

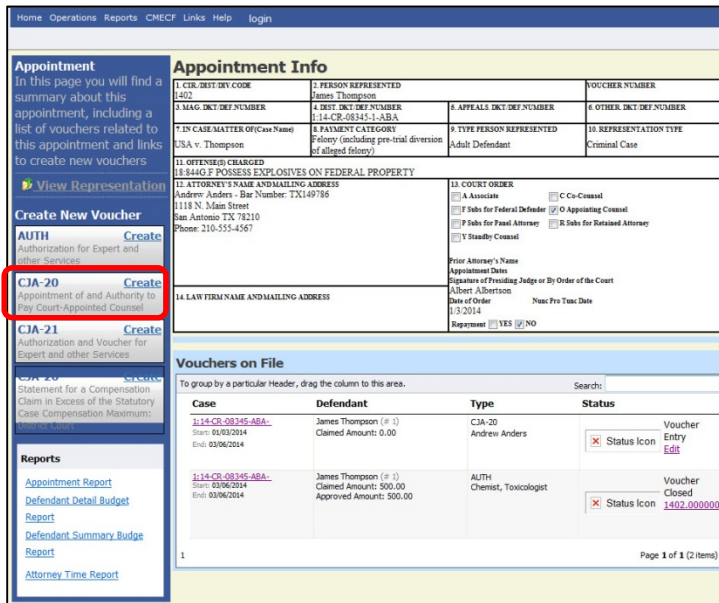
## How to Create a New CJA 20 Voucher

Note: Creating a CJA 30 follows the same procedures as the CJA 20, except you “Create” a CJA 30.

On your **Home** page, locate the appointment in the **Appointments List**. Click the case hyperlink.

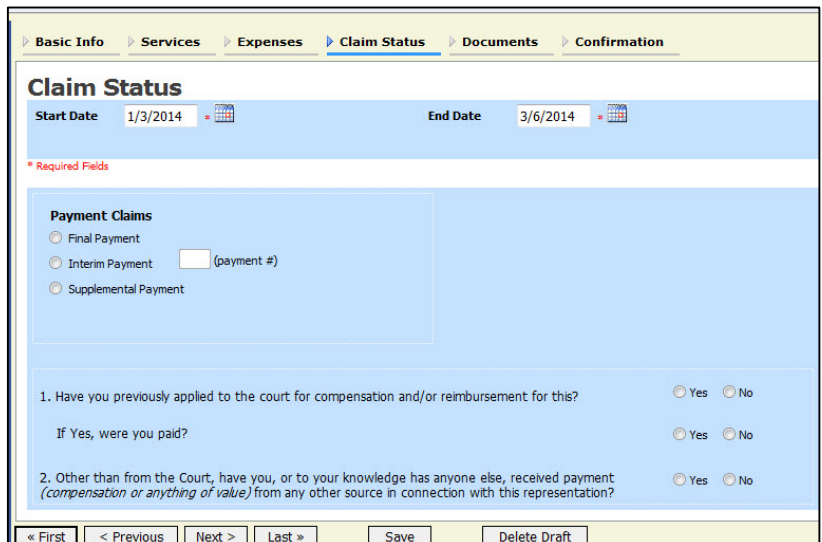


The **Appointment Info** displays and you will see any vouchers which have been previously created for this appointment.



Click the **CJA-20 Create** button on the left-hand menu.

Advance to the **Claim Status** tab and set the **Claim Start Date** to the first day of services or expenses billed (It will default to the current date.) You may then enter your expenses in the **Services** and **Expenses** tabs and save your work. You may continue to add items and edit the voucher until you are ready to submit the claim to the court.



If you save your voucher and do not submit it to the court, you will find your voucher in the **My Active Documents** folder on the top left of your **Home** page. To continue working with the voucher, click the **Edit** hyperlink under the **Status** column.

Case	Defendant	Type	Status
<a href="#">1:14-CR-08805-AA-</a> Start: 03/03/2014 End: 04/02/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-20 Andrew Anders	Voucher Entry <a href="#">Edit</a>
<a href="#">1:14-CR-08805-AA-</a> Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry <a href="#">Edit</a>

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**Helpful Hint: Sort your Expenses and Services by date to get the correct Start Date.**

You can quickly sort your services and expenses by date to find the start date for your voucher. Navigate to the **Services** tab. Drag the **Date** column header up to the blue **Group** by bar. The **Services** entries will be grouped and sorted by date. Repeat the grouping with the **Expenses** tab.

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

### Services

Date: 3/4/2014 \* Description:

Service Type:  \*

Doc. # (ECF):  Pages:

Hours:  \* at \$126.00 per hour. Add Remove

\* Required Fields

Service Type	Date	Description	Hrs	Rate	Amt
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00

After grouping by Date:

Group by: Date

Service Type	Date	Description	Hrs	Rate	Amt
Date: 03/03/2014					
a. Arraignment and/or Plea	03/03/2014	Arraignment	1.0	126.0000	126.00
Date: 03/04/2014					
a. Interviews and Conferences	03/04/2014	Conference with AUSA.	0.5	126.0000	63.00
b. Bail and Detention Hearing	03/04/2014	Detention hearing with Judge Chambers.	1.5	126.0000	189.00