phone: 210-555-1234 Email: andrea_anders@accs.uscourts.gov</td> <td> Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Represented <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </td> <td></td> </tr> <tr> <td>14. LAW FIRM NAME AND MAILING ADDRESS</td> <td></td> <td></td> </tr> </table> <h3>Vouchers on File</h3> <p>To group by a particular Header, drag the column to this area.</p> <table border="1"> <thead> <tr> <th>Case</th> <th>Defendant</th> <th>Type</th> <th>Status</th> <th>Date Entered</th> </tr> </thead> <tbody> <tr> <td>1:14-CR-08806-AA Start: 02/23/2020 End: 02/23/2020</td> <td>Thomas Watson (# 1) Claimed Amount: 5,000.00</td> <td>AUTH Computer Forensics Expert</td> <td>Submitted to Court 0101.0000034</td> <td>01/23/2020</td> </tr> <tr> <td>1:14-CR-08806-AA Start: 03/26/2014 End: 03/26/2014</td> <td>Thomas Watson (# 1) Claimed Amount: 21,260.00</td> <td>CJA-20 Andrew Anders</td> <td>Submitted to Court 0101.0000072 FINAL PAYMENT</td> <td>01/26/2017</td> </tr> </tbody> </table>	1. CJA DISTRICT CODE	2. PERSON REPRESENTED	3. VOUCHER NUMBER	0101	Thomas Watson	0101	4. DIST. DIST. DEF. NUMBER	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. DEF. NUMBER	1:14-CR-08806-1-AA			7. INST. CASE MATTER (Offense Name)	8. TYPE PERSON REPRESENTED	9. REPRESENTATION TYPE	USA v. Watson	Felony (including pre-trial diversion of alleged felony)	Criminal Case	10. OFFENSE CHARGE	11. COURT ORDER		12-1738 P.MORTGAGE DISCRIMINATION	<input type="checkbox"/> A Associate <input checked="" type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Learned Counsel (Capital Only) <input type="checkbox"/> F Pro Se <input type="checkbox"/> G Disability Counsel <input type="checkbox"/> H Appointing Counsel <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> J Pro Se <input type="checkbox"/> K Disability Counsel	<input type="checkbox"/> F State for Federal Defender <input type="checkbox"/> R State for Retained Attorney <input type="checkbox"/> X Administrative	12. ATTORNEY'S NAME AND MAILING ADDRESS	13. ATTORNEY'S NAME AND MAILING ADDRESS		Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-5623 Cell phone: 210-555-1234 Email: andrea_anders@accs.uscourts.gov	Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Represented <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		14. LAW FIRM NAME AND MAILING ADDRESS			Case	Defendant	Type	Status	Date Entered	1:14-CR-08806-AA Start: 02/23/2020 End: 02/23/2020	Thomas Watson (# 1) Claimed Amount: 5,000.00	AUTH Computer Forensics Expert	Submitted to Court 0101.0000034	01/23/2020	1:14-CR-08806-AA Start: 03/26/2014 End: 03/26/2014	Thomas Watson (# 1) Claimed Amount: 21,260.00	CJA-20 Andrew Anders	Submitted to Court 0101.0000072 FINAL PAYMENT	01/26/2017
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STEP 3

On the **Services** and **Expenses** tabs, enter your expenses and save your work.

Next, click the **Claim Status** tab, and set the claim start and end dates of services or expenses billed. The Payment Claims section must be completed; be sure to click the appropriate radio button. If you click the **Interim Payment** radio button, you must also specify the payment number. You are also required to answer the two questions at the bottom of the screen.

Note: For CJA-30s, you must make a selection from the **Stage of Proceeding** drop-down list.

You can continue to add items and edit the voucher until you are ready to submit the claim to the court. **Note:** At any time, click **Audit Assist** to view any errors or warnings.

Claim Status

Start Date: [] End Date: []

Payment Claims *

☒ Final Payment

☐ Interim Payment (payment #) []

☐ Supplemental Payment

☐ Withholding Return Payment

**** Reminder: Please select the appropriate claim status.**

1. Have you previously applied to the court for compensation and/or reimbursement for this case? * ☐ Yes ☐ No
If Yes, were you paid? ☐ Yes ☐ No

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? * ☐ Yes ☐ No

*** Required Fields**

[< First] [Previous] [Next >] [Last >] [Save] [Delete Draft] [Audit Assist]

Claim Status

Start Date: [] End Date: []

Payment Claims *

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Stage of Proceeding

- a. Pre-Trial**
- Capital Prosecution
- a. Pre-Trial
- b. Trial
- c. Sentencing
- d. Other Post Trial
- e. Appeal
- f. Petition for the US Supreme Writ of Certiorari
- Habeas Corpus**
- g. Habeas Petition
- h. Evidentiary Hearing

If you save your voucher and do not submit it to the court, you will find your voucher in the My Active Documents section at the top left of your home page. To continue working with the voucher, in the Status column, click the **Edit** link.

My Active Documents

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

Case	Defendant	Type	Status	Date Entered
1:13-CR-08842-JL Start: 04/04/2014 End: 03/01/2016	Paul William Clark (# 1) Claimed Amount: 1,200.00	AUTH Investigator	Voucher Entry 0101.0000019	03/01/2016
1:13-CR-08842-JL Start: [] End: []	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016
1:13-CR-08842-JL Start: [] End: []	Paul William Clark (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit	12/02/2015
1:13-CR-08842-JL Start: [] End: []	Paul William Clark (# 1) Claimed Amount: 0.00	CJA-26	Voucher Entry Edit	01/21/2016


Page 1 of 1 (4 items)

If you are an associate for the case and wish to edit your own services/expenses, you must contact the primary attorney who can add “can edit” rights for you.

To sort by date, click the **Services** tab. Drag the Date column header up to the blue “group by” area. The services entries are now grouped and sorted by date. Next, click the **Expenses** tab, and repeat the steps for grouping.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Date: 03/19/2020 *  Description:

Service Type: *

Doc.# (ECF): Pages:

Hours: * at \$148.00 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
b. Bail and Detention Hearing	03/19/2020	Detention hearing with Judge.	2.0	\$148.00	\$296.00
a. Arraignment and/or Plea	03/19/2020	Arraignment.	2.0	\$148.00	\$296.00

These services are sorted by date.

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

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	03/06/2020	Arraignment.	2.0	\$148.00	\$296.00
b. Bail and Detention Hearing	03/06/2020	Bail Hearing.	1.0	\$148.00	\$148.00
a. Interviews and Conferences	03/11/2020	Interviews	5.0	\$148.00	\$740.00
d. Trial	03/19/2020	Trial.	8.0	\$148.00	\$1,184.00