Creating a CJA 20 or CJA 30 with Aggregate Data for Time Prior to 8/1/2015

Introduction

The Fourth Circuit Court of appeals is implementing CJA eVoucher on Monday**, August 3, 2015**. For appeals decided before **August 1, 2015**, any paper vouchers must be received by **November 30, 2015**. For appeals pending on **August 1, 2015**, and all new appointments, vouchers must be submitted via CJA eVoucher.

Time expended **before August 1, 2015**, may be entered either on a line-by-line basis or in the aggregate for each service type and payment rate. See below for instructions on inputting aggregate time entries.

Creating a CJA 20/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. Select the CJA-20 Create (or CJA-30 Create) link.

Entering Aggregate Data

Note: Aggregate data can only be entered for time billed before 8/1/2015. All time billed after 8/1/2015 must be entered line-by-line.

1. Select the **Services** across the top.
2. Enter the last date of service for the rate period for which you are entering time. **Note**: If you are entering time across multiple rate periods, you will have to make an entry for each

rate period in each service type category. The rate will automatically change based on the date entered.

3. Select the *Service Type*.
4. Enter the aggregate number of hours claimed during a rate period for the service type.
5. Add **See Worksheet** in the *Description* box.
6. Select **Add**.
7. **IMPORTANT! There is no auto save feature in CJA eVoucher.** Select the **Save** button at the bottom of the screen often to save your data. If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page**

Example 1 – Entry for all Legal Research and Brief Writing time prior to 8/1/2015, during the $127.00 rate period.

Example 2 – Entry for all Legal Research and Brief Writing time during the $126.00 rate period.

8. Complete steps 1 through 7 above for all rate periods and service types.
9. The entries will appear in the lower portion of the screen.

10. Once all aggregate Service data has been entered, select the **Expenses** tab to record any expenses incurred before 8/1/2015. Complete all necessary information for each expense entry.

11. On the **Claim Status** tab, change the Start date to the earliest date for which you have entered services or expenses.

12. Select **Documents**.
13. **Browse** and locate your worksheets. All documents must be in PDF format and 10MB or smaller. You can upload multiple files.
14. Enter a *Description*.
15. Select **Upload**.
16. The document description will appear below. Select **View** to confirm you uploaded the correct document. If necessary, select **Delete**.
17. Select **Save** at the bottom of the screen.

18. If you are ready to submit your voucher for final payment, go to the confirmation page. If you will submit later, select **Home** in the upper left corner of the screen. **Make sure you have clicked** <u>**Save**</u> **before navigating away from the voucher!** If you navigate away from the page, you will receive a warning message indicating you will lose any unsaved work. If you wish to return to eVoucher and save your work, select **Stay on this Page.**