



**Administrative Office**  
of the United States Courts  
Department of Technology Services

# CJA eVoucher

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## Attorney User Manual

**Release 6.11**

**April  
2025**



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## Introduction

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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

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- 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

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- 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

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- Windows: Chrome 62, Edge 16, Firefox 57
- Apple Macintosh: Safari 10.1



## Court Appointment

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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

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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> or call their 24-hour help line at (844) 875-6446.

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**.

**UNITED STATES COURTS** CJA eVoucher - Texas Eastern District Court  
Release 6.10.0.0

**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

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

**LOGIN.GOV** **UNITED STATES COURTS**

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

**Sign in** **Create an account**

**Sign in for existing users**

Email address

### Step 3

Enter your email address, and then select your email language preference. Click the **Rules of Use** link, read the Login.gov Rules of Use, and then select the **I read and accept the Login.gov Rules of Use** check box. Click **Submit**.

**Note:** Login.gov recommends that you enter a personal email address that you can always access, not a work email address.

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

[Sign in](#) [Create an account](#)

**Create an account for new users**

Enter your email address

Select your email language preference  
 Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
 ☐ Español
 ☐ Français

☒ 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.

**Check your email**

We sent an email to **davidattorney210@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

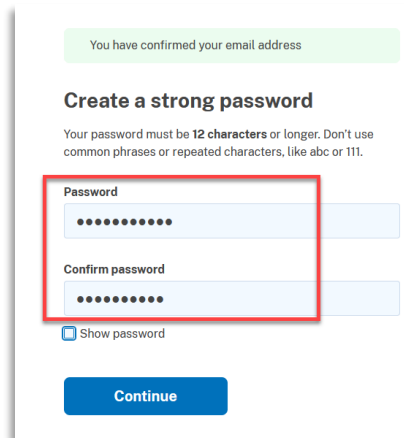
**Confirm your email**

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

**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.

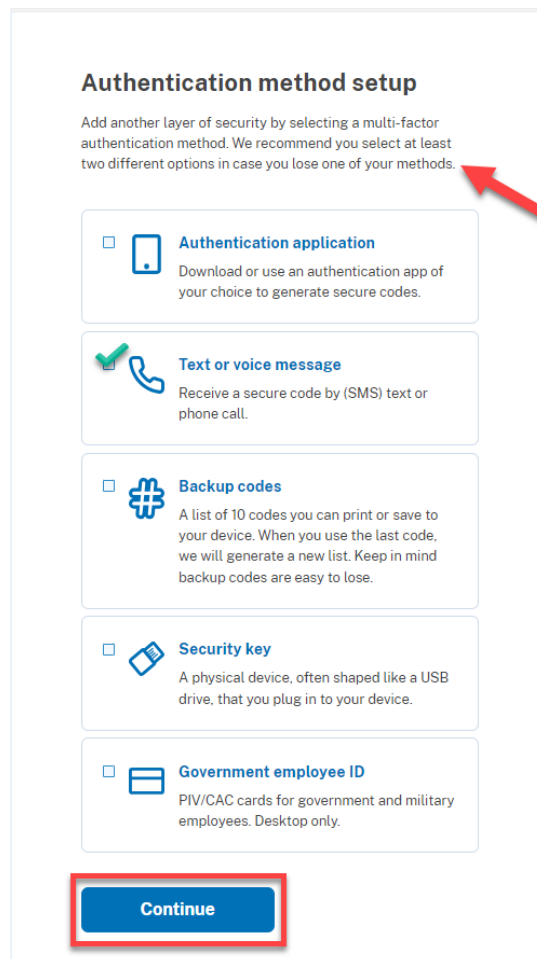
**Note:** Once your Login.gov setup is complete, you will **ONLY** use the email address you entered and the password you created in Login.gov to access eVoucher, so it is important to remember them.

## 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, or 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 to receive a one-time code by text message or phone call, and then 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](#)

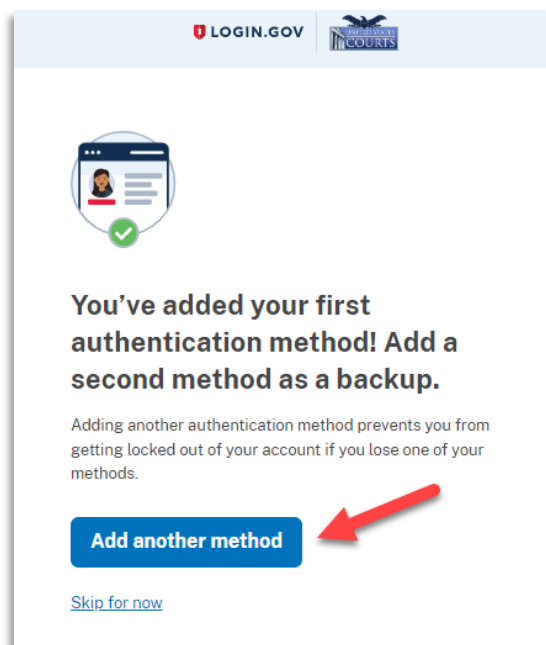
Having trouble? Here's what you can do:

- [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.



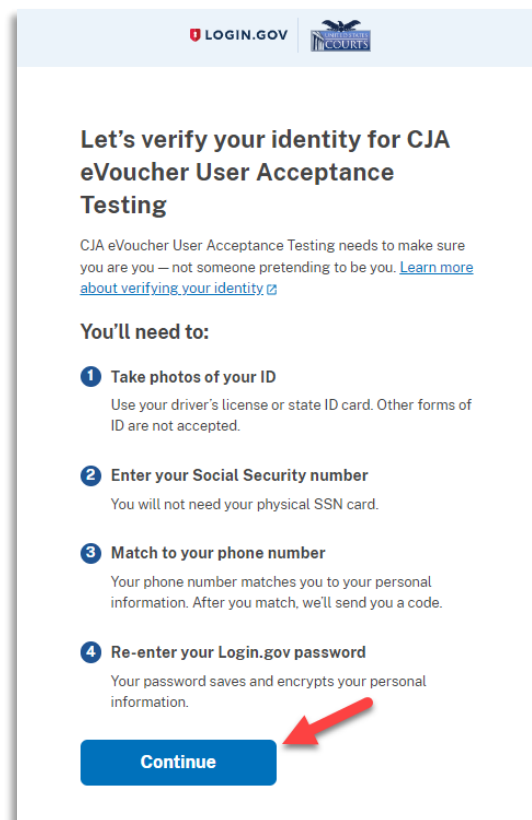
## Identity Verification

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 you and not someone pretending to be you.

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

### Step 1

If you've previously created a Login.gov account, you will be asked to verify your identity after signing in to Login.gov from the eVoucher sign-in page. If you're in the process of creating your Login.gov account, this step automatically appears after you've established your multi-factor authentication method(s). Click **Continue**.



The screenshot shows a web page for identity verification. At the top, there are logos for LOGIN.GOV and the United States Courts. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose of the verification and includes a link to "Learn more about verifying your identity". A section titled "You'll need to:" lists four steps: 1. Take photos of your ID (with a note that only driver's licenses or state ID cards are accepted), 2. Enter your Social Security number (with a note that a physical SSN card is not needed), 3. Match to your phone number (with a note about receiving a code after matching), and 4. Re-enter your Login.gov password (with a note about password encryption). At the bottom, there is a blue "Continue" button, which is highlighted by a red arrow.

LOGIN.GOV | THE COURTS

### Let's verify your identity for CJA eVoucher User Acceptance Testing

CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)

**You'll need to:**

- 1 Take photos of your ID**  
Use your driver's license or state ID card. Other forms of ID are not accepted.
- 2 Enter your Social Security number**  
You will not need your physical SSN card.
- 3 Match to your phone number**  
Your phone number matches you to your personal information. After you match, we'll send you a code.
- 4 Re-enter your Login.gov password**  
Your password saves and encrypts your personal information.

**Continue**



## Step 2

To continue, select the check box allowing Login.gov to ask for, use, keep, and share your personal information to verify your identity, and then click **Continue**.

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.

LOGIN.GOV  

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**

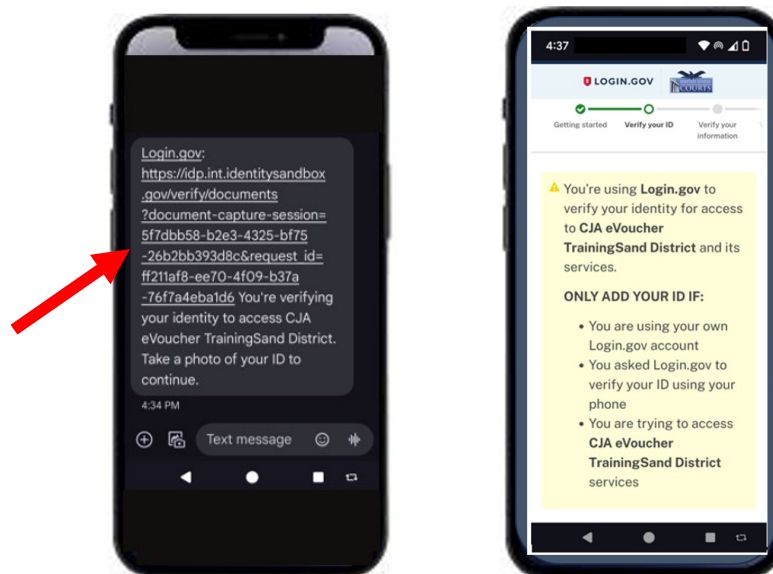
[Cancel](#)

## Option 1: Upload photos from phone (recommended)

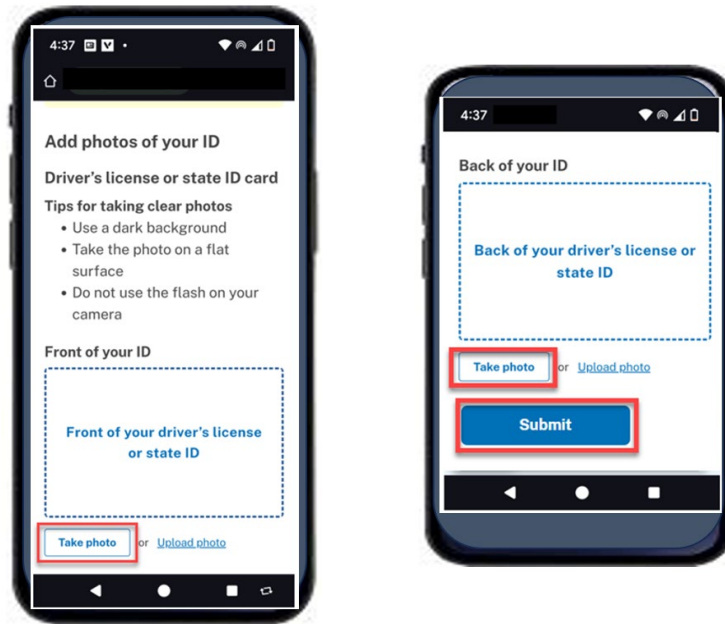
### Option 1

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.

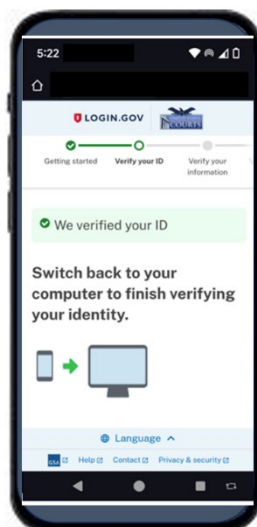
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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.

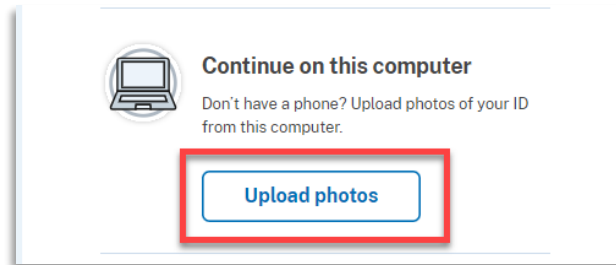


Continue to step 4 to complete the identity verification process.

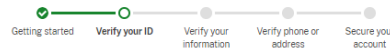
## Option 2: Upload photos from your computer

### 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 upload completes 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**.

**LOGIN.GOV**

Getting started ☒ Verify your ID ☒ **Verify your information** ☐ Verify phone or address ☐ Secure your account

☒ We verified your ID

### Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [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 the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

**Note:** You have five attempts to verify your personal information, after which your account will be locked. To unlock your account, contact Login.gov.

### Step 6

Next, verify your phone number. To do this, in the **Phone number** field, enter your phone number, and then click the appropriate radio button to receive a one-time code either by text message or phone call. Click **Send code**.

**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 (210) 555-5555  
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, re-enter the password you created to access Login.gov, and then click **Continue**.

Getting started   Verify your ID   Verify your information   Verify phone or address   **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**

A personal key is generated. You will need this key if you ever forget your password or lose your authentication method. Keep your key in a secure place and do not share it with anyone. Select the check box to confirm that you have saved your personal key, and then click **Continue**.

The screenshot shows a progress bar at the top with five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, and the fifth is marked with a green circle. Below the progress bar, a green box contains a checkmark and the text 'We secured your verified information'. The main heading is 'Save your personal key'. Below this, a red shield icon is centered behind a box containing the personal key: 'VGCH - MCDA - CGYR - HAX8'. Below the key, it says 'Your personal key was generated on January 22, 2024 at 11:33 AM'. There are three links: 'Copy', 'Download (text file)', and 'Print'. Below these, a message states: 'You need your personal key if you forget your password. Keep it safe and don't share it with anyone. If you reset your password without your personal key, you'll need to verify your identity again.' A link 'Learn more about the personal key' is provided. A checkbox labeled 'I saved my personal key in a safe place.' is highlighted with a red box. Below the checkbox is a blue 'Continue' button, which is also highlighted with a red arrow.

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

✓ We secured your verified information

### Save your personal key

VGCH - MCDA - CGYR - HAX8

Your personal key was generated on January 22, 2024 at 11:33 AM

[Copy](#)   [Download \(text file\)](#)   [Print](#)

You need your personal key if you forget your password.  
Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

[Learn more about the personal key](#)


☐ I saved my personal key in a safe place.

**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.



**Connect your verified information  
to CJA eVoucher TrainingSand  
District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ **Email address**  
davidattorney210+f@gmail.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

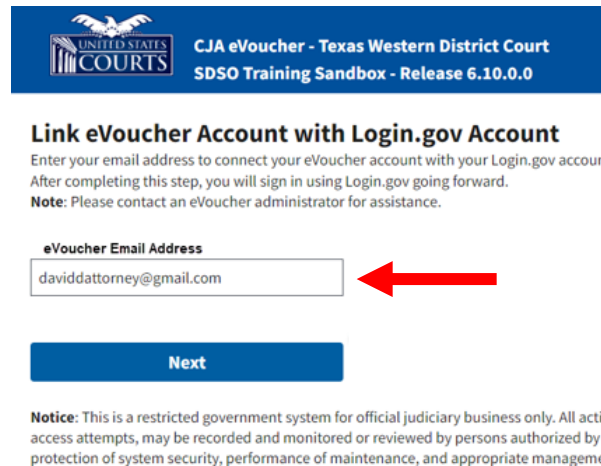
**Agree and continue**

**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.


## 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.



**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.

**eVoucher Email Address**  
 

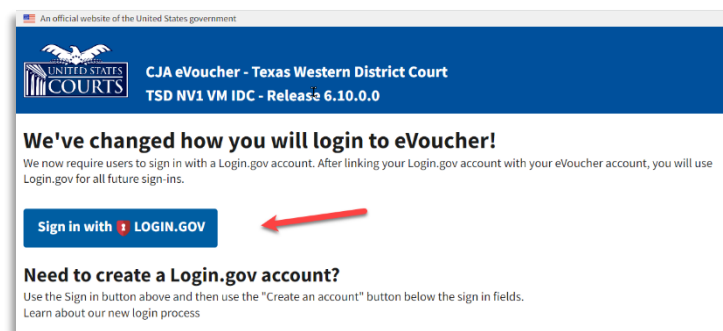
**Next**

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


### 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.



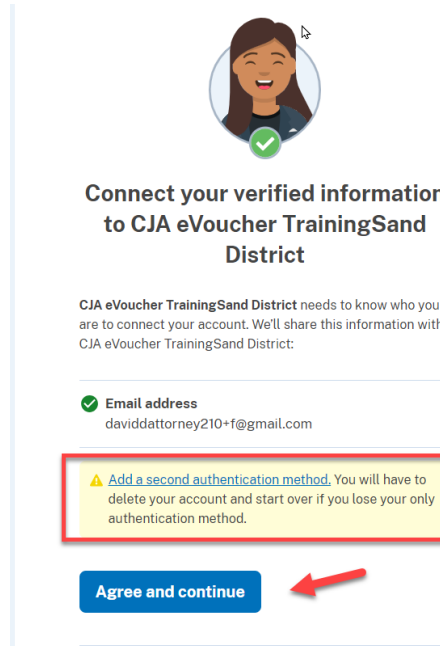
**We've changed how you will login to eVoucher!**  
 We now require users to sign in with a Login.gov account. After linking your Login.gov account with your eVoucher account, you will use Login.gov for all future sign-ins.

**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 login process](#)

## Step 2

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



**Connect your verified information to CJA eVoucher TrainingSand District**

CJA eVoucher TrainingSand District needs to know who you are to connect your account. We'll share this information with CJA eVoucher TrainingSand District:

✓ Email address  
davidattorney210+f@gmail.com

⚠ Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

**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.

**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.

eVoucher Email Address  
davidattorney@gmail.com

**Next**

**Notice:** This is a restricted government system for official judiciary business only. All access attempts, may be recorded and monitored or reviewed by persons authorized 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, delete the pre-populated Login.gov email address and enter your eVoucher SLP email address. Click **Next**.

**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**

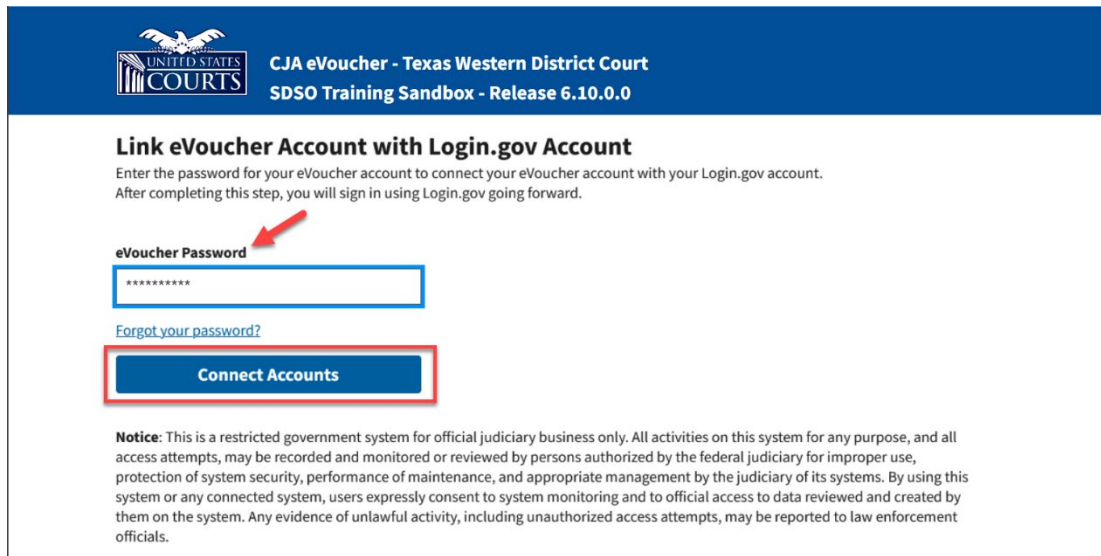
davidattorney@firm.com

**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

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.



**CJA eVoucher - Texas Western District Court**  
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**Link eVoucher Account with Login.gov Account**  
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.

eVoucher Password

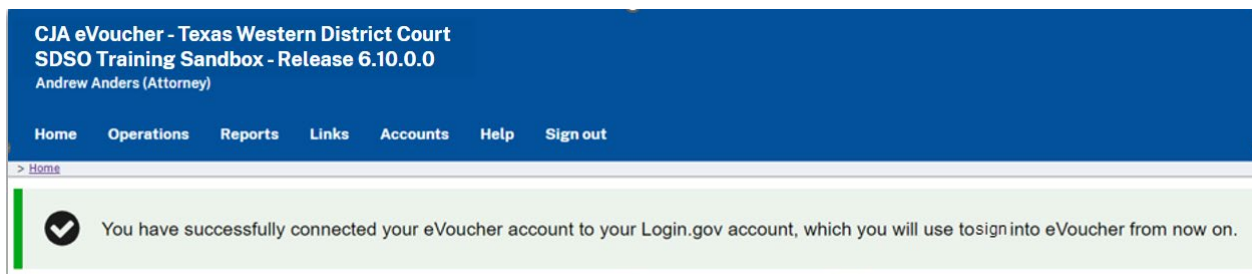
[Forgot your password?](#)

**Connect Accounts**

**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 normally.



**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.

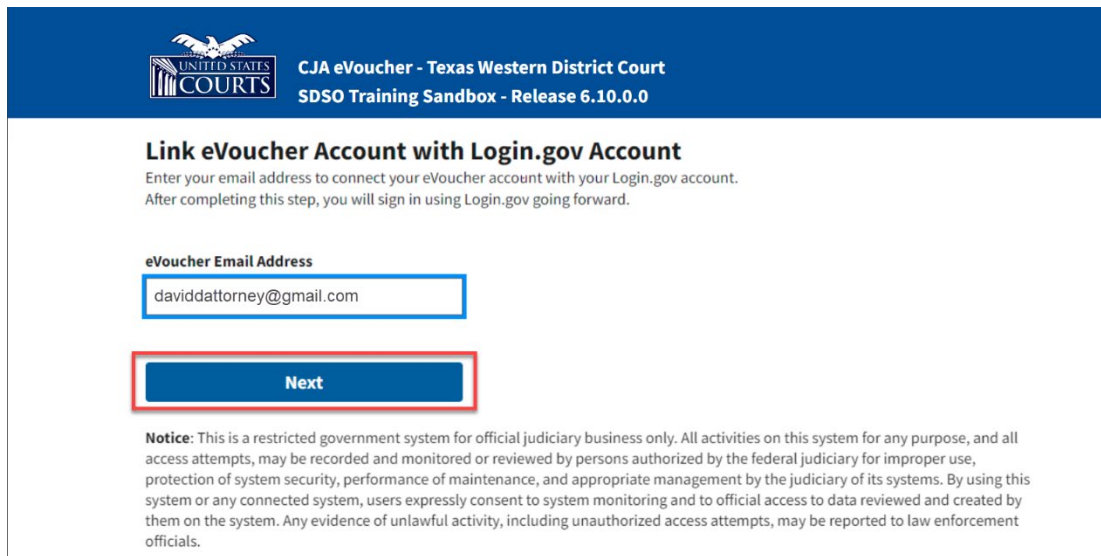
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## 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.

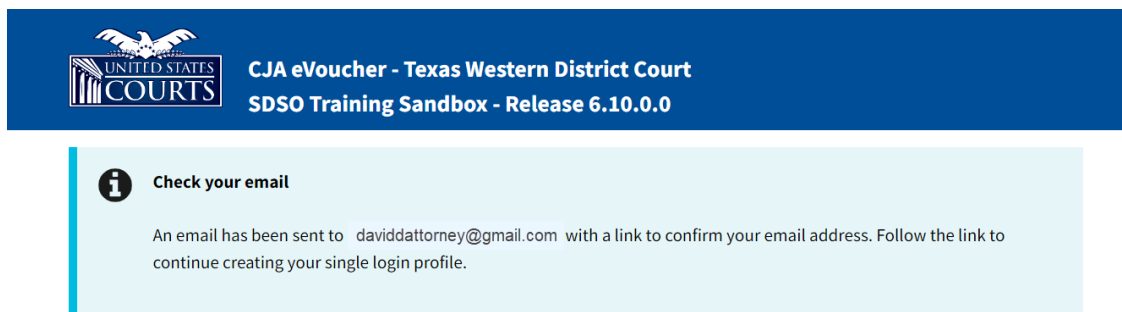
**eVoucher Email Address**  
davidattorney@gmail.com

**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

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



**Check your email**

An email has been sent to davidattorney@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.

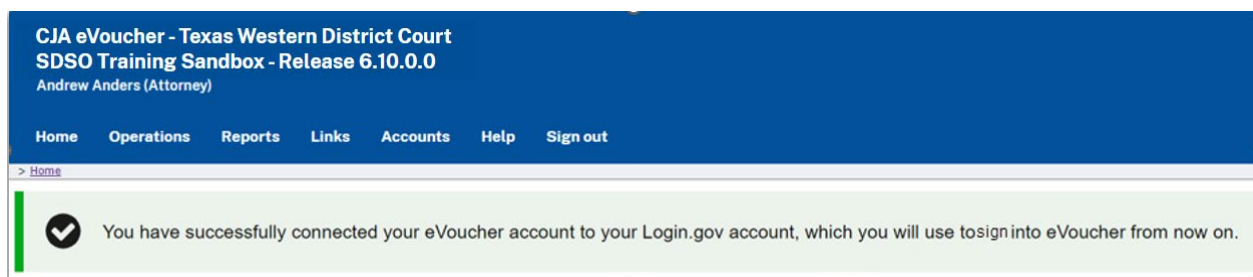
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov)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

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,  
District of Texas Western

### Step 4

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



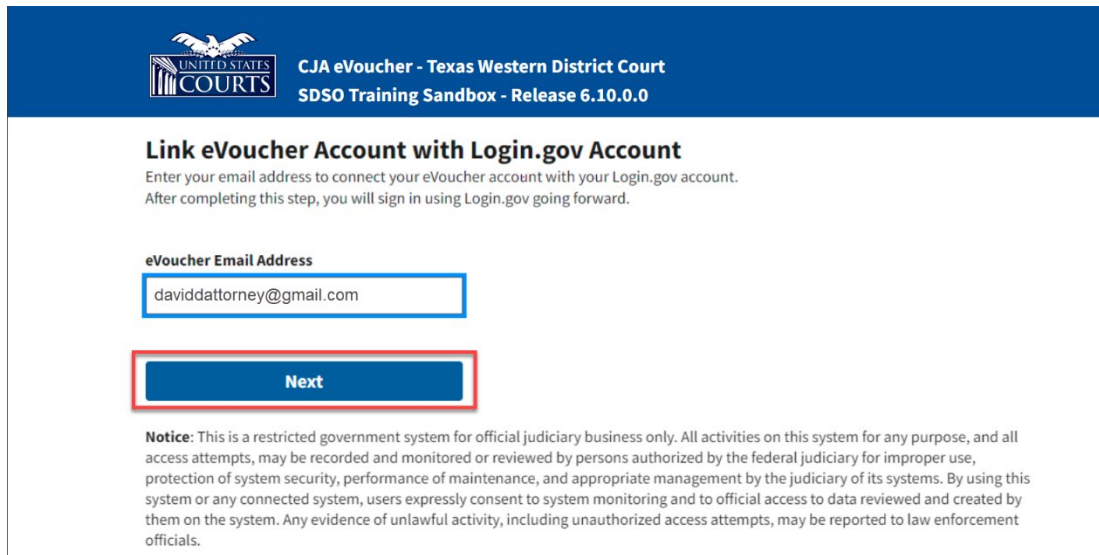
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

## Linking Your Accounts by Email Invitation – 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**.



**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.

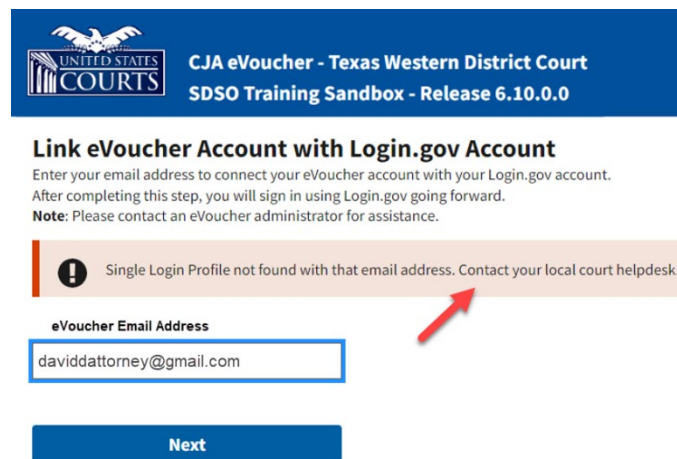
**eVoucher Email Address**  
davidattorney@gmail.com

**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.



**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**  
davidattorney@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.

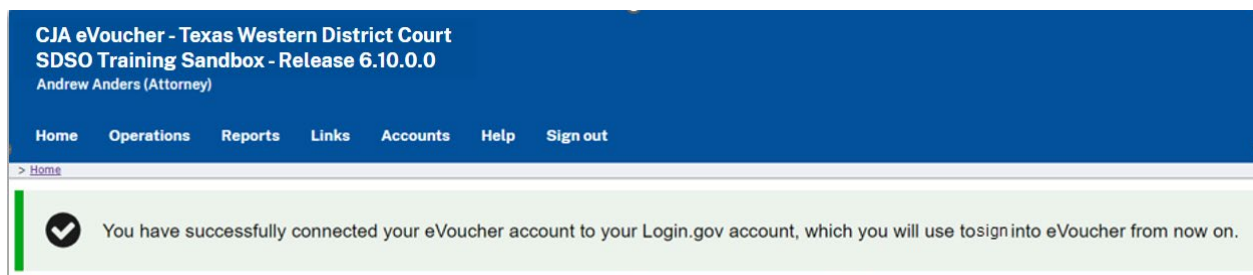
PLEASE NOTE:  
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact [lisa\\_ornelas@ao.uscourts.gov](mailto:lisa_ornelas@ao.uscourts.gov)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

Click [here](#) to connect this eVoucher Single Login Profile to Login.gov. Once connected, you will use Login.gov to sign into eVoucher.

Regards,  
District of Texas Western

### Step 4

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




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

## Signing In to eVoucher

Once you've created your Login.gov account, linked it to eVoucher, and signed in to the application for the first time, you will use your Login.gov credentials to access eVoucher going forward.


### Step 1

To sign in to eVoucher, use any US Courts CJA eVoucher URL to access the Login.gov sign in button. Click **Sign in with LOGIN.GOV**.


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

**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**.



eVoucher SDSO is using Login.gov

to allow you to sign in to your account safely and securely.

Sign in

Create an account

Sign in for existing users

→

Email address

→

Password

☐ Show password

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.

Search:

Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Robert Charles Lee, Jr.	CR	...	04/04/2014

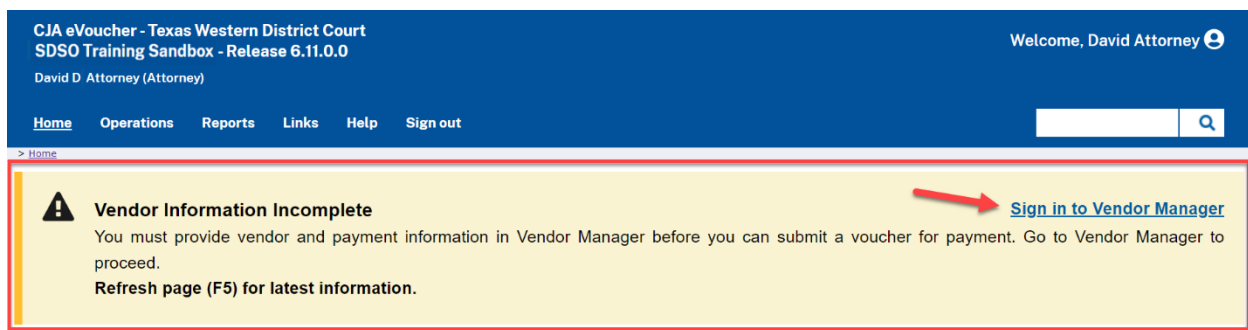
CJA eVoucher | Version 6.11 | United States District Court for the District of New Jersey | April 2025

## 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.

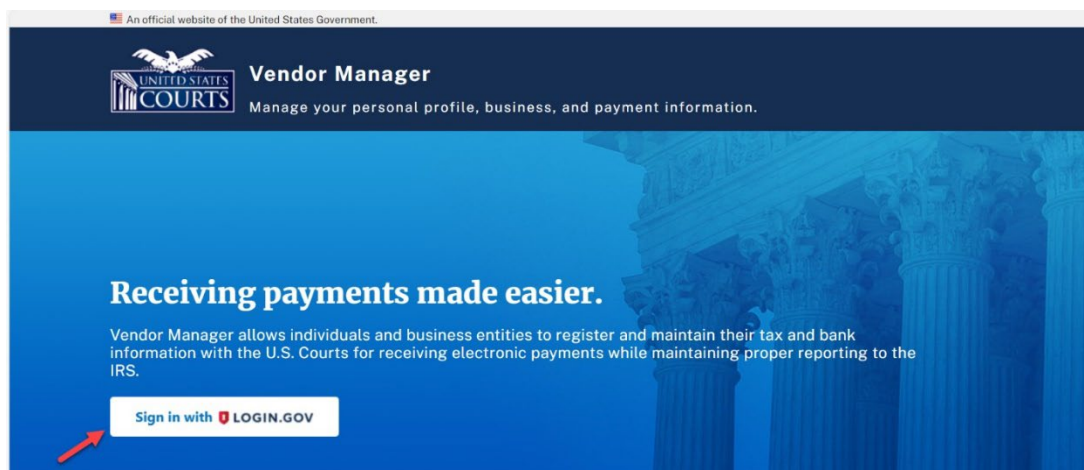
### Step 1

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.



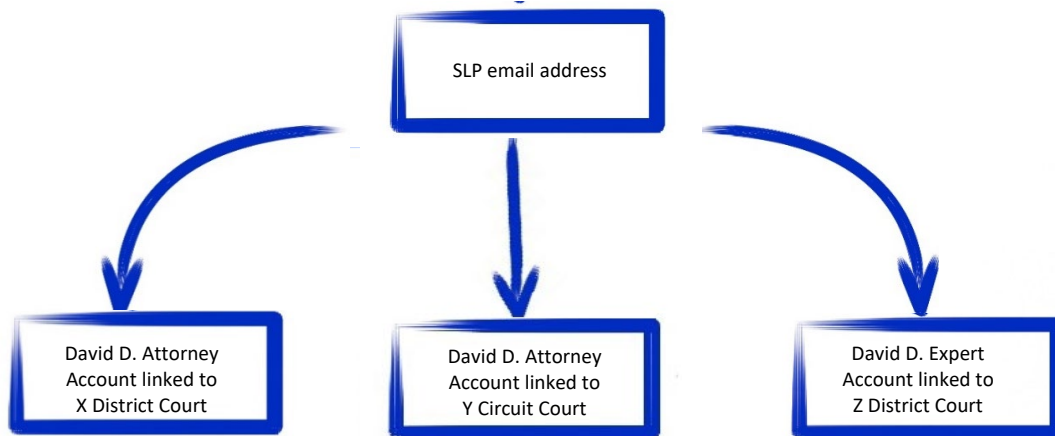
### Step 3

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.

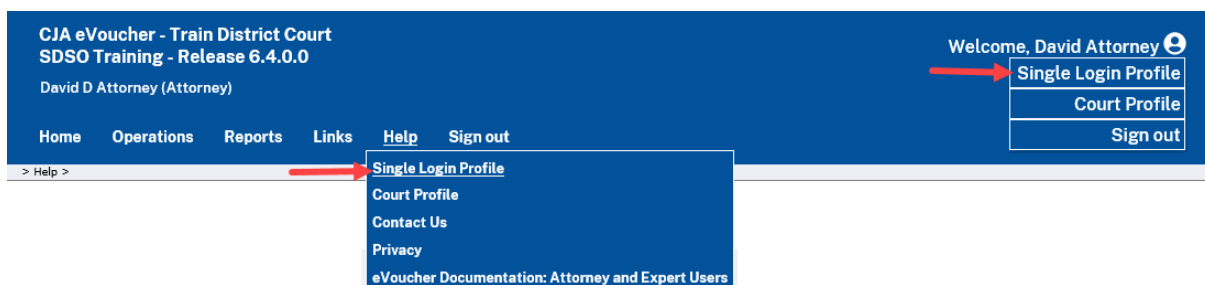
### Single Login Profile for David D. Attorney



On the Single Login Profile page, you can:

- Edit your first, middle, and last name.
- Edit your email address.
- View your linked eVoucher accounts.
- Change your default court.

To access the Single Login Profile page, from the menu bar, click **Help**, and then click **Single Login Profile**, or point to the profile icon, and then click **Single Login Profile**.



## Editing Your SLP

Your SLP information is divided into 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 ← -

First name	Middle name	Last name	Suffix
David	D	Attorney	-

Email address  
davidattorney210@gmail.com

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 – Andrew Anders**

Account Information ← -

First name	Middle name	Last name	Suffix
Andrew	-	Anders	-

Step 2

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

Single Login Profile – Andrew Anders

Account Information

First name

Middle name

Last name

Suffix

Andrew

Anders

Cancel

Save changes

**Note:** It is important to remember that changing your SLP name does not change the name associated with your court profile.

## Updating Your SLP Email Address

### Step 1

Click the **Edit** link to the right of your email address.

**Email address**  
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

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

First name	Middle name	Last name	Suffix
David	D	Attorney	-

[Edit](#)

##### Email address

##### Confirm email address

[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 forgot your password requests. The Login.gov logo is visible in the Password section of your SLP account information; you do not have the option to edit your password from here.

Help > [Single Login Profile](#)


[Back to List](#) [Edit User](#) [Assign Roles](#) Single Login Profile

### Single Login Profile – Morales Attorney

**Account Information** —

First name	Middle name	Last name	Suffix	
Morales	-	Attorney	-	<a href="#">Edit</a>

**Email address**  
MoralesAttorney210@gmail.com [Edit](#)

**Password**  


**Note:** Login.gov is a separate application from eVoucher. For password assistance, visit their Help center page at <https://www.login.gov/help> or call their 24-hour help line at (844) 875-6446.

## Viewing Billing Information

### Step 1

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

### Single Login Profile – David Attorney

**Account Information** +

**Billing Information** +

**Linked eVoucher Accounts** +

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

Account Information

+


Billing Information

–

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

David Attorney  
TIN (SSN): .....00

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



Linked eVoucher Accounts

+

# 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.

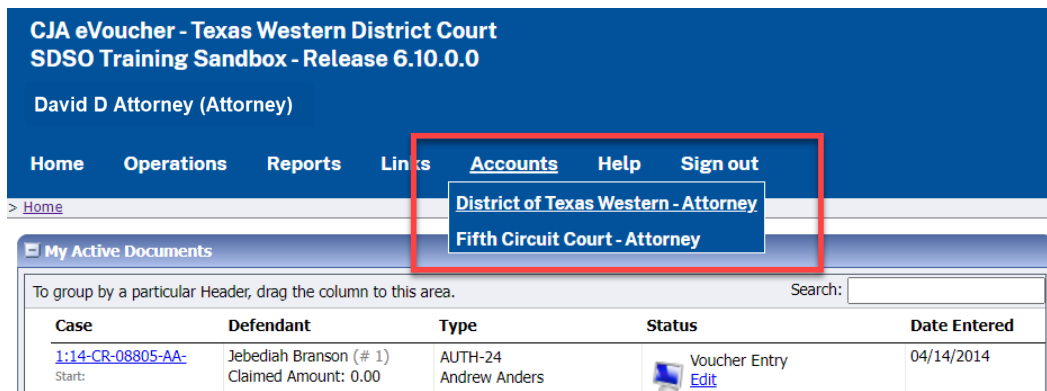
Account	User Type	Default
District of Texas Western (DavidAttorney)	Attorney	<input type="radio"/>
Fifth Circuit Court (DavidAttorney)	Attorney	<input checked="" type="radio"/>

Cancel

Save changes

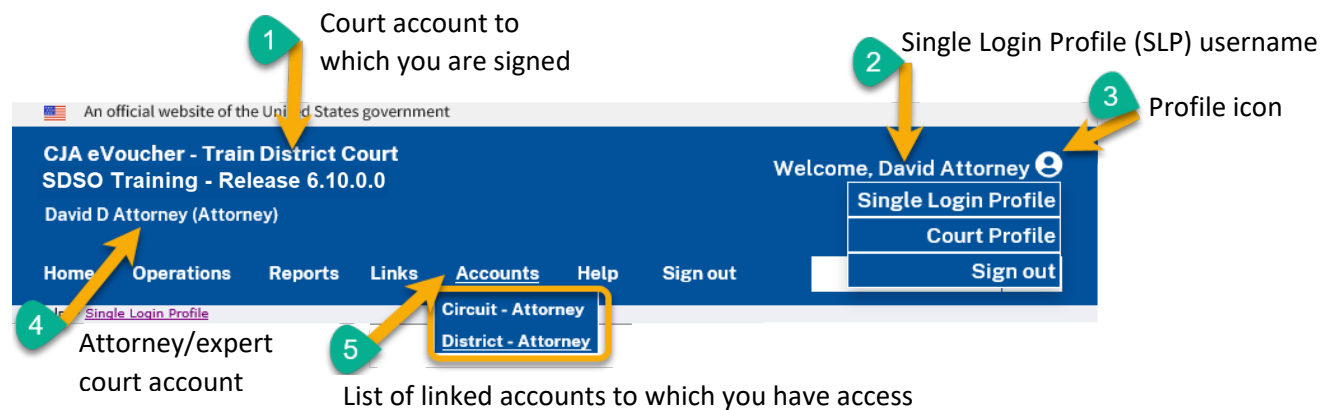
## Accessing Multiple Accounts in eVoucher

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



## Single Login Profile (SLP) vs. Court Profile

Here are some tips for viewing which court account you are in and who you are within that court.



1. **Court account** – This is the court account you selected from the **Accounts** menu, showing the account to which you are signed in.
2. **Single Login Profile (SLP)** – This profile is attached to a person. It connects multiple eVoucher accounts a user may have.
3. **Profile icon** – You can access your SLP or court profile, or sign out from here. You can also access these options from the **Help** menu.
4. **Court account username** – This displays the court user you are signed in as, and your full name and user role as they appear for that court profile.
5. **Accounts menu** – From this menu, you can access all of the court accounts to which you are linked.

## Home Page

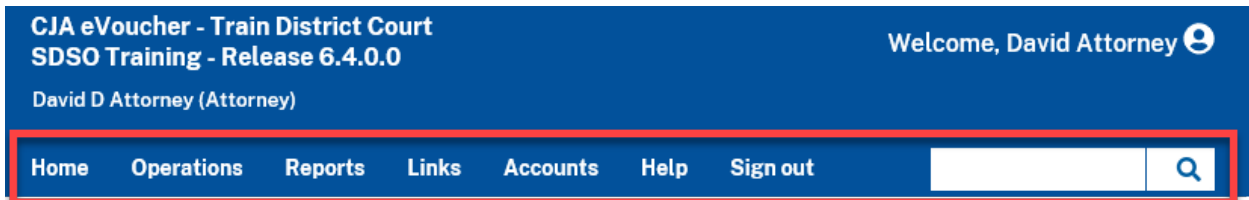
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the CJA eVoucher Home Page with a navigation bar at the top containing links for Home, Operations, Reports, Links, Help, and Sign out. The main content area is divided into several sections:

- My Active Documents:** A table listing active documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows three entries for Paul William Clark (# 1) with claimed amounts of 1,200.00, 0.00, and 0.00.
- Appointments' List:** A section for appointments, currently showing no data.
- My Proposed Assignments:** A section for proposed assignments, currently showing no data.
- My Submitted Documents:** A table listing submitted documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows four entries for Paul William Clark (# 1) with various statuses like 'Submitted to Court' and 'Submitted to Court'.
- My Service Provider's Documents:** A table listing documents from service providers with columns for Case, Defendant, Type, Status, and Date Entered. It shows two entries for Paul William Clark (# 1) with statuses 'Voucher Entry' and 'Voucher Entry'.
- Closed Documents:** A section for closed documents, currently showing no data.

Section Name	Contents
<b>My Active Documents</b>	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.
<b>Appointments' List</b>	This is a quick reference to all your appointments.
<b>My Proposed Assignments</b>	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it.
<b>My Submitted Documents</b>	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.
<b>My Service Provider's Documents</b>	This section contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> <li>Vouchers in progress by the experts.</li> <li>Vouchers submitted to the attorney for approval and submission to the court.</li> <li>Vouchers signed off by the attorney and submitted to the court for payment.</li> </ul>
<b>Closed Documents</b>	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 in the CJA eVoucher Program



Menu Bar Item	Description
<b>Home</b>	Click to access the eVoucher home page.
<b>Operations</b>	Click to search for specific appointments.
<b>Reports</b>	Click to view selected reports you can run on your appointments.
<b>Links</b>	Click to access links to CJA resources such as forms, guides, publications, etc.
<b>Accounts</b>	Click to access your different court accounts.
<b>Help</b>	Click to access: <ul style="list-style-type: none"> <li>• Another link to your Single Login Profile (SLP).</li> <li>• Another link to your court profile.</li> <li>• Contact Us email.</li> <li>• Privacy notice.</li> <li>• eVoucher help documentation for attorneys and experts.</li> </ul>
<b>Sign out</b>	Click to sign out of the eVoucher program.
<b>Search field</b>	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

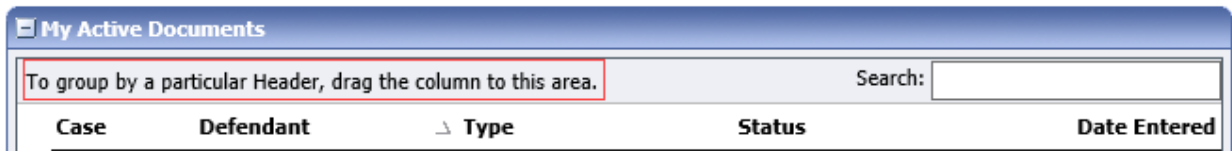
Click and drag the line in the desired direction to enlarge or reduce the column size.

**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.

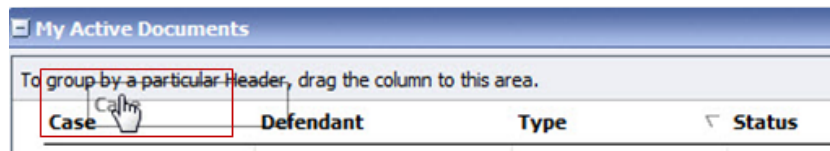
### Step 1

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 contact information, phone, email, 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. Copies of a W-9 must be provided to the court, and 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.

> Help > [Court Profile](#)

### Court Profile

<b>Attorney Info</b> This is the contact information that will appear on payment vouchers. SSN is required for national mandatory reporting.	Bar Number: Name: <b>Andrew Anders</b> Contact Info: Phone: 210-555-1234 deadmail@support.aotx.uscourts.go Address: 110 Main Street San Antonio, TX 78210 US	<input type="button" value="Edit"/>
<b>Billing Info</b> View Electronic Payment details on the SLP. Manage payment accounts at Vendor Manager. Editing is no longer available here.	<input type="button" value="View SLP"/>	
<p style="text-align: center;"><b>Manage at Vendor Manager</b></p>		
<b>Holding Period</b> No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>	
<b>Continuing Legal Education</b> No info has been stored. Please click VIEW to type your info.	<input type="button" value="View"/>	



# 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. SSN is required for national mandatory reporting.

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

Edit

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

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. SSN is required for national mandatory reporting.

\* Required Fields

Bar Number

Tax Identification Number: \* (If on Panel)

SSN: 

.....

Confirm: 

.....

006-20-2024

First Name \*

Andrew

 Middle Last Name \*

Anders

Main Email \*

aandersattorney@gmail.com

2nd Email

deadmail@support.aotx.uscourts.gov

3rd Email

Phone \*

210-555-1234

 Cell Phone

210-555-2400

Address 1 \*

110 Main Street

 City \*

San Antonio

Address 2 State \* (US only)

TEXAS

 Zip \* (US only)

78210

Address 3 Country \*

UNITED STATES

☐ Foreign Vendor?

Save

cancel

**Notes:**

- SSN/EIN information displays in the Attorney Info section for attorney accounts with this information that were added to eVoucher prior to the 6.11 release. You cannot edit this information in the court profile and must go to VMS to change your SSN or EIN.
- The **Country** field is automatically set to **UNITED STATES** unless otherwise indicated.
- Foreign vendors should select the **Foreign Vendor?** check box and enter the appropriate information.
- You can list as many as three email addresses. Notifications from eVoucher are sent to all email addresses.

## Billing Info

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.

HomeOperationsReportsLinksHelpSign 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**

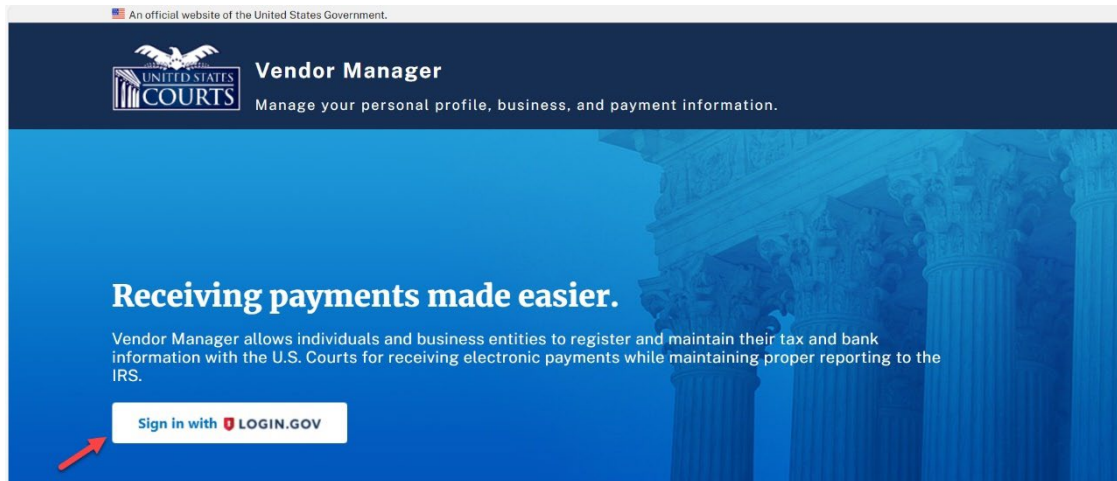
Click the **Manage at Vendor Manager** link to access VMS.

**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.

## Continuing Legal Education (CLE)

### Step 1

In the Continuing Legal Education section, click **View** to access the CLE information.

The screenshot shows a box titled "Continuing Legal Education". Inside, it says "No info has been stored. Please click VIEW to type your info." A red rectangle highlights the "View" button in the top right corner.

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**.

The screenshot shows the "Continuing Legal Education" section with a table. Above the table are buttons: "Back", "Edit", "Add", and "Delete". The "Add" button is highlighted with a red rectangle. The table has columns: "Files", "Credit", "Date", "Hours", and "Subject". A search bar is on the right. The table is currently empty, showing "No Continuing Legal Education" and "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**.

The screenshot shows the "Add" form for Continuing Legal Education. It includes fields for "Credit" (a dropdown menu with "Sentencing-rel" selected), "Date" (05/01/2014), "Hours" (0), and "Description" (a text area). A red rectangle highlights the "Credit" dropdown, the "Date" and "Hours" fields, and the "Description" text area. A "Save" button is at the top right. A note at the bottom says: "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.

Click **Browse** to upload and attach a PDF document. Once the document is uploaded, click **Save**.

Back

Save

Credit

Sentencing-rel

Date

05/15/2014

Hours

0

Description

Document

Browse...

Step 4

Education

<div>Back</div> <div>Edit</div> <div>Add</div> <div>Delete</div>				
<div>Search:</div>				
Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		
1				
Page 1 of 1 (1 items)				

**Note:** All entries appear in the grid. To access, edit, or delete an entry, click the entry and then click **Edit** or **Delete**.

## Appointments' List

On your home page, in the Appointments' List section, locate the desired case.

### Step 1

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

Appointments' List

Search:

**Appointments**

[Case: 1:14-CR-08805-AA](#)  
 Defendant #: 1  
 Case Title: USA v. Branson  
 Attorney: Andrew Anders  
 Representation ID: 2  
 Appointment ID: 4

**Defendant**

**Defendant: Jebediah Branson**  
 Representation Type: Criminal Case  
 Order Type: Appointing Counsel  
 Order Date: 03/03/14  
 Pres. Judge: Albert Albertson  
 Adm./Mag Judge:

**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  
**CJA-20** [Create](#)  
 Appointment of and Authority to Pay Court-Appointed Counsel  
**CJA-21** [Create](#)  
 Authorization and Voucher for Expert and other Services  
**CJA-24** [Create](#)  
 Authorization and Voucher for Payment of Transcript  
**CJA-26** [Create](#)  
 Statement for a Compensation Claim in Excess of the Statutory Case Compensation Maximum: District Court  
**TRAVEL** [Create](#)  
 Authorization for payment of Travel  
**Reports**  
[Appointment Report](#)  
[Defendant Detail Budget Report](#)  
 Detail budget info for defendant  
[Defendant Summary Budget Report](#)  
 Totals only of budget info for defendant  
[Attorney Time](#)  
[Case Detail Budget Report](#)

**Appointment Info**

1. CJA-DEF-DEF CODE 0101	2. PERSON REPRESENTED Jebediah Branson	3. APPEALS DAY/DEF NUMBER	4. OTHER DAY/DEF NUMBER
5. MAG DAY/DEF NUMBER	6. DEF DAY/DEF NUMBER 1:14-CR-08805-1-AA	7. TYPE PERSON REPRESENTED Adult Defendant	8. REPRESENTATION TYPE Criminal Case
9. IN CASE MATTER OF (Case Name) USA v. Branson	10. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)		
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: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:jus_anders@scs.scourts.gov">jus_anders@scs.scourts.gov</a>			
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 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 5/3/2014 Year Pro Trac Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
14. LAW FIRM NAME AND MAILING ADDRESS			

**Vouchers on File**

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

Search:

Case	Defendant	Type	Status	Date Entered
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	08/01/2022
	Claimed Amount: 1,000.00	Andrew Anders Chemist/Toxicologist	<a href="#">Edit</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Entry	07/28/2022
	Claimed Amount: 500.00	Andrew Anders Chemist/Toxicologist	<a href="#">Edit</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Submitted to Court	01/25/2022
	Claimed Amount: 0.00	Rick Astley Chemist/Toxicologist	<a href="#">0101.0000357</a> FINAL PAYMENT	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
	Claimed Amount: 400.00 Approved Amount: 400.00	Andrew Anders Chemist/Toxicologist	<a href="#">0101.0000556</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
	Claimed Amount: 900.00 Approved Amount: 900.00	Andrew Anders Chemist/Toxicologist	<a href="#">0101.0000555</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	01/19/2022
	Claimed Amount: 750.00 Approved Amount: 750.00	Andrew Anders Chemist/Toxicologist	<a href="#">0101.0000291</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Voucher Entry	12/14/2021
	Claimed Amount: 0.00	Lucy Hall Litigation Support Services	<a href="#">Edit</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
	Claimed Amount: 10,500.00 Approved Amount: 10,000.00	Andrew Anders Psychologist	<a href="#">0101.0000520</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
	Claimed Amount: 1,200.00 Approved Amount: 1,200.00	Andrew Anders Chemist/Toxicologist	<a href="#">0101.0000919</a>	
<a href="#">1:14-CR-08805-AA</a>	Jebediah Branson (# 1)	CJA-21	Submitted to Court	12/14/2021
	Claimed Amount: 1,050.00	Rick Astley Chemist/Toxicologist	<a href="#">0101.0000318</a> FINAL PAYMENT	

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

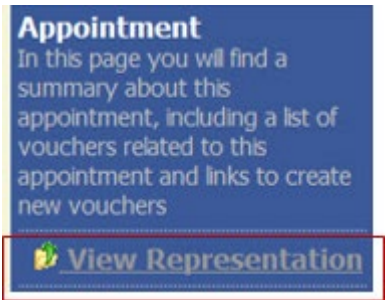
## View Representation

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

In this page you can view or delete the representation.

Reports

[Representation Report](#)

Representation Info

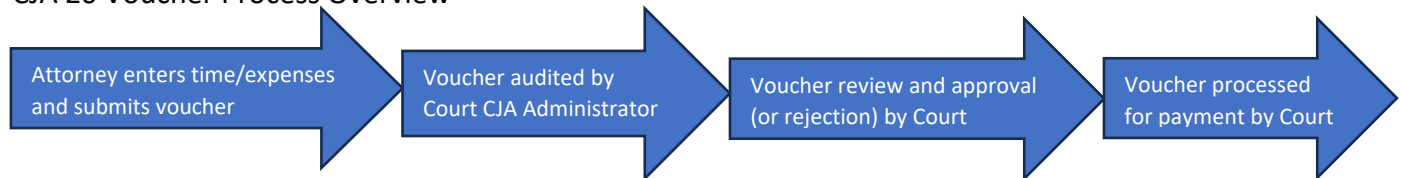
1. CIR. DIST/DIV CODE 0101		2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER		4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER		6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson		8. PAYMENT CATEGORY Felony (including pre-trial 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 \$11,500.00		PRESIDING JUDGE Albert Albertson		MAGISTRATE JUDGE	
				DESIGNEE 1	
				DESIGNEE 2	

App.ID	Attorney	Order Type	Order	Email
4	Andrew Anders	Appointing Counsel	03/03/14	<a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>



# Creating a CJA-20 Voucher

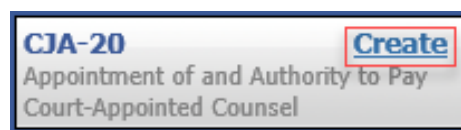
## CJA 20 Voucher Process Overview



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.

**CJA-20 Attorney Enters**

Def.: Kip Longoria

[Link to CM/ECF](#)

Voucher #:  
Start Date:  
End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit:  
\$11,500.00

Fee Amount Remaining After Approved and Pending:  
\$11,500.00

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

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

Reports  
[Form CJA20](#)  
[Defendant Detail Budget Report](#)  
Detail budget info for defendant

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Kip Longoria	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:71-CR-01989-616-AA	4. DIST. DKT. DEF. NUMBER 1:71-CR-01989-616-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) Longoria vs USA	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 15:1644.F CREDIT CARD FRAUD			
12. ATTORNEY'S NAME AND MAILING ADDRESS Morales Attorney - Bar Number: 2222222 1234 Main Street San Antonio TX 78221 Phone: 2105551234 - Fax: 2105554321 Email: <a href="mailto:MoralesAttorney210@gmail.com">MoralesAttorney210@gmail.com</a>		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 <input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> X Administrative	
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 10/1/2021 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

**Payment Info**

Preferred Payee: Morales Attorney

**Morales Attorney**  
 Billing Code: 0101-000105  
 1234 Main Street  
 San Antonio, TX  
 78209 - US  
 Phone: 2105551234  
 Fax:

« 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.

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

### Services

Date: 4/17/2020 \* Description:

Service Type:

Doc.# (ECF):  Pages:

Hours:  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
(Empty)					

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

< First < Previous **Next >** Last >

### Step 2

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

### Services

Date: 04/17/2020 \*

Service Type:

Doc.# (ECF):

Hours:

\* Required Fields

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

Service Type	Date	Description	Hrs	Rate	Amt
(Empty)					

Step 3

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

### Services

Date	04/17/2020 *	Description
Service Type	<div><div></div></div> *	
Doc.# (ECF)	In Court Services	
Hours	<div><div>a. Arraignment and/or Plea</div><div>b. Bail and Detention Hearings</div><div>c. Motion Hearings</div><div>d. Trial</div><div>e. Sentencing Hearings</div></div>	
* Required Fields		
To group by a pa		
Service Type		

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

Step 4

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

Date	04/17/2020 *	Description	First appearance an arraignment of defendant.
Service Type	a. Arraignment and/or Plea *		
Doc.# (ECF)		Pages	
Hours	5.0 *	at \$148.00 per hour.	
			<div><div>Add</div><div>Remove</div></div>

\* 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. Be sure to click **Save**. Click an entry to edit.

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

Services

Date04/17/2020\*

DescriptionFirst appearance an arraignment of defendant.

Service Typea. Arraignment and/or Plea\*

Doc.# (ECF)

Pages

Hours5.0\* 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
a. Arraignment and/or Plea	04/17/2020	First appearance an arraignment of defendant.	5.0	\$148.00	\$740.00

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

CJA eVoucher | Version 6.11 | United States District Court for the District of New Jersey | April 2025

## Importing Service Entries

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

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

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

### Step 1

After you select the appropriate appointment and click the **Create** link for the CJA-20 voucher, the document opens. In the **Actions** menu on the left side of the page, click the **Import Service Entries (.csv)** link.

**CJA-20 Attorney Enters Voucher**

Def.: Jebediah Branson

[Link to CM/ECE](#)

Voucher #:   
 Start Date:   
 End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$10,300.00

Fee Amount Remaining After Approved and Pending: \$10,300.00

**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**

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-S8-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			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 - Fax: 210-265-1185 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>			
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 Passed 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: _____ Date of Order: 7/1/2024    Name: Pro Tunc Date: _____ Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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

## Step 2

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

Basic Info Services Expenses Claim Status Documents Confirmation

### 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   Description

Service Type

Doc.# (ECF)  Pages

Hours  at \$155.00 per hour.

\* Required Fields

### Step 3

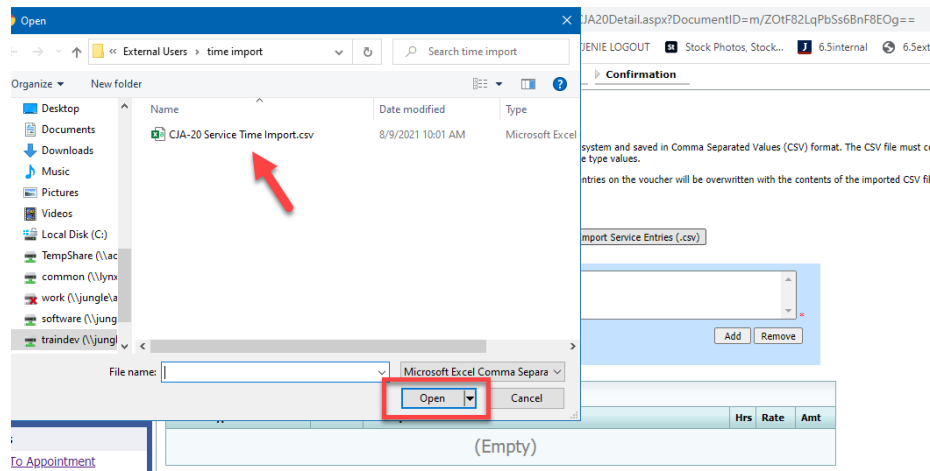
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.

The screenshot shows the 'Services' tab in the CJA eVoucher interface. At the top, there are tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents', and 'Confirmation'. The 'Services' tab is active. Below the tabs, there is a text box explaining that eVoucher can import service time entries from a law firm billing system in CSV format. An 'IMPORTANT' note states that existing service entries will be overwritten. A link for '+ Additional Information' is provided. A red box highlights the 'Import Service Entries (.csv)' button. Below this, there are input fields for 'Date' (8/6/2021), 'Service Type', 'Doc. # (ECF)', 'Pages', 'Hours', and 'Description'. There are 'Add' and 'Remove' buttons. At the bottom, there is a table with columns 'Service Type', 'Date', 'Description', 'Hrs', 'Rate', and 'Amt'. The table is currently empty, and a message says 'No data to paginate'. There are also 'Go to page:' and 'View items per page:' options.

**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**.



Step 5

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

Basic Info

Services

Expenses

Claim Status

Documents

Confirmation

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.

Services

Date9/3/2021Service TypeDoc. # (ECF)HoursPagesat \$152.00 per hour.

AddRemove

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

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
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>	09/02/2021
<a href="#">2:18-MJ-07088--</a> Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry <a href="#">Edit</a>	09/03/2021

### Step 2

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

**CJA-20 Attorney Enters**

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:   
Start Date:   
End Date:

Services: \$0.00

Expenses: \$0.00

Representation Fee Limit: \$11,500.00

Fee Amount Remaining After Approved and Pending: \$11,500.00

**Tasks**

[Link To Appointment](#)

[Link To Representation](#)

**Actions**

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

**Reports**

[Form CJA20](#)

[Defendant Detail Budget Report](#)

Detail budget info for defendant

**Basic Info**

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) 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: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_cmelas@astco.uscourts.gov">lisa_cmelas@astco.uscourts.gov</a>			
13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> E Sub for Federal Defender <input type="checkbox"/> F Sub for Retained Attorney <input type="checkbox"/> G Appointing Counsel <input type="checkbox"/> H Sub for Pro Se <input type="checkbox"/> I Retained Attorney <input type="checkbox"/> J Sub for Pro Se <input type="checkbox"/> K Administrative <input type="checkbox"/> L Leased Counsel (Capital Only) <input type="checkbox"/> M Pro Se <input type="checkbox"/> N Standby Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Sub for Pro Se <input type="checkbox"/> Q Sub for Retained Attorney <input type="checkbox"/> R Sub for Pro Se <input type="checkbox"/> S Administrative <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> V Administrative <input type="checkbox"/> W Sub for Pro Se <input 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14. LAW FIRM NAME AND MAILING ADDRESS

**Payment Info**

Preferred Payee: **Andrew Anders - Andrew Anders**

**Andrew Anders - Andrew Anders**

Billing Code: 0101-00002

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

### Step 3

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

Basic Info Services Expenses Claim Status Documents Confirmation

## 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  \*  Description

Service Type  \*

Doc.# (ECF)  Pages

Hours  \* at \$155.00 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	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00

### Step 4

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

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](#)

**Import Service Entries (.csv)**

Date: 9/3/2021 \* Service Type: \* Description: \*

Doc.# (ECF): \* Pages: \*

Hours: \* at \$155.00 per hour. Add Remove

\* Required Fields

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

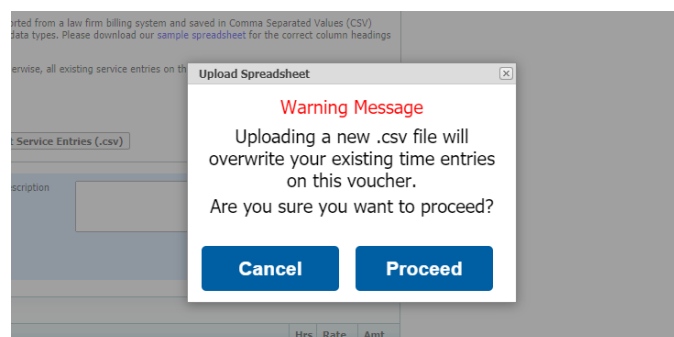
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

### Step 5

A dialog box appears, stating that the existing time entries on your current voucher will be overwritten when you upload your .csv file.

**Note:** To include any existing entries, you must manually enter them in your .csv file.

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



## Entering Expenses

### Step 1

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

**Expenses**

Date: 4/17/2020 \*

Expense Type: \*

Miles:  at \$0.575 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: 4/9/2020 \*

Expense Type: \*

Miles:

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

**Expense Type Options:**

- 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

Date4/17/2020

Expense TypeTravel Miles

Miles20

Amount

DescriptionTravel to and from court.

AddRemove

\* 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 paginateGo 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

Date4/17/2020

Expense Type

Miles

Amount

Description

AddRemove

\* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50

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

CJA eVoucher | Version 6.11 | United States District Court for the District of New Jersey | April 2025

**Step 4**

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

**Expenses**

Date  \*  Description

Expense Type

Miles  at \$0.575 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	04/17/2020	Travel to and from court.	20	\$0.575	\$11.50
Photocopies	04/18/2020	Copies - 100 pages @ .10 per page.	0	\$0.000	\$10.00

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

« First < Previous Next > Last »

**Notes:**



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

**Claim Status****Step 1**

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

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

### Claim 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 »

## Step 2

In the **Start Date** field, enter the start date from the services or the expenses entry, whichever date is earliest. If necessary, go back to the Expense and Service sections and click the **Date** header to sort by the earliest date of services. Answer all the questions regarding previous payments in this case, and then click **Save**. Click **Audit Assist** at any time to view any errors or warnings regarding your document.

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

**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**

### 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:

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

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

C:\Users\JaimeLongoria\ Browse...

Description

Document

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

### Step 2

To add an attachment, click **Browse** to locate your file. Add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

### Supporting Documents

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

File

C:\Users\JaimeLongoria\ Browse...

Description

Document

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« 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. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF NUMBER	6. OTHER DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) 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: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		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 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	
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: XX-XXXXXXX 110 Main Street San Antonio TX 78210 US Phone: 210-833-5623		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc 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	1.0	\$158.00			
b. Bail and Detention Hearings	2.0	\$316.00			
c. Motion Hearings	3.0	\$474.00			
d. Trial	4.0	\$632.00			
e. Sentencing Hearings	3.0	\$474.00			
f. Revocation Hearings	0.0	\$0.00			
g. Appeals Court	0.0	\$0.00			
h. Other	7.0	\$1,106.00			
<b>Totals</b>	20.0	\$3,160.00			
16. a. Interviews and Conferences	8.0	\$1,264.00			
b. Obtaining and Reviewing Records	7.0	\$1,106.00			
c. Legal Research and Brief Writing	8.0	\$1,264.00			
d. Travel Time	6.0	\$948.00			
e. Investigative and Other Work	1.3	\$205.40			
<b>Totals</b>	30.3	\$4,787.40			
17. Travel Expenses (lodging, parking, meals, mileage, etc.)		\$24.53			
18. Other Expenses (other than expert, transcripts, etc.)		\$4.40			
<b>GRAND TOTALS (CLAIMED AND ADJUSTED)</b>		\$7,976.33			


19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 11/01/2022 TO: 11/30/2022	20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION	21. CASE DISPOSITION
22. CLAIM STATUS <input checked="" type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (*) <input type="checkbox"/> Supplemental Payment <input type="checkbox"/> Withholding Payment (---) (Total ---)		
Have you previously applied to the court for compensation and/or reimbursement for this case? <input type="checkbox"/> YES <input checked="" 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 statements. 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. TOTAL AMT. APPR. CERT.	
28. SIGNATURE OF THE PRESIDING JUDGE		DATE		28a. JUDGE CODE	
29. IN COURT COMP.	30. OUT OF COURT COMP.	31. TRAVEL EXPENSES	32. OTHER EXPENSES	33. TOTAL AMT. APPR. CERT.	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE); Payment approved in excess of the statutory threshold amount		DATE	34a. JUDGE CODE	TOTAL AMT. CERTIFIED FOR PAYMENT	

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

Public/Attorney Notes:

☐ I swear and affirm the truth or correctness of the above statements  
Date: \_\_\_\_\_



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


Public/Attorney Notes

Notes

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

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

Date: 6/12/2014 16:32:35

 **Submit**

« First

< Previous

Next >

Last »

Save

Delete Draft

### Step 3

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted for payment. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success

Your voucher has been submitted for payment. You will receive a notification if we need more details.

Please keep the following voucher number for your own records:

**0101.0000150**

Back to:

[Home Page](#)




[Appointment Page](#)

The active voucher is removed from the My Active Documents section and now appears in the My Submitted Documents section.

My Submitted Documents

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

Search:

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 06/12/2014 End: 06/12/2014	Jebediah Branson (# 1) Claimed Amount: 89.20	CJA-20 Andrew Anders	 Submitted to Court <a href="#">0101.0000150</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 06/05/2014	Jebediah Branson (# 1) Claimed Amount: 778.40	CJA-20 Andrew Anders	 Submitted to Court <a href="#">0101.0000001</a> INTERIM PAYMENT 1
<a href="#">1:14-CR-08805-AA-</a> Start: 04/02/2014 End: 01/01/1900	Jebediah Branson (# 1) Claimed Amount: 1,000.00	AUTH Chemist, Toxicologist	 Submitted to Court <a href="#">0101.0000002</a>

Page 1 of 1 (3 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

[1:14-CR-08802-AA-](#)  
Start: 06/19/2014  
End: 06/19/2014

## CJA eVoucher Associate Functionality for Attorneys

This document explains the features of the Associate functionality in CJA eVoucher. Follow local policies where applicable.

The Associates functionality in the eVoucher applications allows an appointed attorney using the services of an associate attorney to add claims for services and expenses to their own CJA 20/30. To do this, the appointed attorney must contact the court or federal defender's office to ensure the associate attorney is set up in eVoucher, and to add the associate attorney to the appointment. Once completed, an attorney having an associate on their appointment can add associate services and expenses to a CJA 20/30 and submit together with their own services and expenses on the same voucher.

### Creating a CJA 20/30 with an Associate

Payments are always made to the appointed attorney's preferred payee billing selected on the Basic Info tab of the CJA 20/30.

1. On the Home page, select a case from the **Appointments' List** grid.

The screenshot displays the CJA eVoucher - Train District interface. At the top, a blue header bar contains the text "CJA eVoucher - Train District" and "SDSO Training - Release 6.3.0.0". Below this, a navigation menu includes links for Home, Operations, Reports, Links, Help, and Sign out. The main content area shows a table titled "Appointments' List" with two columns: "Appointments" and "Defendant". The first row in the table is highlighted with a red box around the "Appointments" column, which contains the text "Case: 3:19-MJ-04562-JL". The "Defendant" column for this row lists "Defendant: Mister Badman" and other details. The second row in the table is also visible, showing "Case: 1:19-MJ-96325-JL" and "Defendant: Practice Voucher".

Appointments	Defendant
Case: 3:19-MJ-04562-JL Defendant #: 4302 Case Title: USA vs Badman Attorney: Atty Longoria	Defendant: Mister Badman Representation Type: DR 1 - Drugs Minus 2 Order Type: Federal Defender Order Date: 06/06/19 Pres. Judge: Judge Longoria Adm./Mag Judge:
Case: 1:19-MJ-96325-JL Defendant #: 9876 Case Title: Voucher vs USA Attorney: Atty Longoria	Defendant: Practice Voucher Representation Type: DRA - Drug Minus 2 Appeal Order Type: Federal Defender Order Date: 06/10/19 Pres. Judge: Judge Longoria

2. In the CJA-20 (or CJA-30, if the case is a Capital Case) section, click the **Create**.

### 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

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

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

### Appointment Info

<b>1. CIR./DIST/DIV.CODE</b> 0101	<b>2. PERSON REPRESENTED</b> Thomas Watson
<b>3. MAG. DKT/DEFNUMBER</b>	<b>4. DIST. DKT/DEFNUMBER</b> 1:14-CR-08804
<b>7. IN CASE/MATTER OF (Case Name)</b> USA v. Watson	<b>8. PAYMENT CATEGORY</b> Felony (including alleged felon)
<b>11. OFFENSE(S) CHARGED</b>	
<b>12. ATTORNEY'S NAME AND MAILING ADDRESS</b> Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 - Fax:	
<b>14. LAW FIRM NAME AND MAILING ADDRESS</b>	

3. In the Associate Info section, select the level of access (below) for this voucher that the associate attorney has, if any. Payment for this voucher still goes to the selected preferred payee.
- Not on Voucher:** This voucher does not include any claims for services and/or expenses for the associate attorney.
  - On Voucher, No Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, the associate has read-only access. They can only view their own entries on this voucher. Only the appointed attorney can add, remove, edit, and save entries on behalf of the associate.
  - On Voucher, Can Edit:** This voucher includes claims for services and/or expenses for the associate attorney. While the voucher is in Voucher Entry mode, both the appointed attorney and the associate can add, remove, edit, and save their entries on this voucher. The associate always has access to only their voucher entries.

After selecting On Voucher, No Edit or On Voucher, Can Edit, click the Services and/or Expenses tab.

**Basic Info**

1. CIR./DIST./DTV CODE 0101	2. PERSON REPRESENTED Thomas Watson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Watson	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 12:1738 P MORTGAGE DISCRIMINATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		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 Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

**Payment Info**

Preferred Payee: **Andrew Anders - Andrew Anders** ▼

**Andrew Anders - Andrew Anders**  
 Billing Code: 0101-00002  
 110 Main Street  
 San Antonio, TX  
 78210 - US  
 Phone: 210-833-5623  
 Fax:

**Associate Info**

**Kerry Kriger** **Not on Voucher** ▼

**Eddie E Associate** **On Voucher, No Edit** ▼

**Cindy Caltagirone** **Not on Voucher** ▼

**Billy Bates** **Not on Voucher** ▼

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

- The **Services** and **Expenses** tabs include an additional **Attorney** field with a drop-down list. If no selection is made in this field, then service or expense entries added to the voucher will be for the appointed attorney. To enter a service or expense claim for the associate, click the **Attorney** drop-down arrow and select the associate's name.

**Services**

Attorney: **Andrew Anders** ▼

Date: **Kerry Kriger**

Service Type: **Kerry Kriger**

Doc.# (ECF):

Hours:

\* Required Fields

To group by a part

Attorney

Add Remove

Attorney	Hrs	Rate	Amt

Entries added for the associate are added at the rate entered by court staff when the associate was added to the appointment. The rate may be at or below the statutory hourly rate. Service and expense entries for the appointed attorney appear at the statutory rate (non-capital or capital). The Attorney column in the table indicates for whom each line item applies.

**CJA-20 Attorney Enters**  
Def.: Practice Voucher  
Link to CM/ECF  
Voucher #:   
Start Date:   
End Date:   
Services: \$1312.00

**Services**  
Attorney:   
Date: 3/26/2020  
Service Type:   
Doc.# (ECF):   
Pages:   
Hours: \* at \$148.00 per hour.   
Add Remove

**In Court Services**

Service	Hours	Amt.
Arraignment and/or Plea	2.0	\$296.00
Bail and Detention Hearing	1.0	\$148.00
Motion Hearings	3.0	\$372.00
Trial	4.0	\$496.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
<b>Totals</b>	<b>10.0</b>	<b>\$1312.00</b>

**Out of Court Services**

Service	Hours	Amt.

**Services Table:**

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Atty Longoria	a. Arraignment and/or Plea	03/26/2020	Arraignment.	2.0	\$148.00	\$296.00
Atty Longoria	b. Bail and Detention Hearing	03/26/2020	Bail.	1.0	\$148.00	\$148.00
Jaime Longoria	c. Motion	03/26/2020	Motion.	3.0	\$124.00	\$372.00
Jaime Longoria	d. Trial	03/26/2020	Trial.	4.0	\$124.00	\$496.00

- Click the **Claim Status** tab to enter the start and end dates of the voucher, along with other information. This tab is always read-only for the associate. Submit supporting documentation on the **Documents** tab in PDF format.

**Claim Status**  
Start Date: 03/24/2020  
End Date: 03/25/2020

**Payment Claims \***

☒ Final Payment  
☐ Interim Payment (payment #)  
☐ Supplemental Payment  
☐ Withholding Return Payment

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

- Click the **Confirmation** tab, and then click **Submit** to submit the voucher to the court. Only the appointed attorney can do this.

34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount

DATE

34a. JUDGE CODE

TOTAL AMT. CERTIFIED FOR PAYMENT

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

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements  
Date: 10/3/2018 13:49:42

**Submit**

## Adding Services/Expenses as an Associate Attorney

Associate appointments appear on the **My Appointments** page with the order type of Associate For [the appointed attorney's name]. Only the appointed attorney can create a voucher.

- If the associate is given On Voucher, Can Edit permission, they can add their services and expenses to the voucher.
- If the associate is given On Voucher, No Edit permission, only the appointed attorney can edit the voucher.

Associates can only see their own claims and claimed amounts on the voucher. The appointed attorney is the only one who can view the entire voucher with the combined entries.

Home	Operations	Reports	Links	Help	Sign out
Operations > My Appointments					
Appointments			Defendant		
<a href="#">Case: 3:12-AP-12121-AA</a> Defendant #: 9876 Case Title: TestAutomation0802 Attorney: Andrew Anders			<b>Defendant: TestDefendent0802</b> Representation Type: Appeal of a Trial Disposition Order Type: Co-Counsel Order Date: 08/02/17 Pres. Judge: Albert Albertson Adm./Mag Judge:		
<a href="#">Case: 1:55-CR-55555-LRJ</a> Defendant #: 5555 Case Title: USA VS Bob Smith Attorney: Andrew Anders			<b>Defendant: Bob Smith</b> Representation Type: Criminal Case Order Type: Associate For David D Attorney Order Date: 10/10/10 Pres. Judge: LeVar Judge Adm./Mag Judge:		

1. Log in to eVoucher, and in the **My Active Documents** section, in the Status column, click the **Edit** link below the voucher in Voucher Entry status.

**CJA eVoucher - Train District**  
**SDSO Training - Release 6.3.0.0**


[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
<a href="#">1:14-CR-08806-...</a> Start: 07/24/2016 End: 08/07/2019	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	<div>            Voucher Entry  <a href="#">Edit</a> </div>	03/31/2016

2. The **Basic Info** tab contains read-only information about the case and appointed attorney. The appointed attorney is the only person who can upload documents and submit the voucher; therefore, the voucher does not include the **Documents** or **Confirmation** tabs when viewed by the associate.

Basic Info Services Expenses Claim Status Documents Confirmation

## Basic Info

1. CIR/DIST/DIV.CODE 0101	2. PERSON REPRESENTED Thomas Watson		VOUCHER NUMBER
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08806-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Watson	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 12:1738.P MORTGAGE DISCRIMINATION			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 Cell phone: 210-555-1234 Email: <a href="mailto:lisa_ornelas@aotx.uscourts.gov">lisa_ornelas@aotx.uscourts.gov</a>		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: 3/3/2014    Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

3. Click the **Services** tab to add services. Complete the required fields and click **Add**. If there are expenses to be claimed, click the **Expenses** tab. Complete the required fields and click **Add**.

Basic Info Services Expenses Claim Status Documents Confirmation

## Services

Attorney	<input type="text"/>		
Date	3/26/2020 *	Description	<input type="text"/>
Service Type	<input type="text"/>		
Doc.# (ECF)	<input type="text"/>	Pages	<input type="text"/>
Hours	<input type="text"/>	at \$150.00 per hour.	
		Add	Remove

\* Required Fields

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

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Eddie E Associate	c. Motion	08/07/2016	test	5.0	\$0.00	\$0.00

When all service and expense items have been added to the voucher, click **Save**. The appointed attorney submits the voucher to the court when ready. After the voucher is submitted to the court, it can still be accessed from the Appointment Info page but will be read-only.



### Services

Attorney

Date

3/26/2020

\*

Description

\*

Service Type

\*

Doc.# (ECF)

Pages

Hours

\*

at \$150.00 per hour.

Add

Remove

\* Required Fields

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

Attorney	Service Type	Date	Description	Hrs	Rate	Amt
Eddie E Associate	c. Motion	08/07/2016	test	5.0	\$0.00	\$0.00

<< First

< Previous

Next >

Last >>

Save

Delete Draft


Audit Assist

**Note:** Applicable report for associates is **Appointments with Associates Rep**

## 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.



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

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

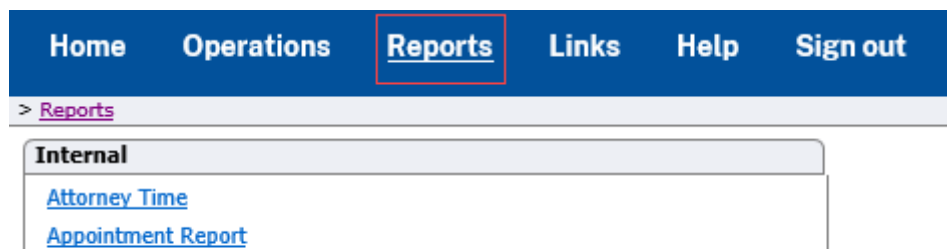
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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	Pending				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	Pending			Approved			Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending
			Travel	Other			Travel	Other			
Authorization Number: 0101.0000002 Specialty: Chemist, Toxicologist		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	Pending				Approved			Combined Total		
	Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
		Travel	Other			Travel	Other		Fees	Fees and Expenses
	\$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

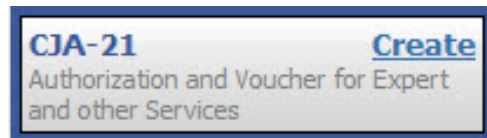
Counsel Budget Defendant: Jebediah Branson												
Type of Representation:		Criminal Case										
Budget Amount Requested:		\$0.00										
Budget Amount Approved:		\$3,900.00										
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining		
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending	
			Travel	Other			Travel	Other				
Attorney: Andrew Anders (Appointing Counsel)		Active										
		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	Pending				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				
Specialty: Chemist, Toxicologist												
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		Pending				Approved				Combined Total		
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending		
			Travel	Other			Travel	Other		Fees	Fees and Expenses	
		\$0.00	\$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 page, from the CJA-21 voucher template, click the **Create** link to open the Basic Info page.



### Step 2

When submitting a CJA-21 voucher, the Authorization Selection section displays in one of two ways, depending on the availability of associated authorizations.

#### Associated Authorizations Available

If associated authorizations are available, they display in ascending order by ID number.

#### Basic Info

1. CIR./DIST.DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) 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 \$11,500.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE 1  DESIGNEE 2

#### Authorization Selection

Select the Associated Authorization, or click No Authorization Required.

Please Select the Associated Authorization

<b>ID Number: 917</b> 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:
<b>ID Number: 920</b> 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:
<b>ID Number: 955</b> Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)  
If your voucher compensation is under the statutory limit and does not require prior authorization.

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

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

Please Select the Associated Authorization	
<b>ID Number: 4</b> 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
<b>ID Number: 186</b> 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 0101	2. PERSON REPRESENTED Catherine Brown	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER 1:14-MJ-07020-2-BB	4. DIST. DKT. DEF. NUMBER	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Roberts et al	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 CMP 18:13-3400.F THEFT OF U.S. PROPERTY			
EXCESS FEE LIMIT \$100,000.00	PRESIDING JUDGE Barney Ball	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 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** Chemist/Toxicologist \*

**Description** Toxicology report.

### Step 4

From the **Expert** drop-down list, select the expert. If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher. Once you have made your selection, click **Create Voucher**.

**Service Provider**

You can search one of the service providers already in the system  
OR you can enter the required information for another provider

**Expert** Jennings, Julie

**Expert Info**  
Details

**Julie Jennings**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-452-5512

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

Create Voucher

### Notes:

- Only experts assigned with the service type selected appear in the drop-down list.
- All information must be entered to advance to the next screen.
- If the expert selected is authorized to use eVoucher, you are done at this point and can click **Home** or **Sign out**.
- If the expert selected is not authorized to use eVoucher, the attorney must file the voucher on behalf of the expert. The voucher appears in the My Active Documents section as submitted to the attorney. They must perform the second-level approval/submission by clicking the voucher, navigating to the Confirmation page, and approving the voucher, which then moves to the My Submitted Documents section.



### 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**  \*

**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**

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

« 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**  \*

**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**

**Expert Info**  
Details  
**Charlene Campos**  
110 Main Street  
San Antonio TX 78210 US  
Phone: 210-555-5900

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

Step 7

Click **Create Voucher**.

110 Main Street  
San Antonio TX 78210 US  
Phone: 210-477-2344

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

Create Voucher

Notes:

- The expert goes through an approval process. Once approved, an email is sent to the attorney.
- When you select the expert from the **Expert** drop-down list, their information automatically populates.
- If the attorney submitted the voucher for the expert, they must approve the voucher twice—once while sending it for the expert, and again after it appears in the My Active Documents section.

Step 8

Click the **Services** tab, or click **Next** on the progress bar. In the corresponding fields, enter the date, units, rate, and description. Click **Add**. The entry appears at the bottom of the Services section. Click **Save**.

Basic Info Services Expenses Claim Status Documents Confirmation

Services

Date04/17/2024Description

UnitsRate

AddRemove

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

DateDescriptionUnitsRateAmt

(Empty)

No data to paginateGo to page:View items per page: 10 25 50 100

« First< PreviousNext > Last »SaveDelete DraftAudit Assist

CJA eVoucher | Version 6.11 | United States District Court for the District of New Jersey | April 2025

### 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  
 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 number of this request payment.
- After the final payment number has been submitted, supplemental pay may be requested due to a missed or forgotten receipt.
- At the end of the case, to request return payment of withheld funds, click the **Withholding Return Payment** radio button on a blank CJA-21.

**Step 11**

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

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
Document	<a href="#">Delete</a>	<a href="#">View</a>

Navigation:

**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. CR. DIST. DIV. CODE 0042	5. PERSON REPRESENTED Joheliah Deason	7. CR. DIST. DIV. CODE	
3. MAIL DIST. REF. NUMBER	4. CR. DIST. REF. NUMBER 1113 CR-00213-14-A-A	6. APPL. G. DIST. REF. NUMBER	8. OTHER DIST. REF. NUMBER
9. CARD MATTER OF FIVE (Name)	10. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	11. TYPE PERSON REPRESENTED Adult Defendant	12. REPRESENTATION TYPE Criminal Case

13. OFFENSE/CHARGE  
13.183.5 F. INSPECTION VIOLATION PENALTIES

14. ATTORNEY'S STATEMENT  
I, the attorney, for the person represented above, hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
☐ Authorization to obtain the service. Estimated cost: \$  
☒ Approval of services already obtained to be paid for by the United States from the Defendant. Services as appropriate.

Signature of Attorney:  
Andrew Anderson  
110 Main Street  
Box Astoria, OR 97103  
Phone: 210-555-1234  
Cell phone: 210-555-2400  
Email: [andersona@ymail.com](mailto:andersona@ymail.com)

15. DESCRIPTION AND JUSTIFICATION FOR SERVICES (See instructions)	16. TYPE OF SERVICE PROVIDED <input checked="" type="checkbox"/> 01 Interview <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychologist <input type="checkbox"/> 04 Psychiatrist <input type="checkbox"/> 05 Photograph <input type="checkbox"/> 06 Document Translation <input type="checkbox"/> 07 Fingerprint Analysis <input type="checkbox"/> 08 Accusation <input type="checkbox"/> 09 CALL (Toll-free, Local, etc.) <input type="checkbox"/> 10 Courier/Technology <input type="checkbox"/> 11 Referrals <input type="checkbox"/> 12 Interpreter/Translator <input type="checkbox"/> 13 Paralegal/Legal Assistant <input type="checkbox"/> 14 Other
16. COURT ORDER General stipulation of the person represented having been established by the court's order, the authorization requested is not to be granted. Signature of Presiding Judge or 3d-Order of the Court Date of Order: _____ Date Rec. Your Date: _____ Reimbursement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> 15 Other Medical <input type="checkbox"/> 16 Video/Audio Analyst <input type="checkbox"/> 17 Hair/Fiber Expert <input type="checkbox"/> 18 Computer (Hardware/Software/System) <input type="checkbox"/> 19 Psychological Services <input type="checkbox"/> 20 Legal Analyst/Counselor <input type="checkbox"/> 21 Jury Consultant <input type="checkbox"/> 22 Multilingual Specialist <input type="checkbox"/> 23 Digital/IT Services <input type="checkbox"/> 24 Other (Specify) <input type="checkbox"/> 25 Language Services <input type="checkbox"/> 26 Computer Forensics Expert

CLAIMS FOR REIMBURSEMENT/EXPENSES		FOR COURT USE ONLY	
17. SERVICE AND EXPENSES	AMOUNT CLAIMED	AMOUNT PAID BY COURT	REMARKS
1. Computer	\$0.00	\$0.00	
2. Court Reporter/Interpreter/Translator	\$0.00	\$0.00	
3. Other Expenses	\$0.00	\$0.00	
TOTALS (GROSS AND ADJUSTED)	\$0.00	0.0	

17. FEE FOR SERVICE

**Charlene Campos**  
TIN (SSN): \*\*\*\*\*00

**Electronic payments will be sent to:**  
**Routing Number:** 121000248, FAKE BANK  
**Account Number:** \*\*\*\*\*22

☐ Check Payment ☐ Interim Payment (P) ☐ Supplemental Payment ☐ Withholding Payment (W) (Total = 0)

18. ATTORNEY'S CERTIFICATION FOR PERIOD OF SERVICE: FROM TO  
 I hereby certify that the above claim is the services rendered and is correct, accurate, and complete. I am not aware of any other services rendered by the attorney for the person represented.  
 Signature of Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

19. CERTIFICATION OF 3D COURT: I hereby certify that the services were rendered for this case.  
 Signature of Attorney: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

APPROVED FOR PAYMENT - COURT USE ONLY		
20. JUDICIAL CODE	21. TRAVEL EXPENSES	22. OTHER EXPENSES

23. I certify that the cost (including expenses) of these services does not exceed the amount requested, and no other services were obtained.  
 I further certify that the above claim is the services rendered and is correct, accurate, and complete. I am not aware of any other services rendered by the attorney for the person represented.  
 Signature of Presiding Judge: \_\_\_\_\_ Date: \_\_\_\_\_ Judge Code: \_\_\_\_\_

24. TRAVEL CODE	25. TRAVEL EXPENSES	26. OTHER EXPENSES	27. TOTAL AMOUNT

28. PAYMENT APPROVED IN EXCESS OF THE STATUTORY DEDUCTIONS


Signature of Chief Judge, Court of Appeals (or Judge)	Date	Judge Code	Total Amt. Certified For Payment

**WARNING: THE TERMS YOU HERE WILL BE SUBJECT TO THE COURT'S APPROVAL.**

Public/Attorney Notes

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

Date: 8/34/2024 12:54:10

 **Submit**

**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 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:

**0542.0592907**

Back to:

[Home Page](#)

[Appointment Page](#)

# Submitting an Authorization Request for Expert Services

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

Step 1

In the Appointments' List section, open the appointment record.

Appointments' List	
Search: <input type="text"/>	
Appointments	Defendant
<a href="#">Case: 1:14-CR-08805-AA</a> Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders <a href="#">Representation ID: 2</a> Appointment ID: 4	<b>Defendant: Jebediah Branson</b> Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

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

AUTH

Authorization for Expert and other Services

Create

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. This includes the following:

- **Estimated Amount** field
- **Basis of Estimate** field
- **Service Type** drop-down list
- **Notes** field

Click **Save**.

Basic InfoDocumentsConfirmation

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: andersattorney@gmail.com		13. COURT ORDER <div><div><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</div><div><input type="checkbox"/> C Co-Counsel <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney</div><div><input type="checkbox"/> D Federal Defender <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> X Administrative</div></div> <div>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</div>	
14. LAW FIRM NAME AND MAILING ADDRESS			

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount  
\$ 8,000.00 \*

Authorized Amount  
\$ Deactivated

Basis of Estimate  
100 hours at \$80/hour

Description

Service Type  
Investigator \*

Notes  
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 **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear at the bottom of the Description column.

Basic Info

Documents

Confirmation

### Supporting Documents

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

File

Choose File

Document.pdf

Description

Document

Upload

Description	Delete	View
Document	<a href="#">Delete</a>	<a href="#">View</a>

« 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 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**.

**Confirmation**

1. CASE NUMBER: 0101  
2. DEFENDANT NAME: JAMES BROWN  
3. ALLEGED OFFENSE: FELONY (including pre-trial diversion of alleged offense)  
4. TYPE PERSON REPRESENTED: Adult Defendant  
5. REPRESENTATION TYPE: Criminal Case

6. OFFENSE CHARGED: 1.125 F INFECTION VIOLATION PENALTIES

7. ATTORNEY'S CERTIFICATION: As the attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:  
a. Authorization to receive the service Estimated compensation: \$  
b. Approval of services already obtained to be paid for by the United States District Court Services Appropriation.

Signature of Attorney: Andrew Anders  
110 Main Street  
San Antonio TX 78210  
Phone: 210-433-5623  
Cell phone: 210-555-1234  
Email: [law\\_office@notas.uscourts.gov](mailto:law_office@notas.uscourts.gov)

8. DESCRIPTION AND JUSTIFICATION FOR SERVICE (See instructions)

9. COURT ORDER: Financial eligibility of the person represented having been established by the court's satisfaction, the information requested in item 1 is hereby granted.  
Signature of Presiding Judge or By Order of the Court: Albert Albertson  
Date of Order: N/A  
Represented: ☐ YES ☒ NO

10. TYPE OF SERVICE PROVIDED

11. OTHER SERVICE PROVIDER

12. SIGNATURE OF SERVICE PROVIDER

13. DATE OF SERVICE

14. APPROVED AMOUNT

15. TOTAL APPROVED AMOUNT

Public/Attorney Notes

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

Date: \_\_\_\_\_

**Submit**

First < Previous Next > Last Save Delete Draft 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.

## Success

This document has been submitted.

Please keep the following document number for your own records:

**0542.0592915**

Back to:

[Home Page](#)

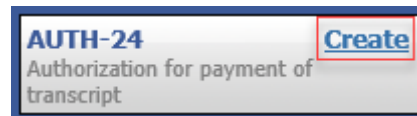
[Appointment Page](#)

## Creating an Authorization for Transcripts (AUTH-24)

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

### Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to AUTH-24.



### Step 2

On the Basic Info page, enter the details for the required transcript. Click **Save**.

Basic Info Documents Confirmation

### Basic Info

1. CIR./DIST.DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEFNUMBER	4. DIST. DKT/DEFNUMBER 5:78-CR-00210-SS-AA	5. APPEALS. DKT/DEFNUMBER	6. OTHER. DKT/DEFNUMBER
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			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: <a href="mailto:daviddattorney@gmail.com">daviddattorney@gmail.com</a>		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 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			

**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

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

Step 3

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

Basic Info

Documents

Confirmation

### Supporting Documents

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

File

Choose File

No file chosen

Description

Proposed Order

Upload

Description	Delete	View
Proposed Order.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 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**.

**Confirmation**

1. CASE INFO CODE 0542	2. PERSON REPRESENTED Defendant Reason	3. OTHER INFO CODE 0542
4. NAME INFO NUMBER 0542	5. APPEALS INFO NUMBER 0542	6. OTHER INFO NUMBER 0542
7. ID CASEMASTER (Case Name) CJA - Reason	8. IDENTITY CATEGORY Policy (including pre-trial diversion if alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant
10. OFFENSES/CHARGES 12.1417M PENALTIES - PROHIBITED ACTIVITIES		11. RETIREMENT/STATUS Criminal Case

**REQUEST AND AUTHORIZATION FOR TRANSCRIPT**

12. PROCEEDING TO WHICH TRANSCRIPT IS REQUESTED (describe briefly)  
Removal hearing scheduled for 10/25/2024

13. TRANSCRIPT TO BE TRANSMITTED (describe briefly) *NOTE: For microfilm, audio, etc., see the procedure on the system, before giving material, unless otherwise specified.*  
Transcript of the hearing on 10/25/2024, including voir dire, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conferences.

14. SPECIAL AUTHORIZATION

A. Apportioned Cost: % of transcript with:

B. ☐ 14-Day Transcript ☐ 7-Day ☒ 3-Day ☐ Next-Day ☐ 2-Hour ☐ Realtime/Unlimited

C. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of unredacted 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.

Signature of Presiding Judge or By Order of the Court  
Date of Order  
None Pro-Tunc Date

Signature of Attorney: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Telephone Number: 2105552900

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

Public/Attorney Notes

☒ I swear and affirm the truth or correctness of the above statements  
Date: 10/25/2024 9:57:48

**Submit**

Progress bar: < Prev Next > Last > Save Delete Draft Audit Assoc

## 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](#)

# CJA-24 Voucher

After a transcript request has been fulfilled, the attorney will receive a voucher from the Court Reporter or Transcription Agency via eVoucher for approval and submission to the Court. The voucher will appear in the “My Active Documents” section.

Step 1

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  
0542

3. MAG. DKT. DEF. NUMBER  
778-CE-002110-88-AA

7. IN CASE/MATTER OF (Case Name)  
USA v. Branson

11. OFFENSE(S) CHARGED  
12.1457 M PENALTIES - PROHIBITED ACTIVITIES

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

14. SPECIAL AUTHORIZATIONS

2. PERSON REPRESENTED  
Jebediah Branson

4. DIST. DKT. DEF. NUMBER  
778-CE-002110-88-AA

8. PAYMENT CATEGORY  
Felony (including pre-trial diversion of alleged felony)

9. TYPE PERSON REPRESENTED  
Adult Defendant

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

VOUCHER NUMBER

6. OTHER DKT. DEF. NUMBER

10. REPRESENTATION TYPE  
Criminal Case

A. Apportioned Cost % of transcript with

B. ☐ 14-Day Transcript ☐ 7-Day ☒ 3-Day ☐ Next-Day ☐ 2-Hour ☐ Realtime Unedited

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.  
David Dd Attorney /S/ 10/25/2024 10:22:06  
Signature of Attorney Date  
David Dd Attorney  
Printed Name  
Telephone Number: 2105552500

CLAIMS FOR SERVICES

20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original	see detail	15	see detail	\$150.00	see detail	\$150.00
Copy	see detail	0	see detail	\$0.00	see detail	\$0.00
Expenses (Itemize)						\$10.90
					TOTAL AMOUNT CLAIMED	\$160.90

18. PAYEE'S NAME AND ADDRESS  
**LeVar Expert**  
TIN (EIN): .....40  
  
Electronic payments will be sent to:  
Routing Number: 121000248, FAKE BANK  
Account Number: .....22

19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE

17. COURT REPORTER/TRANSCRIBER STATUS  
☒ Official ☐ Contract ☐ Transcriber ☐ Other

21. 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: \_\_\_\_\_

22. 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

23. APPROVED FOR PAYMENT  
\_\_\_\_\_  
Signature of Judge or Clerk of Court Date

24. AMOUNT APPROVED

Public/Attorney Notes

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

Submit

« First

< Previous

Next >

Last »

Save

Delete Draft

Audit Assist

CJA eVoucher | Version 6.11 | United States District Court for the District of New Jersey | April 2025

**Step 2**

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](#)

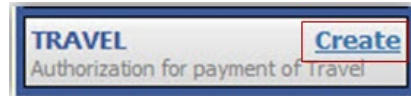
[Appointment Page](#)

## Creating a Travel Voucher Authorization (See Addendum #2)

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

### Step 1

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



### Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Basic Info | Authorization Request | Documents | Confirmation

### Basic Info

1. CR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jehediah Branson	3. APPEALS DKT. DEF. NUMBER	4. VOUCHER NUMBER
5. MAG. DKT. DEF. NUMBER	6. DIST. DKT. DEF. NUMBER 1:14-CR-08805-1-AA	7. OTHER DKT. DEF. NUMBER	
8. IN CASE MATTER OF (Case Name) USA v. Branson	9. PAYMENT CATEGORY Felony (including pre-trial division of alleged felony)	10. TYPE PERSON REPRESENTED Adult Defendant	11. REPRESENTATION TYPE Criminal Case

12. OFFENSES CHARGED  
15-1825 F. INSPECTION VIOLATION PENALTIES

13. ATTORNEY'S NAME AND MAILING ADDRESS  
Andrew Anders  
110 Main Street  
San Antonio, TX 78210  
Phone: 210-833-5623  
Cell phone: 210-555-1234  
Email: [jaw\\_anders@nats.uscourts.gov](mailto:jaw_anders@nats.uscourts.gov)

14. 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: 5/2/2014  
 Repayment: ☐ YES ☒ NO

15. LAW FIRM NAME AND MAILING ADDRESS

Travel Agency to be Used: National Travel Service (NTS) ▼

**National Travel Service (NTS)**  
 707 Virginia Street East  
 Suite 100  
 Charleston, WV 25301  
 Phone: (800) 445-0668  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

### Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. Complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

Basic Info | Authorization Request | Documents | Confirmation

### Request For Travel\*

\* Required Fields

Name and Title of Person Traveling: Andrew Anders  
 Address of Person Traveling: 123 Way  
 San Antonio, TX 78229  
 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:	300.00	Complete the estimated dollar amount for each applicable line. The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items. Complete information for one traveler per form.
Ground Transportation:	20.00	
Subsistence (Hotels & meals):	100.00	
Other:		
<b>Total Estimated Cost:</b>	<b>420.00</b>	
<b>Total Authorized:</b>		
<b>Purpose and Justification:</b>	Travel to talk to witness.	
<b>Court Notes:</b>		

\* 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 less day is up to the H&M rate.

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

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorizes	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to talk to witness.	420.00		

1 | Page 1 of 1 (1 Items)

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

Progress Bar



Step 4

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

Basic Info

Authorization Request

Documents

Confirmation

Supporting Documents

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

File

C:\Users\JaimeLongoria\ Browse...

Description

Travel Receipts

Upload

Description	Delete	View
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. 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. CTR. 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: <a href="mailto:andersonattorney@gmail.com">andersonattorney@gmail.com</a>		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 10/9/2023 Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

#### Attorney Funding Information

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	

NOTES:  
Optional Notes

#### Requests For Service Providers

Service Provider Type	Previously Authorized Amount	Additional Amount Requested	Additional Amount Authorized	Description
Interpreter/Translator	\$0.00	\$10,000.00		
Document Examiner	\$0.00	\$1,000.00		
<b>Totals</b>	<b>\$0.00</b>	<b>\$11,000.00</b>		

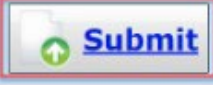
Order Date	Next Pro Tune Date	Budget Phase Stage Pretrial	
Signature of Attorney	Date Signed	Requested Amount	\$61,000.00
Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

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

Public/Attorney Notes

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

Date: 8/15/2024 16:32:43

 **Submit**

< First < Previous Next > Last > Save Delete Draft

**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.

**Success**

This document has been submitted.

Please keep the following document number for your own records:

**0542.0592928**

Back to:

[Home Page](#)

[Appointment Page](#)

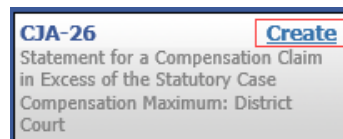
## Creating a CJA-26 Voucher

This is a request and justification for expenses outside the statutory limits.

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

### Step 1

On the Appointment page, in the Create New Voucher section, click the **Create** link next to CJA-26.



### Step 2

The Basic Info page appears. Enter the required information. Click **Save**.

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 1110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: <a href="mailto:aandersattorney@gmail.com">aandersattorney@gmail.com</a>		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	
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. Click **Browse** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column.

Basic InfoJustificationDocumentsConfirmation

Supporting Documents

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

File

Choose FileNo file chosen

Description

Document

Upload

Description

Document.pdf

DeleteView

DeleteView

« First< PreviousNext >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. In the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear and affirm to the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

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(3) OF THE *GUIDELINES FOR THE ADMINISTRATION OF THE CRIMINAL JUSTICE ACT*, VOLUME VII, *GUIDE TO JUDICIAL POLICIES AND PROCEDURES*, DEFINES THE TERMS "EXTENDED" AND "COMPLEX," AND SUGGESTS CRITERIA FOR DETERMINING "FAIR COMPENSATION." THIS FORM SERVES AS COUNSEL'S MEMORANDUM REQUIRED BY PARAGRAPH 2.22 C(2) 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. Branson

DOCKET NUMBER: 5:12-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? ☐ YES ☒ 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:

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.


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.

Public/Attorney Notes

☒ 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 Assist

**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](#)



## ADDENDUM #1

### INSTRUCTIONS TO REQUEST CJA AUTHORIZATION TO USE ASSOCIATE IN YOUR FIRM

**NOTE: All Associate use will require the creation of an Associate Account.**

#### **AUTHORIZATION TO UTILIZE AN ASSOCIATE IN YOUR FIRM IN EXCESS OF TEN (10) HOURS (See Guideline section 1.1 attached)**

- Create an Auth. in eVoucher to use an Associate (pursuant to the Circuit Guidelines effective 1/1/16- previously provided and currently on our public website and attached).
- Provide in the description box in the Auth. and/or attach a supporting document under documents tab in eVoucher, the specifics of your request.
- Submit to Court via eVoucher.
- Upon the Court granting authorization for an Associate, an Associate Account needs to be created. Information will be sent to appointed counsel on requirements.

#### **CREATION OF ASSOCIATE ACCOUNT IN EVOUCHER FOR ALL ASSOCIATE WORK**

- Contact the eVoucher help desk for information and requirements to have an Associate Account created.
- Once the Associate Account is created, the appointment is added to that particular case in eVoucher.
- Associates will not have access to create vouchers.
- The appointed attorney MUST select on their CJA-20 or CJA-30 whether the associate is permitted to edit their own entries on the voucher, is not allowed to edit their own entries, or is not on the voucher. *See CJA eVoucher Associates Functionality on page 31.*
- See attached Circuit Guidelines effective 1/1/16 and the Attorney's Manual on our Public Website at [www.njd.uscourts.gov](http://www.njd.uscourts.gov).
- **If an Associate Account has already been established, contact the help desk so that the Associate Account can be attached to the specific case that you are utilizing an Associate: eVoucher help desk: 973-645-4582.**

\* Please contact the eVoucher help desk if you obtain an authorization to use an Associate who **is not** a member of your Firm \*

**UNITED STATES COURT OF APPEALS FOR THE  
THIRD CIRCUIT**

**GUIDELINES FOR CLAIMS SUBMITTED FOR REIMBURSEMENT  
UNDER THE CRIMINAL JUSTICE ACT IN ALL DISTRICT COURT  
AND COURT OF APPEALS REPRESENTATIONS**

**1. Payment for Legal Services**

**1.1 Pre-Approval for Non-Appointed Co-Counsel in Non-Capital Cases**

Appointed counsel may not claim compensation for services furnished by an associate, partner, or co-counsel, unless specifically authorized or separately appointed in accordance with Guide to Judiciary Policy, Vol. 7A, § 230.53.20(b), except if co-counsel is a partner or associate of appointed counsel, no prior authorization is required to receive compensation for up to ten hours of work by the partner or associate. If appointed counsel anticipates requesting compensation for more than ten hours of work by a partner or associate, appointed counsel should promptly request authorization. If co-counsel is not a partner or associate of appointed counsel, prior authorization is required to receive compensation for any work by co-counsel.

**1.2 Presumptive Hourly Rate for Non-Appointed Co-Counsel in Non-Capital Cases**

The hourly rate for non-appointed co-counsel who are not members of the CJA Panel shall not exceed 80% of the hourly rate for CJA Panel Attorneys, except when the presiding judge determines that there are special circumstances justifying a higher hourly rate, such as when co-counsel possesses specialized knowledge or skills relevant to the case.

**1.3 Compensation of CJA Panel Attorneys**

Attorneys who are members of the CJA Panel shall be paid the full CJA hourly rate in all representations, regardless of whether they are appointed as counsel or serve as non-appointed co-counsel.

## ADDENDUM #2

### UNITED STATES DISTRICT COURT DISTRICT OF NEW JERSEY

#### GOVERNMENT TRAVEL INFORMATION FOR CJA-COURT APPOINTED ATTORNEYS, INVESTIGATORS OR EXPERTS

##### **GOVERNMENT TRAVEL:**

A Government Travel Account (GTA) has been established for use by CJA Court-Appointed Attorneys, Experts, and Investigators. This GTA account allows authorized CJA Attorneys and Experts to (1) obtain discounted government travel rates on official CJA business trips, and (2) charge authorized tickets to a government credit card; such charges then are paid directly by the Court rather than by the authorized traveler. Travel related to CJA representation must be arranged by adhering to the following procedures:

- a. Travel must be authorized via eVoucher (signed by the presiding judicial officer) for the CJA-Court Appointed Attorney(s), Investigator(s), Expert(s), etc. The attorney should initiate a Travel Authorization for each traveler separately.
- b. The Attorney or Expert may contact National Travel Service at 1-800-445-0668, to get an estimate as to the cost of the travel. The traveler should inform National Travel that they are traveling as a CJA Court-Appointed Attorney or a CJA Court-Appointed Expert, and provide them with the following:
  1. Defendant's Name;
  2. District Court Information;
  3. Travel Authorization Information.
- c. After obtaining a Travel Authorization approved by the presiding judge, the attorney or expert may then call National Travel Service, and request tickets based on the estimate or itinerary previously requested.

Because the Travel Authorization is an official government document, it should enable the traveler to obtain official government rates at hotels as well. National Travel is a full-service travel agency and can provide assistance with hotel reservations, ground transportation, etc., for the area you are traveling to.

**LODGING & MEALS:**

Traveling as a CJA Court-Appointed Attorney or Expert, there is an emphasis on the prudent traveler rules, specifically, it is suggested that CJA Court Appointed travelers use the GSA per diem rate for the area you will be staying, as a guide, (which you can retrieve from our public website at [www.njd.uscourts.gov/criminal](http://www.njd.uscourts.gov/criminal) justice act), so as to avoid excessive claims for meals or hotels.

**EXPENSE DOCUMENTATION:**

Receipts are required for all expenses claimed; e.g., ground transportation, meals, etc. Receipts must be detailed from the restaurant or establishment, not just your charge slip. It must have detailed information such as the name of the restaurant, what was ordered, date and amount.

**REIMBURSEMENT:**

When submitting your claims in eVoucher for reimbursement for the travel, please attach a copy of the travel authorization approved by presiding judge, or court order. Also attach all receipts for expenses related to the travel; (e.g., hotel, car rental, meals, etc.). Only the airline tickets will be paid using the GTA Account directly. All other claims will be reimbursed through your eVoucher CJA 20 or CJA 30, under Expenses. If you are an expert, you will be reimbursed through your CJA 21 or CJA 31.

If you have any questions on specific guidelines or procedures for travel as a CJA Court-Appointed Attorney or Expert, please contact the help desk at (973) 645-4582, [eVoucher@njd.uscourts.gov](mailto:eVoucher@njd.uscourts.gov), or Michelle Bilardo, Court Services Manager at (609) 989-2363 for further assistance.

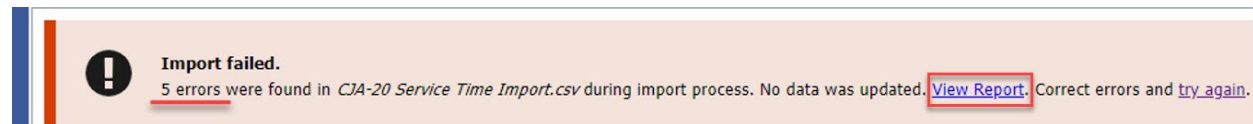
11/2019

## 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.

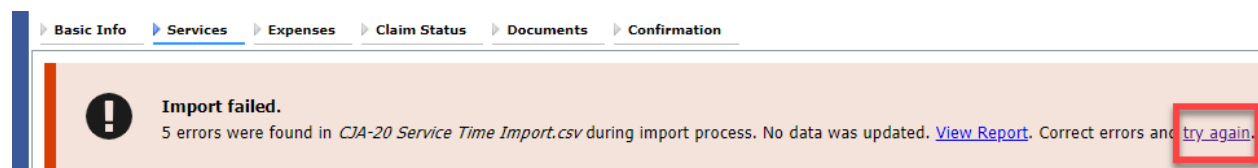
☒ Errors Only ☐ Full Report

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);	7/14/2021	1.1	Test<>	16a. Interviews and Conferences		

**Note:** Click the **Full Report** radio button to view an error report that includes all imported service lines.

### Step 3

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



Attorneys should still review the voucher to ensure that entries are correct prior to submission to the court. For the remaining tabs of the CJA-20 or CJA-30 voucher, please see instructions for those documents.

## Appendix B: Creating the Excel File for Import


Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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.



For the .csv file to be successfully uploaded into and accepted by eVoucher, it must contain a header row with specific column headers, as seen below. The header row contains four mandatory column headers (Date, Hours, Description, Service Type) and two optional column headers (Doc. #, Pages). The Doc. # and Pages fields may be included in the header row; however, they are not required unless data is provided.

If the header row contains service entry information instead of headers, the data in that row will be ignored and won't be imported into your voucher. Sample spreadsheets containing the correct column headers and service type values for each voucher type are available in the online help.

	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 ICJ on CJA )	16d. Travel time		
11	9/12/2021		1.1 Call to codef lawyer X and AUSA re: status of cases and plea deal	16a. Interviews and Conferences		
12	9/14/2021		1.3 Begin to review discovery from initial disclosure; No eports in discovery; Call to	16b. Obtaining and reviewing records	1	
13						
14						

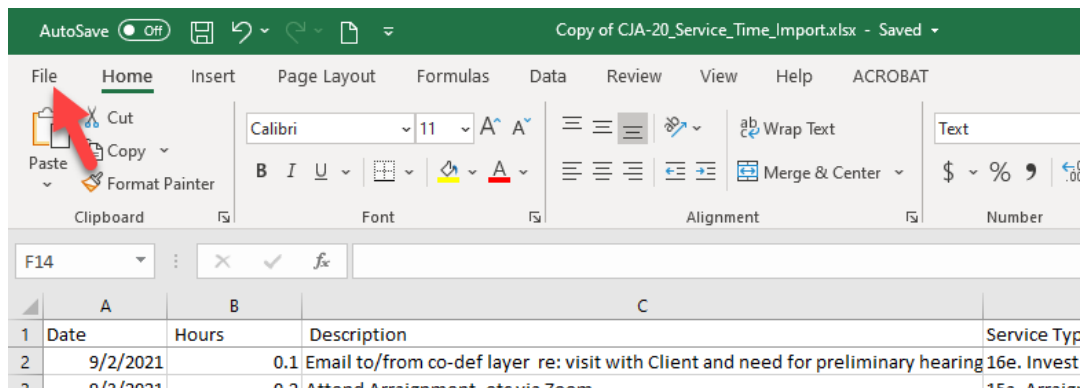
**Note:** Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

## Appendix C: Converting the Excel File to .csv Format

Most commercially available spreadsheet applications allow you to save in .csv format. For a file saved in Excel format, follow these steps to create your .csv import file.

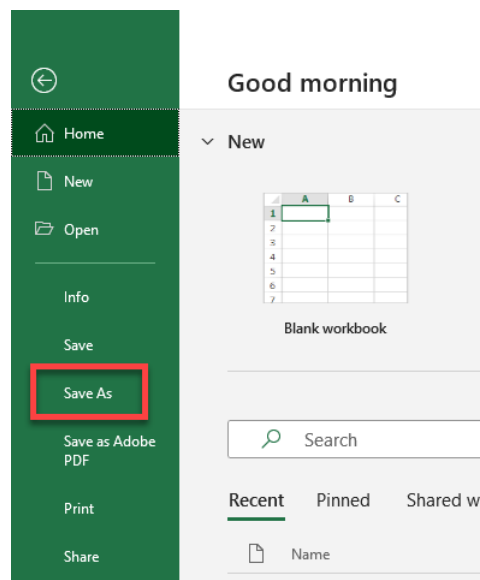
### Step 1

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

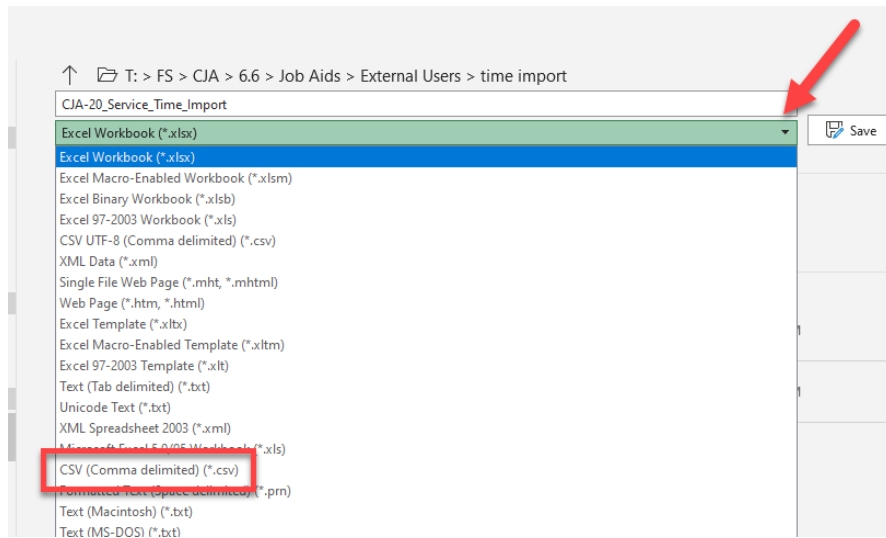


### Step 2

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



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



Your Excel file has now been converted to a .csv file and can be imported into the Services page of your CJA-20 or CJA-30 voucher.

