



Administrative Office of the U.S. Courts
Office of Information Technology

CJA eVoucher

Attorney User Manual

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Contents

Introduction	1
Important Things to Know BEFORE You Use eVoucher	1
Accessing the CJA eVoucher Program.....	2
Home Page	3
Navigating in the CJA eVoucher Program	4
Customizing the Home Page	5
My Profile	7
Changing Your Username and Password	8
CM/ECF Login	9
Attorney Info	10
Billing Info	11
Holding Period.....	13
Continuing Legal Education	13
Appointments List	14
View Representation.....	15
CJA 20 Voucher Process Overview	16
Creating the CJA 20 Voucher	16
Entering Services	18
Entering Expenses	20
Claim Status	23
Documents	24
Signing and Submitting to Court	25
CJA 20 Quick Review Panel	28
Reports and Case Management.....	29
Defendant Detailed Budget Report	30
Defendant Summary Report	31
Creating a CJA 21 Voucher for Expert (Non-Attorney) Services	32
Creating a CJA 21 Voucher (cont'd)	33
Submitting a CJA 24 Transcript Authorization and Voucher.....	38
Creating a CJA 27 Compensation Claim in Excess of the Statutory Case Compensation Maximum (Court of Appeals).....	38
Creating/Submitting a CJA 30 Voucher.....	38
Creating/Submitting a CJA 31 Voucher	38

Introduction

The CJA eVoucher System is a web-based solution for preparation, submission, monitoring and approval of Criminal Justice ACT (CJA) vouchers. Effective July 20, 2015, all Tenth Circuit CJA vouchers should be submitted electronically via eVoucher. The Tenth Circuit's eVoucher database can be accessed at:

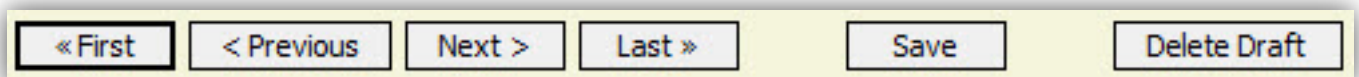
https://evsdweb.ev.uscourts.gov/CJA_c10_prod/CJAeVoucher/

For eVoucher Technical Support please contact the Clerk's Office at (303) 844-3157 or eVoucher@ca10.uscourts.gov.

For substantive questions regarding the content of a voucher, required documentation, and related issues please consult the Court's (1) Advice to Counsel documents; and (2) Instructions and Checklist for Voucher Submission, which can be found on the CJA portion of the Tenth Circuit's website: <http://www.ca10.uscourts.gov/cja>, or contact a CJA case analyst at (303) 844-5306.

Important Things to Know BEFORE You Use eVoucher

- The first time you login to eVoucher you must (1) **change your password; and (2) enter your billing information. Inaccurate or incomplete billing information will impede the processing and payment of your voucher(s).**
- **Browser Compatibility:** eVoucher is compatible with only Internet Explorer 8 or newer and Safari 5.1 or newer. Chrome, Firefox and other browsers may NOT be used with eVoucher.
- **Orders Appointing CJA Counsel** will continue to be issued by the Court via CM/ECF, and Clerk's Office staff will create the resulting appointment and representation in eVoucher. When an appointment order is issued, Clerk's Office staff will enter the appointment in eVoucher. When an appointment is entered, an email will automatically be sent by eVoucher to the appointed attorney. The email will confirm the appointment and provide a link to eVoucher.
- **CJA Counsel submitting a CJA 20 voucher that requests payment in excess of the applicable [case compensation maximum](#)** must attach (in the Documents tab of the electronic voucher) either an excess fee memo or a completed [CJA 27 form](#). Guidance regarding the content of the excess fee memo or completed CJA 27 form can be found [here](#).
- **Requests for Authorization for Expert (Non-Attorney) Services in excess of \$800** must be submitted to the court via sealed, ex parte motion filed electronically in CM/ECF. Orders approving such requests should be emailed to eVoucher@ca10.uscourts.gov for entry into eVoucher by Clerk's Office staff so that CJA counsel can submit a CJA 21 or 31 voucher via eVoucher.
- **CJA 21/31 Vouchers for Expert (Non-Attorney) Services** must be submitted by CJA counsel on behalf of the expert. Alternatively, CJA counsel may seek payment of authorized, non-attorney expert services as "Other Expenses" on the attorney's CJA 20 or 30 voucher.
- CJA Counsel must contact the Clerk's Office at (303) 844-3157 or eVoucher@ca10.uscourts.gov for guidance regarding the submission of **CJA 24 Transcript Authorizations and Vouchers**.
- **Use the "Save" Button:** There is no "Auto Save" function in eVoucher. In order to avoid losing your work/data, please use "Save" button in the progress bar that appears at the bottom of each screen:

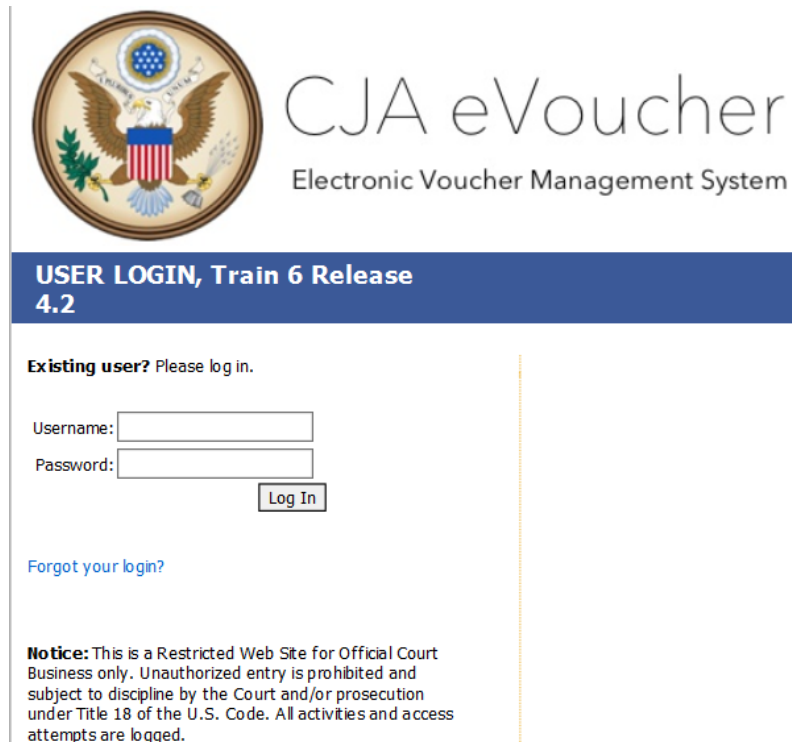


Accessing the CJA eVoucher Program

The Tenth Circuit Court of Appeals' eVoucher system can be accessed at:

https://evsdweb.ev.uscourts.gov/CJA_c10_prod/CJAeVoucher/

It is suggested that you bookmark this URL for easier access. Log in using the Username and Password you were provided, and click



The image shows the login page for the CJA eVoucher system. At the top left is the official seal of the United States Court of Appeals for the Tenth Circuit. To its right, the text "CJA eVoucher" is displayed in a large, grey font, with "Electronic Voucher Management System" in a smaller font below it. A dark blue horizontal bar contains the text "USER LOGIN, Train 6 Release 4.2" in white. Below this bar, the text "Existing user? Please log in." is followed by two input fields: "Username:" and "Password:". A "Log In" button is positioned to the right of the password field. Below the login fields is a blue link that says "Forgot your login?". At the bottom, a "Notice" states: "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.

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.

The screenshot shows the Home Page of the CJA eVoucher system for Attorney Andrew Anders. The page is divided into several sections:

- Header:** Includes a navigation bar with links like Home, Operations, Reports, CMECF, Links, Help, and Logout. A welcome message "Welcome Andrew Anders (Attorney)" is displayed.
- My Active Documents:** A table showing active documents with columns for Case, Status, and Actions. It lists two cases: 114-CR-08905-AA and 114-CR-08905-AA.
- My Proposed Assignments:** A section for proposed assignments, currently showing one assignment for Case 114-CR-08907-AA.
- My Submitted Documents:** A section for submitted documents, currently showing one document for Case 114-CR-08905-AA.
- My Service Provider's Documents:** A section for service provider documents, currently showing no data.
- Closed Documents:** A section for closed documents, currently showing no data.
- Appointments' List:** A detailed list of appointments, including case information, defendant names, and appointment dates.

Folder Descriptions

My Active Documents

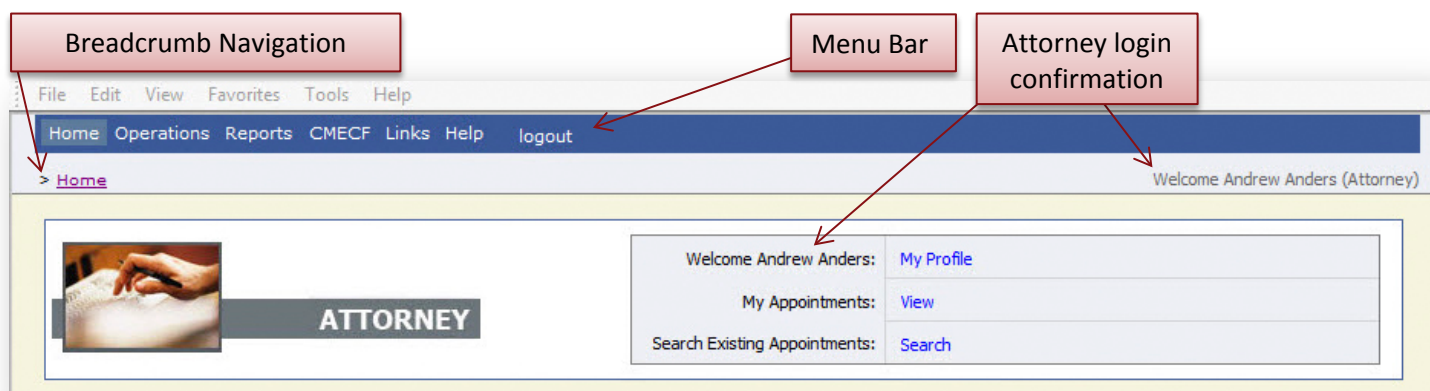
Contains documents that you are currently working on, and which have not been submitted to the Court. These documents are waiting for action by you.

Appointments List

Quick reference to all your appointments.


My Proposed Assignments	Note: The Tenth Circuit Court of Appeals will continue to propose CJA appointments via email; the Court is not currently using this function.
My Submitted Documents	Contains vouchers for yourself, or for your service provider, which have been submitted to the court for payment.
My Service Provider's Documents	Contains all the vouchers for your service providers. Note: Tenth Circuit CJA attorneys must either submit vouchers on behalf of their expert service providers, or request payment for expert services in the "Other Expenses" section of the CJA attorney's CJA 20/30 voucher.
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 search for specific appointments.
Reports	Selected reports you may run on your appointments.
CMECF	Note: The connection between CM/ECF and eVoucher is not currently functional for appellate courts.
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.

Note: The [Search](#) option is not a valid link. A Pop up will indicate that you have been redirected.

 You don't have access to the requested page. The system has redirected you here.

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

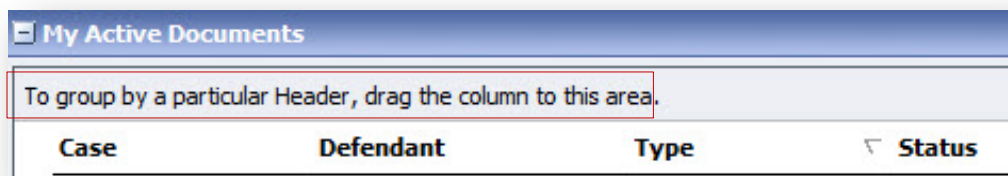
Drag the line in the desired direction to enlarge or reduce the column size.

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.

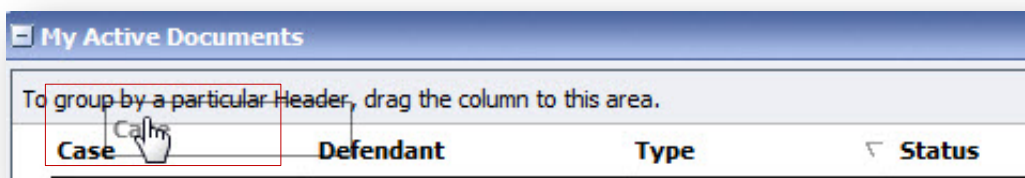


Step
1

Click the header for the column you wish to group.

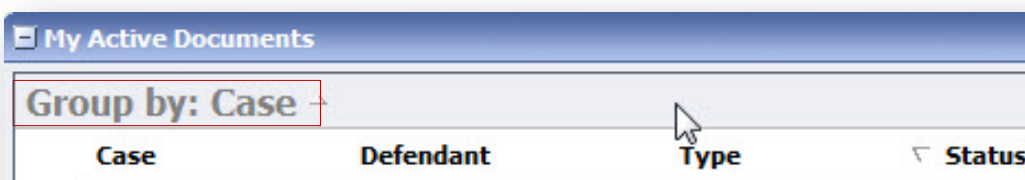
Step
2

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.

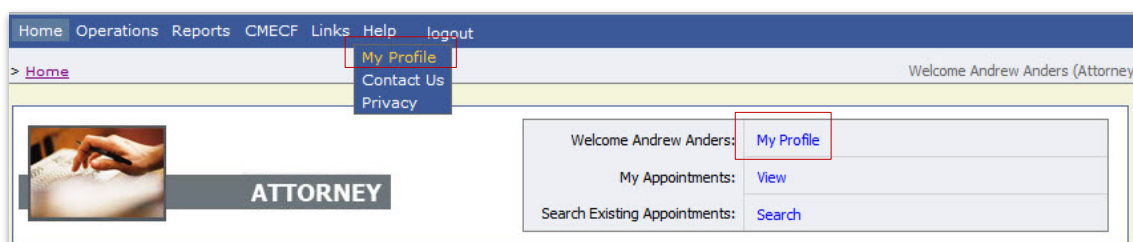


My Profile

In the My Profile section, the attorney can:

- 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.)
- **Note:** Neither the “Holding Period” nor the “Continuing Legal Education” functions will be utilized by the Tenth Circuit Court of Appeals at this time.

Click the **My Profile** link from either the Home screen or the Help menu bar to open the “My Profile” page.



 This screenshot shows the 'My Profile' page for 'Andrew Anders (Attorney)'. The page is divided into several sections, each with an 'Edit' or 'View' button.

- Login Info:** Shows 'UserName: Anders' and 'CM/ECF Access is NOT validated'. There is an 'Edit' button.
- Attorney Info:** Shows 'Bar Number: 12345', 'Your Name: Andrew Anders', 'Your Contact Info: Phone: 210-833-5623 | Cell Phone: 702-555-1212', 'Fax: deadmail@support.aobx.uscourts.gov', 'Your Address: 110 Main Street, San Antonio, TX 78210, USA'. There is an 'Edit' button.
- Billing Info:** Shows 'Your default billing info is: Andrew Anders, SSN/EIN: ***-**-6789, 123 Legal Blvd. South, Anytown, DC 12345 - USA, Phone: 888-555-4000, Fax: 888-555-4001'. There are 'Select', 'Add', and 'Edit' buttons.
- Holding Period:** Shows 'There is 1 period of time during which case cannot be taken.' There is a 'View' button.
- Continuing Legal Education:** Shows 'No info has been stored. Please click VIEW to type your info.' There is a 'View' button.

Changing Your 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** [Edit](#)

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 [change](#)
Password [reset](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

Step
3

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

Step
4

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

> Help > [My Profile](#)

Login Info
Your Login information

Username [change](#)
Password * **Strength:Strong**
Confirm *

[Reset](#) [cancel](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

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 [change](#) [Close](#)
Password [reset](#)

CM/ECF Username [validate](#)
CM/ECF Password

CM/ECF Access is **NOT validated**

CM/ECF Login

Note: The connection between CM/ECF and eVoucher is not currently functional for appellate courts; there is no need to input your CM/ECF username and password.

The screenshot shows a web application interface for CM/ECF login. At the top is a navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below this is a breadcrumb trail: > Help > [My Profile](#). The main content area is divided into two sections. On the left is a light blue box titled 'Login Info' with the subtitle 'Your Login information'. On the right is a form with the following fields and controls:

- Username:** A text input field containing 'Anders', followed by a [change](#) link.
- Password:** A text input field, followed by a red asterisk (*).
- Confirm:** A text input field, followed by a red asterisk (*).
- Buttons:** A 'Reset' button and a [cancel](#) link.
- CM/ECF Username:** A text input field, followed by a [validate](#) link.
- CM/ECF Password:** A text input field.

Below the input fields, a red-bordered box contains the message: **CM/ECF Access is NOT validated**.

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**

Edit

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

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
 TEXAS

Address 3 Country
 UNITED STATES

Save
[cancel](#)

Step 3

Click **Save**.

Note:

- Each *appointed* attorney (i.e., not associates) must enter his/her Social Security Number into the user profile. Associates need not enter a SSN because they will bill their time via the appointed attorney's voucher.
- 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:

Select
Add
Edit

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:
 210-833-5623

Address 1:
 110 Main Street

Address 2:

Address 3:

City: State: Zip Code:
 San Antonio TEXAS 78210

Country:
 UNITED STATES

Save
cancel

Step 4

If applicable,
Add Billing Info
for a Firm or an
Associate.

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 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:

Note:

- Attorneys with a pre-existing agreements must enter the firm's EIN and name (required)
- Associates do not need to enter a Social Security Number, but they will need to enter the Billing Code of the attorney to be paid.

Holding Period

Note: The Tenth Circuit Court of Appeals is not currently using eVoucher’s “Holding Period” function.

Continuing Legal Education

Note: The Tenth Circuit Court of Appeals is not currently using eVoucher’s “Continuing Legal Education” tracking function.

Appointments List

To view your CJA appointments, 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' List	
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:

View Representation

Attorney CJA 20 Voucher Template

Expert CJA 21 Voucher Template

Detailed Payment Reports

All vouchers associated with this case are displayed.

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

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 and other Services

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 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		13. COURT ORDER	
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		<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) Claimed Amount: 0.00 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

1 Page 1 of 1 (7 items)

View Representation

The **View Representation** information will display a variety of information about the representation, as illustrated in the screenshot below.

- **Note:** Due to the fact that Tenth Circuit appeals are not assigned to a panel of judges until after briefing is completed, the “Presiding Judge” field may contain the name of a generic “Circuit Judge,” court staff with delegated authority to review CJA vouchers, or someone other than the judge who will ultimately review and approve vouchers submitted by CJA 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.aotx.uscourts.gov
29	Andrew Anders	Appointing Counsel	12/21/10	deadmail@support.aotx.uscourts.gov

Step
3

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

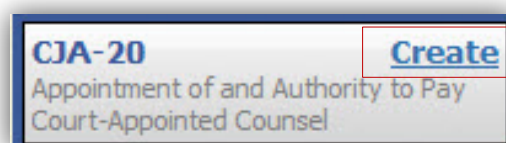
CJA 20 Voucher Process Overview



Creating the CJA 20 Voucher

Note: All voucher types and documents function primarily the same.

Step 1 From the **Appointment** page click **Create** from the CJA 20 Voucher template.



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

CJA-20 Attorney Enters
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

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			

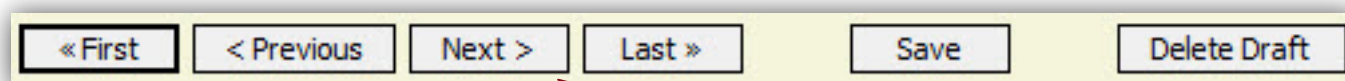
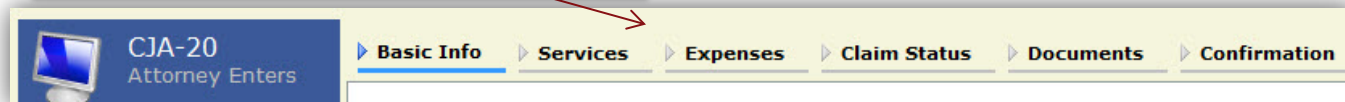
Payment Info

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 appears 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.
- 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 for both in-court and out-of-court services should be entered on the Services tab. For information regarding the level of detail and supporting documentation required for Tenth Circuit CJA vouchers, please consult the Court's (1) Advice to Counsel documents; and (2) Instructions and Checklist for Voucher Submission, which can be found on the CJA portion of the Tenth Circuit's website: <http://www.ca10.uscourts.gov/cja>, or contact a CJA case analyst at (303) 844-5306.

Step
2

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

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

The screenshot shows the CJA-20 Attorney Enters interface. The left sidebar contains user information (Def.: Jebediah Branson), a link to CM/ECF, voucher details (Voucher #: , Start Date: 6/11/2014, End Date: 6/11/2014), and budget reports. The main area is titled 'Services' and includes a form for entering a new service entry. The form has fields for Date (6/11/2014), Service Type, Doc. # (ECF), Pages, Hours, and a description. There are 'Add' and 'Remove' buttons. Below the form is a table with columns: Service Type, Date, Description, Hrs, Rate, and Amt. The table is currently empty. At the bottom, there are navigation buttons: < First, < Previous, Next >, Last >, Save, and Delete Draft.

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 same 'Services' tab interface as the previous one, but with a calendar pop-up open. The calendar is for June 2014, and the date 6/11/2014 is highlighted in yellow. The calendar has columns for days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and rows for dates (1-30). The 'Date' field in the form above the calendar is still showing 6/11/2014.

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.

Step
5

Enter hours of service in tenths of an hour.

Step
6

Enter a description.

Step
7

Click **ADD**.

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.

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

Line item time entries should be entered on the Expenses tab. For information regarding the level of detail and supporting documentation required for Tenth Circuit CJA vouchers, please consult the Court's (1) Advice to Counsel documents; and (2) Instructions and Checklist for Voucher Submission, which can be found on the CJA portion of the Tenth Circuit's website: <http://www.ca10.uscourts.gov/cja>, or contact a CJA case analyst at (303) 844-5306.

Step
1

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

Expenses

Date: 6/12/2014 *

Expense Type:

Miles: at \$0.5600 per mile.

Amount:

Description:

Add Remove

* Required Fields

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

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

Step
2

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

Expenses

Date: 6/12/2014 *

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
No data					

<< First < Previous Next > Last >>

Entering Expenses (cont'd)

Step 3 If Travel Miles is chosen, enter the round trip mileage.

Step 6 Enter a description.

Expenses

Date: 6/12/2014 *

Expense Type: Travel Miles *

Miles: 20 * at \$0.5600 per mile.

Amount:

Description: Travel to and from Court *

*** Required Fields**

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

Expense Type	Date	Description	Mile	Rate	Amt
No data					

« First < Previous Next > Last » Save Delete Draft

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: 6/12/2014 *

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	06/12/2014	Travel to and from Court	20	0.5600	11.20

1 Page 1 of 1 (1 items)


« First < Previous Next > Last » Save Delete Draft

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: 6/12/2014 *  Description: *

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

1 Page 1 of 1 (2 items)

« First < Previous Next > Last »

Step
5


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

Step
6

Click **SAVE**.

Claim Status

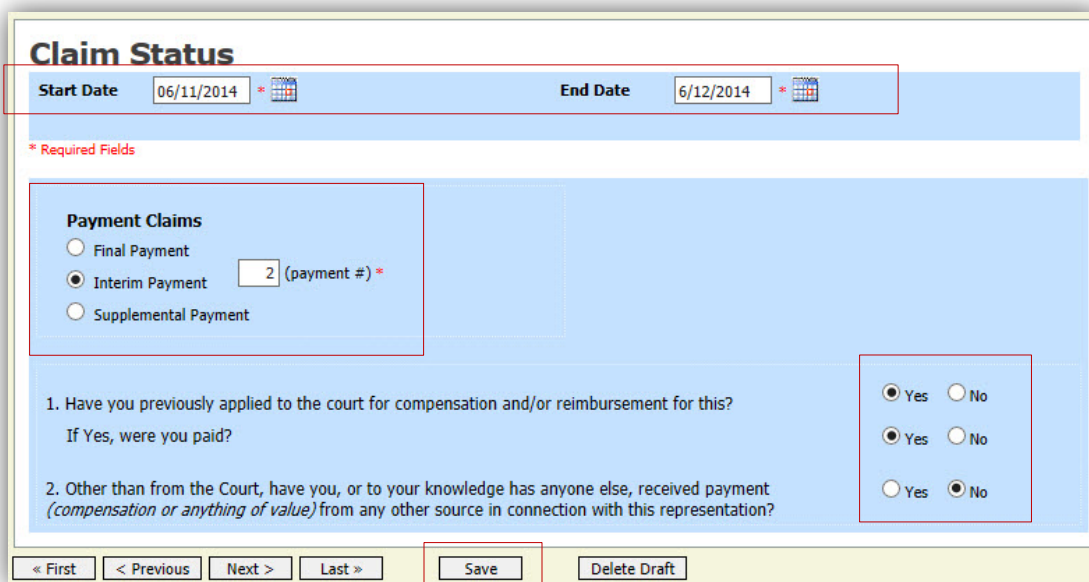
Once you begin entering data on the Services and/or Expenses tab, you may receive what looks like an error message:

 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.
- Interim Payments are allowed only with the express permission of the Court. Interim payments must be numbered.
- After a Final Payment has been submitted, the “Supplemental Payment” may be used to submit a voucher for missed or forgotten services, expenses, etc.

Step 4 Answer all the questions regarding previous payments in this case.

Step 5 Click **SAVE**.

Documents

Attorneys (and the Court) may attach documents to vouchers submitted via eVoucher. Attach all documentation required to support the voucher (e.g., travel or other expense receipts, orders from the Court). For guidance regarding supporting documentation required by the Tenth Circuit Court of Appeals, please consult the Court's (1) Advice to Counsel documents; and (2) Instructions and Checklist for Voucher Submission, which can be found on the CJA portion of the Tenth Circuit's website: <http://www.ca10.uscourts.gov/cja>, or contact a CJA case analyst at (303) 844-5306. All required supporting documentation, including excess fee memos, must be attached to the voucher in accordance with the process set forth in this section.

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. Documents larger than 10 MB must be divided into subparts and named in a manner that clearly identifies them as multiple parts of a single document.

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

Step 4 Click **SAVE**.


Signing and Submitting to Court

When you have added all voucher entries and attached required documentation, 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 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"/> V Standby Counsel			
14. LAW FIRM NAME AND MAILING ADDRESS Andrew Anders TIN: ***-**-6789 123 Legal Blvd. South AmyTown DC 12345 USA Phone: 888-555-4000 Fax: 888-555-4001		Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order 3/3/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
CLAIMS FOR SERVICES AND EXPENSES			FOR COURT USE ONLY		
CATEGORIES	HOURS CLAIMED	TOTAL AMOUNT CLAIMED	ADJUSTED HOURS	ADJUSTED AMOUNT	REVIEW
15. a. Arraignment and/or Plea	0.5	\$63.00			
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	0	\$0.00			
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:					
					
<div> < First < Previous Next > Last > Save Delete Draft </div>					

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 in the Public/Attorney Notes section any brief messages or other helpful information that you wish to communicate to the Court. Lengthy communications and detailed explanations should be submitted in a separate letter/memorandum attached in the "Documents" tab of the voucher.

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 documents 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 rejected by the Court, it will reappear in the “My Active 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 to a rejected voucher. After those corrections are made, the voucher must be resubmitted.

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-26	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		Total	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	\$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	\$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	\$6,700.00	\$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	\$6,700.00	\$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	\$6,700.00	\$5,629.00	
		Total Pending:				Total Approved:				\$3,541.24	\$6,700.00	\$5,629.00
		\$1,119.60										
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		Total	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	\$0.00	\$800.00	\$800.00		
		Total Pending:				\$0.00				Total Approved:		\$0.00	
Time Period For Voucher	Voucher Number	Pending				Approved				Amount Remaining			
		Fees	Expenses		Total	Fees	Expenses		Total	After Approved	After Approved And Pending		
			Travel	Other			Travel	Other					
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	\$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-26	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		Total	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		Total	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 for Expert (Non-Attorney) Services

CJA 21/31 Vouchers for Expert (Non-Attorney) Services must be submitted by CJA counsel on behalf of the expert. Alternatively, CJA counsel may seek payment of authorized, non-attorney expert services as “Other Expenses” on the attorney’s CJA 20 or 30 voucher. For information regarding the level of detail and supporting documentation required for Tenth Circuit CJA vouchers, please consult the Court’s (1) Advice to Counsel documents; and (2) Instructions and Checklist for Voucher Submission, which can be found on the CJA portion of the Tenth Circuit’s website: <http://www.ca10.uscourts.gov/cja>, or contact a CJA case analyst at (303) 844-5306.


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.



Def.:
[Link to CM/ECF](#)

Voucher #: ---
Start Date: ---
End Date: ---

Summary: \$0.00

Services		Totals
		\$0.00
Travel		
Expense Type	Amount	
Travel Miles	\$0.00	
Travel Misc	\$0.00	
Totals		\$0.00
Expenses		
Expense Type	Amount	
FAX	\$0.00	
Long Distance Charges	\$0.00	
Photocopies	\$0.00	
Postage	\$0.00	
Other Expenses	\$0.00	
Totals		\$0.00

Reports

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

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

[Form CJA21](#)

Basic Info

1. CIR./DIST./DEV.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](#)

Creating a CJA 21 Voucher (cont'd)

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 (\$800 or less), 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.

If you click "Use Previous Authorization" a list of Existing Requests for Au

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.**

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 Gabriel, Gina

Expert Info
Details
Gina Gabriel
110 Main Street
San Antonio TX 78210 USA
Phone: 210-593-3340

Create Voucher

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.

Note: The "Voucher Assignment" field will remain locked on "Attorney" because CJA 21/31 vouchers must be submitted via eVoucher by CJA counsel on behalf of the expert. Alternatively, CJA counsel may seek payment of authorized, non-attorney expert services as "Other Expenses" on the attorney's CJA 20 or 30 voucher.

Step
6

Select the Expert from the drop down menu, and click Create Voucher.

Note:

- Only experts registered with the service type selected will appear in the drop-down box. If your expert does not appear, submit the expert for approval by following steps 6a – 8a on the next page.
- If all of the required information is not completed, you will not be able to advance to the next screen.

Creating a CJA 21 Voucher (cont'd)

Step
6a

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

Step
7a

Fill in all required information for the expert you wish to submit for approval.

Step
8a

Click Create Voucher

Note:

- The expert you submitted will go through an approval process. Once that expert has been approved, an email will be sent to you and you will be able to access and complete your CJA 21/31 in your "My Active Documents" tab.
- You will then able to select the person from the **Expert** drop-down list and their information will automatically populate the CJA 21 voucher so that you can complete and submit the CJA 21/31 voucher.

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

New Voucher Information		
Service Type	Weapons Firearms Explosive Expert ▼	
Description	<div></div>	
Voucher Assignment <input checked="" type="radio"/> Attorney <input type="radio"/> Expert <i>This indicates who will be responsible for filling the voucher claim part</i>		
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	<div></div>	
First Name	Middle Name	Last Name *
<div></div>	<div></div>	<div></div>
SSN/EIN: *	Email *	
<div></div>	<div></div>	
Phone *	Fax	
<div></div>	<div></div>	
Address 1 *	City *	
<div></div>	<div></div>	
Address 2	State *	Zip *
<div></div>	<div></div>	<div></div>
Address 3	Country	
<div></div>	<div></div>	
<div>Create Voucher</div>		

Creating a CJA 21 Voucher (cont'd)

After clicking “**Create Voucher**” you will use the Services, Expenses, Claim Status, and Documents tabs to complete the CJA 21 voucher in the same manner as the process for completing a CJA 20 voucher. For information regarding the level of detail and supporting documentation required for Tenth Circuit CJA vouchers, please consult the Court’s (1) Advice to Counsel documents; and (2) Instructions and Checklist for Voucher Submission, which can be found on the CJA portion of the Tenth Circuit’s website: <http://www.ca10.uscourts.gov/cja>, or contact a CJA case analyst at (303) 844-5306.

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 shows the 'Services' tab in the CJA 21 Voucher system. The form includes fields for Date (6/19/2014), Hours, Rate, and Description. The 'Add' button is highlighted. Below the form is a table with columns Date, Description, Hrs, Rate, and Amt. The 'Save' button is highlighted at the bottom.

Date	Description	Hrs	Rate	Amt
No data				

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**.

The screenshot shows the 'Expenses' tab in the CJA 21 Voucher system. The form includes fields for Date (6/19/2014), Expense Type, Miles, and Description. The 'Add' button is highlighted. Below the form is a table with columns Expense Type, Date, Description, Mile, Rate, and Amt. The 'Save' button is highlighted at the bottom.

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

Creating a CJA 21 Voucher (cont'd)

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**.

The screenshot shows the 'Claim Status' tab with the following details:

- Start Date:** 06/12/2014
- End Date:** 6/19/2014
- Payment Claims:**
 - ☒ Final Payment
 - ☐ Interim Payment (payment #)
 - ☐ Supplemental Payment
- Navigation:** « First, < Previous, Next >, Last »
- Buttons:** Save (highlighted), Delete Draft

Note:

- Final Payment is requested after all services have been completed.
- Interim Payments are allowed only with the express permission of the Court. Interim payments must be numbered.
- After a Final Payment has been submitted, the “Supplemental Payment” may be used to submit a voucher for missed or forgotten services, expenses, etc.

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**.

The screenshot shows the 'Supporting Documents' tab with the following details:

- File Upload (Only Pdf files of 10MB size or less!)**
 - File:** [Browse...]
 - Description:** [Text field]
 - Upload:** (highlighted button)
- Description Table:**

Description	Delete	View
invoice from Expert	Delete	View
- Navigation:** « First, < Previous, Next >, Last »
- Buttons:** Save (highlighted), Delete Draft

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**.

Creating a CJA 21 Voucher (cont'd)

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. At this point, the CJA 21/31 has not yet been submitted to the Court. Follow steps 5 through 8 below to submit the voucher for approval.

Step 5

Click the voucher hyperlink.

My Active Documents			
To group by a particular Header, drag the column to this area.			
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 automatically time stamp the voucher.

Step 8

Click **Approve**.

Important Note: When you submit a CJA 21 voucher for expert services, **you must approve the voucher twice.** A CJA 21 voucher appearing in the “My Active Documents” section with a “Submitted to Attorney” status must be approved by the CJA attorney a second time. The CJA 21 voucher is not submitted to the Court until it appears in the “My Submitted Documents” window with a status of “Submitted to Court.”

Submitting a CJA 24 Transcript Authorization and Voucher

Contact the Clerk’s Office at (303) 844-3157 or eVoucher@ca10.uscourts.gov for guidance regarding the submission of a CJA 24 transcript authorization and voucher.

Creating a CJA 27 Compensation Claim in Excess of the Statutory Case Compensation Maximum (Court of Appeals)

CJA Counsel submitting a CJA 20 voucher that requests payment in excess of the applicable [case compensation maximum](#) must attach (in the Documents tab of the electronic voucher) either an excess fee memo or a completed [CJA 27 form](#). Guidance regarding the content of the excess fee memo or completed CJA 27 form can be found [here](#). Counsel should NOT submit a standalone CJA 27, but should attach it (or an excess fee memo) to the electronic CJA 20 voucher.

Creating/Submitting a CJA 30 Voucher

The process for creating and submitting a CJA 30 voucher in a capital case is the same as that for creating and submitting a CJA 20 voucher in a non-capital case.

Creating/Submitting a CJA 31 Voucher

The process for creating and submitting a CJA 31 voucher in a capital case is the same as that for creating and submitting a CJA 21 voucher in a non-capital case.