



Administrative Office
of the United States Courts
Department of Technology Services

CJA eVoucher

Attorney User Manual

Release 6.11

**April
2025**



Contents

Introduction	3
Panel Management	3
Voucher and Authorization Request Submission	3
Browser Compatibility	3
Court Appointment	4
Accessing the CJA eVoucher Program	4
Creating a Login.gov Account	5
Adding an Authentication Method	8
Identity Verification	11
Linking Your eVoucher Account to Your Login.gov Account	21
Linking Your Accounts Using Your SLP Email Address and Password	23
Linking Your Accounts by Email Invitation – New User	25
Linking Your Accounts by Email Invitation – Existing User	27
Signing In to eVoucher	29
Vendor Manager System (VMS)	31
Single Login Profile (SLP)	32
Editing Your SLP	33
Modifying Your Name	33
Updating Your SLP Email Address	35
Updating Your SLP Password	36
Viewing Billing Information	36
Viewing Linked eVoucher Accounts	38
Accessing Multiple Accounts in eVoucher	39
Navigating in the CJA eVoucher Program	41
Customizing the Home Page	41
Court Profile	43
Attorney Info	44
Billing Info	46
Continuing Legal Education (CLE)	48
Appointments' List	50
View Representation	51
Creating a CJA-20 Voucher	52
Entering Services	53

Importing Service Entries.....56

Importing Service Entries on Previously Created CJA-20s.....60

Entering Expenses.....63

Claim Status65

Documents.....67

Signing and Submitting to Court68

CJA eVoucher Associate Functionality for Attorneys70

CJA-20 Quick Review Panel.....77

Reports and Case Management.....78

 Defendant Detailed Budget Report79

 Defendant Summary Budget Report80

Creating a CJA-21 Voucher.....81

Submitting an Authorization Request for Expert Services90

Creating an Authorization for Transcripts (AUTH-24)94

CJA-24 Voucher.....97

Creating a Travel Voucher Authorization (See Addendum #2).....99

Creating a CJA-26 Voucher.....103

ADDENDUM #1108

ADDENDUM #2110

Appendix A: Correcting Errors in Your .csv File112

Appendix B: Creating the Excel File for Import113

Appendix C: Converting the Excel File to .csv Format114

Introduction

The CJA eVoucher system is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The eVoucher program allows for:

- Online authorization requests by attorneys for service providers.
- Online voucher completion by the service provider or by the attorney acting for the service provider.
- Online voucher review and submission by the attorney.
- Online submission to the court.

Unless the court has indicated otherwise, attorneys are generally required to create and submit vouchers for their service providers and associates. The program includes the following modules:

Panel Management

- Allows attorneys to manage their own account information including address, phone, firm associations, and applicable CLE credits
- Allows for submission of holding periods or a specific amount of time taken off for medical leave, vacation, etc.

Voucher and Authorization Request Submission

- Authorization requests by attorneys for expert services
- Requests by attorneys for interim payment
- Supporting document uploads to vouchers or authorization requests
- Reports for attorneys to take an active part in monitoring costs
- Automatic email notification to attorney of approval or rejection of vouchers and authorization requests

Browser Compatibility

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

Court Appointment

When you make an appointment, the program automatically generates an email message to the appointed attorney. The email confirms the appointment and provides a link to the CJA eVoucher program.

Some courts may send a proposed email to the attorney, awaiting acceptance of a specific case.

Accessing the CJA eVoucher Program

Starting with version 6.10, you are required to use Login.gov to securely sign in to the eVoucher application. You must create a Login.gov account or use an existing Login.gov account and have a Single Login Profile (SLP) to access eVoucher.

Note: Login.gov is a separate application from eVoucher. If you run into any issues, you must contact Login.gov support via their Help center page at <https://www.login.gov/contact> 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
davidattorney210gmail.com

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
210-555-5555

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
555555

Remember this browser

Submit

[Send another code](#)

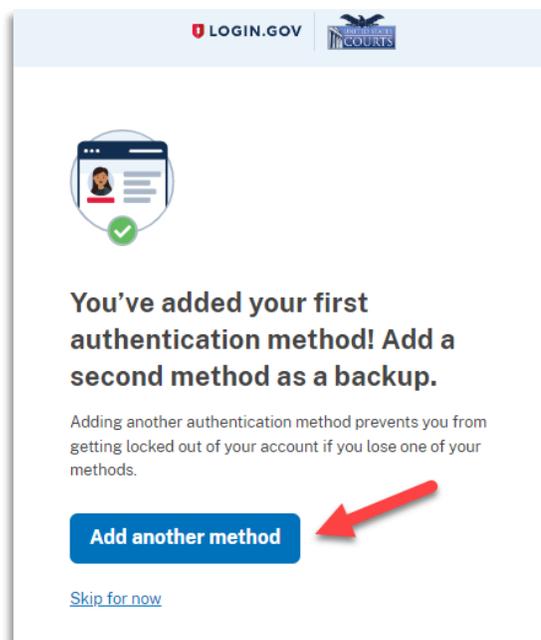
Having trouble? Here's what you can do:

- [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.



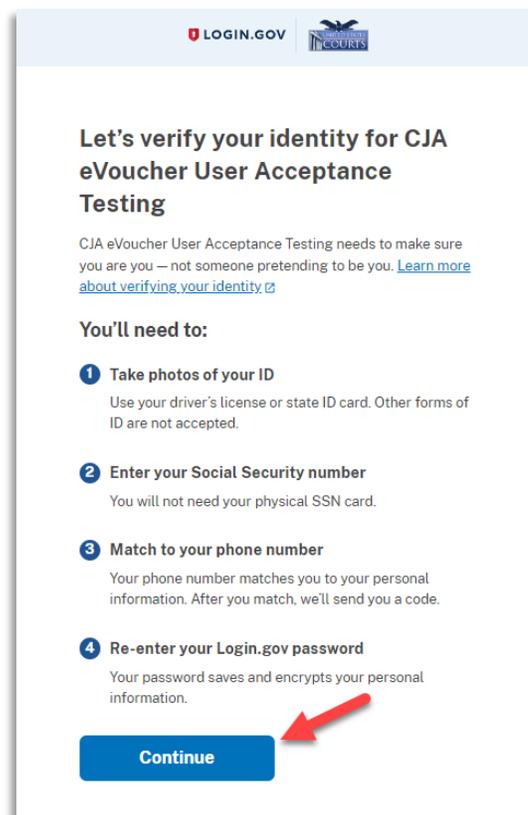
Identity Verification

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 InCOURTS. The main heading is "Let's verify your identity for CJA eVoucher User Acceptance Testing". Below this, a paragraph explains the purpose: "CJA eVoucher User Acceptance Testing needs to make sure you are you — not someone pretending to be you. [Learn more about verifying your identity](#)". Under the heading "You'll need to:", there are four numbered 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 (noting that a physical card is not needed), 3. Match to your phone number (noting that a code will be sent after matching), and 4. Re-enter your Login.gov password (noting that it saves and encrypts personal information). At the bottom, there is a blue "Continue" button with a red arrow pointing to it.

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.

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

(210) 555-5555

Send link

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

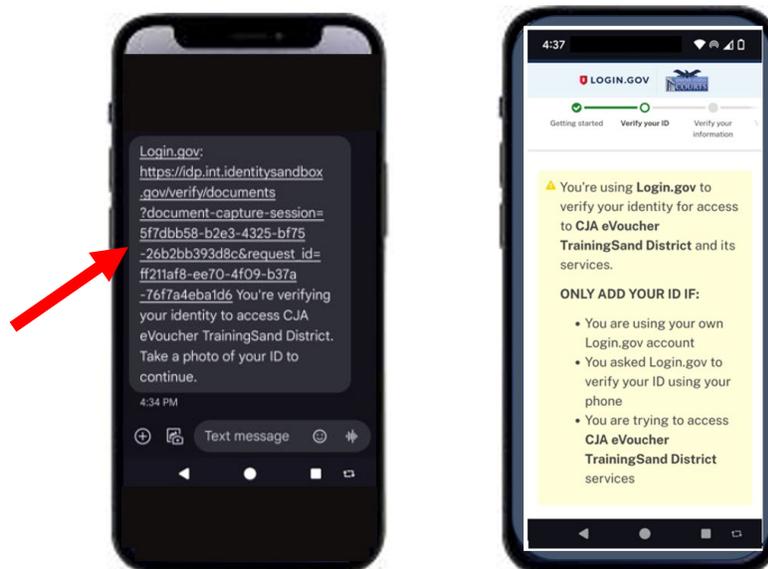
Do not close this window.
The next step will load automatically.

We sent a message to your phone

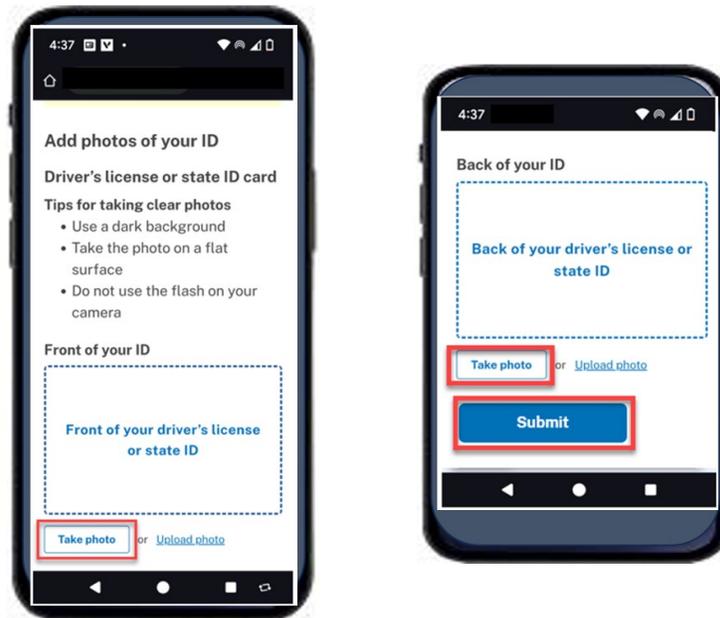
You entered: +1210-555-5555

Please check your phone and follow instructions to take a photo of your state-issued ID.

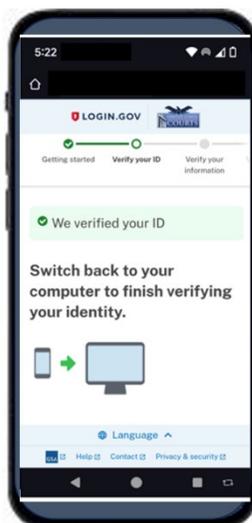
2. Tap the link in the text message. A message appears, confirming that you are attempting to verify your identity to access eVoucher. Scroll down for additional instructions.



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.

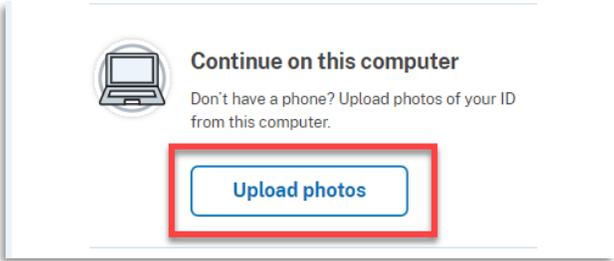


Continue to step 4 to complete the identity verification process.

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

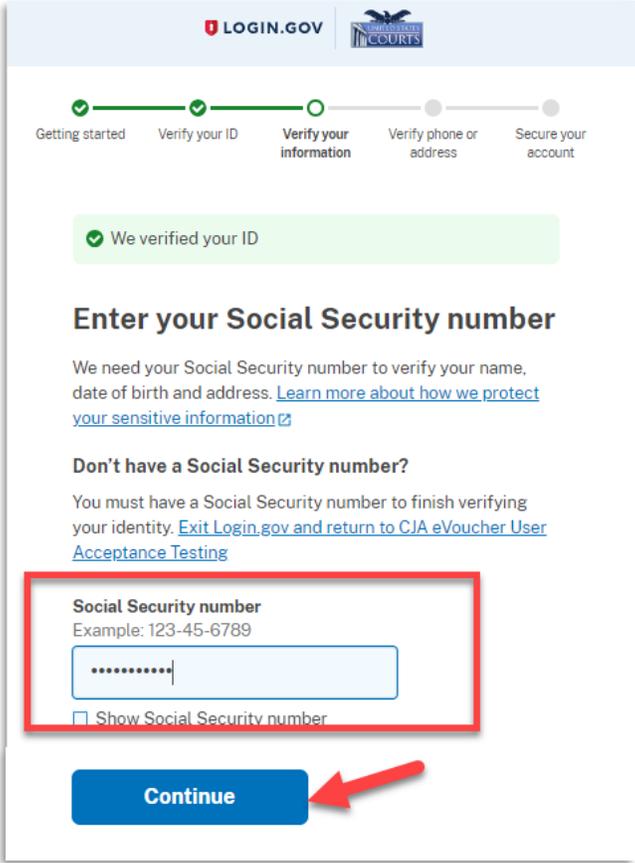
Drag file here or [choose from folder](#)

Submit

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

Step 4

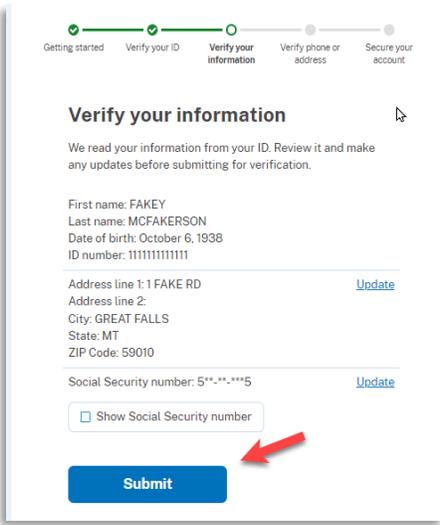
Once your identity has been verified, Login.gov verifies your name, date of birth, and address using your Social Security number (SSN). In the **Social Security number** field, enter your SSN, and then click **Continue**.



Step 5

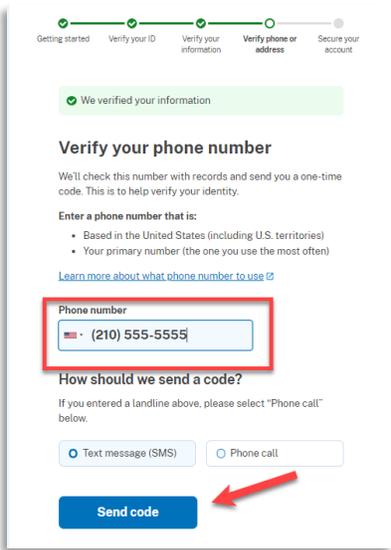
Your name, date of birth, and address are imported from your ID; verify the information is correct. If any of the information has errors, click the **Update** link next to it and make necessary corrections. Once your information is correct and complete, click **Submit**.

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



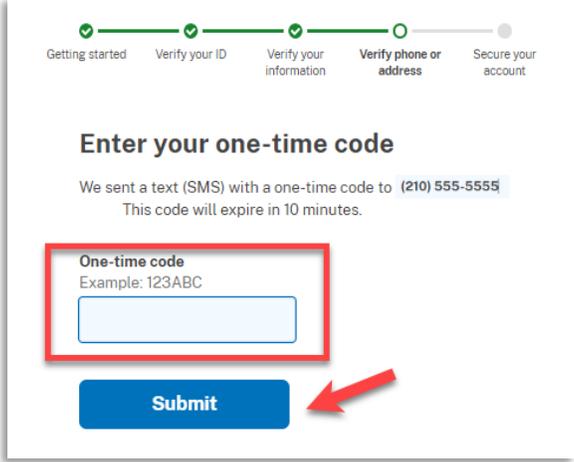
Step 6

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**.



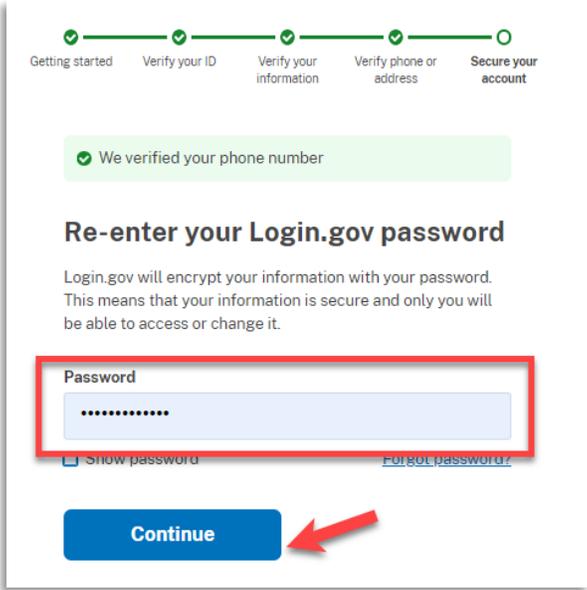
Step 7

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



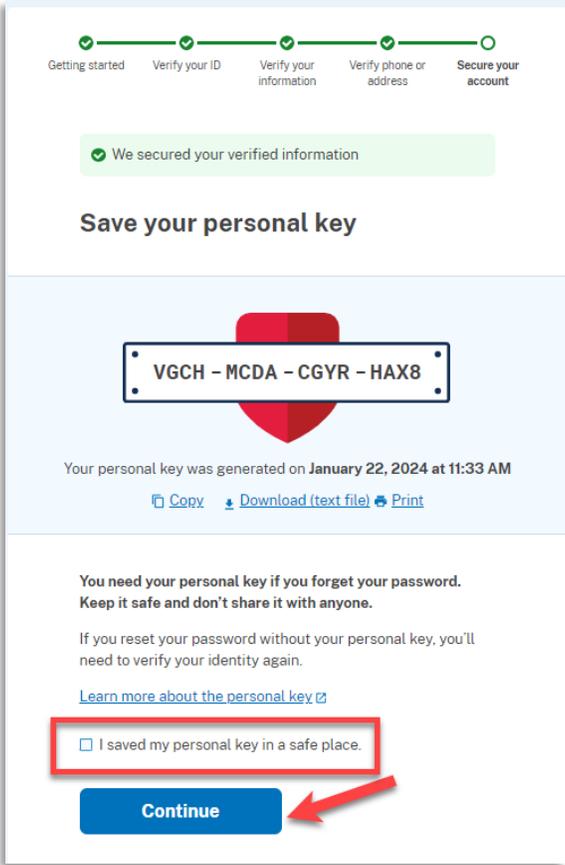
Step 8

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



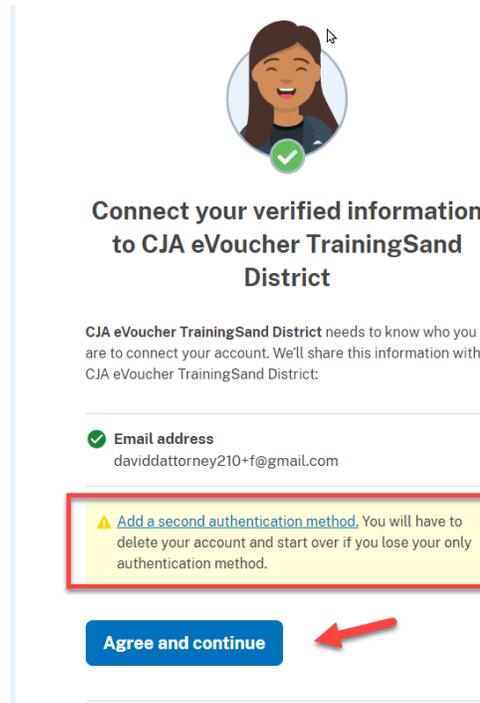
Step 9

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**.



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.

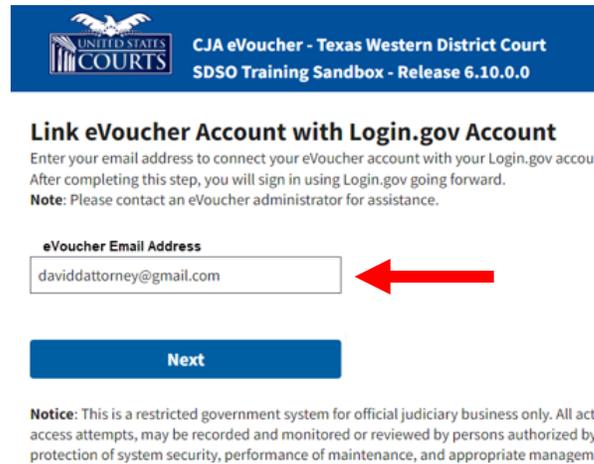
Agree and continue

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.

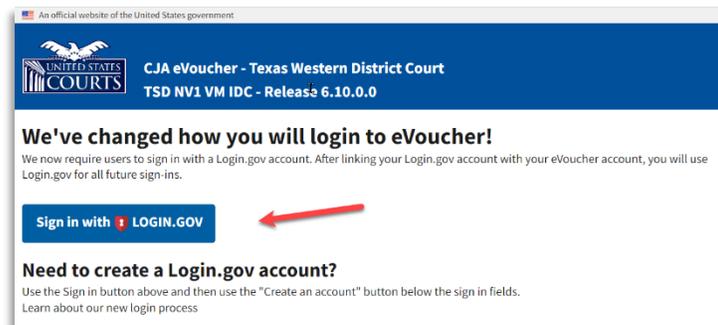


The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below the header is the heading "Link eVoucher Account with Login.gov Account". The instructions state: "Enter your email address 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." There is a text input field labeled "eVoucher Email Address" containing the email address "davidattorney@gmail.com". A red arrow points to this field. Below the field is a blue "Next" button. At the bottom, a notice states: "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

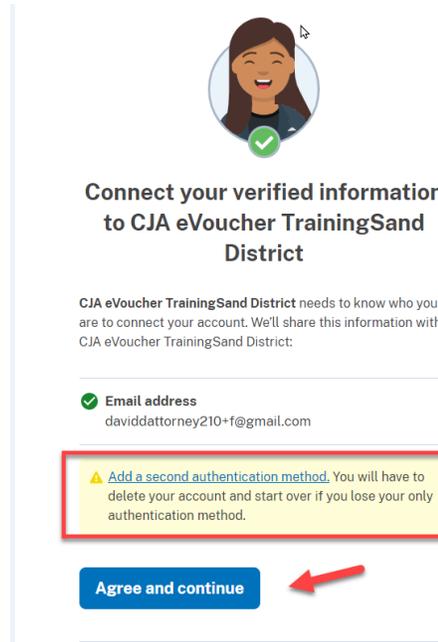
From your court's eVoucher sign-in page, click **Sign in with LOGIN.GOV** and follow the prompts to sign in and authenticate your Login.gov account.



The screenshot shows a blue header with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "TSD NV1 VM IDC - Release 6.10.0.0". Below the header is the heading "We've changed how you will login to eVoucher!". The instructions state: "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." There is a blue button labeled "Sign in with LOGIN.GOV". A red arrow points to this button. Below the button is the heading "Need to create a Login.gov account?". The instructions state: "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:

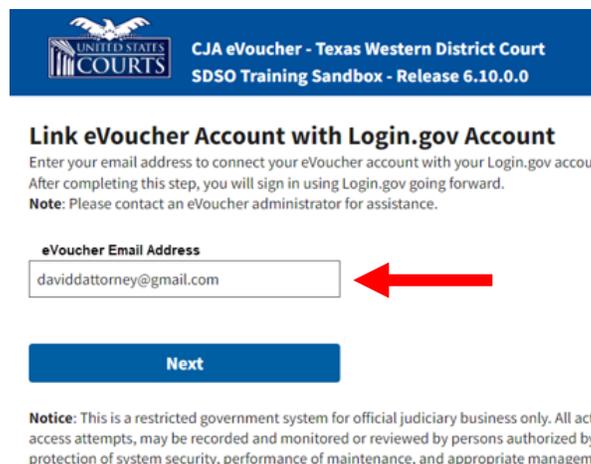
✓ Email address
davidattorney210+f@gmail.com

⚠ 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.



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

Link eVoucher Account with Login.gov Account

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

Note: Please contact an eVoucher administrator for assistance.

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**.



The screenshot shows the 'Link eVoucher Account with Login.gov Account' screen. At the top, there is a blue header with the United States Courts logo and the text 'CJA eVoucher - Texas Western District Court' and 'SDSO Training Sandbox - Release 6.10.0.0'. Below the header, the title 'Link eVoucher Account with Login.gov Account' is displayed, followed by instructions: 'Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward.' The 'eVoucher Email Address' field is highlighted with a blue border and contains the text 'davidattorney@firm.com'. A red arrow points to this field. Below the field is a blue 'Next' button, which is also highlighted with a red border. At the bottom, there is a 'Notice' section with a disclaimer about system security and monitoring.

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
SDSO Training Sandbox - Release 6.10.0.0

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.

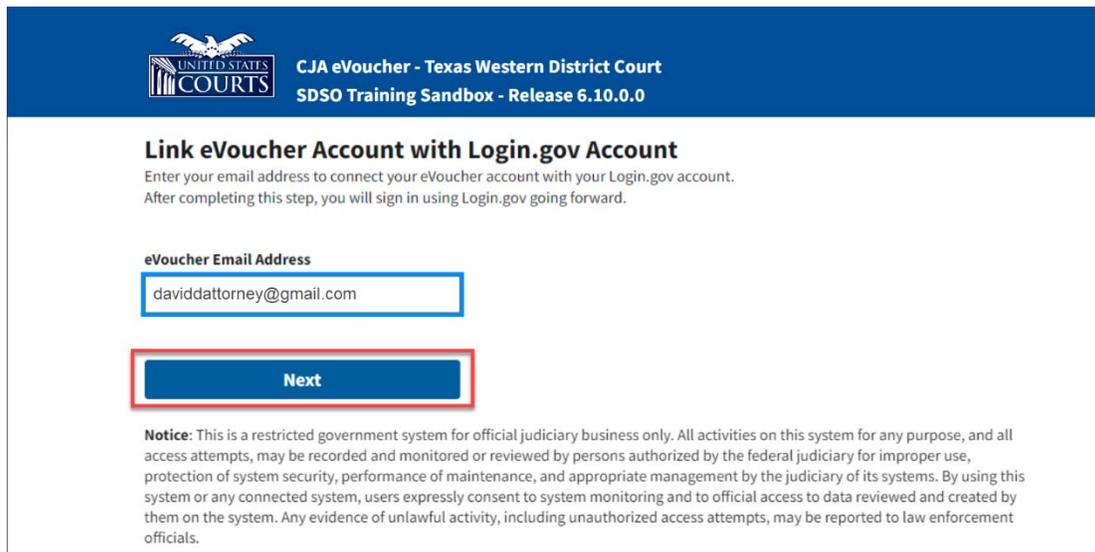
You have now linked your eVoucher account with your Login.gov account. For all future use, sign in to Login.gov to access eVoucher.

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**.



The screenshot shows the top of the page with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this is a heading "Link eVoucher Account with Login.gov Account" followed by instructions: "Enter your email address to connect your eVoucher account with your Login.gov account. After completing this step, you will sign in using Login.gov going forward." There is a text input field containing "daviddattorney@gmail.com" and a blue "Next" button highlighted with a red border. At the bottom, there is a "Notice" section with a disclaimer about system security and monitoring.

Step 2

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



The screenshot shows the top of the page with the United States Courts logo and the text "CJA eVoucher - Texas Western District Court" and "SDSO Training Sandbox - Release 6.10.0.0". Below this is a light blue notification box with an information icon and the heading "Check your email". The text inside the box reads: "An email has been sent to daviddattorney@gmail.com with a link to confirm your email address. Follow the link to continue creating your single login profile."

Step 3

Click the link in the email message to automatically link your accounts and return to your eVoucher home page.

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

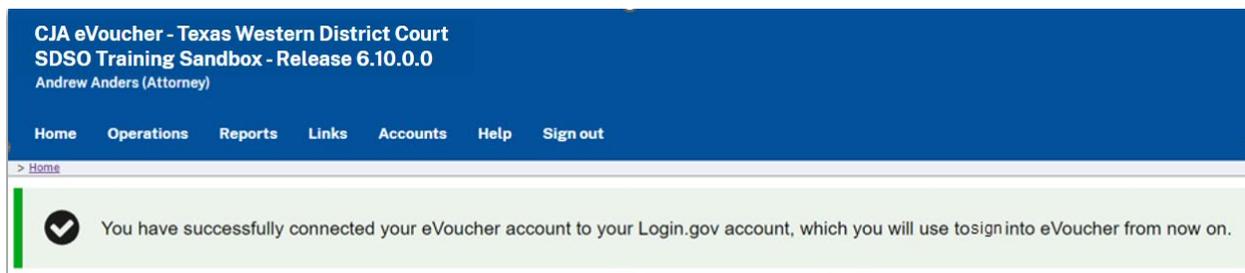
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher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

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



The screenshot shows the top navigation bar of the CJA eVoucher system. The header is dark blue with white text: "CJA eVoucher - Texas Western District Court", "SDSO Training Sandbox - Release 6.10.0.0", and "Andrew Anders (Attorney)". Below the header is a navigation menu with links: Home, Operations, Reports, Links, Accounts, Help, and Sign out. A breadcrumb trail shows "> Home". A green success message banner is displayed at the top of the main content area, featuring a checkmark icon and the text: "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on."

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

Linking Your Accounts by Email Invitation – Existing User

An existing eVoucher user who has an SLP but does not know their SLP credentials can also link their accounts on the eVoucher linking page.

Step 1

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

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

Link eVoucher Account with Login.gov Account

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

eVoucher Email Address

Next

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

Step 2

If your Login.gov email address is not the same as your SLP email address, an error message appears, prompting you to contact your court's help desk.

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

Link eVoucher Account with Login.gov Account

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

Note: Please contact an eVoucher administrator for assistance.

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

eVoucher Email Address

Next

Step 3

If you do this, your court then sends you an email message with a link that you can click to automatically connect your two accounts.

Dear David D Attorney,

District of Texas Western sent this link for you to connect your eVoucher Single Login Profile with Login.gov. In order to confirm this, you must click the link below to create or use an existing Login.gov account.

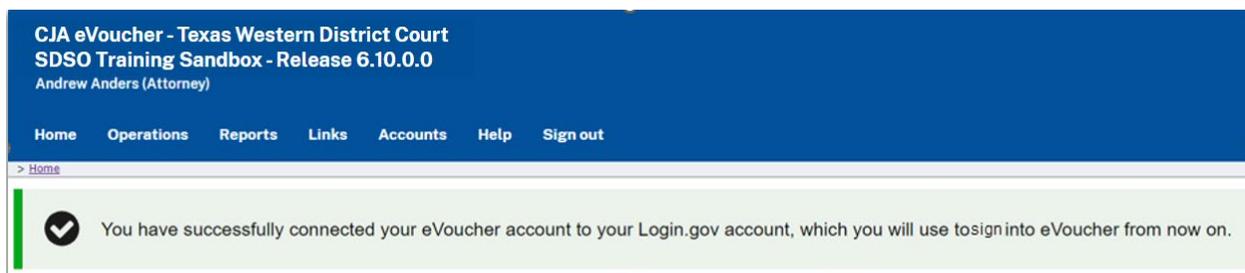
PLEASE NOTE:
If you already have a different eVoucher Single Login Profile using a different email address that you would prefer be linked to this court instead, OR this email is in error and you should not be linked to this court, please contact lisa_ornelas@ao.uscourts.gov to reach the CJA eVoucher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

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



The screenshot shows the top navigation bar of the CJA eVoucher system. The header includes the text "CJA eVoucher - Texas Western District Court", "SDSO Training Sandbox - Release 6.10.0.0", and the user name "Andrew Anders (Attorney)". The navigation menu contains links for Home, Operations, Reports, Links, Accounts, Help, and Sign out. Below the navigation bar, a green success message is displayed: "You have successfully connected your eVoucher account to your Login.gov account, which you will use to sign into eVoucher from now on." The message is accompanied by a checkmark icon.

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

Signing In to eVoucher

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

Step 1

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



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

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



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**.

 A screenshot of the Login.gov sign-in page. At the top, it says "eVoucher SDSO is using Login.gov to allow you to sign in to your account safely and securely." Below this are two buttons: "Sign in" and "Create an account". Underneath is the heading "Sign in for existing users" followed by two input fields: "Email address" and "Password". A red arrow points to the "Email address" field, and another red arrow points to the "Password" field. Below the password field is a "Show password" checkbox. At the bottom, there is a blue "Sign in" button with a red outline.

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**.

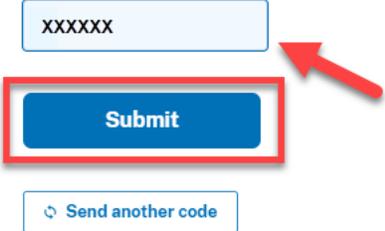
Enter your one-time code

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:

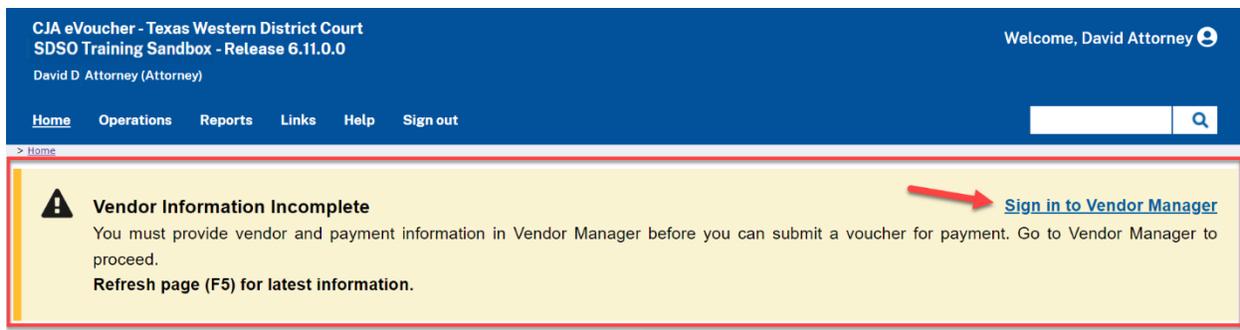
Case	Defendant	Type	Status	Date Entered
1:13-cr-00003-EE	Robert Chodwick (# 1)	CR		01/01/2014

Vendor Manager System (VMS)

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

Step 1

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



CJA eVoucher - Texas Western District Court
SDSO Training Sandbox - Release 6.11.0.0
David D Attorney (Attorney)

Welcome, David Attorney

Home Operations Reports Links Help Sign out

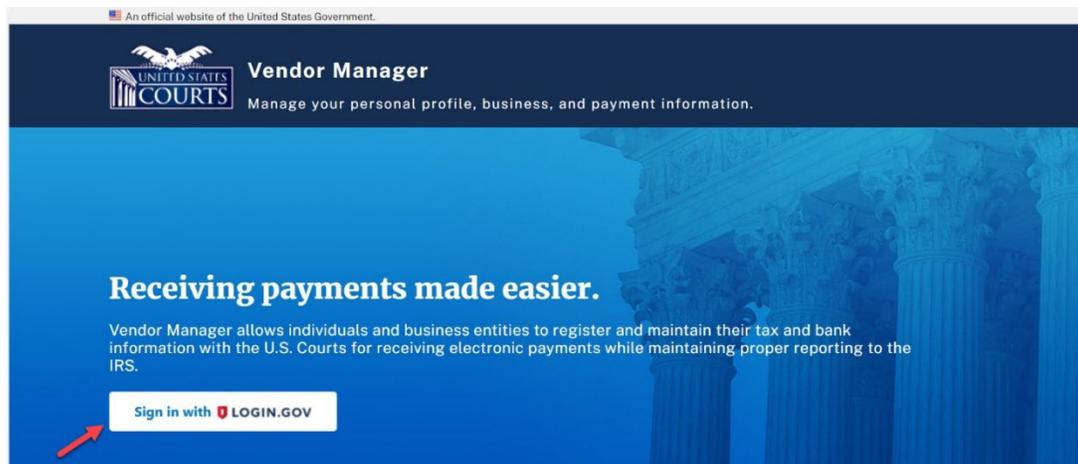
> Home

Vendor Information Incomplete
You must provide vendor and payment information in Vendor Manager before you can submit a voucher for payment. Go to Vendor Manager to proceed.
Refresh page (F5) for latest information.

[Sign in to Vendor Manager](#)

Step 2

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



An official website of the United States Government.

Vendor Manager
Manage your personal profile, business, and payment information.

Receiving payments made easier.
Vendor Manager allows individuals and business entities to register and maintain their tax and bank information with the U.S. Courts for receiving electronic payments while maintaining proper reporting to the IRS.

Sign in with **LOGIN.GOV**

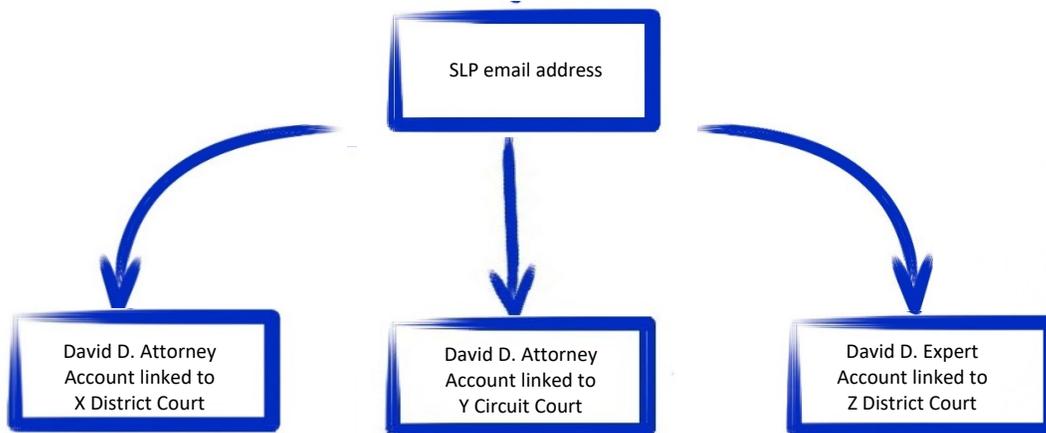
Step 3

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

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	

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



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
daviddattorney@gmail.com

Confirm email address
daviddattorney@gmail.com

[Cancel](#) [Save changes](#)

Note: It is important to remember that changing your SLP email address does not change the email address associated with your Login.gov account.

Updating Your SLP Password

After you link your Login.gov account to your eVoucher account, Login.gov handles all password changes and 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	-	Edit

Email address [Edit](#)

MoralesAttorney210@gmail.com

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](#)

<p>David Attorney TIN (SSN):00</p> <p>Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number:89</p>	
---	---

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

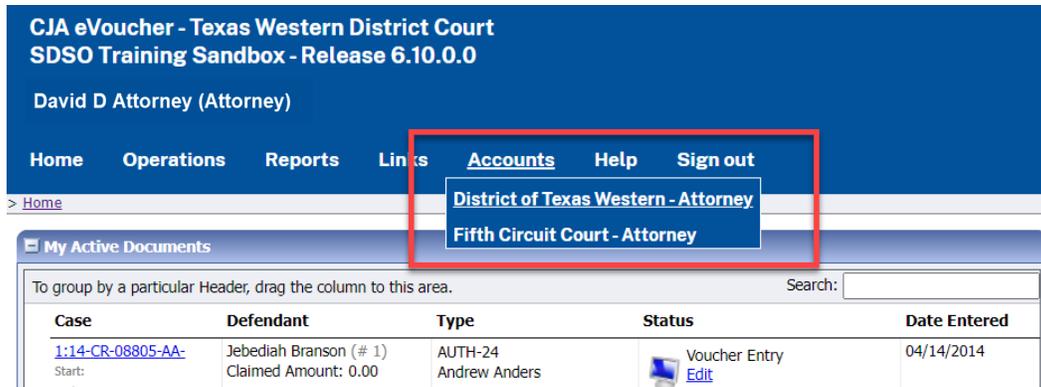
Account Information	+
Linked eVoucher Accounts	-

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"/>

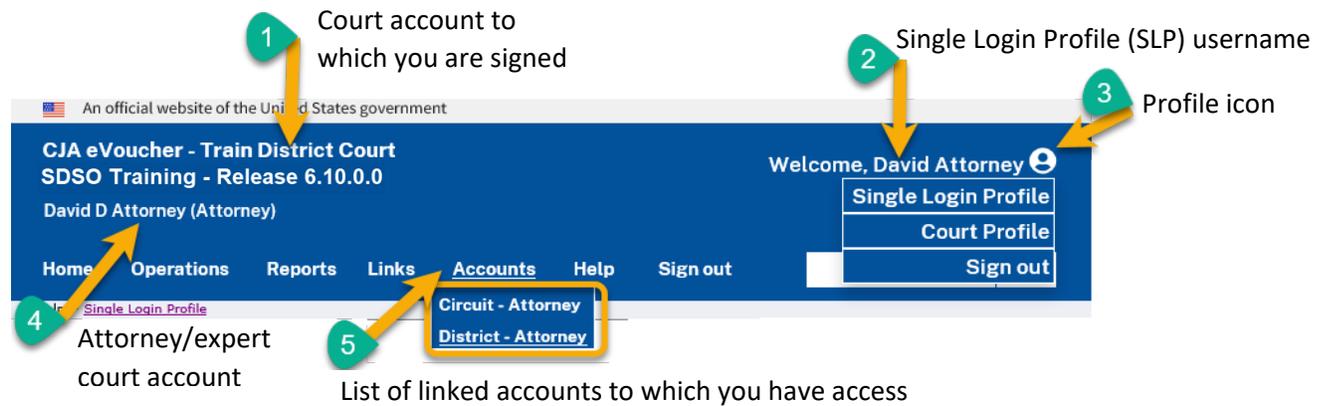
Accessing Multiple Accounts in eVoucher

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.



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

Home Page

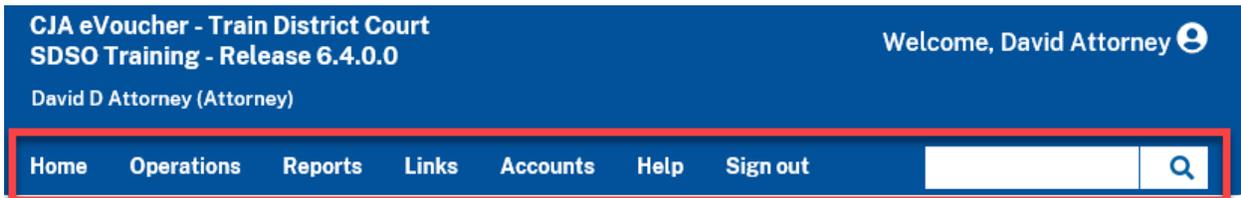
Your home page provides access to all of your appointments and vouchers. Security measures prohibit you from viewing other attorneys' information. Likewise, no one else can view your information.

The screenshot displays the Home Page interface with the following 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, including Voucher Entry and Investigator types.
- Appointments' List:** A list of appointments with details for each, including Case Title, Attorney, Representation, and Appointment ID.
- My Proposed Assignments:** A section indicating that all cases have been currently assigned, with no data displayed.
- My Submitted Documents:** A table listing submitted documents with columns for Case, Defendant, Type, Status, and Date Entered. It shows four entries, all with a status of '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 Teresa Transcripts.
- Closed Documents:** A section indicating that no rows have been recorded on the database, with no data displayed.

Section Name	Contents
My Active Documents	This section contains documents that you are currently working on or that have been submitted to you by an expert service provider. These documents are waiting for you to take action.
Appointments' List	This is a quick reference to all your appointments.
My Proposed Assignments	Cases appear in this section if an appointment has been proposed to you and you have not accepted or rejected it.
My Submitted Documents	This section contains vouchers for you—or your service provider—that have been submitted to the court for payment, along with documents submitted to the court requesting expert services or interim payments.
My Service Provider's Documents	This section contains all the vouchers for your service providers, including: <ul style="list-style-type: none"> • Vouchers in progress by the experts. • Vouchers submitted to the attorney for approval and submission to the court. • Vouchers signed off by the attorney and submitted to the court for payment.
Closed Documents	This section contains documents that have been paid or approved by the court. Closed documents only display for open cases until they are archived and/or for 60 days after the appointment is terminated. They are still accessible on the Appointment Info page.

Navigating in the CJA eVoucher Program



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

Customizing the Home Page

You can customize your home page to change the way your information displays in each section.

Expand/Collapse a Section: Click the plus sign (+) to expand a folder. Click the minus sign (-) to collapse a section.

Resize a Column

Step 1

Along the column headers (e.g., Case, Defendant, Type, etc.), point to the line between the columns until a double arrow ⇄ appears.

Step 2

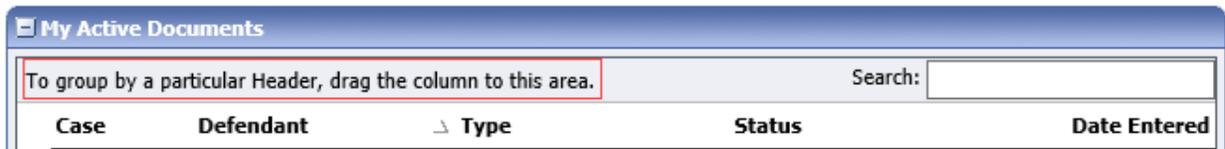
Click and drag the line in the desired direction to enlarge or reduce the column size.

Note: The section size does not increase; therefore, some columns may move off the screen.

Group by Column Header: To sort all the information within a section, you can group documents by column header. All folders displaying the group header bar can be sorted in this manner.

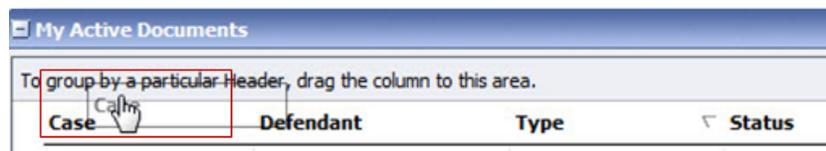
Step 1

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



Step 2

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



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



Court Profile

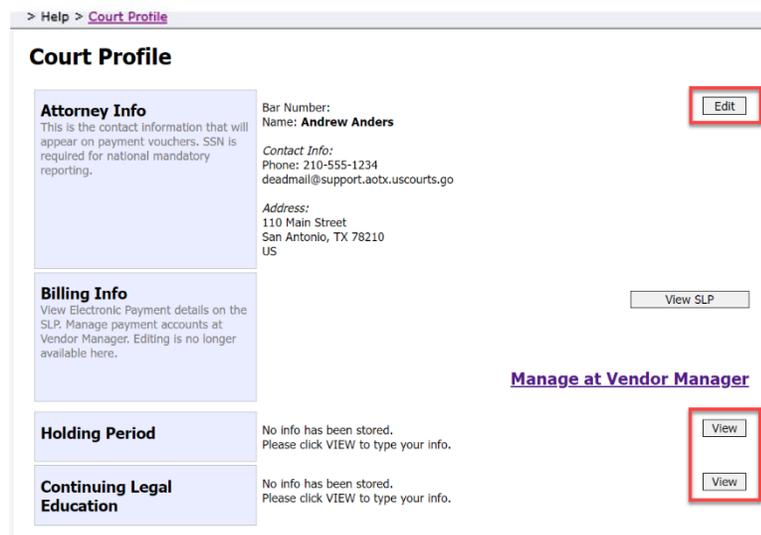
If given access by your court, you can make changes to your eVoucher account information. On the home page, point to your profile icon, and then click **Court Profile**.



On the Court Profile page you can:

- Edit 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.



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 * Middle Last Name *

Andrew Anders

Main Email *

aandersattorney@gmail.com

2nd Email

deadmail@support.aotx.uscourts.gov

3rd Email

Phone * Cell Phone

210-555-1234 210-555-2400

Address 1 * City *

110 Main Street San Antonio

Address 2 State * (US only) Zip * (US only)

TEXAS 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.



[Manage at Vendor Manager](#)

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

Home Operations Reports Links Help Sign out

> Help > [Single Login Profile](#)

Single Login Profile – Andrew Anders

Account Information	+
Billing Information	-

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

Andrew Anders TIN (SSN):20
Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number:24

Step 2

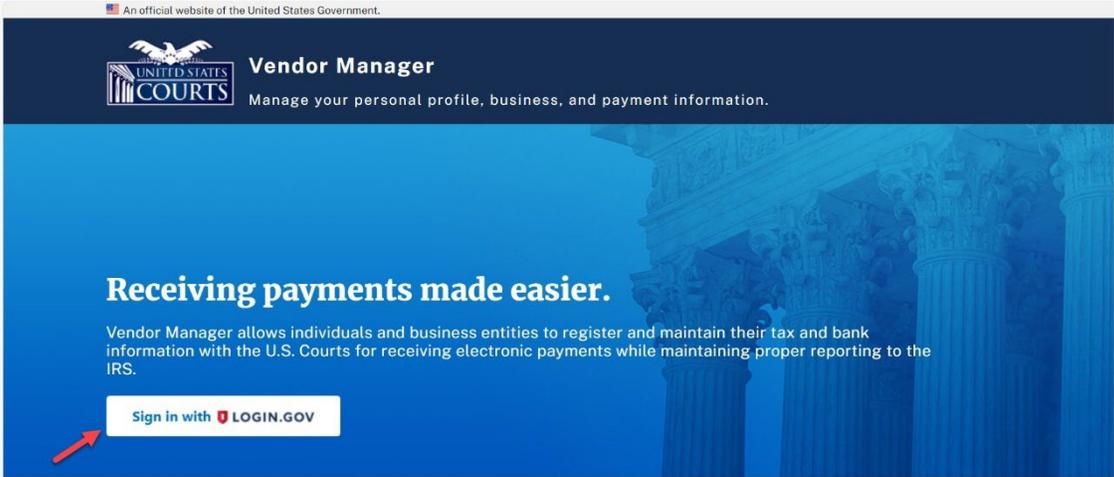
Click the **Manage at Vendor Manager** link to access VMS.

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

View SLP

Manage at Vendor Manager

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



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

Continuing Legal Education (CLE)

Step 1

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



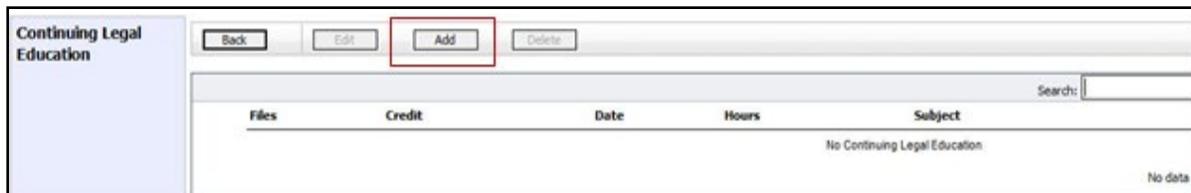
Changes made in this section are not applied to any of your other linked accounts. This information is noted at the top of your Court Profile page.

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.

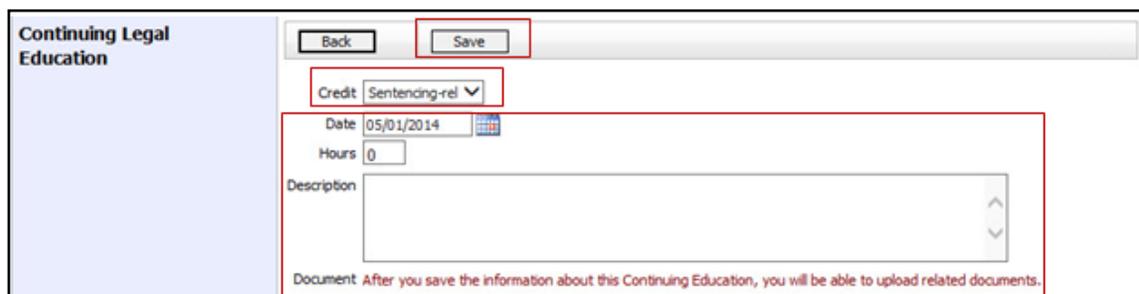
Step 2

To add CLE information, click **Add**.



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**.



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**.

The screenshot shows a form with the following elements: a 'Back' button and a 'Save' button (highlighted with a red box) at the top; a 'Credit' dropdown menu set to 'Sentencing-rei'; a 'Date' field with '05/15/2014' and a calendar icon; an 'Hours' field with '0'; a 'Description' text area; and a 'Document' field with a 'Browse...' button (highlighted with a red box) at the end.

Step 4
Education

The screenshot shows a grid interface with a search bar and a table. The table has the following data:

Files	Credit	Date	Hours	Subject
0	Sentencin...	04/16/2020		

Buttons at the top include 'Back', 'Edit' (highlighted with a red box), 'Add', and 'Delete' (highlighted with a red box). The page number 'Page 1 of 1 (1 items)' is visible at the bottom right.

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: Jedediah 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 DKT/DEF CODE 0101	2. PERSON REPRESENTED Jedediah Branson	3. VOUCHER NUMBER
1. MAG DKT/DEF NUMBER	4. DIST DKT/DEF NUMBER 1:14-CR-08805-1-AA	4. OTHER DKT/DEF NUMBER
1. IN CASE MATTER OF (Case Name) USA v. Branson	1. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	1. TYPE PERSON REPRESENTED Adult Defendant
1.1 OFFENSES CHARGED 15-1823 F INSPECTION VIOLATION PENALTIES	1.1 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: jun_ortola@scrs.uscourts.gov	1.1 COUNTY ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sols for Federal Defender <input type="checkbox"/> G Sols for Prose Attorney <input type="checkbox"/> H Sols for Retained Attorney <input type="checkbox"/> I Sols for Pro Se <input type="checkbox"/> J Sols for Pretrial <input type="checkbox"/> K Administrative <input type="checkbox"/> L Sols for Court Reporter
1.1 LAW FIRM NAME AND MAILING ADDRESS	1.1 PRIOR ATTORNEY'S NAME Appointment Date: Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

Vouchers on File

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

Case	Defendant	Type	Status	Date Entered
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Entry	08/01/2022
	Claimed Amount: 1,000.00	Andrew Anders Chemist/Toxicologist	Edit	
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Entry	07/28/2022
	Claimed Amount: 500.00	Andrew Anders Chemist/Toxicologist	Edit	
1:14-CR-08805-AA	Jedediah Branson (# 1)	CJA-21	Submitted to Court	01/25/2022
	Claimed Amount: 0.00	Rick Astley Chemist/Toxicologist	1101.0000937 FINAL PAYMENT	
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
	Claimed Amount: 400.00 Approved Amount: 400.00	Andrew Anders Chemist/Toxicologist	1101.0000956	
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Closed	01/25/2022
	Claimed Amount: 900.00 Approved Amount: 900.00	Andrew Anders Chemist/Toxicologist	1101.0000955	
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Closed	01/19/2022
	Claimed Amount: 750.00 Approved Amount: 750.00	Andrew Anders Chemist/Toxicologist	1101.0000941	
1:14-CR-08805-AA	Jedediah Branson (# 1)	CJA-21	Voucher Entry	12/14/2021
	Claimed Amount: 0.00	Lucy Hall Litigation Support Services	Edit	
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
	Claimed Amount: 10,500.00 Approved Amount: 10,000.00	Andrew Anders Psychologist	1101.0000920	
1:14-CR-08805-AA	Jedediah Branson (# 1)	AUTH	Voucher Closed	12/14/2021
	Claimed Amount: 1,200.00	Andrew Anders Chemist/Toxicologist	1101.0000919	
1:14-CR-08805-AA	Jedediah Branson (# 1)	CJA-21	Submitted to Court	12/14/2021
	Claimed Amount: 1,050.00	Rick Astley Chemist/Toxicologist	1101.0000918 FINAL PAYMENT	

Page 1 of 18 (176 items)

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

View Representation

Click the **View Representation** link to display the following information:

- Default excess fee limit
- Presiding judge
- Magistrate judge
- Co-counsel
- Previous counsel

Step 1

In the Appointment section, click the **View Representation** link.

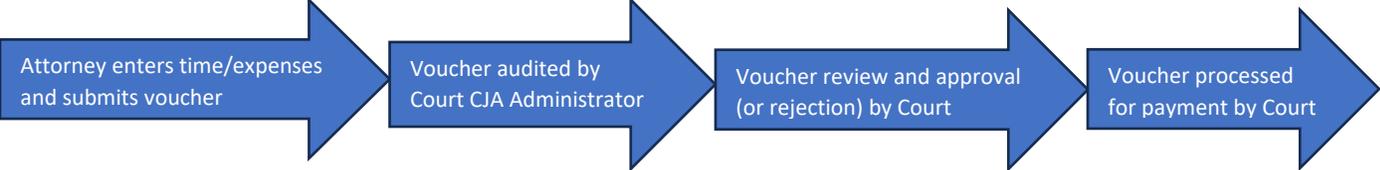


The Representation Info page appears.

Representation Info		VOUCHER NUMBER	
1. CIR. DIST/DIV CODE 0101	2. PERSON REPRESENTED Jebediah Branson		
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 PENAL TIES			
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 lisa_ornelas@aotx.uscourts.gov

Creating a CJA-20 Voucher

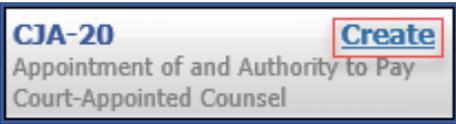
CJA 20 Voucher Process Overview



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.

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.

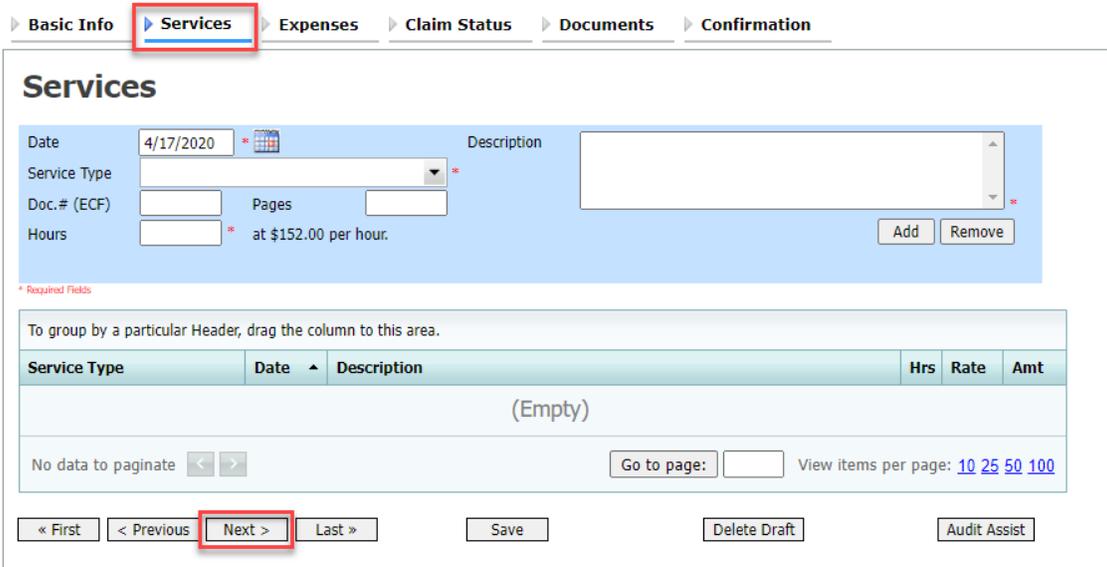
Entering Services

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.

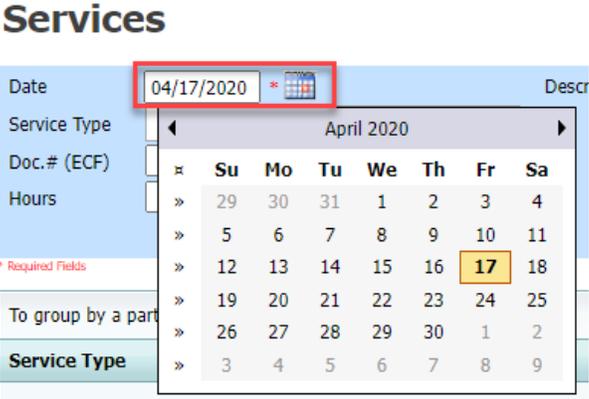
Step 1

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



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.



Step 3

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

The screenshot shows a form titled "Services" with a table structure. The first row has "Date" (04/17/2020) and "Description". The "Service Type" dropdown is open, showing a list of options: "a. Arraignment and/or Plea", "b. Bail and Detention Hearings", "c. Motion Hearings", "d. Trial", and "e. Sentencing Hearings". The "In Court Services" header is visible above the list. A red box highlights the dropdown arrow.

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**.

The screenshot shows a row in the "Services" table. The "Date" is 04/17/2020. The "Service Type" is "a. Arraignment and/or Plea". The "Hours" field contains "5.0" and is highlighted with a red box. The "Description" field contains "First appearance an arraignment of defendant." and is also highlighted with a red box. The "Add" button is highlighted with a red box. The "Remove" button is also visible. A red asterisk indicates 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

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. 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

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.: Jebedah Branson

[Link to CM/ECE](#)

Voucher #: [blank]
Start Date: [blank]
End Date: [blank]

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 Jebedah 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: daviddatorney@gmail.com

13. COURT ORDER
 A Associate C Co-Counsel D Federal Defender F Subs for Federal Defender
 L Learned Counsel (Capital Only) O Appointing Counsel P Subs for Passd 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: [blank]
 Appointment Date: [blank]
 Signature of Preparing Judge or By Order of the Court: Albert Albertson
 Date of Order: 7/1/2024 Note: Pro Tunc Date
 Repayment: YES NO

14. LAW FIRM NAME AND MAILING ADDRESS

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

David D Attorney

David D Attorney
TIN (SSN):00

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,,

Date * Description

Service Type *

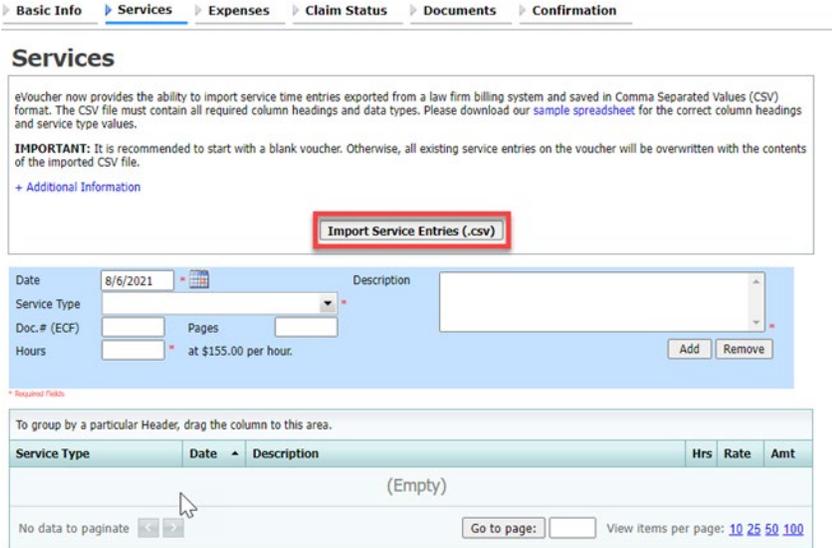
Doc.# (ECF) Pages

Hours * at \$155.00 per hour.

* Required Fields

Step 3

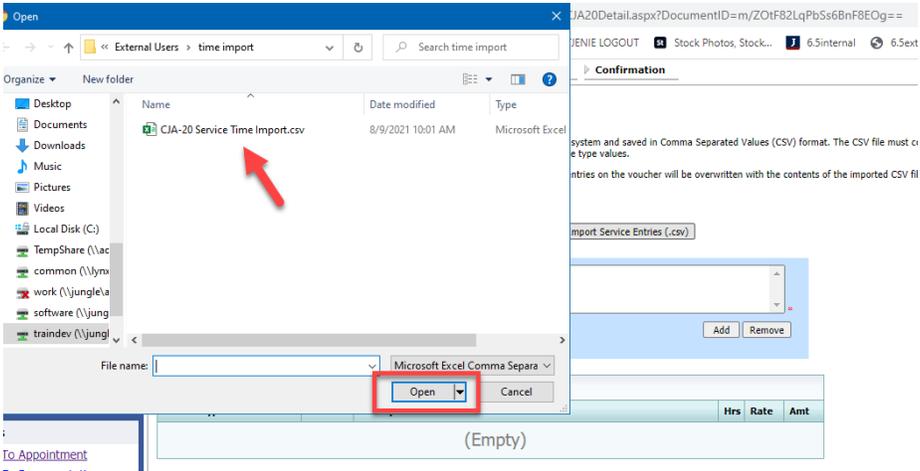
When the .csv file has been created, properly formatted, and is ready for import, click **Import Service Entries (.csv)**.



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

Date: * 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
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
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 852.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start: End:	Person201853 (# 1) Claimed Amount: 1,441.50	CJA-20 Andrew Anders	Voucher Entry Edit	09/02/2021
2:18-MJ-07088-- Start:	Person201853 (# 1) Claimed Amount: 0.00	BUDGETAUTH	Voucher Entry Edit	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. DEFNUMBER	4. DIST. DKT. DEFNUMBER 1:14-CR-08805-1-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 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: lisa_ernelas@astc.uscourts.gov		13. COURT ORDER <input type="checkbox"/> Associate <input type="checkbox"/> Co-Counsel <input type="checkbox"/> Federal Defender <input type="checkbox"/> Subs for Federal Defender <input type="checkbox"/> Licensed Counsel (Capital Only) <input checked="" type="checkbox"/> Appointing Counsel <input type="checkbox"/> Subs for Panel Attorney <input type="checkbox"/> Subs for Retained Attorney <input type="checkbox"/> Pro Se <input type="checkbox"/> Retained Attorney <input type="checkbox"/> Subs for Pro Se <input type="checkbox"/> Administrative <input type="checkbox"/> Standby Counsel Prior Attorney's Name Appointments Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/3/2014 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:

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 * 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.

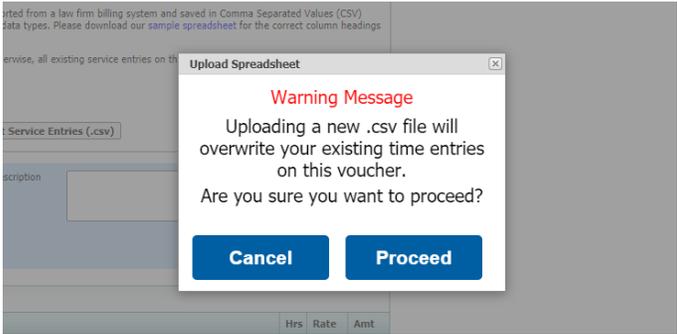
Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	09/03/2021	Plea in court	0.5	\$155.00	\$77.50
c. Motion	09/03/2021	in court	1.0	\$155.00	\$155.00
a. Interviews and Conferences	09/03/2021	interview with client	4.0	\$155.00	\$620.00

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.

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

Expenses

Date: 4/17/2020 * Description:

Expense Type: *

Miles: at \$0.575 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 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

- Travel Miles
- Travel Misc.
- Fax
- Long Distance Charges
- Photocopies
- Postage
- Other Expenses

Step 3

If **Travel Miles** is selected, in the **Miles** field, enter the round-trip mileage, and then click in the **Description** field to enter a description. Click **Add**.

Expenses

Date *

Expense Type *

Miles * at \$0.575 per mile.

Amount

Description *

* 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](#)

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

Expenses

Date *

Expense Type *

Miles * at \$0.575 per mile.

Amount

Description *

* 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](#)

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

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

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.

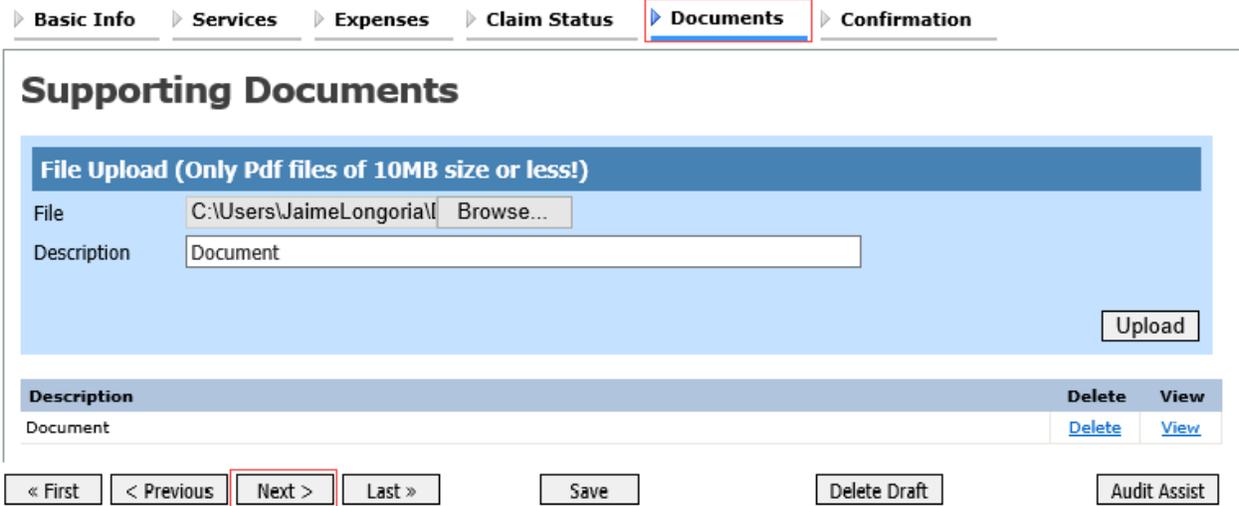
The message disappears when you complete the Claim Status section with correct start and end dates that include all service and expense dates for the voucher.

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.

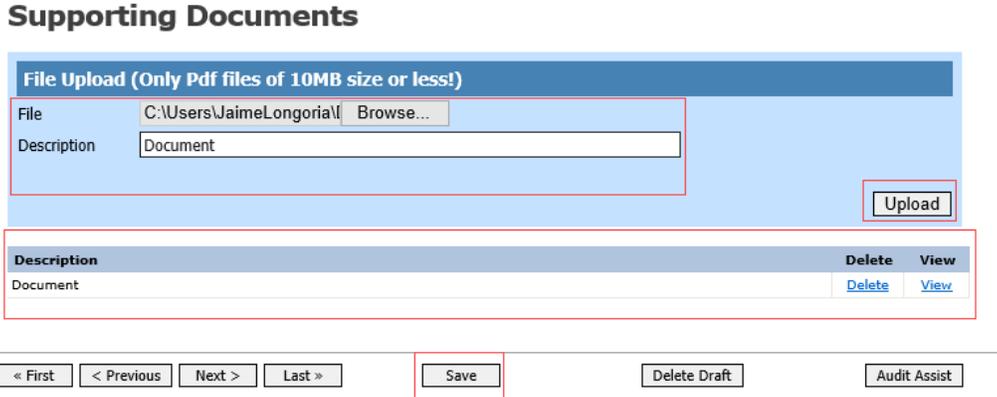
Step 1

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



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.



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 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: lisa_ornelas@aotx.uscourts.gov		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 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	

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			
Totals	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			
Totals	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			
GRAND TOTALS (CLAIMED AND ADJUSTED)		\$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 Final Payment Interim Payment (*) Supplemental Payment Withholding Payment (---) (Total ---)

Have you previously applied to the court for compensation and/or reimbursement for this case? YES NO

If yes, were you paid? YES 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? YES 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

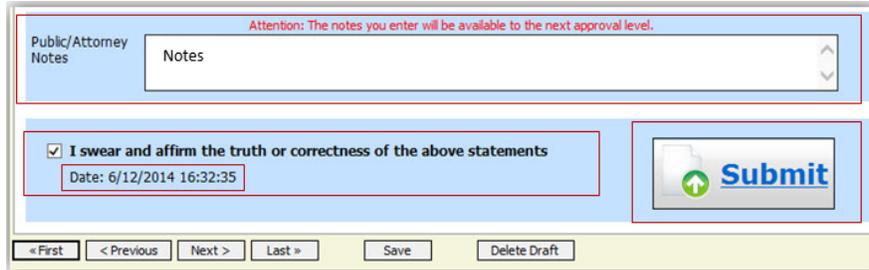
Date: _____



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

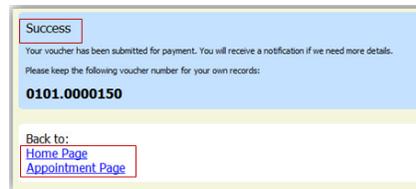
Step 2

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**.

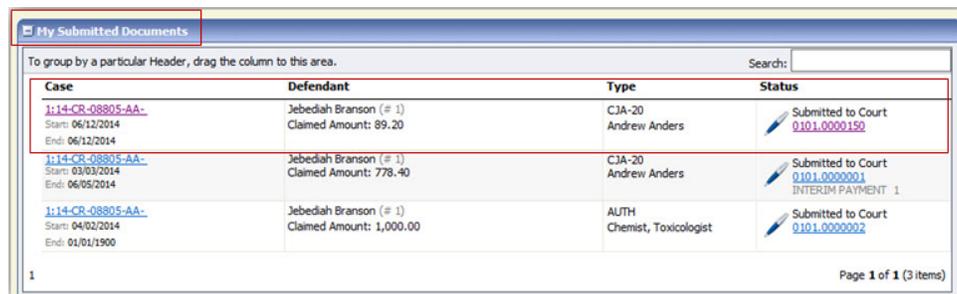


Step 3

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.

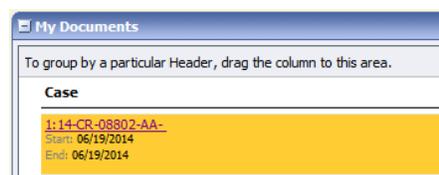


The active voucher is removed from the My Active Documents section and now appears in the My Submitted Documents section.



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

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.



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 shows the CJA eVoucher interface. At the top, there is a blue navigation bar with the text 'CJA eVoucher - Train District' and 'SDSO Training - Release 6.3.0.0'. Below this are links for 'Home', 'Operations', 'Reports', 'Links', 'Help', and 'Sign out'. A breadcrumb trail shows '> Home'. The main content area is titled 'My Active Documents' and contains a tabbed interface. The 'Appointments' List tab is active, displaying a table with two columns: 'Appointments' and 'Defendant'. The first row is highlighted with a red box, indicating the selected case.

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

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

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

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.
- a. **Not on Voucher:** This voucher does not include any claims for services and/or expenses for the associate attorney.
 - b. **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.
 - c. **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/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: lisa_ornelas@aotx.uscourts.gov		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			

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, On Voucher, No Edit, Not on Voucher
Eddie E Associate: Not on Voucher
Cindy Caltagirone: Not on Voucher
Billy Bates: Not on Voucher

Navigation: << 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: **Kerry Kriger**

Date: _____

Service Type: _____

Doc.# (ECF): _____

Hours: _____

* Required Fields

To group by a part: _____

Attorney: _____

tion Hrs Rate Amt

y)

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.

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.

- 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) <i>Payment approved in excess of the statutory threshold amount</i>	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

Adding Services/Expenses as an Associate Attorney

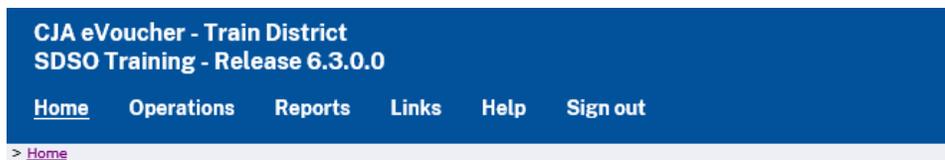
Associate appointments appear on the **My Appointments** page with the order type of Associate For [the appointed attorney's name]. Only the appointed attorney can create a voucher.

- 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
Case: 3:12-AP-12121-AA Defendant #: 9876 Case Title: TestAutomation0802 Attorney: Andrew Anders	Defendant: TestDefendent0802 Representation Type: Appeal of a Trial Disposition Order Type: Co-Counsel Order Date: 08/02/17 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:55-CR-55555-LRJ Defendant #: 5555 Case Title: USA VS Bob Smith Attorney: Andrew Anders	Defendant: Bob Smith 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.



My Active Documents				
To group by a particular Header, drag the column to this area.				Search:
Case	Defendant	Type	Status	Date Entered
1:14-CR-08806-... Start: 07/24/2016 End: 08/07/2019	Thomas Watson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	Voucher Entry Edit	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: lisa_ornelas@aotx.uscourts.gov		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 5/3/2014 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: [dropdown]
Date: 3/26/2020 * [calendar icon]
Service Type: [dropdown] *
Doc.# (ECF): [input] Pages: [input]
Hours: [input] * 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 *

Service Type *

Doc.# (ECF) Pages

Hours * at \$150.00 per hour.

Description

* 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

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

Service	Hours	Amt.
Arraignment and/or Plea	6.0	\$1,200.00
Bail and Detention Hearing	0	\$0.00
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

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

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

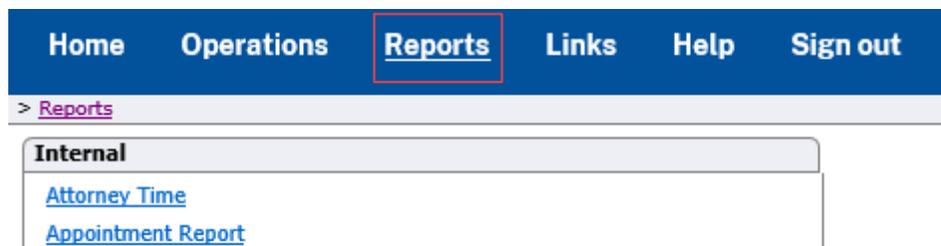
At the start of a case, it may be difficult for counsel or the court to know whether a case has the potential to exceed the statutory maximum allowed for representation.

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		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		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		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

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		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		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										

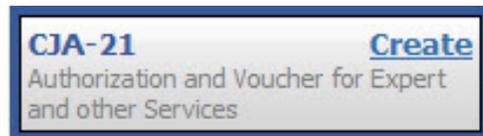
Grand Totals for the Representation									Defendant: Jebediah Branson	
NOTE: The Grand Totals Include Counsel CJA20 or CJA30 vouchers as well as vouchers for Expert or Services on CJA21 or CJA31. They represent the total submitted expenditures for this representation. *Does not include Travel Auth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

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

ID Number: 917 Order Date: 12/14/2021 Authorized Amount: \$1,000.00 Grand Total Amount: \$2,200.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes:
ID Number: 920 Order Date: 12/14/2021 Authorized Amount: \$10,000.00 Grand Total Amount: \$10,000.00	Service Type: Psychologist Estimated Amount: \$10,500.00 Notes:
ID Number: 955 Order Date: 01/25/2022 Authorized Amount: \$900.00 Grand Total Amount: \$1,300.00	Service Type: Chemist/Toxicologist Estimated Amount: \$900.00 Notes:

[No Authorization Required](#)
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	
ID Number: 4 Order Date: 03/04/2014 Authorized Amount: \$1,000.00 Grand Total Amount: \$1,500.00	Service Type: Chemist/Toxicologist Estimated Amount: \$1,000.00 Notes: Abraham Astley
ID Number: 186 Order Date: 02/01/2017 Authorized Amount: \$100.00 Grand Total Amount: \$100.00	Service Type: Interpreter/Translator Estimated Amount: \$5,000,000.00 Notes:

If the voucher does not require advance authorization, click the **No Authorization Required** link.

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

Associated Authorizations Unavailable

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

Basic Info			
1. CIR. DIST. DIV. CODE 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 Investigator *

Description

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

Expert

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

Create Voucher

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

Step 6

If the service providers or experts have rights to enter their own expenses, the Voucher Assignment radio buttons become active. Click the appropriate radio button to indicate whether you or the expert will enter the service fees on the voucher.

New Voucher Information

Service Type Investigator *

Description

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

Expert Campos, Charlene

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

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

Create Voucher

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

Date: 04/17/2024 Description: [Empty]
Units: [Empty] Rate: [Empty]

Add Remove

* Required Fields

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

Date	Description	Units	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 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**.

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

Expenses

Date: 04/17/2024 Description: [Text Field]

Expense Type: [Dropdown] Miles: [Text Field] at \$0.545 per mile. Amount: [Text Field]

[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 [Navigation] Go to page: [Text] 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**.

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

Claim Status

Start Date: [Text Field] End Date: [Text Field]

Payment Claims *

- Final Payment [Text Field] (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**.

The screenshot displays the 'Supporting Documents' section of the CJA eVoucher interface. At the top, a progress bar shows tabs for 'Basic Info', 'Services', 'Expenses', 'Claim Status', 'Documents' (which is highlighted with a red box), and 'Confirmation'. Below the progress bar, the 'Supporting Documents' section is titled. It features a 'File Upload (Only Pdf files of 10MB size or less!)' section with a 'Choose File' button and a text field for 'Description'. An 'Upload' button is located to the right of the description field. Below the upload section is a table with the following structure:

Description	Delete	View
Document	Delete	View

At the bottom of the interface, there are several buttons: '< First', '< Previous', 'Next >', 'Last >', 'Save', 'Delete Draft', and 'Audit Assist'. The 'Next >' and 'Save' buttons are highlighted with red boxes.

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. CASE ORT. REF. CODE 0542	2. PERIOD REPRESENTED Individual Defendant	3. VOUCHER NUMBER	
3. MAIL ORT. REF. NUMBER	4. DEF. ORT. REF. NUMBER 2-12-CR-00219-24-JAA	5. APPELL. ORT. REF. NUMBER	6. OTHER ORT. REF. NUMBER
7. US CASE NUMBER (Official Case Name) K.A.V. - Reason	8. DEFENSE CATEGORY Felony (including personal diversion or alleged felony)	9. TYPE PERIOD REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE CODES
12. USIP VIOLATION VIOLATION PENALTIES

13. ATTORNEY'S STATEMENT
 I am attorney for the person represented above. I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to obtain the service. \$ Estimated compensation: \$
 Approval of services already obtained to be paid for by the United States Court for the District of New Jersey, if appropriate.

Signature of Attorney
 Andrew Anderson
 110 Main Street
 San Antonio TX 78210
 Phone: 210-555-1234
 Cell phone: 210-555-2400
 Email: anderson@att.com

14. TYPE OF SERVICE PROVIDER
 01 Investigator
 02 Interpreter/Translator
 03 Psychologist
 04 Psychiatrist
 05 Paralegal
 06 Document Examiner
 07 Employment Analyst
 08 Accountant
 09 C.A.R. (Writer, Legal, etc.)
 10 Clerk/Technician
 11 Bailiff
 12 Support/Financial Services Expert
 13 Paralegal/Judicial Assistant
 14 Other Individual
 15 Value Added Analyst
 16 Hair/Fiber Expert
 17 Computer (Hardware/Software Systems)
 18 Paralegal Services
 19 Legal Analyst/Coordinator
 20 Jury Consultant
 21 Mediation Specialist
 22 Deposition Services
 23 Other (Specify)
 24 Language Support Services
 25 Computer Forensic Expert

15. COURT ORDER
 Personal signature of the person represented having been established by the court's citation, the information required in this 15 is hereby granted.
 Signature of Presiding Judge or By-Order of the Court
 Date of Order: _____ Year: _____ Day: _____
 Payment: YES NO

DETAILS FOR SERVICE AND EXPENSES		TOTAL COURT USE ONLY	
DESCRIPTION	AMOUNT CLAIMED	AMOUNT CLAIMED	PAID BY
1. Courtroom	\$0.00	\$0.00	
2. Court Expenses (judging, parking, meals, mileage, etc.)	\$0.00	\$0.00	
3. Other Expenses	\$0.00	\$0.00	
GRANTS TOTALS (CLAIMED AND ADJUSTED)	\$0.00	0.00	

17. PLAINTIFF NAME
Charlene Campos
 TIN (SSN): *****00

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

Final Payment Interim Payment (P) Supplemental Payment Withholding Payment (W) (Total: 1)

18. PLAINTIFF'S CERTIFICATION FOR PERIOD OF SERVICE - PROXID
 I hereby certify that the above case is the correct matter and is correct, and that I am an eligible licensed person (prosecutor or attorney) or other actor for these services.
 Signature of Plaintiff Payor: _____ Date: _____

19. CERTIFICATION OF ATTORNEY I hereby certify that the service was rendered for this case.
 Signature of Attorney: _____ Date Signed: _____

APPROVED FOR PAYMENT - COURT USE ONLY			
13. TOTAL COURT	20. TRAVEL EXPENSES	21. OTHER EXPENSES	22. JUDICIAL APPL. APPE. CASE

23. SIGNATURE OF PLAINTIFF JUDGE
 Signature of Presiding Judge: _____ Date: _____ Judge Code: _____

24. TRAVEL EXPENSES
 Signature of Plaintiff: _____ Date: _____ Judge Code: _____ Total Amt. Certified For Payment

25. PAYMENT APPROVED IN EXCESS OF THE STATUTORY THRESHOLD
 Signature of Chief Judge, Court of Appeals (or Judge): _____ Date: _____ Judge Code: _____ Total Amt. Certified For Payment

Public/Attorney Notes:

I swear and affirm the truth and correctness of the above statements and the payment accounts selected is accurate.
 Date: 8/14/2024 12:54:10

Submit

< First < Previous First > Last > Save Delete Draft Audit Access

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
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders Representation ID: 2 Appointment ID: 4	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:

Step 2

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

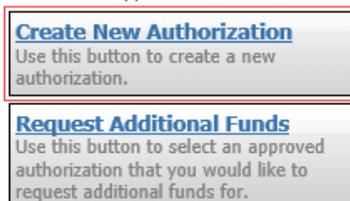


Step 3

Click **Create New Authorization**.

Authorization Type Selection

You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.



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 Info Documents Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case

11. OFFENSE(S) CHARGED
15:1825.F INSPECTION VIOLATION PENALTIES

12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com	13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson 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	

Master Authorization Information

Order Date

Nunc Pro Tunc Date

Repayment

Estimated Amount \$

Authorized Amount \$ Deactivated

Basis of Estimate

Description

Service Type

Notes

« First < Previous Next > Last »

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 Document.pdf

Description

Description	Delete	View
Document	Delete	View

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**.

Basic Info Documents Confirmation

Confirmation

1. CJA/DI/DOJ CODE R101	3. PERSON REPRESENTED Federal Bureau	VOUCHER NUMBER
2. CASE DOCKET NUMBER	4. DOJ CASE DOCKET NUMBER 1:14-cr-00805-1-AA	5. APPELLATE DOCKET NUMBER
6. CASE MATTER OR (Case Name) USA v. Branson	7. FEE/TYPE CATEGORY Felony (including pre-trial diversion of alleged felonies)	8. TYPE PERSON REPRESENTED Adult Defendant
9. OFFENSE CHARGED 15-1225 F INSPECTION VIOLATION PENALTIES	10. REPRESENTATION TYPE Criminal Case	

11. ATTORNEY'S FIRM/EMPLOYER
As the Attorney for the person represented above, I hereby affirm that the services requested are necessary for adequate representation. I hereby request:
 Authorization to receive the service Estimated compensation: \$
 Approval of services already obtained to be paid for by the United States then the Defendant Services Appropriation.

Signature of Attorney:
 Andrew Anders
 110 Main Street
 San Antonio TX 78210
 Phone: 210-833-5623
 Cell phone: 210-555-1234
 Email: law_office@nota.uscourts.gov

12. DESCRIPTION AND JUSTIFICATION FOR SERVICE (See instructions)	13. TYPE OF SERVICE PROVIDER
14. COURT ORDER Factual allegations of the person represented having been established by the court's satisfaction, the information requested in this 15 is hereby granted. Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: _____ Represented: <input type="checkbox"/> YES <input type="checkbox"/> NO (Has the Time Date)	<input type="checkbox"/> 01 Investigator <input type="checkbox"/> 02 Interpreter/Translator <input type="checkbox"/> 03 Psychiatric <input type="checkbox"/> 04 Psychologist <input type="checkbox"/> 05 Polygraph <input type="checkbox"/> 06 Document Examiner <input type="checkbox"/> 07 Fingerprint Analyst <input type="checkbox"/> 08 Accountant <input type="checkbox"/> 09 CALC (Welder/Leads, etc.) <input type="checkbox"/> 10 Chemist/Toxicologist <input type="checkbox"/> 11 Ballistics <input type="checkbox"/> 12 Weapons/Venue/Explosive Expert <input type="checkbox"/> 13 Pathologist/Medical Examiner <input type="checkbox"/> 14 Other Medical <input type="checkbox"/> 15 Video/Audio Analyst <input type="checkbox"/> 16 Hair/Fiber Expert <input type="checkbox"/> 17 Computer (Hardware/Software/System) <input type="checkbox"/> 18 Paralegal Services <input type="checkbox"/> 19 Legal Analyst/Counselor <input type="checkbox"/> 20 Jury Consultant <input type="checkbox"/> 21 Duplication Specialist <input type="checkbox"/> 22 Other (Specify) <input type="checkbox"/> 23 Language Support Services <input type="checkbox"/> 24 Computer Forensic Expert

NOTES

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount	Total Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount	

Public/Attorney 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: _____

Submit

Print 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:

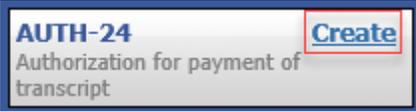
[Home Page](#)
[Appointment Page](#)

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/DEF NUMBER	4. DIST. DKT/DEF NUMBER 5:78-CR-00210-88-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12:1457 M PENALTIES - PROHIBITED ACTIVITIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS David Dd Attorney - Bar Number: 1234123 2500 Main St San Antonio TX 78209 Phone: 2105552500 Email: daviddattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 7/1/2024 Nuac 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**.

Basic Info Documents **Confirmation**

Confirmation

1. CASE NUMBER 0542	3. PERSON REPRESENTED Defendant Reason	5. APPEALS DISTRICT NUMBER	6. OTHER DISTRICT NUMBER
2. MAG. DISTRICT NUMBER	4. DISTRICT OFF NUMBER 0123456789101112131415		
7. DOCKET NUMBER (if any) CJA - Reason	8. SECURITY CATEGORY Policy (including geo-mail domains if alleged threat)	9. TYPE PERSON REPRESENTED Adult Defendant	10. DISTRICT COURT TYPE Criminal Case

11. OFFENSES CHARGED
12. 1457 M PENALTIES - PROHIBITED ACTIVITIES

REQUEST AND AUTHORIZATION FOR TRANSCRIPT

13. PROCEEDINGS IN WHICH TRANSCRIPT IS TO BE USED (describe as fully as possible, including hearing scheduled for 12/25/2024)

14. PROCEEDINGS TO BE TRANSCRIBED (describe as fully as possible. For macroscopic audio, e.g., see the procedure covering summary audio saving manual video summary, procedure requests, audio requests, procedure videos, jury instructions, and/or miscellaneous requests. Total date 1-5, 09-16-2024, 09-17-2024, and 09-18-2024, including your date, witness testimony, prosecution argument, defense argument, prosecution rebuttal, jury instructions, and/or miscellaneous conclusions.

15. SPECIAL AUTHORIZATION

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 unredacted transcript services to persons proceeding under the Criminal Justice Act.

16. 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.

17. 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 Name Pro-Tunc Date

Signature of Attorney Date
Devoid Del Attorney
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: 1/8/25/2024 9:57:48

Submit

< First < Previous **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	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 178-CE-00210-88-AA	5. APPEALS. DKT/DEF. NUMBER	6. OTHER. DKT/DEF. NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 12. 1457 M PENALTIES - PROHIBITED ACTIVITIES			
13. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly) Sentencing hearing scheduled for 10/25/2024			
14. SPECIAL AUTHORIZATIONS			
A. Apportioned Cost % of transcript with		JUDGE'S INITIALS	
B. <input type="checkbox"/> 14-Day Transcript <input type="checkbox"/> 7-Day <input checked="" type="checkbox"/> 3-Day <input type="checkbox"/> Next-Day <input type="checkbox"/> 2-Hour <input type="checkbox"/> Realtime Unedited		AA	
C. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.			
15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. David Dd Attorney /S/ 10/25/2024 10:22:06 Signature of Attorney Date David Dd Attorney Printed Name Telephone Number: 2105552500		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	
CLAIMS FOR SERVICES			
20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE
Original	see detail	15	see detail
Copy	see detail	0	see detail
Expenses (Itemize)			
SUB-TOTAL		LESS AMOUNT APPORTIONED	
\$130.00		see detail	
\$0.00		see detail	
TOTAL		\$130.00	
TOTAL AMOUNT CLAIMED		\$160.90	
18. PAYEE'S NAME AND ADDRESS			
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE			
LeVar Expert TIN (EIN):40 Electronic payments will be sent to: Routing Number: 121000248, FAKE BANK Account Number:22			
17. COURT REPORTER/TRANSCRIBER STATUS <input checked="" type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> 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 _____			
APPROVED FOR PAYMENT -- COURT USE ONLY			
23. APPROVED FOR PAYMENT Signature of Judge or Clerk of Court _____ Date _____		24. AMOUNT APPROVED	
Public/Attorney Notes			
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements and the payment account selected is accurate. Date: 10/25/2024 12:18:15			
Submit			

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

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](#)

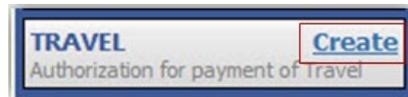
[Appointment Page](#)

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

1. CR. DIST. DIV. CODE 0101	3. PERSON REPRESENTED Jehedish Branson	VOUCHER NUMBER
2. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS DKT/DEF. NUMBER
6. IN CASE MATTER OF (Case Name) USA v. Branson	7. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	8. TYPE PERSON REPRESENTED Adult Defendant
9. OFFENSE(S) CHARGED 15.1825 F INSPECTION VIOLATION PENALTIES	10. 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: andrew.anders@uscourts.gov	11. REPRESENTATION TYPE Criminal Case
12. 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	13. COURT ORDER <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> O Appointing Counsel <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Sub for Pro Se <input type="checkbox"/> X Administrative	<input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Sub for Federal Defender <input type="checkbox"/> R Sub for Retained Attorney <input type="checkbox"/> S Sub for Pro Se <input type="checkbox"/> X Administrative
14. LAW FIRM NAME AND MAILING ADDRESS	Prior Attorney's Name Appointment Date Requester of Presiding Judge or By Order of the Court Albert Albertson Date of Order 5/2/2014 Requestment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Case Pro Tunc Date

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**.

Request For Travel*

Required Fields

Name and Title of Person Traveling: Andrew Anders
123 Way
San Antonio, TX 78229

Address of Person Traveling:

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:		
Total Estimated Cost:	420.00	
Total Authorized:		
Purpose and Justification:	Travel to talk to witness.	
Court Notes:		

* All travel and expenses must be in compliance with government travel regulations. Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MSLE rate.

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		

Page 1 of 1 (1 Items)

Progress Bar << 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 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](#)

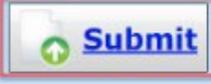
Note: All documents must be submitted in PDF format and must be 10 MB or less.

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. CIR. DIST. DIV. CODE 0542	2. PERSON REPRESENTED Bob Smith	VOUCHER NUMBER		
3. MAG. DKT/DEF. NUMBER	4. DIST. DKT/DEF. NUMBER 1:55-CR-05555-101-AA	5. APPEALS DKT/DEF. NUMBER	6. OTHER DKT/DEF. NUMBER	
7. IN CASE/MATTER OFF(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				
13. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: andersattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (Capital Only) <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> S Pro Se <input type="checkbox"/> T Retained Attorney <input type="checkbox"/> U Subs for Pro Se <input type="checkbox"/> X Administrative <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Date Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 10/9/2023 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Name Pro Tunc Date		
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		
Documents Examiner	\$0.00	\$1,000.00		
Totals	\$0.00	\$11,000.00		
Order Date	Name Pro Tunc Date	Budget Phase Stage		
Signature of Attorney	Date Signed	Pretrial	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	
Public/Attorney Notes Attention: The notes you enter will be available to the next approval level.				
<input checked="" type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date: 8/15/2024 16:32:43				

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](#)

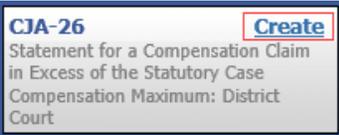
Creating a CJA-26 Voucher

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 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@gmail.com		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> D Federal Defender <input type="checkbox"/> F Subs for Federal Defender <input type="checkbox"/> L Learned Counsel (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 Nunc Pro Tunc Date 4/1/2024 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 Info | Justification | **Documents** | Confirmation

Supporting Documents

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

File	Choose File	No file chosen
Description	Document	

Upload

Description	Delete	View
Document.pdf	Delete	View

« First | < Previous | **Next >** | Last »

Save | Delete Draft | Audit Assist

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

Step 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: S-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.
- **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 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, 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.



Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try again](#).

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;	1/2/2021	0.2		15a. Arraignment and/or Plea		
Row 9	Hours is missing;	1/11/2021		Test	16c. Legal research and brief writing		
Row 10	Doc# (ECF) must be numeric value only; Pages must be numeric value only;	1/12/2021	0.9	Test	15c. Motion Hearings	.	~
Row 11	Date is missing;		1	Test;	16d. Travel time		
Row 12	Description has invalid character(s);	1/14/2021	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.

Basic Info Services Expenses Claim Status Documents Confirmation



Import failed.
5 errors were found in *CJA-20 Service Time Import.csv* during import process. No data was updated. [View Report](#). Correct errors and [try 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

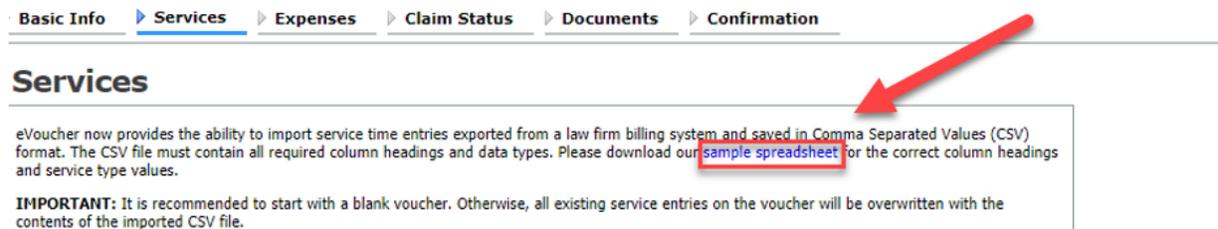
Once you begin the process of importing your service entries to a CJA-20 or CJA-30 voucher, sample spreadsheets are available to download on the Services page. These sample spreadsheets are in Excel format that must be saved in .csv format.

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						

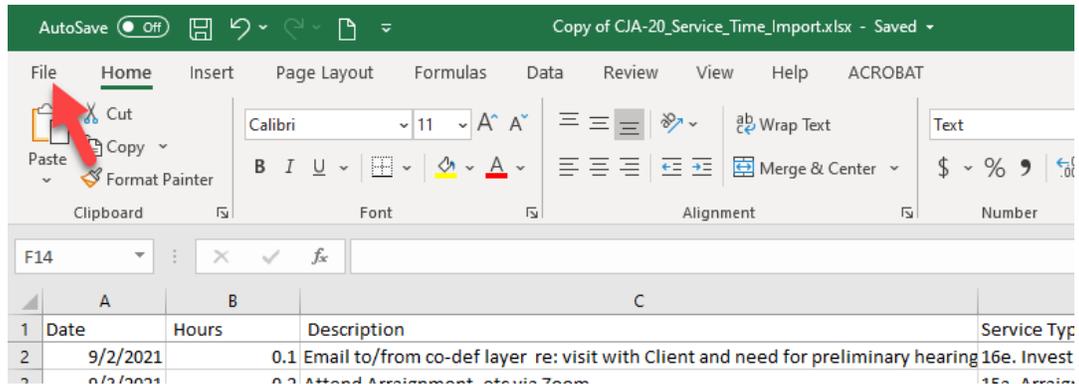
Note: Time entries containing values greater than a single decimal place are automatically rounded up or down to the nearest tenth. For example, 0.125 is rounded down to 0.1, and 0.75 is rounded up to 0.8.

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.

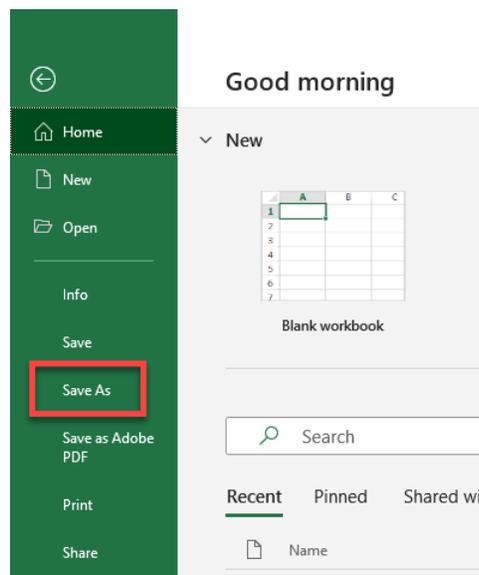
Step 1

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

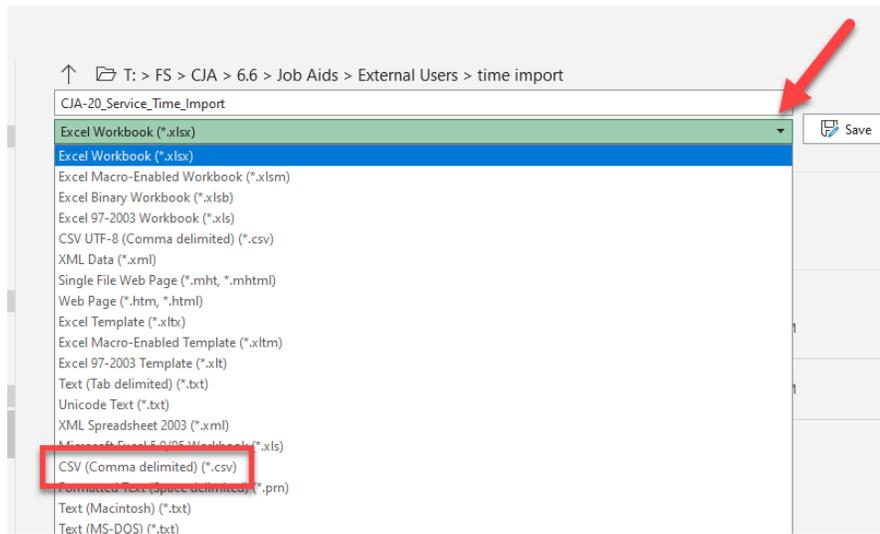


Step 2

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.

