

United States Court of Appeals for the Fourth Circuit



CJA eVoucher Attorney Manual

v. 4.3.0

December 2015

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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 will allow for:

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

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

Profile Management

- Allows attorneys to manage their own account information including address, phone and firm associations.
- Notes:
 - The Fourth Circuit does not utilize the Holding Period or Continuing Legal Education portion of the screen.
 - The CM/ECF Access portion of the profile screen is not currently supported in Appellate CM/ECF. You will receive an error message if you attempt to enter your CM/ECF user name and password.

Voucher & Authorization Request Submission

- Authorization requests by attorneys for expert services.
- Upload supporting documents to vouchers or authorization requests.
- Reports for attorneys to take an active part in monitoring costs.
- Automatic e-mail notification to attorney of approval or return of vouchers and authorization requests.

Browser Compatibility

- Windows: Internet Explorer 8 or newer are approved. For Internet Explorer 11, set your browser to compatibility mode to log in.
- The Windows Edge browser included in Windows 10 is not compatible. For information on accessing Internet Explorer 11 on a Windows 10 computer, please see the [CJA eVoucher Connecting & Signing On FAQs](#).
- Apple Macintosh: Safari 5.1 or newer is approved.
- **Chrome, Firefox and other browsers may not be used with CJA.**

Contact Information

- 4th Circuit CJA Help Desk
Phone: 804-916-2703
Email: 4cca-CJA@ca4.uscourts.gov
-

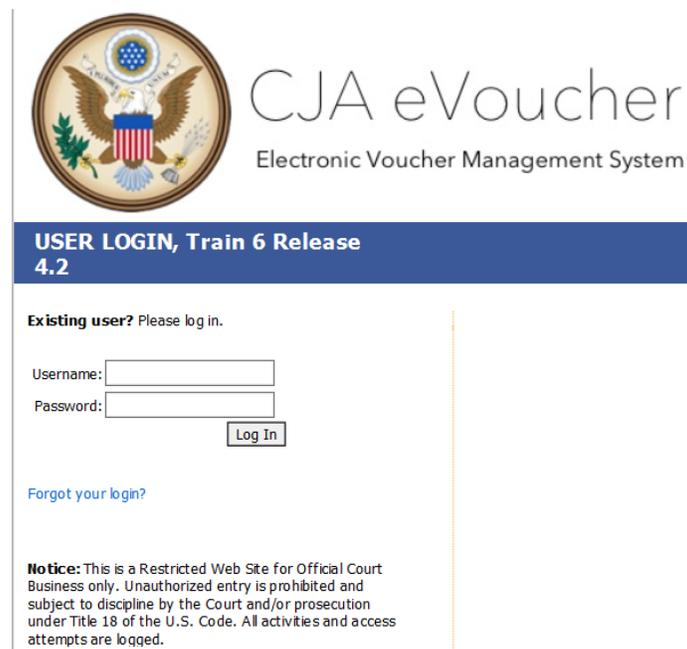
Court Appointment

When an appointment is made, an email will automatically be generated by the program, and sent to the appointed attorney via email. The email will confirm the appointment and provide a link to the CJA eVoucher program.

Accessing the CJA eVoucher Program

The court will provide information on how to access eVoucher on the go-live date, August 3, 2015. Your username and password will be provided by the court on August 3, 2015.

Log in using your Username and Password you were provided, and click 



USER LOGIN, Train 6 Release 4.2

Existing user? Please log in.

Username:

Password:

[Forgot your login?](#)

Notice: This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to discipline by the Court and/or prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Users will be required to change their passwords within **30 days** of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lower-case character
- One upper-case character
- One number
- One special character

Users are required to change their passwords periodically.

If you forget your username or password, click the [Forgot your login?](#) hyperlink. Enter your Username or Email address, and click Recover Logon to retrieve your information.

 and/or' and 'Email: '. A red box highlights these two input fields. At the bottom of the form is a 'Recover Logon' button." data-bbox="436 715 918 885"/>

Forgot your Login? Please tell us your username and/or email. We will send you an email to retrieve the missing info.

Username: and/or

Email:

Home Page

Your home page provides access to all of your appointments and vouchers.

Security has been put into place that prohibits you from viewing information for any other attorney. Likewise, no-one else will have access to your information.

Folder Descriptions

My Active Documents

Contains documents that you are currently working on or have been submitted to you by an expert service provider. These documents are waiting for action by you.

Appointments' List

Quick reference to all your appointments.

My Proposed Assignments

Cases will appear in this folder if an appointment has been proposed to you and you have not accepted or rejected the appointment.

My Submitted Documents

Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment. Documents submitted to the court requesting expert services or interim payments will also appear in this folder.

My Service Provider's Documents

Contains all the vouchers for your service providers.
This will include:

- 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

Contains documents that have been paid or have been approved by the court. Closed documents will only be displayed for open cases. When the appointment is completed, the closed documents will no longer be displayed on your homepage. They are still accessible through the appointment page.

Navigating in the CJA eVoucher Program



Menu Bar Items	
Home	The eVoucher home page.
Operations	Allows you to view all of your appointments.
Reports	Selected reports you may run on your appointments.
Links	Hyperlinks to CJA resources: forms, guides, publications, etc.
Help	Provides: <ul style="list-style-type: none"> • Another link to your Profile • "Contact Us" e-mail • Privacy Notice
Logout	Logs user off the eVoucher program.

Customizing the Home Page

Customizing your home page allows you to alter the manner in which your information is displayed in the folders.

Expanding/Collapsing Folders: Click the plus sign  to expand a folder. Click the minus sign  to collapse a folder.

Moving Folders

Step
1

Place your mouse pointer on the top edge of the folder you wish to relocate.

A crosshair icon  will appear.

Step
2

Drag the folder to the new location and release the mouse.

Sorting: Click the column heading (e.g., Case, Description, Type) to sort in either ascending or descending order.

Resizing of Column

Step
1

Along the folder headings (e.g. case, defendant, type, etc.), move your cursor to the line between the columns until a double arrow  appears.

Step
2

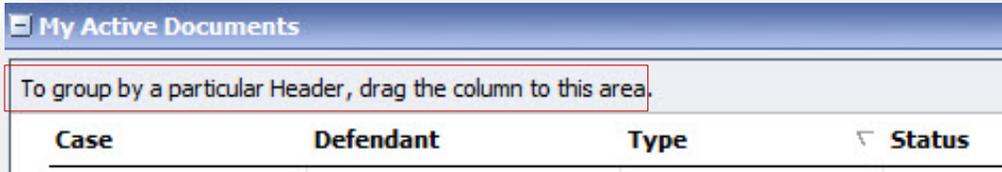
Drag the line in the desired direction to enlarge or reduce the column size.

Note:

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

Customizing the Home Page (continued)

Group by Column Heading: You may sort all the information within a folder by grouping documents by the column heading. All folders displaying the “Group Header bar” may be sorted in this manner.

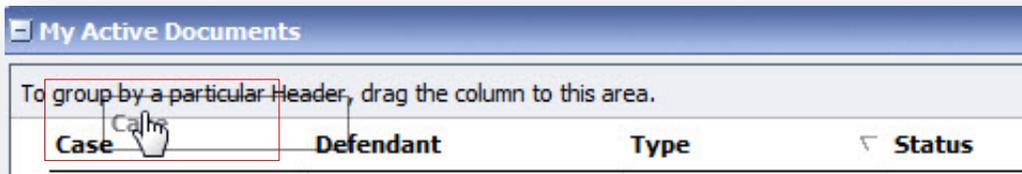


Step
1

Click the header for the column you wish to group.

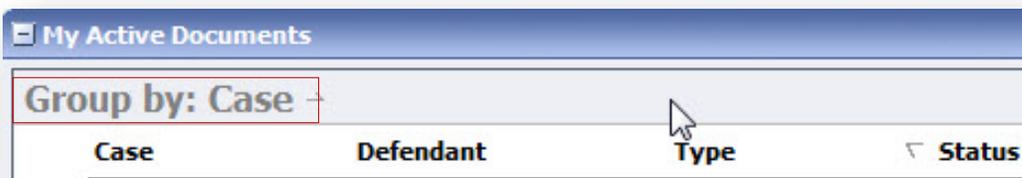
Step
2

Hold the cursor and drag the header to the “Group by Header” bar.



Step
3

Release the cursor and all the information in that folder will be grouped and sorted by that selection.

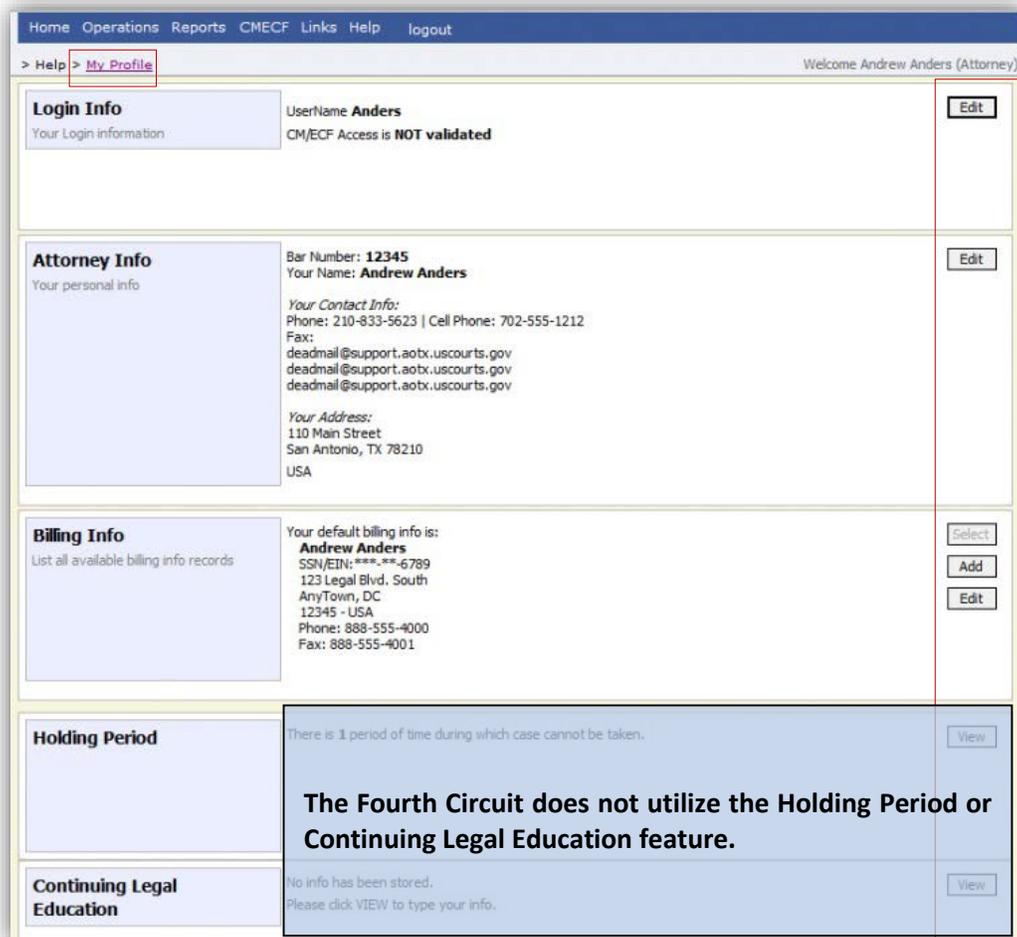
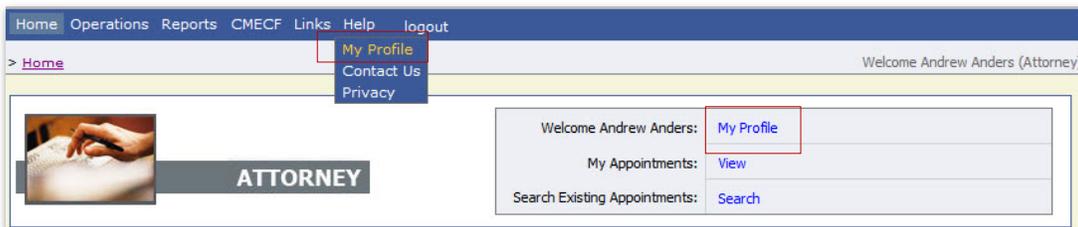


My Profile

In the My Profile section, the attorney may:

- Change password (Login Info section.)
- Edit contact information, phone, e-mail, physical address (Attorney Info section.)
- Update SSN or EIN numbers and any firm affiliation (Billing Info section.)
- The Fourth Circuit does not use the Holding Period or Continuing Legal education functions.

Click the [My Profile](#) link from either the Home screen or the Help menu bar to open the “My Profile” page.



Changing My Profile Username and Password

Step
1

Under the **Login Info** section, click **Edit** to change your Password.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

UserName **Anders**
CM/ECF Access is **NOT validated**

Step
2

To change your Username, type the new Username and click **change**. It will show "The Username has been changed."

> Help > [My Profile](#)

Login Info
Your Login information

Username Anders

Password *****

Step
3

To reset your password, click **reset**.

> Help > [My Profile](#)

Login Info
Your Login information

Username Anders

Password ***** * Strength:Strong

Confirm

Step
4

Type the new password and retype it in the confirm field.

Step
5

Press the **Reset** button to save.

Step
6

Click the **Close** button to exit the login Info section.

> Help > [My Profile](#) Welcome Andrew Anders (Attorney)

Login Info
Your Login information

Username Anders

Password *****

Attorney Info

Step 1

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

Attorney Info

Your personal info

Bar Number: **12345**

Your Name: **Andrew Anders**

Your Contact Info:
 Phone: 210-833-5623 | Cell Phone: 702-555-1212
 Fax:
 deadmail@support.aotx.uscourts.gov
 deadmail@support.aotx.uscourts.gov
 deadmail@support.aotx.uscourts.gov

Your Address:
 110 Main Street
 San Antonio, TX 78210
 USA

Edit

Step 2

Make any necessary changes.

Attorney Info

Your personal info

SSN Instructions:
 If you are an appointed panel attorney, you are required to enter your Social Security Number in the SSN field.

If you are an associate only, do not enter your Social Security Number in the SSN field.

Bar Number

Tax Identification Number:
 SSN:
 Confirm:

First Name Middle Last Name

Main Email

2nd Email

3rd Email

Phone Cell Phone Fax

Address 1 City

Address 2 State Zip

Address 3 Country

Save

[cancel](#)

Step 3

Click **Save**.

Note:

- Each attorney must enter his/her Social Security Number into the user profile.
- The Country field will automatically populate USA, unless otherwise entered.
- You may list as many as three Email addresses. Notifications from eVoucher will be sent to all Email addresses.

Billing Info

Step 1

Under the **Billing Info** section, click **Add** if no billing information is available.

Billing Info

List all available billing info records

Your default billing info is:

Andrew Anders

Billing Code: 0101-000001

110 Main Street

San Antonio, TX

78210 - US

Phone: 210-833-5623

Fax:

Step 2

Click **Edit** if you wish to change the information already entered.

Note:

- You must have billing information entered before any payments can be made.
- The SSN/EIN is used when reporting income to the IRS.
- You may use the Copy Address from Profile checkbox if your billing address is the same as your Attorney Info address.

Step 3

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

Billing Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Copy Address from Profile

Name:

Phone: **Fax:**

Address 1:

Address 2:

Address 3:

City: **State:** **Zip Code:**

Country:

Billing to a firm

If applicable, **Add Billing Info** for a Firm.

Billing Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Tax Identification Number:

EIN/TIN:

Confirm:

Copy Address from Profile

Name:

Phone: Fax:

Address 1:

Address 2:

Address 3:

City: State: Zip Code:

Country:

Billing as an Associate

If billing as an associate, please contact the court to have an associate appointment set up. The court will provide the associate with a username and Billing Code.

Billing Info

List all available billing info records

Billing Type:

Self-Employed

Firm

Associate

Billing Code:

Andrew Anders
 Billing Code:0101-000001
 110 Main Street
 San Antonio, TX
 78210 - US
 Phone: 210-833-5623
 Fax:

Appointments List

Locate the **Appointments** section under the Appointments List on your home page.

Step 1

Click the case number hyperlink to open the **Appointment** page.

Appointments	Defendant
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 03/03/14 Pres. Judge: Albert Albertson Adm./Mag Judge:
Case: 1:14-CR-08805-AA Defendant #: 1 Case Title: USA v. Branson Attorney: Andrew Anders	Defendant: Jebediah Branson Representation Type: Criminal Case Order Type: Appointing Counsel Order Date: 12/21/10 Pres. Judge: Albert Albertson Adm./Mag Judge:

Home Operations Reports CMECF Links Help logout

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

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

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

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 Report](#)

Appointment Info

1. CIR./DIST./DIV. CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER	4. DIST. DKT./DEF. NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF. NUMBER	6. OTHER. DKT./DEF. NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Vouchers on File

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

Case	Defendant	Type	Status
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
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Approved Amount: 0.00	AUTH-24	Voucher Closed 0101.0000026
1:14-CR-08805-AA Start: 05/15/2014 End: 05/15/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-21 Luz Garcia Hair, Fiber Expert	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 0.00	CJA-24 Teresa Transcripts	Voucher Entry Edit
1:14-CR-08805-AA Start: 01/01/1901 End: 01/01/1901	Jebediah Branson (# 1) Claimed Amount: 0.00	AUTH-24	Voucher Entry Edit
1:14-CR-08805-AA Start: 06/04/2014 End: 06/04/2014	Jebediah Branson (# 1) Claimed Amount: 14.50	CJA-24 Teresa Transcripts	Submitted to Attorney 0101.0000149

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

Group Header Bar

CJA eVoucher | Version 4.3 | December 14, 2015

View Representation

The **View Representation** information will display:

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

Step
2

From the Appointment page open, click **View Representation**.

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](#)

Home Operations Reports CMECF Links Help logout

Representation
In this page you can access information of an existing representation.

Reports

[Representation Report](#)

Representation Info

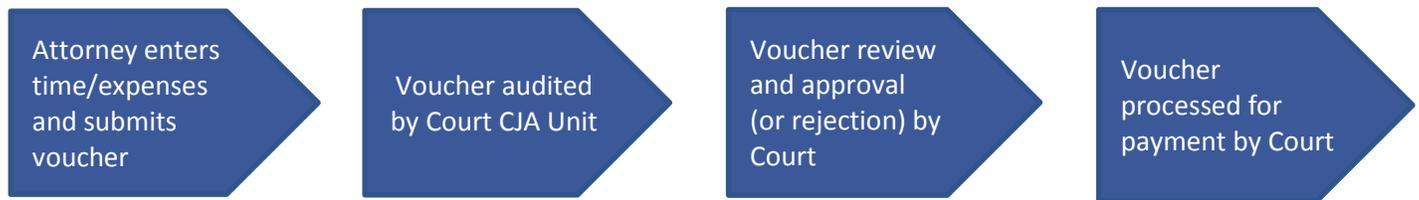
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF NUMBER	4. DIST. DKT/DEF NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT/DEF NUMBER	6. OTHER. DKT/DEF NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825 F INSPECTION VIOLATION PENALTIES			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

App.ID	Attorney	Order Type	Order	Email
2	Andrew Anders	Appointing Counsel	03/03/14	deadmail@support.aobx.uscourts.gov
29	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aobx.uscourts.gov

Step
3

Click **Home** on the Menu bar at the top of the page.

CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

The Court creates the appointment. The attorney will initiate the CJA 20 voucher.

Note:

All voucher types and documents function primarily the same.

Step
1

From the **Appointment** page click **Create** from the CJA 20 Voucher template.

CJA-20

Create

Appointment of and Authority to Pay
Court-Appointed Counsel

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

Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #:
Start Date: 6/11/2014
End Date: 6/11/2014

Services: \$0.00

Expenses: \$0.00

Reports

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

[Form CJA20](#)

[Defendant Summary Budget Report](#)
Totals only of budget info for defendant

Basic Info
Services
Expenses
Claim Status
Documents
Confirmation

Basic Info

1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 5/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Payment Info

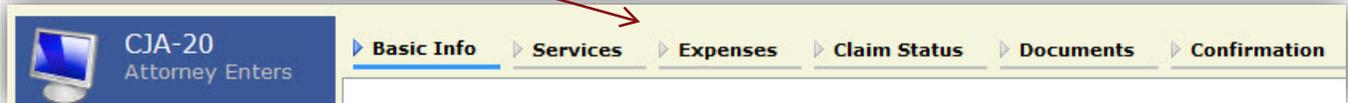
Preferred Payee: Andrew Anders

Andrew Anders
 SSN/EIN: ***-**-6789
 123 Legal Blvd. South
 AnyTown, DC
 12345 - USA
 Phone: 888-555-4000
 Fax: 888-555-4001

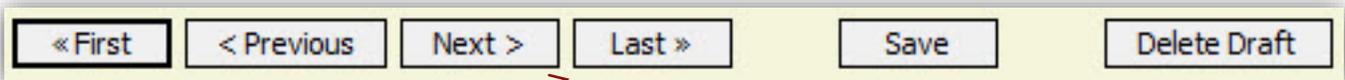
« First
< Previous
Next >
Last »
Save
Delete Draft

Creating the CJA 20 Voucher (cont'd)

Tab Headings appear at the top of the screen



Progress Bar appears at the bottom of the screen.



Notes:

- The user should **SAVE** any entries made to a voucher often to avoid data loss. If the user navigates away from a page
- At any time prior to submitting the voucher, the user may delete the voucher by clicking the **Delete Draft** button.
- The user may navigate using the Tab Headings or Progress bar.

Entering Services

Line item time entries should be entered on the Services tab.
Both In-Court and Out-of Court time should be recorded on this screen.

Step
2

Click the **Services** tab or click the **Next** option located on the Progress bar.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** frequently in order to save your work.

The screenshot shows the 'Services' tab in the CJA-20 Attorney Enters application. The interface includes a sidebar with user information (Jebediah Branson), voucher details (Start/End Date: 6/11/2014), and budget reports. The main area has tabs for Basic Info, Services, Expenses, Claim Status, Documents, and Confirmation. The 'Services' tab is active, showing a form with fields for Date (6/11/2014), Service Type, Doc. # (ECF), Pages, Hours, and Description. A table below the form is currently empty, with headers for Service Type, Date, Description, Hrs, Rate, and Amt. Navigation buttons like 'Save' and 'Delete Draft' are visible at the bottom.

Step
3

Enter the date of the service. The default date is always the current date. You may type in the date or click the calendar icon to select a date from the pop-up calendar.

This screenshot shows the 'Services' tab with a calendar pop-up open over the Date field. The calendar is for June 2014, with the date 6/11/2014 selected and highlighted in yellow. The calendar grid shows days of the week (Su to Sa) and dates from 1 to 30. The 'Services' form fields are partially visible behind the calendar.

Services (cont'd)

Step 4 Select **Service Type** from the drop-down menu.

Note:

You may add dates in any order. You can sort in chronological order at any time.

The screenshot shows the 'Services' form with the 'Service Type' dropdown menu open. The date is set to 6/11/2014. The dropdown menu lists five options: a. Arraignment and/or Plea, b. Bail and Detention Hearing, c. Motion, d. Trial, and e. Sentencing Hearings. The 'Description' field is empty.

Step 5 Enter hours of service in tenths of an hour.

Step 6 Enter a description.
Note: The description must be detailed.

Step 7 Click **ADD**.

The screenshot shows the 'Services' form with 'a. Arraignment and/or Plea' selected in the 'Service Type' dropdown. The 'Hours' field contains '0.5' and the 'Description' field contains 'First appearance and arraignment of Defendant.'. There are 'Add' and 'Remove' buttons at the bottom right.

Note:

- You may add time in any order.
- Double click an entry to edit.

The entry will be added to the voucher and appear at the bottom of the Service Type section.

The screenshot shows the 'Services' form with the entry added to a table. The table has columns: Service Type, Date, Description, Hrs, Rate, Amt. The entry is: a. Arraignment and/or Plea, 06/11/2014, First appearance and arraignment of Defendant, 0.5, 126.0000, 63.00. There are 'Add' and 'Remove' buttons at the bottom right of the form.

Service Type	Date	Description	Hrs	Rate	Amt
a. Arraignment and/or Plea	06/11/2014	First appearance and arraignment of Defendant	0.5	126.0000	63.00

Step 8 Click the **Date** header. This will sort services according to date.

Step 9 Click **Save**.

Entering Expenses

Step
1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

The screenshot shows the 'Expenses' tab selected in a navigation bar. The form contains the following fields:

- Date:** 6/12/2014 (with a calendar icon and an asterisk indicating it is a required field).
- Expense Type:** A dropdown menu with an asterisk indicating it is a required field.
- Miles:** An input field followed by the text 'at \$0.5600 per mile.'
- Amount:** An input field.
- Description:** A large text area with an asterisk indicating it is a required field.

Buttons for 'Add' and 'Remove' are located to the right of the form fields. Below the form, a table is shown with the following columns: Expense Type, Date, Description, Mile, Rate, and Amt. The table is currently empty, with the text 'No data' at the bottom right. A red asterisk indicates required fields. At the bottom of the form, there are navigation buttons: « First, < Previous, Next >, Last », and action buttons: Save, Delete Draft.

Step
2

Enter the Expense Type from the Expense Type drop-down menu.

This screenshot shows the 'Expenses' form with the 'Expense Type' dropdown menu open. The menu lists the following options:

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

The 'Expense Type' field is highlighted with a red box. The rest of the form, including the Date field (6/12/2014), Miles field, Amount field, and Description field, remains visible. The navigation and action buttons at the bottom are also present.

Entering Expenses (cont'd)

Step
3

If Travel Miles is chosen, enter the round trip mileage.

Step
6

Enter a description.

Expenses

Date *

Expense Type *

Miles * at \$0.5600 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
No data					

Step
4

Click **ADD**.

The entry will be added to the voucher and will appear at the bottom of the Expense Type section.

Expenses

Date *

Expense Type *

Miles * at \$0.5600 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	06/12/20...	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)

Entering Expenses (cont'd)

Notes:

- If Photocopies or fax expenses are chosen, indicate the number of pages, and the rate charged per page.
- Remember to click **ADD** after each entry.
- Double click an entry to edit.

Expenses

Date: *

Expense Type: *

Miles: at \$0.5600 per mile.

Amount: *

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
Photocopies	06/12/20...	Copies - 100 pages @ .15 per page	0	0	15.00
Travel Miles	06/12/20...	Travel to and from Court	20	0.5600	11.20

Page 1 of 1 (2 items)

Step
5

Click the **Date** header. This will sort expenses according to date.

Step
6

Click **SAVE**.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** frequently in order to save your work.

Claim Status

Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

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

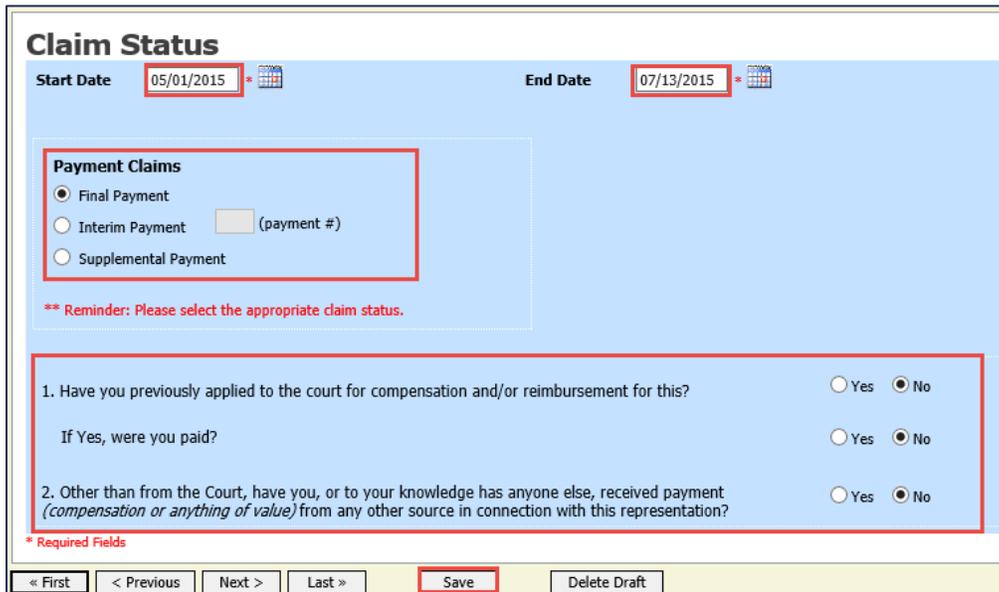
The message will be removed when you complete the **Claim Status** section with start and end dates which include all service and expenses dates for the voucher.

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the start date from the services or expenses entries, whichever date is earliest. If need be, go back to the **Expense** and **Service** sections, and click the **Date** header to sort showing the earliest date of services.



Step
3

Indicate payment type.

Note:

- Final Payment is requested after all services have been completed.
- After Final Payment has been submitted, Supplemental Payment may be requested.
- The Fourth Circuit rarely allows interim payments. Please contact the court for further information.

Step
4

Answer all the questions regarding previous payments in this case.

Step
5

Click **SAVE**.

Documents

Attorneys (as well as the Court) may attach documents.

Attach any documentation which supports the voucher, i.e. travel or other expense receipts, orders from the Court.

Step 1 To add an attachment, click the **Browse** button to locate your file.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Note:

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

Supporting Documents

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

File

Description

The attachment and description is added to the voucher and appears in the bottom of the Description section.

Supporting Documents

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

File

Description

Description	Delete	View
Copies of receipts	Delete	View

« First < Previous Next > Last »

Step 4 Click **SAVE**.

Signing and Submitting to Court

When you have added all voucher entries, you are ready to sign, and submit your voucher to the Court.

Step
1

Click Confirmation tab or the **Last** option located on the Progress bar.

The Confirmation screen appears which reflects all entries from the previous screens.

Confirmation					
1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Jebedah Branson		3. MAG. DKT/DEF NUMBER		VOUCHER 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 - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623			13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel		
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AnyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001			Prior Attorney's Name Albert Albertson Appointment Dates Signature of Presiding Judge or By Order of the Court 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					
b. Bail and Detention Hearing	0	\$0.00			
c. Motion	0	\$0.00			
d. Trial	0	\$0.00			
e. Sentencing Hearings	0	\$0.00			
f. Revocation Hearings	0	\$0.00			
g. Appeals Court	0	\$0.00			
h. Other	0	\$0.00			
Totals		0.5	\$63.00		
16. a. Interviews and Conferences					
b. Obtaining and Reviewing Records	0	\$0.00			
c. Legal Research and Brief Writing	0	\$0.00			
d. Travel Time	0	\$0.00			
e. Investigative or Other Work	0	\$0.00			
Totals		0	\$0.00		
17. Travel Expenses (lodging, parking, meals, mileage, etc.)			\$11.20		
18. Other Expenses (other than expert, transcripts, etc.)			\$15.00		
GRAND TOTALS (CLAIMED AND ADJUSTED)			\$89.20		
19. CERTIFICATION OF ATTORNEY FOR THE PERIOD OF SERVICE FROM: 6/12/2014 TO: 6/12/2014			20. APPOINTMENT TERMINATION DATE IF OTHER THAN CASE COMPLETION		21. CASE DISPOSITION
22. CLAIM STATUS <input type="checkbox"/> Final Payment <input type="checkbox"/> Interim Payment (#) <input type="checkbox"/> Supplemental Payment					
Have you Previously applied to the court for compensation and/or reimbursement for this? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, were you paid? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Other than from the Court, have you, or to your knowledge has anyone else, received payment (compensation of anything of value) from any other source in connection with this representation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please attach supporting documentation					
I swear or affirm the truth or correctness of the above statements.					
Signature of Attorney:			Date Signed:		
APPROVED FOR PAYMENT - COURT USE ONLY					
23. IN COURT COMP. \$0.00	24. OUT OF COURT COMP. \$0.00	25. TRAVEL EXPENSES \$0.00	26. OTHER EXPENSES \$0.00	27. TOTAL AMT. APPR. CERT. \$0.00	
28. SIGNATURE OF THE PRESIDING JUDGE			DATE	28a. JUDGE CODE	
29. IN COURT COMP. \$0.00	30. OUT OF COURT COMP. \$0.00	31. TRAVEL EXPENSES \$0.00	32. OTHER EXPENSES \$0.00	33. TOTAL AMT. APPR. CERT. \$0.00	
34. SIGNATURE OF THE CHIEF JUDGE, COURT OF APPEALS (OR DELEGATE) Payment approved in excess of the statutory threshold amount			DATE	34a. JUDGE CODE	
Attention: The notes you enter will be available to the next approval level.					
Public/Attorney Notes					
<input type="checkbox"/> I swear and affirm the truth or correctness of the above statements Date:					
					
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Save"/> <input type="button" value="Delete Draft"/>					

Signing and Submitting to Court (cont'd)

Step 2 Verify the information is correct.

Step 3 Scroll to the bottom of the screen.

Step 4 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any information to the Court in the Public/Attorney Notes section.

Step 5 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted for payment.

Step 6 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

Signing and Submitting to Court (cont'd)

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

My Submitted Documents			
To group by a particular Header, drag the column to this area. Search: <input type="text"/>			
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

1 Page 1 of 1 (3 items)

Notes:

- If a voucher is returned by the Court, it will reappear in the “My Documents” section and will be highlighted in gold.

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

- An email message generated by the system will be sent explaining what corrections need to be made.

CJA 20 Quick Review Panel

When entering time and expenses in a CJA 20 voucher, the attorney may monitor the voucher totals using the quick review panel on the left side of the screen.

- The Services and Expenses will tally as entries are entered into the voucher.

CJA-20
Submitted to Court
[Read Only]
Flow: CJA-20 Basic
Redirect Workflow
Def.: Jebediah Branson

[Link to CM/ECF](#)

Voucher #: 0101.0000150
Start Date: 6/12/2014
End Date: 6/12/2014

Services: \$63.00

Expenses: \$26.20

- Expand the item by clicking on the down arrow (▼) to reveal specifics.

Services: \$63.00

In Court Services

Service	Hours	Amt.
Arraignment and/or Plea	0.5	\$63.00
Bail and Detention Hearing	0	\$0.00
Motion Hearings	0	\$0.00
Trial	0	\$0.00
Sentencing Hearing	0	\$0.00
Revocation Hearings	0	\$0.00
Appeals Court	0	\$0.00
Other	0	\$0.00
Totals	0.5	\$63.00

Out of Court Services

Service	Hours	Amt.
Interviews and Conferences	0	\$0.00
Obtaining and Reviewing Records	0	\$0.00
Legal Research and Brief Writing	0	\$0.00
Travel Time	0	\$0.00
Investigative and Other Work	0	\$0.00
Totals	0.0	\$0.00

Expenses: \$26.20

Travel

Expense Type	Amount
Travel Miles	\$11.20
Travel Misc	\$0.00
Totals	\$11.20

Expenses

Expense Type	Amount
Fax	\$0.00
Long Distance Charges	\$0.00
Photocopies	\$15.00
Postage	\$0.00
Other Expenses	\$0.00
Totals	\$15.00

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 as well as expert services, by reviewing the reports provided in the CJA eVoucher program. Items to remember:

- Viewable reports appear on the left review panel.
- Each panel, depending upon which 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.



Other accessible reports can be found on the Menu bar.



Defendant Detailed Budget Report

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

The report will provide the information in two sections: Attorney appointment and authorized expert service.

Budget Detail Report For Defendant											
1:14-CR-08805-1-AA											
Counsel Budget		Defendant: Jebediah Branson									
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted						
Budget Amount Requested:	\$0.00	CJA-28	0101.0000029	\$35,000.00	\$35,000.00						
Budget Amount Approved:	\$9,800.00				Total:	\$35,000.00	\$35,000.00				
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											
01/01/1901 to 01/01/1901		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00	\$9,800.00	
12/21/2008 to 01/30/2009	0101.0000027	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$6,700.00	
03/03/2014 to 06/05/2014	0101.0000001	\$756.00	\$22.40	\$0.00	\$778.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,944.00	
06/12/2014 to 06/12/2014	0101.0000150	\$63.00	\$11.20	\$15.00	\$89.20	\$0.00	\$0.00	\$0.00	\$0.00	\$5,881.00	
05/01/2014 to 06/17/2014		\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,629.00	
				Total Pending:	\$1,119.60				Total Approved:	\$3,541.24	\$6,700.00
Expert and Other Services Budget - Requiring Authorization											

Expert and Other Services Budget - Not Requiring Authorization											
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			
Vendor: Luz Garcia (Hair, Fiber Expert) Approved Amount: \$800.00 Attorney: Andrew Anders											
05/15/2014 To 05/15/2014		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	
				Total Pending:	\$0.00				Total Approved:	\$0.00	
Vendor: Abraham Astley (Interpreter Translator) Approved Amount: \$800.00 Attorney: Andrew Anders											
01/20/2009 To 05/26/2010	0101.0000030	\$215.00	\$0.00	\$0.00	\$215.00	\$0.00	\$0.00	\$0.00	\$800.00	\$585.00	
				Total Pending:	\$215.00				Total Approved:	\$0.00	
Grand Totals for the Representation											
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.		Pending				Approved			Combined Total		
		Fees	Expenses		Total	Fees	Expenses		Total	Approved and Pending	
			Travel	Other			Travel	Other		Fees	Fees and Expenses
		\$1,300.50	\$33.60	\$15.00	\$1,349.10	\$3,100.00	\$428.74	\$12.50	\$3,541.24	\$4,400.50	\$4,890.34

Defendant Summary Report

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

Budget Summary Report For Defendant										
1:14-CR-08805-1-AA										
Counsel Budget		Defendant: Jebediah Branson								
Type of Representation:	Criminal Case	Document	Document Number	Amount Claimed	Amount Adjusted					
Budget Amount Requested:	\$0.00	CJA-28	0101.0000029	\$35,000.00	\$35,000.00					
Budget Amount Approved:	\$9,800.00			Total:	\$35,000.00	\$35,000.00				
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:			\$1,119.60	Total Approved:		\$3,541.24	\$6,700.00	\$5,629.00
Expert and Other Services Budget - Requiring Authorization										
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:		Amount Requested: \$0.00		Amount Authorized: \$0.00		Attorney: Andrew Anders				
Vendor: ()										
		Pending For Vendor:			\$0.00	Approved For Vendor:		\$0.00		
		Total Pending:			\$0.00	Total Approved:		\$0.00	\$0.00	\$0.00

Creating a CJA 21 Voucher

Step
1

From the **Appointment** page click **Create** from the CJA 21 Voucher template.

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

The voucher opens to the **Basic Info** page.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info

1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT. DEF. NUMBER	4. DIST. DKT. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT. DEF. NUMBER	6. OTHER. DKT. DEF. NUMBER
7. IN CASE MATTER OF (Case Name) USA v. Wilson 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 18:13-4530.F INCOME TAX, FAILURE TO FILE			
EXCESS FEE LIMIT \$9,800.00	PRESIDING JUDGE Albert Albertson	MAGISTRATE JUDGE	DESIGNEE

Authorization Selection

You can select a **Previous Authorization Request**, request a **New Authorization** or click the "No Authorization Required" button if under the statutory limit.

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

Use Previous Authorization
Select this option to display a list of previous authorizations and requests in this appointment.

« First < Previous Next > Last » Delete Draft

Reports

- [Defendant Summary Budget Report](#)
Totals only of budget info for defendant
- [Defendant Detail Budget Report](#)
Detail budget info for defendant
- [Form CJA21](#)

When submitting a CJA 21 voucher you'll have two options to choose from under the Authorization Selection.

Step
2

If the request does not require advance authorization, click on the **No Authorization Required** option.

If you have a previous authorization received through an order from the Court, click on the **Use Previous Authorization** option.

No Authorization Required

If your voucher compensation is under the statutory limit and does not require prior authorization.

Use Previous Authorization

Select this option to display a list of previous authorizations and requests in this appointment.

Creating a CJA 21 Voucher (cont'd)

If you click "Use Previous Authorization" a list of Existing Requests for Authorization will appear.

Step
3

Select the authorization you wish to use by clicking it. The selected authorization will highlight in yellow. **You will not be able to continue until it is highlighted.**

Step
4

The service type will rollover from the authorization selected. If no authorization is being used, use the drop-down box to select the service type.

Step
5

Enter a description of the service to be provided.

The screenshot shows the 'Existing Requests for Authorization' section with a highlighted entry for ID Number 155, Service Type: Weapons Firearms Explosive Expert, Order Date: 05/27/2014, Authorized Amount: 0, and Requested Provider: Robert Arms. Below this is the 'New Voucher Information' section. The 'Service Type' dropdown is set to 'Weapons Firearms Explosive Expert'. The 'Description' field is empty. The 'Voucher Assignment' section has radio buttons for 'Attorney' (selected) and 'Expert'. Below this is the 'Service Provider' section with a note: 'You can search one of the service providers already in the system OR you can enter the required information for another provider'. The 'Expert' dropdown is set to 'Gabriel, Gina'. Below this is the 'Expert Info' section for 'Gina Gabriel' with address: 110 Main Street, San Antonio TX 78210 USA, and Phone: 210-593-3340. At the bottom is a 'Create Voucher' button.

Step
6

Select the Expert. If the Expert you selected is not authorized to use eVoucher, the Voucher Assignment field will remain locked indicating the Attorney will be responsible for filling the voucher claim part.

If the Expert you selected is authorized to use eVoucher, the Voucher Assignment field will unlock for you indicating the Expert will be responsible for filling in the voucher claim part.

Step
7

Click Create Voucher.

Note:

Only experts registered with the service type selected will appear in the drop-down box. If you wish to submit a person for approval, steps on how to add an Expert are on page36.

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

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

Creating a CJA 21 Voucher (cont'd)

Notes:

- If all information is not entered you cannot advance to the next screen.
- If the Expert you selected is authorized to use eVoucher you are done at this point and you may click Home or logout.
- If the Expert you selected is not authorized to use eVoucher you will file the voucher on behalf of the expert. The voucher will appear in the “My Active Documents” section as submitted to attorney. You will perform the second level of approval/submission by clicking on the voucher, navigating to the “Confirmation” page and approving the voucher. The voucher will then move to the “My Submitted Documents” section. Outlined steps are on pages 36-39.

After **Create Voucher** has been selected, you'll proceed with similar steps mentioned on the CJA 20 Voucher adding Services, Expenses, Claim Status, and Documents.

Note:

If you have submitted the voucher for the expert, you'll need to approve the voucher twice, once while sending it for the expert, and a second time after it appears in the “My Active Documents” section.

Step
1

Click the **Services** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Date, Hours, Rate, and Description**.

Step
3

Click **Add**.

The item will appear in the bottom of the Services list section.

Step
4

Click **Save**.

The screenshot displays the 'Services' tab in a web application. At the top, there are navigation tabs: Basic Info, Services (selected), Expenses, Claim Status, Documents, and Confirmation. Below the tabs, the 'Services' section contains a form with the following fields: Date (6/19/2014), Hours, Rate, and Description. The 'Add' and 'Remove' buttons are located to the right of the Description field. Below the form, there is a table with the following columns: Date, Description, Hrs, Rate, and Amt. The table is currently empty, and the text 'No data' is visible at the bottom right. At the bottom of the page, there are navigation buttons: < First, < Previous, Next >, Last >, Save (highlighted with a red box), and Delete Draft.

Step
1

Click the **Expenses** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Date**, **Expense Type**, **Description** and **Miles**.

Step
3

Click **Add**.

The item will appear in the bottom of the Expense Type section.

Step
4

Click **Save**.

Expenses

Date: 6/19/2014 * [Calendar icon]

Expense Type: [Dropdown]

Miles: [Input] * at \$0.5600 per mile.

Description: [Text Area]

Amount: [Input]

* Required Fields

Drag a column to this area to group by it.

Expense Type	Date	Description	Mile	Rate	Amt
Travel Miles	06/19/2014	Travel to/from meeting with defendant	30	0.5600	16.80

Page 1 of 1 (1 items)

« First < Previous Next > Last » Save Delete Draft

Step
1

Click the **Claim Status** tab or click the **Next** option located on the Progress bar.

Step
2

Enter the **Start** and **End Date**, making sure to select the earliest date of services and expenses as the **Start Date**.

Step
3

Select an option under the **Payment Claims** section.

Step
4

Click **Save**.

Claim Status

Start Date: 06/12/2014 * [Calendar icon]

End Date: 6/19/2014 * [Calendar icon]

* Required Fields

Payment Claims

Final Payment

Interim Payment [Input] (payment #)

Supplemental Payment

« First < Previous Next > Last » Save Delete Draft

Note:

- 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 Final Payment number has been submitted, Supplemental Payment may be requested due to a missed or forgotten receipt.

Step 1 Click the **Documents** tab or click the **Next** option located on the Progress bar.

Step 2 Browse to select a PDF file to attach.

Step 3 Click **Upload**.

Note:

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

The document will appear in the bottom of the Description section.

Step 4 Click **Save**.

A confirmation page will appear.

Step 1 Verify all information is correct.

Step 2 Check the affirmation box. This will automatically time stamp the voucher.

Step 3 Click **Submit**.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step 4 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The case file will appear in the "My Active Documents" section.

Step 5 Select the file.

Case	Defendant	Type	Status
1:14-CR-08802-AA- Start: 06/12/2014 End: 06/19/2014	Wendy Wilson (# 2) Claimed Amount: 166.80	CJA-21 Gina Gabriel Weapons Firearms Explosi...	Submitted to Attorney 0101:0000154 FINAL PAYMENT

Navigate to the Confirmation tab.

Step 6 Verify all information is correct.

Step 7 Certify the information by checking the box. This will click Create Voucher and the voucher.

Public/Attorney Notes

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

I certify that I have reviewed the above information
Date: 6/19/2014 9:43:24

Approve **Reject**

«First < Previous Next > Last » Save Delete Draft

Step 8 Click **Approve**.

If you wish to submit a person as an **Expert**, follow the steps below.

Step 1 From the **Expert** drop-down list, select the empty (null) value. Voucher Assignment should be on the Attorney option.

Step 2 Fill in all required information on the person you wish to submit for approval.

Step 3

Existing Requests for Authorization

ID Number: 155 Service Type: Weapons Firearms
Order Date: 05/27/2014 Explosive Expert
Authorized Amount: 0 Estimated Amount: 1000
Requested Provider: Robert Arms

New Voucher Information

Service Type Weapons Firearms Explosive Expert

Description

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

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 [Dropdown]

First Name Middle Name Last Name *

SSN/EIN: * Email *

Phone * Fax

Address 1 * City *

Address 2 State * Zip *

Address 3 Country

Create Voucher

Note:

- The person you submitted will go through an approval process. Once that person has been approved, an email will be sent to you.
- You'll now be able to select the person from the **Expert** drop-down list and all their information will automatically populate.

Submitting an Authorization Request for Expert Services

Step
1

Open the Appointment record.

Step
2

Click **Create** from the Authorization template.

Create New Voucher

AUTH

Authorization for Expert and other Services

Create

The **Basic Info** screen will open.

Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

Basic Info			
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Jebediah Branson		VOUCHER NUMBER
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 1:14-CR-08805-1-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony)	9. TYPE PERSON REPRESENTED Adult Defendant	10. REPRESENTATION TYPE Criminal Case
11. OFFENSE(S) CHARGED 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <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"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order Nunc Pro Tunc Date 3/3/2014 Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Order Date	<input type="text"/>
Nunc Pro Tunc Date	<input type="text"/>
Repayment	<input type="checkbox"/>
Estimated Amount	\$ <input type="text"/> *
Authorized Amount	\$ <input type="text"/>
Basis of Estimate	<input type="text"/>
Description	<input type="text"/>
Service Type	<input type="text"/> *
Requested Provider	<input type="text"/>

«First < Previous Next > Last » Save Delete Draft

Submitting an Authorization Request for Expert Services (cont'd)

Step
3

Complete the information in the blue section at the bottom of the screen. This to include:

- Estimated Amount
- Basis for Estimate
- Service Type from drop-down
- Name of Service Provider

The screenshot shows a web form with a light blue background. The form fields are as follows:

- Order Date**: Text input field.
- Nunc Pro Tunc Date**: Text input field.
- Repayment**: Check box.
- Estimated Amount**: Text input field with a dollar sign and a red asterisk, containing the value "8000.00".
- Authorized Amount**: Text input field with a dollar sign.
- Basis of Estimate**: Text input field containing "100 hours at \$80/hour".
- Description**: Text area with up and down arrow controls.
- Service Type**: Drop-down menu with "Investigator" selected and a red asterisk.
- Requested Provider**: Text input field containing "John Doe".

At the bottom of the form is a navigation bar with the following buttons: « First, < Previous, Next >, Last », Save, and Delete Draft. The "Next >" and "Save" buttons are highlighted with red boxes.

Step
4

Click **Save**.

Step
5

Click the **Supporting Documents** tab or click the **Next** option located on the Progress bar.

Submitting an Authorization Request for Expert Services (cont'd)

Step 1 To add the attachment, click the **Browse** button to locate your file.

Note:

Documents are limited to PDF files, and must be 10 MB or less.

Step 2 Add a description of the attachment.

Step 3 Click **Upload**.

Supporting Documents

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

File **Browse...**

Description

Upload

The attachment and description will be uploaded and appear in the bottom of the Description section.

Supporting Documents

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

File **Browse...**

Description

Upload

Description	Delete	View
Proposed order	Delete	View
Affidavit in Support of Expert Service Request	Delete	View
Expert's Curriculum Vitae	Delete	View

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

Step 4 Click **SAVE**.

Submitting an Authorization Request for Expert Services (cont'd)

Step 5 Click **Next**.

The Confirmation screen will open.

Step 6 Check the box to swear and affirm to the accuracy of the voucher. The voucher will automatically be time stamped.

Note:

You may include any notes to the Court in the Public/Attorney Notes section.

Step 7 Click **Submit** to send to the Court.

A confirmation screen will appear indicating the previous action was successful and the Authorization Request has been submitted.

Step 8 Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Authorization Request will now appear in the “My Submitted Documents” section on the Attorney home page.